

QUALITY FACULTY PLAN



INDIANHILLS
COMMUNITY COLLEGE

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Quality Faculty Plan

Background

Indian Hills Community College maintains a Quality Faculty Plan (QFP) to promote quality instructional practices and ensure professional development of full and part-time faculty in compliance with Iowa Administrative Code 281-24.5 (260C). Since its original inception, the Indian Hills Community College Quality Faculty Plan has been reviewed annually and updated as needed based on recommendations of the QFP Committee and changes to Iowa Administrative Code. The following timeline provides a historical context of the college's Quality Faculty Plan development, implementation and revision schedule.

Purpose

The purpose of the Quality Faculty Plan is to create and maintain a highly skilled, qualified and student-centered faculty.

Indian Hills Community College believes faculty are a community of professional learners. The QFP enhances the learning process for students and faculty, leads to innovation and is a continuing community process.

Quality Faculty Plan Timeline

Committee Established	September 2002
QFP Begins Development	October 2002
Internal and External Needs Assessments	November 2002
Approved Plan to Board of Trustees	March 2003
Quality Faculty Plan approved by IHCC Board of Trustees	April 14, 2003
Development of procedures for implementation and maintaining records	May 2003
Implementation	2003-2004
QFP review	April 2004
QFP revision	April 2009
Revisions approved by the IHCC Board of Trustees	June 2009
QFP revision	January 2014
Revisions approved by IHCC Board of Trustees	February 2014
Revisions approved by IHCC Board of Trustees	September 2017
Revisions approved by IHCC Board of Trustees	September 2019
QFP Review	May 2021
QFP Revision	July 2021

Quality Faculty Plan Committee

The Quality Faculty Plan Committee consists of equal representation of Arts & Sciences (A&S) and Career & Technical Education (CTE) faculty. Faculty members on the QFP committee are appointed to a three-year term. They may be re-appointed to two (2) additional three-year terms consecutively. Administration members hold standing appointments. Faculty and administration on the committee represent Transfer & Workforce Education from all IHCC campuses, high school programs, Continuing Education & Workforce Solutions (CEWS) and human resources.

The Committee will be chaired annually by a faculty member voted to serve by a simple majority of the committee. QFP Committee Membership includes:

- 4 A&S FT faculty
- 4 CTE FT faculty
- 1 A&S Adjunct faculty
- 1 A&S High School faculty
- 1 CTE Adjunct faculty
- 1 CTE High School faculty
- Director, Teaching & Learning
- Director, Human Resources
- Dean, Career & Technical Education
- Executive Dean, Centerville Campus & Academic Services
- Executive Dean, Transfer & Workforce Education
- Executive Assistant, Vice President, Learning & Engagement
- Vice President, Learning & Engagement

Compliance with Accreditation Standards

Indian Hills Community College will comply with all relevant legal and accrediting standards, procedures and agencies in relation to faculty qualifications in all fields of study.

All faculty who are new to IHCC will participate in the professional development requirements of the Quality Faculty Plan based on their teaching load and/or assignment. Failure to comply may result in corrective action up to and including termination of employment.

Requirements for Full-Time Faculty

This includes all credit faculty who are under contract for at least half-time or more, as well as full time CEWS faculty, counselors and media specialists.

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained in the Human Resources office.

New Employee Orientation

Full-time faculty who are new to IHCC are required to participate in orientation and learning activities that address topics related to employment as well as departmental policies and processes. New Employee Orientation will be conducted by the Human Resources Office and the appropriate Academic Dean or supervisor. New Employee Orientation will be completed within 60 days of employment at Indian Hills.

The Indian Hills Community College Human Resources Office orientation activities include:

- Review of the staff handbook policies and procedures
- IHCC's organizational governance and structure
- HR Policy & Procedure review
- Mandatory Reporter Training
 - required for fall credit instructors within six months of hire. Renewal is required every three years. Proof of certification must be on file in the Human Resources office.

The Indian Hills Community College Academic Deans will provide additional orientation to new faculty that includes:

- Overview of the community college system and the Iowa Community College system
- IHCC curriculum development and revision processes
- IHCC faculty-related processes and policies

New Faculty Academy

Full time faculty who are new to Indian Hills Community College are required to participate in 25 hours of New Faculty Academy (NFA) at the first opportunity within the first 12 months of employment.

