

#### **04.01 Instructional Affairs – General Operations**

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

#### **Policy / Purpose:**

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

**NOTE:** This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

#### **Scope:**

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

#### **Definitions:**

*Academic Calendar:* Schedule of institutional events and important dates within an academic year.

*Attendance:* The action or state of going regularly to or being present at a place or event.

*Attendance Verification:* The process of verifying a student's initial attendance in a course.

*Distance Education:* Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

*Hybrid Classroom:* Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days,

times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

*Hybrid Online:* Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

*HyFlex:* HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

*Online:* Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

*Semester Hours:* Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

*Semester System:* A semester system is defined as a fall semester, spring semester, and a summer term.

*Traditional:* Traditional courses are delivered in-person at an approved instructional location on specified days and times. Students are expected to attend all scheduled meetings in person.

## **Details:**

### **1. General Operations – Instructional Affairs:**

- a. **Academic Committees:** The instructional program is assisted by the work of several academic committees including:

1) **Standing College Committees:**

- Student and Academic Affairs.
- Curriculum.

2) **Standing College Sub-Committees:**

- Distance Education.
  - General Education Competencies.
  - Scholarship.
  - Student Appeals.

- 3) **Advisory Committees:** Career and technical education programs will have an advisory committee and conduct a minimum of one meeting per year.

2. **Assessment of Student Learning:** The College has a plan for assessment of learning at the classroom level, program level, and for achievement of college general education competencies.
3. **Class Enrollment:**
  - a. **Enrollment Minimums:** Institutional Policy sets minimum enrollment standards and guidelines for the academic and technical programs of the College. The minimum class enrollment standard for the academic and technical programs is eighteen (18) students per academic class and eighteen (18) students per technical program (16 students per technical program during the summer.) Exceptions are considered on a case-by-case basis and must be approved by the President. Minimum enrollment standards are subject to change after annual review by the appropriate committee, appropriate Department Chair, appropriate Dean, and/or President.
  - b. **Traditional Courses:** Class enrollment is determined by the Dean of Instruction. Some exceptions may apply, depending on the academic program.
  - c. **Online Courses:** Class enrollment is determined by the Dean of Instruction. Some exceptions may apply, depending on the academic program. Specifically, online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
  - d. **Hybrid Classroom:** Class enrollment is determined by the Dean of Instruction. Some exceptions may apply, depending on the academic program.
  - e. **Hybrid Online:** Class enrollment is determined by the Dean of Instruction. Some exceptions may apply, depending on the academic program. Specifically, Hybrid Online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
  - a. **HyFlex:** Class enrollment is determined by the Dean of Instruction. Some exceptions may apply, depending on the academic program. Specifically, HyFlex courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
4. **Class Records and Permanent Records:** Each faculty is required to keep a performance record for each student in their classes. At the conclusion of a course, the faculty completes a final grade roster, and these grades are transferred to the student's permanent record. Faculty will maintain grade records for one year following course completion.

It is the responsibility of the instructor to verify the accuracy of official class rolls. This is an important duty which must be performed in a timely fashion.

Instructors should print a copy of their class rosters from Banner before the first day of class to determine students enrolled. Daily updates should be performed by instructors until the drop/add and late registration period have concluded. An instructor should not allow a student to remain in class or to submit work on-line if the student's name does not appear on the class roster.

After the published late registration date for each semester, a “No Show” roster will be distributed to instructors by the Office of Student Services, and the due date for returning the roster will be stated. It is imperative that “No Show” rosters be submitted by the deadline date. Instructors should sign their rosters and submit the original rosters to the Office of Student Services. A staff person will accept the roster, date stamp the roster, and provide the instructor a copy. If an instructor erroneously reports a student as a “No Show”, and the student has attended the class, the instructor may request that the student be added back to the class roster. The student must submit a signed Admit to Class Form to the Office of Student Services prior to the 14th day of the semester.

5. **Classroom Supervision:** Instructors should supervise classrooms to ensure that no drinking, eating, cell phone use, digital pager use, and/or tobacco products use occur in the classrooms. Active cell phones and pagers may be used only by students who are on-call, EMT, nursing, fire or law enforcement personnel. This policy must be strictly enforced. If a student refuses to comply with this policy after being informed that he/she is violating the policy, the instructor should take no action which would disrupt his/her class. Instead, the instructor should inform the student that his/her refusal to comply with the policy will be reported to the Dean of Students. Then, at the earliest possible convenient time, the instructor should report the matter to the Dean of Students, and the Dean of Students will implement the appropriate disciplinary action as prescribed in the Student Handbook. Also, at the conclusion of class, instructors should turn off the lights and the air/heat unit if applicable.
6. **Course Schedules:** An instructional administrator develops a schedule of courses for each term to meet the needs of students and the College and in accordance with the Academic Calendar.
7. **Instructional Data:** Instructional data is reported to the Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accrediting and regulatory agencies, as required.
8. **Program Reviews:** Program reviews are conducted by the Program Review Committee over a three-year cycle.
9. **Student Progress:** Student progress is monitored and a review of progress is conducted for students completing programs, certificates, and degrees.
10. **Instructor Evaluation:** WCCS has adequate instructor resources to ensure the quality and integrity of its academic programs. WCCS evaluates faculty teaching distance education courses, dual enrollment courses, and traditional courses based on the same evaluation procedures and criteria. Faculty who teach distance education programs and dual enrollment courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.
11. **Instructor Qualifications:** Instructors (both full time and adjunct) are required to ensure the following items:
  - a. Instructors assigned to a course must meet the qualifications described in the job description.

- b. Instructors assigned to a distance education course must complete training before developing and offering such a course.
- c. Instructors must provide a syllabus to the learning management system (LMS) and save on the current college LMS for student access.
- d. Instructor contact information must be provided on the current college LMS for student access.
- e. An electronic copy of the instructor's grade book must be made available to the appropriate Instructional Officer (this includes the grade book available in the current college LMS).
- f. Attendance verification, Midterm reports, and final course grades must be completed by the due date.
- g. Instructors are required to respond to college provided email and the LMS messaging system.

**NOTE:** *All other responsibilities/requirements are provided in the appropriate job description.*

- 12. **Instructional Resources Selection:** Faculty (or faculty committees) submit instructional resource selection (including textbooks) choices to the Dean of Instruction.
- 13. **Training for Faculty:** The College will provide an onboarding program, which will include an evaluation component.
- 14. **Technical Support for Instruction:** Instructional and technical support for faculty will be coordinated by the College, under the direction of the Alabama Community College System (ACCS).
- 15. **Intellectual Property Rights:** All materials developed by WCCS instructors are the property of WCCS and are subject to revision by individual instructors teaching the courses.
- 16. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.
- 17. **Reporting Enrollment:** WCCS reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are available to students and parents on the College's website [www.wccs.edu](http://www.wccs.edu) and to researchers and others through the Integrated Postsecondary Education Data System (**IPEDS) Data Center**.
- 18. **Statement on Copyright:** Refer to the Copyright, Trademark, and Patent Ownership Policy.

19. **Room Assignment:** Each class is assigned to a specific room for the entire semester. Room availability is often limited, especially during the fall semester. Therefore, you may not change a classroom assignment without obtaining the permission of the Dean of Instruction or his/her designee.

**Procedure(s):**

There are no procedures for this policy.

**Additional Provisions / Information:**

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.