CLOUD COUNTY COMMUNITY COLLEGE

Faculty Handbook

Contents

Cloud County Community College Mission

Cloud County Community College prepares students to live successful lives and enhances the vitality of our communities.

Guiding Values:

Success

Students are our central focus, and we strive to see every student succeed.

"We champion individual success."

Excellence

We deliver forward thinking programs of study as well as industry-best practices that reflect the highest academic standards.

"We are committed to excellence."

Service

We make a positive difference in the lives of our students, community members, and each other through meaningful relationships.

"We make a difference."

Integrity

We uphold the highest standards of ethics and public stewardship.

"We do what is right."

Diversity

We encourage active citizenship and embrace the diversity of people and ideas.

"We are better together."

Accessibility

We provide the best value for a high quality, holistic education.

"We ensure every student has opportunities."

Sustainability

We promote renewable energy as well as sustainable lifestyles in our changing world.

"We are Black, Gold, and Green."

College Scope

Academic Calendar

Each year, a committee composed of representatives from staff and faculty from the Concordia and Geary County campuses sets the Academic Calendar. The Academic Calendar, available on the college website, includes start and end dates for each academic term, required in-service and work days, final exam weeks, and planned College closings.
The Faculty Association are entitled to review the calendar and submit changes before the calendar is made official. The calendar shall be deemed official upon adoption by the Board of Trustees. (Section 10.4 Master Contract). Consult the college's website for the current academic calendar.

Basic Employment Information

Contract Information

Full-time faculty members work within a Master Contract that is negotiated by the Faculty Association and the College Board of Trustees. The current contract, available on the website and through Human Resources, covers pay, extra duties, requirements, etc.

Schedule Expectations

Full-time faculty

Full-time faculty are required to spend a minimum of 30 hours on campus. Faculty should determine a consistent schedule that allows them to meet listed class schedules, required meetings, and support the essential functioning of the College. That schedule should be completed on a schedule card which is given to faculty in the week before classes begin. The schedule may change throughout the semester depending on required meetings and responsibilities, evening class assignments, and special events.

Within the 30 hours, faculty should designate a minimum of **6 hours** of office hours in which they are available to students. With reasonable notice, students should also be able to make appointments outside of those hours. Faculty can also designate two office hours to meet with students and provide tutoring in the Student Success Center.

Due to the different class schedules at the physical campuses, most meetings are scheduled on Tuesdays and Thursdays from 11:00-12:00. The Administrative Assistant for the Vice President for Academic Affairs produces an academic calendar which marks these standing meetings.

Adjunct faculty

Please refer to the adjunct MOU regarding requirements

Faculty Absences/Class Cancellation

If an instructor is unable to hold class, they should contact the appropriate office (Academic Affairs or GCC director) and leave information regarding what classes will be missed, when and where the classes are scheduled, and whether the class will be cancelled or covered by another faculty member or through the use of the Canvas Learning Management System (LMS). The offices will inform the

department chair and the division dean of the faculty absence.

In the case of a planned faculty absence, prior to being gone, the faculty member should inform the department chair, division dean, Information Center, and Academic Affairs office via email. The faculty member will need to identify the dates they will be absent, a general reason for the absence (i.e. personal business, meeting, etc.) and whether classes will be cancelled or covered by another faculty member or through the use of the Canvas LMS system. If classes are to be covered by another faculty member, information should be given as to how the classes will be covered and by whom. Instructors should also post announcements on Canvas instructing students what to do for the class.

Section 37 of the Master Contract covers sick leave for full-time faculty.

Substitute Instructors

Substitute instructors are generally only employed when an instructor experiences an extended absence. If it is necessary to secure a substitute the faculty member should contact the division dean well in advance of the anticipated absence if at all possible. Because the faculty member has the best awareness of information and student learning outcomes that will need to be met in their absence, the faculty member will assist the division dean in suggesting an appropriate substitute.

Master Contract

http://www.cloud.edu/Assets/PDFs/about/faculty/Master%20Contract.pdf

- Sick Leave
- Jury Duty Policy
- Personal Day Procedure
- Leave of Absence

Time Cards

At the beginning of each month, full-time and part-time faculty complete a time card through iCloud. Full-time faculty enter any missed time. If no leave was taken, full-time faculty enter 1 hour to one of the days that month and then **finalize** the card. To finalize the card, **click the "Mark as Final" button** to **finalize** the card.

https://icloud.cloud.edu/ICS/Employee_Info/Timecard_Entry.jnz

Academic Procedures

Degree Requirements

Each faculty member should be familiar with the degree, diploma, and certificate requirements of the department programs and for the college in general. Information is available within the current CCCC Catalog posted to the college website. Additionally, this information is located in the Advisement Center where advisors will be able to assist students selecting classes and the process of petitioning for graduation or certificate program awards.

