Indian Hills Community College

Quality Faculty Plan
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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
- Automotive Collision 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*
• Health Unit Coordinator*
• Healthcare Documentation Specialist*
• Hotel & Restaurant Management
• HVAC & Refrigeration
• Industrial Maintenance
• Interactive Media Technology
• Landscape & Turfgrass Technology
• Laser & Optics Technology
• Machine Technology
• 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*
• Robotics/Automation Technology
• Surgical Technology*
• Sustainable Agriculture & Entrepreneurship
• Therapeutic Massage*
• Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, 683-5108; Chris Bowser, Executive Dean, Student Services (students), 683-5159; Darlas Shockley, Executive Dean, Arts & Sciences (students with disabilities), 683-5174; 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 www.indianhills.edu/academics/nondiscriminationadmissioncriteria

**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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Faculty Plan Committee Established</td>
<td>2-Sep</td>
</tr>
<tr>
<td>Quality Faculty Plan Committee Begins Development</td>
<td>2-Oct</td>
</tr>
<tr>
<td>Quality Faculty Plan Committee Completed Internal and External Scans to Assess Needs</td>
<td>2-Nov</td>
</tr>
<tr>
<td>Quality Faculty Plan Committee Approved Plan for Presentation To the Board of Trustees</td>
<td>3-Mar</td>
</tr>
<tr>
<td>Quality Faculty Plan Approved, IHCC Board of Trustees</td>
<td>14-Apr-03</td>
</tr>
<tr>
<td>Quality Faculty Plan Committee Develop Procedures For Implementation and Maintaining Records</td>
<td>3-May</td>
</tr>
<tr>
<td>Quality Faculty Plan Explained to Faculty</td>
<td>June 2003 - Sep 2004</td>
</tr>
<tr>
<td>Quality Faculty Plan Implementation</td>
<td>2003-2004</td>
</tr>
<tr>
<td>Quality Faculty Plan Reviewed</td>
<td>4-Apr</td>
</tr>
<tr>
<td>Quality Faculty Plan Revised</td>
<td>9-Apr</td>
</tr>
<tr>
<td>Revisions Approved by IHCC Board of Trustees</td>
<td>9-Jun</td>
</tr>
<tr>
<td>Quality Faculty Plan Revised</td>
<td>14-Jan</td>
</tr>
<tr>
<td>Revisions Approved by IHCC Board of Trustees</td>
<td>14-Feb</td>
</tr>
<tr>
<td>Revisions Approved by IHCC Board of Trustees</td>
<td>17-Sep</td>
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**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 a second three-year term. 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Yochum</td>
<td>Career &amp; Technical</td>
<td>2018</td>
</tr>
<tr>
<td>Heidi Peterson</td>
<td>Arts &amp; Sciences</td>
<td>2018</td>
</tr>
<tr>
<td>Jeff Henderson</td>
<td>Career &amp; Technical</td>
<td>2018</td>
</tr>
<tr>
<td>Tracy Clawson</td>
<td>Career &amp; Technical</td>
<td>2019</td>
</tr>
<tr>
<td>Michael Miller</td>
<td>Arts &amp; Sciences</td>
<td>2019</td>
</tr>
<tr>
<td>Brydon Kaster</td>
<td>Career &amp; Technical</td>
<td>2019</td>
</tr>
<tr>
<td>Deb Vos</td>
<td>Arts &amp; Sciences</td>
<td>2020</td>
</tr>
<tr>
<td>Ramon Gonzalez</td>
<td>Arts &amp; Sciences</td>
<td>2020</td>
</tr>
<tr>
<td>Daniel Terrian</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Joe Starcevich</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Jill Budde</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Darlas Shockley</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Kristen Parks</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Matt Thompson</td>
<td>Administration</td>
<td>Standing</td>
</tr>
<tr>
<td>Nichole Stabile</td>
<td>Administration</td>
<td>Standing</td>
</tr>
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</table>

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 (Web Advisor, My Hills, CurricuNet, Smarthinking, Collaborate, Turn-it-in.com, etc.)
- 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 the teaching profession are required to participate in learning activities that address the following topics related to the IHCC Quality Faculty Competencies. Learning activities may include university courses, local courses, workshops, consortium courses, or Internet courses.

- 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: Iowa Communications Network (ICN) Training is required for all ICN instructors prior to teaching an ICN class.

**Timeline**

Level two new faculty orientation will be completed within 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. New faculty who have not completed equivalent training in the areas of teaching and learning theory, curriculum design, and assessment will be required to complete Level 2 new faculty workshops offered at Indian Hills Community College. Faculty completing these workshops will receive 36 hours of Instructional QFP. New faculty who have completed hours that meet a portion of the required Level 2 training are encouraged to attend the New Faculty Workshops but will only be required to complete hours necessary to meet the requirement of Level 2 training. New faculty members who meet the required course learning activities listed in Level 2 New Faculty Orientation through previous coursework will enter their first cycle of Continuing Professional Development immediately. The requirements for Continuing Professional Development are listed in the next section of the Quality Faculty Plan. Faculty
members completing Level 2 New Faculty Orientation prior to year three will begin the first cycle of Continuing Professional Development during year four of employment. 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 recourses, 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 some 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 workshop or
conference. 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 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 Orientation

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

Adjunct Continued Professional Development

- 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:
- Obtain a Professional Development Authorization form (from department office or the Human Resources online forms location). Authorization should be obtained prior to activity in order to avoid possible denial.
- Provide copy of brochure, program, etc. of activity if available.
- Provide proof of sponsoring agency/business/institution.
- Provide proof of contact hours after finishing the activity.
- Provide proof of successful completion of 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 the Quality Faculty Plan Appeals sub-committee to discuss the activity’s merit. Make this request to the Dean of Human Resources.

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.
- IHCC Human Resources will notify each faculty member and the division dean once a year as to the faculty member’s progress toward achieving and maintaining competencies.
- The dean to whom the faculty member reports and the Chief Academic Officer must approve learning experiences to count for Quality Faculty Plan hours.