



FACULTY HANDBOOK

Mesalands Community College

911 South Tenth Street
Tucumcari, NM 88401
(575) 461-4413

2018-2019

Original: 1/31/97
Revised: 7/31/97
Revised: 8/13/98
Revised: 7/15/99
Revised: 7/15/00
Revised: 7/20/01
Revised: 5/22/02
Revised: 6/16/03
Revised: 5/19/04
Revised: 6/15/05
Revised: 6/05/06
Revised: 6/15/07
Revised: 6/18/08
Revised: 7/31/09
Revised: 7/26/10
Revised: 7/29/11
Revised: 9/01/13
Revised: 8/01/14
Revised: 6/12/15
Revised: 7/28/16
Revised: 06/01/17
Revised: 07/12/18

The handbook is designed for both full-time and adjunct faculty. The contents should provide guidelines to assist faculty in fulfilling their responsibilities.

As a guide, this handbook does not contain all institutional requirements, policies, or obligations. Faculty are encouraged to see their supervisor. In addition, the Personnel Handbook governing all employees supersedes this document.

Equal Opportunity Non-Discrimination/Non-Retaliation Statement

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, ancestry, religion, national origin, sex, age, physical or mental disability, serious medical condition, veteran status, spousal affiliation, sexual orientation, gender identity or any other basis prohibited by federal, state or local law.

In compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the New Mexico Human Rights Act and any other applicable federal, state and local laws, Mesalands Community College does not discriminate against any applicant, employee or student. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment. This policy also applies to all aspects of employment, including but not limited to hiring decision, promotions, training, pay, benefits, layoffs, discipline and terminations. In addition, it continues to be the policy of Mesalands Community College to maintain a working environment free of discrimination and harassment.

Mesalands Community College also strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the policies set forth in this Personnel Handbook.

This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. It is also intended to encourage all employees to cooperate with Mesalands in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

Inquiries regarding equal opportunity policies or the filing of complaints may be directed to: Human Resources Office, Mesalands Community College, 911 South Tenth Street, Tucumcari, NM 88401; (575) 461-4413.

NOTE: *Mesalands Community College makes reasonable accommodations to allow qualified applicants and employees with disabilities equal opportunity for employment and qualified students that have the ability to benefit, equal educational opportunities.*

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2018-2019 Academic Calendar

August 2018							September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
October 2018							November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	
December 2018							January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1					2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												
February 2019							March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						
April 2019							May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	
June 2019							July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

 College Closed

Updated June 26, 2018

Approved February 20, 2018 by the Board of Trustees

FALL SEMESTER 2018

August 16	Enrollment (9 am - 6 pm)
August 17	Last day for 100% refund
	Late enrollment fees assessed
August 20	Classes Begin
August 21	Student Orientation
August 24	Last day for 75% refund
August 31	Last day to add/drop
	Last day for full textbook refund
	Last day for 50% refund
September 3	Labor Day (College closed)
September 7	Last day for 25% refund
	NO refunds after this date
	Mid-terms week
October 8-12	
October 12	Last day to petition to graduate
October 15-19	Mid-terms advisement
October 26	Last day to withdraw
November 1	Assessment Day
November 13	Early registration for spring semester
November 19-20	Student Fall Break (no classes)
November 21-23	Thanksgiving (College closed)
December 3-6	Finals week
December 10	Grades due by 5 pm
December 17-January 1	Holiday Break (College closed)

SPRING SEMESTER 2019

January 10	Enrollment (9 am - 6 pm)
January 11	Last day for 100% refund
	Late enrollment fees assessed
January 14	Classes Begin
January 16	Student Orientation
January 18	Last day for 75% refund
January 21	Martin Luther King, Jr. Day (College closed)
January 25	Last day to add/drop
	Last day for full textbook refund
	Last day for 50% refund
February 1	Last day for 25% refund/no refunds after this date
March 4-8	Mid-terms week
March 8	Last day to petition to graduate
March 11-15	Mid-terms advisement
March 25-29	Spring Break (College closed)
April 4	Assessment Day
April 5	Last day to withdraw
April 9	Early registration of summer I, II, and III
	Early Registration for fall semester
April 19	Spring Holiday
April 29-May 2	Finals week
May 3	Graduation
May 6	Grades due by 5 pm
	SUMMER SEMESTER 2019
Summer 1	4 Week Session, May 28-June 21
Summer II	8 Week Session, May 28-July 19
Summer III	4 Week Session, June 24-July 19
May 23	Summer I and II enrollment (9 am - 5 pm)
May 24	Late enrollment fees assessed for
	Last day for 100% refund for Summer I and II
May 27	Memorial Day (College closed)
May 28	Classes begin for Summer I and II
May 31	Last day to add/drop for Summer I
June 3	Last day to withdraw for Summer I
June 7	Last day to add/drop for Summer II
June 20	Summer III enrollment (9 am - 5 pm)
June 21	Last day of classes for Summer I
	Late enrollment fees assessed for Summer III
	Last day for 100% refund for Summer III
June 24	Classes begin for Summer III
	Grades due by 5 pm
June 28	Last day to withdraw for Summer II
	Last day to add/drop for Summer III
July 1	Last day to withdraw for Summer III
July 4	Independence Day observed (College closed)
July 19	Last day of classes for Summer II and III
July 22	Grades due by 5 pm for Summer II and III

IMPORTANT DATES FOR FACULTY

FALL 2018

August 8	Faculty returns for fall semester
August 13-17	Attend faculty orientation meetings, course preparation and assist with Enrollment Days
August 20	Classes begin
September 3	Labor Day (College closed)
October 8-12	Mid-term week
October 15-19	Mid-term advisement
November 1	Assessment Day
November 19-20	Student and faculty fall break (No classes)
November 21-23	Thanksgiving Break (College closed)
December 6	Last day for final exams
December 10	Assessment Reports due; final grades due
December 14	Last day for faculty for fall semester

SPRING 2019

January 7	Faculty returns for spring semester
January 7-11	Attend faculty orientation meetings, course preparation and assist with Enrollment Days
January 14	Classes begin
January 21	Martin Luther King, Jr., Day (College closed)
March 4-8	Mid-term week
March 11-15	Mid-term advisement
March 25-29	Spring Break (College closed)
April 4	Assessment Day
April 19	Spring Holiday
May 2	Last day for final exams
May 3	Graduation
May 6	Assessment Reports Due; Final grades due
May 10	Last day for faculty for spring semester

SECTION I

ORGANIZATION

COLLEGE STANDING COMMITTEES

Mesalands Community College subscribes to the belief that the faculty, staff, and students should contribute and assist in formulating policies and procedures for the College, subject to the approval of the administration and, if necessary, adoption by the Board of Trustees. To implement this belief, College Standing Committees have been formulated, the number of which will depend upon the needs of the institution from time to time. Additionally, *ad hoc* committees may be formed as needed. Appointments to Standing Committees, including a non-voting recording secretary, are made by the appropriate member of the President's Executive Team.

ACADEMIC STANDARDS AND ISSUES COMMITTEE

Purpose

The Academic Standards and Issues Committee exists as a regular Standing Committee of the Academic Affairs Division. This committee, acting in an advisory capacity, will be responsible for reviewing and evaluating proposals that impact academic standards and issues. The Academic Standards and Issues Committee will present to the Vice President of Academic Affairs recommendations on policies, regulations, and procedures that promote institutional scholarship.

Committee Composition

This committee is comprised of three members: two faculty members and one professional from Student Services. The Vice President of Academic Affairs will make committee appointments and appoint a Committee Chair annually.

Committee Operations

1. A quorum shall consist of two-thirds (two) of the members. Due to the relatively small number of members on the committee, if any member cannot be present for a scheduled meeting, he or she should contact the Chair, who will attempt to reschedule the meeting at a time when all members can be present.

2. When practical, the committee will call upon College personnel who are involved with the issue to serve as resources concerning the matters.
3. The committee shall follow *Robert's Rules of Order*.
4. Issues may be brought to the committee through the following channels:
 - a. Referrals from Vice Presidents
 - b. Referrals from faculty
 - c. Referrals from President's Executive Team
 - d. Student referrals shall be directed to the committee only with the support of the Vice President of Student Affairs.
5. The review process will be as follows:
 - a. All proposals should be submitted on the Committee Proposal Form to the Committee Chair at least two weeks prior to the requested meeting. The proposal should include a brief summary of the issue, any relevant background information, and recommendations, if desired.
 - b. A representative for the proposal should be present at the meeting to present the issue to the committee and should be prepared to answer any questions the committee might have concerning it.
 - c. The committee will take the proposal under consideration and make its written recommendations to the Vice President of Academic Affairs within two weeks after the review meeting. The originator of the proposal will also receive a written response to the committee's decision within two weeks.
 - d. Recommendations submitted to the committee not falling under this committee's jurisdiction will be returned to the originator for presentation to the appropriate committee.
6. The approval process will be as follows:
 - a. Academic issues and/or recommendations are presented to the committee.
 - b. Committee formulates a recommendation.
 - c. Vice President's approval.
 - d. President's Executive Team approval, if necessary (at the Vice President's discretion).
 - e. Board approval, if necessary (at the President's Executive Team discretion).

