

FACULTY INSTRUCTIONAL MANUAL

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FACULTY INSTRUCTION MANUAL

SECTION I: INTRODUCTION

This manual has been developed to provide you with information related to instructional policies and procedures at Kalamazoo Valley. It is not intended to be a comprehensive listing of all rules and regulations that may apply to your teaching at this Institution. Whenever questions arise concerning instruction, contact your instructional dean or department chair.

This manual replaces all prior editions relating to instruction. It may not be reproduced in whole or part without the written consent of the appropriate cabinet member.

If any provision or application of this manual is found to be contrary to law, such provision or application shall be considered invalid except to the extent permitted by law.

Several references to [Cabinet Member Operating Policies](#) (CMOPs) can be found throughout this manual. Cabinet Member Operating Policies were developed in conformance with the Institution's [Board Policies](#) (BP's) and governance process. The CMOPs further define the limitations, expectations, and regulations for the day-to-day operations of Kalamazoo Valley Community College. As such, every member of the college community is responsible for compliance with these policies as they pertain to our everyday working conditions.

Where possible, links to CMOP's and other college policies and procedures are provided.

[Kalamazoo Valley Community College Mission](#)

[Kalamazoo Valley Community College Vision](#)

[Kalamazoo Valley Community College](#)

[Enhancing Student Learning at Kalamazoo Valley](#)

Various facilities, libraries and resources may be used to enhance student learning at Kalamazoo Valley. Consider the possibilities: the Student Commons, Wellness and Fitness Center, natural areas at the Texas Township Campus, the Kalamazoo Valley Museum and other cultural institutions are available. These resources and others may fit your course objectives and introduce variety and excitement into the student experience.

Talk to your chair or instructional dean to find out how to contact people and make arrangements.

[General Education at Kalamazoo Valley](#)

Definition

General education at Kalamazoo Valley Community College has as its fundamental purpose the development and integration of every student's knowledge, skills, attitudes, and experiences so that the student can engage effectively in a lifelong process of inquiry and decision-making. It provides students the opportunity to acquire the knowledge, skills, and attitudes each will need to have a more satisfactory life and to function as a more effective citizen of the world.

As we define general education, our concern is with its fundamental purpose. The Institutional Learning Outcomes which explore and serve that basic function follow below. The outcomes serve as the basis for determining any curriculum required of all students and serve as benchmarks for individual course content in such a required curriculum and in the entire general education program.

Such an education is “general” because its outcomes are applicable to every student, whatever that student’s career and personal objectives. This does not imply that the curriculum and learning experiences must be the same for all. Variety still remains the spice of life. The individual approaches it from his or her own social and educational background, previous experiences, and personal ambitions. Yet there are fundamental commonalities that are stated in the Institutional Learning Outcomes. It is essential that these outcomes are understood as broad, desirable outcomes. More specific objectives determining to what degree each of these goals should be achieved fall within the realm of particular courses or learning experiences as they are interpreted by the instructor.

Institutional Learning Outcomes and Definitions:

- Effective written and oral communication – Conveys thoughts or concepts in written and oral form to meet a particular purpose and audience, and revises a well-developed final product in standard American English with borrowed materials properly credited.
- Ability to think critically and to solve problems – Recognizes, defines, analyzes, evaluates, and interprets information to solve problems, draw logical conclusions, and develop alternative solutions for strategies.
- Ability to work in groups – Demonstrates interpersonal skills and effectively collaborates with other people to achieve a common purpose.
- Information, numeric, and technology literacy – Accesses, evaluates, utilizes, and analyzes various sources of information from text, data, charts, and graphs. Performs numeric computations, and analyzes and interprets the results. Effectively utilizes technology in completion of tasks.
- A highly developed sense of ethics – Recognizes the importance of ethical implications of decisions with respect to society, community, and professional and personal interactions.
- Respect for diversity – Appreciates the rich and varied cultural backgrounds of fellow students and the global community, and treats all people with respect.
- A global perspective – Understands the variety of historical, geographical, political, economic, and socio-cultural forces. Has an awareness of the interconnection of nations.
- Strong personal management skills – Utilizes resources and budgets time effectively to meet deadlines and achieve goals.



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SECTION II: GUIDELINES, PROCEDURES, POLICIES

Animals on Campus

No animals are permitted on campus, with the exception of service animals. In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and state law to the extent that it is not inconsistent with federal law, Kalamazoo Valley seeks to accommodate persons with disabilities who require the assistance of a service animal. All other exceptions must be authorized by Public Safety.

Children on Campus (CMOP 3080)

To preserve the academic atmosphere of the College and in order to not disrupt the teaching/learning activities associated with the College, children under the age of 16 ("children") are not permitted on college property unless: (a) accompanied and supervised at all times by an adult; or (b) enrolled in a Kalamazoo Valley sponsored or sanctioned class or program. See specific policy for additional details.

Communications (CMOP 4020)

Kalamazoo Valley Community College is committed to providing accurate and consistent communications and meets all legal requirements and exercises sound risk management when communicating with external parties. See specific policy for additional details.

Drug-Free Workplace

Kalamazoo Valley Community College prohibits the unlawful possession, use, distribution, dispensing, or manufacturing of illicit drugs or other substances and alcoholic beverages, as such terms are defined by law, on college property and at any college function or activity on or off the campus. Employees in violation of this policy are subject to disciplinary action which may include participation in a rehabilitation/treatment program and/or suspension and/or termination of employment. Employees will be referred to the appropriate authorities for prosecution.

Harassment (CMOP 4030)

The Institution is committed to providing employees and students with an environment that is safe, comfortable and productive. Harassment, in any form based on race, national origin, age, color, sex, religion, marital status, height, weight, disability, or any other legally protected characteristic will not be tolerated. See specific policy for additional details.



Inclement Weather, Operations During

When the decision has been made by the appropriate administrative officer to close the Institution during periods of inclement weather or for any other reason, an announcement will be made to the media. There will be three (3) different announcements. Radio, TV stations, and websites (such as WWMT and MLIVE) will be asked to include the announcement in their cancellation of events announcements during the day. Kalamazoo Valley will also send out a Rave message via text.

1. Announcement: "The Institution is closed."

Application: No employees or students are expected to report with the exception of designated personnel, who shall report as scheduled.

2. Announcement: "The Institution is closed until _____."

Application: No employees or students are expected to report prior to the designated time, with the exception of designated personnel, who shall report as scheduled.

3. Announcement: "The Institution will close after _____."

Application: No employees or students are expected to report after the hours stated, with the exception of designated personnel, who shall report as scheduled.

Off campus classes and other activities may or may not meet, depending upon the situation in a particular area, or special assignments determined in advance.

The following stations will be called and asked to make announcements:

Television

WGVU	Channel 35
WOOD	Channel 8
WOTV	Channel 41
WWMT	Channel 3
WXMI	Channel 17
WZZM	Channel 13

Radio Groups

WAYG	89.9 FM	WTKG	1230 AM
WLAV	96.9 FM	WTRV	100.5 FM
WBBL	1340 AM	WRKR	107.7 FM
WBCT	93.7 FM	WSNX	104.5 FM
WBFX	101.3 FM	WJNZ	1140 AM
WCSG	91.3 FM	WJQK	99.3 FM
WDSS	1680 AM	WKFR	103 FM
WFGR	98.7 FM	WKLQ	94.5 FM
WGRD	97.9 FM	WKMI	1360 FM
WGVU	1480 AM/88.5 FM	WKZO	590 AM
WQSN	1660 AM	WLHT	95.7 FM
WQXC	101 FM-AM	WMK	102.1 FM
WQLR	106.5 FM	WVTI	96.1 FM
WNWZ	1410 AM		
WODJ	107.3 FM		
WOOD	105.7 FM		

We are also part of the "GRAIL" network, a service that notifies all Grand Rapids stations of closings.

If you are in doubt about weather factors, and wish to inquire about the status of the Institution during inclement weather conditions, dial **269.488.4750**. This number will have direct information about whether the Institution is open or closed due to weather conditions.

Kalamazoo Valley Community College provides students and staff an opportunity to subscribe to our emergency text messaging service. Text messages will be sent to subscribers in times of emergency, e.g. closing of facilities because of weather conditions, power outage, or in the event of a class cancellation due to faculty illness. For additional information on receiving text messages, log into My Valley and click on "text message signup."

Severe Weather Emergency Response Program Introduction:

Typically, Southwestern Michigan is placed under severe thunderstorm warnings and/or tornado watches by the National Weather Service several times each spring and summer. As such, it is a responsibility as well as in the Institution's best interest to develop and implement emergency plans in the event of severe weather.

With this in mind, Institution employees are requested to remain alert to possible changes in weather conditions when a severe thunderstorm warning or a tornado watch is issued for the area where their facility is located.

Immediate action is usually not necessary when a severe thunderstorm warning or a tornado watch is issued. However, it is important to be alert to the potential of rapidly changing weather conditions. Therefore, employees should secure their work area, and remain in the immediate vicinity, if possible, and be prepared to move to a shelter area should the watch be upgraded to a tornado warning.

Tornado Warning Evacuation Procedures:

Texas Township Campus, Arcadia Commons Campus, Bronson Healthy Living Campus, and the Groves Campus

In the event of a tornado sighting or a tornado warning, from the National Weather Service, an emergency announcement will be activated throughout the building. Occupants should:

- Go directly to a designated shelter area. All designated shelter areas have a yellow sign on the outside and inside of the door. Shelters are marked on posted campus maps.
- Point out the nearest emergency shelter(s) to all students and visitors.
- Secure room(s) and stay away from all glass.

[Inclusivity \(CMOP 4080\)](#)

Kalamazoo Valley Community College believes that inclusivity encompasses, but is not limited to, race, religion, color, gender, weight, height, marital status, veteran status, disability, national origin, handicap, gender identification, sexual orientation, age, political affiliation, economic circumstance, physical or mental ability, physical or mental characteristic, or philosophy in its programs, services, or activities. See specific policy for additional details.

[Copyright Compliance \(CMOP 5020\)](#)

Kalamazoo Valley Community College is committed to adhering to all applicable laws regarding intellectual property. See specific policy for additional details.

[Legal Authorities, Requests from](#)

If you are requested by a legal authority to identify a student or excuse a student from class, refer the authority to Public Safety without further action or involvement.

If you are issued a subpoena related to your employment at the Institution, notify your instructional dean immediately. If you are issued a subpoena related to a student, notify the Director of Admissions, Registration, & Records or designee immediately.

Medical and Public Safety Emergency Information

Medical

The college does not maintain on-site medical personnel. As such, the college assumes no responsibility for the provision of necessary medical services should an event or occurrence arise requiring medical services. In the event of an occurrence which may require medical assistance, please contact Public Safety at x4911 or 269.488.4575.

Public Safety

To contact Kalamazoo Valley Public Safety:

- Public Safety can be contacted 24/7.
- Red (interior) and blue (exterior) emergency phones are strategically located throughout all of the campuses.
- Call 269.488.4575 (4575) or 269-488-4911 (4911) to contact Kalamazoo Valley Public Safety,
- In an emergency 911 may also be used to contact local law enforcement.

Emergency Announcements

In all campus buildings, VOICE and FLASHING LIGHT INDICATORS announce FIRE AND SEVERE WEATHER EMERGENCIES. Cards showing evacuation routes as well as all safety devices are posted in every classroom and laboratory. (If cards are missing, please notify the Public Safety Office at x4575 or if off-campus 269.488.4575.)

Health and Safety: Kalamazoo Valley and You

There are a number of safety and health issues that you may encounter as an employee of Kalamazoo Valley Community College. While the institution attempts to conduct business in a safe, healthful, and environmentally responsible manner at all times, if a problem or condition arises, please contact the Public Safety Office at x4575 or if off-campus 269.488.4575.

VOICE and FLASHING LIGHT INDICATORS announce FIRE AND SEVERE WEATHER EMERGENCIES.

Cards showing evacuation routes (as well as all safety devices) are posted in every classroom and laboratory. (If cards are missing, please notify the Public Safety Office at x4575 or if off-campus 269.488.4575.)

Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are strategically located throughout all campuses. Locations are indicated on posted campus maps.

Handling Hazardous Materials

MIOSHA (Michigan Occupational Safety and Health Act) and OSHA (Federal Occupational Safety and Health Administration) adopted the Hazard Communication Standard called the Employee Right-To-Know law in the mid-1980s. This standard ensures that chemicals produced, imported, or distributed by chemical manufacturers are evaluated for their potential hazardous effects and the information concerning these hazards is communicated to employers. Employers are then to notify their employees who are using, or may come into contact with, these chemicals in the workplace.

Kalamazoo Valley Community College has established a written Hazardous Waste Management and Recycling Program based upon this standard in order to advise employees of the potential health hazards of the chemicals in their workplace. Copies can be obtained upon request from Public Safety.

Safety Data Sheets (SDS) covering the hazardous chemicals and/or products used in specific programs, functions, and laboratories are maintained in the Public Safety Office, Room 5120, at the Texas Township Campus and in each site area where chemicals are maintained.

All purchase requisitions for chemicals (hand sanitizers, cleaners, common use chemicals, etc.) shall be accompanied with a SDS sheet.

If you have questions or concerns regarding the Institution's Hazard Communication Program, contact the Public Safety Office at the Texas Township Campus, 269.488.4575.

Off-campus Use of Equipment

Equipment owned by the Institution may not be removed from the campus for private use. In the event a faculty or staff member has need for Institution-owned equipment in an off-campus setting, the person desiring to use the equipment must obtain specific authorization from the Business Manager, or designee.

Service Learning

When service learning is required as part of your class assignments, you should keep in mind risks involved. To minimize your and Kalamazoo Valley's liability, please keep the following in mind.

1. If possible, the locations for the service learning should be general, rather than specific.
2. When service learning needs to take place at a specific location, such as the Red Cross, we need to verify that our students are covered under their liability insurance. Please contact the vice president for finance & business to verify coverage. An instructor should initially coordinate student activities with an agency, supervise the activities, and assess their value in service learning.
3. Service learning should take place at organizations, rather than private homes.
4. Service learning requirements need to be approved by your instructional dean.

Smoking and/or Use of Tobacco Products

Smoking (including use of e-cigarettes) and/or the use of all tobacco products is banned on College property, with the exception of use in private vehicles.

Social Security Number Privacy Rights (CMOP 4100)

In accordance with state and federal law, Kalamazoo Valley Community College prohibits the unlawful disclosure of social security numbers. However, it may be necessary for the College to use social security numbers for business purposes. See specific policy for additional details.

Workplace Threats and Violence (CMOP 4070)

Kalamazoo Valley Community College is committed to providing staff, students and visitors with a safe and secure environment. Any threats, threatening behavior or acts of violence against employees, visitors, students or other individuals by any person on Kalamazoo Valley Community College property will not be tolerated. See specific policy for additional details.

Use of Facilities (CMOP 2070)

Kalamazoo Valley Community College encourages the efficient use and management of its facilities and is committed to the following three broad purposes, in priority order, for its use: Instruction; Partnerships with community organizations; and Efficient use of underutilized institutional facilities through rental. See specific policy for additional details.

Weapons Restrictions (CMOP 4090)

In that the Board of Trustees desires to protect the health, safety and welfare of students, employees and visitors on the campuses and facilities owned and operated by Kalamazoo Valley Community College and believes that educational purposes are best served in a safe and secure environment, it is

the policy of the College to prohibit the possession/carrying, storing, making, delivering, transporting or use of a weapon or facsimile weapon in any setting that is under the control and supervision of the College. See specific policy for additional details.

SECTION III: STUDENTS, CLASSROOM, CLASS WORK

The Student at Kalamazoo Valley

Our students vary in age, ethnicity, race, religion, cultural, and academic backgrounds. They enroll in our classes for a variety of purposes, including the upgrading of skills to maintain current employment, retraining or preparation for a whole new career, or personal growth and enrichment.

In particular, the mature adult student returning to school, perhaps after a long absence, can present a special challenge to the community college instructor. You can better serve these individuals if you are aware of the following adult student characteristics.

1. They possess great respect for higher education and its benefits.
2. They wish to be recognized as peers of the faculty in every respect, except that of knowledge of subject matter.
3. Many have not had direct contact with formal education for a number of years.
4. Those returning to education after such a time lapse may be apprehensive about the wisdom of their decision.
5. They appreciate your efforts to make a course interesting and informative.
6. As frequently as is practical, they need and should have some assurance of success.
7. Many of them want to know you as a person as well as a teacher.
8. They want to know as clearly and explicitly as possible what is expected of them and what they can expect of you.
9. The adult student often has a wealth of experience readily related to the instruction being offered.
10. The reasons adults return to the classroom are more apt to be goal oriented than merely founded on a desire for education for its own sake.

