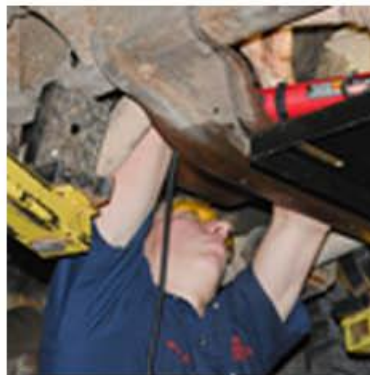
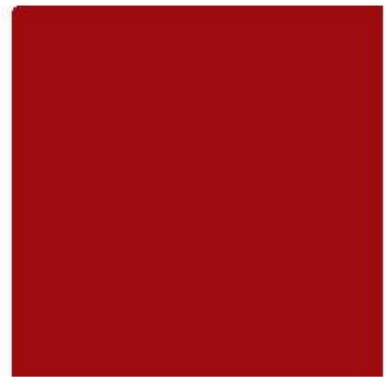


# Salina Area Technical College Document 3 APPENDIX B

Required Supplement for  
Candidacy Visit October 17-19, 2011

# 3 REQUIRED SUPPLEMENT



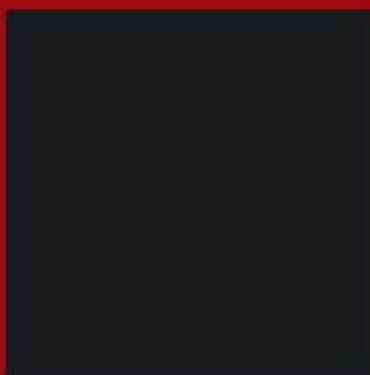
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# A INSTITUTIONAL SNAPSHOT



## A: Institutional Snapshot

### 1. Student Demography Headcounts

#### A. Undergraduate Enrollment by Class Levels

<b>Table IS.1 Program</b>							
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
Auto Collision Repair*	46	41	36	40	35	34	39
Automotive Technology	49	43	46	41	39	44	45
Business Administrative Technology*	24	21	19	15	11	14	20
Commercial and Advertising Art	52	49	47	42	36	41	53
Computer Aided Drafting*	17	16	15	25	25	25	21
Commercial Horticulture	12	9					
Construction Technology*	15	22	12	10	14	12	23
Dental Assistant*	17	17	19	17	17	18	14
Diesel Technology	32	34	32	37	35	28	34
Electronic Engineering Technology	31	17	15	25	20	14	12
Environmental Technology*	39	25	40	55	30	37	22
Heating, Ventilation and Air Conditioning*	20	16	13	15	19	20	18
Machine Tool Technology*	15	16	8	7	8	12	19
Medical Assistant*					6	16	13
Welding Technology*	24	22	25	27	21	28	34
Health Occupations**							322
<b>Total Headcount:</b>	<b>393</b>	<b>348</b>	<b>327</b>	<b>356</b>	<b>316</b>	<b>343</b>	<b>689</b>

\*Nine month programs; the remaining are 18 month programs.

\*\*Stand Alone Parent Program (SAPP) classes.

#### B. Undergraduate Students by Degree Seeking and Non-degree Seeking Status (showing totals, with breakdowns by gender and by race/ethnicity per IPEDS report.)

<b>Table IS.2 Gender</b>							
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
Male	323	285	266	296	266	272	332
Female	70	63	61	60	50	71	357
<b>Total:</b>	<b>393</b>	<b>348</b>	<b>327</b>	<b>356</b>	<b>316</b>	<b>343</b>	<b>689</b>

<b>Table IS.3 Ethnicity</b>							
	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>
Asian	10	5	3	3	7	4	10
African American	6	8	6	6	4	9	23
Hispanic	17	16	19	21	12	33	66
Native American	6	1	4	2	4	2	6
White	354	290	285	324	289	295	500
Minority	39	30	32	32	27	48	105
Unknown							84
<b>Total:</b>	393	348	327	356	316	343	689

C. Graduate/Professional studies – not applicable

D. Age Range of Undergraduate Students

<b>Table IS.4 Ages</b>	
	<b>FY10</b>
24 and Under	457
25 and older	222
Unknown	10
<b>Total:</b>	689

This data was not collected in FY09.

E. Residency Status

All students who attend Salina Area Technical College are residents. State law requirements for residency at a technical college in Kansas are “an address in Kansas.” Unless a student commutes from another state, they are a resident. Even so, nonresidents pay the same tuition rates as residents.

## 2. Student Recruitment and Admissions

<b>Table IS.5 Student Recruitment and Admissions</b>			
	<b>Applied</b>	<b>Accepted</b>	<b>Matriculated</b>
Fall 2008	375	375	316
Fall 2009	400	400	363

### 3. Financial Aid Assistance for Students

- a. What percentages of undergraduate students applied for any type of financial assistance?

165 in FY09 (48% times 343 enrollment)

126 in FY08 (40% times 316 enrollment)

- B. How many of your undergraduate students and of your graduate/professional students received financial assistance of any type?

This data was not tracked.

What percentage is this of your total enrollment?