The NFA is a highly differentiated learning experience which is heavily influenced by individual needs-analysis in the areas of adult learning, curriculum, instruction, assessment, and technology. The components of NFA include:

- **Boot Camp** offers new faculty with the information and tools to successfully launch into their new IHCC teaching roles. Boot Camp has two sections. *Foundations in IHCC Faculty Technology Systems* is an asynchronous online course, and NFA Orientation is a facilitated face-to-face experience.
- **Modules** are designed to address immediate needs for new faculty within five major categories (Adult Learners, Curriculum, Instruction, Assessment, Technology Integration). To meet the immediate needs of new faculty, NFA participants complete a self-assessment tool to support them in selecting the most appropriate modules for their own needs.
- **Milestones** is an experience for NFA participants to share and celebrate successes to date while reflecting upon any challenges they may have encountered as well. NFA participants develop and present projects to showcase their learning and how it is impacting their teaching role.
- **Seminars** are one-hour learning opportunities addressing a wide range of topics relevant to the college teaching experience.

Two cohorts of New Faculty Academy are offered per academic year. New faculty will join the cohort that begins at the start of the next available cycle. Completion of New Faculty Academy in year 1 of employment fulfills the QFP requirement for the first year of full-time teaching at Indian Hills Community College. Completion of NFA results in the new faculty member joining the Continuing Professional Development cycle for QFP at the beginning of the next academic year.

Continuing Professional Development

Faculty who have completed New Faculty Academy at IHCC will be required to engage in ongoing learning activities that provide continuing professional development. A minimum of 30 hours every two (2) years is required in learning activities designed to address the following IHCC Quality Faculty competencies:

- Discipline/Content Specific Professional Development (10-15 hours)
- Culture (5 hours)
- Teaching & Learning (10-15 hours)
- Each Continuing Professional Development Cycle will end for all faculty at the end of Summer term in August of even numbered years (i.e., 2022; 2024; 2026, etc.)
 - New faculty who will complete their 2nd year of employment in August of an odd numbered year will complete a total of 15 hours of QFP the following year to bring them into the all-faculty cycle.
 - Discipline/Content Specific Professional Development (5-8 hours)
 - Culture (2 hours)
 - Teaching & Learning (5-8 hours)

- Faculty within the all-faculty cycle are encouraged to participate in learning activities each year, but no annual minimum is required.
- QFP requests must be submitted no more than 6 months after the final date of the professional development.
- Faculty must provide evidence of their completion in approved continuing professional development activities by the date designated as completion of the cycle.
- Failure to comply with requirements of the Quality Faculty Plan may result in corrective action up to and including termination of employment.
- Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office.

Quality Faculty Competencies

Each faculty member will achieve and maintain competency in three areas:

Discipline/Content Specific Professional Development

Faculty actively seek opportunities to grow professionally by maintaining standards, credentials, certification or licensure, as well as engaging in professional growth endeavors that will promote relevant content for the academic program(s) in which they teach.

10-15 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Discipline/Content relevant to their teaching. These activities may include the following:

- University credit or non-credit courses
- Local credit or non-credit courses
- Workshops
- Consortium courses
- Online courses
- Conferences (specific breakout sessions)
- Industry trainings

Teaching & Learning Strategies

Faculty will engage in opportunities to enhance and develop their instructional practices to improve student learning. These may include:

- Curriculum
- Assessment
- Technology Integration Related to Learning
- Adult Learners
- Instruction
- Learning Environment
- Classroom Management

10-15 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Teaching & Learning Strategies. These activities may include the following:

- University credit or non-credit courses
- Local credit or non-credit courses
- Workshops
- Consortium courses

- Online courses
- Conferences (specific breakout sessions)
- Industry trainings
- Teaching & Learning Center coaching sessions
- Seminars
- Approved Book Study Sessions

Cultural Development

Faculty actively seek opportunities to grow culturally by engaging in opportunities that will promote areas such as:

- Diversity, Equity & Inclusion
- Ethics
- Communication
- Collaboration and Relationships
- College Community & History
- Customer Service
- Human Relations

5 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 5 hours every 2 years in activities that strengthen Cultural Development. These activities may include the following:

- Workshops
- Online courses
- Conferences (specific breakout sessions)
- Seminars
- IHCC student poetry readings
- IHCC student theatrical performances
- IHCC student musical performances
- Approved IHCC DEI Book Study sessions

As an effort to incentivize faculty engagement in professional development, additional hours of QFP can be requested for presenting at workshops or conferences. Faculty shall confer with their academic dean to determine the appropriate number of hours for presentation.

