

# ***Bishop State Community College***

## ***Policies and Procedures Manual***

***2018 – 2019***

***Authorized by: The Alabama Community College System Board of Trustees***

***Bishop State Community College is accredited by the  
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)***

***To award Associate Degrees and Certificates***

***For questions about accreditation contact SACSCOC at***

***1866 Southern Lane, Decatur, Georgia 30033-4097***

***(1-404-679-4500)***

# ***Bishop State Community College***

## ***Policies and Procedures Manual***

### **Foreword**

Bishop State Community College is organized and administrated under policies of the Alabama Community College System Board of Trustees. The Board of Trustees is responsible for the management, control, administration and supervision of all public two-year colleges in Alabama, but it has delegated most administrative and supervisory responsibilities to the Chancellor of the Alabama Community College system, and, through the Chancellor, to the President of each two-year college.

The *Bishop State Community College Policies and Procedures Manual* promotes the mission of the College and guides the work of administrative, instructional, and support personnel in accomplishing the purpose and objectives of the College. The College Policies and Procedures Manual is provided for informational purposes only and is intended as a resource to promote the efficient operation of the College. The policies within are designed to serve as guidelines for management action. These guidelines include statements about benefits, employment, evaluations, instruction, and services. They are not intended to create any contract or binding agreement between Bishop State Community College and any employee. No provision or portion of the manual constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment related benefit or procedure.

Bishop State Community College reserves the right to revise, modify, eliminate, or deviate from any policy, practice, procedure guideline or various forms referenced herein as well as to establish new policies and procedures with or without prior notice, and to employ, promote, discipline, terminate, and otherwise manage its employees as appropriate and consistent with policies of the Alabama Community College System Board of Trustees. Such changes become effective as of the date of their enactment unless otherwise specified within the action itself. Any policies, procedures, guidelines or statements found herein inadvertently in conflict with or which is contrary to the language or intent of the federal or state statutes of the Board of Trustees' policies, procedures, and guidelines have no legal force or effect. Any changes in federal or state laws supersede or otherwise modify the contents herein.

For questions regarding student rights and privileges please contact the Dean of Students. For questions regarding instructional process, please contact the Dean of Academic Services or the Dean of Career Technical Education. For questions regarding the terms of your employment or any policy or procedure found in this document that cannot be answered by your immediate supervisor, please contact the Director of Human Resources.

College policies and procedures not included or inadvertently omitted from the manual are considered to be binding. Any policy existing or adopted by the Alabama Community College System Board of Trustees always supersedes information in the *Bishop State Community College Policies and Procedures Manual*. All College employees, programs, and services are subject to the policies, procedures and

guidelines of the Alabama Community College System Board of Trustees, regardless of whether or not the policy is discussed or presented in this manual.

Efforts have been made to accurately present information, policies and procedures accurate at the time of publication. No responsibility is assumed for typographical, editorial, printing, or outline posting errors. If there is a discrepancy in any policy, procedure or statement between the College Policies and Procedures Manual and the College Catalog and Student Handbook, the current college Catalog shall prevail.

It is the official policy of the Alabama Community College System Board of Trustees and Bishop State Community College that no person shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal or state law.

### **Statement Regarding the Governing Body of Bishop State Community College**

As the new governing body of the Alabama Community College System, the Alabama Community College System Board of Trustees universally adopted all of the policies of the former governing body, the Alabama State Board of Education, pending the independent approval of each series of policies by the new governing body. Given its authority, the Alabama Community College System Board of Trustees has approved the following policy series.

- Series 100 Management and Control of the Alabama Community College system
- Series 200 Local College Administration
- Series 300 Financial Management
- Series 500 Physical Facilities Management
- Series 600 Personnel
- Series 700 Instructional Programs
- Series 800 Students
- Series 900 Institutional Effectiveness

Both sets of said series are properly referenced as policies of the Alabama State Board of Education, which are currently pending independent approval by the Alabama Community College System Board of Trustees.

The entire Alabama Community College System Board of Trustees Policy Manual is maintained on a website by the Alabama Community College System. The website URL is <http://www.accs.cc>.

## **Manual Changes**

Please notify the Office of Human Resources in writing of any possible errors in this manual. Policy and Procedures changes are reviewed by the Policy and Procedures Committee and submitted to the President's Executive Council for approval. New policies or procedures will be communicated to the

employees through memorandum by the President. The Office of Human Resources will be responsible for the inclusion of new policies and procedures into the manual and will issue page updates online as new policies or revisions occur.

Revisions that need to be made to the manual due to policy changes made by the Alabama Community College System Board of Trustees will be made by the Office of Human Resources. These revisions will be prepared and page updates will be made to the Policy and Procedures Manual online as revisions occur as well as updated pages provided to those offices that house hard copies. However, the President will notify employees of Board of Trustees policy changes immediately through memorandum.

