

QUALITY FACULTY PLAN



INDIANHILLS
COMMUNITY COLLEGE

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Quality Faculty Plan

Background

Indian Hills Community College maintains a Quality Faculty Plan (QFP) to promote quality instructional practices and ensure professional development of full and part-time faculty in compliance with Iowa Administrative Code 281-24.5 (260C). Since its original inception, the Indian Hills Community College Quality Faculty Plan has been reviewed annually and updated as needed based on recommendations of the QFP Committee and changes to Iowa Administrative Code. The following timeline provides a historical context of the college's Quality Faculty Plan development, implementation and revision schedule.

Purpose

The purpose of the Quality Faculty Plan is to create and maintain a highly skilled, qualified and student-centered faculty.

Indian Hills Community College believes faculty are a community of professional learners. The QFP enhances the learning process for students and faculty, leads to innovation and is a continuing community process.

Quality Faculty Plan Timeline

Committee Established	September 2002
QFP Begins Development	October 2002
Internal and External Needs Assessments	November 2002
Approved Plan to Board of Trustees	March 2003
Quality Faculty Plan approved by IHCC Board of Trustees	April 14, 2003
Development of procedures for implementation and maintaining records	May 2003
Implementation	2003-2004
QFP review	April 2004
QFP revision	April 2009
Revisions approved by the IHCC Board of Trustees	June 2009
QFP revision	January 2014
Revisions approved by IHCC Board of Trustees	February 2014
Revisions approved by IHCC Board of Trustees	September 2017
Revisions approved by IHCC Board of Trustees	September 2019
QFP Review	May 2021
QFP Revision	July 2021
QFP Revision	May 2022

Quality Faculty Plan Committee

The Quality Faculty Plan Committee consists of equal representation of Arts & Sciences (A&S) and Career & Technical Education (CTE) faculty. Faculty members on the QFP committee are appointed to a three-year term. They may be re-appointed to two (2) additional three-year terms consecutively. Administration members hold standing appointments. Faculty and administration on the committee represent Academic Divisions from all IHCC campuses, high school programs, Business Solutions and human resources.

The Committee will be chaired annually by a faculty member voted to serve by a simple majority of the committee. QFP Committee Membership includes:

- 4 A&S FT faculty
- 4 CTE FT faculty
- 1 A&S Adjunct faculty
- 1 A&S High School faculty
- 1 CTE Adjunct faculty
- 1 CTE High School faculty
- Director, Teaching & Learning
- Director, Human Resources
- Dean, Career & Technical Education
- Executive Dean, Centerville Campus & Academic Services
- Executive Assistant, Vice President, Learning & Engagement
- Vice President, Learning & Engagement

Compliance with Accreditation Standards

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

All faculty who are new to IHCC will participate in the professional development requirements of the Quality Faculty Plan based on their teaching load and/or assignment. Failure to comply may result in corrective action up to and including termination of employment.

Requirements for Full-Time Faculty

This includes all credit faculty who are under contract for at least half-time or more, as well as full time Continuing Education, counselors and media specialists.

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained in the Human Resources office.

New Employee Orientation

Full-time faculty who are new to IHCC are required to participate in orientation and learning activities that address topics related to employment as well as departmental policies and processes. New Employee Orientation will be conducted by the Human Resources Office and the appropriate Academic Dean or supervisor. New Employee Orientation will be completed within 60 days of employment at Indian Hills.

The Indian Hills Community College Human Resources Office orientation activities include:

- Review of the staff handbook policies and procedures
- IHCC's organizational governance and structure
- HR Policy & Procedure review
- Mandatory Reporter Training
 - Required for all credit instructors within six months of hire. Proof of certification must be on file in the Human Resources office.

The Indian Hills Community College Academic Deans will provide departmental orientation to new faculty that includes:

- Overview of the community college system and the Iowa Community College system
- IHCC curriculum development and revision processes
- IHCC faculty-related processes and policies

New Faculty Academy

Full time faculty who are new to Indian Hills Community College are required to participate in 25 hours of New Faculty Academy (NFA) at the first opportunity within the first 12 months of employment.