Topics for learning experiences that strengthen Teaching & Learning Strategies may include but are not limited to the following:

- Diverse learning styles
- Teaching methodology
- Content specific information or trends
- Issues in education
- Assessment practices
- Non-traditional students
- Students of diverse backgrounds
- Critical thinking strategies
- Designing learning goals
- Curriculum development
- Instructional technology
- Students with disabilities

Excluded items for all categories include training or meetings such as:

- Mandatory IT employee trainings
- Mandatory Reporter Trainings
- Required recertification for BLS or like courses
- Management Training
- Networking or social gatherings

Requirements for Adjunct & Concurrent Enrollment Faculty

New Faculty

All new adjunct & concurrent enrollment faculty will participate in the *Foundations in IHCC Faculty Technology Systems*, which is an asynchronous online course through the IHCC Teaching & Learning Center. This course must be completed within the first 60 days of teaching for IHCC. New adjunct & concurrent enrollment faculty are also required to meet with the division dean or faculty mentor for a minimum of 1 hour in person or virtually prior to teaching. Items to be discussed include:

- Policies/Procedures
- Electronic Resources
- Teaching Strategies
- Ongoing Professional Development

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office. Any adjunct faculty who does not comply will not be employed by IHCC. All faculty records are maintained in the Human Resources office.

Continued Professional Development for Adjunct & Concurrent Enrollment Faculty

- A minimum of 4 hours is required annually (August 25 – August 26)
- Topics for teaching & learning strategies may include:
 - Diverse learning styles
 - Teaching methodology
 - Content specific information
 - Issues in education
 - Assessment practices
 - Non-traditional students
 - Students of diverse backgrounds
 - Critical thinking strategies
 - Designing learning goals
 - Curriculum development
 - Instructional technology
 - Students with disabilities

Requirements for Adult Basic Education Faculty

For the AEL Coordinator Handbook, please visit: <https://educateiowa.gov/documents/ael-program-information/2021/05/adult-education-and-literacy-coordinator-handbook>

Faculty Development Approval Process

Faculty members receive renewal hours for Continuing Professional Development by following the QFP procedure:

- For professional development external to IHCC, complete a Professional Development Authorization form on the electronic platform used by IHCC. Authorization should be obtained prior to activity in order to

- avoid attendance when there is the possibility of denial.
- Upload documentation of completion of the approved training, which may include:
 - Brochure, program, etc. of activity if available.
 - Proof of sponsoring agency/business/institution.
 - Proof of contact hours after finishing the activity. (May include agenda or program with notes, certificate, transcript, grade slip, etc.)
- Faculty are responsible for demonstrating evidence of completion of an activity for it to be added to the QFP transcript.
 - Those that do not produce documentation of completion will not be processed for final approval.
- Professional development internal to IHCC may be available to select in the electronic platform. Proof of completion may include sign-in sheets, certificates, or online assessments.

Faculty Development Appeal Process

If an activity is not approved for QFP hours, the following is the process for appeal:

- Review the activity approval process. Determine if QFP approval process was followed and all documentation was submitted.
- If the approval process was met and the activity was denied based on merit by a dean and/or the Chief Academic Officer, then
 - Discuss with the dean the reasons for the denial.
 - If not satisfied, discuss with the Executive Dean and the Chief Academic Officer the reasons for the denial.
 - If not satisfied, and you believe the activity has merit toward your QFP, then you may request a meeting with a sub-committee of the Quality Faculty Plan Committee to discuss the activity's merit. This request should be made in writing to the Chair of the Quality Faculty Plan Committee.

If an activity has been identified in one category, such as Culture, a faculty member may appeal to have the hours applied to another category if it is appropriate for the courses taught by the faculty member.

- Faculty initiate the review by submitting written justification to the Chief Academic Officer for consideration.
- If approved by the Chief Academic Officer, the classification of the hours will be changed.