48%. Source IPEDS Data Feedback Report 2010 for FY09.

40% any loan, 40% federal. Source IPEDS Data Feedback Report 2009 for FY08.

What percentages of your total enrollment received assistance in each of the following categories?

	<b>FY08</b>	<b>FY09</b>
Federal Grants	30%	34%
State and Local Grants	11%	11%
Institutional Grants	4%	7%
Loans	40%	40%
Pell	no data	30%

- C. Tuition Discount Rate:

	<b>2009/10</b>	<b>2008/09</b>
Institutional Financial (Federal) Aid Dollars Awarded for Tuition and Fees	\$304,012	\$359,722
The Tuition Discount Rate: The rate cannot be separated for these two categories so we are reporting the aggregate figures.		

#### 4. Student Retention and Program Productivity.

- A. What percent of first-time full-time fall entering undergraduate students in the previous year returned for study during the fall semester on which this report is based?

<b>Table IS.8 IPEDS Data</b>		
	<b>2008</b>	<b>2009</b>
Retention – Full time	83%	78%
Retention – Part time	63%	50%
Graduation:	79%	79%

<b>Table IS.9 IPEDS Data – Ethnicity Graduation</b>		
	<b>2008</b>	<b>2009</b>
American Indian	NA	NA
Asian	75%	100%
African American	67%	83%
Hispanic	80%	80%
White	79%	78%
Overall	79%	79%

- B. How many students earned graduate or professional degrees? Not applicable

- C. Report the number of graduates in the previous academic year by college/program in keeping with the following Classifications of Instructional Programs (CIP) codes.

<b>Table IS.10 Graduates</b>		
	<b>CIP Code</b>	<b>FY10</b>
Auto Collision Repair	47.0603	19
Automotive Technology	47.0604	6
Business Administrative Technology	52.0401	8
Commercial and Advertising Art	50.0402	12
Computer Aided Drafting	15.1302	11
Construction Technology	46.0201	7
Dental Assistant	51.0601	12
Diesel Technology	47.0605	7
Electronic Engineering Technology	47.0105	2
Environmental Technology	15.0506	21
Heating, Ventilation and Air Conditioning	47.0201	12
Machine Tool Technology	48.0501	12
Medical Assistant	51.0801	10
Welding Technology	48.0508	18
EMT	51.0810	19
Home Health Aide	51.2602	7
Certified Medication Aide	51.2603	64
Certified Rehabilitation Aide	51.2604	6
Certified Nursing Assistant	51.3902	187
<b>Total:</b>		<b>440</b>

- D. No licensure examinations are required

### 5. Faculty Demography (A, B, C combined)

See next page.

**Table IS.11  
Salina Area Technical College – Instructor Demographics**

Program/Title	Name	Yrs of Experience	Practical, in-the-field experience	Teaching Experience	FT or PT		Degree					Gender		Ethnicity					
					Full-time	Adjunct or part-time	Doctorate	Master's	Bachelor's	Associate's	None. (Plan for AAS on file.)	Male	Female	Asian	African American	Hispanic	Native American	White	
Auto Collision Repair (47.0603)	Richard Fairchild	33	25	8	FT					X		X							X
Auto Collision Repair (47.0603)	Alan Eaton	31	20	11	FT					X		X							X
Automotive Technology (47.0604)	Tom Conway	30	30	7	FT					X		X							X
Automotive Technology (47.0604)	Vince Manship	10	9	1	FT						X	X							X
Business Administrative Technology (52.0401)	Glenda Mummert	42	29	25	FT				X			X							X
Commercial & Advertising Art (50.0402)	Jim Smith	26	12	14	FT			X				X							X
Commercial & Advertising Art (50.0402)	Cathy Strowig	31	18	13	FT				X			X							X
Computer Aided Drafting (15.1302)	Ryan Weber	7	6	1	FT				X			X							X
Construction Technology (46.0201)	Kevin Watters	21	18	3	FT				X			X							X
Dental Assistant (51.0601)	Janet Fisher	43	16	27	FT			X				X							X
Dental Assistant (51.0601)	Kim Coad	17	17	10	0.75				X			X							X
Diesel Technology (47.0605)	Ken Mills	49	30	19	FT				X			X							X
Diesel Technology (47.0605)	Blane Schloo	29	25	4	FT					X		X							X
Electrical Technology (46.0302)	Jim Lytle	30	29	1	FT						X	X							X
Electronic Engineering Technology (47.0105)	Nate Davis	13	7	7	FT			X				X							X
Environmental Technology (15.0506)	Dale Vanderhoof	18	9	9	FT					X		X							X
HVAC (47.0201)	Chad Townley	15	15	7	FT						X	X							X
Machine Tool Technology (48.0501)	Jeramie Rick	7	2	5	FT				X			X							X
Medical Assistant (51.0801)	Julie Allen	22	20	2	FT					X		X							X
Welding Technology (48.0508)	Eric Vannoy	15	12	3	FT					X		X							X
<b>GENERAL EDUCATION:</b>																			
Business Ethics (38.0104), Psychology (42.01)	Aaron White	30	30	2		Adj		X				X							X
Intro to Computers (11.0202)	Janet Layton	28	28	15		Adj		X				X							X
Technical Communication (52.04)/English Comp I (23.01)	Paula Peterson					Adj		X				X							X
Speech (09.01)	Julie Rowe					Adj		X				X							X
College Algebra (27.01)/Intermediate Algebra (27.01)	Dan Cerny					Adj		X				X							X
Technical Math (27.01)	Ryan Weber	7	6	1		Adj			X			X							X
All faculty are "ranked" as instructor. <b>Totals</b>					<b>19</b>	<b>6</b>		<b>8</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>19</b>	<b>7</b>						<b>25</b>