Student Success Services

There are a number of programs and services in place to support student success. Staff members look forward to visiting the classrooms and working closely with students and faculty. To request a classroom visit, please visit www.kvcc.edu/myvalley/sscvisit.php

Programs and services include:

- **Advising and Counseling:** Assists with pathway advising, course selection, career exploration and planning as well as personal counseling needs.
- **Brother2Brother:** Male students looking to network with other students and successful males from within the community are encouraged to become part of the B2B program. The program includes mentoring, leadership development, career exploration, strengths and talent identification, peer support, tutoring, workshops and chill nights.
- **Student Employment Services:** Offers assistance with resume writing, cover letters, interviewing, job shadowing and employment opportunities. Collaborate with local employers for campus recruiting and pathway specific career information.
- **Kalamazoo Promise Services:** Offers academic and student support to Kalamazoo Promise eligible students. A Kalamazoo Promise coach will assist students in successfully completing their academic goals at Kalamazoo Valley. Students can schedule recurring appointments to stay updated on their academic progress to ensure goal completion.
- **Learning Center:** Offers a variety of services to enhance student learning. Individual and small group tutoring are available as well as course-specific study groups and workshops. Tutors are available in writing, math, science, foreign language, and business.
- **Life Resources:** Links students with college and community resources to enrich their college experience and to find solutions to non-academic needs relating to housing, transportation, personal finance, time management, nutrition and health.
- **Multicultural Services:** Designed to assist underrepresented students in their transition to Kalamazoo Valley by providing academic and educational support services. Multicultural Services

celebrates diversity by providing leadership opportunities, co-curricular activities that inform, educate, challenge and enhance students' development and global perspectives.

- **Office for Student Access:** In accordance with the Americans with Disabilities Act, the OSA provides academic accommodations and accessibility support primarily for students with disabilities. Services also include program advising, advocacy for students and faculty, as well as personal and crisis counseling.
- **Student Organizations and Activities:** Designed to complement the academic programs of Kalamazoo Valley, Student Organizations and Activities provide a broad range of activities to all enrolled students. With more than 20 student organizations on campus, including soccer club, Phi Theta Kappa, Association of Information Technology and Dance Club, students are encouraged to join an existing organization or start one of their own. Fun and educational activities include Cougar Kick Off, visiting authors and speakers and financial and personal well-being workshops.
- **Student Strengths Development:** Uses the Gallup StrengthsQuest tool to help students discover their "Top Five" strengths and apply those strengths in academics, career planning and personal goal setting. Grounded in Positive Psychology, it has helped more than a million people at more than 800 schools and universities achieve academic, career and personal success.
- **Testing Center:** Administers a variety of tests in a comfortable and secure environment with flexible hours. Services include paper and online tests for Valley courses (at the discretion of the course instructor), placement testing, CLEP and DSST testing for college credit, and other professional certifications.
- **Transfer Resource Services:** Provides information, referrals and campus tours to assist students in successfully transferring to Michigan colleges and universities after completing their education at Kalamazoo Valley. Other services offered include: transfer workshops, on-site admissions and referrals to contact people on other campuses poised to help.
- **Veteran Services:** Serves as the central point of contact for students who have served, or are actively serving in the U.S. Armed Forces. Facilitates access to college and community resources as well as a students' transition to Kalamazoo Valley Community College.

Programs and services vary by campus. Call 269.488.4040 or email success@kvcc.edu for more information. TTC 9300/Faculty Office Wing; AWH 109; CAH 211

- Additional programs and services available from Academic Services include: Apprenticeships, Prior Learning Assessment, Student Internships, Learning Center, and Testing Services.

Early Alert (Counselor Connection)

It is a goal at Kalamazoo Valley Community College to provide every opportunity for students to succeed in the courses they have selected.

The Early Alert (Counselor Connection) academic alert system is a means for faculty members to refer students who are having trouble in class to the Student Success Services. It is designed to help students when their academic progress is not where you would expect it to be at this point in the semester. To make an Early Alert (Counselor Connection) request for a student, select Early Alert next to the student's name in your class roster list. Student Success Services or Early College staff will contact these students in an effort to provide the assistance needed to succeed. It is recommended that faculty contact students first prior to making an Early Alert request.

Faculty can review the results of the intervention for a particular student or group of students by going back to the Early Alert (Counselor Connection).

Supporting Active Duty, Reservists and National Guard

Some students may be on Active Duty, Reservists, and National Guardsmen, and they may still be participating in drills on the weekend or have the potential to deploy. Drill involves a commitment of a weekend every month, as well as two weeks at some point during the year. This could intensify if a service member is scheduled to deploy.

Kalamazoo Valley's policy pertaining to deployment:

"Students who are called to Active Duty during a semester in which they are enrolled can request a 100% refund of their Kalamazoo Valley tuition if they provide their activation papers to the Office of Admissions, Registration and Records at the time of withdrawal. The bookstore will also refund 100% of the cost of their books. Some instructors choose to refer to this in their syllabus. For example:

"Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, etc.) are encouraged to communicate these, in advance if possible. Should you be activated to duty during the semester, please contact me and submit your Activation Papers to Admissions, Records and Registration for processing."

Challenges Veterans May Face in Adjusting to the Classroom

Transitions can be a challenge, and the transition from the military to the classroom is no exception. Adjustment difficulties may be amplified if a service member or veteran is transitioning to civilian life after one or several deployments. For information about some of the common adjustment issues, along with tips and suggestions for how to assist, please consult the VA Campus Toolkit, found at:

http://www.mentalhealth.va.gov/studentveteran/docs/ed_issuesinClassroom.html

Kalamazoo Valley offers many services for student veterans and service members yet many students remain unaware of such resources. If you have questions about these available services, or if you would like to assist a student veteran in getting connected, contact: veteran services coordinator, SSS room 4360, 269.488.4817. www.kvcc.edu/veterans

Acceptable Use Policy for the Internet and the Kalamazoo Valley Computer Network (CMOP 5010)

Kalamazoo Valley Community College has made available to its students, faculty, staff and administrators certain electronic technology. This policy is applicable to any member of the Kalamazoo Valley community, whether at a Kalamazoo Valley facility or elsewhere, and refers to all electronic technology resources, whether networked, stand-alone or shared (collectively referred to herein as "computer systems"). The use of Kalamazoo Valley's computer systems is a privilege and must fall within acceptable use as outlined in this policy. See specific policy for additional details.

Managing Disruptive Behavior in the Classroom

Do you have students in class who do the following? Text message friends or talk on cell phones? Sidebar conversation with classmates? Interrupt discussions or make inappropriate remarks? Write or mention ideas that cause concern for their mental state? Repeatedly arrive late or leave early?

If you consider any of these behaviors disruptive, you have the right to address such behavior. Disruptive classroom behavior should not be tolerated and may become a detriment to the learning environment for all if it is ignored.

Preventive Measures Faculty Can Take

- Include specific expectations for, and consequences of, student behavior (e.g., no cell phones, no tardiness, etc.) during first day introduction and in your course syllabus/outline.
- Use the first class meeting to review what is and isn't appropriate.
- Confer with your colleagues on ways they prevent or respond to disruptive behavior.

- Model the behavior you expect of students.
- Become familiar with the Faculty Instructional Manual and in the Student Handbook (the section headed Prohibited Conduct Rules and Regulations.)

Steps for Responding to Disruptive Behavior

- Immediately ask the student to stop the behavior.
- Speak with the student privately after class about his/her conduct.

Document in writing the situation and your actions to the Student Relations Coordinator, Russ Panico, by completing the web-based [Student Concern Referral Form](https://www.kvcc.edu/services/src/concernform/) found at <https://www.kvcc.edu/services/src/concernform/>.

- You must be logged in to your My Valley account in order to access and send the form.
- The Student Concern Form can be accessed by 3 options: Faculty Forms, Workplace links on My Valley main page, or the student relations coordinator page.
- Fill out the form completely.
- Be as detailed as possible in the description box.
- If the form is submitted correctly, you will receive a copy of it to your email. If you don't receive an email copy, something didn't work. Once the student relations coordinator receives and reviews this completed form, a confirmation email is also sent to you.
- When in doubt, contact Russ Panico, rpanico@kvcc.edu at x4393.

When Speaking Privately with the Student

- Be specific about the behavior that is disruptive.
- Explain the affect the behavior has on your ability to teach and the class's ability to learn.
- Address what you observe about the behavior, e.g., communicate your concern.
- Allow the student to respond and listen carefully to his or her words.
- Restate your expectations for the student's future behavior.
- It is your judgment whether to have a colleague, department chair, instructional dean, or student relations coordinator present during this conversation.

If Disruptive Behavior Continues

Some disruptive behavior simply reflects bad manners and a lack of consideration of others and may cease after one warning. If such conduct persists, in a future class, inform the student you will report the behavior to the student relations coordinator. The case may be treated as a violation of Kalamazoo Valley student behavior policies found in the Student Handbook. Behaving in disruptive ways in class and failing to comply with directions to stop are both prohibited conduct. Again inform the student relations coordinator and your respective department chair and/or instructional dean of the situation and your actions and complete the web-based Student Concern Referral Form (<https://www.kvcc.edu/services/src/concernform/>). The student relations coordinator will review the online referral and either resolve the matter or forward to the appropriate resource within the college for follow-up. This could mean a referral to your respective department chair, and/or instructional dean, and/or Public Safety. If you suspect the disruptive behavior could be the result of psychological problems, always contact the student relations coordinator for advice on how to respond and see: [A Faculty and Staff Guide to Working with Students in Distress](#).

Your Rights as a Faculty Member

You have the right to direct students to cease disruptive classroom behavior immediately. If it becomes necessary, you can direct a student to leave your classroom for the rest of the class period. If they fail to comply with your directives to leave the classroom, promptly report their failure to do so to Public Safety (x4575 all campuses), and ask to remove the student from your classroom. You can reach Public Safety in several ways: 1) Use the phone in the classroom which has a specific button for Public Safety. Push it and you will automatically be connected to Public Safety; 2) On the control panel for the

classroom computer, there is a yellow “Help” button. When you click on it, a second screen will appear. Push the Red Button and it will contact Public Safety identify in which room the button has been pressed. Depending on the severity of the situation, an option may be to dismiss the class.

Threatening or Alarming Behavior

Sometimes behavior is more than just thoughtless or rude. Signs of threatening/ alarming behaviors include:

- Using derogatory or profane language in an angry manner.
- Appearing hostile, aggressive, or violent.
- Escalating behavior (e.g., louder voice, faster speech, pacing).
- Making statements such as “If I don’t pass this course, someone will pay,” “I better graduate or else,” “I will take things into my own hands.”
- Speaking incoherently with unconnected thoughts, garbled speech, or under the influence. If the student’s behavior is alarming, escalating, or if you or others feel threatened:
- Contact Public Safety immediately at x4575 for all campuses identify yourself and your location, describe the behavior, and request assistance.
- To call Emergency dial x4911 for all campuses.
- Consider dismissing the class immediately.
- From an office, dial x4575 to reach Public Safety. Identify yourself and your location, describe the behavior, and request assistanc.
- Inform your department chair or instructional dean and complete the online Student Concern Referral Form. This online report can be found at the following address:
<https://www.kvcc.edu/myvalley/studentconcernform>.

**Information adapted from Grand Rapids Community College and Troy University’s Behavioral Intervention Team protocols.*

Removal of Students from Class

“The college prohibits acts that interfere with the basic purposes and processes of the academic community and the college, or deny the essential rights of other members of the college community. The use of force or violence or the threat of force or violence against any member or guest of the college community is prohibited. The willful disobedience of college officials or designated agents acting in the performance of their duties is prohibited.” Students are “expected to demonstrate the character and maturity required of responsible citizens. The college reserves the right to suspend or dismiss students for failure to conform to its rules and regulations or for conduct detrimental to the interest of others” (from 2017/2018 [Kalamazoo Valley Student Handbook](#)).

The primary responsibility for managing the classroom environment rests with the faculty members. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspension from a class or dismissal from the class on disciplinary/behavioral grounds must be preceded by a disciplinary conference or hearing with the student relations coordinator.

The term “prohibited...acts” would include behavior prohibited by the instructor (e.g. persistently speaking without being called upon, refusing to be seated, disrupting the class by leaving, entering the room without authorization, eating, and/or drinking in the classroom, etc.). Prohibited disruptive behavior is that which interferes with the conduct of the planned class activities for that class meeting, threatens the safety of any student or instructor, or inhibits other students from learning. It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The lawful expression of disagreement with the instructor is not in itself disruptive behavior.

An instructor may remove a student from a single class meeting for just cause if that cause is immediately made known to the student. If the student does not comply with the request to leave the class meeting, the instructor may contact public safety for assistance. The instructor will provide a

written notice of the incident to the student relations coordinator by completing and submitting the [Student Concerns Form](#) within two business days. The student should not return to class before meeting with the student relations coordinator or other appropriate person without instructor permission.

If the instructor feels that the student's behavior warrants removal for more than a single class meeting, the instructor should notify the student. If the instructor feels uncomfortable notifying the student the notification will be made by the student relations coordinator. This expectation and information regarding the student's misconduct must be communicated on the Student Concerns Form sent to the student relations coordinator. Within two (2) working days, the student relations coordinator will attempt to schedule a hearing with the instructor (as able), the instructional dean, and the student to explore and establish behavioral guidelines for the student's continuing participation in the class.

If the recommendation of the student relations coordinator following the hearing is for permanent classroom suspension the student relations coordinator will notify the student accordingly and prepare a report consisting of the statement of facts for the executive vice president for Instructional and student success services. In all cases, the instructor will be notified of action taken as a result of the hearing. In some instances FERPA regulations may prohibit specific details about any action taken from being shared with the instructor.

The student may appeal a disciplinary action that affects the student's status by following the college's appeal procedures.

Instructor Directed Withdrawal

An instructor may also initiate a student's removal from class for non-disciplinary reasons such as excessive absence or inadequate preparation, including published entering competencies stated in the course syllabus or class schedule, by using the Instructor Directed Student Withdrawal Form which is located in My Valley under Faculty Resources. This form is used when the student's excessive absence or inadequate preparation prevents achieving the learning objectives stated in the course syllabus and must be approved by the instructor's dean of instruction. In all cases, the instructor will inform the student of the action taken.

The Instructor Directed Student Withdrawal form is sent to the instructor's dean of instruction who will evaluate the situation and approve or deny the instructor's request for the student's removal. In all cases, the dean of instruction will inform the instructor of the action taken. If approved by the dean of instruction, a grade of "W" will be recorded for the student.

Please see Removal of Student from Class (above).

Sending E-Mail to Class Rosters

There are several ways to email all students in your course:

1. Use the email tools built into the class roster inside My Valley located in the top-left corner.
2. Add the "news forum" to your course in Moodle. This will appear as "Announcements."
3. You may send an email to select members of your class through Moodle. Limit your email to no more than six recipients: otherwise the message may not be sent.
 - a. Log into My Valley and select the "Moodle" icon associated with your course.
 - b. Under the Navigation block, spin down the "Participants" link, then spin down your name link and click on "messages".
 - c. Click the dropdown for "Message navigation" and select the course you wish to message students in.
 - d. Click the name of the student to message and fill in the Message area. Click the "Send Message" button.

ACADEMIC PROBATION POLICY

The Kalamazoo Valley Community College Academic Probation Policy is intended to ensure consistency and fairness and target student support in order to increase the opportunity for more KVCC students to attain their academic goals.

Satisfactory Academic Progress (SAP) is defined as meeting minimum academic standards to assure successful achievement of KVCC graduation requirements. To this end the following policy has been adopted.

Satisfactory Academic Progress/Academic Good Standing – Cumulative Grade Point Average (GPA) of 2.0 or greater.

Students must complete a minimum of 12-credit hours before being evaluated under this policy.

Academic Warning

- Cumulative GPA is less than 2.0.
- Students with less than a 2.0 GPA will be notified through their KVCC email, text message, pop-up screens when accessing the KVCC website, instructor notification, and 1st class mail.
- Students must meet with a counselor by the following dates and develop a shared Academic Improvement Plan:
 - Following the fall semester, the hold will go into effect on February 1st.
 - Following the winter semester, the hold will go into effect on June 1st.
 - Following the summer semester, the hold will go into effect on October 1st.
- Registration will be restricted to no more than twelve (12) credit-hours for the next enrolled semester and no online courses will be permitted.
- Students must attend and successfully complete a face-to-face TRS 105, College Success Strategies, course.
- At the discretion of the academic counselor TRS 105 can be waived and/or a substitute identified.
- Once a student has achieved an overall GPA of 2.0 or greater (not semester-based) the academic warning status will be lifted.