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## **101: The Alabama Community College System Board of Trustees**

*Source: Code of Alabama Act 2015-125*

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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.

## **102: The Alabama Community College System**

*Source: Code of Alabama Act 2015-125*

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Governed by the Alabama Community College System Board of Trustees, the Alabama Community College Systems consists of 24 comprehensive community colleges and technical colleges including Bishop State Community College, Marion Military Institute; and Alabama Technology Network, an extensive workforce development initiative. Bishop State 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.cm/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, Bishop State Community College.

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.

## **103: Governance and Administration**

*Source: BOT 210.01*

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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, Bishop State Community College's President is responsible for the administration and implementation of Board Policies. With these Alabama Community College system Board of Trustees policies reference 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.

## **104: History of the College**

*Source: BOT 602.03*

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Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama. It was established as an in-service arm of Alabama State College that offered extension courses to African-American elementary and secondary teachers in Mobile.

In 1936, O.H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included such Mobile pioneers in education as Dr. Benjamin F. Baker, Mary Wilbur Weeks Burroughs and C.F. Powell.

Dr. Sanford. D. Bishop, Sr. joined the teaching staff of "The Branch" in 1938 as an instructor of English and music. In 1941, he was named dean.

In 1942, property was acquired on Broad Street where the present Main Campus is located. The campus consisted of a two-story framed building, which prior to the purchase of the property, was used by the Voluntary Fire Fighters Society #11. It was purchased with a loan that was later repaid by students through fund-raising. In 1963, the name "Mobile Branch of Alabama State College" was changed to Alabama State College – Mobile Center.

In 1965, the Alabama State Legislature ratified the Alabama State Board of Education's action establishing the Alabama State College – Mobile Center as Mobile State Junior College and severed its relationship with Alabama State College in Montgomery. Dr. Bishop was appointed president of the new independent junior college. In 1971, the Alabama State Legislature renamed the college to S. D. Bishop State Junior College.

Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph Christopher Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

On February 23, 1989, the Alabama State Board of Education re-named the college to Bishop State Community College to reflect its growth in vocational/career offerings, transfer offerings and community service activities. On August 22, 1991, the Alabama State Board of Education consolidated two technical colleges in Mobile – Southwest State Technical College and Carver State Technical College – with Bishop State Community College.

Southwest State Technical College, now the Southwest Campus of Bishop State Community College, was established to provide postsecondary vocational training in the Mobile area under the 1947 Regional Trade School Act. The city of Mobile provided the 26 acres of land for the campus. The first graduates, in 1954, were 15 members of a practical nurse program who had begun classes in January 1953. The College officially opened in May 1954 with an enrollment of 100 students in eight programs.

Carver State Technical College, now the Carver Campus of Bishop State Community College, was chartered by the Alabama State Legislature on January 1, 1961. It was constructed in 1962 in the Toulminville area of Mobile. On November 19, 1976, the Alabama State Board of Education approved changing the name of Carver State Technical Trade School to Carver State Technical Institute and later to Carver State Technical College.

In 1995, the college added an extension to the Main Campus with the opening of the Baker- Gaines Central site. This site was formerly the historic Central High School. The facility houses the Division of Health Related Professions. In addition, it includes a museum, child care center, 1,200-seat auditorium, multimedia center and a bookstore.

Dr. Kennedy was president for 26 years, retiring on July 30, 2007. James Lowe became the interim president on August 1, 2007, and on May 22, 2008, the Alabama State Board of Education appointed him President.

On February 18, 2015, James Lowe, Jr. passed away. Dr. Ulysses McBride was appointed March 10, 2015 as interim president. Dr. Valerie Richardson was appointed as Bishop State Community College's interim president on August 27, 2015. On October 20, 2015, the ACCS appointed Dr. Richardson as Bishop State Community College's president.

On February 22, 2016, the Alabama community College System (ACCS) selected Dr. Reginald Sykes as acting president of Bishop State Community College. On July 12, 2017, Dr. Reginald Sykes was appointed President of Bishop State Community College.

## 105: Campus Facilities

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### Carver Campus

The Carver Campus of Bishop State Community College houses technical programs including Automotive Body Repair, Barbering and Hair Styling, Culinary Arts, and Welding. The campus also has a large Adult Basic Education Center. The Carver Campus, located at 414 Stanton Street, currently sits on its original nine-acre plot of land which a local citizen donated so the minority population would have access to postsecondary technical training. The Carver Campus has approximately 139,481 of interior space.