**Table IS.11 – Continued  
Salina Area Technical College - Instructor Demographics**

Program/Title	Name	Experience			FT or PT		Degree					Gender		Ethnicity				
		Yrs of Experience	Practical, in-me-nem experience	Teaching Experience	Full-time	Adjunct or part-time	Doctorate	Master's	Bachelor's	Associate's	Certificate	Male	Female	Asian	African American	Hispanic	Native American	White
<b>CONTINUING EDUCATION:</b>																		
EMT (51.0810)	John Hultgren	26	26	14		PT				X		X						X
Healthcare (51.2602-51.2604, 51.3902)	Della Schwindt	22	22	7		PT				X		X						X
Healthcare (51.2603, 51.3902)	Lynn Andres	21	21	1		PT				X		X						X
CDL/Truck Driving (47.0605)	Vern Prostler	32	32	11		PT				X		X						X
Small Engines (47.0604)	Peter White	14	14	13		PT				X		X						X
EMT (51.0810)	Shiloh Walter	16	16	7		PT					X	X						X
HVAC (47.0201)	Mike Estes	33	33	6		PT					X	X						X
Industrial Maintenance (47.0105)	Alan Davis	22	22	4		PT				X		X						X
CAD (15.1302)	Shawn Warner	18	18	7		PT				X		X						X
Healthcare (51.0801)	Kallie Burgardt	8	8	1		PT		X				X						X
Healthcare (51.2603)	Lynn Lapka	14	14	7		PT				X		X						X
CAD (15.1302)	Chris Perkins	14	14	11		PT				X		X						X
Business (52.0401)	Joomi Bobbett	24	24	10		PT				X		X		X				
Healthcare (51.3902)	Sandra Spani	19	19	12		PT				X		X						X
OSHA (15.0506)	Teri M. Novatny	13	13	4		PT				X		X						X
Welding (48.0508)	Ryan Pearson	6	6	4		PT				X		X						X
Healthcare (51.2602-51.2604, 51.3902)	Joyce Porter	18	18	12		PT				X		X						X
Welding (48.0508)	Tom Vargas II	6	6	3		PT					X	X						X
Healthcare (51.2602-51.2604, 51.3902)	Beverly Wolf	30	30+	3	FT					X		X						X
OSHA (15.0506)	Matt Spencer	12	12	10		PT				X		X						X
Welding (48.0508)	Frank Jones	14	14	2		PT						X						X
Commercial Art (50.0402)	Michael Guterrez					PT				X		X				X		
Totals							0	1	9	8	3	11	11		1	1		20
Grand Totals							0	9	16	14	5	30	18		1	1		45

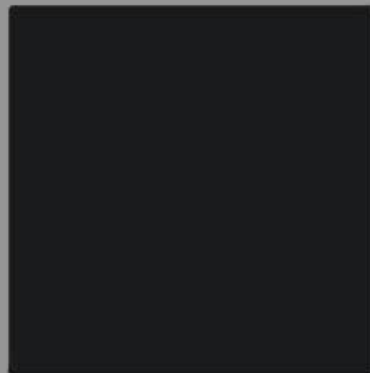
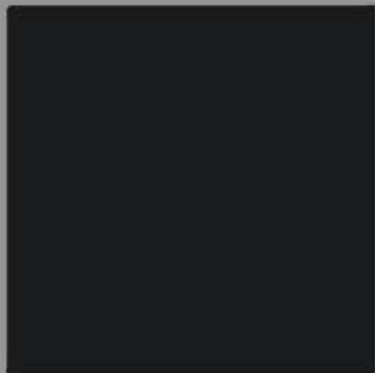
## 6. Availability of Instructional Resources and Information Technology