Academic Probation

- Academic Warning protocol has been met and the student's semester GPA is less than a 2.0 during this period.
- Students with less than a 2.0 GPA will be notified through their KVCC email, text message, pop-up screens when accessing the KVCC website, instructor notification, and 1st class mail.
- If a student does not achieve an overall semester GPA of 2.0 or greater further registration will be blocked until released only after meeting with the academic counselor.
- Registration is restricted to no more than nine (9) credit-hours for the next enrolled semester and no online courses will be permitted. Students requesting and/or required to register for more than nine (9) credit hours will need to make an appeal to the Executive VP for Instruction and Student Success Service.
- Students must attend and successfully complete an *Academic Basic Training (ABT)* workshop (note – this workshop is non-credit). At the discretion of the academic counselor the *Academic Basic Training (ABT)* workshop can be waived and/or a substitute identified.
- Once a student has achieved a semester-based GPA of 2.0 or greater the academic probation status will be lifted and the student will be moved to an academic warning status

Academic Dismissal

- Academic Probation protocol has been met and the student's semester GPA during the Academic Probation status is less than a 2.0.
- Students with less than a 2.0 GPA will be notified through their KVCC email, text message, pop-up screens when accessing the KVCC website, instructor notification, and 1st class mail.
- Students meeting academic dismissal criteria will be dismissed at the end of the semester after grades have been posted.
- Students must meet with an academic counselor and review/revise their AIP and establish alternative success strategies.
- A hold will be placed on the student's account until the student meets with the academic counselor. In all cases the student will be dismissed in the semester following academic dismissal (fall, winter, or summer).
- Once permitted to return to the college the student will remain on Dismissal Reinstatement and must demonstrate consistent satisfactory progress to meet GPA requirements.
- Registration will be restricted to no more than six (6) credit-hours for the next allowed enrollment semester and no online courses will be permitted.
- Continued failure to meet SAP may place the student at risk of progressive dismissal from the college.
- Upon return and once a student has achieved a semester-based GPA of 2.0 or greater, the student will be moved to academic probation status.

NOTES:

A student may appeal at any point in the process. The initial appeal will be made in writing to the Advising/Counseling Office. A review board will be established to address academic appeals related to this policy.

Student Academic Dishonesty

Students are required to be honest and forthright in their academic endeavors, and failure to do so constitutes academic dishonesty and is a violation of College policy. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the learning process. Academic integrity is the foundation of college success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career. Academic dishonesty not only cheats the student of valuable learning experiences, but also can result in a failing grade on assignments, a failing grade in a course, or even expulsion from the college for the student.

The instructor is responsible for dealing with academic dishonesty or cheating in his/her classes. Make certain that your policies relative to academic dishonesty are clearly stated in the class assignment schedule that is made available to each student at the first class session.* It is important that you educate your students about academic dishonesty and plagiarism. It is especially important that students learn the meaning of plagiarism since they may not have encountered a rigorous application of standards.

*Many faculty members make the class assignment schedule available on-line and do not handout a hard copy to students. If you are using Moodle and anticipate making changes to the schedule or policies on Moodle in lieu of issuing an updated Class Assignment Schedule (CAS.), indicate that on both your initial CAS and on Moodle.

Following are examples of various types of academic dishonesty. The list is not intended to be exhaustive.

Cheating - Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. It creates an unfair academic advantage or disadvantage for members of the academic community.

Examples:

1. Copying from another student's test paper, research paper, case write-up, lab report, homework assignment, or computer program, or allowing another student to copy ones work.
2. Communicating answers with another during an exam, or discussing with students in other sections, the content of exams, quizzes, or other information that the instructor does not want shared.
3. Unauthorized collaboration during a test or other course work with any other person and submitting a final work product as one's own work. This includes unauthorized collusion during an online test or other course work.
4. Using unauthorized materials during a test, i.e. notes, formula lists, notes written on the student's clothing, etc.
5. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments. This may include, but is not limited to, sources such as Spark Notes or obtaining instructor manuals or texts.
6. Inappropriate or unauthorized use of cell phones, PDA's, iPods, computers, calculators, or any other electronic device to complete an assignment or take exams.
7. Submitting the same work for two or more classes without the permission of all instructors involved.

Academic Misconduct - Academic misconduct is the intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test prior to or following its administration.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of a test prior to or following its administration.
2. Selling or giving away all or part of a test prior to or following its administration.
3. Unauthorized copying, photographing, obtaining or distributing all or any part of an assessment. Submitting someone else's work as one's own.
4. Bribing any person to obtain a test or any information about it prior to or following its administration.
5. Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process. This includes being an accessory to such an effort.

Fabrication - Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise completed by another.
5. Taking a test for someone else or permitting someone to take a test for you.
6. Manipulating photography to distort results, or deliberately transforming borrowed code or other material in order to disguise its origin.
7. Fabricating compilation or execution results, representing a program that did not compile properly as one that did, or one that did not execute properly as one that did.
8. Making up an interview or event and presenting it as truth, or inventing information in a laboratory exercise in an effort to deceive for academic credit.
9. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment.

The above examples are not intended to be fully exhaustive of all potential instances of academic dishonesty. Faculty and administrators may identify cases of academic dishonesty not herein contemplated.

Plagiarism

The following guidelines were developed and are recommended by a faculty committee for use by all instructors.

General Definition - Plagiarism is the unethical use of someone else's work in writing, speech, programming, art, photography, drawing, charting, or graphics without acknowledging that person's help. This may include, but is not limited to the following: downloading an essay from the internet; copying and pasting part of online resources into your own work; copying phrases, sentences or whole essays from other sources without proper citation; submitting a paper purchased from a research or term paper service; reproducing without proper citation any form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

PLEASE NOTE – *Some definitions or phrases were taken from the websites of Mott Community College, University of California Berkeley, DeAnza Community College, Michigan State University, Cornell University, and Grand Rapids Community College.*

Writing and Speaking - Obligation to reveal sources extends beyond the words of another and includes the use of facts, ideas, concepts, analyses, and special methods of organization that have been taken from another source.

Reporting of Academic Dishonesty

Plagiarism involving improper recognition of sources need only be discussed with the student. Instructors should not only apply appropriate consequences, but also take the opportunity to help students learn proper methods for presenting their work and the work of others.

- A Notification of Academic Dishonesty Form will be completed by the instructor who may be informed by the person discovering the academic dishonesty (e.g., testing center staff) (form is located in My Valley>Faculty Resources>Forms). The instructor will send the form to the appropriate dean.
- The Dean receiving the notification will inform the student of the charge by providing him/her with a copy of the Notification and any supporting materials.
- The student will have 24 hours/one business day after the notification to provide the Dean with any written materials, including a written statement, regarding the alleged dishonesty.
- The Dean will then forward the Notification and any material submitted by the student to the Executive Vice President for Instructional and Student Success Services.
- The Executive Vice President for Instructional and Student Success Services will determine (1) if, by a preponderance of the evidence the student has violated the academic dishonesty policy; (2) if such a violation is a first, second, or third offense for the student; and (3) the warranted penalty for the violation.
- Students must be notified in writing within 10 days of the plagiarism or academic dishonesty and the associated sanctions.
- The student's name will be recorded in a file maintained by the Executive Vice President for Instructional and Student Success Services who will return the original Academic Dishonesty Form and a copy of it to the instructor and send a copy of the form to the Director of Admissions, Registration & Records. The instructor will be notified if the offense warrants more than a 0.0 grade on the assignment.

The penalties assigned to improper methods of recognition of sources shall be determined by the individual instructor.

Consequences of Academic Dishonesty

The consequences for violations of this academic dishonesty policy shall be determined by the Executive Vice President for Instructional and Student Success Services based upon the individual facts and circumstances of the violation as well as the student's history of academic dishonesty, although the instructor may suggest a sanction for a first offense. Such consequences may include any of the following:

1. Retaking or resubmission of the exam, assignment, or other academic exercise.
2. Reduced credit or zero credit for the exam, assignment or other academic exercise.
3. Reduced credit or zero for the course.
4. Dismissal from the College.
5. Other appropriate sanctions.

The student will receive written notification of any sanction within ten (10) business days of the reporting of the offense. The student will not be allowed to withdraw from the course in which the offense occurred.

PLEASE NOTE:

Any student who disputes the charge of academic dishonesty or the sanction imposed may appeal to the Executive Vice President for Instructional and Student Success Services in accordance with the policy and procedures outlined in the Kalamazoo Valley Community College Student Handbook which is available online at <https://www.kvcc.edu/services/students/pdf/studenthandbook.pdf>.

Student Appeal (CMOP 6o6o)

Students who believe they have been treated unfairly by Kalamazoo Valley Community College have the right of appeal. See specific policy for additional details. The appeal process is also found in the Student Handbook.

Credit for Prior Learning

Prior learning credit will be coordinated through the Institution's Credit for Prior Learning Department. The office adheres to best practices in assessing prior learning as recommended by the Council for Adult and Experiential Learning (CAEL), and appropriate accrediting bodies. The prior learning coordinator, in collaboration with academic experts at Kalamazoo Valley, will provide consultation and resources for credit for prior learning. Departmental Examinations and Portfolio Assessments will be evaluated by subject matter expert faculty, and approved by the instructional dean from the appropriate discipline.

Only, documented, authenticated and demonstrated college-level learning (conceptual or theoretical as well as a practical understanding) will be assessed for credit. Credit will be awarded based on the method of prior learning demonstrated by the student.

Available Assessment Methods:

- Professional Certifications
- Non-Sponsored Collegiate Learning
- Departmental Proficiency Examinations
- Portfolio Assessments

Students may also receive credit, for identified and approved National Standardized Tests taken through CLEP and DANTEs (DSST) the Advanced Placement and International Baccalaureate Programs.

Student Eligibility:

- To be eligible for prior learning assessment a student must be currently enrolled at Kalamazoo Valley, and actively seeking a certificate or degree. Credit for prior learning is only available for courses which are in the students' current program of study.
- Before meeting with the prior learning coordinator the student must first meet with an academic counselor to establish a Program of Study and be advised on required courses.
- To obtain information on how to receive credit for prior learning the student must make an appointment with the Credit for Prior Learning office at 269.488.4873.

Meeting with the Credit for Prior Learning Office:

During the initial interview with the Credit for Prior Learning office, the coordinator will do the following:

- Explain the program and the prior learning options.
- Explore the experience of the candidate to determine college-level learning, and determine if their learning pertains to their Program of Study and specific required courses.
- Advise the student on appropriate options, and advise the student on transferability of the chosen option.

Following the interview, candidates should be able to determine which assessment method best fits their learning.

Choosing a Method:

Candidates choosing to receive credit using professional certifications, non-sponsored collegiate learning, departmental proficiency examinations, or National Standardized Tests: CLEP and/or DANTES (DSST) must complete the appropriate paperwork through the Credit for Prior Learning office.

A portfolio is a collection of documented information of accomplishments and experiences that have resulted in college-level learning. Portfolios demonstrate college-level learning related to specific course requirements and competencies. Candidates choosing to demonstrate learning through a portfolio assessment can expect the following:

- The student, in consultation with the credit for prior learning coordinator, will determine the appropriate discipline(s) and number(s) of credits for which to apply.
- The credit for prior learning coordinator will provide the student with a copy of the course syllabus, the portfolio will be developed around the syllabus learning objectives.
- Students are required to provide evidence to the evaluator that their knowledge and understanding of the course matches that of a student who completes the course with "C" grade or better.
- The student will submit a Prior Learning for Credit by Portfolio form when submitting a completed portfolio.
- The credit for prior learning coordinator will review the readiness of the portfolio before sending the portfolio to the instructional dean of the appropriate discipline, to assign a subject matter expert faculty to evaluate the learning demonstrated using an existing college standard. On occasion, the faculty member may require of the candidate further demonstration of learning, which may be assessed through performance tests, product assessment, interviews, and objective tests.
- Following the review of the portfolio and any assessment the faculty member may deem necessary, the instructor assigns a grade.
- The instructional dean then signs off on the faculty member's assessment before sending the portfolio and the grade back to the Credit for Prior Learning office.
- The Credit for Prior Learning office will sign off on the form and submit the form to the Admissions, Records and Registrations Office.

- If the candidate is successful in the assessment process, the request form with the assigned grade is scanned in the student's permanent record.
- The Admissions, Records and Registration Office record the grade, as with any other course that is completed, using course numbers.
- If the candidate is unsuccessful, it is documented in the student's BANNER record but not on their official transcript.
- The credit for prior learning coordinator will be responsible for documenting evidence of learning for any student seeking credit for prior learning in the student's BANNER record.

In most cases, the candidate can complete the prior learning process in one semester at Kalamazoo Valley.

Student Concerns About Courses or Faculty, Informal Process For Handling

This informal process does not take the place of the official "Student Appeal Process" adopted by the Board of Trustees and initiated by the executive vice president for Instructional and Student Success Services. Instead, it is an attempt to deal with a concern at the least threatening level. Often an initial, informal step allows for all concerned to have time to clarify and understand the situation in a more constructive manner so that a formal appeal may never need to take place. If the student is concerned about harassment or sexual harassment, however, there is no informal process; the student should be directed immediately to the vice president for Human Resources. Therefore, the process is as follows:

1. Inform students at the beginning of the course that you are interested in their feedback on the course. If they are having any difficulties or have any concerns about the course, urge them to see you about their difficulties or concerns. Share with them this informal process for student concerns.
2. If students feel they cannot discuss the concerns with you directly, they should contact the discipline coordinator or department chair of the area in which you are teaching. If you are the chair, the student should contact your instructional dean.
3. The chair or instructional dean will listen to the student's perceptions and attempt to resolve the issue. This may include referring the student to the counseling office. If the situation requires discussion with the student's instructor, the student's name will be used only with permission. This action should be completed within 10 days.
4. If no resolution of the concerns can be reached and the student wishes to take further action, he or she will be referred to the instructional dean. After speaking with both you and the student, the instructional dean will act on the matter within 10 days.
5. As an alternative to step four, students will be informed that they may initiate the formal student appeal process with the executive vice president for instructional and student success services. If a student shares a concern about another class with you, urge them to speak with their instructor. If they are uncomfortable with this, inform them that they should contact the faculty chair of the appropriate department.

Student Publications (CMOP 6o8o)

Kalamazoo Valley, as the publisher of student publications, bears the legal responsibility for the content of the publications and for all editorial freedom exercised by these publications. In the delegation of editorial responsibility to students, the Institution will provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose in an academic community. See specific policy for additional details.

All Student publications shall have a faculty advisor who shall serve in a consultative capacity within the spirit of these guidelines.

Privacy of Student Information (CMOP 6o4o)

Student record-keeping procedures of the Institution are based on state and federal laws, including but not limited to the Family Educational Rights and Privacy Act of 1974. See specific policy for additional details.

Crisis/intervention Assistance

Assistance is available from the counselors on campuses with emergency situations for referral or consultation regarding students considered to be in a crisis state or experiencing personal issues. Students can be escorted or a counselor can respond to the location of a student in crisis by calling the counseling office (X4040 (TTC), X7800 (ACC)). At the Bronson Healthy Living Campus escort the student to room 211 at the Culinary and Allied Health (CAH) building or call X3205 and request a counselor. In all circumstances, if a student needs immediate attention, please be sure to communicate that to the front desk. If a counselor is not available, contact Public Safety.

Student Rights and Responsibilities (CMOP 6090)

Kalamazoo Valley Community College has a strong belief in students and their ability to achieve their highest potential. The Institution's programs and activities are directed toward the development of the atmosphere and environment in which students can participate and contribute to the fullest extent possible in those developments which are important to their well-being as full participating members of the College community. See specific policy for additional details.

Official Notices to Students

From time to time, you will receive official notices to be read to students in class. Such notices will be kept to a minimum so that there will be the least possible intrusion upon instructional time. Please read notices to students only if approved by an administrator. Since the Institution does use this means of quick communication, you should read all such notices to students in each class at the next scheduled class meeting.

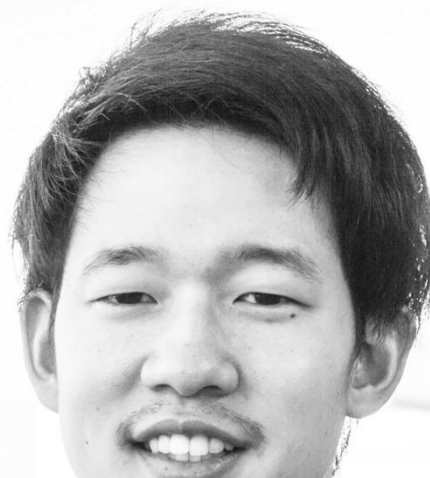
Student Handbook

The Kalamazoo Valley Community College [Student Handbook](#) was designed to acquaint the student with the many services and activities available to help students gain the full benefit from their college experience at Kalamazoo Valley.

Student Service Centers

Arcadia Commons Campus and Bronson Healthy Living Campus

The Arcadia Commons Campus Student Services Center is located just inside the front door of Anna Whitten Hall. Staff members there answer general questions regarding admissions, registration, financial aid, counseling, and serve as registration/pay station specialists. Students can have their applications and registrations processed, update their records, or order transcripts. They can pay for classes, seminars, special events, and rentals. They can also get a photo ID card, receive parking validation, or receive help in using the kiosk for information. For personal academic counseling and more specific financial aid information, students are referred to the ACC Student Services Office.



Texas Township Campus

The Student Services Center is located in the front lobby just inside the flagpole entrance next to the bookstore. Student Service Center employees can schedule appointments for students with specialists in various college offices, process applications, and print Kalamazoo Valley photo ID cards. Staff are also available to assist students in using the kiosks and web stations located in the lobbies.

SECTION IV: FACULTY

Absences: Full-Time Faculty

The procedure for full-time faculty absences is as follows:

1. You are expected to meet all scheduled classes and office hours, attend all required meetings, and carry out any contractual assignments.
2. Except in the case of personal illness or an emergency, submit a request in writing to be absent from classes or other assignments, including any alternative coverage to be provided to the appropriate instructional dean. If granted, these requests must be approved at least twenty-four (24) hours in advance of the absence.
3. In all instances when you will be absent from class, notify the class cancellation line, 269.488.4158 for the Texas Township Campus, Arcadia Commons Campus, and Bronson Healthy Living Campus classes as far in advance as possible of the first class or other commitment to be missed.
4. **For absences occurring during weekend classes**, call the appropriate Public Safety Office. For classes held at the Arcadia Commons Campus, Bronson Healthy Living Campus, and the Texas Township Campus call 269.488.4575.
5. If appropriate, the instructional dean (or designee) may arrange for another qualified person to substitute in your absence.
6. Report the leave using the appropriate form.

Absences: Adjunct Faculty

The procedure for Adjunct absences is as follows:

1. You are expected to meet all scheduled classes and office hours.
2. No Adjunct may cancel a class. The responsibility for canceling a class rests solely with the appropriate Administrator.
3. Except in the case of personal illness or emergency the Adjunct must submit a written request to the appropriate Administrator to be absent from class. Requests must be approved in writing at least twenty-four (24) hours in advance of the absence.
4. In all instances when you will be absent from class, the Adjunct must call the "class cancellation line" at 269.488.4158 for the TTC, ACC, and BHLC as far in advance as possible prior to the first class or commitment to be missed. The instructional dean or designee may arrange for another qualified person to substitute in the Adjunct's absence.
5. **For absences occurring during weekend classes**, call the Public Safety Office at 269.488.4575.
6. All substitutes must be arranged by, approved by, and processed through the appropriate Dean of Instruction.

See the Collective Bargaining Agreement between Kalamazoo Valley and the Kalamazoo Valley Federation of Teachers, Article XV, for specific details related to Adjunct absences.

Absence: Student

At the first session of each class, distribute to each student a copy of the class assignment schedule, which specifies your policies regarding attendance for the course. In determining these policies, observe the following guidelines:

1. Any policies related to attendance should be consistent with the learning objectives stated in the course syllabus.
2. Write clear and specific statements which indicate whether or not, how, and under what circumstances make-up assignments and/or examinations will be permitted, administered and graded.
3. When your students participate in college-approved events scheduled at times which conflict with class meetings, you should excuse them if they have given you proper notice. The students are still responsible for mastering the material presented and for meeting all objectives and assignments of the course. If your class assignment schedule is available to students prior to the issuance of the activity schedule, they should consult with you before deciding to participate in the activity.

4. Coaches, faculty advisors, and sponsors of college-approved activities should provide faculty members with schedules of events and lists of participating students through one or more of the following means; form letter sent directly to the faculty members or a letter to faculty members carried by students involved in the activity.
5. Faculty may access team rosters by going to <http://athletics.Kvcc.edu/>, clicking on the sport, and clicking on the appropriate year and roster.

Academic Regalia

Academic regalia is required for commencement; it may also be required for other formal Institution functions. When required for commencement, the cost of the regalia is the responsibility of the Institution. You are responsible for obtaining instructions and forms from Purchasing and providing size information to Purchasing by the deadline which is eight weeks before commencement. If you fail to comply with the instructions and/or deadline, you will be responsible for ordering and paying for your own regalia.

Attendance Monitoring (Electronic Class Attendance Reports or ECARS)

Federal Title IV Student Financial Aid regulations require program-eligible students to attend class. Attendance is defined as any action on the part of a student (after registration) that demonstrates pursuit of class. As defined by Academic Services at Kalamazoo Valley Community College, **as a minimum standard**, attendance is defined as **TWO** specific actions on the part of the student (after registration) that demonstrate pursuit of class. To be considered in attendance for ECARS, a Kalamazoo Valley student **at a minimum** must do **BOTH** of the following:

1. Attend at least one class session during the ECARS reporting period. For Web courses, the first requirement (attending one class session) is defined as logging into the course at least once and downloading the class assignment schedule.
2. Submit at least one assignment, quiz, or test as determined by the instructor.

To comply with these regulations, attendance information will be collected throughout the entire semester. It is the responsibility of faculty to collect this information. This information will enable the college to adjust financial aid awards to reflect actual attendance.

To this end, Electronic Class Attendance Reports (ECAR) will be used to report attendance information. ECARs are accessed through the Kalamazoo Valley My Valley. ECARs will be posted to appropriate faculty My Valley accounts in a timely manner to enable completion and submission by established due dates. Instructors will be notified through their Kalamazoo Valley email account when their ECAR is posted to My Valley. Semester-specific attendance processing information will be placed in faculty mail boxes as well as online through My Valley under Faculty Resources, ECAR link.

Electronic Class Attendance Reports are instructor specific and list all Federal Title IV student financial aid recipients enrolled by CRN. For each student listed on the ECAR, the instructor will select either yes, met class attendance standard or no, did not meet class attendance standard. Completed ECARs are submitted through My Valley by the established due date.

As part of the attendance monitoring procedure when a 0.00 grade is assigned, the student's last date of attendance must be recorded on the final grade roster.

To support class attendance, last date of attendance and grade information reported, instructors will keep records of all assignments, attendance, examinations, and grades for each student in a grade book. Electronic grade books for each part of term will be submitted online by the date grades are due. These records will be kept for a minimum of five years as required by federal regulations.

Last Date of Attendance (LDA)

When a Federal Title IV financial aid recipient completely withdraws from a course or courses at Kalamazoo Valley, the college is required by Federal Regulations to determine the amount of financial aid earned by the student during the enrollment period.

Withdrawals are classified as official or unofficial (dropouts). The date of an official withdrawal is recorded when the withdrawal is processed in Banner. To identify an unofficial withdrawal, Kalamazoo Valley reviews all 0.00, No Credit (NC) or Non-successful completion of non-credit courses (NS) grades assigned during the semester to determine the "Last Date of Attendance". The LDA will confirm the date of the student's unofficial withdrawal.

When entering grades on the Banner Grade Roster a field is provided to enter a date for each grade assigned during a semester. As this is a required field within Banner it is imperative that you enter a "Last Date of Attendance" on your Banner "Grade Roster" for each student that is assigned a grade of 0.00, NC or NS in order to submit.

If you have a student on your Grade Roster that never attended and did not appear on your ECAR, you will assign a grade of 0.00, use the first date of your course as the last date attended, and record a "0" in the Attend Hours column of your Grade Roster.

Reporting the LDA also applies to completion of the Grade Change Form when a grade of 0.00, NC or NS grade is assigned.

Online and Blended Course Strategy Definitions

Online: 100% of the coursework will be completed online. Students are not required to attend class on campus but can be required to take proctored exams at an approved testing center.

Blended: 40-60% of the coursework will be completed online. On campus attendance is required although face-to-face class time is reduced as a result of online classroom activities (e.g., laboratory strategies require on campus attendance while the lecture/discussion portion may be partially online). Campus attendance must be pre-determined and specifically stated and explained in the class schedule and in the class assignment schedule. In addition, students can be required to take proctored exams at an approved testing center.

NOTE: Online and blended courses cover the same material in the same depth as a face-to-face version of the same course and have been assessed by the department for content and rigor. The department and college have approved credit to be awarded for this teaching/learning strategy.

Authorization for Registration Exception (Formerly Permit to Enter)

All students must be registered prior to the first week of classes. Students enrolled when classes begin will be able to make necessary additions and adjustments to their class schedules during the first week of classes (the drop/add period). An adjustment may include a student requesting to enter one of your classes which was full when they attempted to register or is full as of the first day of class. In either instance, the student is required to have your signature on the "Authorization for Registration Exception" (A.R.E.) form before they will be allowed to register.

Please note: This form does not waive prerequisite requirements. If the student receiving this form is not already enrolled or they have not met the prerequisite, they will be denied entry into the course when they attempt to register.

The A.R.E. form is available online the first day of each semester. The form is only available on My Valley. To access: My Valley>Faculty Resources Section. Select the A.R.E. form link and print this form. The student fills in the information on the first part of the form and, if you agree to let the student into

your class, you sign on the “instructor signature” line. The student then takes the form to the Records, Registration and Admissions Office (TTC 9140) or the Front Office (AWH) to enroll.

The A.R.E. form will also be used to authorize a late registration for a student who has been attending your course, or to recommend a course transfer to place a student at their appropriate skill level. In these cases, the form must be signed by your instructional dean.

At TTC, a sign may be posted outside your office door telling students whether or not you are granting permission to enter a class. If you need a sign, see your instructional deans’ Administrative Assistant. Please fill out the necessary information (use a Vis-à-Vis pen) so that your students will receive your personal instructions.

It is your decision whether or not to allow the student to enter. Do keep in mind that there are a limited number of seats in each room, so avoid creating a situation in which there are not enough seats for students.

Note: A student may add your class – without your permission – during the Drop/Add period (the first week of class) provided there are available seats in the class, and the student has already been previously registered for this semester.

Copyright Compliance (CMOP 5020)

Kalamazoo Valley Community College is committed to adhering to all applicable laws regarding intellectual property. See specific policy for additional details.

Copyright and Fair Use

In addition to CMOP 5020, the following information is provided:

You are required by law to observe copyright protections associated with any material you use, in or out of the classroom. Only under certain “fair use” conditions may copyrighted works be used, displayed, or copied without payment to, or permission from, the copyright holder.

When does a copyright expire? It depends, because of changing copyright law, dates when works enter the public domain vary. For a detailed list of copyright terms, see the following chart created by Cornell University’s Senior Policy Advisor, Hirtle, Peter B. (2017). Copyright Term and the Public Domain in the United States. Retrieved from: https://copyright.cornell.edu/sites/default/files/2018-01/copyright_term_and_the_public_domain2018.pdf

What is fair use? Fair use protects the use of copyrighted material for a limited and/or transformative purpose. In most cases, fair use falls under the categories of teaching, criticism, parody, research, scholarship, and news reporting. Fair use is determined by four factors: purpose; nature; amount; and, effect.

Is my use fair use? There are many online tools that help you determine if your use is fair use, such as Columbia University’s “Fair Use Checklist”: <https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html>

What are the fair use guidelines for copying? Fair use dictates that copied materials for classroom distribution must meet standards of spontaneity and brevity. As such, materials should not be used over multiple semesters (spontaneity) and the amount used should be limited (brevity). All copies should be accompanied by a full citation and limited to one instructor copy and/or multiple copies for classroom use. For more detailed information on the definitions of spontaneity and brevity in regard to copyright law, see page six of The U.S. Copyright Office’s circular “Reproduction of Copyrighted Works for Educators and Librarians,” available at: <http://www.copyright.gov/circs/circ21.pdf>

What about making copies for coursepacks? Collecting materials for use in a coursepack is not spontaneous and always requires permission, even if the material will not be sold.

Can I show a commercial film in class? Yes; 17 U.S. Code § 110 (1) permits “the performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction.” This exception covers both classroom and Library viewing of copyright protected films.

Can I show a commercial film outside of class? Public performance rights (PPR) are required to show a film in a space that is open to the public. Some of the films in the Library’s collection were purchased with PPR. If you would like to show a particular title from the Library’s collection, check with Library staff to determine if we have purchased the PPR. If the Library does not have PPR for a particular title, the Library can request a one time performance license on your behalf (allow at least three weeks response time.)

What can I put on Moodle? Generally, you can post anything you have created (unless you have signed away your rights to the material), works in the public domain, links, and citations for electronic documents. Copies of electronic documents that meet fair use guidelines can also be uploaded to course management systems such as Moodle, as long as access is limited to students currently enrolled in a course. Whenever possible, provide links to electronic materials rather than electronic copies; linking is not considered copying and is less likely to be considered infringement. Another option is to direct students to materials by providing full citations along with instructions for accessing electronic materials available through Kalamazoo Valley Library’s databases.

What are the copyright restrictions for Instructor Reserves? The following items may not be placed on Instructor Reserve:

- Borrowed or rented items (ILL articles, books from another Library, movie rentals)
- Student work (without a student work release form)
- Off-air recordings of televised programs (more than 45 days after recording)
- Consumables (work books to be photocopied)
- Unauthorized duplications of audiovisual materials

Where can I find more information on copyright? Kalamazoo Valley librarians and library staff members are serious about copyright, fair use, plagiarism, and related issues. Unfortunately, they are not lawyers or copyright experts. The following bibliography is provided for further information.

Further Reading and Copyright Resources

Hirtle, Peter B. (2017). Copyright Term and the Public Domain in the United States. Retrieved from:

https://copyright.cornell.edu/sites/default/files/2018-01/copyright_term_and_the_public_domain2018.pdf

United States Copyright Office. (2008). *Copyright basics*. (Circular 1). Retrieved from

<http://www.copyright.gov/circs/circo1.pdf>

United States Copyright Office. (2009). *Reproduction of copyrighted works by educators and librarians*. (Circular 21). Retrieved from <http://www.copyright.gov/circs/circ21.pdf>

United States Copyright Office. (2010). *Fair use*. (Circular FL-102). Retrieved from

<http://www.copyright.gov/fls/fl102.html>

Intellectual Property Rights (CMOP 3050)

Kalamazoo Valley Community College recognizes that various instructional and/or administrative materials will be specially developed with varying degrees of participation by the Institution. Such materials could be, but are not limited to, slides, overhead transparencies, PowerPoint, photographs,

illustrations, graphs, charts, computer software, computer programs, graphics, video tapes, sound tapes, articles, books, courses, literary, musical or artistic compositions, digital images, inventions and processes created. See specific policy for additional details.

[Program Advisory Committees \(CMOP 1070\)](#)

To ensure that all of Kalamazoo Valley Community College's occupational and technical programs, including associate degrees, certificates, and certificates of achievement reflect current industry standards and changes in state and national requirements, all occupational and technical degree programs are required to establish a program advisory committee comprised of program specific business and community representatives. See specific policy for additional details.

[Preparing Your Class Assignment Schedule/Class Syllabus](#)

At the first class session, provide students in each section with written general course and methodology information. An electronic copy is to be submitted as follows:

- Login to your My Valley
- Go to Faculty Resources
- Select Class Roster
- Select Class Assignment Schedule Upload under the appropriate semester
- From this screen you may select your document
- Select upload

The schedule must be consistent with the current approved course syllabus and reflect full and effective use of assigned instructional periods and the designated strategies. No specific format is recommended; however, **the following information should be shared in writing with the class.** (See [Appendix for a Template](#))

1. Course Identification

The "Course Identification" includes: course number, title, credits, dates, and by whom prepared. If there is more than one class assignment schedule for the course during a semester, indicate so here. In addition, include the section (CRN) number and the name of the course instructor.

2. Instructor Identification

This part of the class assignment schedule should include the instructor's name, office number, office hours, e-mail address, and telephone number(s) at which students may be able to reach the instructor.

3. Course Description

Include the course description from the master syllabus. You may add to this description.

4. Prerequisites

The master syllabus will indicate which prerequisites are required and which are recommended. Include this information on your CAS. You may also indicate expected and assumed characteristics, abilities, knowledge, and/or attitudes of students upon entering the course in a sequence. Recommended prerequisites may include appropriate competencies and also may refer to appropriate life experience background. Indicate any screening tests required prior to or early in the course.

5. Learning Objectives

The expected performance of students during and/or at the end of the course should be stated clearly. Some of these will be directly measurable; others may be judged only subjectively. These objectives should be more explicit than those indicated in the syllabus, that is, this will be a more detailed map than that given in the syllabus.

6. Institutional Learning Outcomes

The Institutional Learning Outcomes are listed on the master syllabus. While these outcomes should be implicit in the learning objectives section of the CAS, a separate section should be added where the specific Institutional Learning Outcomes addressed in the course are explicitly stated.

7. Other Course Requirements

Note other course requirements here, including required textbooks, trips to be taken, absences, plagiarism policies, any tools and equipment the student must acquire and any physical requirements. Indicate the typical hours of outside study. List any dress code requirements such as safety glasses, necessity for uniforms, etc. You must indicate in the class assignment schedule if you plan not to return final exams to students.

8. Instructional Strategy

Provide a brief description of the overall strategy of the course such as lab time, discussion, small group exercises, or peer reviews of writing. Include the nature of the assignment or activity expected of each student.

9. Grading Criteria

Identify how students will be graded indicating number of quizzes, tests or major exams, lab assignments, papers or projects, classroom participation, attendance or any other criteria you judge to be appropriate.

10. Course Policies

Identify your policies regarding class attendance, lateness in turning in assignments, and academic dishonesty. You may also include expected classroom behavior.

11. Schedule of Events

Include a schedule identifying dates of class activities, assignment due dates, and tests or exams, and holidays. Include the nature of the assignments or activities expected of each student.

12. Withdrawing From Class

Include the following statement – When considering whether or not to withdraw, you should understand that having withdrawals on your transcript may place you at a disadvantage with transfer institutions and future employers. Please see me, a counselor, or a financial aid advisor before you decide to withdraw. These experts can help you review all of your options.

13. Other Services

Identify additional Institution services such as tutoring and Library services. Include key supplementary material that the student might make use of in connection with a particular course and other general information.

14. Syllabus Excerpts

Add any other information which you feel is essential and is reflected in the syllabus but not yet in the class assignment schedule. Within the first week of your class, upload your class syllabus/class assignment schedule to the link located on the class roster main page located at My Valley>Faculty Resources>Class Roster>Class Assignment Schedule Upload> and locate the correct semester and upload.

Delayed Arrival to Class, Faculty

Fifteen minutes after the scheduled time is all that students are expected to wait for an instructor who is late for class. If you realize in advance that you will be later than this time limit, you may call the instructional dean, or if unavailable, the class cancellation line for Texas Township Campus at 269.488.4158, for Arcadia Common Campus, the front desk at 269.373.7860, and for Bronson Healthy Living Campus, the front desk at 269.548.3203 and arrange for the class to be held in session until your arrival.

Class Rosters

A roster of all students registered for each of your courses will be available to you on the web beginning the first day of registration or as soon as a student registers for the class. Rosters are accessed via the web by entering "My Valley" from the Kalamazoo Valley Intranet website (<http://home.kvcc.edu>) or from the Institution's external website (<http://www.kvcc.edu>). Instructions on viewing or printing a class roster can be found on Banner web at <http://www.kvcc.edu/registration/classroster.htm>.

Each student's status will be updated throughout the semester. When a student requests a change, the roster is updated to reflect their new status (registered, auditing, or withdrawn). **If the student drops**

the course they will not appear on your class roster. The roster is customizable to show current address and telephone number for each student.

This roster is used as a final verification that all students in your class are registered for your class. Any student not on your roster must be immediately referred to the Admissions, Registration and Records Office. To be allowed back in your class, the student must have registered and paid.

It is imperative that the class roster be verified periodically during the semester.

Classroom Changes (Room Location)

If you wish to move your class, either temporarily or permanently, submit a written request to or receive advance approval from the appropriate instructional dean. If approval is granted, make certain that all of your students know in advance of the room change.

If you relocate your class to another room for one or more sessions you must contact your instructional dean of the room change. If you are not holding a class on a scheduled class day you must notify the appropriate instructional dean.

Classroom Doors

In the interest of promoting a safe environment for students and staff, all classroom doors may be closed and locked five minutes after the start of each class period. If the instructor wishes the classroom door to remain open then the door must be in the locked mode and must be closed when directed by the emergency alarm system or public safety personnel.

Guest Lecturers, Classroom

You must inform your instructional dean when a guest lecturer will be invited to address your class. A letter of invitation should be sent to the guest lecturer confirming time, place and pre-approved fee. A copy of this letter should be forwarded to your instructional dean and anyone else who may be involved in making arrangements for the visit. The presence of the guest lecturer does not excuse you from expected class attendance and responsibilities. The [Visiting Speakers form](#) can be located at My Valley under Faculty Resources>Forms.

Institution Property and Services, Use of

Institution personnel and students shall not use or authorize others to use privileges or services provided by the Institution, such as equipment, materials, and services for private or personal purposes or gain. Use of such privileges to promote political candidates or partisan political activities is also prohibited.

Further, it is prohibited to use the Institution name, logo, address, or telephone numbers for private or personal purposes or gain.

Master Syllabi

The Academic Scheduling Office maintains a complete file of master syllabi for each credit course. Copies of the current syllabus for a course are available on the Kalamazoo Valley "G" Drive in the ACAD_Syllabi folder.

When you teach a class section of a given course, use the current course syllabus which identifies the minimum objectives and content for each class section taught. **The master syllabus should not be used as the course assignment schedule.**

Course Identification: Includes course discipline and number, course title, credit hours/strategy, and contact hours.

Course Description: A statement which summarizes the content and purpose of the course.

Student Outcomes: State what students will be able to do as a result of learning in the course. Use measurable or observable terms to define approximately 1-5 overarching learning outcomes. They should begin with active verbs, such as those in Blooms' Taxonomy, and should suggest an assessment of some kind.

Assessment: Student learning in this course will be monitored and measured using a variety of approved methods including, but not limited to, writing assignments, collaborative projects, presentations, case studies, formative and summative assessments, and problem solving activities.

Institutional Learning Outcomes: As part of a quality education by Kalamazoo Valley, this course addresses these general educational outcomes: (pick no more than two)

- Effective written and oral communication skills;
- Ability to think critically and to solve problems;
- Ability to work in groups;
- Information, numeric, and technology literacy;
- A highly developed sense of ethics;
- Respect for diversity;
- A global perspective;
- Strong personal-management skills.

Grading Criteria: A commonly used numeric grading scale is presented with a reference to specific course assignment schedules for details.

Other Course Requirements: Note other course requirements here including equipment students must acquire and any physical requirements. Can also include recommended competencies, life experience background or instructor permission.

Prerequisites: Test scores or courses required prior to taking the course described in the syllabus.

Corequisites: Courses that must be taken concurrently with the course described in the syllabus.

Instructor Competencies: List here the minimum competencies required of an instructor to teach this course including any degree requirements, preferred experience and certification.

Disability Statement: It is the policy of Kalamazoo Valley to encourage participation by qualified individuals, including those with disabilities, in all of the College's services, programs, and activities.

Academic Dishonesty Policy: Students are expected to be honest and forthright in their academic endeavors and to do their own work in all assignments and examinations. Dishonesty in academic work is a serious offense at Kalamazoo Valley. For more information on Academic Dishonesty see the Student Handbook.

Transferability of Course: This course has been reviewed for articulation with other colleges and universities. For specific equivalencies please contact the counseling office.

Syllabi, Non-Credit Course

Non-credit syllabi must include the course identification, course description, learning objectives, and grading criteria. Also include CEU's if applicable.

Curriculum Review and Revision (CMOP 1020)

Kalamazoo Valley Community College is committed to providing quality career and technical programs and courses that reflect the current needs of employers and industry standards, quality transfer programs and courses applicable to a baccalaureate degree, and personal enrichment courses and programs, all designed to fulfill the educational goals of the student served. See specific policy for additional details.

Department Chair

The department chair provides leadership and coordination for departmental planning and implementation, staffing, and assessment as directed by the instructional dean. The instructional deans will develop an annual timeline which connects these activities to the College's inquiry cycle. Department chairs will provide periodic progress reports to their respective instructional dean throughout the academic year. The appointment of the department chair is reviewed on an annual basis by the instructional dean.

Course Evaluations

Individual Development and Evaluation Assessment (IDEA)

The college participates in a national system called Individual Development and Educational Assessment or IDEA. Approximately 2-3 weeks before the end of the semester, students complete a standardized form designed to provide the instructor with feedback which is intended to accomplish the following:

1. To help with personal growth as an instructor;
2. To provide evidence of teaching effectiveness;
3. To provide opportunities to improve student learning.

Directions for administering the evaluations are placed in faculty mailboxes each semester in packets with the IDEA forms and instructions. The instructor must leave the classroom while students are completing the forms.

After final grades are submitted, the results of the evaluation will be returned to you a few weeks later along with the evaluation sheets so you may evaluate comments. You will receive a *Diagnostic Feedback* (DF) report which "provides both summative and formative feedback about average student progress on relevant course objectives, instructor teaching methods, and overall impressions of the instructor and course." For more information about interpreting the report you can consult the "Interpretive Guide" provided through the IDEA Center through the following link:

<http://www.ideaedu.org/sites/default/files/InterpretativeGuideShortForm.pdf>

Adjunct Faculty Schedule for Student Evaluations

Adjuncts will conduct student course evaluations in all classes each semester using the IDEA instrument and process. Packets with the IDEA forms and instructions are placed in faculty mailboxes each semester.

Continuing Appointment Faculty Schedule for Student Evaluations

Classroom faculty will conduct IDEA student evaluations in at least one-half of all courses taught during each academic year. (Non-classroom faculty will submit evaluations from a random selection of students/clients.)

During their triennial evaluation, continuing appointment faculty will be expected to present their instructional dean evidence of teaching effectiveness with analysis from the IDEA reports, along with the report forms themselves, from the previous three years.

Term Appointment Faculty

Classroom faculty on term appointment will follow the Term Appointment Evaluation procedures located on the Human Resources website.

Duties and Responsibilities

Each faculty member is responsible for effectively teaching students in assigned classes and for participating as a member of the professional team responsible for effectively implementing the mission of various departments.

Specifically, faculty members have these responsibilities to promote learning:

1. Effectively and imaginatively teach students registered for assigned classes;
 - a. Prepare appropriate plans, materials, and learning activities for students to master the objectives of each class.
 - b. Present course information to students as effectively as circumstances permit.
 - c. Assess student learning outcomes and adjust teaching strategies as appropriate.
 - d. Construct and administer tests, and/or other means, for measuring learning performance by students. Upon evaluating such performance for each semester or other instruction period,

report a grade for each student by the appropriate means required by Institution procedure. If assigning a 0.0 grade to any student, a date of last attendance must also be recorded. This is the last date that the instructor has documentation to show attendance by the student. (See Last Date of Attendance)

- e. Maintain any student records appropriate to regular institution procedure and practice. Attendance records must be monitored throughout the entire semester. Any action on the part of the student consistent with the attendance monitoring procedure that demonstrates pursuit of class can be considered attendance. This would include but is not limited to exams, attending class, tutorials, computer-assisted instruction, projects, papers, or study groups.
 - f. As part of the evaluation process, use the approved college evaluation system questionnaire (IDEA) to secure student feedback about assigned classes. The instructor must leave the classroom when the students are completing the instrument.
 - g. For continuing and term appointment faculty: attend meetings such as Institution-wide meetings, seminar days, full-time orientation for new faculty, chairs or mentors; as well as those required by the appropriate instructional dean.
 - h. Perform other instruction-related special assignments for which he/she is qualified as designated by the appropriate instructional dean.
 - i. Maintain required office hours.
2. Effectively participate in the affairs of the Institution necessary to develop and maintain a strong and vibrant instructional institution.
 - a. Contribute ideas and energies to cooperate and actively participate as a team member with colleagues in carrying out activities of the department.
 - b. Refer students who need special attention for other than instruction or for non-class-related learning problems to the appropriate office.
 - c. Consult with the department chair or other appropriate Institution personnel on questions or issues involving courses, curricula, instructional strategies, and Institution procedures and policies.
 - d. Post and maintain contents of an individual faculty web page.
 3. Continuously improve teaching effectiveness through professional growth.
 - a. Actively research teaching and learning.
 - b. Attend workshops and conferences relevant to one's discipline. (See [Faculty Success Center](#))
 - c. Investigate applied learning practices such as service-learning, internships, and case methods, applying as appropriate in the classroom.
 - e. Share learning with colleagues and implement in the classroom.
 - f. Constantly assess student learning outcomes and adjust teaching strategies.

Faculty Development & Grant Funds

Faculty development and travel activities may be supported by various funds: Faculty Development Fund, grants, or departmental cost centers.

Faculty development funds are to be used for departmental and inter-departmental development activities; individual faculty development activities such as workshops, seminars, conferences, short courses, attendance at conferences for the purpose of presenting papers; and professional development such as serving on the board of professional organizations, membership fees (must be approved by the president) for professional organizations, or subscription to professional journals. These funds will not be used to support attendance at general conferences or conventions unless specific activities will help address specific problems or initiatives.

1. Department-wide activities are encouraged and will be given priority for funds. All department-wide activities should be submitted early in the year. Individual faculty requests will be considered provided they do not replicate a group activity that has already been approved.

2. As a general rule of thumb, sixty percent of the faculty development funds will be allocated for the first half of the fiscal year and forty percent will be allocated for the second half of the fiscal year unless division needs dictate otherwise.
3. Requests will be handled, reviewed and approved by the instructional dean of each instructional division. This review by the instructional dean may include the input of the department chairs as appropriate in each circumstance as judged by the instructional dean.
4. The Faculty Development Fund will not be used to reimburse faculty members for routine travel, routine work assignments such as mileage to clinical affiliates, travel to and from Kalamazoo Valley campuses, advisory or committee work, or related activities. These routine mileage costs will be reimbursed to faculty members by each departmental organization number.

Every professional development activity, in order to be supported or reimbursed by the Institution, must address at least one of the program, division, department, or Institution goals.

All developmental activities and attendance at professional meetings, regardless of the cost, that would require a faculty member to miss a professional obligation or responsibility, will require the completion of The Application for Attendance at Faculty Development Activities form obtained from the instructional dean's office or on the Kalamazoo Valley Intranet, forms on line, faculty forms tab. Completed Professional Development Activity applications should be submitted to the appropriate chair **at least** 30 days in advance of the activity.

Travel arrangements connected to the activity must be made in compliance with Attachment 2 of the [Travel/Business Expense Reimbursement Manual](#). Group Travel (more than one person traveling to the same activity), Out-of-State Travel, and In-State Travel with an overnight stay must be approved by a Cabinet member and be shared with the entire Cabinet for information only.

Each faculty member will be required to submit a report to the instructional dean or appropriate vice president within 30 days of the developmental activity. This report should focus not so much on what was done and what meetings were attended, but on what was learned, how it may be applied, how it can be used to address department or division level goals, and how this information might be shared with the department or division. This report should also include a plan for sharing the new information or material with other Kalamazoo Valley colleagues. The report will be sent to the Faculty Success Center and shared with interested faculty.

Final Examinations

You should give final examinations during the last seven (7) days of the enrollment period in every course offered for credit unless other evaluation methods are approved. Exceptions will be based upon unusual circumstances or certain teaching strategies and must be approved by the appropriate instructional dean.

You have the option of not returning final examinations to students, but you must indicate so in the class assignment schedule. In any event, the student should have an opportunity to see the exam at a mutually convenient time through the end of the following regular semester. For this reason you **MUST** keep all final examinations for that time period.

[Grade Books, Course Record Keeping \(CMOP 1080\)](#)

Instructors shall be responsible for keeping records of all assignments, attendance as required by program or federal regulations, examinations, and grades for each student in an electronic grade book designated by the College. Such electronic grade books shall be uploaded at the end of each semester to My Valley>Faculty Resources>Gradebook Submission by either selecting that Moodle was used or an Excel file is uploaded. Online grade books will be archived for 3 years. See specific policy for additional details.

Grade Point Average (GPA)

The grade point average is used to determine a student's cumulative academic standing. To calculate the GPA for a given term, divide the number of honor points earned for that semester by the number of credit hours attempted. For example, a total of 30 honor points earned in a semester by a student who is officially enrolled for 15 semester hours of credit produces a grade point average of 30 divided by 15, or 2.0, for that semester. To determine the cumulative GPA, divide the total honor points earned for all course work by the total semester hours attempted.

Note: "Audit", "I", "W", "CR" & "NC" grades are not calculated in the GPA. A cumulative grade point average of 2.0 is required for graduation.

Honor Points

To determine the number of honor points earned in a course multiply the grade point value received by the number of credits for the particular course. For example, a grade of 2.5 for a 3- credit course would result in 7.5 honor points, and a grade of 1.5 in a 4-credit course would result in six honor points.

Grade Reports

During the Semester

If you have a student who is performing at less than a satisfactory level (less than 2.0), you are encouraged to use the Counselor Connection available on the class roster in My Valley. This academic alert system is designed to connect students with counselors when their academic progress is not where you would expect it to be at this point in the semester. These students will be contacted in an effort to provide the assistance needed to succeed.

