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
Quality Faculty Plan approved by IHCC Board of Trustees	April 14, 2003
Development of procedures for implementation and maintaining records	May 2003
Review	April 2004
Revision	April 2009
Revisions approved by the IHCC Board of Trustees	June 2009
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
Revisions approved by IHCC Board of Trustees	July 2021
Revisions approved by IHCC Board of Trustees	May 9, 2022
Revision	April 2023
Revision	July 2025

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 Academic Divisions from all IHCC campuses, high school programs, Business Solutions 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, Human Resources
- Executive Dean, Centerville Campus
- 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 Continuing Education instructors, 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 with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and 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 all credit instructors within six months of hire. Proof of certification must be on file.

The Indian Hills Community College Academic Deans will provide departmental 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 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. _The Foundations of IHCC Faculty Technology_ 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.

A minimum of 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. Fifteen hours will need to be completed if joining mid-cycle.

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)
- Instructional Strategies (10-15 hours)

Each Continuing Professional Development Cycle will end for all faculty on the midterm date in July of Summer term of even numbered years (i.e., 2024; 2026; 2028, 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)
  - Instructional Strategies (5-8 hours)
- A minimum of 25 total hours in the areas of Discipline/Content Specific and Instructional Strategies is required.
- 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. (midterm of summer term)
- 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 with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office.

Quality Faculty Competencies

Each full-time 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. This area includes professional development in WHAT the faculty teaches.

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:

- College/University credit (5 QFP hours per credit)
- Non-credit courses
- Workshops
- Consortium courses
- Online courses
- Conferences (must specify breakout sessions)
- Industry trainings
- Professional Continuing Education

Instructional Strategies

Faculty will engage in opportunities to enhance and develop their instructional practices to improve student learning. This area includes professional development in HOW the faculty teaches. 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 Instructional Strategies. These activities may include the following:

- College/University credit (5 QFP hours per credit)
- Non-credit courses
- Workshops
- Consortium courses
- Online courses
- Conferences (must specify 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
- Cultural event (pertaining to areas above)

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

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/Leadership Training
- Networking or social gatherings

Requirements for Adjunct & Concurrent Enrollment Faculty

New Faculty

All new adjunct & concurrent enrollment faculty will participate in the (*The Foundations of IHCC Faculty Technology)*, 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 with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office.

Continued Professional Development for Adjunct & Concurrent Enrollment Faculty
- A minimum of 4 hours is required annually (August 25 to August 24)
- Topics for instructional 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

Faculty Development Approval Process - External Training

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

- For professional development <u>external to the IHCC professional development catalog or other pre-approved trainings</u>, 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:
  - Transcript
  - Certificate of Completion with hours documented
  - Completed Quality Faculty Plan Evidence Checklist (Appendix A)
- 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 is available to select in the electronic platform. Proof of completion may include sign-in sheets, certificates, or online assessments.
  - External Training Approval form can be found on your NEOED dashboard under Forms.

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 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.

Quality Faculty Plan Evidence Checklist

Evidence of completion of Continuing Professional Development is required. If you receive a transcript or certificate of completion, that evidence may be used in lieu of documentation from this form.

Attach one (1) item from __EACH__ area.

#1 This is what I'm going to do/doing. Pick One.	Item	Check-off
	Registration	
	Website link	
	Welcome email	
	Copy of my fees & to whom	
	Event agenda	

#2 This is what I did. Pick One.	Item	Check-off
	Agenda/program (with sessions identified)	
	Registration reimbursement	
	Ending survey	
	Photos/screen shots during session or activity	
	Other	

#3 This is my evidence. Pick One.	Item	Check-off
	Learning statement (a description of how you are going to use what you learned and how it applies to your position)	
	Agenda or sessions with notes	
	Book study (minimum 3 questions & responses)	
	A lesson plan using your learning	
	Notes from each of the sessions attended	
	Other	

Please attach all 3 components as one document.

(Scan in and email to yourself or screen shot and email to yourself, then upload.)

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