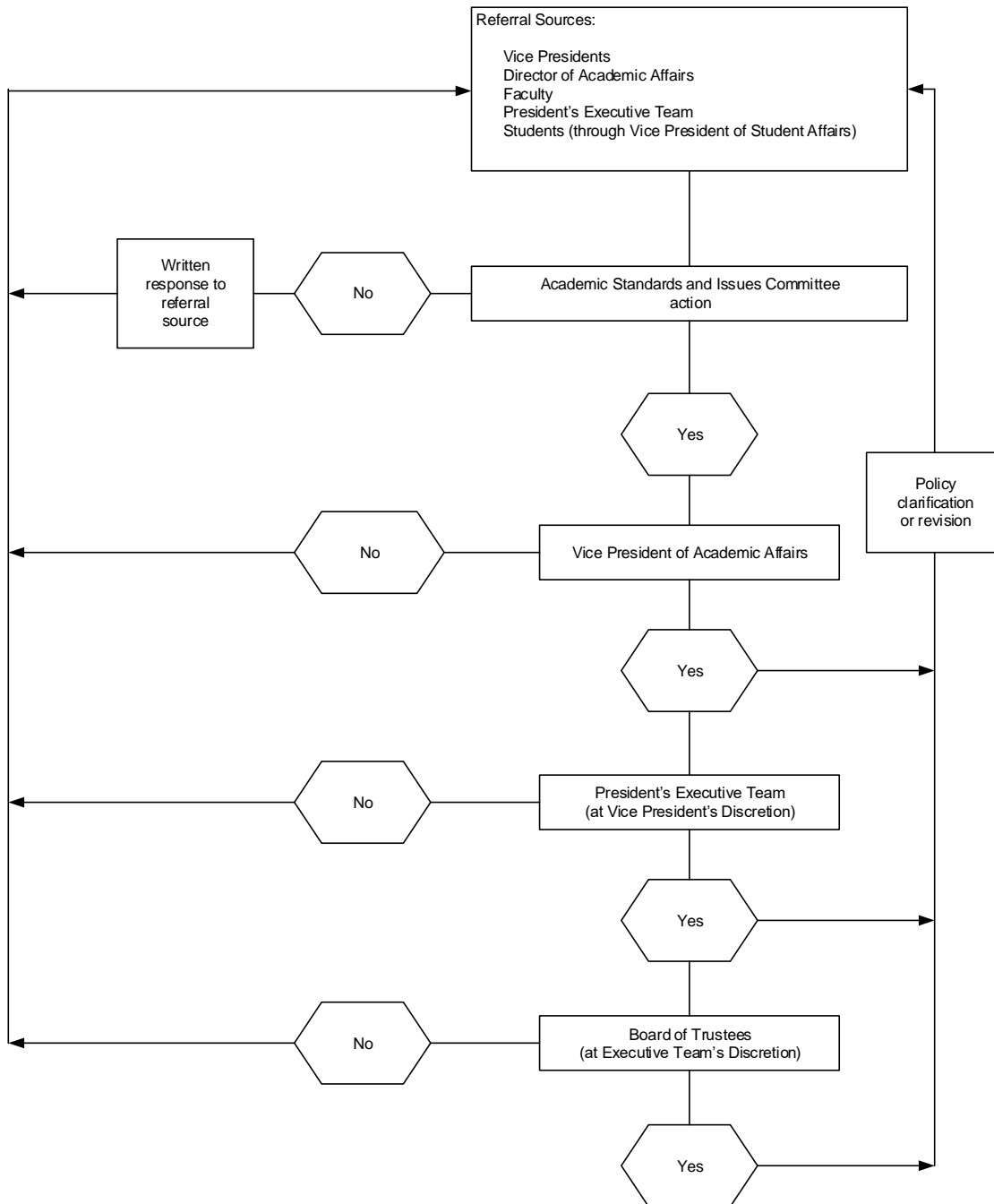
7. Emergency approval:

When an academic issue surfaces that needs immediate action and normally falls within the committee's jurisdiction, the Vice President of Academic Affairs shall establish an interim policy which will remain in effect until the committee has an opportunity to explore the issue and make a recommendation.

Scheduled Meetings

The Academic Standards and Issues Committee meets once during the fall and spring semester. Specific dates and times will be announced. Special meetings may be called and announced as needed.

Academic Standards and Issues Committee Flowchart



CURRICULUM COORDINATING COMMITTEE

Purpose

The Curriculum Coordinating Committee exists as a regular Standing Committee of the Academic Affairs Division. Acting in an advisory capacity, the Curriculum Coordinating Committee will review and evaluate the curriculum. In addition, this committee will assist in the review of both academic and technical programs through an intermittent review process while safeguarding the Mission of Mesalands Community College.

Committee Functions

1. Review and recommend to the Vice President of Academic Affairs action upon new or modified credit-bearing courses and programs of study.
2. Provide for structured development and revision of courses by defining the process for approving and disapproving Curriculum Review Proposals.
3. Review curricula offered by the institution as directed.
4. Review program proposals, revisions and grant proposals when they involve course development and academic programs.
5. Assist in the identification, development, and implementation of an academic review process.
6. Evaluate curriculum proposals to ensure that they do not duplicate existing courses or programs.
7. Control proliferation of course offerings.
8. Ensure harmony with existing curriculum offerings, resources, and qualified personnel.
9. Ensure quality through academic program review.

Committee Composition

This committee is comprised of three members: two faculty members and one professional from Student Affairs. The Vice President of Academic Affairs will make committee appointments and appoint a Committee Chair annually.

Committee Operations

1. The Curriculum Coordinating Committee will review and recommend to the Vice President of Academic Affairs the action taken by the committee on new or revised credit-bearing courses and programs of study.
2. The Curriculum Coordinating Committee will allow for the development and revision of course offerings through an organized system, based on a clearly defined process of approving and disapproving curriculum review proposals.
3. When directed, the Committee will review the College's curriculum offerings.
4. The Committee will review program curriculum proposals and revisions.
5. The Curriculum Coordinating Committee will aid in the identification, development, and implementation of an academic review process.
6. Through the evaluation of curriculum proposals, the Curriculum Coordinating Committee will verify that such proposals do not replicate current courses or programs of study.
7. A quorum shall consist of two committee members, or a two-thirds majority. If a committee member cannot attend a meeting, the member should contact the Committee Chair so the meeting can be rescheduled.
8. The committee shall follow *Roberts Rules of Order*.
9. All curriculum proposal requests should be initiated by a full-time faculty member with the approval of the Vice President of Academic Affairs. Adjunct faculty and professional staff may make curriculum proposals with the support of a full-time faculty member and/or Vice President.
10. The review process is as follows:

Following approval of student learning outcomes by the Student Learning Assessment Committee

- a. Submit all proposals to the Curriculum Coordinating Committee on the Curriculum Change Request form and all supporting documentation requested on the form, to the Committee Chair one week prior to the requested meeting.
- b. A representative of the proposal must be present at the meeting in order to present and defend the proposal to the committee.

- c. The committee will consider the proposal and make a written recommendation to the Vice President of Academic Affairs. The requester of the proposal will receive a response of the committee action.
- d. Any recommendation or proposal submitted to the committee that does not fall under the committee's jurisdiction will be returned to the originator for presentation to the appropriate committee.

11. The approval process will consist of the following:

- a. Curriculum proposals and program reviews are presented to the committee.
- b. Committee recommendation.
- c. Approval of the Vice President of Academic Affairs.
- d. President's Executive Team's approval, if necessary (at the Vice President of Academic Affairs' discretion).
- e. Board approval if necessary (at the President's Executive Team's discretion).

12. Emergency approval:

When a curriculum issue arises that needs immediate action and would normally fall within the committee's area of authority, the Vice President of Academic Affairs shall establish an interim policy that will remain in effect until the committee has an opportunity to review and evaluate the issue and make a recommendation.

Scheduled Meetings

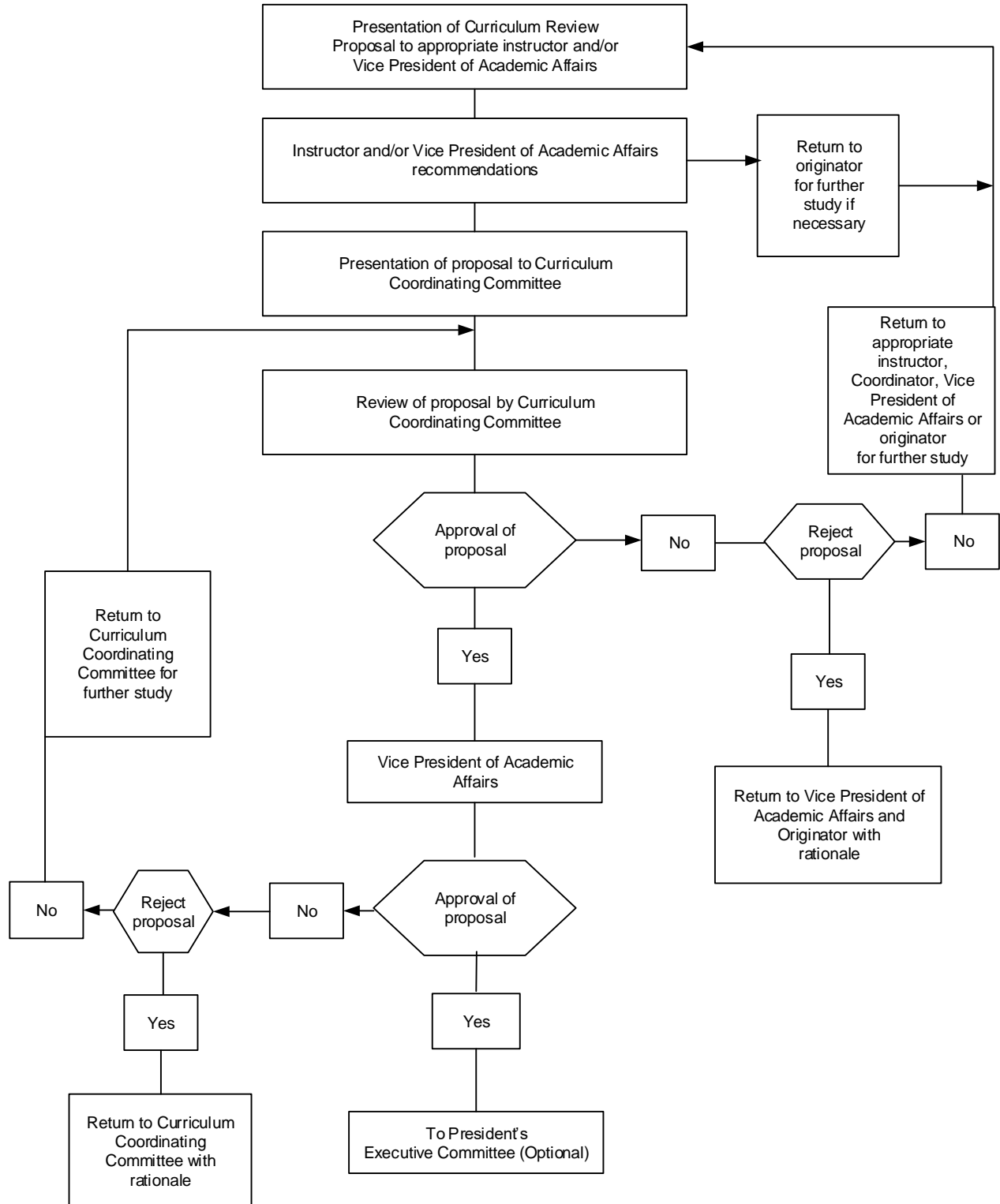
The Curriculum Coordinating Committee meets as needed, but at least twice during the fall and spring semesters. Specific dates and times will be announced. Special meetings will be called and announced as needed.

Office of the Vice President of Academic Affairs

Only curricula and those courses approved by the Curriculum Coordinating Committee will be listed in the College Catalog and offered.

The Vice President of Academic Affairs has the authority to offer any course with the appropriate syllabus one semester prior to the review and approval of the Curriculum Coordinating Committee.

Curriculum Coordinating Committee Flowchart



STUDENT LEARNING ASSESSMENT COMMITTEE

Purpose

The Student Learning Assessment Committee exists as a Standing Committee of the College. The committee is charged with planning for, and overseeing the implementation of, institution-wide assessment of student academic achievement.

Committee Composition

The committee is composed of eight voting members, including the Vice President of Academic Affairs, three full-time faculty, two professional staff/adjunct faculty, and one student member. The Vice President of Academic Affairs will make committee appointments and appoint a committee Chair annually.

Committee Operations

1. The committee is involved in an ongoing dialog with the College community about the assessment of student academic achievement.
2. Recommendations to the Student Learning Assessment Committee may be made by any College personnel using the Committee Proposal Form.
3. As a result of this dialog, the committee annually designs a plan for the assessment of student academic achievement at the institution and oversees the implementation and continuous re-evaluation of the plan.
4. The committee enhances the knowledge of the faculty, staff, and students of the College about the theory and practice of the assessment of student learning.
5. The committee facilitates and implements feedback loops for disseminating information. This is accomplished via various media, including the annual Assessment News and semester annual reports.
6. The committee works with other committees on campus, particularly the President's Executive Team, the Curriculum Coordinating Committee, the Faculty Council, and the Academic Standards and Issues Committee to ensure that the assessment of student academic achievement is embedded throughout the College.

Scheduled Meetings

Meetings are scheduled once a month or as needed, and faculty are encouraged to attend. The Student Learning Assessment Committee holds joint meetings every semester with the Faculty Council for information exchange and to facilitate faculty feedback into the assessment process.

FACULTY COUNCIL

The Faculty Council is designed to provide a vehicle in which faculty can discuss educational issues with the Vice President of Academic Affairs. The Council includes all faculty and adjunct members and meets twice each semester and as needed. Specific dates and times will be announced. Special meetings are called and announced as needed.

Recommendations to the Faculty Council may be made by any College personnel using the Committee Proposal Form.

FACULTY SENATE

Purpose

The Faculty is the foundation of student learning, providing the excellence in teaching, assessment, research and service. All of these things contribute significantly to the quality and reputation of the College. The interests of the entire academic enterprise are best served when the Faculty's expertise and skills are brought to bear in cooperative participation in the governance of the College. Specifically, the Faculty Senate is a primary advisory body to the President on policy matters affecting faculty, student learning, academic enrichment, and the operations of the College.

It is the Senate's responsibility to:

1. Make recommendations on College policy and governance issues of concern to faculty.
2. Advocate for faculty viewpoints on all issues in which faculty perceive themselves as stakeholders.
3. Solicit faculty perceptions, suggestions, and recommendations.
4. Seek accurate data for use in advocating positions taken by faculty.
5. Promote communication among faculty, and between faculty and other groups on campus.

6. Protect academic freedom, improve faculty salaries and working conditions, and advocate for opportunities for professional development and
7. Assure the opportunity for faculty participation in fiscal planning and decision-making.

Committee Composition

The Faculty Senate will be composed of all contracted faculty of Mesalands Community College. Senate officers will be: Chair, Vice Chair, and Secretary.

Voting members of the Senate will consist of the full-time faculty members of the following departments:

Animal Science	Health and Physical Education
Allied Health	Mathematics/Physical Science
Business	Natural Science/Paleontology
Education	Social Sciences/Humanities
English/Communications	Wind Energy Technology
Farrier Science	At-large Adjunct Instructor
Fine Arts	

Scheduled Meetings

The Faculty Senate will meet at least four times a semester, approximately once a month. Special meetings may be called by the Chair of the Senate or the Executive Committee, or upon written request by any three (3) senators. At any meeting, the Senate may call a special meeting by majority vote.

INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING COMMITTEE

Purpose

The Institutional Effectiveness, Research and Planning Committee is in charge of monitoring the College's Institutional Effectiveness Plan and reviewing, with updates as needed, documents such as current College survey instruments and the Strategic Plan.

Committee Composition

The committee is composed of eight members, including the President of the College (*ex officio*), two full-time faculty members, four professional staff and a support staff member. The Director of Institutional Research chairs the committee, and a non-voting secretary is present at all meetings to record the minutes. The President of the College makes appointments to this committee.

Committee Operations

The committee reviews all survey instruments in use by the College and makes recommendations to the President's Cabinet, if necessary. The Committee also reviews and updates, as needed, the College's Strategic Plan, which consists of an Environmental Scan (Phase I) and the Strategic Planning Priorities and Goals (Phase II). The Committee reviews and implements the necessary collection of data in accordance with the American Association of Community College's Thirteen Core Indicators of Effectiveness, which is central to the College's Institutional Effectiveness Plan.

Scheduled Meetings

Meetings are scheduled once per semester, and as needed. Meetings are open to all interested faculty and staff.

INSTITUTIONAL TECHNOLOGY COMMITTEE

Purpose

The Institutional Technology Committee (ITC) of Mesalands Community College, a regular standing committee, seeks to promote the effective use and sustainability of information technology (IT) in the instructional, research, and administrative activities of the College. The ITC identifies and recommends new and emerging IT-based services necessary in the fulfillment of the College's mission. In order to achieve its stated purpose, the Committee performs the following functions:

- Provides advice and recommendations to the College's administration concerning IT strategic directions, operating policies, and faculty and staff IT needs.
- Maintains liaison with the College community to provide a forum for the expression of views and ideas concerning IT services, facilities, and needs.
- Maintains relationships with other College committees that deal with IT related issues.
- Reviews and makes recommendation for approval to the College's administration for purchasing of technology equipment and supplies across the College.
- While it is not the purpose of this committee to solve problems with IT implementation, it is appropriate for the committee to serve as a liaison for any continuing problems when resolution through normal channels has not been successful.
- Occasionally, the committee may be requested to consult on curricular issues involving technology.

Committee Composition

This committee is comprised of nine members: four faculty members, appointed by the Vice President of Academic Affairs, and five staff members, appointed by the President, with the intent of representation from a diverse number of academic disciplines and operational divisions. The President and Vice President of Academic Affairs will serve as *ex officio* members.

Role of Individual Members

1. Reviews relevant materials prior to committee meetings.
2. Provides feedback as both an individual department and college-wide representative.
3. Attends all meeting of the committee and sub-committees as appropriate.
4. Participates in forwarding the purpose of the committee.
5. Actively and positively participates in the work of the committee.

Role of the Chair

1. Presides over all meetings of the Committee.
2. Notifies members of meetings.
3. Prepares agenda for each meeting and distributes pre-meeting information to committee members.
4. Forwards committee recommendations to the College Administration.
5. Responsible for ensuring that meeting minutes are taken and posted.

Committee Operations

Meeting Protocols

1. A quorum shall consist of two-thirds (six) of the members. The Chair of the committee will be a full-time faculty member and will vote only in the case of a tie.
2. The committee shall follow *Robert's Rules of Order*.
3. The committee may request the presence of College personnel to provide additional information, if necessary, in regards to actions being brought to the committee.

Technology Purchases

1. The purchase approval process will be as follows:
 - a. All purchase requisitions should be submitted in hard copy form to the Committee Chair at least two days prior to the meeting. The purchase requisition(s) should be filled out completely and any quotes or supporting information must also be provided.

- b. The committee members will review each purchase requisition during the monthly meeting and cast their vote on each purchase requisition presented for approval.
- c. The originator(s) of the purchase requisition will be notified of the committee's decision within one day of the meeting.
- d. State and College purchasing and procurement policies will be used in cases of conflict with the above.

2. The purchase approval process will be as follows:

The approval process will be as follows:

- a. Immediate Supervisor
- b. Technology Committee
- c. Executive Cabinet Member
- d. Board approval for purchases \$7,500 or greater.

Scheduled Meetings

The Institutional Technology Committee meets monthly. Specific dates and times will be announced by the chair. Special meetings may be called and announced as needed. Minutes of all meetings shall be recorded and distributed in a timely manner.

STUDENT AFFAIRS COMMITTEE

Purpose

The Student Affairs Committee exists to make recommendations on issues that have a direct impact on student life. These matters include: (1) College facilities and College services, such as student parking, food services, student activities area, etc., (2) student activities, (3) College fees and business office procedures affecting students, (4) student codes and behavior while on campus, (5) graduation and convocation ceremonies, (6) scholarships and awards, (7) course registration process, and (8) student development activities including, but not limited to, counseling, job placement, retention, and services.

Committee Composition

The committee is composed of the Vice President of Student Affairs, one faculty member, one professional member, and two student body members (one of whom will be the president of the Student Senate, and one individual appointed by the Vice President of Student Affairs).

Committee Operations

Anyone wishing to make a recommendation to the committee should submit a Committee Proposal Form within a reasonable amount of time. Individuals may request or be requested to attend committee meetings in order to present said recommendations. The committee members will determine if the issue is appropriate for Student Affairs' Committee consideration or if it should be referred to another campus group or office.

If the committee considers the proposal, a written recommendation will be submitted to the Vice President of Student Affairs, as well as to the originator of the proposal.

Allow at least two weeks for scheduling a meeting, discussion, recommendation to proper personnel, and approval by said personnel.

Scheduled Meetings

Committee meetings shall be held once per semester; special meetings may be called as needed. Open meetings shall be called at the discretion of the committee and shall be announced to the College community accordingly.

STUDENT SUCCESS COMMITTEE

Purpose

The Student Success Committee exists as a Standing Committee of the College. The Committee is charged with identifying at-risk students and anticipating their needs while connecting them to appropriate resources and support early and continually in their academic careers with the ultimate goal of improving student success.

Committee Composition

The committee is composed of the Director of Career Services, Persistence and Student Success (Chair), Retention Specialist, Director of Financial Aid, Director of Enrollment Management, Director of Educational Services Center, Director of Human Resources and Accounting, Math Success Specialist, two (2) full-time faculty members, STEM tutor and Ex-Officio members (President, Vice President of Academic Affairs, Vice President of Administrative Affairs, and Vice President of Student Affairs).

Committee Operations

1. Establish reliable predictors to identify students at-risk for non-completion early enough so appropriate interventions can help students recover.

2. Utilize existing early warning systems to identify students at-risk for non-completion.
3. Identify intentional, intensive, structured, and proactive interventions and/or referral sources to improve student success.
4. Develop proactive advising pathways and maximize College resources to support persistence and completion of at-risk students.
5. Facilitate information sharing and coordination among stakeholders responsible for the recognition and application of various services necessary to improve student success.

Scheduled Meetings

Committee will meet every two weeks during the fall, spring, and summer semesters as well as immediately after key dates, i.e., dates aligned with existing early warning initiatives such as two-weeks into the semester, TLC students, midterms, etc.

SECTION II

ACADEMIC AFFAIRS DIVISION

The Academic Affairs Division is led by the Vice President of Academic Affairs, who is a member of the President's Executive Committee and reports to the President.

ASSESSMENT OF STUDENT LEARNING

Assessment can be defined as the process of determining the quality and quantity of student learning in order to make improvements. It is critical that all faculty members at Mesalands Community College meaningfully capture and document what they are teaching, what students are learning and how this information is improving the teaching-learning relationship. Student learning is the primary reason that the College exists.

All faculty are contractually required to assess student learning by evaluating whether or not students are attaining the College's documented general education competencies, program objectives and course objectives (sometimes referred to as "learning outcomes"). Clearly defined general education competencies, program objectives and course objectives are Mesalands' contract with all stakeholders and reflect those competencies that students will possess and demonstrate upon graduation. These competencies and objectives reflect the knowledge, skills and professional dispositions valued by workplace employers and other interested parties and represent the most deeply held values of the College. These competencies and objectives drive the teaching-learning relationships inherent to success at Mesalands.

Assessment of student learning allows the College to demonstrate the quality of the education that it offers to its constituencies both internal (e.g., students) and external (e.g., HLC).

The College has prepared the *Student Learning Assessment Guide for Faculty* for all full-time and adjunct faculty who teach for Mesalands Community College both on-campus and off-campus programs. This practical guide to student learning assessment is a supplement to the *Student Learning Assessment Model* developed and overseen by the Student Learning Assessment Committee (SLAC). The *Student Learning Assessment Guide for Faculty* is meant to serve as a "quick start" user manual to assist all faculty in implementing assessment of student learning by providing specific information regarding the assessment process at the College. This document also identifies faculty requirements as it relates to assessment and the improvement of learning.

Finally, assessment of student learning allows the College to demonstrate the quality and quantity of the education it offers and is a critical part of our accreditation with the Higher Learning Commission.

TEACHING LOAD

The normal academic year (fall and spring semesters) teaching loads may be 15 to 20 credit hours per semester, with anything over 16 credits (or 25 to 30 contact hours) an overload. The College may assign one course overload per semester at its discretion.

INTERNET COURSES

With the expansion of Internet course offerings at Mesalands Community College, faculty may be requested to offer new Internet courses. The Internet Faculty Contract will be completed by the faculty member and the Vice President of Academic Affairs outlining the development of the new course. The faculty member will be compensated for developing the course either completely designed by the faculty or as a web-based course. Faculty may also request to develop new Internet courses and, upon approval, an Internet Faculty Contract will be completed also.

Internet courses that have the specified minimum number of 10 students will be paid as a full overload. Courses not filled will be paid on a pro-rated basis. There will be a maximum of 30 students per course unless that number is specifically changed. Faculty typically teach a new Internet course the first time in the same semester as the traditional course to allow the faculty member to gain familiarity with the new course. After the first offering, the Internet course is typically offered in the semester opposite that of the traditional course offering. Internet courses are added to the College course matrix.

TEXTBOOK SELECTION

The Mesalands Community College Bookstore handles all textbook orders for the College. Faculty textbook changes and requests for new textbooks must be submitted on the Textbook Changes/New Textbooks Request Form. This form needs to be completed and approved prior to implementation. The Textbook Order Request Form needs to be completed for each class being taught, with the required textbooks filled in, approved by the Vice President of Academic Affairs, and returned to the Bookstore Manager no later than 16 weeks prior to the beginning of the semester classes are being taught. Occasionally a faculty member may need to borrow a textbook from the College Bookstore for a short time, a period of no more than six weeks; in this event the faculty is required to submit the request on the Faculty Textbook Requisition.

ACADEMIC ADVISING

The role of the faculty advisor is crucial to the success of the student. Faculty serve as advisors to students who have declared majors within their academic disciplines. Undeclared or exploratory students are advised by the General Education departmental faculty. When students decide on a specific major, or change majors, a new advisor is assigned. The faculty is the liaison between the student and Mesalands Community College, interpreting institutional policies and procedures, referring the student to the appropriate office as necessary, and ensuring that the student is placed in the right academic level (pre-collegiate or college level) and meets the academic requirements for graduation.

INSTITUTIONAL ASSIGNMENTS

Faculty

Faculty members may be assigned additional duties within their division or the College. These may include, but are not limited to, departmental or College Standing Committees. Additional compensation or release time may be assigned.

Check Out Procedures

Faculty must complete a Faculty Check Out Procedures form at the end of the spring semester before leaving campus for summer break. This includes, but is not limited to, turning in assessment and grades, cleaning and securing assigned program areas (office, rooms, labs and assigned storage areas, etc.).

Faculty will need to finalize or liquidate any purchase orders and turn in purchase requisitions for any ongoing items for the next fiscal year (if needed).

Keys for any areas that are normally not assigned need to be checked in to the Administrative Secretary of the North American Wind Research and Training Center.

Work orders should be submitted via the work order system to the appropriate department (Maintenance or Institutional Technology) for any repairs that will be needed in your assigned areas.

Faculty will update office voice mail and email with summer contact information. There may be other items needed for check out in a specific department that does not apply to everyone. Faculty will be told individually if there are additional procedures required.

SUMMER SESSION

Appointment for a summer session in any year is a separate contract to be entered into by the mutual consent of the institution and the faculty member. The Adjunct Faculty Contract is awarded to full-time faculty and part-time faculty for summer sessions.

PERSONAL LEAVE

Refer to the *Personnel Handbook* for specific policy regarding personal leave for faculty. Any faculty member absent on sick or personal leave must complete a Leave Request Form and a Faculty Request for Student Assignments form and make any necessary arrangements for student out-of-class assignments.

FACULTY PROFESSIONAL LEAVE

Professional leave with pay may be granted for participation in Mesalands Community College-related professional activities upon the approval of the President or Vice President of Academic Affairs. Faculty must complete a Faculty Request for Student Assignments form, and make arrangements for out-of-class assignments prior to their leave. A Travel Request, if appropriate, must also be completed and approved prior to their leave.

CONSENSUAL RELATIONS

A. Policy Statement

When individuals involved in a consensual romantic or sexual relationship are in the positions of unequal power at the College, there is the potential for a conflict of interest, favoritism and exploitation. These relationships may be less voluntary than the person with greater powers perceives or circumstances may change and conduct that once was welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment.

To ensure the College's academic and work environment remains free from real or apparent conflicts of interest, favoritism and exploitation, this policy prohibits certain consensual romantic or sexual relationships between (1) faculty/administrators/staff members and students; and (2) supervisors, subordinates or coworkers. These prohibitions are set forth below in greater detail.

B. Policy/Procedures

1. Faculty/Administrators/Staff Members/Coaches Relationships with Students

No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or who the faculty member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

No administrator, staff member or coach shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator, staff member or coach supervises, evaluates, advises, trains, coaches or provides other professional advice or services as part of a College program or activity.

Mesalands Community College will consider the violation of this policy as severe and egregious and direct contravention of the College's best interests. Violation of this policy, therefore, may result in immediate termination.

This prohibition is not applicable to faculty members, administrators or staff members who spouse enrolls for classes at the College.

2. Relationships Between College Employees

For purposes of this policy "supervisory or evaluative authority" means the power to control or influence another person's employment, academic advancement or extracurricular participation, including but not limited to hiring, work conditions, compensation, promotion, discipline, admission, grades, recommendations, financial support or participation in extracurricular programs.

a. Relationships Between Supervisors and Subordinates

Romantic and/or sexual relationships between College employees where one College employee has supervisory or evaluative authority over the other are prohibited and must be avoided.

Mesalands Community College will consider the violation of this policy as severe and egregious and direct contravention of the College's best interests. Violation of this policy, therefore, may result in immediate termination.

b. Relationships Between Coworkers who have No Supervisory or Evaluative Authority over One Another

A consenting romantic and/or sexual relationship between co-workers who have no supervisory or evaluative authority over one another may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation. Such relationships, therefore, are strongly discouraged.

3. Reporting Procedures

If a romantic and/or sexual relationship already exists or develops between (a) College faculty/administrators/staff members or coaches and his or her students; or (b) College employees where one employee has supervisory or evaluative authority over the other, there must be prompt disclosure of the relationship. College employees involved in a relationship prohibited by Section 8.12(B)(1) or (B)(2)(a) should provide written notification to Personnel. For relationships in existence as of the effective date of this policy, disclosure must occur within thirty (30) days of this effective date. Relationships that develop after the effective date of this policy must be disclosed immediately.

Failure to comply with these disclosure requirements constitutes a violation of policy and may be grounds for discipline, up to and including termination.

OFFICE HOURS

Office hours are designed to give students access to faculty members for advisement and academic assistance. As a result, office hour schedules will be established to provide convenience to students and will be posted on Faculty's office doors.

Faculty teaching a load of 15-20 credit hours shall post a minimum of 10 office hours per week each semester. Faculty teaching 25 or more contact hours shall post a minimum of five office hours per week each semester. Office hours shall not begin prior to 8:00 a.m. or extend beyond 9:00 p.m., and should be scheduled over the instructional week.

Office hours shall be submitted on the Faculty Course and Office Hours form to be approved by the Vice President of Academic Affairs by the end of the second week of class. The approved copy must be posted on the instructor's office door.

VALUING RESPECT

The ability to respect other people is an important element in college success and chosen career. This respect is reflected by the actions, attitude, words used around other people, the volume of conversations, and consideration of others. Educated people can listen respectfully to other people's opinions, even if they disagree. Respectful people are considerate of cultural, social, economic, sexual preference, and gender differences. Remember a faculty member at Mesalands Community College is a representative of the College.

CELL PHONE USAGE

Staff and students may have cell phones on campus, but are not to be engaged in cell phone use in class. Cell phones in class must be on vibrating mode only. Cameras and other similar devices are not allowed in classroom areas or where testing activities are conducted.

ACADEMIC FREEDOM

The Board of Trustees and the administration of Mesalands Community College support the concept that faculty are free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence they consider relevant. Such employees will be free from the corrosive fear that others, inside or outside the College, may threaten their professional careers or the material benefits accruing from those careers. They are also entitled to freedom in the classroom in presenting the subject they teach and shall be free to select and use textbooks through the institutionally recognized process, but should be careful not to introduce controversial matter which has no relation to the subject.

The College employees are citizens and members of a learned organization. When they speak or write as citizens, they should be free from censorship or discipline, but their special positions in the community pose special obligations. As employees of a public institution of higher learning, they need to remember that the public may judge the institution by their utterances. At no time should employees engage in using their positions, classroom, or the College students as vehicles to position themselves or organizations with regard to labor-management relations, disputes, discussions, or negotiations. Hence, employees should at all times be accurate, should exercise appropriate restraint, and make every effort to indicate that they are not institutional spokespersons.

PENALTIES FOR ACADEMIC DISHONESTY

Faculty and students should be familiar with academic standards in the Student Handbook, which is located on the Mesalands Community College's website.

The following penalties may be applied in instances of academic dishonesty:

1. A student caught in the act of academic dishonesty on an assignment shall, at the discretion of the faculty, be assigned a grade of "F" for that assignment, or for the entire class.
2. A student found to have committed an act of academic dishonesty may be dismissed from Mesalands Community College. The length of dismissal will depend upon the nature of the offense and may include a permanent dismissal of the student at the discretion of the Vice President of Academic Affairs.

ATTENDANCE POLICY

Faculty cannot permit unenrolled students to attend classes. A student whose name does not appear on a class roster must be sent to the Office of Enrollment Management to resolve the matter.

Faculty members will establish the attendance requirements (including tardiness), grading, and make-up policies for the course. It is the responsibility of the student to meet the requirements of a course syllabus. Any student who is excessively absent and/or tardy may not meet minimum requirements for the course and may be dropped from the course or awarded a failing grade. Absences and tardiness in a semester or term are evaluated in accordance with the syllabus for the course.

A faculty member may instruct a student to leave the class if the student conducts him/herself in a manner that is disruptive or contrary to the established class practices and/or is detrimental to the learning process. Student will not be allowed back into class until they meet with Vice President of Academic Affairs.

CLASS LENGTH

Faculty should adhere to scheduled class times, which generally consist of 50-minute units with 10-minute intervals. The number of credits for a course determines the length of the course. Generally, lecture-type classes meet for one 50-minute block each week per credit, i.e. 3 credits = three 50-minute blocks or two 75-minute blocks, while lab-type courses meet for two 50-minute blocks per week per credit.

DIRECTED STUDY

Policy

Directed Studies are not permitted simply for the convenience of the student. Directed Study will generally only be allowed when either:

1. A required class cannot be taken due to a scheduling conflict which is not the fault of the student.
2. A student wishes to pursue a project for elective credit which is related to his or her plan of study, but is not part of the content of an existing class.

Directed Study will not be approved if the purpose is to substitute for a regular course because of poor planning or inconvenience on the part of the student. Directed Study cannot be approved to increase a student's course load to qualify for financial aid or for the purpose of avoiding a particular faculty member. Students wishing to take a class as a Directed Study must have completed at least 30 credits toward their educational plan of study, with a minimum cumulative GPA of 3.0. Directed Study must be approved by the faculty member as well as the Vice President of Academic Affairs.

No more than one class per semester may be taken as a Directed Study or more than a total of seven credits for the duration of the student's enrollment at Mesalands Community College.

The student will be responsible for the same fees and tuition as for a traditional class.

Procedures

1. Student shall consult Office of Enrollment Management to determine if a Directed Study is necessary or appropriate. If so, an Application for Directed Study will be issued and the student will be referred to the appropriate faculty member for approval.
2. Completed form is taken to the appropriate faculty for approval. It is entirely at the faculty's discretion whether he/she chooses to approve the Directed Study. Faculty receives no additional compensation for supervising Directed Studies and, therefore, can deny a request based upon their personal scheduling and workload constraints.
3. Form is submitted to the Vice President of Academic Affairs for final approval.

4. Upon approval by the Vice President, the faculty will complete the Agreement for Directed Study, which specifies the required assignments and testing schedule for the Directed Study.
5. Student will then register for the Directed Study at the Office of Enrollment Management at the time of regular registration. Registration must be completed prior to the end of the drop/add period.
6. Student will complete enrollment for the Directed Study by paying appropriate fees and tuition to the Business Office.
7. All requirements as outlined by the faculty in the Directed Study agreement must be met as scheduled. Student will be expected to meet with the faculty on a regular basis as scheduled by the faculty.

PLAN OF STUDY SUBSTITUTIONS

The Plan of Study Substitution form must be completed when a course substitution is being requested on a student's Plan of Study. Generally, substitutions are not allowed simply for a student's convenience or due to poor planning on the student's part. Substitutions must be authorized by the Vice President of Academic Affairs when a course is needed for graduation and the College has not made the course available as per the course matrix, or if the College determines other extenuating circumstances merit the substitution.

STUDENT INTERNSHIPS

Refer to Internship Training Agreement for full explanation regarding student internships.

FACULTY ABSENCES

If a faculty member is unable to report to work within the expected time, the office of the Vice President of Academic Affairs must be notified as early as possible, but no later than 15 minutes prior to the faculty member's first scheduled class. The office will then process a Leave Request form and post a notice on the classroom door for the students. Upon return the faculty member will report to the Vice President of Academic Affairs to sign the Leave Request. Discretion will be used in allowing personal or sick leave, or leave without pay, as outlined in the *Personnel Handbook*.

ROOM ASSIGNMENTS/CHANGE

All classes must meet in the building/room assigned. Changes in class meeting locations are not to be made without prior approval of the Vice President of Academic Affairs. Submission of a Request for Room Assignment/Room Change

form is to be done by the faculty member. If location changes are approved, advance notice to students is of the utmost importance. Faculty needing additional rooms must complete the Request for Room Assignment/Room Change form.

Rearranging a classroom to accommodate teaching styles or class activities is permissible, but the faculty must restore the room to its original arrangement at the end of the class session. All equipment will stay in the classroom unless prior approval is received from the Vice President of Academic Affairs for the changes.

COURSE SYLLABUS

Specific steps for creating new course syllabi as well as updating existing syllabi are identified in the *Student Learning Assessment Guide for Faculty*. Course syllabi should be considered the College's and faculty member's contract with the student; therefore, it is critical that syllabi be current and accurate. Syllabi should be distributed to all students the first day of each class.

All faculty are required to submit the course syllabi electronically to the Vice President of Academic Affairs by the first Friday of classes each semester. Faculty are also required to verify the syllabus matches the master syllabus on file (Network/Mdrive/Approved Syllabi). The *Verification of Course Syllabus* form must be used to verify each syllabus and needs to be completed and submitted by the first Friday of classes. This form can be found on the server (network/service/forms).

A course syllabus with learning outcomes must be approved by the Curriculum Coordinating Committee and be on file in the office of the Vice President of Academic Affairs. Course syllabi with measurable learning outcomes (also known as course objectives) will also be reviewed by the Student Learning Assessment Committee.

Any proposed changes or additions to existing curriculum require the submission of a completed *Curriculum Change Request Form*. This form should be submitted to the Curriculum Coordinating Committee. As part of the review, the Curriculum Coordinating Committee will forward the request to the Student Learning Assessment Committee for approval of the course objectives.

When preparing new course syllabi or modifying existing ones, the format must be completed in Arial 12 font and follow the exact format as the example. See the *Student Learning Assessment Guide for Faculty* for specific instructions on formatting. The course description should match the current College Catalog.

Periodically, faculty may be asked to complete course syllabi outside of their immediate instructional area. In these cases, faculty will be paid to write and submit the syllabus to the Vice President of Academic Affairs. A Syllabus

Contract will be completed by the faculty member and Vice President of Academic Affairs prior to syllabus completion.

NEW/ADDITIONAL COURSES

If any faculty member wishes to add a course after publication of that semester's schedule or after the start of a semester, or offer a new course prior to the approval of the Curriculum Coordinating Committee, it is necessary to submit a *New/Additional Course Start Form*, along with a copy of the syllabus if it is a new course, which needs to be approved by the Vice President of Academic Affairs before any students may be registered for that course. The faculty member will also need to submit an approved copy of the *Textbook Changes/New Textbooks Request Form* to the Bookstore to ensure textbooks will be available.

FACULTY APPRAISAL

Regular and adjunct faculty are appraised regarding instructional style and institutional contributions in an effort to improve educational quality. The methods include classroom observation, student appraisal, self-appraisal, and administrative review. Details regarding the appraisal system can be found in the *Faculty Appraisal Procedure Manual* in the office of the Vice President of Academic Affairs.

ACADEMIC PROGRAM REVIEW

All academic programs at Mesalands Community College are on a six-year rotation for review. Specifics on the cycle and review process can be found in the *Academic Program Review Plan* in the office of the Vice President of Academic Affairs.

STUDENT GRADING SYSTEM

The following grades and points are used at Mesalands Community College:

Grade	Description	Grade Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0

Incomplete Grade

An "I" is issued when a student's work is not completed by the end of the semester due to circumstances beyond the student's control. It is the responsibility of the faculty member to determine if an "I" grade will be given. An incomplete grade must be converted to a credit grade by satisfactorily completing the required work within five weeks after the end of the semester in which the incomplete grade was awarded.

To assign an "I" grade, the faculty must complete the *Incomplete Grade Form*. This form must be signed by the student and the faculty. The form must be submitted to the Vice President of Academic Affairs and upon approval will be submitted to the Office of Enrollment Management. If a grade of "I" is recorded on a grade sheet, but a completed and signed *Incomplete Grade Form* has not been received in the Office of Enrollment Management, the student will be issued a grade of "F" instead. It will then be the responsibility of the student and faculty member to submit the appropriate paperwork to support the grade of "I," or the "F" will remain on the student's permanent record.

Grade Changes

All discussion regarding grade changes will be directed to the Faculty of the course in question. If there is a grading error, the faculty must submit a grade change to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will forward the approved *Change/Correction of Grade form* to the Office of Enrollment Management, where the grade will be recorded and the student transcript updated. All requests for change of grade must be made within six months of the date the grade was issued.

Grade Appeal

Any student who feels his or her final grade is incorrect may appeal for a grade change through the following steps:

1. Discuss the grade with the faculty involved.
2. If the student is unable to reach an agreement, the student makes an appointment with the Vice President of Academic Affairs and presents all the evidence relating to the final grade and requested change.
3. The last appeal will be with the Vice President of Academic Affairs, whose decision is final.

Grade Reporting

Prior to the midterm advisement period, faculty submits midterm grades for all students. These are submitted online and grades of P (passing) or F (failing) only are assigned. Midterm and final grades are available only on the college website. Final grades are also submitted online. Final grades are typically due by 5:00 p.m. on the last day of classes of each semester or as otherwise noted in the Institutional Calendar. Final grades may be either A, B, C, D or F; grades of I or W, are only recorded administratively after the student has followed required procedures.

Final grades are available to students online through their *mymesalands* portal. Grades must not be disseminated over the telephone. Any questions regarding the validity of a grade will be directed first to the faculty, then to the Vice President of Academic Affairs.

Faculty is required to keep either an electronic or written grade book detailing all scores contributing to or otherwise affecting the final grade. In the event of separation from the College, the faculty must submit the grade book to the Personnel Office.

DISTANCE EDUCATION FINAL EXAM PROCTORING REQUIREMENT

Distance Education includes the following methods of delivery: Video College, Internet, Mesalands Telecommunications Network, and Digital ITV. In order to ensure quality within the distance education courses and academic integrity, the College requires that final examinations be proctored in all distance education courses. Students may choose one of three ways to take their final examination in a distance education course: students can take exams either at an approved facility, at the Educational Services Center, or at a prescribed time proctored by the faculty. Faculty with students who cannot take their final exam at the prescribed time due to special circumstances can then utilize the distance education proctoring times. Each fall and spring semester, the Director of Distance Education will provide two proctoring days from 8 am to 5 pm. This service is provided for all faculty, but is only for special circumstances. Faculty must schedule a time to proctor their own finals and only when that schedule cannot be met should the proctoring services be utilized. The Director of Distance Education will send an email stating the days and times and request faculty information for administering tests. Faculty must communicate the procedures to students and ensure that all students make arrangements to complete the final exam. All procedures are detailed in the *Test Proctoring Procedures for Distance Education Courses Form*. Faculty must complete the *Test Proctoring Form* for Distance Education Courses.

PUBLICATIONS

All materials published by or through Mesalands Community College including, but not limited to, brochures, flyers, posters, newsletters, letterhead, advertisements, certificates, and audiovisual materials, must be approved by the President's Executive Team or designee and bear appropriate state and federal notices.

All materials published by or through Mesalands Community College shall bear the official Mesalands Community College logo and statement of non-discrimination.

SURVEYS, QUESTIONNAIRES AND RESEARCH PROJECTS

Surveys, questionnaires, and research projects involving staff and students shall be approved in advance by the President's Executive Team or designee for content and appropriateness and shall contain the name of the person or organization conducting the activity and the purpose of the activity. Participant identification may be required only if it is essential to the results. Confidentiality shall be guaranteed.

Students and staff may be required to participate only if the study was prepared by or for Mesalands Community College for its official use or to meet a requirement of law. Participation in all other studies is voluntary and a statement to that effect shall be approved by the President's Cabinet or designee.

GRANTS

No employee shall apply for any grant without approval of the President's Cabinet. Under no circumstances shall the name Mesalands Community College be used without express permission of the President.

Employees who would like to apply for a grant that would benefit Mesalands Community College must fill out the *Grant Proposal Form* and submit it to the Executive Team for approval. Once the request has been approved, and all assigned steps and timelines are met, the application for the grant may be submitted. The College has a grant writing compensation schedule in place.

PROBATION AND SUSPENSION OF EDUCATIONAL OFFERINGS

This probation and suspension policy is designed to help determine which programs have sufficient enrollment to justify continuance of existing educational programs or curricular offerings.

If any program falls short of 50% of its sustainable enrollment as determined by the Vice President of Academic Affairs for two consecutive semesters, the

program may be placed on probation by the College. Faculty and staff employed directly in a program placed on probationary status will be notified that their contracts will not be renewed beyond the probationary period unless enrollment in the program is successfully increased to at least 80% of its sustainable enrollment for the next two semesters.

If enrollment is not increased in the program on probationary status to at least 80% of its sustainable enrollment for the next two semesters, the program may be suspended or terminated by the College.

During the year a program is on probationary status, the College will explore possible alternative programs, seek approval of the New Mexico Higher Education Department and The Higher Learning Commission to offer the most promising alternative program. This program will ready to implement if the declining program is indeed suspended. A new program must be capable of reaching at least 80% of the sustainable enrollment for the program placed in suspension.

Mesalands Community College may suspend any program as provided for above, but may re-open a program whenever there is sufficient enrollment or documented need.

PRE-COLLEGIATE STUDIES

Pre-Collegiate Studies are offered as an introductory level to help students improve their academic abilities to succeed in college-level courses. The primary goal of Pre-Collegiate Studies is to help students acquire the skills and aptitude necessary for college success.

Basic Grammar and Usage (ENG 099) - Basic grammar offers intensive instruction in capitalization and punctuation, grammar and usage.

Basic Writing Skills (ENG 100) - This course places emphasis on writing well-developed grammatically correct essays.

General Math (MATH 099) - Beginning level course includes basic operations with whole numbers, fractions, mixed numbers, decimals, ratios and percentages. Math labs accompany this course.

Pre-Algebra (MATH 100) - Pre-Algebra is designed to review operations on fractions and decimals, and introduce students to elementary algebra.

Fundamentals of Reading and Vocabulary Development (RED 099) - This course is designed to develop vocabulary and fundamental reading skills.

Basic Reading Skills (RED 100) - Basic Reading Skills is designed to improve reading skills and provide the student with reading practice and critical thinking skills.

Placement in Pre-Collegiate Studies courses will be determined by scores on the Success Assessment/Placement Test (COMPASS). A student must have a grade of "C" or better in the Pre-Collegiate Studies course in order to qualify for enrollment in the next sequential class in that subject.

COLLEGE SUCCESS SERVICES

Success Assessment/Placement Testing

The Success Assessment/Placement Test, which is administered through the Educational Services Center, is used to place students in appropriate math, English, and reading classes to help ensure their success while enrolled at Mesalands Community College.

All students pursuing diplomas or Associate degrees and any student enrolling in core math or English classes must complete the assessment prior to enrollment. Students must enroll in the level of math and English prescribed by the assessment and, if indicated, in pre-collegiate reading. The ACCUPLACER test determines eligibility to enroll in 099 pre-collegiate courses. If the exam results are below college level, the student is encouraged to enroll in ABE services to raise skill and aptitude levels.

Preliminary Advising

Preliminary advising is provided to assist students with the information they need in order to move from one educational setting to the next phase of learning. Preliminary advising may be done individually or in small groups, depending on individual needs.

High School Transition Planning - High school transition planning is designed to introduce incoming students gradually to a collegiate environment. The Academic Advisor/Student Services Specialist works actively with Educational Services Center staff to help students move successfully from the high school environment to the more rigid demands of college. Information is then shared to identify the best possible course options for each student.

Collegiate and Career Planning – Students are screened in an effort to determine basic career interest. Guidance is provided on careers, career information, educational opportunities, and employability trends. A primary focus is the selection of career interests. During academic advising, if the need arises for a course substitution, it is necessary for students to complete the Plan of Study Substitution form and obtain the necessary approvals.

Success Services

Mesalands Community College is dedicated to helping students succeed with their college endeavors. The Educational Services Center assists in providing the following services:

Student Orientation - Students are invited to attend an orientation session at the beginning of the fall and spring semesters. This orientation introduces students to Mesalands Community College's campus resources, Student Handbook, and faculty and staff. Students are provided with information regarding registration, available services, policies, student organizations and more.

Student orientation is provided in order to inform students and to encourage them to become involved in college life. A tour of the campus is available upon request.

Student College Success - All students placed in any pre-collegiate course is required to take ACS 100 Student College Success within the first 12 credit hours of enrollment. This three-hour course is designed to assist students in obtaining the skills necessary to reach their educational, career, and personal goals. Course topics include decision making, time management, test taking, career planning, library skills, study techniques, communication skills, and personal topics facing college students.

Success Workshops - Various workshops are provided each semester for students' enrichment. Topics include note-taking skills, academic success strategies, time management, searching for scholarships, staying healthy, relaxation techniques, identifying learning style, anger management, computer literacy, voter registration, Moodle, and others.

Tutoring

Individualized instruction is available in the Educational Services Center. Students can speak to any one of the staff members to arrange a schedule.

Study Skills - A variety of individualized instructional methods on study skills are available. Software programs and individual assistance are available for student use in the Educational Services Center.

Peer Tutoring - Peer tutoring is available each semester. Hours are posted in the Educational Services Center. Peer tutoring provides students with additional help in specific subject areas offered through the Pre-Collegiate program. Peer tutors are qualified individuals who have progressed through their studies and are willing to help fellow students. Computer software and other learning aids are available for some programs.

Self-Paced Programs - Self-paced programs, which are available in a number of areas, consist of computer software, audio-visual, learning aids and textbooks.

Testing Services

Testing services are available to students in the Educational Services Center. The Center provides scheduled standardized testing in the following areas:

Standardized Testing -

Test for Adult Basic Education (TABE)

General Education Development Test (GED)

High School Equivalency Test (HiSet)

Success Assessment/Placement Test (ACCUPLACER)

Special Testing - In addition, testing is available for challenged students with special needs by contacting the Vice President of Student Affairs to schedule an exam. Verification of the challenge must be on file in the Office of the Vice President of Student Affairs prior to scheduling of the exam.

Make-up Exams - Students may take make-up exams through the Educational Services Center with instructor approval. The *ESC Testing Request Form* must be completed by the instructor and given to the Educational Services Center along with the exam and conditions for making up the exam.

Intervention Support

Intervention support takes place when individual faculty members or advising staff feel that the student is in need of additional assistance in academics, basic skill building, or other related areas.

Student Referral Program

The student referral program is designed to identify students who have not self-referred. With this program, faculty members may make referrals any time during the semester for students having difficulty with any of the following areas:

Attendance	Advising	Career Services
Financial Aid	Late Assignments	Study Skills
Tutoring	Test-Taking Skills	Other

These areas are outlined on the *Student Referral Form* for easy identification by faculty. Faculty are to document each attempt to contact the student and the nature of the contact. The form is to be submitted by faculty to the Retention Specialist. The Retention Specialist will process the form and send the student a letter. They will proceed to contact the student or refer them to the appropriate department using the *Departmental Referral Form*.

The hope of the student referral program is that the College will be able to identify students facing difficulties early enough that an intervention can be made. In this way, the student may be helped before she/he gets too far behind in her/his work to catch up.

Students with Special Needs

Mesalands Community College is committed to helping qualified challenged students with special needs reach their goals. The College attempts to address student needs within its available existing resources. Students assist the faculty/staff through self-identification, so a determination can be made on appropriate services. Challenged students may be eligible for free assistance determined on an individual basis and based on functional limitations, which may include, but are not limited to, the following:

- Learning Assistance
- Tutoring
- Note takers
- Extended time on tests and assignments

Students requesting learning assistance are required to submit verification of the challenge to the Vice President of Student Affairs.

SECTION III
STUDENT AFFAIRS DIVISION
SECURITY

EMERGENCY ALERT SYSTEM

In the event of an emergency situation on campus, the Emergency Alert System (EAS) is to be used in conjunction with the Mesalands Community College Emergency Procedures Plan. The EAS utilizes multiple technologies simultaneously to notify individuals of a threat.

The system sends messages to the College community via intercom paging and voice messaging through the College's telephone system in all offices and classrooms on the main campus. The Student Information System (SIS) posts information on all screens, in all buildings. All faculty and staff will receive email messages on College computers, and those students that provide email addresses will also receive email messages. In addition, employees and students that register their cell phones will receive a cell phone text message.

The College Emergency Alert System will be activated for emergency or urgent situations only. In case of an emergency or urgent situation call extension 100 and explain the situation to the operator. The operator will notify the campus official on duty and then the EAS system will be activated. Please see the Emergency Procedures Plan for complete guidelines.

Campus Safety and Security

Mesalands Community College is committed to ensuring the personal safety and well-being of all of its students and staff on campus. An Emergency Procedures Plan is located by each office phone for quick reference, and the Emergency Alert System (EAS) is the on-campus system for notifying the campus community in the event of an emergency.

One of the most important factors to campus safety and security is clean, well maintained, and well lit buildings and grounds. Mesalands Community College strives to achieve this. If at any time you observe something that poses a health or safety risk, please dial extension 156 during normal work hours and extension 100 between 5:00 pm and 9:00 pm to report any maintenance needed.

In addition:

- The campus utilizes digital surveillance cameras at the main entrances of Building A.
- An intrusion alarm system is in operation in all buildings for hours that the campus is closed.
- The campus maintains a fire alarm system and fire drills occur bi-annually.
- The College has emergency exit routes posted in each room.
- An Evening College Coordinator is employed Monday through Thursday from 5:00 pm until closing to patrol all areas of the main campus to make sure that all areas are safe and secure.
- The Health and Wellness Facility is only accessible through electronic access and employs digital security cameras.

Threat Assessment

Almost all students who have committed violent acts on college campuses signaled their intentions through threats and warnings. Threat assessment is concerned with whether a student poses a threat, as well as whether he or she has made a threat. Any student can make a threat, but relatively few will follow through with the planning and preparation necessary to carry it out. At any time a staff or faculty member feels a student poses a threat to self or others, an incident report should be completed and a consultation with the Vice President of Student Affairs should take place as soon as possible. It is important not to profile or categorize students. To date, perpetrators of campus violence have eluded any sort of classification regarding age, nationality, etc.

The Family Educational Rights and Privacy Act (FERPA) permits information about students to be disclosed to “school officials” with a “legitimate educational interest.” If a College official becomes concerned that a student’s comments or behaviors constitute a potential threat, FERPA allows that information to be shared with other College officials whose job it is to deal with such issues.

College Official

For the purposes of health and safety emergencies, Mesalands Community College defines a College official as a person employed by the College in an administrative, supervisory, academic, or support staff position, a person or company with whom the College has contracted as its agent to provide a service, or a person serving on the Board of Trustees.

Disclosure of student information will be in accordance with Family Educational Rights and Privacy Act Section 99.36 (a), (b1,2,3), (c):

99.36 (a) An educational agency or institution may disclose personally identifiable information from an education record to

appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in the Act or this part shall prevent an educational agency or institution from-

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student.
or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) Paragraphs (a) and (b) of this section will be strictly construed.

Evening College Coordinator

On College class nights an Evening College Coordinator will be on duty Monday through Thursday evenings from 5:00 p.m. to closing to answer phones and handle any problems that arise. They will be located in Student Affairs and will patrol all areas of the main campus to make sure that all areas are safe and secure.

Procedures and hours are subject to change; employees will be notified in that event.

SECTION IV

ADMINISTRATIVE AFFAIRS DIVISION

Please refer to the *Administrative Services Handbook* for specific details on purchasing policies and procedures in this Division.

CASHIER POLICY

All cash or charge payments (excluding the Bookstore and Museum) must be made to the Cashier. The Cashier's Window is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, when the College is open. Cashier hours will be extended during enrollment.

The only other personnel authorized to accept money is the instructor for the Farrier program in accordance with their instructional duties. Under no circumstances are any other College employees authorized to accept money on behalf of the College, unless approved by the Director of Human Resources and Accounting in advance.

The Cashier's window should not be used as a drop-off point. Internal mail should be used for routing items to the Business Office.

PURCHASING PROCESS

All funds received by the College, regardless of their sources, are to be expended under the procedures set forth herein. The Vice President of Administrative Affairs is authorized for ordering merchandise and services. No individual may make a purchase directly by letter, telephone, facsimile, or other means without an approved Purchase Order. Employees will accept responsibility for liabilities resulting from purchases made without prior approval of the Vice President of Administrative Affairs.

Please refer to the *Administrative Services Handbook* for complete instructions on the purchasing process.

TRAVEL PROCEDURES

Please refer to the *Administrative Services Handbook* for specific details on travel policies and procedures.

A Travel Request form **MUST BE COMPLETED AND APPROVED**, including all required documentation, **TWO WEEKS BEFORE** each out of town trip is taken, regardless if claiming travel expenses. Please refer to Travel Reimbursement Rates to determine per diem.

VEHICLE CHECK-OUT

Please refer to the *Administrative Services Handbook* for specific details on vehicle checkout policies and procedures.

Mesalands Community College vehicles are available for the use of employees while conducting College business. A current valid driver's license and a Defensive Driving Certificate (courses offered regularly at no cost to College employees) must be on file with the Business Office before an employee will be allowed to use a College vehicle.

Employees not following the procedures set forth will lose privileges to operate any College vehicle.

BUILDING SECURITY

Keys

Instructors will be issued keys to their offices and classrooms. A completed *Key Authorization Form* is completed for each employee and kept on file in the office of the Administrative Secretary at the North American Wind Research and Training Center.

After Hours Access

All buildings will be locked no later than 9:00 pm Monday through Thursday during the fall, spring, and summer semesters and alarms set no later than 10 pm. Friday evenings the doors will be locked at 5 pm and alarms will be set until Monday mornings at 7 am. On non-College class nights, the buildings will be locked at 5 pm and alarmed no later than 7 pm. If special events or classes will be held outside of these hours, the Maintenance Supervisor must be notified a week ahead of time to arrange different schedules for personnel.

The buildings will be locked and alarmed when the College is officially closed.

Any employee wishing to stay in the buildings after these hours, or enter during College closures, must obtain a building key and code and sign in/out at the appropriate entrance. The President, Vice President of Academic Affairs, Vice President of Administrative Affairs, and Vice President of Student Affairs will have keys and alarm codes that can be checked out by employees. Arrangements to pick up a key for the evening or weekend need to be made by 5:00 p.m. on the day the key is needed. Instructions will be given at that time. Procedures and hours are subject to change; employees will be notified in that event.