All students should be kept apprised of their progress throughout the semester. It is important to provide updates frequently.

Final Grades

Use the BANNER system to enter final grades. (For detailed instructions go to Banner-Web Help for Faculty (<https://www.kvcc.edu/admissions/registration/webgrading.htm>) You are required to submit the final grades within 2.5 days after the last day of each module you teach. Specific dates and times final grades are due are established for each enrollment period by the Admissions, Registration and Record's Office (refer to the [Semester Action Dates](#) for the current semester). Assistance with posting grades is available at TTC in the instructional dean's office, at ACC from the front desk, at BHLC in the 2nd Floor Office Suites, the Faculty Success Center staff, and the Help Desk staff. Faculty must also electronically submit their CRN specific student performance summary (grade book) online.

If a student receives a grade of 0.0 or non-credit a last day of attendance must be entered in the space provided.

In the event that you have not submitted your grades to the Admissions, Registrations and Records Office by the due date, the following will occur:

1. A directed incomplete (ID) will be posted on the student record.
2. In order to change the grade of "ID" to the appropriate grade, you must file with the Admissions, Registration and Record's Office a "[Grade Change Form](#)" for each student in the section and submit it to the appropriate instructional dean for signature. Keep records of all assignments, attendance, examinations, and grades for each student in an electronic grade book. Electronic grade books must be submitted online at the end of each semester.

Electronic Archiving of Gradebooks

It is mandatory that all gradebooks are electronically archived at the end of the semester. Go to My Valley>Faculty Resources>Electronic Gradebook Submission to select that you are using either the Moodle gradebook or an Excel file. Follow the onscreen directions. All faculty are required to use an

electronic gradebook. The deadline for archiving your gradebook is the same as the deadline for entering final semester grades in Banner.

Grade Changes

When making a change to a student's grade, please submit a completed [grade change form](#) to your instructional dean. After signing, the instructional dean will forward the grade change to the Admissions, Registration and Records Office for posting to the student's transcript.

To assign a grade for a finished incomplete contract, submit a grade change form directly to the Admissions, Registration and Records Office. If a student receives a grade of 0.0 or non-credit a last day of attendance must be entered in the space provided. A change from an "I" to a numeric grade does not require the instructional dean's signature. After the change is processed, an updated unofficial transcript is sent to the student.

The Grade Change form is available online at My Valley>Faculty Resources>Forms.

Grades, Incomplete (Incomplete Grades)

Instructors, at their discretion, may extend the course completion date upon request of a student experiencing extenuating circumstances if the following conditions are met: two-thirds of the course work has been completed, the student's current grade is at least 1.0 and the remaining work can be completed independently. Participation in laboratories to complete incomplete requirements must be approved in advance by the instructional dean.

Fill out an Incomplete Contract form and assign a temporary "I" grade to the student when submitting grades. The Incomplete contract form is available online at My Valley>Faculty Resources>Forms and as a link on the Grade Roster entry screen.

On the Incomplete Contract, you must provide the student with a definite outline of the work to be accomplished before the "I" can be converted to a final grade. The work must be completed within the time limit set by the instructor; however, such limit may not extend beyond the last day of classes a year hence.

Both the instructor and the student should sign the Incomplete Contract as it constitutes an agreement between the instructor and the student. If the student is unable to sign, if the work will be done in a laboratory, or if the instructor is an adjunct faculty member, an instructional dean must countersign the form. The contract, with signatures, is to be completed prior to the date grades are due, and submitted to your instructional dean's office or to the Admissions, Registration and Records Office (4550-TTC).

To assign a grade for a finished incomplete contract, submit a grade change form directly to the Admissions, Registration and Records Office. A change from an "I" to a numeric grade does not require the instructional dean's signature. If the work is not completed satisfactorily before the contract expires, the grade will revert to the expiration grade noted on the contract, unless the instructor submits a Grade Change form assigning a grade earned for the portion of work completed.

Grading System

At the end of each enrollment period, term grades are entered on students' permanent records for each class for which they are registered. In all classes, quality of work is important in determining the grade given. Quantity of work, speed of work, or both, is considered in determining the grade for some classes.

- 4.0 Outstanding, work is clearly at a mastery level
- 3.5 Much better than average
- 3.0 Better than average; work exceeds standards

- 2.5 Slightly better than average
- 2.0 Average; work meets acceptable standards
- 1.5 Less than average
- 1.0 Poor; work barely meets minimum standards
- 0.0 Failing; work does not meet course standards
 - I Incomplete; 2/3 of work is completed at a passing level, but course objectives are not yet met. Student can finish within one year, working independently. This grade is not automatic; it is given at the discretion of the instructor (See "Grades Incomplete" for details.)
 - W Withdrawal; the student indicated the intent not to complete the class by filling out a withdrawal form in the Admissions, Registration and Records Office.
 - V Audit; the student completed the class as an auditor, and, therefore, may have elected not to take the required exams. No grade is assigned. GPA is not affected.
 - CR Credit for satisfactory completion.
 - NC No credit.
 - S Successful completion of a non-credit class.
 - NS Non-successful completion of a non-credit class.

Withdrawing Students from Class

Normally, students must initiate the action to withdraw by filling out a withdrawal form either online or in person, at either the TTC Admissions, Registration and Records Office, or at the Arcadia Commons Campus Student Services Center. Student-initiated drops and withdrawals are irrevocable. Retroactive drops or withdrawals are not permitted.

You may also withdraw a student from your class for non-attendance.

Independent Study

- Independent study courses are based on the master syllabus on any course. An independent study course is used to help a student who needs the course for a specific reason such as needed for graduation. You and the student will work out the specifics as to how the course will be completed following the master syllabus.
- Copies of current syllabi for a course are available on the Kalamazoo Valley "G: drive in the ACAD Syllabi folder, current credit. The original copy of the syllabus will be archived and maintained by the Academic Scheduling Office.
- Consult with your department chair for approval to offer an independent study course at least three calendar weeks prior to the time of registration. Upon their approval, the chair will recommend to the appropriate instructional dean. Independent studies beyond a faculty member's full load will be limited to six sections and/or students per year.
- Upon approval from the instructional dean, a CRN will be created. Once the CRN is created, you will be notified of the CRN and will need to notify the student so they may register. Be sure students have registered for the assigned CRN before working with them or allowing them to use Kalamazoo Valley facilities.
- Students failing to register for the assigned CRN will NOT receive credit for the course or be allowed to apply for another independent study course within the same instructional unit for one full semester.

Laboratories, Faculty Duties and Responsibilities

Laboratory Assignments

Laboratory settings are designed to give students practical insights into inquiry and/or experience in a "hands-on" setting. The labs are equipped with instruments, materials, work-stations, and special equipment necessary for carrying out class assignments.

Purpose of Laboratories

Basic skills and techniques of the disciplines and of inquiry are developed in laboratories. The lab usually complements, follows, or leads discussion or lecture class in order to allow students to work with actual specimens and pieces of equipment. In the lab, small group instructions are usually given followed by individual work.

Duties of Instructor

In laboratories your duties include both instruction and supervision. Begin most lab sessions with a discussion and/or demonstration. Show the students the actual procedure or techniques and give them specific instructions for doing the assignment. While the students conduct the assignment, your duties vary between supervision and small group instruction. If laboratory technicians are assigned to the lab, give specific instructions to them so that they understand what is expected of them and the students. You or a technician must observe students to see that they are following proper procedures and employing the correct techniques.

Clean up Details

Make provisions for proper cleanup of the laboratory. Delegate this responsibility (on a rotating basis) to a member of the class who will act as a clean-up supervisor. You are responsible for turning off all lights, power, gas, etc., and for ensuring that tools are returned, stored, and locked securely. Report immediately any machine or tool which is not functioning properly to your department chair or instructional dean. Remember others will be using the lab as well.

Laboratory Guidelines

Our laboratories and their appropriate use are central to the success of many of our courses and programs. While the objectives and laboratory assignments are important, safety is more important. In order to assure the safety of all participants in each lab, all faculty, laboratory supervisors, and other instructional personnel need to adhere to the following rules:

1. Provide clear and adequate instructions for all procedures. Be sure that students read and understand all procedures before they begin the laboratory activity.
2. Students are not to be allowed in stock rooms, storage rooms, or preparatory rooms. These rooms are for employees only.
3. Students are allowed in a laboratory only when a faculty member, laboratory supervisor, or other employee is present. **Students are not to be left alone in laboratories for any reason.**
4. Students and college employees should use our laboratory facilities for instructional purposes only. These instructional activities are to be an integral part of a course in which the student is enrolled. Students and Institution employees are not authorized to use our laboratories for activities that are not part of their course work.
5. Only students who are registered in the appropriate class are allowed in the laboratory. Faculty members and technicians are responsible to ask non-registered students to leave the laboratory.
6. All faculty members, laboratory technicians, Institution employees, and students should properly use all appropriate safety equipment.
7. The appropriate safety equipment varies from lab to lab. The faculty member is responsible for assuring that the appropriate safety equipment is present, that it is in proper working order, that all students are instructed in its proper use, and that all students use the appropriate safety equipment at all times in the laboratory.
8. Students should be in the laboratory during their scheduled lab time or at other supervised times. The students, while in the laboratory, are to be working on course assignments.
9. The appropriate use of all supplies, chemicals, instruments, and machines is central to the safe operation of our laboratories. It is the faculty member's responsibility to make sure that each student is oriented to safe operation and use of all the equipment and supplies in the laboratory. This includes the proper use of and adherence to the material safety data sheets (MSDS). Material Safety Data Sheets covering the hazardous chemicals and/or products used in specific programs,

functions, and laboratories are maintained in the Public Safety office, room 5120, at the Texas Township Campus and in each site area where chemicals are maintained.

10. No food or tobacco may be consumed in any laboratory or shop area.
11. If an individual is injured or if property damage occurs, the faculty member or lab technician must contact Public Safety immediately at 269.488.4575 or by pressing the help button on the classroom phone.
12. **Do not attempt to clean up hazardous chemical spills. Call the Public Safety Office at 269.488.4575, at the Texas Township Campus.**
13. In all science and health careers laboratories, CDC Universal Precautions are to be followed at all times. The use of blood, other bodily fluids, and invasive procedures are to be kept to a minimum without compromising the essential objectives of the course.
14. During the procedures in the laboratory, red plastic bags are to be used to accumulate waste and other materials that may be contaminated with blood or other bodily fluids. It is the faculty member's responsibility to make sure that all students understand and adhere to the CDC Universal Precautions at all times while present in the lab.
15. The general precautions and safety procedures for each lab and shop should be posted on the wall inside the room. These general procedures are to be explained to students at the beginning of the laboratory experience and are to be enforced by the faculty member.

Office Hours: Full-Time Faculty

You should maintain weekly office/consultation hours at times appropriate for meeting student needs (Section 5.24, b. of the Faculty Agreement.) Minimum posted hours shall be as follows:

Strategy	Base	Office Hours
Lecture/Discussion, Composition and Open Laboratory	Each course I.U., each semester	4
Clinics and Standard Laboratory	Each course I.U., each semester	2
Independent Study/Prior Learning Evaluation	Each student, each semester	2
Special Assignment		As mutually agreed
Alternative Teaching/Learning Options	Each Course	See Note

Office Hours: Adjunct Faculty

Adjunct faculty will work one (1) office hour per work week regardless of the number of sections taught.

- Log in to your My Valley
- Go to Faculty Resources
- Select Office Hours Form
- Select appropriate term.
- Add information and save changes.

The office hours form is located at My Valley>Faculty Resources. Post a hard copy of your schedule on your office door during the first week of the semester. Also include your office hours in your class assignment schedule.

Note: Office hours using Alternative Teaching/Learning Options, will typically be addressed within 24 hours of when a message is received. Inquiries that are received over the weekend and/or on a College holiday will typically be addressed by the next business day.

Office Assignments, Instructional Faculty

The instructional deans assign office space and furniture within the limitations of space and budget. Send requests for assignment of office space, furniture, or equipment through your department chairperson to the instructional dean.

Office Supplies

Various supplies are available from the faculty receptionist at TTC for your use in the classroom: pens, pencils, transparencies, index cards, file folders, vis-à-vis pens (for use on transparencies), etc. If other supplies are needed that are not maintained in the supply cabinet, the receptionist can let you know how to procure them.

For ACC, there is a supply cabinet in the adjunct faculty office, Rm 222

For the BHLC, there are supplies in the office suite on the second floor.

Professional Development Plans: Full-Time Faculty

A "Professional Development Plan" (PDP) is effective upon written agreement between you, your instructional dean, the executive vice president for instructional and student success services, and must be approved in advance. (See the Faculty Agreement Section 7.114, b.) Your vice president will assure consistency and will record the progress of each PDP.

Written notification that the PDP has been completed must be given to the executive vice president for instructional and student success services and your instructional dean no later than thirty (30) days prior to the beginning of the work year for which column advancement is sought. (Article 7.114,b in the Agreement.) Proof of completion must be submitted within thirty (30) days from the beginning of the work year.

Professional Development Plan Components

Prepare any proposed [Professional Development Plan](#) (PDP) in consultation with your instructional dean/director.

1. **Goals:** Purpose or goals of the plan should be stated for both the Institution and the faculty member.
2. **Expected Activities:** Each activity must be explicitly specified and approved in advance by the vice president or associate vice president for academic services and your instructional dean. This plan of specified activities is equivalent to at least fifteen (15) graduate semester hours which may include identified courses, a specified project, or some other appropriate activity.

Since circumstances within the Institution and qualifications of the faculty members tend to change rather rapidly, state the time period for completing a PDP, but do not exceed three calendar years from the date the plan is approved. This cannot be extended except under unusual circumstances; any extension must be approved by your instructional dean/director.

3. **Signatures:** You, your instructional dean/director, and the executive vice president for instructional and student success services must sign and date the PDP.
4. **Progress reports** are due to your instructional dean and executive vice president for instructional and student success services by each October 15. Submit the first progress report by October 15 which occurs at least six months after the latest signature date. Failure to submit a progress report without justification will result in the plan being voided.

Graduate Credit Hour Equivalencies for Activities Specified

The instructional dean/director will recommend to your vice president any exceptions to the specified credit equivalents.

1. **Graduate courses:** The Institution recognizes graduate courses in the teaching area in higher educational theory and methods as full credit if they are appropriate to present or anticipated assignments at Kalamazoo Valley.
2. **Undergraduate Courses:** The Institution recognizes undergraduate courses in educational theory and methods or in the teaching areas as equivalent to one-half value of graduate credit hours.
3. **Kalamazoo Valley Teaching Seminar:** A term appointee who completes the Teaching Seminar with a final rating of Professional Level or above as part of the term appointment evaluation

process may apply three credits per semester for a maximum of six credits toward a PDP. You must request that these credits be applied toward a PDP by the end of the calendar year in which they were awarded.

4. **Work Experience:**

- a. You may include experience which permits you to maintain proficiency with routine job requirements and operations. Each two weeks of work is equivalent to one graduate credit hour. The Institution recognizes such experience in one PDP not more often than once every fourth year for a maximum of the equivalent to five graduate credit hours in one PDP.
 - b. You may include experience which enables you to learn new industrial job requirements and operations in the field. The Institution equates work experience or consulting concerning a product or process which is not only new to the person involved, but is also a recent development in the field to the rate of 1 graduate credit per week of full-time experience to a maximum of eight weeks per year. You may include such experiences, not exceeding the equivalent of eight graduate credit hours, in one PDP. The Institution does not recognize plans including such experience more often than once every three years.
 - c. To certify completion of work experience, provide the following:
 - i. Prior to the beginning of the work, submit to your vice president and instructional dean/director a statement which indicates how the work experience relates to your immediate (or, in some cases, future) responsibilities.
 - ii. You must keep a "diary" of important learning events which will enable you to submit a final report (4 to 6 pages) on the general theme "How This Field Experience Will Benefit Kalamazoo Valley Students." This final report should describe experiences gained and some specific planned actions which will result in improved learning and/or guidance for students.
 - iii. Upon completion of the experience, provide a statement from the employer which indicates dates of employment and a brief description of the nature of the job assignment(s).
5. **Industrial Schools:** If you pay all expenses involved for the program, you may equate such schooling as one graduate credit per week of full-time instruction. If expenses are paid by Kalamazoo Valley, the Institution considers such experience as professional growth and it may be used as evidence in the evaluation process. If the Institution pays expenses, you may not include such schooling in a PDP.
6. **Correspondence Courses:** You normally equate credits earned (or their equivalent) to credit for undergraduate courses, that is one-half value of graduate credit.
7. **Technical Seminars:** If study and assignments in addition to scheduled "class time" are a required part of the seminar, you may equate 15 hours of instruction to one credit. If outside assignments are not required, you may equate 45 hours of "class time" instruction to one graduate credit.
8. **Research:** You may include in a PDP research on some problem or concern of mutual interest to Kalamazoo Valley and you which results in your professional development.
 - a. You must assume full responsibility for carrying out the terms of the approved PDP. Where appropriate, your vice president may commit the Institution to provide support services and information to facilitate such research. A report of research results as specified in the approved PDP will be sufficient evidence of completion of this experience. Unless otherwise specified in the approved PDP, the research results remain your property and you may use them in any other way you choose, including their publication.
 - b. A research report judged by a panel of peers to be of the caliber and extent of a typical Master's thesis will be equivalent to three graduate credit hours. You may include a research project in one PDP to a maximum of not more than the equivalent of five graduate credit hours.
9. **Professional Writings:** Credits may be awarded for professional writings such as books, poems, essays, articles, etc. Evaluation will be done on an individual basis.
10. **Other:** In advance, your instructional dean/director will recommend to your vice president other suggested activities.