Procedures for Record Keeping

- IHCC VP, Learning & Engagement office will maintain the official records of learning experiences and hours for each faculty member on the electronic platform.
- Using the electronic platform, faculty members are responsible for tracking progress towards maintaining appropriate professional development hours to remain in compliance with QFP. These records should be reviewed with the supervisor on at least an annual basis.

Annual Non-Discrimination Statement

For admissions criteria, please visit: <http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php>

Quality Faculty Plan
Indian Hills Community College



It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus & Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.

Indian Hills Community College

Quality Faculty Plan

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INDIAN HILLS COMMUNITY COLLEGE QUALITY FACULTY PLAN

Annual Non-Discrimination Statement

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681—1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Associate Degree Nursing*
- Automotive Technology
- Aviation Maintenance Technology
- Aviation Pilot Training*
- Avionics Electronic Technician
- Bioprocessing Technology
- Business Specialist
- Business Specialist—Accounting
- Business Specialist—Office Management
- Child Care Technician*
- Clinical Laboratory Assistant*
- Commercial Driver Training*
- Computer Accounting
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice*
- Culinary Arts
- Cybersecurity and Systems Administration
- Dental Assisting*
- Dental Hygiene*
- Diesel Technology
- Early Childhood Associate*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician*
- Geospatial Technology

- Grounds Equipment Technician
- Health Information Technology*
- Healthcare Documentation Specialist*
- Health Unit Coordinator*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical Assistant*
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Nutrition & Dietary Management*
- Occupational Therapy Assistant*
- Paramedic*
- Paramedic Core*
- Pharmacy Technology*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Radiologic Technology*
- Respiratory Care*
- Robotics/Automation Technology
- Surgical Technology*
- Sustainable Agriculture & Entrepreneurship
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave., Ottumwa, IA 52501, 683-5282, hrequity@indianhills.edu; Executive Dean, Student Development & Athletics (students), 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

*Indicate screened programs. For admissions criteria, please visit:

<http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php>

Background

In compliance with Iowa Administrative Code 281-24.5 (260C), Indian Hills Community College maintains a Quality Faculty Plan (QFP) to promote quality instructional practices and ensure professional development of full and part-time faculty in compliance with Iowa Administrative Code 281-24.5 (260C). Since its original inception, the Indian Hills Community College Quality Faculty Plan has been

reviewed annually and updated as needed based on recommendations of the Quality Faculty Plan QFP Committee and changes to Iowa Administrative Code. The following implementation schedule provides a historical context of the college's Quality Faculty Plan development and implementation. The following timeline provides a brief history historical context of the college's Quality Faculty Plan development, implementation and revision schedule.

<u>Activity</u>	<u>Date</u>
Quality Faculty Plan Committee Established	September 2002 2-Sep
Quality Faculty Plan Committee QFP Begins Development	October 2002 2-Oct
Quality Faculty Plan Committee Completed Internal and External Seans to Assess Needs Assessments	November 2002 2-Nov
Quality Faculty Plan Committee Approved Plan for Presentation To the to Board of Trustees	March 2003 3-Mar
Quality Faculty Plan approved by IHCC Board of Trustees	April 14, 2003 14-Apr-03
Quality Faculty Plan Committee Development of procedures for implementation and maintaining records	May 2003 3-May
Quality Faculty Plan Explained to Faculty	June 2003 Sep 2004
Quality Faculty Plan Implementation	2003-2004 2003-2004
Quality Faculty Plan QFP review	April 2004 4-Apr
Quality Faculty Plan QFP revised revision	April 2009 9-Apr
Revisions approved by IHCC Board of Trustees	June 2009 9-Jun
Quality Faculty Plan QFP Revised revision	January 2014 14-Jan
Revisions Approved by IHCC Board of Trustees	February 2014 14-Feb
Revisions Approved by IHCC Board of Trustees	September 2017 17-Sep
Revisions Approved by IHCC Board of Trustees	September 2019 19-Sep
QFP Review	May 2021
QFP Revision	July 2021

Purpose moved to second paragraph P. 1

The purpose of the Quality Faculty Plan has been to create and maintain a highly-qualified, highly skilled, student-centered faculty highly skilled, qualified and student-centered faculty.