<b>Table IS.12</b>			
<b>Availability of Instructional Resources and Information Technology</b>			
<b>Resource</b>	<b>Description and Location</b>	<b>Usage Monitoring</b>	<b>Quantity/Size/Other (Where Applicable)</b>
Student Information System	SONISWEB <sup>®</sup> is a web-based admissions, registration, student billing, financial aid, recruiting, and reporting software.	Used and monitored by Student Services	Data is stored on a SQL server on site.
College Website	Site provides general information for students, faculty and staff. Location: www.salinatech.edu	Usage monitored by number of hits	Web site is managed and stored off site.
Computer Labs	Contains all Microsoft software, testing software, CAD software, ACT KeyTrain, and Rosetta Stone.	Usage monitored by learning resources	20 in Building A upstairs 20 in Building A downstairs 6 in Library in Building B
Server Management Software	Lightspeed software is located in server room. Monitors all individual usage, blocks viruses, monitors complete system. Provides shaping for video and priority usage.	Provides numerous reports	Housed on campus servers and monitored by external service.
Wireless Networking	Entire campus has wireless connectivity	Usage monitored by Lightspeed Software	
Microsoft Office Products	Site license for Microsoft Office products, including Word, Excel, Power Point, Access, and Publisher. Located on individual machines.	Monitored through Lightspeed software	Office 2007 License Office 2010 License
Webmail	Web mail is available to all employees through licensing with Microsoft	Monitored through Lightspeed software	
Multimedia Classrooms	Each classroom teacher has a laptop, LCD projector, T 1 lines and screens.	Classroom utilization	All classrooms
LanSchool Software	Software that allows instructors to demonstrate applications on student computers and monitor student work	Currently used in CAD and Business	Site license with unlimited number of students
Classroom/Lab Computers	All programs have classroom and lab computers to access specific application software, internet search and Microsoft products.	Monitored through Lightspeed software	
Learning Resources	Learning Resources provides testing, tutorial, and academic services in Building A.	Monitored by Learning Resource personnel.	Staffed and utilizes 20 computers.
Snap Grades	Web based for faculty, staff, administration, and student access.	Director of Admissions and Registration	

## 7. Financial Data (Covers A and B, C Not applicable)

<b>Table IS.13</b>			
<b>Snapshot Budget Information</b>			
<b>Revenues</b>		<b>FY09</b>	<b>FY10</b>
	Tuition and Fees	\$ 1,230,440	\$ 1,351,178
	State Appropriations	\$ 2,422,931	\$ 2,158,205
	Investment Income	\$ -	\$ 2,872
	Contributions	\$ -	\$ -
	Auxiliary	\$ 143,822	\$ 173,384
	Other	\$ 150,516	\$ 122,187
	Grants	\$ 173,549	\$ 281,155
	<b>TOTALS</b>	<b>\$ 4,121,258</b>	<b>\$ 4,088,981</b>
<b>Expenses</b>			
	Instructional	\$ 1,752,115	\$ 1,995,398
	Student Services	\$ 298,260	\$ 350,876
	Physical Plant	\$ 528,210	\$ 658,012
	Administration	\$ 577,531	\$ 660,150
	Auxiliary	\$ 159,964	\$ 190,254
	Other	\$ 105,956	\$ 103,123
	<b>TOTALS</b>	<b>\$ 3,422,036</b>	<b>\$ 3,957,813</b>

# B FEDERAL COMPLIANCE



## **B: Assurance of Federal Compliance**

Salina Area Technical College (Salina Tech) adheres to all the federal requirements monitored by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA) and as prescribed by the United States Department of Education.

### **Credits, Program Length and Tuition**

Salina Tech operates on a 16-week semester and awards credit hours for each course. The College instructional time surpasses expectations of the Kansas Board of Regents requirements. For example, the Kansas Board of Regents requirements state that a one credit-hour lecture class is to meet a minimum of 15 hours in a semester, and a one credit-hour lecture/lab class is to meet a minimum of 22.5 hours in a semester. A one credit-hour lab or internship class is expected to meet a minimum of 30 hours a semester. Since the College's current accrediting agency is the North Central Association – Commission on Accreditation and School Improvement (NCA-CASI), the Department of Education requires financial aid be awarded based on clock hours.

The College offers classes over the course of three semesters; fall, spring, and summer. The length of each program is comparable to similar community and technical colleges in Kansas and is approved by the Kansas Board of Regents. Information about credits and program length are outlined in the [degree and certificate section of the College Catalog](#).

Tuition in FY11 was \$83 per credit hour, except the Dental Assistant program. The Dental Assistant program tuition was set at \$99 per credit-hour and was justified through a thorough analysis of program costs during the program review process. Institutional fees, used to fund technology expenditures and student activities, are \$12 per credit hour for all programs. Salina Tech's tuition and institutional fees are comparable to the [other Kansas technical colleges](#). Students must also pay program fees that vary according to unique program costs. [Tuition and fees](#) are approved by the Board of Trustees [each year](#).

### **Student Complaints**

The College publicizes a [Student Code of Conduct](#) and an [appeal and grievance process](#) in the College Catalog and student handbook. When student complaints are received, the Vice President of Student Services maintains a [log of student complaints](#). All complaints are investigated and ruled upon by the appropriate administrative office; final decisions are recorded in the student complaint log. President's Cabinet reviews the student complaint log annually to discern emerging patterns of which none have been found. From April 1, 2009-February 11, 2011, thirteen written complaints were received from students.

### **Transfer Policies**

Based on the Registrar's evaluation of a student's transcript, a student may transfer to Salina Tech from another college. Credits may be transferred for courses taken at other postsecondary institutions in which a grade of C or higher was earned. The following information regarding transfer policies is published in the 2011/2012 College Catalog and on the Salina Tech website.

### **Transfer of Credit From Another College to SATC**

Send an official copy of transcript directly from previous accredited institution to: SATC Registrar, 2562 Centennial Road, Salina, KS 67401. Transfer credits that apply toward the current program are not used in computing GPA. Only courses with a grade of C or higher will transfer and must come from an accredited institution.

