INDIAN HILLS COMMUNITY COLLEGE
QUALITY FACULTY PLAN

Quality Faculty Plan Committee

The Indian Hills Community College (IHCC) Quality Faculty Plan Committee was established in September 2002 "to develop a plan for hiring and developing quality faculty" pursuant to the Iowa Administrative Code 281-24.5 (260C). Current IHCC Quality Faculty Plan Committee members include the following:

Carol Yochum-Faculty, Health Occupations
Heidi Peterson-Faculty, Arts and Sciences
Ken Moon-Faculty, Arts and Sciences
Jeff Henderson-Faculty, Advanced Technologies
Jan Swaby, Faculty, Arts and Sciences, Centerville
Ron Deal, Faculty, Career and Technical, Centerville
Daniel Terrian-Department Chair, Advanced Technologies
Joe Starcevich-Dean, Centerville Campus
Ann Aulwes-Dean, Health Occupations
Mary Stewart-Associate Dean, Academic Services
Michael Philipsen-Program Director, Arts and Sciences
Sue Culbertson-Dean, Human Resources
Marlene Sprouse-Vice President, Academic Affairs

Implementation Schedule

Quality Faculty Plan Committee Established	September 2002
Quality Faculty Plan Committee Met to Begin Process	October 2002
Quality Faculty Plan Committee Completed Internal and External Scans to Assess Needs	November 2002
Quality Faculty Plan Committee Approved Plan for Presentation To the Board of Trustees	March 2003
Quality Faculty Plan Approved by the IHCC Board of Trustees	April 14, 2003
Quality Faculty Plan Committee Develop Procedures For Implementation and Maintaining Records	May 2003
Quality Faculty Plan Explained to Faculty	June-September 2003
Quality Faculty Plan Implementation	2003-2004
Quality Faculty Plan Reviewed	April 2004
Quality Faculty Plan Reviewed and Revised	April 2009
Quality Faculty Plan Revisions Approved by IHCC Board of Trustees	June 2009
Quality Faculty Plan Reviewed Annually	

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Purpose

To create and maintain a highly-qualified, highly-skilled, student-centered faculty at Indian Hills Community College.

Beliefs

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

Compliance with Faculty Accreditation Standards

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

Quality Faculty Competencies

Each faculty member will achieve and maintain the following competencies.

Instructional Competencies

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

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

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

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

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

Technology Related to Learning
The instructor uses appropriate technology in the planning, delivery and assessment of instruction.

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

College Culture/Personal Development Competencies

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

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

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

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

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

Ethics
The instructor conducts himself or herself in a manner which reflects ethical principles encompassing the diversity of all people at Indian Hills Community College and within the community.

Orientation for New Faculty

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

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

Level 1 New Faculty Orientation

Faculty who are new to the teaching profession *and* those who are new to IHCC are required to participate in learning activities that address the following topics related to the IHCC Quality Faculty Competencies. Learning activities will be coordinated through the Academic Deans.

- Nature of community college students.
- Overview of the community college system and the Iowa Community College system.
- IHCC curriculum development and revision processes.
- IHCC Organizational governance and structures.
- IHCC faculty-related procedures.
- Customer service.
- Mandatory reporter.

Level 2 New Faculty Orientation

Faculty (who are under contract for at least half-time or more, including counselors and media specialists) who are new to the teaching profession are required to participate in learning activities that address the following topics related to the IHCC Quality Faculty

Competencies. Learning activities may include university courses, local courses, workshops, consortium courses, or Internet courses.

- Teaching-learning processes and methods of college teaching (including adult learning)
- Curriculum design
- Designing and implementing assessment and evaluation of student academic achievement

Timeline

New Faculty Orientation will begin within the first three months of employment and will be completed within the first three years of employment.

Continuing Professional Development

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

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

Instruction: Forty Contact (Clock) Hours Every Three Years

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

- University courses
- Local courses
- Workshops
- Consortium courses

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

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

- Adult and diverse learners
- Teaching methodology
- Content specific information
- Issues in education
- Assessment practices
- Evaluation
- Non-traditional students
- Minority students
- Critical thinking strategies
- Designing learning goals
- Curriculum development
- Instructional technology
- Students with disabilities

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

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

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

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

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

Procedures for Record Keeping

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

Approval Process

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

- Obtain a Professional Development Authorization form (from department office or the Human Resources online forms location). Authorization should be obtained prior to activity in order to avoid possible denial.
- Provide copy of brochure, program, etc. of activity if available.
- Provide proof of sponsoring agency/business/institution.
- Provide proof of contact hours after finishing the activity.
- Provide proof of successful completion of activity (certificate, transcript, grade slip, etc.).

Appeal Process

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

- Review the activity approval process. Determine if QFP approval process was followed and all documentation was submitted.
- If the approval process was met and the activity was denied based on merit by a dean and or the Chief Academic Officer, then
    - Discuss with the dean the reasons for the denial.
    - Discuss with the dean and the Chief Academic Officer the reasons for the denial.
    - If you believe the activity has merit toward your QFP, then you may request a meeting with the Quality Faculty Plan Appeals sub-committee to discuss the activity's merit. Make this request to the Dean of Human Resources.

Professional Development Requirements for Adjunct Faculty

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

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

Adjunct Orientation

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

Adjunct Continued Professional Development

- Required annually (August 1-July 31)
- A minimum of 4 hours of instructional development (approved by division dean)
- Topics for learning experiences for adjunct faculty may include but are not limited to the following:

  - Adult and diverse learners
  - Teaching methodology
  - Content specific information
  - Issues in education
  - Assessment practices
  - Evaluation
  - Non-traditional students
  - Minority students
  - Critical thinking strategies
  - Designing learning goals
  - Curriculum development
  - Instructional technology
  - Students with disabilities

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