Indian Hills Community College believes faculty are a community of professional learners. The QFP enhances the learning process for students and faculty, leads to innovation and is a continuing community process.

Indian Hills Community College maintains the following core beliefs regarding faculty development:

- ❖ IHCC is a community of learners.
- ❖ Each faculty member is ultimately responsible for his or her own growth.
- ❖ Faculty development
 - enhances the learning process for students and faculty.
 - is a continuing process.
 - is a community process.
 - is a process that is dynamic and flexible.
 - leads to innovation and motivation.
 - includes a variety of indicators.

Quality Faculty Plan Committee

The Quality Faculty Plan Committee consists of equal representation of Arts & Sciences (A&S) and Career & Technical Education (CTE) faculty. Faculty members on the Quality Faculty Plan (QFP) committee are appointed to a three-year term. They may be re-appointed to two (2) an additional two consecutive three-year terms consecutively. Staff and Administration members hold standing appointments. Faculty and administration on the committee represent Transfer & Workforce Education from all IHCC campuses, high school programs, Continuing Education & Workforce Solutions (CEWS) and human resources. ~~on the committee represent each academic division, the Centerville campus, distance education, and human resources.~~ These members serve a continuous term. Current, Quality Faculty Plan Committee Members include:

The Committee will be chaired annually by a faculty member voted to serve by a simple majority of the committee. QFP Committee Membership includes:

- 4 A&S FT faculty
- 4 CTE FT faculty
- 1 A&S Adjunct faculty
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- Executive Dean, Transfer & Workforce Education
- Executive Assistant, Vice President, Learning & Engagement
- Vice President, Learning & Engagement

<u>Name</u>	<u>Classification</u>	<u>Term Expires</u>
Racann Gonzalez	Arts & Sciences	2020
Deb Vos	Arts & Sciences	2020
Heidi Peterson	Arts & Sciences	2021
Carol Yochum	Career & Technical	2021
Colt Brown	Career & Technical	2022
Michael Miller	Arts & Sciences	2022
Brydon Kaster	Career & Technical	2022
Mark VanVelsor	Career & Technical	2022
Brandea McCann	Teaching & Learning Specialist	2022
Daniel Terrian	Administration	Standing
Noel Gorden	Administration	Standing
Jill Budde	Administration	Standing
Darlas Shoekley	Administration	Standing
Zeke Flick	Administration	Standing
Matt Thompson	Administration	Standing

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- Teaching & Learning Center coaching sessions
- Seminars
- Approved Book Study Sessions

Cultural Development

Faculty actively seek opportunities to grow culturally by engaging in opportunities that will promote areas such as:

- Diversity, Equity & Inclusion
- Ethics
- Communication
- Collaboration and Relationships
- College Community & History
- Customer Service
- Human Relations

5 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 5 hours every 2 years in activities that strengthen Cultural Development. These activities may include the following:

- Workshops
- Online courses
- Conferences (specific breakout sessions)
- Seminars
- IHCC student poetry readings
- IHCC student theatrical performances
- IHCC student musical performances
- Approved IHCC DEI Book Study sessions

As an effort to incentivize faculty engagement in professional development, additional hours of QFP can be requested for presenting at workshops or conferences. Faculty shall confer with their academic dean to determine the appropriate number of hours for presentation.

Topics for learning experiences that strengthen Teaching & Learning Strategies may include but are not limited to the following:

- Diverse learning styles
- Teaching methodology
- Content specific information or trends
- Issues in education
- Assessment practices
- Non-traditional students
- Students of diverse backgrounds
- Critical thinking strategies
- Designing learning goals
- Curriculum development
- Instructional technology
- Students with disabilities

Excluded items for all categories include training or meetings such as:

- Mandatory IT employee trainings
- Mandatory Reporter Trainings
- Required recertification for BLS or like courses
- Management Training
- Networking or social gatherings

Requirements for Adjunct & Concurrent Enrollment Faculty

New Faculty

All new adjunct & concurrent enrollment faculty will participate in the Foundations in IHCC Faculty Technology Systems, which is an asynchronous online course through the IHCC Teaching & Learning Center. This course must be completed within the first 60 days of teaching for IHCC. New adjunct & concurrent enrollment faculty are also required to meet with the division dean or faculty mentor for a minimum of 1 hour in person or virtually prior to teaching. Items to be discussed include:

- Policies/Procedures
- Electronic Resources
- Teaching Strategies
- Ongoing Professional Development

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office. Any adjunct faculty who does not comply will not be employed by IHCC. All faculty records are maintained in the Human Resources office.