The SATC Registrar will evaluate transcripts based on the program to which SATC has admitted the student. SATC may grant transfer credit only to courses that apply to a student's program of study at SATC or meet degree requirements. All grades and credits on an incoming transcript(s) will be included in the Registrar's evaluation of transfer credits.

Students who change their major program of study or degree plan at SATC may request that the Registrar reevaluate their transcripts based on the new program of study.

SATC reserves the right to evaluate any potential transfer courses based upon the syllabi and competencies of similar courses instructed at SATC. If incoming courses do not meet the same competencies and criteria as SATC courses, equivalency will not be established.

SATC follows the guidelines established by National Association of Credit Evaluation Services (NACES) for credits earned from international institutions.

SATC follows the American Council on Education's (ACE) published recommendations on the transfer of non-accredited institutions, including military and other training programs.

The Registrar will make the final determination of transfer credit.

### **Transfer of SATC Credits to Another College**

Students seeking to transfer credit earned at Salina Area Technical College to another college must submit a signed Transcript Request Form to the Student Services Office. Transcripts cost \$7.00 each. Signed requests are necessary to send transcripts.

Within five business days of receiving the signed Transcript Request Form and transcript fee, the Student Services Office will send transcripts to the recipient(s) indicated on the Transcript Request Form. Whenever possible, students should indicate a specific person or office to which the transcripts should be sent.

Students who want their transcripts to include certificates and degrees earned must request that those transcripts be sent after the appropriate graduation date for those certificates and degrees.

SATC will not send transcripts for students who have outstanding financial obligations to the college. All obligations to the college must be cleared before transcripts will be sent.

### **Transfer Credit Appeal Process**

Students who disagree with the transfer credit decisions at SATC may appeal those decisions as follows. Students should provide evidence, such as course descriptions and syllabi, that the courses in question are either the equivalent of or comparable to courses offered by SATC.

- Students first must appeal the transfer credit decision in writing to the Registrar within 10 business days of the decision.
- If the disagreement is not resolved with the Registrar, students may appeal in writing to the Vice President of Student Services within 10 days of the first appeal to the Registrar. The decision of the Vice President of Student Services shall be final and not subject to appeal.

### **Verification of Student Identity**

Currently, Salina Tech does not offer any classes via distance learning or correspondence education.

### **Title IV Program and Related Responsibilities**

#### **Financial Aid**

Salina Tech is authorized to participate in the following federal financial-aid programs:

- Federal Pell Grant
- Federal Direct Student Loan
- Federal Work Study Program

The College is fully compliant with the Title IV requirements of the Higher Education Reauthorization Act. The office of Financial Aid monitors default rates and maintains its affiliation with the United States Department of Education. The College has a current Program Participation Agreement (PPA), Eligibility and Certification Renewal (ECAR), and participates in required program audits. Table 8.1 provides the College's official Title IV default rates for the most current two years.

<b>Year</b>	<b>Default Rate</b>
2007	4.2%
2008	6.2%

Salina Tech had an [A-133 financial aid audit](#) during FY09. The audit results were unqualified, the highest standard of excellence. In addition, the College has never had any significant findings from a financial audit review that resulted in repercussions from the audit or composite ratios.

### **Campus Crime Information and Related Consumer Information**

In accordance with Title I of Public Law 101-542, up-to-date consumer information about graduation rates and campus security is available on the Salina Tech website, the [College Catalog](#), and in the Registrar's office in Building A. The graduation rate for the 2006-2009 cohort was 78 percent.

From 2007 through 2009 Salina Tech did not experience any murders, arson, aggravated assaults, hate crimes, liquor law violations, drug abuse violations, or weapon possessions. During this three-year period, there were also no forcible or non-forcible sex offenses, nor were there any reports of motor vehicle thefts.

### **Satisfactory Academic Progress**

Salina Tech publishes the following satisfactory academic progress information in the [academic information and policies](#) section of the College Catalog and on the College's website:

#### **Academic Probation and Suspension**

Students with less than a (2.0) GPA at the end of the semester are placed on academic probation for the following semester. If the student fails to meet the academic standard during the probationary semester, he/she will be subject to suspension for one full semester.

#### **Suspension Appeal Process**

A student may write a letter to the Vice President of Student Services stating reasons for a waiver of suspension. The letter is given to an appeals committee consisting of the Vice President of Student Services, program instructor and one additional instructor. Student remains in school until appeal is final. If the appeal is granted, the student is reinstated on probation with possible conditions.

#### **Readmission From Academic Suspension**

All requests for re-admission to the college shall be submitted to the Vice President of Student Services who will facilitate the process of re-admission to the college. See re-admission policy in admissions standards section, pg 21.

The institution also meets satisfactory academic progress requirements of Title IV and publishes this information in the [College Catalog](#) and the website regarding financial aid:

**Satisfactory Academic Progress.** Satisfactory Academic Progress criteria are maintaining a cumulative 2.0 GPA and completing at least 50% of the credits attempted.