The NFA is a highly differentiated learning experience which is heavily influenced by individual needs-analysis in the areas of adult learning, curriculum, instruction, assessment, and technology. The components of NFA include:

- **Boot Camp** offers new faculty with the information and tools to successfully launch into their new IHCC teaching roles. Boot Camp has two sections. *Foundations in IHCC Faculty Technology Systems* is an asynchronous online course, and NFA Orientation is a facilitated face-to-face experience.
- **Modules** are designed to address immediate needs for new faculty within five major categories (Adult Learners, Curriculum, Instruction, Assessment, Technology Integration). To meet the immediate needs of new faculty, NFA participants complete a self-assessment tool to support them in selecting the most appropriate modules for their own needs.
- **Milestones** is an experience for NFA participants to share and celebrate successes to date while reflecting upon any challenges they may have encountered as well. NFA participants develop and present projects to showcase their learning and how it is impacting their teaching role.
- **Seminars** are one-hour learning opportunities addressing a wide range of topics relevant to the college teaching experience.

Two cohorts of New Faculty Academy are offered per academic year. New faculty will join the cohort that begins at the start of the next available cycle. Completion of New Faculty Academy in year 1 of employment fulfills the QFP requirement for the first year of full-time teaching at Indian Hills Community College. Completion of NFA results in the new faculty member joining the Continuing Professional Development cycle for QFP at the beginning of the next academic year.

Continuing Professional Development

Faculty who have completed New Faculty Academy at IHCC will be required to engage in ongoing learning activities that provide continuing professional development. A minimum of 30 hours every two (2) years is required in learning activities designed to address the following IHCC Quality Faculty competencies:

- Discipline/Content Specific Professional Development (10-15 hours)
- Culture (5 hours)
- Teaching & Learning (10-15 hours)

Each Continuing Professional Development Cycle will end for all faculty on the midterm date in July of Summer term of even numbered years (i.e., 2022; 2024; 2026, etc.)

- New faculty who will complete their 2nd year of employment in August of an odd numbered year will complete a total of 15 hours of QFP the following year to bring them into the all-faculty cycle.
 - Discipline/Content Specific Professional Development (5-8 hours)
 - Culture (2 hours)
 - Teaching & Learning (5-8 hours)

- Faculty within the all-faculty cycle are encouraged to participate in learning activities each year, but no annual minimum is required.
- QFP requests must be submitted no more than 6 months after the final date of the professional development.
- Faculty must provide evidence of their completion in approved continuing professional development activities by the date designated as completion of the cycle. (midterm of summer term)
- Failure to comply with requirements of the Quality Faculty Plan may result in corrective action up to and including termination of employment.
- Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office.

Quality Faculty Competencies

Each faculty member will achieve and maintain competency in three areas:

Discipline/Content Specific Professional Development

Faculty actively seek opportunities to grow professionally by maintaining standards, credentials, certification or licensure, as well as engaging in professional growth endeavors that will promote relevant content for the academic program(s) in which they teach.

10-15 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Discipline/Content relevant to their teaching. These activities may include the following:

- University credit or non-credit courses
- Local credit or non-credit courses
- Workshops
- Consortium courses
- Online courses
- Conferences (specific breakout sessions)
- Industry trainings

Teaching & Learning Strategies

Faculty will engage in opportunities to enhance and develop their instructional practices to improve student learning. These may include:

- Curriculum
- Assessment
- Technology Integration Related to Learning
- Adult Learners
- Instruction
- Learning Environment
- Classroom Management

10-15 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Teaching & Learning Strategies. These activities may include the following:

- University credit or non-credit courses
- Local credit or non-credit courses
- Workshops
- Consortium courses

- Online courses
- Conferences (specific breakout sessions)
- Industry trainings
- Teaching & Learning Center coaching sessions
- Seminars
- Approved Book Study Sessions

Cultural Development

Faculty actively seek opportunities to grow culturally by engaging in opportunities that will promote areas such as:

- Diversity, Equity & Inclusion
- Ethics
- Communication
- Collaboration and Relationships
- College Community & History
- Customer Service
- Human Relations

5 Hours Every 2 Years required

Each faculty member is required to participate in a minimum of 5 hours every 2 years in activities that strengthen Cultural Development. These activities may include the following:

- Workshops
- Online courses
- Conferences (specific breakout sessions)
- Seminars
- IHCC student poetry readings
- IHCC student theatrical performances
- IHCC student musical performances
- Approved IHCC DEI Book Study sessions

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

Excluded items for all categories include training or meetings such as:

- Mandatory IT employee trainings
- Mandatory Reporter Trainings
- Required recertification for BLS or like courses
- Management Training
- Networking or social gatherings

Requirements for Adjunct & Concurrent Enrollment Faculty

New Faculty

All new adjunct & concurrent enrollment faculty will participate in the *Foundations in IHCC Faculty Technology Systems*, which is an asynchronous online course through the IHCC Teaching & Learning Center. This course must be completed within the first 60 days of teaching for IHCC. New adjunct & concurrent enrollment faculty are also required to meet with the division dean or faculty mentor for a minimum of 1 hour in person or virtually prior to teaching. Items to be discussed include:

- Policies/Procedures
- Electronic Resources
- Teaching Strategies
- Ongoing Professional Development

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file in the Human Resources office. Any adjunct faculty who does not comply will not be employed by IHCC. All faculty records are maintained in the Human Resources office.

Continued Professional Development for Adjunct & Concurrent Enrollment Faculty

- A minimum of 4 hours is required annually (August 25 – August 26)
- Topics for teaching & learning strategies may include:
 - Diverse learning styles
 - Teaching methodology
 - Content specific information
 - Issues in education
 - Assessment practices
 - Non-traditional students
 - Students of diverse backgrounds
 - Critical thinking strategies
 - Designing learning goals
 - Curriculum development
 - Instructional technology
 - Students with disabilities

Requirements for Adult Basic Education Faculty

For the AEL Coordinator Handbook, please visit: <https://educateiowa.gov/documents/ael-program-information/2021/05/adult-education-and-literacy-coordinator-handbook>

Faculty Development Approval Process

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

- For professional development external to IHCC, complete a Professional Development Authorization form on the electronic platform used by IHCC. Authorization should be obtained prior to activity in order to avoid attendance when there is the possibility of denial.
- Upload documentation of completion of the approved training, which may include:
 - Brochure, program, etc. of activity if available.
 - Proof of sponsoring agency/business/institution.
 - Proof of contact hours after finishing the activity. (May include agenda or program with notes, certificate, transcript, grade slip, etc.)
- Faculty are responsible for demonstrating evidence of completion of an activity for it to be added to the QFP transcript.
 - Those that do not produce documentation of completion will not be processed for final approval.
- Professional development internal to IHCC may be available to select in the electronic platform. Proof of completion may include sign-in sheets, certificates, or online assessments.

Faculty Development Appeal Process

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

- Review the activity approval process. Determine if QFP approval process was followed and all documentation was submitted.
- If the approval process was met and the activity was denied based on merit by a dean and/or the Chief Academic Officer, then
 - Discuss with the dean the reasons for the denial.
 - If not satisfied, discuss with the Executive Dean and the Chief Academic Officer the reasons for the denial.
 - If not satisfied, and you believe the activity has merit toward your QFP, then you may request a meeting with a sub-committee of the Quality Faculty Plan Committee to discuss the activity's merit. This request should be made in writing to the Chair of the Quality Faculty Plan Committee.

If an activity has been identified in one category, such as Culture, a faculty member may appeal to have the hours applied to another category if it is appropriate for the courses taught by the faculty member.

- Faculty initiate the review by submitting written justification to the Chief Academic Officer for consideration.
- If approved by the Chief Academic Officer, the classification of the hours will be changed.

Procedures for Record Keeping

- IHCC VP, Learning & Engagement office will maintain the official records of learning experiences and hours for each faculty member on the electronic platform.
- Using the electronic platform, faculty members are responsible for tracking progress towards maintaining appropriate professional development hours to remain in compliance with QFP. These records should be reviewed with the supervisor on at least an annual basis.

Quality Faculty Plan
Indian Hills Community College



It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus & Learning Services, 683-5174, learningservicesequity@indianhills.edu (students with disabilities); U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.