Instruction and Supportive Services

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Policy Title: **Faculty Rights and Responsibilities**
Policy Number: **4.0**

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Purpose: The Board of Trustees requires that the president/administration provide leadership, guidance and support to the instructional areas of the College. EWC supports the concepts of academic freedom and intellectual freedom in higher education. Faculty members will provide appropriate learning opportunities for students related to discipline and course content. Faculty responsibilities focus on facilitating student learning and supporting the mission, vision, goals and objectives of the college. A Faculty Handbook will be reviewed each year and made available, in print or online, to all people employed or assigned to perform instruction.

Original Adoption Date: 5/8/01
Revision Date (s): 11/8/05, 7/8/14, 3/10/20
Date reviewed, no change:

Administrative Regulation Title: **Faculty Handbook**
Regulation Number: **4.0.1**

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The Faculty Handbook will be updated annually and will include processes and guidelines for the following items relating to Faculty Rights and Responsibilities:

1. **Terms of Employment**
   - Faculty Job Description
   - Contract Information
   - Official Faculty Transcripts
   - Employment and Tax Forms
   - Compensation and Payment Schedule
   - Workload
   - Academic Advising
   - Curriculum Development
   - Committee Work
   - Strategic Planning
2. **Benefits of Employment**
   - Tuition Waiver Policy
   - Professional Development
3. **Administrative Hierarchy**
   - Division Chairpersons
4. **Offices and Communications**
   - Buildings and Classroom Access
   - Campus Offices
   - Telephones
   - Mailroom
   - Electronic Mail
   - Sending Packages

- Photocopies

5. **Academic Area Budgets**
6. **Instructional Information**
7. **New Faculty Mentoring**
8. **Academic Freedom**
9. **ADA Accommodations**
10. **Independent Study Classes**
11. **Syllabus**
12. **Textbooks**
13. **Teaching and Office Supplies**
14. **Chemical Waste and Disposal**
15. **Office Hours**
16. **First Day and Week of Class**
    - Initial Class Roster
    - Waitlists
    - Change of Registration
    - First Class Meeting
17. **Class Meetings**
    - Class Meeting Locations
    - Class Start Time
    - Class Breaks
    - Class Rescheduling
    - Special Class Meeting
    - Field Trips
    - Consultants and Guest Lecturers
    - Intern/Externships
    - Class Cancellation
    - Class Cancellation Due to Weather, Disaster, or Emergency
18. **EWC Code of Conduct**
    - Faculty Conduct
    - Student Conduct
19. **Classroom Culture**
    - Student—Faculty Disputes
    - Classroom Disruptions
    - Procedures for Resolving Student Behavior Problems
20. **Communication with Students**
    - Student Phone Numbers
    - Student E-mail Addresses
21. **Evaluation of Student Performance**
    - Student Identification
    - Plagiarism
    - Make-up Exams
    - Final Exams
    - Advisor Alerts
    - Academic Alert
22. **Instructor Evaluation**

- Instructor Portfolio
- Course Evaluation

23. **Midterm and Final Grade Reporting**
- Midterm Grade Reports
- Final Grade Reports
- Special Grades

24. **Student Confidentiality**
- Student Authorization to Release Information

25. **Student Background Checks**

26. **Subject Animals for Veterinary Technology Labs**
- Reporting Concerns Regarding Animal Treatment 'Whistleblower Statement'

27. **Distance Learning**
- Distance Delivery Modes
- Learning Management System and Tools
- Distance Course Development
    - Process
    - Content
    - Internet and Web-based Class Materials
    - Required Class Materials for Online Classes
- Course Delivery Preparation and Refresh
- Course Administration, Delivery and Interaction
    - Class Rosters
    - Tracking Student Access
    - Content Presentation
    - Instructor Interaction
    - Communication Paradigm

Original Adoption Date: 5/8/01
Revision Date(s): 11/8/05(RF), 7/8/14
Date reviewed, no change:

Policy Title: **Academic Program Compliance**
Policy Number: **4.1**

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Purpose: The Board of Trustees oversees the administration of degree and certificate programs for the College. The Board of Trustees reviews, approves, and deletes programs. To fulfill the requirements of state and federal coordinating and accrediting agencies, the Board assures processes are in place for curriculum and program design and for reporting outcomes.

Original Adoption Date: 5/8/01
Revision Date (s): 11/8/05, 7/8/14, 3/10/20
Date reviewed, no change:

Administrative Regulation Title: **Faculty Handbook**
Regulation Number: **4.1.1**

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Faculty members are responsible for the following which are explained further in the Faculty Handbook.