Class Schedules

Class schedules are prepared by academic departments and the Office of Academic Affairs. Semester schedules are prepared and published in advance of the actual offerings to enable students to effectively complete their degree plans. Schedules are subject to change due to class enrollments and instructor availability.

Class Size

Academic Affairs determines the appropriate sizes of classes depending upon class format and the availability of professional employees. Lab and shop classes will contain no more students than the number of available workstations and equipment unless a greater number of students is agreed upon by the Vice President for Academic Affairs and the professional employee.

Minimum Class Size/Prorated Salary

An enrollment of eight students is considered the minimum size for a class. If enrollment is fewer than eight students, the Vice President for Academic Affairs, in consultation with the course instructor, Division Dean, and department chair will determine if the course should be taught. Consideration will still be given to courses with enrollments below eight students if they are needed to meet degree requirements.

If low-enrollment classes are being taught by full time faculty as part of their regular load, faculty salary is not impacted. If low-enrollment classes are being taught by full time faculty as a faculty initiated overload, Appendix H of the Master Contract specifies the salary paid per credit hour.

If low enrollment classes are being taught by adjunct instructors, consideration will be given to holding the class if the instructor agrees to teach the class for a prorated salary based on class enrollment.

Class and Teaching Information

Syllabus

Quality teaching results when the instructor is well prepared and the students are informed of the specific learning objectives of the course. The course syllabus defines the curriculum of the course starting with the description of that course as it appears in the college catalog. Student Learning Outcomes (institutional, program, general education and course) in the syllabus are developed by the full-time faculty. A generic syllabus template is available in department shells. Please contact the department chair for department specific information.

Instructors are responsible for updating syllabi each semester. Syllabi are required for every course following the template found in the department shells.

Other institutions may request copies of syllabi for transfer equivalency. It is essential for requests for syllabi be forwarded to the Vice-President for Academic Affairs office. Under no circumstances should instructors send syllabi out themselves.

Canvas

Canvas is CCCCs Learning Management System. Access to Canvas is through single-sign-on. The log-in for Canvas is the same as your sign-in for instructors' computers and for iCloud.

Instructors will maintain syllabi, attendance, and grades in Canvas. An instructional training and information shell is available for faculty. In addition, Canvas has a YouTube channel (https://www.youtube.com/user/CanvasLMS).

Instructors will join the department Canvas shell. All instructors should be familiar with, and use, the department shells to find relevant updated resources and information. Shells contain contact information, syllabi templates, assessment training, department minutes, and other course information.

Every semester, faculty must complete assessment on student learning outcomes at the course, program and institutional levels and general education if appropriate. The outcomes are to be embedded in rubrics attached to assignments.

At the end of the semester instructors will submit Assessment Reflections Report. These are vital to the assessment and accountability offices at the college. Instructors should be aware of and follow deadlines. Training opportunities are provided and department chairs and the Director of Assessment provide assistance as needed.

iCloud

iCloud houses all the official student information, including certification rosters and grades. Certification Rosters must be completed on the due date as indicated by Students Records. Certification Rosters identify if students have attended the class at least once. Midterm and final grades are also submitted through iCloud. The office of student records, will send out notification the week before midterms and finals letting all faculty know the grade windows during which grades must be submitted. iCloud also allows instructors to see the official course lists and class schedules for the current semester.

Final Exams

Kansas Board of Regents/Kansas State Law requires college classes to meet during designated final examination periods. Each class will meet during the scheduled final exam time to meet instructional time requirements. In rare, documented circumstances, the Vice President for Academic Affairs can allow deviations from the scheduled time. The final may be written exams, project presentations, or discussions of presentations. The final exam or project should be substantial and meaningful.

The final exam schedule will be distributed by the Office of Academic Affairs at the beginning of each semester.

Instructors can help students by explaining the schedule. Not all students have experienced a finals week or schedule before. Many will not be expecting the strange change to their schedule.

FERPA (Family Educational Rights and Privacy Act)

FERPA extends to all colleges students, so without their express written permission, instructors are not allowed to give any information about grades, attendance, class schedules, etc., to parents, friends, or other students. Regardless of the situation, students have a right to privacy unless they choose to waive it in writing. Students can waive their right to privacy by completing the FERPA form on file in the Advisement Center.

Requests for information about a student should be denied until the instructor verifies that there is a FERPA form on file. The Advisement Center retains FERPA records and can inform instructors if a student has a form on file and to whom information may be released. Recognize that FERPA forms may be updated frequently by students.