*The Carver Campus, formally Carver State Technical College, was chartered by the Alabama State Legislature on January 1, 1961. The school was first known as Carver State Vocational Technical Trade School. Since then the college has had three name changes, the most recent, of which occurred in August 1991. At that time, Carver State Technical College became the Carver Campus of Bishop State Community College because of consolidation by the Alabama State Board of Education.*

### Central Campus

Central Campus, located at 1365 Dr. Martin Luther King Jr. Avenue, houses Health Related Professions which includes Health Information Technology, Nursing, and the Physical Therapist Assistant Program. The building also includes a library and learning resource center, as well as a large auditorium with a seating capacity of 700. The building consists of approximately 122,910 square feet of interior space.

*Formerly a high school, the building now known as Central Campus had been vacant for 24 years. The campus was once the site of Dunbar High School which was built in 1923 and named Central High School in 1947. Central High School remained in existence until 1970. The building remained open for one year as a junior high school and finally closed in 1971. In 1991, the Mobile County School Board gave Bishop State Community College the building. The Baker-Gaines Central Campus opened its doors for classes in the fall of 1995.*

### Main Campus

The Main Campus of Bishop State Community College is the original campus of the College, and is the seat of operations for all four campuses. The Main Campus houses programs including Business and Economics, Early Childhood Education, Humanities, Mathematics, Natural Sciences, Social Sciences, Computer Science, and Graphic Communications Technology.

Main Campus is comprised of six primary buildings. The H. Council Trenholm Building, Minnie Slade Bishop Library, Fredericka G. Evans Cultural Centre which includes a gymnasium and Olympic-size natatorium, Caldwell-Richardson Building, Oliver H. Delchamps, Jr. Student Life Complex, and Yvonne Kennedy Business Technology Center. *The Caldwell-Richardson Building, erected in 1947, is listed in the National Register of Historic Places. The Main Campus has an additional eleven support buildings. The campus contains approximately 265,743 square feet of interior.*

## Southwest Campus

Southwest Campus houses technical programs including Air Conditioning and Refrigeration, Automotive Technology, Cosmetology, Diesel Technology, Drafting and Design Technology, Electrical Technology, Electronics Technology, Nail Technology, Process and Instrumentation Technology, and Truck Driving.

*The Southwest Campus of Bishop State Community College, previously Southwest State Technical College, was chartered in November 1950 and was officially opened in May 1954 for providing postsecondary vocational training for students from the Greater Mobile Area and surrounding counties. The State of Alabama shared the initial costs of opening the school under the George C. Wallace Trade School Act of 1947. While the City of Mobile provided the original 26 acres on which the campus was located, additional acreage was acquired in 1968. The campus, located at 925 Dauphin Island Parkway, now occupies 42 acres with approximately 127,385 square feet of interior space.*

## 106: Vision and Mission Statement

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### **Vision Statement:**

Bishop State Community College will be a comprehensive learning institution that equips students and the community with the skills, knowledge and ability to achieve real world success.

### **Mission Statement:**

Bishop State Community College provides open access to an affordable, quality education, which promotes student success, academic transfer, workforce training, adult education and community partnerships.

## 107: Accreditation and Memberships

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### **Institutional Accreditation:**

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, to award the Associate in Science degree, The Associate in Applied Science degree, The Associate in Occupational Technology degree, and certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions regarding the accreditation of Bishop State Community College.

[www.sacscoc.org](http://www.sacscoc.org)

### **Specialized Accreditations:**

- *Accreditation Commission for Education in Nursing (ACEN)*  
3343 Peachtree Road, NE, Suite 850  
Atlanta, Georgia, 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: [www.acenursing.org](http://www.acenursing.org)
- *American Board of Funeral Service Education, Inc.*  
992 Mantua Pike, Suite 108  
Woodbury Heights, NJ 08097  
Phone: (816) 233-3747  
Email: [exdir@abfse.org](mailto:exdir@abfse.org)
- *Commission of Accreditation for Physical Therapy Education*  
APTA Headquarters  
Accreditation Department  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
Phone: (703) 684-2782  
Fax: (703) 684-7343  
Email: [accreditation@apta.org](mailto:accreditation@apta.org)
- *Commission on Accreditation for Health Informatics and Information Management Education*  
233 N. Michigan Ave, 21<sup>st</sup> Floor  
Chicago, IL 60601-5800  
Phone: (312) 233-1100  
Website: [www.cahiim.org](http://www.cahiim.org)
- *Association of Collegiate Business Schools and Programs*  
7007 College Boulevard, Suite 420

Overland Park, KS 66211  
Phone: (913) 339-9356  
Website: [www.acbsp.org](http://www.acbsp.org)

**Approved By:**

*The Alabama Board of Nursing*  
770 Washington Avenue,  
RSA Plaza Suite 250,  
PO Box 303900  
Montgomery, AL 36104  
Website: [www.ncsbn.org](http://www.ncsbn.org)

