

EASTERN WYOMING COLLEGE

Faculty Handbook

Full-Time, Adjunct, and Concurrent

Eastern Wyoming College

2019-2020

Terms of Employment

Job Description

As a faculty member of Eastern Wyoming College, you will be using your subject area expertise to teach our students, advise students, recruit and retain students, participate on committees, and support the mission, vision, and strategic directions of the college. Please see the official job description for full details.

Contract

Full-time instructors will be hired for a term that will not exceed one year. Each spring, an additional annual instructional contract may be offered to the instructor at the discretion of the College President. Each non-tenured faculty member will be evaluated at least once each semester. The College President shall consider tenure for instructional employees after three consecutive years of full-time classroom experience at Eastern Wyoming College. If tenure is not achieved at the end of three years classroom experience, then the instructor will be dismissed.

However, due to special or extenuating circumstances, the College President may grant one additional year probationary status. After tenure is received, a faculty member has the right to hold the position during efficient and competent service and the right not to be removed therefrom except for such causes as incompetency, neglect of duty, physical or mental causes, incapacity, dishonesty, insubordination, immorality, conviction of a felony, or for demonstrably bonafide financial exigencies on the part of the institution. (Board Policy 3.3)

Adjunct instructors will receive a part-time instructional authorization form from the Program Director, Department Head or Outreach Coordinator for courses they are teaching. Adjunct instructors are considered to be temporary part-time employees.

New instructional faculty will participate in a new faculty orientation with the Vice President for Academic Services and Dean of Faculty/Student Services. All new employees will participate in an orientation session with the Director of Human Resources where all EWC Personnel Policies will be reviewed.

Faculty under a 9-month contract may be contracted separately to teach during the summer term at the adjunct pay rate of \$640 per credit hour.

Official Faculty Transcripts

Eastern Wyoming College requires all employees, including Adjunct instructors, to have current official college transcripts on file in the Personnel Office. If you need a form to request that official transcripts be sent to the Personnel Office, please contact the local outreach coordinator, or the Personnel Office 307-532-8330.

Workload

Full-time faculty members are contracted to teach the equivalent of 30 credit hours per academic year (fall and spring terms as determined by the Oct 1 and Feb 1 Open & Closed Section Reports). Overload pay for full-time instructors is allowed if the workload exceeds 30 hours. Pay for overload is paid at the same rate as that of an adjunct instructor. Including overload credits, a maximum teaching load for an EWC instructor is 21 credit hours per semester (Board Policy 3.9).

Adjunct instructors agree to the workload of their contracts, which will not exceed 8.75 credit hours per semester.

Workload credit for most classes is equal to the credit-hour value for the class, with exceptions for labs, internships, etc. Classes are subject to cancellation at the discretion of the Program Director, Department Head, Outreach Coordinator, Dean, or Vice President for Academic Services. Classes cannot run and are not guaranteed unless the class has a minimum number of students. Other instructional activity items provide workload credit according to the following table.

Item	Credit Points	Semesters
Program Director	3.75 credits (quarter)	FA & SP
Livestock Judging & Show Team Coach	6 credits	FA & SP

Outcomes Assessment Coordinator	3 credits	FA & SP
HLC Initiative Coordinator	3 credits	FA & SP
Laboratories—for each two contact hours	1 credit	Any
Internship Experiences for most classes Exception—Vet Tech Clinical 1 & 2 (worth of class if 5 or more students)	1 credit per five students	Any
Independent Studies (permitted only by pre-approval by Program Director/Department Head Dean & VP for Academic Services)	1 credit for 3 credit course (prorated)	Any
Number of Advisees (normal of 15 active students enrolled for six credits or more—count date October 15 of each year)	Pro-rated credit for each advisee totaling more than 15 (1/15 of a credit or .07 for each additional advisee over 15)	Year
Stacked or Combined Classes a) with a combined total enrollment of 10 or more	Worth of largest enrolled class a) plus 1 credit	Any
Team-taught classes	Share the credit as appropriate	Any
Controlled Substance Overseer (if not part of Vet Tech Program Director—must be a Vet)	2 credits	FA & SP
Large Animal Supervision—oversee purchase of supplies, feed, cattle, other care issues (1 person)	1 credit	FA & SP
Supervision of Kennel and Cattery—oversee purchase of supplies, acquire animals, supervise students who take care of animals during week as part of course requirements (2 persons)	1 credit per person	FA & SP
Supervision of Vivarium (1 person)	2 credits	FA & SP
Mobile Welding Lab Supervisor	1 credit	FA & SP
American Welding Society Testing Facilitator	1 credit	FA & SP

