

Title 6. Education

Chapter IV. Division of Higher Education, Department of Education

Subchapter A. Generally

Part 368. Criteria for Establishment of Technical Institutes

Subpart 1. Generally

6 CAR § 368-101. Definitions.

As used in this part:

(1) "Associate of applied science (AAS) degree".

(A) The AAS degree programs are primarily designed for the achievement of specific occupational objectives which are less in level or length than the baccalaureate degree and is the only degree subject to the approval by the Career Education and Workforce Development Board.

(B) Pursuant to Arkansas Code § 6-61-301(a)(1)(C), any postsecondary education institution in the State of Arkansas desiring to offer programs leading to a degree which is customarily granted by colleges or universities shall be required to obtain certification to grant such degree from the Arkansas Higher Education Coordinating Board;

(2) "Technical education" means postsecondary programs designed to prepare technicians in specialized fields of technology in the physical, engineering, biological, and social sciences supportive to professional:

(A) Scientists;

(B) Physicians;

(C) Engineers; or

(D) Managers; and

(3)(A) "Technical institute or institutes" means a postsecondary educational institution which meets the criteria as established for a technical institute or institutes in Arkansas as approved by the Career Education and Workforce Development Board and which produces the following results:

- (i) Offers specific technical areas that will sufficiently draw qualified students;
- (ii) Emphasizes sound understandings and applications of the basic principles and established scientific facts related to the occupational field;
- (iii) Emphasizes the practical application of established mathematical, scientific, and technical principles rather than derivation or theoretical development;
- (iv) Provides courses in communications and other appropriate general education subjects that suit the occupational field;
- (v) Programs should only be offered where specific occupational need has been identified and established;
- (vi) Scope of content and technical rigor should be of the nature required by the occupational field; and
- (vii) Program organization should allow the students personal growth and advancement after graduation providing the continuing effort to broaden their field of knowledge and understanding.

(B)(i) The technical institute curriculum is aimed principally at the development of intellectual capacity, supplemented by the development of directly related manual skills.

(ii) A full range of appropriate laboratory experience constitutes an important part of the technical curriculum, closely integrated with classroom instruction for the development and solution of practical problems.

(iii) Pursuant to Arkansas Code § 6-51-217 any postsecondary vocational technical school which satisfies the curriculum requirements established by the Career Education Workforce Development Board may seek approval from the Career Education Workforce Development Board to change its name to technical institute.

(iv) Postsecondary vocational technical schools shall have six (6) years from date of application to meet the criteria established for technical institutes and to meet applicable state laws pertaining to the granting of associate of applied science (AAS) degrees.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-102. Institution.

(a) The institution shall adopt a statement of mission and role appropriate to a postsecondary degree granting educational institution.

(b)(1) The institution shall offer three (3) or more educational programs (or curricula) consistent with that mission, and which meet the standards for the associate of applied science degree.

(2) This includes general education at the postsecondary level as an essential element of, or a prerequisite to, its principal program or programs.

(3) These programs shall be capable of meeting or exceeding the standards as established for the appropriate professional accrediting agency (e.g. National Association of Industrial Technology, National League of Nursing, Accreditation Board for Engineering and Technology, etc.).

(c) The institution has adopted a statement specifying the potential students it wishes to serve, and admits students to its programs under admission policies compatible with this statement and appropriate to its programs.

(d) The institution may provide the following levels of credentialing:

(1) Certificate level: a course or series of courses, which may be completed in two (2) semesters or less, offered as a component of a regular program;

(2) Diploma level: a program or series of courses which may be completed in two (2) or more semesters, offered as a component of a regular program; and

(3)(A) Associate of applied science degree: a joint college/university and/or a technical institute system program whereby a student enrolls and completes required general education and a related component.

(B) Entrance exam scores, core academic subjects, college credit, transfer options, and graduation requirements are applicable to this degree.

(C) This program requires a minimum of two (2) academic years with a range of sixty-three (63) to seventy-two (72) semester credit hours with sixteen (16) or more weeks per semester of actual class time, including examinations.

(e) The institution provides to each person successfully completing an educational program a certificate, diploma, or AAS degree appropriately describing the demonstrated attainment of the graduate.

(f) The institution has the qualifications for a charter and/or formal authority from an appropriate governmental agency authorizing its existence.

(g) The institution has all the necessary operating authorities in each jurisdiction.

(h) The institution has formally designated a chief executive officer, or has formally organized and staffed a chief executive office.

(i) The institution shall restructure, as required, to meet the needs of the technical program in the target technologies.

(j)(1) The curricula, budget, equipment, laboratories, and resource facilities shall be applicable to the industry it serves.