Student information can be shared among college faculty and staff members who have a direct and/or pressing need to know how the student is doing for issues of student support, financial aid, advising, and retention. Approach all requests with the student's privacy rights in mind.

Textbooks

Faculty are required to use textbooks adopted or approved by departments. Primary textbook selection is done by departments. Individual faculty may adopt supplemental instructional material. Textbooks are annually reviewed by the department and any new books are selected at least one semester before any changes are implemented. Proposed textbook changes are submitted to the department to discuss the benefits and drawbacks of the potential change. Instructors may obtain desk copies from the publisher. Publishers generally offer free desk copies or e-books to instructors, so it is encouraged instructors take this route rather than use department funds for books.

The current practice of CCCCs bookstore is to use T-books through the Canvas course shell; instructors should utilize this resource as well. Faculty are encouraged to have students refer to the bookstore and T-books as much as possible.

In practice, departments try to keep old editions as long as possible and only make changes to new editions when older editions are no longer available. Instructors should consider helping students who have purchased an older edition during these transition times.

All educational material should be returned at the end of employment.

Classroom Procedures

Time Requirement

The time-to-credit hour conversion stipulates that lecture-based courses must meet a minimum of 50 minutes per credit hour per week for fifteen weeks. Therefore 750 minutes of instruction time, including final exams, over the course of a semester equates to one credit hour. Laboratory courses, including those in vocational-technical programs and science labs, must meet for a minimum of 1,125 minutes per credit hour. Laboratory courses are defined as those in which students are predominantly involved in experimentation or application activities. Internships, practicum, and on-the-job training courses must meet for a minimum of 2,700 minutes (45 hours) per credit hour. Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour. Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not meet less than the minimum required for laboratory courses as defined above.

Student Absence

Cloud County Community College regards punctual attendance as integral to all courses and expects it of all students. All Cloud County Community College instructors will keep a record of their students' class attendance. Each instructor's

attendance requirements will be published in the course syllabus. Penalties related to excessive absences, which may include a reduction of the course grade, must be included in the course syllabus. The instructor or the Retention Specialist may notify students whose class performance has been jeopardized by excessive absences.

Dropout Detective:

In an effort to support student retention CCCC utilizes Dropout Detective through Canvas to identify and assist students who are at risk due to absences, missing assignments, and low grades. Faculty use this resource to notify Retention Specialists and allies regarding these students.

Academic Honesty

See Policy D17.

Academic Due Process/Grievance

See Policy D19.

Grading

Grading System

All academic courses will be given a letter grade, which indicates the student's successful class achievement. While individual instructors may determine their own scale, the following scale is suggested:

§ 90-100 A
§ 80-89 B
§ 70-79 C
§ 60-69 D
§ 0- 59 F

Mid-Term and Final Grades

Instructors are required to submit grades at mid-term and again at the end of the semester. While it is the instructor's discretion to give a mid-term exam, mid-term grades are required to be reported to the college. Refer to the academic calendar for the current deadlines for submitting final grades. It is strongly recommended that instructors arrange for counseling sessions at the mid-term point so that students are aware of performance areas needed for improvement and course success.

Final Exams

It is the policy of CCCC that periodic and final examinations or appropriate alternatives are given in all 3-credit hour (or greater) classes. Final exams may be given in courses that carry less than 3 credit hours, also. Final examinations should be given during the scheduled finals week according to the published exam schedule. Certain classes, such as College Algebra, may have department-directed final exams that are required of all students taking these classes. These exams are distributed by

the department chair toward the end of the semester. Please check with your department chair to see if you are teaching a class with a common final examination.

Incompletes

The student must request and be approved by the instructor to receive an incomplete. The student must have successfully completed more than 75% of the course. This grade of I is given at the end of the semester; the instructor must file a "Request for an Incomplete" form with the Office of Student Records. Once the incomplete is filed, the student cannot withdraw. If the "I" is not completed by the agreed upon deadline, the grade will be changed to an "F" and the GPA figured accordingly.

Grade Changes

Grades earned by students are unalterable except those recorded as a result of an error. All grade changes must be initiated by the instructor, followed by approval of the Division Dean and the Vice President for Academic Affairs. The grade change must be initiated within 10 days of the end of semester.

Student Access to Records

Cloud County complies with the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended in 1976 (P.L. 93-380, Sec. 513 and P.L. 93-538, Sec. 2) in the collection, maintenance and dissemination of official student records. Faculty should become familiar with information regarding Directory Information and Release of Information Policy and should contact the Office of Student Records if they have any questions related to FERPA.