Attending Veterinarian – College President appointed	2 credits	FA & SP
Other? Special circumstance with pre-approval from Program Director/Department Head, Dean, and VP for Academic Services		

Nursing Faculty Workload

Full-time and part-time/adjunct nursing faculty report directly to the Nursing Director. Full-time nursing faculty will facilitate the Student Nurses Association (SNA) group as part of the committee requirements. Full-time nursing faculty may participate in other college committees as time permits.

The Associate Degree in Nursing (ADN) faculty workload differs from other full-time faculty at EWC due to the nature of the education they provide students. Full-time nursing faculty responsibilities include: lecture, skills lab, tutoring, and clinical days spent in the hospital and other settings. Nursing faculty are not only responsible for the student nurse but for the patient(s) the student is assigned to as well. Therefore workload for the full-time nursing faculty is 18 credits per academic year of NURS courses.

Independent Study Classes

When there are not enough students enrolled in a course for it to run on its own, consideration may be given to allow the course to proceed as independent study. Factors that are weighed for continued course offering include program requirements, possible course substitutions, future opportunity for student enrollment, timing of next offering, availability of distance course offerings throughout the state, and the student’s intent to graduate. Pay or workload credit will be determined by the Dean of Instruction, Vice President for Academic Services or the Associate Vice President for Academic Services. The Vice President for Academic Services must pre-approve the course for independent study.

In terms of personal scheduling, an instructor should spend no more than one-third of the time helping students as they would spend in the classroom. For example, a three-credit hour course taught as an independent study should have just a one-hour meeting scheduled with the student each week.

Graduation & Commencement

Commencement Ceremony – All full-time faculty are expected to participate in the EWC Commencement Ceremony held in May. Permission to be excused from this activity must be obtained from the Vice President for Academic Services prior to the ordering of faculty regalia.

Academic Advising

Academic advisors are drawn from full-time faculty members, professional staff with assigned faculty duties, and other professional staff or administration and are assigned student advisees by the Office for Academic Services. Academic advisors have the responsibility of helping students to identify career goals and to plan a program of study that will serve to accomplish these goals. They further handle student registration, student performance issues, and serve as the primary contact for students with regard to their academic program. Whenever possible, advisees will be assigned according to the student’s degree or certificate program, corresponding to faculty department membership. Interdisciplinary studies majors and students having not declared a major may be assigned to non-faculty advisors. Other students falling into special categories will be assigned short-term advisors according to the table below.

Category	Advisor/Group	General Advising End Date
Fitness Center Clients only	Fitness Center Director	As needed
Self-directed Computer Studies	Self-directed Computer Inst.	After two complete terms
Workforce Development Clients	VP for Academic Services, and Dean	After a calendar year
DOC Inmates & Employees	Admin Spec. for Academic Services	After a calendar year
WLEA Students	Admin. Asst., Douglas	Registered term end

WyCLASS Students	Instructional Technology	Registered term end
Concurrent Students (Douglas)	Admin. Asst., Douglas	Anticipated HS Grad date
Concurrent Students (Goshen County)	Local Outreach Coordinator	Anticipated HS Grad date
Concurrent Students (other)	Local Outreach Coordinator	Anticipated HS Grad date
Outreach Students	Outreach Coordinators	As needed
Undeclared Full-time Students	Dean	As needed
Other Special Circumstances	As available	As needed

Full-time faculty members and professional staff with assigned faculty duties may be assigned up to 15 active advisees enrolled in six or more credit hours within the terms of their contract. Potential advisee overloads will be taken under consideration by the relevant Program Directors, Department Heads, the Dean, and the Vice President for Academic Services. Overloaded faculty members may be paid a prorated portion of the adjunct rate of one credit-hour for up to 15 more advisees, as determined on October 15 of each year. Only in special situations will a single member of this group be assigned more than 30 advisees at the discretion of the Vice President for Academic Services. In the case of students having co-advisors, the primary advisor will be considered for workload calculation as above.

Academic advisors will review their advisee assignments each year beginning September 15 and provide a list to the registrar by October 10 of those advisees who should be removed from that assignment. Particular attention should be paid to:

- Recent graduates
- Pre-registered students who do not show up for classes in the fall

Adjunct instructors are exempt from academic advising.

Curriculum Development

Faculty will be involved in curricular development and assessment. Benefitted faculty members are responsible for contributing to the quality of on-campus, distance, and off-campus offerings, and will work with adjunct faculty to enhance educational effectiveness. Faculty members, Program Director and Department Heads will also work with adjunct faculty who deliver concurrent enrollment classes in order to determine that quality of instruction is maintained.

Committee Work

Full-time faculty members may join various standing and ad-hoc committees as related to their interest and experience. Some committee membership is by appointment, invitation, or election. It is strongly encouraged that all full-time faculty members, especially new faculty, be involved in at least one committee.

Adjunct instructors may be asked to join a committee as the need arises.

Strategic Planning

All full-time EWC employees participate in the annual strategic planning process. Faculty members will typically be part of an academic area grouping for the purpose of strategic planning.

Syllabus

For each class being taught, each instructor is required to have a comprehensive course syllabus available for students the first week of class. One electronic copy must be submitted to the appropriate Program Director, Department Head, or Outreach Coordinator by 5:00 pm on the second day of faculty in-service for the upcoming semester. The Program Director, Department Head, or Outreach Coordinator is responsible for reviewing and submitting those copies to the Dean and Vice President for Academic Services. Copies of the required syllabus format are available from the Academic Services Office.

The course syllabus is a brief statement of the main features of a course. The syllabus should provide a comprehensive description of the breadth and depth of the course. Since it serves the informational needs of students, instructors, administrators, registrars, and others, the syllabus should be complete, accurate, and clear.

Each academic area develops course syllabi and instructional material for that area. Adjunct instructors are expected to follow the example course syllabus, the course syllabus format and use the assigned textbook. One may, of course, supplement the instructional material. However, any significant deviation regarding sequence or material should be discussed with the Program Director, Department Head, or appropriate administrator.

Even though courses taught by faculty members must be based upon the departmentally developed common course outlines, individual instructors must still develop the specific syllabus/outline for each semester's contracted offerings. This syllabus must be approved by the Program Director, Department Head, or Outreach Coordinator responsible for the class. Once approved, the syllabus should be saved as a computer file. The file should be sent to the Program Director, Department Head, or Outreach Coordinator.

In order to assist instructors in the preparation of a syllabus, a course syllabus format including required elements is provided on the M: drive.

Teaching and Office Supplies

Full-time faculty members may charge their academic area budgets for teaching and office supplies purchased through the EWC Bookstore. Adjunct instructors should talk with their Program Director, Department Head, or Outreach Coordinator about submitting an order to the EWC Bookstore for these supplies.

Class Meetings

Be considerate of students; bear in mind that they are contractually entitled to a certain share of instructor's time. Many of them drive long distances, hire baby sitters, etc., to attend classes. They have the right to expect that class will begin promptly in the assigned location and will continue as scheduled, including reasonable breaks.

First Class Meeting

Distribute and review the course syllabus with your students during the first meeting. You should also explain to the students any expenses, supplies, special requirements, field trips, etc. Students

should be encouraged to begin readings and other course work for your class. Course material may be presented during the first class meeting.

Class Meeting Location

Instructors are to use only assigned classrooms in order that students may be able to find classes. Changes are to be made only with the prior approval of the Program Director, Department Head or Outreach Coordinator. They will coordinate with the Academic Services office for confirmation of room availability. Notification should be left within the classroom and/or on the door of the assigned room indicating the new location of the class.

Class Start Time

Instructors are expected to begin all classes on time and not to dismiss students before the end of the class period. Students will have proper regard for the course if its importance is demonstrated by using every minute available. Instructors may not cancel classes without prior approval of the Program Director, Department Head, or Outreach Coordinator.

If you are detained and unable to begin your class on time, please call the Office for Academic Services (Torrington campus) or the Outreach Coordinator (outreach) so that students can be informed of the delay.

Class Breaks

College policy is to allow approximately five minutes of break for each hour of class if scheduled to meet for more than one hour. For example, a three-hour class should include about 15 minutes of break. Some instructors like to schedule two shorter breaks in the class; others prefer to meet continuously and then let everyone out 15 minutes early.

Class Rescheduling

If a class meeting is to be rescheduled, every effort should be made to allow for full student participation. Contacting students is the responsibility of the faculty. Once the meeting has been organized, the Program Director, Department Head or Outreach Coordinator should be notified

at least one week prior to the desired date in order to arrange for building or classroom openings as necessary.

Special Class Meetings

There are situations where you might wish to schedule a study session, additional lab time, or a field trip. For these extra class meetings, the Program Director, Department Head or Outreach Coordinator should be notified at least one week prior to the desired date in order to arrange for building or classroom openings, or transportation as necessary. Meetings outside the regularly scheduled class time cannot **require** student participation.

Field Trips

Field trips related to course learning outcomes are encouraged but require approval by your Program Director or Department Head. Instructors are responsible for arranging all aspects of the trip, including transportation and supervision of students. Academic area budgets will be charged for use of campus vehicles. The Field Trip Report Form should be completed before the trip. Both sponsors and students are allowed to drive EWC vehicles. Students should sign and return travel waivers before leaving on the trip. Please see the complete Vehicle Use Policy (Board Policy 6.7).

- Car, Van (up to 12 people, including college-approved driver) or Shuttle (up to 14 people, including college-approved driver): contact Information Center at least 14 days in advance, if possible.
- Bus & driver: Contact the Athletic Director at least 30 days in advance.

Consultants and Guest Lecturers

Faculty members wishing to invite volunteer consultants or guest lecturers to their classes may do so without any other administrative consent. Approval by a Program Director, Department Head, Dean, or the Vice President for Academic Services is required prior to utilization of paid

consultants or guest lecturers. No full-time employees of the college may be paid by the college for consulting services or as a guest lecturer.

Intern/Externships

Some programs provide students with opportunities to work within their field of study in an internship or externship experience. Faculty should work with training work sites so that an understanding of student behaviors and outcomes, and employee expectations can be established. Further, faculty must complete an Externship Agreement between the work site, the college, and the student for each student enrolled in such an experience.

Class Cancellation

Class cancellation should *only* happen because of unexpected circumstances. Normally, instructors will not cancel a class meeting. Consider, instead, arranging for a guest speaker, giving a proctored test or class activity, arranging for another faculty member to deliver your course content, or rescheduling the class meeting. If, however, for some absolutely unavoidable reason an instructor will not be able to meet with a class, the Program Director, Department Head, or Outreach Coordinator should be notified as early as possible. Be sure to also contact the Academic Services Office so that a notice can be posted on the classroom door.

Every effort should be made by the instructor to contact students of a cancellation. An easy way to facilitate this is to construct a teacher/student call list or e-mail list. Contacting students is the responsibility of the faculty and not that of the Program Director, Department Head, Dean, or Outreach Coordinator.

Class Cancellation Due to Weather, Disaster, or Emergency

You can contact the Information Center at 307-532-8200 regarding school closures or class cancellations. In the event of school closures or class cancellations due to inclement weather or some other disaster or emergency, please see the alert plans for your area below:

Torrington Campus – a notice will be posted on the EWC Website and on MyEWC Services. Code Red (telephone notification) will be used to broadcast college closure to students and faculty. An announcement will be made on radio station KGOS/KERM (1490 AM / 98.6 FM) and other local stations.

Douglas Campus – a notice will be posted on the EWC Website and on MyEWC Services. Code Red (telephone notification) will be used to broadcast college closure to students and faculty. An announcement will be made on radio station KKTY (1470 AM / 100.1 FM) and KKTS (99.3 FM).

Outreach Sites – the Outreach Coordinator will contact the Torrington Campus so that notice can be posted on the EWC Website and MyEWC Services. The Coordinator will also post notice within their community areas on MyEWC Services as well as attempt to contact all affected faculty and students.

EWC Code of Conduct

Faculty Conduct

Faculty are expected to adhere to the EWC Employee Code of Ethics (Board Policy 3.10), paying specific attention to Administrative Rule 3.10.1 Item #9.

With regard to copyright law, instructors are expected to follow the same guidelines outlined in the College Catalog.

Student Conduct

Students are expected to be well motivated and constructive in their pursuit of learning in the instructional situation. Expected student conduct is outlined in the Student Code of Conduct in the Student Handbook available on the EWC website.

With regard to copyright law, students are expected to follow the same guidelines outlined in the College Catalog. A reminder of this policy is sent to each student every semester.

Communication with Students

Faculty should communicate with students on a one-to-one basis regarding academic performance or other class-related concerns. When faculty cannot meet with students, contact by phone or e-mail is encouraged. Faculty may collect student contact information during a class meeting.

Student Phone Numbers

Official student phone numbers can be found in student records through MyEWC Services. While viewing a class roster (as explained above), clicking the link for a student's name brings up the student profile and lists any collected phone numbers.

It is recommended that faculty maintain a log of phone calls to students.

Student E-mail Addresses

Official student e-mail addresses can be found in student records through MyEWC Services. While viewing a class roster (as explained above), clicking the link for a student's name brings up the student profile and lists any collected e-mail addresses.

It is recommended that all e-mail correspondence with students make use of their MyEWC Services mailing address (of the form username@ewcmail.wy.edu). A copy of all mail sent and received should be kept.

Final Exams

Final Examination times are scheduled for all classes. Although the instructor is required to meet with students during the scheduled Final Examination time, the instructor has the right to determine the appropriate final examination activity within the framework of meeting the educational expectations of the discipline, department, and college. The Vice President for Academic Services has the right to excuse a student from a final exam or to re-schedule a final exam. A student who has three or more final examinations scheduled for the same day may make arrangements with the Vice President for Academic Services to reschedule the exams so that the student has no more than two in a single day.

Instructor Evaluation

The responsibility for the evaluation of instructional activities has been assigned to the Office for Academic Services. Your evaluation will consist of:

- one or more classroom observations
- a student evaluation of instruction
- an evaluation of overall job performance and goal attainment

Tenured Full-time Faculty

The Dean of Faculty/Student Services will manage continued evaluation of tenured faculty. A minimum of one classroom observation will occur every two years. At least one class section will be evaluated by students each semester with the goal of having every course an instructor teaches being evaluated at least once every six semesters. The Dean will also schedule a conference with each instructor to develop and review professional growth goals once a year.

Non-tenured and Adjunct Faculty

The Dean and appropriate Program Directors will manage continued evaluation of non-tenured and adjunct faculty. A minimum of one classroom observation will occur every semester, except for adjuncts with at least three semesters experience, who will be observed a minimum of every fourth semester. All sections of all classes will be evaluated by students each semester. A conference will be scheduled with each non-tenured instructor to develop and review professional growth goals once a year.

Concurrent Instructors

The school district that employs concurrent enrollment instructors will manage evaluation of those instructors. The Office for Academic Services may request a conference with appropriate school district personnel to discuss any concerns about a concurrent college class or instructor. In addition, EWC will conduct student evaluation of instructors for all sections of all college classes taught by each instructor each semester.

Classroom Observation

Upon completion of a classroom observation, the Dean or Program Director will provide a written summary of the observation. A conference will be held to discuss the observation, and both parties will sign the evaluation form. The completed and signed form will be sent to the Office for Academic Services and also placed in the employee's personnel file.

Student Evaluation of Instruction

Course evaluation by students is part of an evaluation of instructional activities required by Board of Trustees Policy, 4.0. Specific guidelines for course evaluation are outlined in this handbook. Individual Program Directors, Department Heads, or your Outreach Coordinators will let you know how often and which classes will be evaluated. Normally, student evaluations will be given after the midterm point of the semester but before final exams. Student evaluation are administered online through Canvas. Results from these evaluations will be reported to you the semester following the evaluations. Instructors should keep their own file of all evaluation reports of their classes.

Evaluation of Professional Growth

The Dean, Program Directors, and/or Outreach Coordinators will meet once a year with full-time or adjunct instructors to discuss activities related to professional growth goals and to set new goals. This review will allow for rebuttal and both parties will sign the evaluation form. The completed and signed form will be sent to the Vice President for Academic Services and also placed in the employee's personnel file.

Tenure Portfolio

These evaluations and observations will contribute toward your continuing contract portfolio.

Midterm & Final Grade Reporting

Students view their final grades through MyEWC Services. The current credit total, cumulative grade point average, semester grade point average, and a list of all courses completed is displayed on the grade report. Student financial aid is affected by final grades; grades of U, F, X, W, and IP do not count toward successful completion of classes.

Midterm Grade Reports

Halfway through each regular semester, instructors should provide the current grade to each student in their class. The purpose of this midterm grade is to provide the student with a realistic assessment of progress; students often have difficulty in interpreting the quality of their academic accomplishments. There is a tendency for the student to be too optimistic or too pessimistic. Discussion related to the midterm grade can be of great value in academic advising and in counseling.

All faculty should submit a midterm report online, through MyEWC Services, even if no midterm grade is to be assigned. Instructors may choose to submit a midterm grade (A, B, C, D, F, S, or U), a midterm deficiency notice (DF), or no grade at all.

Final Grade Reports

Instructors will assign a final grade to all students enrolled in their classes. These grades will follow the grading scheme for the course as outlined in your syllabus; ie. a letter grade of A, B, C, D, or F, or Satisfactory/ Unsatisfactory (S/U). A grade of "F" or "Unsatisfactory" must be accompanied by a "last date of attendance." Grades must be entered before an instructor's work for the semester is considered complete. Once the semester is over, an instructor may initiate a grade change if necessary, using the form available in the Student Services office.

Faculty submit final grades online, through MyEWC Services, but must also submit a printed, signed copy of all grades to Student Services or their Outreach Coordinator. A "last date of attendance" shall be entered for grades of "F" or "Unsatisfactory." Grades entered through MyEWC Services are considered complete and may not be changed through MyEWC Services at a later time. If a mistake is made entering grades, you will have to complete and submit a Grade Change form for each student with the correct grade to Student Services or your Outreach Coordinator immediately.

Special Grades

AU – Audit

Assign this grade to students who are listed as taking your class for zero (0.00) credits. If you mistakenly enter a different grade for an auditing student, their grade will automatically revert to AU.

If a student is unable to complete coursework for any reason, one of the following special "grades" may apply:

W – Withdrawal

Assign this grade if you are withdrawing the student rather than assigning a grade for work completed. This grade entry must be accompanied by a "last date of attendance," also recorded in MyEWC Services.

X – Incomplete

Assign this grade if you are willing to make a contract with the student for course completion within the next academic semester. See the EWC Catalog for further details. Instructors must submit a Grade Change form for each student with an actual final grade to Student Services or your Outreach Coordinator immediately after the work is complete.

Student Confidentiality

The substance of the Family Educational Rights and Privacy Act (FERPA, also known as the “Buckley Amendment”) is of critical importance to the college and staff. This act states that any student age 18 or over or attending a post-secondary institution *must give permission before a representative of an educational institution may share confidential information about that student with anyone outside the educational institution*. Record keeping personnel, members of the faculty, and staff with administrative assignments may have access to records and files for internal educational purposes, as well as for routinely necessary clerical, administrative, and statistical purposes as required by the duties of their jobs.

Faculty should not post student grades in any public manner.

staff members will be happy to help with this type of situation. Also, see the response to question 4 below.

An instructor calls a student to discuss an assignment, grade, etc. The student is not there and the parent asks to take a message.

The instructor may not share with the parents the reason for the call, since this would be breaching the student's confidentiality, but may leave a message asking the student to return the call. Also, see the response to the question below.

An employer calls or writes for a reference.

The only information that may be released to any third party in person, by telephone, or in writing without the express written consent of the student is "Directory Information" which is outlined in the EWC Catalog and is as follows:

- Name
- Affirmation of whether currently enrolled
- Major field of study
- Dates of enrollment/class
- Full- or part-time status
- Degrees received
- Honors received
- Local address and phone number
- Home address and phone number (permanent)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date and place of birth
- Previous institutions attended
- Photographs

Unless the student has officially filed a written request with the Vice President of Student Services, that disclosure may not be made without his/her written permission, the above items are considered public/directory information.

Police officers ask for information about a student in connection with the law.

The officer should be referred to the Vice President of Student Services office or the appropriate outreach coordinator. Eastern Wyoming College cannot release information except in the case of a proper subpoena or judicial order, and then only after attempting to notify the student about the request for information.

A student asks to be informed of a grade by telephone.

Since the identity of the caller cannot be definitely determined, this information should not be given by phone.

The best general advice about student confidentiality is not to share information about a specific student with an individual outside the institution. Even within EWC, do not share information regarding a student unless the other individual has a legitimate educational need to know the information.

Student Authorization to Release Information

Students grant permission to the College to release certain types of information to specific individuals or institutions by signing an authorization form. This form is kept with the student's file and consulted upon inquiry. This authorization remains in effect until the student revokes that release of information. One double-sided form covers both authorization and revocation and can be obtained from the Office of Student Services.

Student Background Checks

Courses where students will be interacting with others outside of the control of a classroom or lab, such as pre-school or K-12 classroom observations and practicum, healthcare observation and clinicals, or animal handling, require that the student undergo a criminal background check. Students will register for a class (EDUC 2005 or HLTK 2005 or VTTK 2005) specifically for the

purpose of tracking background checks and then order their background check online through CastleBranch. The College will bill Certified Nursing Assistant and Education students for this service; Vet Tech students pay at the time they enter their background information. Results of the check can be viewed by the student and pre-approved staff in the Student Services and Academic Services offices, and include a criminal history check in all counties of student residence for the past 7 years along with a nationwide database including sex offender registries. Background check results are good for one (1) calendar year and are placed in the student's academic file. The process can take from 3-10 days to complete.

Subject Animals for Veterinary Technology Labs

Veterinary Technology facilities, equipment and supplies are to be used only for the direct educational benefit of EWC students participating in the program. Reimbursement for the cost of procedures performed on privately owned animals will be made to EWC by the animal's owner.

The priority of animals to be utilized in the vet tech program shall be in the following order:

1. Animals owned by EWC;
2. Animals owned by veterinary technology students;
3. Animals acquired from local humane shelters (non-profit);
4. Animals owned by veterinary technology faculty and staff;
5. Animals owned by EWC faculty and staff;
6. Animals owned by the general public.

Reporting Concerns Regarding Animal Treatment

“Whistleblower Statement”

All animals used at Eastern Wyoming College (EWC) must be handled, housed, treated, cared for, and transported in a humane and ethical manner in accordance with federal law and college rules. Any person having reason to question the treatment of animals at EWC is encouraged to report incidents involving perceived non-compliance without fear of retaliation.

- Any person having reason to question the humane or ethical treatment of animals at the college should contact the Institutional Animal Care and Use Committee at the

anonymous number 855-392-2273 (855-EWC CARE.) No threat or retaliation will be made against anyone reporting perceived mistreatment or non-compliance. In addition, reports can be made to any standing member of EWC's Institutional Animal Care and Use Committee.

- Students may also choose to make an anonymous complaint by filling out the online form at www.ewc.wy.edu/whistleblower
- All complaints and documentation will be brought to the attention of the Institutional Animal Care and Use Committee (IACUC).
- Anonymous concerns are acceptable, and all reports will be investigated. Federal laws and college rules prohibit discrimination or reprisal for reporting violations of standards and regulations promulgated under the Animal Welfare Act. All concerns will be discussed by the IACUC and, if warranted, appropriate measures will be taken.
- All complaints, violations and recommendations for subsequent action will be forwarded to the Institutional Official.

*The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program. <http://www.iacuc.org/>

Annual Reporting

The annual outcomes assessment report demonstrates that assessment activities at EWC are an important part of the educational process. Assessment at EWC is tied to the institution's mission, vision and goals. Our Assessment consists of multiple measures including both direct and indirect activities. The assessment plan is updated annually by the Outcomes Assessment Committee and can be found online at <http://www.ewc.wy.edu/faculty/outcomes>.

Eastern Wyoming College's assessment program is a learning paradigm (measuring student learning). Success under this approach documents achievement of identified goals for learning and student success outcomes. Assessment activities are designed to measure such achievement. As such, assessment activities are conducted, results are reviewed and disseminated, and changes

made in the classrooms, programs, the strategic planning and budgeting process, and in the overall college based on these assessment results.

The Assessment Cycle is a continuous process of analysis of mission, development of goals and objectives, identification of measures of learning outcomes, assessing, collecting and interpreting data, disseminating useful information, proposing changes, and instituting, monitoring, and evaluating those changes.

Programs & Curriculum

Curriculum Changes

Processes for curriculum changes will fulfill the expectations of state and federal coordinating agencies. All changes must be submitted to the Vice President for Academic Services, who will review the proposed changes with the Curriculum and Learning Council. Factors such as educational merit, availability of faculty, cost, scheduling, and use of resources will be considered. Forms for adding courses, deleting courses, changing courses, adding programs, and deleting programs will be available from the Vice President for Academic Services. The Board of Trustees will make the final decision on all requests for new programs or for program deletions. Additionally, new program requests must be submitted and approved by the Wyoming Community College Commission.

Program Reviews

Regular program reviews for each program will be conducted by the college at least every three years. The analysis will involve faculty, Program Directors, Department Heads, advisory committees, and the Vice President for Academic Services in assessing the program's effectiveness and efficiency. The Board of Trustees will review all program reviews prior to submission to any state or federal agency. Forms specifying the statistical data needed, and the accompanying narrative analysis, will be available from the Vice President for Academic Services.

Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, externships, practica, studio work, and other academic work leading toward the award of credit hours.

Course Scheduling Guidelines

Classes at Eastern Wyoming College are generally scheduled using 55-minute or 85-minute class meetings, providing for a 5-minute break between classes, according to the following timetable:

2-credit Courses		3-credit Courses	
MW	TTh	MWF	TTh
8:00 - 8:55 am	8:00 - 8:55 am	8:00 - 8:55 am	
9:00 - 9:55 am	9:00 - 9:55 am	9:00 - 9:55 am	9:00 - 10:25 am
10:00 - 10:55 am	10:30 - 11:25 am	10:00 - 10:55 am	10:30 - 11:55 am
11:00 - 11:55 am	11:00 - 11:55 am	11:00 - 11:55 am	
12:00 - 12:55 pm	12:00 - 12:55 pm	12:00 - 12:55 pm	
1:00 - 1:55 pm	1:00 - 1:55 pm	1:00 - 1:55 pm	1:00 - 2:25 pm
2:00 - 2:55 pm	2:30 - 3:25 pm	2:00 - 2:55 pm	2:30 - 3:55 pm
3:00 - 3:55 pm	3:30 - 4:25 pm	3:00 - 4:25 pm (MW only)	4:00 - 5:25 pm

Other Considerations

1. Courses meeting on multiple days should meet at the same time each day to avoid additional course conflicts in other time blocks.
2. Courses (such as special interest or vocational courses) in which no student would have a conflict with other scheduled courses could, upon approval by the appropriate Program Director or Department Head, be offered at a time other than those specified above. Generally, though, all classes should be scheduled in these time slots, so that we do not have one time slot conflicting with two others.
3. Each full-time faculty member will be expected to teach at least two courses outside of the "prime time" block between 9:00 a.m. and 1:00 p.m. This also applies to evening courses. It is also desirable to spread out general education courses and multiple sections of the same course, so that those offerings don't cluster in that "prime time" block.
4. Scheduling time slots for evening classes are open; however, a class must meet the 800 or 1600 (labs) minutes/per credit hour excluding breaks. Day classes cannot include final week to meet this criteria but night classes can count their last meeting date. The class must meet the last day even if the instructor does not have a final exam.
5. Creative scheduling options outside of the "prime time" block are encouraged, as long as the options are compatible with student schedules and facility resources.