Outcomes Assessment
- Annual Reporting
- Classroom Assessment Techniques (CATs)

Programs & Curriculum
- Curriculum Changes
- Program Reviews
- Credit Hour Definition
- Course Scheduling Guidelines

Original Adoption Date: 5/8/01
Revision Date (s): 11/8/05, 7/8/14
Date reviewed, no change:

Policy Title: **Academic Support**
Policy Number: **4.2**

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Purpose: EWC will provide support services appropriate for facilitating faculty teaching and student learning. Explanations of the services provided may be found in the Faculty Handbook.

Original Adoption Date: 5/8/01
Revision Date(s): 11/8/05, 7/8/14, 3/10/20
Date(s) reviewed, no change:

Administrative Regulation Title: **Faculty Handbook**
Regulation Number: **4.2.1**

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Support area guidelines, administrative procedures, and practices are found in the Faculty Handbook which is updated annually.

Faculty Support Services
- EWC Bookstore
- EWC Library
  - Reserve Materials
  - Holdings
- Audio-Visual Equipment & Services
  - Equipment Available
  - Reserving AV Equipment
  - Services Available
  - Requesting AV Services
  - AV Services in Fine Arts Auditorium
  - Outreach Site AV
- Computer Services
- Instructional Technology
  - iPad Cart
  - Laptop Cart
  - Online Course Support
- MyEWC for Faculty

1. **Student Learning Resources**
   - Adult Basic Education
   - Center for Tutoring and Learning
     - Tutoring
     - Smarthinking
     - Adult Learning Center
   - Computer Labs
   - Testing Center and Career Services
   - Counseling Services

- GEAR UP Program at EWC
- Community and Continuing Education
- Library, Media, and Computer Resource Area

Original Adoption Date: 5/8/01
Revision Date(s): 11/8/05, 7/8/14
Date(s) reviewed, no change:

Policy Title: **Credit Hour**
Policy Number: **4.3**

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Purpose: The Eastern Wyoming College Board of Trustees has authority to establish how the student enrollment base unit of a credit hour shall be reported through full-time equivalency (FTE) student enrollment to the National Center for Education Statistics (NCES) via the Integrated Postsecondary Education Data System (IPEDS). The credit hour value shall be based on the typical relationship between base contact hours, credit hours and types of instructional activity.

Eastern Wyoming College (EWC) awards credit on a semester system term. The EWC Board requires the following information be adhered to when student contact hours are computed to ensure accurate credit and student contact hour requirements in the published course and program requirements.

The standard measurement of class time is a "Base Contact Hour" which is equivalent to a minimum of 750 minutes. In online and hybrid courses, a portion of these contact hours may take place online as indicated in the course syllabus. Contact hours for directed study and independent study classes represent the expectation that the student will work the same number of hours on their own, with faculty oversight. The "Base Contact Hour" does not include the time that students are expected to spend studying and preparing for class (approximately two hours for every hour in class).

Definitions:
1. Credit hour: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. This measurement unit is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other recognized postsecondary credential. For most instructional types at Eastern Wyoming College, fifty (50) minutes is considered an hour of "classroom or direct faculty instruction." For Internships, and Practicums, sixty (60) minutes is considered an hour.

2. Base Contact Hour: The Faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

3. Full-time Equivalency (FTE): A calculation that translates student credit hours into an equivalent number of full-time, full-year students. The calculation varies depending on the level of student. The full-time equivalent for an undergraduate student is 45 student credit hours, or 15 credits for three terms.

4. Semester System Term: One Base Contact Hour = a minimum of 750 minutes. This translates to a minimum of fifteen 50-minute hours per semester.

5. One credit hour = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of 2,250 minutes of student effort.

FTE Report Review Process
EWC's Board of Trustees understands and accepts its responsibility for the accuracy of the reported FTE enrollments. The Board charges the college president with ensuring that record-keeping and reporting

responsibilities are viewed similarly to financial accounting in that the institution must be prepared to validate reported enrollments with supporting documentation. Compliance with federal and state rules and regulations is subject to annual audit by the Wyoming State Auditor's Office. Eligibility deviations will be reported to the Board of Trustees and the college president.

References: 34 CFR Parts 600, 602, 603, et al.; 34 CFR 668.41(d)(4) and 668.45;   National Center for Education Statistics (NCES)/Integrated Postsecondary Education Data System (IPEDS); and the Higher Learning Commission.

Original Adoption Date: 9/12/23
Revision Date(s):
Date Reviewed but No Change: