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**SERIES 600**

*EDUCATIONAL PROGRAM AND INSTRUCTION*

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Educational Program and Instruction

Statement of Guiding Principles

Northwest Iowa Community College shall be sensitive to diverse student needs, changing technology, transferability of course work, global competition, labor market requirements, and the needs of lifelong learning. All students should be given the opportunity to develop their potential. To meet the needs of the College's student population, programs shall be provided which are varied in content, delivery and academic requirements.

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ADOPTED: 11-6-68  
REVISED: 9-19-94  
REVIEWED: 8-20-12; 9-26-16

Curriculum

International Education

Northwest Iowa Community College recognizes and appreciates the value of international education and cultural diversity and encourages curriculum and activities that shall facilitate a greater understanding of other cultures.

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ADOPTED: 2-17-93  
REVISED: 9-19-94  
REVIEWED: 11-19-12; 9-26-16

Curriculum

Types of Education

Citizens of Merged Area IV shall be provided educational opportunities to pursue their personal and career objectives.

Vocational-Technical Education

The College shall offer occupationally oriented programs including vocational, technical, business, and para-professional for entry level employment.

Liberal Arts Education

The College shall offer courses which lead to an Associate of Arts or Science Degree which are transferable to a baccalaureate program.

Developmental Studies

The College shall offer instruction for the remediation of basic academic deficiencies and shall provide assistance to students in meeting occupational and/or transfer objectives.

Continuing Education

The College shall offer courses, workshops, and/or seminars that are responsive to the need for life long education. Individuals may take courses of general interest, upgrade their skills and/or be trained for a change in employment. These educational opportunities shall be available to the general public.

High School Completion

The College shall offer instruction in preparation for the high school equivalency tests as well as high school credit courses.

Workforce

The College shall offer training to meet the specific educational needs of a business/industry or an organization.

Curriculum

New Program

Curriculum development for new programs shall be conducted through the office of the Vice President of Student and Academic Services. All new programs shall be approved by the Board of Trustees.

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ADOPTED: 7-15-87

REVISED: 9-19-94; 11-19-12

REVIEWED: 9-26-16

LEGAL REFERENCE: Code of Iowa Chapter 260C.23(1)

Curriculum

Revision of Curriculum

It is the policy of the College to review and revise curriculum at regular intervals to meet the changing need of students, community, and technology.

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ADOPTED: 7-15-87  
REVISED: 9-19-94  
REVIEWED: 8-20-12; 9-26-16

Curriculum

Curriculum, Software and Inventions Developed

It is the responsibility of the College to determine the curriculum for all programs. All curriculum, software, and inventions developed using College facilities or equipment, or developed by a faculty/staff member as a part of his/her employment by the College, shall be the property of the College.

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ADOPTED: 07-15-87  
REVISED: 11-20-91; 11-19-12  
REVIEWED: 9-26-16

Curriculum

Copyright

It shall be the policy of the College that all questions regarding the use of copyrighted material will be resolved before the material becomes part of authorized College activities. The responsibility to obtain permission to duplicate any copyrighted materials (including but not limited to literary works, computer programs, musical works, pictorial, graphic and sculptural works, sound recordings, and audiovisual works) lies with the individual desiring duplication. The College expects that prior to duplication of any copyrighted materials, written permission be obtained for the protection of the requestor and the College in all cases that are beyond the bounds of Copyright Act of 1976 [17 USC Section 106 et se.] and Digital Millennium Act of 1998 [112 Stat. 2860]. Furthermore, when using the internet, all users must abide by the aforementioned laws.

Users must respect the legal protection applied to programs, data, photographs, videos, music, written documents and other materials as provided by copyright, trademark, patent, licensure, and other proprietary rights mechanisms. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject users (including, but not limited to students) to civil and criminal liabilities. (A summary of these liabilities are available in the *Federal Student Aid Handbook* published by the Department of Education.) Violations of this policy may also subject the violator to discipline from the College, up to and including termination of employment or expulsion.



Educational Program and Instruction

Course Criteria

1. A course is a unit of instruction containing an organized body of knowledge.
2. A course shall meet the definitional requirements specified in the Department of Education MIS Data Dictionary, MIS Reporting Manual, and Iowa administrative rules.
3. All credit courses shall have a syllabus on file with the appropriate office.
4. All career and technical education offerings will be competency based and provide minimum competencies required by the Department of Education.

When a course is determined to have met the established criteria, it will be approved by the Chief Academic Officer or designee.

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ADOPTED: 7-15-87  
REVISED: 9-19-94, 12-17-12;  
REVIEWED: 10-24-16  
LEGAL REFERENCE: Code of Iowa Chapter 260c.14

Educational Program & Instruction

Assignment of Credit Hours

Northwest Iowa Community College computes credit hours, regardless of delivery method, in compliance with federal and state regulations defining credit hours. Federal definition appears in *34CFR 600.2* (11/1/2010). State definition appears in *Section 281.Chapter 21.2(12) of the Iowa Administrative Code*.