**Application of Standards.** Satisfactory progress standards apply to both part-time and full-time students. Table 8.2 provides Salina Tech's guidelines for student status and related credit hours, while Table 8.3 provides the cumulative credits needed.

Number of Credit Hours	Student Status
12 or more	Full-time
9 to 11.99	Three-quarter-time
6 to 8.99	Half-time
5.99 or less	Less than half-time

Cumulative Credit Hours	Student Status
0 - 30	First-year/Freshman
31 -76	Second-year/Sophomore

## Attendance Policy

The [College Catalog](#) and website publish Salina Tech's attendance policy:

### Attendance Policy

Salina Area Technical College is dedicated to students' job-skill and employment preparation and believes that poor attendance may result in incomplete knowledge and skill development. Therefore, program instructors will address in their course syllabi the attendance guidelines for students enrolled in their programs.

The Vice President of Student Services will notify students in writing that they have been administratively withdrawn and that they must apply for readmission before returning to the college.

The [Faculty Handbook](#) further defines the College's attendance policy:

**Student Attendance.** Regular, punctual class attendance is necessary if students are to obtain maximum benefits from instruction. Students are expected to comply with attendance policies set by individual instructors or the institution. Prolonged absence due to chronic illness, hospitalization, personal tragedy or other extenuating circumstances will be considered on a case-by-case basis.

#### Attendance Expectations:

1. Instructors may keep a record of students' attendance.
2. Instructors do not have to turn in post-secondary attendance.
3. High school attendance is to be turned in daily to Student Services.
4. Instructors will notify the Student Services Administrative Assistant within one hour of the start of class by telephone or e-mail if a high school student is absent.

At the mid-point of the semester, Student Services will prepare a class roster for each department. Each instructor must indicate any students on the roster who have not been attending their class. At the end of the semester, if a student has not officially withdrawn but has ceased attending, each instructor who had that student in a class during the semester, must report to the Registrar what the student's last date of attendance was in their class.

The date at which students will pass the 60% point in each semester will be on the calendar. The Federal financial aid refund policy and its implications will be covered in orientation. It is very important that students who have Pell Grants or student loans are aware of the possible monetary consequence of leaving school.

### **Institutional Disclosures and Advertising and Recruitment Materials**

The following statement is published in the [accreditation section](#) of the College Catalog and on the College website:

Salina Tech is coordinated by the Kansas Board of Regents and fully accredited by the North Central Association Commission on Accreditation and School Improvement.

Per HLC-NCA policy, Salina Tech does not disclose in any advertising or recruiting materials that it is seeking accreditation from the HLC-NCA.

All programs, location, and policies are described in the College Catalog and the College website.

### **Relationship with Other Accrediting Agencies**

Salina Tech has four programs accredited by third-party accrediting bodies and one program is currently seeking accredited status. The Dental Assistant program is accredited by the Council on Dental Accreditation of the American Dental Association ([CODA](#)).

Auto Collision Repair, Automotive Technology, and Diesel Technology are all accredited by National Automotive Technicians Education Foundation ([NATEF](#)), a division of the National Institute of Automotive Service Excellence (ASE). No College program has ever been under sanction or denied a program accreditation.

While the institution is governed by a local Board of Trustees, certain aspects of funding, curriculum alignment, Carl D. Perkins funds, performance agreements and other policy and procedures fall under the purview of the Kansas Board of Regents. The College has never been denied funding from the State of Kansas due to unmet goals in the state performance agreement; however, in 2004 a previous director did not submit performance agreement data to the Kansas Board of Regents resulting in a \$200,000 decrease of funding dollars for that year.

### **Public Notification and Third Party Comment**

Salina Tech submitted the following third-party notification to the public via [newspaper](#), campus [bulletin boards](#), and the College website:

Salina Area Technical College will undergo a comprehensive evaluation visit October 17-19, 2011, by a team representing the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. Salina Area Technical College is seeking candidacy accreditation. The team will review the institution's ongoing ability to meet the Commission's requirements and Criteria for Accreditation. The public is invited to submit comments regarding the College to:

Public Comment on Salina Area Technical College  
The Higher Learning Commission  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing and signed; comments cannot be treated as confidential. All comments must be received by September 17, 2011.

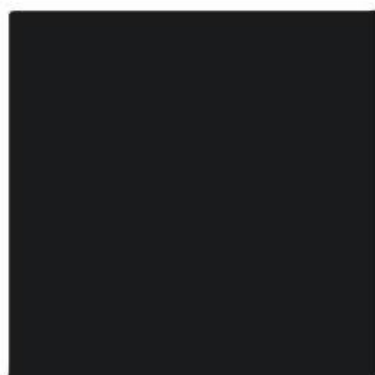
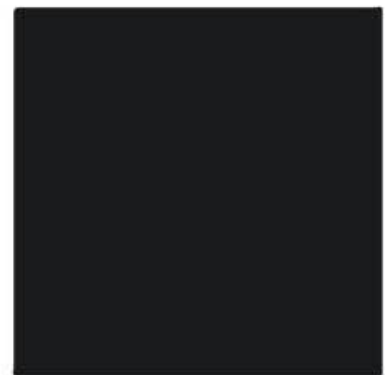
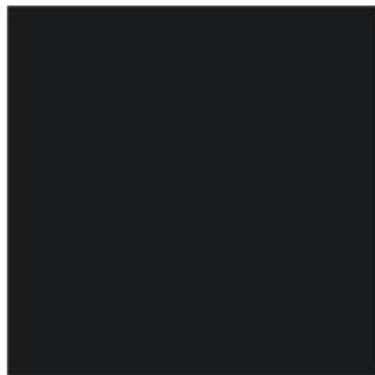
### **Veterans**