(2) Community, state, and national research shall be supportive of the need with respective data.

(k) The institution has a local board of directors that includes representation reflecting the public interest.

(l) The institution has its financial statements externally audited on a regular schedule as required by state rules.

(m) The institution makes available to the public on request the most recently audited financial statements, or a fair summary thereof, including the auditor's opinion.

(n) The institution makes freely available to all interested persons (and especially to its present and prospective students) accurate, fair, and substantially complete descriptions of its:

- (1) Programs;
- (2) Activities; and
- (3) Procedures.

(o) The institution shall be accredited according to:

- (1) The North Central Association of Colleges and Schools' standards set forth for institutions of higher education; or
- (2) Standards for other appropriate accrediting agencies.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-103. Program standards.

(a)(1) A minimum of three (3) major programs which meet the standards for the associate of applied science degree requirements as established by the Career Education and Workforce Development Board and by the Arkansas Higher Education Coordinating Board.

(2) Major programs may have more than one (1) option, specialization, or concentration but specific course requirements for each option shall be clearly specified.

(3) Primary emphasis in the major program shall reflect the technology and/or management practices of contemporary business/industry and programs shall be approved prior to application for "Technical Institute" status.

(b) Programs will be directed toward those technologies most directly related to the:

- (1) Recruiting of new industries;
- (2) Retention and service to existing industries; and
- (3) Expansion and retooling of existing industries.

(c) Program characteristics shall include those outlined in the definition for technical education as established by the appropriate governing authority including an understanding of:

- (1) Systems;
- (2) Ties to local business/industry;
- (3) Computer-based literacy; and
- (4) Industry standard applications.

(d) Programs shall contain the appropriate mathematics, basic sciences, communications, and computer fundamentals inherent to the technologies.

(e) Program curricula shall include appropriateness, rigor, and ability of major degree program or programs and breadth of supporting academic programs (core curriculum).

(f)(1) Programs will be structured to meet or exceed the accreditation standards as established by the appropriate professional accrediting agency referred to in the institutional criteria.

(2) Emphasis shall also be given to those programs certified by national, regional, and state certified/licensing authorities such as:

(A) The National Automotive Education Foundation;

(B) The Educational Foundation of the Data Processing Management Association;

(C) The Associated General Contractors;

(D) The Child Development Associate; and

(E) Others.

(3) Primary emphasis in the major program shall reflect the technology and/or management practices of contemporary industry.

(g)(1) The AAS occupational curriculum guide and generalized example in credit hours as recommended by the National Council for Occupational Education shall be used in assessing program curricula.

(2) See Exhibit 1.

(h) Programs must provide evidence of appropriate sequencing of coursework in each major program to ensure that concepts covered in beginning level coursework are applied in advanced level courses.

(i) Programs may have multiple exit-re-entry points which represent flexible components of the AAS degree program that may be converted into the full degree.

(j) The organization and scheduling of instruction and classes shall allow adequate time for completion of appropriate homework assignments and laboratory problem-solving activities.

(k) Programs are part of an expansive and universal definition and categorization of occupational education that conveys a positive image and shall follow the classification

of instructional programs as outlined by the National Center for Education Statistics which allows for a standard terminology for reporting data.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-104. Instruction.

(a) Course content guides and/or course syllabi which clearly describe appropriate course objectives, content, and references utilized, shall be available for each course.

(b) Appropriate reference books, library materials such as periodicals, audio-visual materials, and computer applications software, when appropriate, shall be utilized for each course or series of courses to supplement textbooks or course packs.

(c) Appropriate laboratory activity shall be included in the program or programs and a reasonable balance shall be maintained in coursework between the:

- (1) Practical application of "how"; and
- (2) Conceptual emphasis of "why".

(d) Emphasis in instruction shall be appropriately focused on problem solving activities which reflect contemporary business and industrial situations.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-105. Faculty.

(a) Each major program and program option shall have an adequate number of appropriately qualified faculty.

(b)(1) Seventy-five percent (75%) of the faculty for the associate degree programs shall meet the minimum professional standards, bachelor's degree in teaching specialty, for technical personnel.

(2)(A) Combinations of educational and occupational experience equivalent to a bachelor's degree may be considered.

(B) See Exhibit 2.

*7 years' work experience in teaching and/or related specialty area = Bachelor's Degree

Associate Degree+ 3.5 years = Bachelor's Degree

2-year Vocational Diploma+ 3.5 years = Bachelor's Degree

1-year Vocational Diploma+ 5.25 years = Bachelor's Degree

*The Milwaukee Area Technical College System credentialing model has been adopted for the education and occupational equivalency.