Student grades are not to be publicly posted in any form.

Academic Record of Last Day of Attendance

Federal Financial Aid requires significant accountability in the reporting of documented attendance. It is imperative that all faculty maintain attendance records of students for reports in the financial aid system. The last day of attendance needs to be recorded. Attendance for grading is not required by an individual instructor, but documentation of final attendance is required for financial aid. Recording attendance within Canvas LMS system allows for collecting and reporting data.

Mid Term and Final Grade Submissions

All faculty submit their grades via the iCloud web portal prior to the established deadline. See appendix for a how-to guide.

Dropping or Adding a Course

ADD: A student can add a course prior to the established deadline for a given session. Exceptions may be made with approval from the Vice President for Academic Affairs.

DROP: Students may drop a class during drop period as established in the academic calendar.

Student Withdrawals

A student may officially withdraw during the established period as established in the academic calendar. A grade of "W" (withdrawn) will appear on the transcript for these courses. Total withdrawal from college may be done any time prior to the beginning of final exams.

Students often use advising services to make decisions regarding Drop/Add and Withdrawals. It is imperative all CCCC instructors meet required deadlines announced for grade submissions each semester to assist students and advisors in making these decisions.

Academic Integrity

Policy D17 and its procedures address cheating, plagiarism and disciplinary action that relate to academic integrity and honesty. Faculty are required to report any infractions to their dean.

Non-Instructional and Committee Responsibilities

Service Area Committee Descriptions

The current standing committee structure at Cloud County Community College includes identified overarching areas which fall under the Master Contract as identified committees. Every full-time faculty member is required to participate in committees and assist in committee work. These responsibilities could range from standing, regular, and ad hoc committees and projects. Participation is part of full-time instructors' contractual obligation and evaluations include this non-instructional activity.

The committee structure is designed to broadly represent areas across the college committee membership and responsibilities will be reviewed annually at the first meeting in August and updated as needed. Chairs of major committees are chosen by committee members at the first meetings in August of each year. Minutes of monthly committee meetings are recorded and uploaded to iCloud.

Other Policies Regarding Faculty

Faculty Qualifications:

See Policy D22.

Negotiated Agreement

Each full time faculty member will be provided with a copy of the appropriate negotiated agreement. Many details governing the operation of the college are contained therein and it should be referred to as a source of information regarding compensation, benefits, and other conditions of the employment relationship. See Master Contract.

Adjunct Faculty Salaries and Benefits

Adjunct faculty are paid per credit hour. This pay is based on classes with an enrollment of eight students or more. If a class has fewer than eight students, the pay will be prorated if the instructor agrees to teach at the prorated amount.

Adjunct instructors receive tuition waivers. Instructors or their immediate family members may take up to six credit-hours per semester, tuition-free. The instructor or family member are responsible for the cost of the associated textbooks and supplies.

Payroll Procedures

See [Policy AP3](#).
Adjunct instructors should read their employment Memorandum of Understanding (MOU) for specific payment terms.

Personnel Forms/Records

Individual employee personnel records shall be maintained in the Human Resources office for full-time faculty. Adjunct faculty personnel files are maintained in their respective offices. Employees may inspect their own file in a reasonable time and manner during normal office hours. Any other release of confidential information (beyond normal employment verification) will require the written authorization of the employee. Employees may request copies of documents in their file. The college may require reimbursement not to exceed the cost of reproduction; this may include the cost of the time of the employee who produces the copies.

Employees may request that documents be placed in their file. For additional information concerning employment, contact the Director of Human Resources.

Academic Freedom and Responsibility

Faculty are allowed academic freedom as outlined in the [Master Contract](#).

Harassment, Retaliation, and Discrimination

Cloud County Community College maintains established policies to address harassment, retaliation and discrimination. The CCCC President or their designee has the authority to establish procedures for the reporting and investigation of alleged acts of harassment, retaliation and/or discrimination. Incidents regarding sexual assault, domestic violence, dating violence, and stalking should be referred to the Title IX Coordinator (see Policy E17). Persons found to have engaged in conduct prohibited by this policy shall be subject to disciplinary action up to and including termination.

The Board of Trustees of Cloud County Community College and the College are committed to providing a working and learning environment free from harassment, discrimination or retaliation. CCCC considers these unacceptable types of conduct and will not tolerate nor condone them. Specifically, the College and its employees shall not participate in any harassment, retaliation or discrimination.

Examples of prohibited conduct include, but are not limited to the following:

- Sexual harassment, defined to include unwelcome sexual advances, request for sexual favors, and other verbal, physical or visual unwelcoming conduct of a sexual nature.
- Harassment or discrimination defined to include verbal, physical or other conduct of a nature which is offensive to a person.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.