Continued Professional Development for Adjunct & Concurrent Enrollment Faculty

- A minimum of 4 hours is required annually (August 25 – August 26)
- Topics for teaching & learning strategies may include:
 - Diverse learning styles
 - Teaching methodology
 - Content specific information
 - Issues in education
 - Assessment practices
 - Non-traditional students
 - Students of diverse backgrounds
 - Critical thinking strategies

- Designing learning goals
- Curriculum development
- Instructional technology
- Students with disabilities

Requirements for Adult Basic Education Faculty

For the AEL Coordinator Handbook, please visit:

<https://educateiowa.gov/documents/ael-program-information/2021/05/adult-education-and-literacy-coordinator-handbook>

Instructional Competencies

Student Learning

The instructor provides learning opportunities that support the students' intellectual and professional growth based upon methods that address diverse approaches to learning, both individually and culturally, with equity and adaptability.

Curriculum Planning

The instructor plans curriculum based on knowledge of subject matter, the students, the community and the Indian Hills Community College goals and standards.

Instructional Strategies

The instructor applies appropriate instructional strategies to encourage students' development of critical thinking, performance skills and the philosophy of life-long learning.

Learning Environment

The instructor creates an environment that promotes learning that is motivated, collaborative, and engaging.

Assessment

The instructor develops, utilizes and reports direct and indirect assessment strategies to evaluate student learning.

Technology Related to Learning

The instructor uses appropriate technology in the planning, delivery and assessment of instruction.

Professional Development

The instructor actively seeks opportunities to grow professionally by maintaining standards, credentials, certification or licensure, as well as engaging in professional growth endeavors that will enhance instructional effectiveness.

College Culture/Diversity/Personal Development Competencies

Communication

The instructor uses effective verbal and nonverbal communication techniques to support interaction that encompasses all levels within Indian Hills Community College and the community.

Personal Development

The instructor actively seeks opportunities to engage in personal growth endeavors that enhance interaction within the culture of the college.

Collaboration and Relationships

The instructor fosters a professional and service-oriented relationship with students, colleagues and the community to support the learning process.

College Community

The instructor demonstrates awareness of the history and scope of community colleges and the communities that they serve, and promotes the mission and structure of Indian Hills Community College.

Contribution to the College Community

The instructor contributes to Indian Hills Community College through active participation in departmental, institutional and community services.

Ethics

The instructor conducts himself or herself in a professional and ethical manner which reflects commonly accepted ethical principles.

Diversity

The instructor recognizes and respects the diversity of all people at Indian Hills Community College and in the community.

Professional Development Requirements for Full-Time Faculty

Faculty (who are under contract for at least half time or more, including counselors and media specialists) who are new to the teaching profession and/or new to IHCC will participate in needed training depending on their previous experience. Failure to comply may result in corrective action up to and including termination of employment.

Level 1 New Faculty Orientation

Full-time faculty who are new to the teaching profession *and* those who are new to IHCC are required to participate in orientation and learning activities that address the following topics related to the IHCC Quality Faculty Competencies. Orientation to Indian Hills Community College will be handled by the Human Resources Office and the appropriate Academic Dean.

The Indian Hills Community College Human Resources Office orientation activities include:

- ❖ ~~IHCC's organizational governance and structure.~~
- ❖ ~~Mandatory Reporter Training.~~
- ❖ ~~Review of the staff handbook policies and procedures.~~
- ❖ ~~IHCC customer service expectation.~~

The Indian Hills Community College Academic Deans will provide additional orientation to new faculty that includes:

- ❖ ~~IHCC Teaching Technologies~~
- ❖ ~~Nature of community college students.~~
- ❖ ~~Overview of the community college system and the Iowa Community College system.~~
- ❖ ~~IHCC curriculum development and revision processes.~~
- ❖ ~~IHCC faculty related procedures.~~

Level 2 New Faculty Orientation

Full-time faculty (who are under contract for at least half-time or more, including counselors and media specialists) who are new to Indian Hills Community College are required to participate in college provided new faculty workshops that address the following topics related to the IHCC Quality Faculty Competencies:

- ❖ ~~Teaching learning theories and methods of college teaching.~~
- ❖ ~~Curriculum design & assessment (including an 8-hour Capstone Project).~~
- ❖ ~~Additional faculty development opportunities such as webinars, conferences, etc. are strongly encouraged of all new faculty members.~~

Note: Video Conference Learning (VCL) Training is required for all VCL instructors prior to teaching a VCL class.