Sabbatical Leave: Full-Time Faculty

The sabbatical leave guidelines for Kalamazoo Valley FA bargaining unit employees are as follows:

1. **Eligibility and Purpose:** If you have completed five (5) fully compensated academic years of service to the Institution as a bargaining unit member since your initial appointment or termination of a previously granted sabbatical leave, before applying for a sabbatical leave. When awarding a sabbatical leave, the faculty member must have completed six (6) fully compensated academic years of service.
2. **Application:** An [application of eligibility](#) is available online or you may pick one up from the Human Resources office and return the completed application of eligibility to the vice president for human resources (HR) not later than October 31 of the year prior to the work year for which such leave is requested. Applications will be reviewed to determine contractual eligibility for leave. You will be notified by the vice president for HR regarding your eligibility (Eligibility is determined by Section 6.61 of the Faculty Association Agreement). If eligible, you will be invited to submit a leave proposal to your instructional dean for review and endorsement. Completed proposals are due to the office of the vice president for HR no later than December 1 following the instructions set forth in the "[Guidelines for Sabbatical Leave Proposals](#)."
3. **Notification to the Applicant:** The Institution will notify you of the action taken on your proposal. Such notification will be communicated in writing by March 1 of the year prior to the year for which the leave is requested. If you are not granted a leave, you may reapply at any time in the future.
4. **Obligation of the Employer:** The institution is not required to grant any leaves and in no event more than four (4) in any one (1) work year.
5. **Leave Acceptance:** If you are offered a leave, you must accept within 10 calendar days following the date of offer. You will need to communicate your acceptance in writing to the Institution's representative who made the offer. Your acceptance shall be subject to the leave terms set forth below. Failure to submit a written acceptance within the time specified shall constitute non-acceptance of the offer and the institution is relieved of any further obligation to you.
6. **Leave Terms:** (See Section 6.63 of the Kalamazoo Valley FA Agreement). The terms and conditions of the leave shall be set forth in a "Sabbatical Leave Contract" and shall include, but not be limited to, the following:
 - a. **Salary** – If you are on leave for the year, you may elect to be paid one-half (1/2) base salary for the year or full base salary for one (1) semester. The base salary will be the amount you would have normally received during the leave period. The method of salary payment shall be agreed to by you and the Institution, in advance of the leave. Employees on leave for one (1) semester will be paid their base salary for the semester.
 - b. **Fringe Benefits** – To the extent that you are not covered by other insurance and are eligible to be continued as a participant in an existing insurance plan, coverage shall be continued. Employees and the Employer shall pay normal plan contributions.
 - c. **Service Agreement** – You must sign an agreement that if you fail to return to the Institution as a professional employee for at least one (1) work year following the expiration of the leave, you will refund the full amount of all salary and benefits paid to you on your behalf while on such leave.
7. **Relationship to Professional Development Plan:** A "Professional Development Plan" (PDP) and a "Sabbatical Leave" while each is supportive of professional development are not interactive systems. The PDP is a commitment by you (and endorsed by the Institution) to seek professional development in an extracurricular professional activity. The Sabbatical is an Institution-supported endeavor agreed upon as a component of your professional assignment.

The Institution reserves the right to endorse or assign any PDP and sabbatical in accordance with the intent and the goals of the institution.

8. **Interruption of Service:** Your absence during a sabbatical leave will not be construed as an interruption of service. Check with Human Resources regarding MPSERS regulations.
9. **Illness or Injury during the Leave:** If illness or injury prevents you from completing your leave activities, you must inform the vice president for human resources who, with your instructional dean, will either modify the original plan or develop an alternate plan. Such modification or revision will include any revision in compensation deemed equitable by the Institution. If you do not agree with the modified or revised plan, you must return to Institution employment immediately upon recovery from your injury or illness. The Institution may require that your illness or injury be certified in writing by a licensed physician approved by the employer and/or require you to submit to a physical examination prior to returning to employment.
10. **Sabbatical Reports:** If your sabbatical is approved you will be expected to submit a final report after the leave is completed. It is to be submitted to the vice president of HR, executive vice president for instructional and student success services, your instructional dean, and the Library (attach a copy of your original proposal) within sixty (60) days after return from the sabbatical leave. Post sabbatical reports should be between 1,300 – 2,500 words in length excluding attachments, appendices, media materials, and references. The report will include:
 - a. Original statement of purpose.
 - b. Activities performed.
 - c. Objectives accomplished.
 - d. Conclusions drawn.
 - e. A summary of the manner in which the criteria for sabbatical leave proposals were fulfilled.
 - f. How you plan to use the outcome(s) of your sabbatical leave to benefit the college, students, and colleagues.
11. All returning sabbatical leave faculty will be scheduled on a seminar day and/or at a Board of Trustees meeting to provide an oral presentation on the purpose, accomplishments, and conclusions of the sabbatical.
12. **Other Conditions:** When a leave is approved, you must inform the vice president for finance and business, in writing, of all anticipated grants, fellowships, salaries, or other financial support expected from non-Institutional sources. Such revenues will normally be the property of the Institution, used to offset the Institution's cost for the sabbatical leave.

Student Teaching

The appropriate cabinet member must approve in advance the use of a student teacher referred by a college or university.

Your request to use a student teacher must be accompanied with the following:

1. A statement of proposed responsibilities
2. Course title and class meeting time(s)
3. A schedule of when the student will be present on campus
4. Recommendation of the instructional dean.
5. Endorsed contract between student's college or university and Kalamazoo Valley covering indemnity and reviewed by the vice president for finance and business.

Substitutes, Faculty

Legally the Institution is bound to the student, to the state, and to the community to deliver in full what is promised in the schedule.

Therefore, the Institution will make every effort to cover a class when a faculty member is absent.

The faculty absence procedure is as follows:

1. Each unit will distribute to its faculty a list of names of potential substitutes, and their telephone numbers and times for absence notifications.
2. When you will be absent, you and/or the department chair should make every effort to recommend a substitute.
3. The instructional dean or designee must approve any substitution or cancellation of a class.
4. At the beginning of each fall semester, each department center (or discipline) in anticipation of possible absences should make every effort to submit to the instructional dean an updated list that includes the following:
 - a. Names of substitutes for specific courses or labs
 - b. Their available times
 - c. Their expertise
 - d. When appropriate, a list of useful substitute activities (films, tapes, short lectures, etc.) which can be used in specified courses and can be obtained upon short notice
5. The instructional dean's office will keep a log of faculty absences and substitutions for authorizing substitution payment.
6. All substitutes must be vetted by the College before being assigned to a course or lab.

Teaching Assignments and Class Schedules: Faculty

Class schedules are jointly developed according to the needs of students by department chairpersons and the instructional dean with input from the faculty at large.

The development of individual teaching assignments should contribute to a high quality of instruction and make effective use of physical facilities. In the specific development of such assignments, the following guidelines will be used:

1. The Institution recognizes that all class schedules and teaching assignments are tentative until the first day of classes, since it may be necessary to cancel sections that have an inadequate number of students. Addition of a new class or cancellation of a previously scheduled class may necessitate changes in assignment, sometimes made on short notice for one or more faculty members.
2. Following development of the class schedule, the instructional dean prepares a tentative teaching assignment for all full-time faculty members.

For specific details regarding class scheduling, refer to appropriate sections of the "Agreement between Kalamazoo Valley Community College and the Kalamazoo Valley Community College Faculty Association."

Adjunct faculty teaching assignments will follow the appropriate sections of the agreement between "Kalamazoo Valley and the Kalamazoo Valley Federation of Teachers."

Textbooks

The Kalamazoo Valley Community College (Kalamazoo Valley) Bookstore will provide a methodology for ordering and deleting textbooks and supplementary materials to the faculty. As such, the bookstore has developed a website that enables department chairs, discipline coordinators, and full-time instructors or designees the ability to requisition textbooks online.

Course Materials Adoption Procedures

The purpose of this document is to describe the procedure for the adoption and ordering of textbooks and other materials for all credit courses, regardless of campus, at Kalamazoo Valley Community College. The textbook committee was comprised of the following members: Kevin Dockerty, Deb Coates, Bill deDie, Nicole Newman, Valerie Jones, and Jenny Ott. Their work was assisted by Gena Mead from the Bookstore.

Textbook selection is a task that all professional educators take seriously. Many considerations must be factored into the final choice: pedagogy, cost, reading level, currency of content, reliability of the publisher and its representatives, and quality of the ancillaries are a few of the factors educators must weigh.

The Higher Education Opportunity Act of 2008

The Higher Education Opportunity Act of 2008 requires that higher education institutions, to the maximum extent practicable, list the prices and ISBN codes of the required and recommended textbooks for each course on their online course schedules used for preregistration and registration.

Procedures for Selection of Published Textbooks and Materials

Individual full-time faculty members have the *sole* responsibility for the selection of class materials in keeping with the guidelines below. Full-time content experts along with adjunct faculty who regularly teach a course in consultation with the department chair have the responsibility for choosing appropriate class materials.

Instructors have an ethical obligation to choose class materials for student use without respect to personal or collective gain. Because instructors sometimes realize profits from sales to their students, instructors should not inappropriately enrich themselves at the expense of their students. Faculty can assign their own works but are cautioned against retaining profits earned from sales to their students.

The following guidelines should be considered:

- Materials selected should support course learning outcomes
- Sequencing of courses within a discipline
- Use in more than one course
- Bundling (Frequently, the publisher creates bundles that are less expensive as a unit than if the items are purchased independently.) There is also confusion created if all sections are not requiring each part of the bundle
- Life expectancy of the materials

Difficulty for students if it becomes necessary to take a different section or instructor

- Externally imposed guidelines or requirements (e.g., state or regional certification, accreditation, board examinations, etc.)
- Sections of courses with different content or methodological approach (e.g., International Studies, Honors, Online Courses, Word Processing, etc.)
- Total cost of class materials in relation to tuition for the course
- Ability of students to rent or sell back the materials
- Normally, required non-consumable materials selected for a course should be adopted for one full academic year.

Full-time faculty are responsible for electronically inputting class materials for all sections of their courses by the appropriate deadline. Full-time faculty, who act as lead instructors, program coordinators, or have other similar titles, may have an additional responsibility to electronically input course materials for adjunct faculty-taught courses as a result of their role. Department chairs are responsible for electronically inputting selections for class materials for their own courses, as well as for adjunct instructor-taught courses where a lead instructor (or other similar role) does not exist, or is not assigned to another full-time faculty member.

Ordering Information

1. Currently, all textbook adoptions are to be placed using a paper process.
2. Textbook selections are due on March 15 for the following summer and fall semesters. After March 15, any changes in textbook selection for the summer and/or fall semesters must be approved by the respective instructional dean. This deadline provides bookstore staff time to prepare the

course materials information for student publication as required by the Higher Education Opportunity Act of 2008.

3. Textbook selections are due on September 30th for the following winter semester. After September 30, any changes in textbook selection for the winter semester must be approved by the respective instructional dean. This deadline provides bookstore staff time to prepare the course materials information for student publication as required by the Higher Education Opportunity Act of 2008.
4. *All course materials required or recommended for classroom usage: textbooks, packets, calculators, tools, software, etc. must be communicated via the ordering process as required by the Higher Education Opportunity Act of 2008.*

Instructor-produced packets need sufficient lead time for printing services to produce. Faculty members are asked to contact the bookstore within a week of book order due dates to complete the printing services request.

Material Produced Off Campus

Before adoption, the instructional dean, department chair, or discipline coordinator, and the business manager must approve instructional materials produced by the instructor outside of the College and used in the classroom. The instructional dean may disallow the use of materials produced by a Kalamazoo Valley instructor, whether printed/produced internally or externally.

Desk Copies or Personal Orders

Faculty members should obtain instructor desk copies of textbooks directly from the publisher. Each instructional dean (Faculty Reception at TTC) provides an optional service by which arrangements can be made to order desk copies for you. Adjunct instructors in most instances may sign out instructor copies on loan from faculty reception at TTC, unless otherwise notified by the chair. Textbooks are not available from the bookstore for loan, as gifts or at a discount price. The Library will not purchase textbooks for faculty or to stock for student use.

Travel, Students and Staff

In requesting travel for Institution staff and students, consider the following:

1. There must be adequate provision for the safety and welfare of those involved.
2. Travel groups of students and staff from the Institution are, in effect, representing the Institution.
3. [Field Trip Travel Request forms](#) should be filled out and approved whenever an instructor or instructional administrator leaves the campus for more than a day on Institution business.
4. A [Class Participation Waiver](#) must be completed by students prior to participating in activities that are off-site. The completed forms should be kept at the department level through the academic year. If an individual is injured or if property damage occurs, the faculty member must contact Public Safety immediately at 269.488.4575. The Class Participation Waiver can be found at My Valley>Faculty Resources>Forms.

If you desire Institution transportation, submit a Vehicle Request form several weeks in advance of the trip. **NOTE: The driver MUST be on the approved drivers list.**

Procedure:

1. The [Field Trip Travel Request form](#) can be found on the Intranet under “forms on line” or obtained from your instructional dean.
2. Submit the form to your immediate supervisor. All travel of more than one day requires the advance approval of the instructional dean. Cabinet member approval is required for all out-of-state travel, group travel (More than one person traveling to the same activity), out-of-state travel, and in-state travel with an overnight stay.

Field Trips

You are encouraged to arrange such local class field trips as would significantly contribute to the objectives of your courses.

All off-campus trips must have the advance approval of the instructional dean. Participating students may receive excused absences from classes, but are responsible for all work missed.

The Institution cannot underwrite any portion of a student's expenses of a field trip except authorized travel in Institution vehicles, and where public transportation is required, only adequately insured carriers are authorized.

Please remember, for proper insurance coverage and liability protection, you must fill out a field trip request form each time a group of students is taken off campus for an instructional experience, and have students complete a class participation waiver.

Field Trips, Student Expenses For

Prior to the scheduling of any field trip, you should inform students that they are responsible for their own expenses, such as lodging, meals, and personal items. In the event you plan field trips prior to the beginning of a course, post this information in the schedule of classes prior to the beginning of the semester or session. Using the appropriate field trip form and/or overnight travel form as well as having the student complete the class participation waiver, report all details related to field trips and receive advance approval from the instructional dean.

SECTION V: SUPPORT SERVICES

Directory of Services

A [directory of services](#) can be found in each semester's Kalamazoo Valley Semester Class Schedule, as well as on Kalamazoo Valley's internet.

Hours of Operation for Service Offices

Information regarding office hours can be found in each semester's Kalamazoo Valley Class Schedule, as well as on Kalamazoo Valley's web site <https://www.kvcc.edu/services>.

Libraries

Kalamazoo Valley Libraries are located on both Texas Township and Arcadia Commons campuses. Skilled staff and professional librarians are eager to assist you and your students.

Resources: The Kalamazoo Valley Libraries offer more than 90 online research databases with access to several million journal articles; more than 63,500 books and 142,000 e-books; over 3,600 audiovisual items; and 161 plus hard-copy periodicals.

Instruction: Kalamazoo Valley librarians offer classroom instruction in research and citation skills tailored to meet your students' needs. To schedule a presentation, contact either library at the phone numbers below.

Course Reserves: You may place library-owned or personal materials on Reserve at either library to ensure availability for your students' use.

Borrowing: Faculty may check out books for a full semester. When due, renew library materials in person, by phone, or online. Interlibrary Loan service is available for items we don't own.

Library Hours: Hours are posted in the Class Schedule and on the Libraries' home page. Librarian assistance and many library resources are available 24 hours a day, 7 days a week via the Libraries' website, below.

Information: For more information on the Libraries' many services, please go to the Libraries' home page and click on "Information for Instructors."