The Director of Mesalands Dinosaur Museum is responsible for checking building keys to the employees that work in that area.

Any of the following will cause loss of access to buildings after hours:

- *Exchanging keys*
- *Exchanging codes*
- *Repeated tripping of alarms*
- *Failure to reset alarm in building*
- *Failure to sign time of arrival and time leaving on the Security Log Sheet*
- *Allowing entrance to other employees that have unrelated activities other than the approved employee with the key*
- *Loss of keys*
- *Failure to return key by 9:00 a.m. the next morning*

If keys are lost, the responsible party will be liable for the costs to replace and re-key the affected locks. There will also be a minimum \$5 charge for each office/classroom key that needs to be replaced.

EMPLOYMENT POLICIES AND PRACTICES

Each employee is responsible for being familiar with the contents of the *Personnel Handbook*. All specific employment policies and practices may be found therein.

DRUG-FREE WORKPLACE

It is the policy of Mesalands Community College to provide a safe environment for its employees, students and members of the public. Accordingly, Mesalands Community College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state and local law regarding the use, sale, or possession of alcohol and controlled substances on College property.

Prohibitions

Mesalands Community College forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol or drugs, and from possessing, using, selling, or distributing drug paraphernalia while on College property, or while involved in student activities.

APPENDIX A

Faculty Senate Constitution
Mesalands Community College
Revised 8/14/2012

PREAMBLE

The Faculty is the foundation of student learning, providing the excellence in teaching, assessment, research and service; all of which, significantly contribute to the quality and reputation of the College. The interests of the entire academic enterprise are best served when the Faculty's expertise and skills are brought to bear in cooperative participation in the governance of the College. Specifically, the Faculty Senate is a primary advisory body to the President on policy matters affecting faculty, student learning, academic enrichment, and the operations of the College.

Therefore, the Faculty of Mesalands Community College hereby establishes this Constitution in order to provide for the organization and procedures that will ensure appropriate faculty participation at all levels of College governance. This organization is based on the premise that it is desirable to have faculty personnel through whom the Faculty as a whole can initiate recommendations for the advancement of the educational mission of the College and the welfare of the College community.

MISSION STATEMENT

It shall be the purpose of the Senate to:

1. Make recommendations on College policy and governance issues of concern to faculty;
2. Advocate for faculty viewpoints on all issues in which faculty perceive themselves as stakeholders;
3. Solicit faculty perceptions, suggestions, and recommendations;
4. Seek accurate data for use in advocating positions taken by faculty;
5. Promote communication among faculty, and between faculty and other groups on campus;

6. Protect academic freedom, improve faculty salaries and working conditions, and advocate for opportunities for professional development; and
7. Assure the opportunity for faculty participation in fiscal planning and decision-making.

Article I MEMBERS AND ELECTIONS

Section 1

The Faculty Senate will be composed of all contracted faculty of Mesalands Community College. Terms will be each academic year for full-time faculty and on a semester basis for adjunct faculty.

Section 2

Voting members of the Senate will consist of the full-time faculty members of the following departments:

Animal Science	Health and Physical Education
Automotive/Diesel	Mathematics/Physical Science
Business	Natural Science/Paleontology
Education	Social Sciences/Humanities
English/Communications	Wind Energy Technology
Farrier Science	At-large Adjunct Instructor
Fine Arts	

If any department has more than one full-time faculty member, the faculty members of that department will be responsible each academic semester for choosing the voting representative in the Senate.

Section 3

Senate elections will be held on or before August 30 of the current academic year.

The Senate will revise the voting membership each academic year, if necessary, so that each department/program at the College has one voting representative in the Senate. The Chair of the Senate will solicit nominations for the at-large adjunct representative. The Senate Secretary will be responsible for sending out proxy votes for the at-large adjunct representative, which will be chosen by a majority election of the votes cast.

Section 4

Senators who vacate their seats on the Faculty Senate or cannot attend meetings of the Senate will be replaced for the duration of the semester by majority election of the voting faculty representatives of their departments. If their department does not have more than one full-time faculty member, their seat will remain vacant for the duration of the semester and/or term.

Article II OFFICERS AND THE EXECUTIVE COMMITTEE

Section 1

Senate officers will be: Chair, Vice Chair, and Secretary. Terms will begin on or before August 30 of the current academic year and will be for one year. Officers may be re-elected for a maximum of three consecutive terms.

Section 2

The officers of the Senate will constitute its Executive Committee which is subject to the orders of the Senate. Therefore, it may not act in conflict with any action taken by the Senate.

Section 3

The Executive Committee will have general supervision of Senate affairs between meetings and will set the agenda. It may also consult with Vice-Presidents and President of the College and meet with them, along with other senators who may wish to attend, to present the Senate's various resolutions and motions and to conduct business. The Committee will report the substance of such meetings and consultations to the Senate.

Article III MEETINGS

Section 1

The Faculty Senate will meet at least four times a semester, approximately once a month.

Section 2

Special meetings may be called by the Chair of the Senate or the Executive Committee, or upon written request by any three (3) senators. At any meeting, the Senate may call a special meeting by majority vote.

Section 3

A majority of senators will constitute a quorum without which business cannot be conducted. A majority vote of those present is necessary to pass a motion or resolution except on matters that require a two-thirds (2/3) majority of active senators. Active senators may submit a proxy ballot if they are unable to attend a meeting.

Section 4

Faculty Senate meetings are open to the Mesalands College Community, but the Senate may meet in executive session upon majority vote. The Senate may invite any guest to participate in its discussions.

Section 5

Senators who are absent without approval for two consecutive or three cumulative meetings during an academic semester will receive a reminder of their obligations from the Chair of the Senate. Upon further absences, the Senate, by majority vote, may declare the senator's seat vacant and invoke the replacement procedures described in Article I, Section 4 of these by-laws. Any senator may request a hearing with the Executive Committee prior to removal from the Senate.

Article IV MEETING PROCEDURES

Section 1

The Faculty Senate meetings will be conducted according to the general principles of Robert's Rules of Order Newly Revised. The Senate will name a parliamentarian who when necessary will insure that such procedures are followed.

Section 2

The Senate Executive Committee will be responsible for sending all agenda and minutes of meetings of the Faculty Senate to the faculty membership. Other interested parties may request a copy of the agenda and minutes of meetings from the Senate Secretary.

Article V COMMITTEES

Section 1

The Faculty Senate will propose new standing and ad hoc committees by majority vote. All committees will report to the Senate for appropriate deliberation and action unless otherwise specified in their charge.

Section 2

The Senate will facilitate the operation of standing and ad hoc committees and coordinate communication between these committees. The Senate can propose changes in the by-laws of standing committees; such changes for approval require a 2/3 majority of faculty voting.

Section 3

Annually, the Faculty Senate may review all standing and ad hoc committees. The Senate may recommend modification or elimination of said committees. Any recommendation to modify or eliminate a standing committee must be submitted to the faculty for a vote. For approval, such changes require a 2/3 majority of the faculty voting. Any recommendation to modify or eliminate an ad hoc committee must be submitted to the Faculty Senate for a vote. For approval, such changes require a two-thirds (2/3) vote of active senators.

Section 4

The Faculty Senate will be responsible for administering elections to all faculty committees.

Article VI AMENDMENT PROCEDURE**Section 1**

The Faculty Senate of Mesalands Community College will have the authority to make and amend this constitution and by-laws on such matters as membership, meeting procedures, voting, elections, committees, and other organizational matters and needs of the Senate. The constitution and by-laws may not conflict with the Charter and by-laws of the Mesalands College Board of Trustees or any other governing group of the College recognized by the Board of Trustees.

Section 2

The constitution and by-laws of the Faculty Senate may be amended by two-thirds (2/3) vote of voting senators at any regular or special meeting provided that the amendment has been submitted in writing at the previous regular meeting and providing that the amendment does not conflict with the Mesalands Community College Faculty Handbook, or the Mesalands Community College Governance Document, or any other Mesalands Community College Documents.

APPENDIX B

CREDIT HOUR CALCULATION

Students are awarded credit for classes on the basis of the Carnegie unit. This defines a semester unit of credit as equal to a minimum of three hours of work per week for a semester. While the length of a semester may vary, the Carnegie definition is based upon a minimum length of 16 weeks. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework OR 3 hours of lab) for 16 weeks. In certain circumstances, it is possible to have more hours, but not less. Each approved course syllabus specifies the required class hours for that course.

LECTURE CLASSES

For lecture-based classes, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-credit hour class, a student spends three hours per week in class and should do six hours per week of homework. The total semester hours are calculated by multiplying the weekly hours by 16.

LABORATORY CLASSES

For laboratory classes, the hours per week are considered to be all in-class with no outside assignments. Thus, one unit is three hours per week of laboratory time.

BY ARRANGEMENT LAB HOURS

For by arrangement lab hours, these generally take the place of the hours assigned to homework, since the student is required to use supervised College facilities to complete their assignments. For example a 4 credit hour course which requires the student also to work two hours per week in the Math Science Learning Center or the Educational Services Center. There would be only four hours per week of additional homework required.

The table on the following page provides examples based on class type.

Course Type	Unit Value (Credit Hour)	Lecture Hours per		Lab Hours per		By Arrangement Hours per		Homework Hours per	
		Week	Semester	Week	Semester	Week	Semester	Week	Semester
Lecture only courses; homework required.									
Lecture	1 unit	1	16					2	32
Lecture	2 units	2	32					4	64
Lecture	3 units	3	48					6	96
Laboratory only courses; no homework or other outside work.									
Lab	1 unit			3	48				
Lab	0.5 unit			1.5	24				
Courses with by arrangement lab hours; homework required to make up the difference.									
Lecture with by arrangement	1 unit	1	16			2	32		
Lecture with by arrangement	1 unit	1	16			1	16	1	16
Lab all by arrangement	1 unit					3	48		
Lecture with by arrangement	3 units	3	48			2	32	4	64
Lecture	1.5 units	1.5	24			2	32	1	16

SHORT COURSES

Short courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling short courses so that there is adequate time for students to complete homework assignments or by-arrangement laboratory assignments.