Timeline

Level two new faculty workshops will be completed during the first year of employment at Indian Hills or at the start of the next available cycle of new faculty workshops offered. It is required that all new faculty have completed new faculty workshops by the end of the first three years of employment.

All new faculty members at Indian Hills Community College are required to complete 45 hours of QFP comprised of 40 hours of Instructional and 5 hours of Culture. All new faculty will be required to complete Level 2 new faculty workshops offered at IHCC. Faculty completing these workshops will receive 36 hours of Instructional QFP. They will be responsible to fulfill the remainder of required hours by the end of year three of employment. The requirements for Continuing Professional Development are listed in the next section of the Quality Faculty Plan. Questions related to the completion of Level 1 or Level 2 Orientation can be directed to the faculty member's academic dean, the director of human resources, or the chief academic officer.

Continuing Professional Development

Faculty who have completed their New Faculty Orientation phase at IHCC will be required to engage in learning activities that provide continuing professional development. These learning activities are designed to help faculty strengthen the IHCC Quality Faculty Competencies.

- ❖ A total of 45 contact (clock) hours of continuing development activities are required of all full-time faculty every 3 years. A proportionate amount of hours of continuing development activities are required of those faculty employed for half-time or more.
- ❖ Faculty are encouraged to participate in learning activities each year, but no yearly minimum is required.
- ❖ Faculty must prove participation by the date designated as their renewal date.
- ❖ Two categories (which align with the IHCC Quality Faculty Competencies) have been designated for continuing faculty development.
- ❖ Failure to comply with requirements of the Quality Faculty Plan may result in corrective action up to and including termination of employment.
- ❖ Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every five years. Proof of certification must be on file in the Human Resources office.

Instruction: Forty Contact (Clock) Hours Every Three Years

Each faculty member is required to participate in a minimum of forty contact (clock) hours every three years in activities that strengthen Instructional Competencies. These activities may include the following:

- ❖ University courses
- ❖ Local courses
- ❖ Workshops
- ❖ Consortium courses
- ❖ Internet courses
- ❖ Industry experience
- ❖ Courses or workshops intended to provide renewal of professional certifications or licensing
- ❖ Conferences (breakout sessions)

As an effort to incentivize faculty engagement in professional development, additional hours of QFP can be requested for presenting at workshops or conferences. Faculty shall confer with their academic dean to determine the appropriate number of hours for said presentation.

Topics for learning experiences that strengthen Instructional Competencies may include but are not limited to the following:

- ❖ Diverse learning styles
- ❖ Teaching methodology
- ❖ Content specific information
- ❖ Issues in education
- ❖ Assessment practices

- ❖ Evaluation
- ❖ Non-traditional students
- ❖ Students of diverse backgrounds
- ❖ Critical thinking strategies
- ❖ Designing learning goals
- ❖ Curriculum development
- ❖ Instructional technology
- ❖ Students with disabilities

College Culture/Diversity/Personal Development: Five Contact Hours Every Three Years

Each faculty member is required to participate in a minimum of five contact (clock) hours every three years in activities that strengthen College Culture/Diversity/Personal Development Competencies. These activities may include the following:

- ❖ University courses
- ❖ Local courses
- ❖ Workshops
- ❖ Consortium courses
- ❖ Online courses
- ❖ Industry experience
- ❖ Courses or workshops intended to provide renewal of professional certifications or licensing

Topics for learning experiences that strengthen College Culture/Diversity/Personal Development Competencies may include but are not limited to the following:

- ❖ Diversity
- ❖ Customer Service
- ❖ Human Relations
- ❖ Technology
- ❖ Equity Issues

Professional Development Requirements for Adjunct & Concurrent Enrollment Faculty

All adjunct faculty (including concurrent enrollment faculty) will participate in the following activities. Adjuncts who do not comply will not be employed by IHCC. Adjunct Faculty records are maintained in the Human Resources office.

