



Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Director

May 5, 2014

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

Northwest Arkansas Community College (NWACC) requests the establishment of three (3) non-classified positions from the Higher Education Central Pool authorized by Act 1397 of 2013. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Director of Testing

LIM – FY14: \$80,286

Number of Positions: 1

Recommendation

Title: Director of Testing

LIM – FY14: \$80,287

Number of Positions: 1

Requested

Title: Academic Advisor

LIM – FY14: \$54,301

Number of Positions: 2

Recommendation

Title: Academic Advisor

LIM – FY14: \$54,301

Number of Positions: 2

These positions are being requested to expand the testing center operation and to more efficiently serve prospective and existing students. These titles currently exist at many institutions across the state.

The Director of Testing will supervise and evaluate testing staff. This individual will research, study, and maintain information on testing procedures, security, and certification to offer. In addition, the Director of Testing administer testing. He/she will gather and analyze data for testing programs. The Director of Testing will maintain equipment and software for 35 computers, security cameras, and 20 testing stations. This individual will work with faculty to determine and maintain appropriate placement and exit standards and scoring.

The Academic Advisor will provide developmental advising for first-time entering students through orientation by interpreting placement test scores and assessing student needs and career/educational goals. This individual will identify & determine specific degree requirements based on students' academic history, goals, assessment and/or prior learning experiences. In

addition, the Academic Advisor will provide strategic advising and intervention by monitoring academic progress of students and refer students to additional resources including, but not limited to tutoring, writing center, career services, transfer services or any other additional resources for assistance. He/she will actively participates in cross-training & professional development opportunities to advance departmental services.

Thank you for your consideration.

Sincerely,

Shane Broadway
Director