Prohibited harassment or discrimination (as defined in Policy C5) includes any conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, or
- Submission to or rejection of the conduct is used, threatened or suggested to be used as a basis of employment-related decisions, including but not limited to promotion, pay, discipline, work assignment or which affects other terms and conditions or employment, or
- Such conduct has the purpose or effect of substantially interfering with the learning environment or work performance or creating a hostile, intimidating or offensive atmosphere.
- Persons who believe they have suffered harassment, retaliation, or discrimination shall follow the Formal Complaint Process outlined in Policy E18. https://www.cloud.edu/about/board-of-trustees/policies/

College Wide Assessment

Assessment

Information, sample reports, and forms are located on the assessment website page: http://www.cloud.edu/Academics/Assessment/index.

Academic Assessment Mission

The college mission statement identifies enhancing our students' lives as the central purpose of Cloud County Community College. Opportunities in and outside the classroom provide many ways for the faculty and staff to engage with students.

Cloud views assessment as a tool to improve the systems and structures—from individual course curriculum to program, division, and college-wide academic structures—that affect the future of student learning.

Cloud County Community College is dedicated to delivering education that is responsive to the needs of students. In order to remain responsive, faculty engage in a systematic, sustained reflection and assessment process that extends to all levels of the institution, both inside and outside the classroom. Assessment helps faculty identify the cause and effect relationship between the factors that impact student learning and the extent of that learning and directs instructors toward continuous improvement in service to our students and communities.

The assessment of student learning, the interpretation of the results of assessment, and the use of those findings to stimulate improvement requires the participation of students, faculty, staff, administrators, and the Board of Trustees, individually and collectively.

Student Learning Outcomes

Cloud County Community College Student Learning Outcomes (SLO) are assessed to determine the level of student mastery of outcomes and overall success of students. Student Learning Outcomes are assessed at the institutional, program, and course levels. In addition to timely reporting, instructors guide the assessment process by revising goals and rubrics to be used for assessment. All instructors for Cloud County Community College participate in assessment each semester

Institutional Learning Outcomes

The five Institutional Learning Outcomes (ILO) represent the broad ideas CCCC expects every student to experience and support the mission and guiding values. The ILOs include Critical Thinking, Diversity, Ethics, Employment, and Sustainability. All courses assess one of these outcomes determined by departments and programs. Academic programs use Canvas to assess the outcomes. In addition, co-curricular programs select one of the ILOs and determines the appropriate way to present and measure the outcome.

Program Learning Outcomes

Each program has developed Program Learning Outcomes (PLO) indicating the skills and knowledge expected of students completing a particular program. Each department will track the students and the courses they are taking to ensure all program outcomes are covered. Each department will check, reflect, and act on the results of the PLO data.

Course Learning Outcomes

Course Learning Outcomes (CLO) are the outcomes developed by faculty within the programs. Many of the courses are part of the Kansas Board of Regents Kansas Core Outcomes Group and are part of the transfer and articulation agreements with the colleges and universities in the state. CLOs guide the instruction in classes and support the program of the college. CLOs are assessed every semester as instructors evaluate student mastery learning in Canvas. Outcomes are imported into course shells and added to rubrics. The rubrics are attached to assignments and levels the expectations of student learning are marked via SpeedGrader. In addition, each faculty member completes a reflection, indicating the tools used for assessment, past student mastery scores along with the current semester student mastery levels to determine any trends in teaching and learning and indicate necessary changes in pedagogy that may be needed. The reflections are uploaded in department shells and are due the Friday after Final Grades are due. The reflections and outcome results are reviewed by department chairs and used in planning and improvements in programs. The Director of Assessment, Institutional Effectiveness, and Planning also reviews the data and tracks the completion of assessment each semester. Overall results are shared in program reviews and with the Assessment Committee.

General Education Assessment

General education assessment measures student learning of general education goals that have been established by the faculty as a whole. Artifacts (or samples of student work) are gathered by all instructors of general education classes. For further information concerning general education goals and classes see the assessment webpage or contact the Director of Assessment, Institutional Effectiveness, and Planning Cindy Lamberty at clamberty@cloud.edu. For a current list of general education classes, go to www.cloud.edu

Program Review Process

At Cloud County Community College, Program Review, Planning and Development allows program faculty and staff to lead a purposeful and continuous cycle of improvement through two related processes: *Comprehensive Program Review* and *Annual Program Review*. Both the comprehensive and annual processes are integral parts of an overall institutional evaluation, planning and development process with the following goals to:
- Ensure that all programs remain focused on student success and serving the needs of the community;
- Increase coherence of all program development and apply continuous quality improvement;
- Enhance the quality of all programs by assessing program strengths and challenges;
- Align program needs and campus priorities with the planning and budget process; and
- Ensure that program priorities are consistent with the college's mission and strategic plan.