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every five years. Proof of certification must be on file in the Human Resources office.

Adjunct Faculty Orientation

- ❖ ~~Required prior to teaching~~
- ❖ ~~A minimum of 2 contact hours, coordinated by the division dean or designated academic administrator~~
- ❖ ~~Content~~
 - ~~Policies/Procedures~~
 - ~~Electronic Resources~~
 - ~~Teaching Strategies~~

Concurrent Enrollment Faculty Orientation

- ❖ ~~Required prior to teaching~~
- ❖ ~~A minimum of 2 contact hours, coordinated by the director, high school programs and conducted by the discipline-specific faculty mentor~~
- ❖ ~~Content~~
 - ~~Policies/Procedures~~
 - ~~Electronic Resources~~
 - ~~Teaching Strategies~~

Continued Professional Development for Adjunct and Concurrent Enrollment Faculty

- ❖ ~~Required annually (August 1–July 31)~~
- ❖ ~~A minimum of 4 hours of instructional development (approved by division dean)~~
- ❖ ~~Topics for learning experiences for adjunct faculty may include but are not limited to the following:~~
 - ~~Diverse learning styles~~
 - ~~Teaching methodology~~
 - ~~Content specific information~~
 - ~~Issues in education~~
 - ~~Assessment practices~~
 - ~~Evaluation~~
 - ~~Non-traditional students~~
 - ~~Students of diverse backgrounds~~
 - ~~Critical thinking strategies~~
 - ~~Designing learning goals~~
 - ~~Curriculum development~~
 - ~~Instructional technology~~
 - ~~Students with disabilities~~

Faculty Development Approval Process

Faculty members receive renewal hours for Continuing Professional Development by following the QFP procedure:

- For professional development external to IHCC, complete a Professional Development Authorization form on the electronic platform used by IHCC. Authorization should be obtained prior to activity in order to avoid attendance when there is a possibility of denial. possible denial.
- Upload documentation of completion of the approved training, which may include:
 - Brochure, program, etc. of activity if available.
 - Proof of sponsoring agency/business/institution.
 - Proof of contact hours after finishing the activity. (May include agenda or program with notes, certificate, transcript, grade slip, etc.)
- Faculty are responsible for demonstrating evidence of completion of an activity for it to be added to the QFP transcript.
 - Those that do not produce documentation of completion will not be processed for final approval.
- Professional development internal to IHCC may be available to select in the electronic platform. Proof of completion may include sign-in sheets, certificates, or online assessments.

Faculty Development Appeal Process

If an activity is not approved for QFP hours, the following is the process for appeal:

- Review the activity approval process. Determine if QFP approval process was followed and all documentation was submitted.
- If the approval process was met and the activity was denied based on merit by a dean and/or the Chief Academic Officer, then
 - Discuss with the dean the reasons for the denial.
 - If not satisfied, discuss with the Executive Dean dean and the Chief Academic Officer the reasons for the denial.
 - If not satisfied, If and you believe the activity has merit toward your QFP, then you may request a meeting with a sub-committee of the Quality Faculty Plan Committee to discuss the activity's merit. This request should be made in writing to the Chair of the Quality Faculty Plan Committee.

If an activity has been identified in one category, such as Culture, a faculty member may appeal to have the hours applied to another category Instruction if it is appropriate for the courses taught by the faculty member.

- ❖ Faculty initiate the review by submitting written justification to the Chief Academic Officer for consideration.
- ❖ If approved by the Chief Academic Officer, the classification of the hours will be changed. Human Resources will be directed to change the classification of the hours.

Procedures for Record Keeping

- IHCC VP, Learning & Engagement office will maintain the official records of learning experiences and hours for each faculty member on the electronic platform.
- ❖ ~~IHCC Human Resources office will maintain the official records of learning experiences and hours for each faculty member on the electronic platform.~~
- Using the electronic platform, faculty members are responsible for tracking progress towards maintaining appropriate professional development hours to remain in compliance with QFP. These records should be reviewed with the supervisor ~~or dean~~ on an annual basis.

Annual Non-Discrimination Statement

For admissions criteria, please visit:

<http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php>