(c)(1) Faculty teaching general education courses must have a master's degree with at least eighteen (18) hours in the discipline taught.

(2) Faculty qualifications shall include emphasis upon:

(A) Extent, recency, and pertinence of academic preparation;

(B) Extent, recency, and pertinence of business and/or industrial experience; and

(C) Membership and participation in organizations that provide support for and contribute to the body of knowledge in that program area.

(d) Faculty shall meet the appropriate certification requirements of the governing/accrediting agency and are expected to be artisans or masters of their teaching specialty area or areas.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-106. Students.

(a)(1) Admission and retention standards shall be used to ensure that students enrolled are of high quality.

(2) Students shall meet the minimum entrance scores as adopted by the Arkansas Higher Education Coordinating Board for placement in college level English and mathematics.

(3) Sources of information may include:

(A) Admission test scores;

(B) High school ranking;

(C) Grade point averages;

(D) Course syllabi;

(E) Course examinations; and

(F) Oral presentations/interviews.

(4) Students failing to meet the minimum entrance score or scores shall require remediation.

(b)(1) The initial placement, job title descriptions, and salaries of graduates shall reflect program or programs goals and objectives.

(2)(A) The advancement of graduates within organizations shall be tracked to ensure advancement to positions of increasing responsibility.

(B) Business and industry's reaction to graduates as employees shall be favorable.

(c)(1) Enrollment shall be adequate in each program area to operate the program or programs efficiently and effectively with a minimum enrollment of ten (10) students.

(2) Enrollment shall be traced and factors affecting enrollment patterns shall be identified and analyzed.

(d) Adequate and timely advisement and counseling services shall be available for students.

(e) Ethical practices shall be fostered including equitable student tuition refunds and nondiscriminatory practices in admissions and employment.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-107. Facilities and equipment.

(a) Physical facilities and state-of-the-art equipment, which are adequate and appropriate to serve the goals and objectives of the program or programs shall be available for each program option.

(b) Facility and equipment needs shall be reflected in the long range goals and objectives for the program or programs and sources of potential funding shall be identified.

(c)(1) Equipment shall be appropriate to reflect contemporary business and/or industry.

(2) Use of equipment reflecting current technology practices shall be evident.

(3) Computers, whenever appropriate, shall be available to students and faculty to cover appropriate functions and applications in each program area.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-108. Advisory committees.

(a) The institution shall have established advisory groups made up of qualified business and/or industry persons from the community who are knowledgeable about the technology and content of the teaching specialty area to ensure technical currency of the program.

(b) An effective industrial advisory committee should:

(1) Be broad-based and composed primarily of technicians with active interests in the institution and the program it offers and with intimate knowledge of current work and future work related to the program;

(2) Meet regularly with the administration and the faculty to discuss program needs, progress and problems, and to recommend solutions;

(3) Review program offerings and course content periodically to ensure that the current and future needs of technicians in business/industry are met;

(4) Assist in the placement of graduates; and

(5) Assist in obtaining financial and material resources for the institution and in ensuring a high level of community awareness and support of the program offerings.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-109. Educational innovation.

(a) There shall be evidence that innovation furthering program objectives are being carried out in the administrative unit housing the program or programs.

(b) This includes the development and testing of new learning approaches and technologies and dissemination of results.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-110. Program achievement.

(a) Each program shall provide information which indicates student progress and/or achievement in the major.

(b) Each institution will provide information which facilitates:

- (1) Self-evaluation;
- (2) Learning; and
- (3) Teaching.

(c) Each institution will provide continuous feedback on:

- (1) Curriculum development;
- (2) Educational policy; and
- (3) Use of predetermined standards.

(d) Each institution will show evidence of commitment to community and industry involvement in the learning process.

Authority. Arkansas Code § 6-51-202.

6 CAR § 368-111. Evaluation.

(a) The institution and programs shall utilize an outcome-oriented planning, management, and evaluation framework for evaluation of:

- (1) Facilities;
- (2) Students;
- (3) Finances;
- (4) Course information;
- (5) Faculty; and
- (6) Goal achievement measure.

(b) The institution shall submit to the Career Education and Workforce Development Board an annual report outlining activities and accomplishments.

(c) Program or programs will be discontinued when enrollments, labor market needs, or other justifiable information merits its closing.

Authority. Arkansas Code § 6-51-202.

Appendix A. AAS Degree Occupational Curriculum Guide

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/19/6CARpt.368AppendixA.pdf>

Appendix B. Minimum Professional Standards for Technical Instructional Personnel

Link:

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/20/6CARpt.368AppendixB.pdf>