Both the Comprehensive Program Review and the Annual Program Review begin with reflection of program data provided by the Director of Assessment, Institutional Effectiveness and Planning (AIEP). Programs are encouraged to include other relevant data as part of this reflection. In both processes, program faculty/staff write narrative components that include progress on action plans, significant Student Learning Outcomes assessment findings, external constituency and significant trends, and self-assessment of program vitality.

The process also includes establishing and updating program goals and plans of action, along with fiscal resource requests and adjustments. Every three years, as part of the Comprehensive Program Review, programs also include additional reflections on student success, SLOs, instructional strategies, as well as curriculum and mission alignment. The Program Review Handbook indicates the timelines for reviews and the rotation for comprehensive reviews.

Annual Program Review
Every program, academic and co-curricular, completes an annual review, reviewing data from the previous academic year and focusing on how programs carry out the mission of the college and their own program mission in relation to the strategic plan of the college. In the annual review, significant findings regarding SLOs are evaluated as well as other program measures of student success. Faculty and staff involvement for enhancing

programs is documented. These findings determine the vitality of each program, annual budgetary needs, overall health of programs and plans academic year. Zero-Based Budget (ZBB) requests, submitted in late spring of every year, must be tied to the program outcomes and the strategic plan and SLOs. Annual program reviews and ZBB requests are reviewed by the respective dean and vice-president for a response that will be used by the programs as part of the next planning and development cycle.

Comprehensive Program Review
Every three years, on a rotating schedule (in Program Review Handbook), each program completes a Comprehensive Program Review. The purpose of the comprehensive review is to evaluate trends and look at programs and their role in the institution in a more holistic fashion. The review of three years' worth of data allows programs to reflect on the successes and opportunities for improvement. Comprehensive Reviews are evaluated by the Assessment Committee to provide feedback. The dean and Vice-President for Academic Affairs of the program complete a summative assessment report to include vitality assessment. The president reviews the summative assessment reports and presents these to the Board of Trustees at the end of the academic year.

Cloud County's Assessment Committee plays a critical role in the program review, planning and development process. Programs should consider the Assessment Committee and/or the division Assessment Committee representatives as resources to program faculty and staff. Likewise, and as needed, open and frequent communication with the Division Dean and Vice-President for Academic Affairs (VPAA) is encouraged throughout the process.

As a compliance requirement of the Higher Learning Commission accreditation, programs should be aware that summative data elements and other elements of the program review, planning and development narrative, along with the VPAA's assessment and feedback to the program, will be made available on the college website at the end of each academic year.

The VPAA is responsible for making recommendations to the President and Board of Trusties. These recommendations are based upon the *Annual* and *Comprehensive Program Review*. Program vitality is an important component for the continuation of a program or necessary modifications.

The President is responsible for making recommendations to the Board of Trustees based on the results of the *Comprehensive Program Review*, taking into consideration, the recommendations made by the Assessment Committee and VPAA. The Board of Trustees review the *Comprehensive Program Review* and may ask clarifying questions of the President or VPAA as needed. The Board of Trustees will choose to accept reviews or to send them back to the Assessment Committee for more information. The Board of Trustees will make the final decision regarding programs recommended for phase-out.

See the Program Review Handbook (Assessment Shell) for details of all sections, individuals responsible for overseeing the completion of program reviews, timeline, and schedule of Comprehensive Program Review.

Student Support Services

Library

See http://www.cloud.edu/Academics/Library/index

The library has a computer lab that instructors can reserve for in class research and writing days. Contact the library to make the reservation. Library instruction via Zoom is also available.

Student Success Center and Proctoring
The Student Success Centers at Concordia and Geary offer tutoring and instructional support for students free of charge. Proctoring arrangements can be made for exams and other assignments. Faculty have to send their exam or password to the proctors in advance.

See http://www.cloud.edu/Academics/Student%20Success%20Center/index

TRIO Program:
TRIO is a federally funded program to support students in their academic careers. The TRIO staff on both campuses provide tutoring, life skills training, cultural events, and transfer college visits. Faculty are encouraged to recommend TRIO to their students. All services are free to TRIO students.
See http://www.cloud.edu/Academics/TRiO/index

Advisement and Retention

See http://www.cloud.edu/Academics/Advising/index

Academic advisement for course selection in the fields of study is the primary function of the Advisement Center. Several additional services are offered through the center to support advising. These include placement, orientation, transfer information, campus visits from transfer college representatives, and transfer scholarship information. The Center also makes on-campus and community referrals for many other services including financial aid, career counseling, student housing, and personal counseling.