**Member Of:**

- *Alabama Community College System*
- *Alabama Community College Association*
- *American Association of Community and Junior Colleges*
- *Southern Council of Collegiate Education for Nursing*
- *National Association for Equal Opportunity in Higher Education*
- *National Junior College Athletic Association (NJCAA)*

## **108: Contact Information for Bishop State Community College**

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**Main Campus**

351 North Broad Street  
Mobile, AL 36603-5898  
251-405-7000

**Carver Campus**

414 Stanton Street  
Mobile, AL 36617-2399  
251-662-5400

**Baker-Gaines Central Campus**

1365 Dr. Martin Luther King, Jr. Avenue  
Mobile, AL 36603-5362  
251-405-4400

**Southwest Campus**

925 Dauphin Island Parkway  
Mobile, AL 36605-3299  
251-665-4086

## 109: Substantive Changes

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### Introduction:

Bishop State Community College welcomes and encourages the expansion of educational opportunities through the development of new programs, innovative instructional delivery methods, and the availability of program offerings on and off-campus.

In the pursuit of expanding educational opportunities, Bishop State Community College is committed to full compliance with all policies and procedures mandated by the Southern Association of Schools Commission on Colleges (SACSCOC), its accrediting body.

This policy states the institutional responsibilities for compliance with the SACSCOC Substantive Change Policy and details the internal processes that guide the notification and approval process.

### Definition of Substantive Change:

Bishop State Community College is required to file a Substantive Change Request with the SACSCOC whenever changes are planned that qualify as substantial in nature as defined by the Commission.

Substantive changes may occur at any time and are not tied to, nor an integrated part of, the 10-Year Reaffirmation of Accreditation or of other reports due to the SACSCOC on a regular basis. Substantive change as defined by SACSCOC is a “significant modification or expansion of the nature and scope of an accredited institution”. The Commission considers many different types of change to be substantive and therefore, review and approval prior to the proposed change is required. (Southern Association of Colleges and Schools, Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement, page 1).

Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation.
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program. (An educational program is defined as a coherent course of study leading to the awarding of a credential such as a short-term certificate, career certificate, or degree.)
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution

- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

### **Procedures for Reporting Substantive Changes:**

SACSCOC stipulates three procedures for addressing the different types of substantive change as follows:

- 1) Procedure One for the Review of Substantive Changes Requiring Approval Prior to Implementation (Notification may also be required.)
- 2) Procedure Two for the Review of Substantive Changes Requiring Only Notification Prior to Implementation (some changes also require submission of additional documents).
- 3) Procedure Three for Closing a Program, Site, Branch Campus or Institution.

### **Substantive Change Requests:**

Substantive Change Requests are submitted to SACSCOC by the President of Bishop State Community College via a Notification Letter detailing the proposed change and the accompanying Substantive Change Prospectus. The Accreditation Liaison supports the requesting unit or program by handling the interaction with the Commission and working to clarify SACSCOC's expectations for each specific situation.

Pursuant to SACSCOC Substantive Policy, the following actions should be taken as appropriate.

- a. All institutional procedures appropriate to the specific change for which notification and/or approval is sought must be followed. Approval of the proposed change by the appropriate senior level official should be obtained in writing prior to the development of the Substantive Change Prospectus by the Accreditation Liaison and the initiation of a Substantive Change Request.
- b. Division Chairs will work with the Accreditation Liaison and the Office of Institutional Research to complete the Substantive Change Prospectus.
- c. Submission of the Substantive Change Prospectus to SACSCOC must be made via Certified Mail and include the following in the order listed:
  - 1) Transmittal letter signed by an institutional representative which briefly explains the submission.
  - 2) "Cover Sheet for Submission of Substantive Changes Required Approval" form (available on the Substantive Change webpage at [www.sacscoc.org/SubstantiveChange.asp](http://www.sacscoc.org/SubstantiveChange.asp))

- 3) Name, telephone number, and email address of the person who may be contacted concerning questions about the prospectus.
- 4) A list of degrees and majors which the institution is authorized to grant. (photo copy from the catalog is acceptable)
- 5) A list of existing approved off-campus sites and their addresses. Note: an approved site is one for which a prospectus has been submitted and which SACSCOC has approved offer 50% or more of a program. A site where 25-49% of a program is offered is not considered to be an "approved" site; it is a site for which only notification has been accepted by SACSCOC.
- 6) Prospectus (should be no longer than 25 pages plus appendices)
  - Submit only one copy of the above materials to the President of SACSCOC at the address listed on the Cover Sheet.
  - The Transmittal Letter and Cover Sheet are to be submitted in hard copy (paper).
  - The body of the prospectus itself is to be submitted in hard copy (paper), flash drive, CD, or DVD.

**OFFICIAL NOTIFICATION FROM SACSCOC IS REQUIRED PRIOR TO THE IMPLEMENTATION OF ANY PROPOSED CHANGE.**