

**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 Networks & Security
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice\*
- Culinary Arts
- 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 to promote quality instructional practices and ensure professional development of full and part-time faculty. Since its original inception, the Indian Hills Community College Quality Faculty Plan has been reviewed annually and updated based on recommendations of the Quality Faculty Plan

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 of the Quality Faculty Plan implementation and revision schedule.

<u>Activity</u>	<u>Date</u>
Quality Faculty Plan Committee Established	2-Sep
Quality Faculty Plan Committee Begins Development	2-Oct
Quality Faculty Plan Committee Completed Internal and External Scans to Assess Needs	2-Nov
Quality Faculty Plan Committee Approved Plan for Presentation To the Board of Trustees	3-Mar
Quality Faculty Plan Approved, IHCC Board of Trustees	14-Apr-03
Quality Faculty Plan Committee Develop Procedures For Implementation and Maintaining Records	3-May
Quality Faculty Plan Explained to Faculty	June 2003 - Sep 2004
Quality Faculty Plan Implementation	2003-2004
Quality Faculty Plan Reviewed	4-Apr
Quality Faculty Plan Revised	9-Apr
Revisions Approved by IHCC Board of Trustees	9-Jun
Quality Faculty Plan Revised	14-Jan
Revisions Approved by IHCC Board of Trustees	14-Feb
Revisions Approved by IHCC Board of Trustees	17-Sep
Revisions Approved by IHCC Board of Trustees	19-Sep

### **Purpose**

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

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 and career and technical education faculty. Faculty members on the Quality Faculty Plan Committee are appointed to a three-year term and may be re-appointed to an additional two consecutive three-year terms. Staff and administration 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:

<u>Name</u>	<u>Classification</u>	<u>Term Expires</u>
Raeann Gonzalez	Arts & Sciences	2020
Deb Vos	Arts & Sciences	2020
Heidi Peterson	Arts & Sciences	2021
Carol Yochum	Career & Technical	2021
TBD	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 Shockley	Administration	Standing
Zeke Flick	Administration	Standing
Matt Thompson	Administration	Standing

## **Compliance with Faculty 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.

## **Mandatory Reporter Training**

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.

## **Quality Faculty Competencies**

Each faculty member will achieve and maintain competency in instruction and culture.

## **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:

- ❖ Complete a Professional Development Authorization form on the electronic platform used by IHCC. Authorization should be obtained prior to activity in order to avoid 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.
  - Certificate, transcript, grade slip, etc.

### **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.
  - Discuss with the dean and the Chief Academic Officer the reasons for the denial.
  - If 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 as Culture, a faculty member may appeal to have the hours applied to 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, Human Resources will be directed to change the classification of the hours.

### **Procedures for Record Keeping**

- ❖ 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 supervising dean on an annual basis.