Retention of students is an important responsibility of faculty, Dropout Detective in Canvas is used to notify the Retention Specialists and other allies regarding student success in courses. Faculty are strongly encouraged to create notifications concerning struggling students (e. g., absences, low grades, and missing assignments.)
See http://www.cloud.edu/Academics/Advising/student-retention/index

Career Center
The Career Center provides assistance to students for exploration of careers, resume preparation, cooperative internships, and job placement.

See http://www.cloud.edu/About/Career-Center/index

Tech Services

All faculty, staff, and students can obtain the latest version of Microsoft Office to install on their personal computers. For more information, contact the IT department.

ADA Compliance

If any accommodation is needed for any type of documented disability, students should contact the Director of Advisement and Retention Services. Students requiring auxiliary aids and services need to request accommodation in advance of the start of the semester. Faculty are required to comply with all accommodations.

Health Support Services

See http://www.cloud.edu/Students/health-services/index

Mental Health Support Services

A mental health provider is available on both campuses and via zoom to students. Faculty are recommended to refer students to this service.

Children's Center

Childcare is available to faculty based on availability. Contact Children's Center Director for further information.

See http://www.cloud.edu/About/Children-Center/index

Operational Procedures

Budget- Program Review-Zero Based Budgeting Practice

Faculty and Departments participate in Zero Based Budget as part of the program review.

Purchase Requisitions/Purchase Orders

All purchase requisitions should be initiated with the department chair.

Vehicles and Transportation

College vehicles are available for use in traveling to and from approved events. Travel requisitions must be submitted prior to travel. Requests are honored in the order they are received and based on available vehicles.
See Policy F8.

Daily Meal Reimbursement

Generally, the college expects meals to not exceed $25.00 per day; however; there may be times when meal costs may exceed $25.00 per day. If meal costs exceed $25 per day due to local conditions, contact your supervisor or division dean prior to travel for approval.

Meal Receipts

The College will reimburse for meals only when detailed itemized receipt are attached. Information on the receipt shall include date, amount and restaurant for each meal, including tips. Non-college employees or relatives costs must be itemized and deducted on the receipt. These deductions are to include a portion of tax and tip.

Requesting Classroom/Lab Supplies

Standard office supplies are available for faculty use. Supplies are located in the production room/work room of your respective campus.

Support materials can be requested through your department chair.

Copy Procedures

Multi-function printer/copier/scanner is available for faculty use, located in the production room/work room of your respective campus. It is advised to conserve resources and print double-sided whenever appropriate. Also, documents can be scanned and sent to your email.

Faculty are expected to follow copyright laws in regards to duplication of instructional materials for distribution.

Communications

Mail

Full-time faculty on the Concordia campus are assigned a mailbox in the Information Center. Outgoing mail can be dropped off in the Information Center. Items going between the campuses can be dropped off in the Information Center to be added to the "Cloud Courier."

Every full-time and adjunct instructor on the Geary County Campus has a mailbox in the Workroom. If students need to leave work for instructors, the Administrative Assistant can put paperwork in instructors' mailboxes.

Email Accounts

All faculty are assigned an email address and instructions on how to access email through the CCCC website upon being hired.

Faculty are required to use their assigned CCCC email for all college-related correspondence. Instructors will respond within two business days to student emails.

Single Sign on for Computer Access.

CCCC utilizes a single sign-on process that makes signing into email, personal Canvas shells, and various forms of college instructional technology a one-step process. Faculty and students are able to use the single sign-on process via the main web page located at http://www.cloud.edu.

Parking Permits

See [Policy F9](#).

Parking rules and regulations are part of the campus parking policy. Permits are issued for full-time faculty/staff. For part-time faculty/staff, community permits are issued. To obtain a permit, contact the Information Center. No parking permits are required for the Geary County Campus.

Keys

Keys will be distributed by the Human Resource Director with assistance from staff in the Information Center. Contact Human Resource office for additional information concerning acquisition of new keys or replacements. Geary County keys are distributed by the Campus Director.

Maintenance Problems

To address maintenance and repair needs, Concordia Campus Faculty can submit a work order.

Geary County maintenance work orders are located in the faculty workroom in Building A. All faculty are urged to use these forms to report any maintenance repairs or facility needs.

Campus Security

See [Policy F29](#).