Salina Tech is considered an Institution of Higher Learning by the Department of Veterans Affairs, and their programs and policies have been approved by the Kansas Commission of Veterans Affairs to provide training to veterans and their eligible dependents. A veteran enrolling as a Salina Tech student has the option of completing a technical certificate or an associate of applied science degree.



# List of Documents in Resource Room

# C RESOURCE ROOM



**C: List of Documents in Resource Room  
(Electronically and/or Hard Copy)****A**

Ability to Benefit Student Monitoring  
Academic Integration  
Accountability Reporting - Local, regional, state, national  
Accreditation Visit Report (Most Recent)  
Accreditations - Programs (State & National)  
Admission policies  
Advisory Committee Meeting Agendas & Minutes  
Advisory Committee Member List  
Advisory Committee Survey Analysis  
American Disability Act (ADA) Compliance  
Analysis of Surveys Documentation  
Annual performance reports to governing board  
Annual Report document communicated to stakeholders  
Articulation Agreements  
Assessment Documentation  
Assistive service process for students with special needs  
Associate degree requirement compliance  
Attendance Policy  
Attendance Tracking  
Audit - Federal and State reviews (Financial Audit)  
Automated phone message communication

**B**

Beliefs and core values  
Board (See Governing Board)  
Budget for capital improvements  
Budget for continuous improvement/innovations  
Budget for departments/programs  
Budget for technology

**C**

Calendar - Academic  
Career - Individual Career Plan (See Counseling - Career)  
Career Assessment Inventories (See Assessments - Career Interest)  
Career Exploration Activities  
Certification/State-National Licensure (See Assessment)  
Civil Rights Compliance  
Class Size/Student Instructor Ratio  
Clinicals/Internships

- Observations/Evaluations
- Surveys/Analysis
- Shadowing Experience
- Clock/credit hour ratio meets acceptable requirements
- Co-curricular student organizations
  - Membership roster
  - Competitive events participation (results)
- College Climate Inventory
- College-wide Steering Committee
  - Member listing
  - Agenda
  - Committee Minutes
- Community organization participation (ie: Chamber)
- Community Resources and Staff Involvement in Community Tracking
- Community service opportunities
- Community Surveys
- Community-based projects
- Comparative analysis of comparable colleges
- Competency/Objective Check Off Tracking
- Complaint/Grievance Documented Process
- Completion/graduation rates
- Compliance with applicable local, state, and federal laws, standards, and regulations
- Confidentiality of Records
- Constitution Day program for students
- Contextual Learning
- Continuous Improvement Plan/College Improvement Plan
- Cooperative learning/teamwork
- Counseling - Academic advising
- Counseling - Drugs and Substance Preventive and Intervention services
- Counseling - Counselor
- Counseling – Crisis Management Plan
- Counseling - Reports
- Counseling - Instructor Advisors
- Course Catalog
- Course of Study (See Program of Study/Courses of Study)
- Course Syllabi (See Syllabi)
- Course Title
- Curriculum Guide (See Program of Study/Courses of Study)
- Curriculum mapping/alignment with academic and technology standards
- Customized training - business/industry

**D**

Data-driven Information System (Collection, Analysis)  
Default rate - Student loan  
Differentiated instruction  
Diverse course offerings  
Diversity/equity  
Drug free education  
Dual credit agreements

**E**

Employability/Job-Readiness Skills Courses  
Employer Follow-Up Survey  
Employment contracts  
English as a second language (ESL) program availability  
Enrollment Contracts  
Enrollment Data  
Entrance requirements: HS Diploma or equivalent  
Equipment Amortization Schedule  
Exit Surveys for student withdrawals

**F**

Facilities - Legal Compliance  
Facilities - Maintenance/Cleanliness  
Facilities - Space  
Facilities and campus improvement plan  
Facility Availability schedule  
Feedback opportunities  
Financial aid audit reports  
Financial Aid handbook  
Financial Aid policies  
Financial audit reports  
Fiscal policies

**G**

General education requirements  
Goals  
Governing Board information  
Grade Monitoring/Reports/Tracking  
Grade point averages  
Grade Policy/Program Completion Published  
Grading Scale  
Grant resource availability

Grievance - (See Complaints)

## **H**

Health Personnel  
HIPPA Compliance  
Hiring Processes  
Hours consistent with credential offered