Credit hours are assigned during the course development process by the Chief Academic Officer (CAO) or designee, upon the recommendation of the supervising Dean and Instructor(s) involved in course development.

The College calculates classroom credit hours as follows: 924 minutes of classroom lecture equals 1 credit (with the expectation that average students will spend approximately 30 clock hours completing outside-of-class assignments for every 1 credit earned), 1848 minutes of lab work for 1 credit, 2772 minutes of practicum work for 1 credit, and 3696 minutes of Co-op work for 1 credit.

Assigned credit hours for courses in the areas of career and technical education are reviewed during the program review cycle, and courses in the Arts and Sciences are reviewed during general education review activities, like articulation conferences, with recommended changes being brought to the Chief Academic Officer (CAO) for final approval.

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ADOPTED: 11-17-14

REVISED: 11-28-16

LEGAL REFERENCE: Section 281.Chapter 21.2(12) of the Iowa Administrative Code

Educational Program and Instruction

Special Courses

It shall be the policy of the College to provide an opportunity in special situations for students to pursue a course of study not included in the regular curriculum, to do independent work or to explore in greater depth a topic covered in a course through the development of a Special Course. Regular tuition charges will apply.

Educational Program and Instruction

Non-Traditional College Credit

Various credit options enable individuals who have acquired their education in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which knowledge was acquired, except where college credit has previously been granted. Students may also receive credit for previous military training when mastery of skills and/or knowledge is documented. A fee for test administration and transcript recording may be assessed.

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ADOPTED: 6-29-88  
REVISED: 9-19-94; 10-24-16  
REVIEWED: 8-20-12

Educational Program and Instruction

Articulation

The College encourages the development of articulation agreements with other educational entities, community colleges, 4-year colleges, and universities.

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ADOPTED: 2-19-92

REVISED: 9-19-94, 11-19-12

REVIEWED: 10-24-16

LEGAL REFERENCES: Code of Iowa Chapter 256.11, 258.4(7)

Progress Reports & Graduation Requirements

Grading System

The Chief Academic Officer, assisted by the Deans, faculty members, and others, will recommend to the President a system of evaluation and grade reporting that is applicable to all credit instruction through the College.

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ADOPTED: 12-15-82  
REVIEWED: 12-17-12  
REVISED: 9-19-94; 10-24-16

General Organization

Academic Calendar

The Board of Trustees shall approve the Academic Calendar for Northwest Iowa Community College. The Chief Academic Officer will recommend to the President an instructional calendar to be implemented that meets the needs of Northwest Iowa Community College.

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ADOPTED: 11-6-68  
REVISED: 9-19-94; 11-28-16  
REVIEWED: 8-20-12

General Organization

Advisory Committees

Advisory committees shall give advice and assistance in the establishment and maintenance of NCC's educational programs. Advisory committees shall, as fairly as possible, represent each sex and the minorities residing in the college's service area. Members of the advisory committees shall serve without compensation. Membership of the advisory committees shall be reviewed and appointed annually by the deans and program faculty.

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REVIEWED: 11-28-16

ADOPTED: 12-12-11

LEGAL REFERENCES: Code of Iowa Chapter 258.9



General Organization

Type of College Organization

The College shall be comprehensive in nature meeting the curriculum objectives established for a community college.

“Community college” means a publicly supported school which may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, pre-professional, or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree; or which offers as the whole or as part of the curriculum up to two years of vocational or technical education, training, or retraining to persons who are preparing to enter the labor market.

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ADOPTED: 11-6-68  
REVISED: 9-19-94  
REVIEWED: 8-20-12; 11-28-16  
LEGAL REFERENCES: Code of Iowa Chapter 260C.2

General Organization

Quality Education

In order to consistently provide quality instruction, sound educational practices shall be followed. Quality education requires careful and ongoing attention to instructional content and delivery.

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ADOPTED: 11-6-68  
REVISED: 9-19-94  
REVIEWED: 8-20-12; 11-28-16

General Organization

Academic Freedom

Northwest Iowa Community College is conducted for the good of the community and not to further the interests of any individual employee or the College itself. The Board acknowledges that employees of the College will have the opportunity to advance this common good through the free pursuit of truth and through the free exposition of this pursuit. Such academic freedom, however, carries with it certain duties and responsibilities that correlate to its liberties:

- Instructors are entitled to freedom in teaching subject to such reasonable requirements as the College may impose, and research, and writing, subject to the adequate performance of their other professional duties.
- Instructors are entitled to freedom in the classroom in discussing their subjects in order to teach their students, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject.
- Instructors are members of a broader community and not only employees of the College. So, when they speak or write in their individual capacities, they are free from institutional censorship, but they should remember that the public may judge their profession and the College by their statements. Therefore, instructors should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the College.