Contact Us:

TTC Library	269.488.4380
ACC Library	269.373.7848
E-mail	libref@kvcc.edu
Website	http://www.kvcc.edu/library

Office Support Services

Faculty Reception Services

Centralized reception services for faculty are located in the Office Support area at TTC, the first-floor main office at Anna Whitten Hall (ACC), and on the second floor office at the Culinary & Allied Health Building (BHLC).

Services

Phone coverage & messages	Directions to rooms
Faculty office supplies	Mail delivery
Facsimile support	Copier support
Grading machine support	Student papers pick-up/drop-off
Printing Services work orders	Testing Services Drop-off/Return

Reception of Students and Visitors

Directions to a faculty member's office are given at the reception position. Messages can be left at the reception position and the faculty receptionist will place them in the proper mailbox. Office hours, room numbers, and class schedules of the faculty member may be given to the person stopping in.

Faculty Mailboxes

Names and teaching status will be procured by the faculty receptionist each semester. The faculty receptionist will use this information to assign mailboxes to faculty members. During the semester, the faculty receptionist will post all incoming mail for the faculty members daily. The faculty receptionist will monitor incoming and outgoing mail to insure proper pickup and processing.

Faculty Supplies

The faculty receptionist will check the faculty supply cabinets daily to insure that proper amounts of authorized supplies are available for faculty use.

Faculty Self-Service Area

The faculty receptionist is responsible for insuring only authorized personnel are allowed into the mailroom and that only authorized personnel use self-service equipment. The faculty receptionist is responsible for assistance, minor troubleshooting, equipment supplies, and procuring repair for this equipment.

Faculty Forms Files are available online

Ask the faculty receptionist if you need assistance.

Student Pick-Up File

A file is available for you to leave materials for students to stop in and pick up from the faculty receptionist. These materials must be able to fit into a manila folder. The reception position is not equipped to hold larger items (books, binders, art projects, etc.). At the end of a semester, the faculty receptionist will not be able to hold materials for your entire class to pick-up.

User's Responsibility

1. Provide Required Data: Faculty office hour/s forms and class assignment schedule/class syllabus must be submitted by the end of the first week of the semester. Submission steps follow:
Class Assignment Schedules –
 - Log in to your My Valley
 - Go to Faculty Resources
 - On the left hand column select Class Roster
 - It will ask you to log in again
 - Select Class Roster
 - Select Class Assignment Schedule Upload under the appropriate semester
 - From this screen you may select your document
 - Select UploadAlso from this screen you may go back to the top and select Office Hours Form and submit and print your office hours for the semester
2. When material for students is left, the student's name, class, other pertinent information, and the amount of time to hold the material must be furnished to the faculty receptionist. Failure to do so may result in delay or unsatisfactory completion.
3. Confidential Work: No home phone numbers or non-school related information will be given out from the reception position without written permission from the user. If the user is concerned

about extra security for his/her work, he/she should contact the Office Support Services manager and arrangements will be made.

4. Complaints: All problems and complaints with any job or action taken by Office Support Services staff must be directed to the Office Support Services manager.

Word Processing Services

Word processing services through Office Support, is located at the Texas Township Campus – Room 7428. Office Support offers production support to help instructors prepare materials for classroom and Web courses. The following services are offered:

Prepare submitted materials into print-ready masters

- Class handouts and materials (CAS, homework assignments, work sheets, study guides, etc.)
- Tests and exams (Word and ParTest/ParScore)

Prepare submitted material into web-ready formats

- Tests and quizzes for Moodle

Assistance with mailings

- Advisory Committee letters
- Special mailings for course or departmental development

User's Responsibility

1. Written or typed input must be legible to the word processor. The user must provide complete instruction on the Office Support work orders. For online courses, CRNs are required. Moodle and ParTest quizzes and exams must include the answer key.
2. Provide Required Data: Office Support Services is not equipped to act as a library and/or research office. When names, prices, cost centers, addresses, zip codes, etc. are to be included in your work order, the author must provide them. Failure to do so may result in delaying your work request.
3. Confidentiality: Office Support does not allow access to any work, except by the author. If you feel the need for extra steps to ensure the confidentiality of your work order, give the work order directly to the Office Support Services manager with an explanation of the nature of your job.
4. Allow for Sufficient Lead Time: Please follow the lead times listed. During busy times (beginning or end of the semester) allow for more time.
5. Advance Notification of Large Jobs: A large job would be more than 10 typed pages and/or extensive revision of material. When submitting a large work order, contact the Office Support Services Manager as soon as possible. This will ensure that your work can be completed on time.
6. Complaints: All problems and complaints with your work request are to be discussed with the Office Support Services manager and not with an individual work processing operator.

Office Support's Responsibility to User

1. All output will follow the established formats. Special requests will follow the examples and directions provided by the user.
2. All work will be proofread before being returned to the user. If the author finds a typing error (not a revision in text), Office Support Services will correct it as soon as it is brought to the attention of the Office Support Services manager. Note: Handwritten or difficult to read material will require you to resubmit the work.
3. Confidentiality: All Office Support work orders are treated as confidential while being processed through Office Support Services. In order to ensure the confidentiality of all jobs, Office Support follows these guidelines:
 - a. All work orders submitted to Office Support Services are not accessible to anyone but the author. If someone needs to review your work while it is in process, they will be directed to you for written authorization.

- b. Work orders submitted by a user will only be returned to the user. Your work will not be given to anyone else without your written authorization.
- c. All documents prepared by Office Support Services are stored on the Kalamazoo Valley network. The only people who have access to them are the word processing operators and the Office Support Services manager

Routine Work Flow

1. All work is processed on a first come first serve basis, by due date (when normal lead time has been requested).
2. All work will be completed according to the directions written on the Office Support Services work order.
3. Leave the completed Office Support work order in the box located in the Faculty Workroom, TTC 7329.
4. Work will be logged in Monday through Friday at 10:00 a.m. and 3:00 p.m.
5. Mandatory lead time required for work requests:

Input lead time

1 – 2 pages	3 days
3 – 4 pages	4 days
5 – 6 pages	6 days
7 – 8 pages	7 days
9 – 10 pages	8 days
11 – 12 pages	9 days
13 – 14 pages	10 days
15 or more pages	See the Information Processing Specialist

When ordering print requests to be delivered to the Arcadia Commons Campus, add an additional 1-2 days to allow time for mail delivery.

6. Work will be completed by 5:00 p.m. on the date requested.
7. Peak workload lead time: A mandatory lead time of 5 days for peak times is required. Generally, the peak times will be two weeks before the semester begins and the first two weeks of the semester.

PLEASE NOTE: Lead time is the guaranteed date that you'll have your work done and returned to you. Lead time begins when it is **logged in** to Office Support. Work orders logged in at 10:00 a.m. – processing time begins that same day. Work orders logged in at 3:00 p.m. – processing begins the next business day. If problems arise or delays occur, you will be notified by e-mail. Weekends and holidays are not included and college closures will affect lead times.

Forms, special layouts, graphics, symbols, and statistical typing may require more time to complete.

All finished work orders will be placed in your mailbox or e-mailed to you for your convenience. Confidential material will be held in room 7428 to be picked up according to the directions provided by the user.

Your completed job can be sent directly to PRINTING. If you want your material to go directly to PRINTING, you must complete a PRINTING work request and submit it with your job (you must provide sufficient lead time for BOTH Office Support and Printing Services, i.e. 2 masters requires 4 days total, 3 days for OSS and 1 day for Printing). When finished, OSS will place a copy in your mailbox and send the new master and work request to Printing. Printing Services will notify you when printing is complete.

[Faculty Success Center](#)

The **Faculty Success Center** at Kalamazoo Valley is dedicated to providing professional development activities related to teaching and learning. Our programs are designed to provide full and adjunct

faculty with an array of information and resources as they strive for continuous improvement in the classroom. Faculty can also receive instructional technology related assistance from the friendly, helpful staff.

The Faculty Success Center is located in Room 7312 on the Texas Township Campus. Visit the website at: <https://www.kvcc.edu/about/insideKalamazooValley/facultysuccess/> or call 269.488.4164 for more information.

Phone Mail

To access the voice mail system on your office telephone you must have a touch-tone phone and follow the steps below:

1. If you are off campus: dial 269.488.4700 (on campus dial 4700).
2. When prompted, key in the extension number for your voice mailbox, followed by the # sign.
3. The system will verify your choice, and tell you to push # if correct. If your selection is not correct, you are prompted to reenter your extension again.

Full-time instructors assigned exclusively to the Arcadia Commons Campus should use phone mail number 269.373.7901, x7901, and follow the steps listed above.

The voice mail system is one of the important communication options for students and your colleagues. Please access your voicemail at least once a day and preferably more often.

Photocopying

There is copying equipment available for your use in the faculty work area. These copy machines should be used for short runs only. Every effort should be made to use Printing Services instead of the photocopying machine.

Printing Services

Walk-up printing hours are 7:15 a.m. to 6:00 p.m., Monday through Thursday and 7:15 a.m. to 5:00 p.m. on Friday. The staff in Printing Services can make up to 50 copies of up to 10 masters for you while you wait or a maximum of 500 one-sided or 250 two-sided. Printing request work orders can be obtained from Printing Services or from the faculty receptionist.

Printing requests may also be submitted online. This may be done by going online to <http://infotech.kvcc.edu/it/media/printing.php>.

Lead Time

Lead Time is the time that completion of your work is guaranteed, except for circumstances beyond our control. The Lead Time is measured from the time the work is logged in (8am and 1pm Monday - Friday). The actual time it takes to complete a job will vary during the year depending on the volume of work being processed at a given time.

Rush Work Orders

Rush Orders are work orders that are needed in less than the scheduled lead-time. The approval of your Cabinet Level Administrator is the initial step in seeking approval to have your Rush Order completed.

Lead Time Schedule

Lead Time is given in business days (Monday - Friday). Weekends and any day the college is closed are not to be counted as a business day.

# of Masters Submitted	Lead Time
1 - 10	Next Day

11 - 30	2 Days
31 - 50	4 days

Additional Lead time is required for the following:

Padding	1 day
Folding	1 day
Cutting	1 day
NCR non-standard forms Color copies Non - standard paper Non - standard envelopes Non - standard printing	See Media Manager

Bookstore Operation

The Kalamazoo Valley Bookstore offers textbooks, supplies and miscellaneous items for sale to students, faculty, and staff. Direct any questions regarding the operation of the bookstore to the Bookstore manager.

Bookstore hours are posted outside the Bookstore and in the class schedule. Click on http://www.kvcc.edu/services/bookstore/bookstore_hours.htm to obtain additional information.



HEIDI S. Early Education

APPENDIX A

Recommended Template for Information to Include in Your Class Assignment Schedule

The Class Assignment Schedule (CAS) is an introduction and roadmap to your course. It provides pertinent details for students regarding what to expect from the course along with what is expected of them. Let the design and language reflect your personal style as well as your overall teaching philosophy.

The CAS will vary among disciplines and courses. It must be consistent with the current approved master syllabus for the course and reflect full and effective use of assigned instructional periods and the designated strategies. **Following is a recommended template for the information which is to be shared with the class in writing.**

(The “Notes” column identifies the related item currently listed in the Faculty Manual under the heading “Preparing Your Class Assignment Schedule.”)

Course Information	Notes
Course title (e.g. Interpersonal Communication)	FM #1
Course discipline and number and section # (e.g. COM 113 – Section #12345)	FM #1
Classroom location, meeting days and time	
Prerequisites/co-requisites (e.g. successful completion of ENG 110)	FM #3

Instructor Information	Notes
Full name	FM #2
Office location, phone # and voicemail #	FM #2
Office hours (one hour per class)	FM #2
Email address – use Kalamazoo Valley email for both students and instructors (identify the best way to reach you)	FM #2

Course Description /Objectives/Outcomes	Notes
Course description from master syllabus (you may add to this description)	FM #3
Prerequisites from Master Syllabus	FM #4
Learning objectives/outcomes – both course specific and institutional learning outcomes (general education outcomes)	FM #5 & #6

Text and Any Required Materials	Notes
Textbook, if required, title, author(s), edition and any other required materials	FM #7
Supplementary readings, calculators, other supplies	FM #7

Evaluation Plan	Notes
Detail how students will be evaluated e.g. number of quizzes, tests or major exams, lab assignments, papers, projects, classroom participation, attendance etc. Provide a clear breakdown of how different assignments will be weighted and translated into grades such as a point based system.	FM #9
Identify your policy regarding missed or late assignments as well as missed or late tests and exams (i.e. will you allow make-up exams)	FM #10

Research findings indicate that students learn best when they receive feedback on their learning early in the semester and often throughout the semester. It is also recommended that students be given a variety of ways to demonstrate their learning.	
Course Policies	Notes
Expected classroom behavior	FM #10
Attendance and lateness	FM #10
Academic Dishonesty – if there will be writing assignments or projects in ART or CIS, clearly explain plagiarism; the Faculty Instructional Manual has a well-developed generic statement about academic dishonesty	FM #10
Avoid ambiguous statements; develop policies you will be comfortable enforcing	
Include Electronic Class Attendance Record System (ECARS) information - “Pursuit of Class” Definition Attendance is defined as any action on the part of the student (after registration) that demonstrates pursuit of class. As defined by Academic Services at Kalamazoo Valley Community College attendance is defined as TWO specific actions on the part of the student (after registration) that demonstrate pursuit of class. To be considered in attendance for ECARS, a Kalamazoo Valley student must do minimally BOTH of the following: 1. Attend at least one class session during the ECARS reporting period. For web courses, the first requirement (attending one class session) is defined as logging into the course at least once and downloading the class assignment schedule. AND 2. Submit at least one assignment, quiz, or test as determined by the instructor.	Recommended

Course Plan/Schedule	Notes
List information for each class session, providing specific dates	FM #11
Identify dates for tests, dues dates for assignments, readings etc.	FM #11
Identify learning activities appropriate to topic and associated assignments	FM #11
Provide lesson or topic to be covered not just chapter numbers	FM #11

Resources- The following information is available online as an attachment to your CAS (Preparing Your CAS under Faculty Resources on VIP), or to post on Moodle.	Notes
Identify web or Moodle resources	FM #12
ADA/Office for Student Access- The Office for Student Access is designed to meet the individual needs of students with physical, psychiatric, or learning disabilities. The College has a long history of service to students with disabilities and is committed to removing barriers to help students not only reach their potential, but become academically competitive within their programs. To initiate services or for more information, please contact the Office for Student Access at: Voice: 269.488.4397 - TTD: 269.488.4358. ADA/Accommodations- If academic accommodations are necessary due to a disability or academic barrier, please contact the Office for Student Access (OSA). The OSA is located in room 2220 in the Learning Center on the Texas Township Campus. You can schedule an appointment by calling 269.488.4397	FM #12
Student Support Services - The Student Success Center (SSC) is a resource center which brings together campus services to help students achieve their professional and personal academic goals. This includes Academic Counseling, Career Counseling,	

<p>Credit for Prior Learning, Transfer Assistance, Student Activities, Office of Student Access, and Life Resources. The Center provides one-on-one assistance to students. For more information on how to obtain assistance from the SSC go to their web site: http://www.kvcc.edu/successcenter/.</p> <p>Tutoring - The Learning Center has been providing services to students for over 20 years. The Center offers a variety of services to enhance student learning - tutoring on a drop-in basis or by appointment, and one-on-one or group tutoring. To contact the Texas Township Learning Center call 269.488.4397, or go to their web site: http://www.kvcc.edu/services/tutoring. To contact the Arcadia Commons Writing Center call 269.373.7815, or the Arcadia Commons Math Center call 269.373.7861.</p> <p>Library Resources - Kalamazoo Valley Libraries are located on both campuses. The Libraries offer online research databases with access to several million journal articles; more than 65,000 books, 86,000 e-books; and over 7,000 audiovisual items. Librarians are available to assist you in selecting the best data-base to research specific topics. In addition, Instructors may place library-owned or personal materials on Reserve at either library to ensure availability for students' use. Librarian assistance and many library resources are available 24 hours a day, 7 days a week via the Libraries' website and the free Ask-A-Librarian 24/7 Chat service. For more information go to the Libraries' home page http://www.kvcc.edu/library or call TTC Library 269.488.4380 ACC Library 269.373.7848.</p>	
Class Withdrawal	
<p>When considering whether or not to withdraw, you should understand that having withdrawals on your transcript may place you at a disadvantage with transfer institutions and future employers. Please see me, a counselor, or a financial aid advisor before you decide to withdraw. These experts can help you review all of your options.</p>	

Other Items That May Be Included	Notes
Inclement Weather Information	
Withdrawal Date Information	

Within the first week of your class, upload your class syllabus/class assignment schedule to the link located on the class roster main page located at My Valley>Faculty Resources>Class Roster>Class Assignment Schedule Upload> and locate the correct semester and upload.