Weather

Weather delay and emergency notification system

CCCC has partnered with Regroup to provide emergency notifications for Cloud students, faculty and staff. All students, staff and faculty are automatically enrolled in Regroup via their primary email account.

Weather Emergencies

No action will be taken in the case of a tornado watch. However, if a watch is upgraded to a warning, announcements will be made via the speaker phone system, the PA system, Regroup notification, and person-to-person when necessary. After 5 PM and on the weekends when the college is open, the notification to take shelter immediately will be handled by campus security and evening custodial staff.

Available Shelters

Main Building: Men's and women's restrooms on levels one, two and three, men's and women's locker rooms, music room (SC101), rooms BL 231-232-233, training room, and the President's office

GCC: Interior restrooms and hallways.

Tech West: Interior restrooms and hallways.

Composite Lab: Emergency shelter in place, classrooms HA104 and HA105.

Wind Energy Technology Facility: Emergency shelter in place, classrooms WE102 and WE103.

USD 333 Technical Education Center: Emergency shelter in bathrooms.

Campus apartments: Lower levels of buildings 4-5-6-7-8-9-10-11-12-13-14.
Designated tornado shelter in Thunder Heights.

Emergency Exiting Procedures:

1. It is the responsibility of all CCCC employees to be aware of designated emergency locations and evacuation routes.
2. Upon notification of an emergency, all faculty will inform students to immediately take appropriate action. If the situation warrants an evacuation, students are to take their personal belongings with them if the time permits.
3. Provide assistance to students with disabilities. Any non-college personnel, such as visitors will also need assistance in case of evacuation.
4. After the classroom is cleared of students, turn out the lights and shut the door to indicate the area has been cleared.
5. Do not leave the safe area until the all clear has been given.

Winter Weather Emergencies

To learn if the campus is closed due to winter weather, listen to the following radio stations or TV channels:

Radio

Belleville	KREP	92.1 FM
Beloit	KVSV	1190 AM
Clay Center	KCLY	100.9 FM
Concordia	KNCK	1390 AM
Hutchinson	KHCD	89.5 FM
Salina	KSAL	1150 AM

Television

Wichita	KWCH
Lincoln, NE	KOLN-KGIN
Topeka	WIBW
Topeka	KSNT

The Vice President for Academic Affairs or their designee will make the decision to close campus due to winter weather. Concordia and Geary County Campus closings will also be announced via the college's emergency notification system.

Automated External Defibrillators

There are 6 AED's or emergency defibrillators located throughout Concordia campus at the following locations:

1. Inside entrance two, opposite the Information Center window
2. Near the Fitness Center on the north hallway wall
3. In the cafeteria foyer next to the elevator
4. In the Children's Center, right inside the door to the right
5. In the Athletic Trainer's office, under the desk
6. Inside the Nursing Department door, #104

At Geary County the AED's are located in each building adjacent to the fire extinguishers.

During evening and weekend classes, full time and adjunct faculty may be called upon

to address safety or security issues. If a situation should arise, the instructor should call 911 if in doubt as to the proper action to take.

Cell Phone Usage

The use of cell phones in classes is discouraged except in the case of emergencies. As individual instructor policies may vary, instructors are encouraged to include a statement in their course syllabus regarding cell phone etiquette and use in class.

Faculty Evaluation Procedures

Full Time Faculty

The full time faculty evaluation provides a formal mechanism for evaluating faculty performance in accordance with the Master Contract. (See Master Contract section and Appendix E). Accomplishments are recognized and deficiencies will be addressed. Faculty development is achieved through counseling, communicating, and mentoring throughout the year.

Division Dean's Evaluation of Faculty Performance

In addition to the required classroom visitation evaluation process, the Division Dean may use:

- Instructors' teaching materials.
- Student retention data.
- Any additional information the instructor or the Division Dean feels would benefit the process.

The outcome of the Division Dean's evaluation of faculty will be:

- An overall evaluation of the instructor. Comments substantiating the basis for a specific performance rating should be provided on the evaluation form.
- Signed evaluation report.
- Instructor comments added to the report if the instructor so chooses.

The evaluation process requires a conference with the instructor to review the document and for both parties to sign the evaluation document. The instructor's signature signifies only that the instructor has read the document and does not signify agreement with the comments or ratings. If the instructor does not agree with the ratings or comments, concerns or disagreements may be submitted in writing and will be attached to the evaluation document.

Adjunct Faculty

Department chairs mentor and evaluate adjunct faculty. Evaluation occurs on a rotating basis.

Evaluators observe classes and then meet with instructors to discuss their observations and answer questions.