## **I**

Individual Career Plan (See Counseling - Career)  
Individual student conference availability  
Industry Credential Pass Rate (See Assessment - Industry Credential)  
Information System (See Data-driven Information System)  
Instructional time is uninterrupted  
Instructor driven teams - agenda  
Instructor driven teams - organizational structure  
Instructor Evaluations - full time and adjunct (See Staff Evaluations)  
Instructor handbooks  
Instructor -driven teams - data-driven decision making/strategic planning  
Instructor -driven teams - minutes  
Instructor Surveys (See Staff/Faculty/Teacher Surveys)  
Integrated Academics  
Integrated Projects  
Integrity and security policies  
Internship Agreements  
Learning Resources Staff  
Learning Resources Tracking  
IPEDS data

## **J**

Job Descriptions  
Job Placement Services

**L**

Labor Market data  
Leadership transition policy  
Learning Center/Media Center Board Approved Plan  
Learning Center/Media Center Coordinator  
Learning community  
Legal Authority for Operation  
Legal Compliance  
Legal Compliance (Copyrights)  
Lesson Plan Observation and Review  
Licensure  
    Certification - State/National  
    Certification Pass Rate  
    Pass/Certification Rates tracking/analysis  
Linkages - Community Policy organizations

**M**

Marketing - Plan  
Marketing - Public Relations  
Media articles in local, state, national, or international media  
Media Center (or Technology access)  
Mission Statement - (See Vision and Mission)  
Monitoring method and tracking of student participation

**N**

National performance reports  
Needs Analysis  
    Community and students  
    Implementation of strategies  
    Labor Market Needs  
Newspapers/Newsletters (College)  
Non-discrimination Policy

**O**

Objectives - State/Industry - Approved  
Objectives - States in behavioral terms  
Observations and interviews  
Occupational Exploration (See Career Exploration)  
Online resource links available  
Operational Policies

## Organizational Chart

Orientation - Adjunct faculty/Staff/Students

**P**

## Partnerships

- Agencies
- Community organizations
- Other educational institutions

## Payment policies

## Perkins &amp;/OR Other Performance Measure Data

## Personnel policies

## Placement Information/Counseling Services

## Placement Rate (Program Completer)

## Placement Staff/Services

## Portfolio Development

## Post-Graduate Follow Up Surveys

## Pre-entrance Remediation

## Pre-entrance/Pre-screening Testing (See Assessment - Pre-entrance Testing)

## Professional Development

## Professional organization membership of staff

## Programs

- Program Approval (state or governing board)
- Program Brochures
- Program Budgets
- Program Completion - (See Completion)
- Program Cost Effectiveness
- Program of Study/Course of Study
- Program Syllabi (See Syllabi)
- Program/Course Evaluations
- Progress reports

## Project-based learning

## Promotional Materials

## Public Relation activities

## Published Schedule of Courses

## Published Student Conduct Guidelines in Student Handbook

## Published Student Conduct Guidelines in Teacher Handbook

**R**

Recommendations - Reports of outcomes  
Recruitment Materials  
Remediation/Intervention (See Intervention/Remediation)  
Remuneration plan (See Salary Schedule)  
Replacement of Equipment Plan  
Resource Materials including current media, books, reference sources, and periodicals in print and/or electronic format  
Resources - Board Funds Available  
Resources - Discretionary Funds

**S**

Safety - Drills  
Safety - Equipment  
Safety - Fire Inspections  
Safety - OSHA compliance  
Safety - Students Assessments  
Safety Committee  
Safety Committee - Minutes  
Safety Committee - Nonconformities - Tracking  
Safety Crisis/Security Management Plan  
Salary Schedule  
Scheduling  
Scholarship Policy  
Security - Permanent Records  
Signs posting vision and purpose  
Skill Development - Job Proficiency (See Employability/Job Readiness)  
Staff Meetings  
Stakeholder input/presentations  
Standing/Steering Committees (See College-wide Steering/Standing)  
State or Agency Reporting System/Accountability  
Strategic Planning Action Plans/Timelines  
Strategic Planning Agenda  
Strategic Planning Process  
Student Code of Conduct  
Student Database Management System  
Student Database Management System (computerized)  
Student Discipline Plan  
Student Handbook  
Student leadership opportunities  
Student Loan Default Management Plan  
Student Loan Default Management Plan - posted online  
Student organizations

Student performance analysis  
Student Service Plan  
Student Surveys  
Student termination/suspension policy  
Student to instructor ratios  
Student-driven teams  
Substantive Change reports  
Supplemental resources and materials  
Supplemental resources and materials available online  
Syllabi with learning goals

## **T**

Technology Instructional Resources  
Termination/Suspension - Students (See Student Termination/Suspension)  
Title IV Compliance  
Title IV Policies (See Financial Aid Policies)  
Title IV/PELL Compliance (See Compliance)  
Title IX Compliance  
Transfer credit policies and procedures  
Transition preparation activities to next grade level  
Transportation Plan  
Trend analysis data  
Tuition - Cancellation and refund Policies  
Tuition policies  
Tutoring Assistance  
Twenty-first (21st) Century initiatives

## **V**

Value - Instructor adds value beyond what is offered in textbook  
Verification of secure staff records  
Verification of teacher and staff credentials process  
Vision & Purpose Communication

## **W**

Web Site  
Wellness Policy  
Withdrawal of students preventative action plan  
Withdrawal tracking and data analysis