

**ADMINISTRATIVE REGULATIONS  
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## **INSTRUCTIONAL SERVICES**

**Regulation 6110**  
**(Policy 6110)**

### **Curriculum Services**

#### **Curriculum Development**

**Owner – Vice President for Educational and Student Support Services**

#### **Contact – Registrar**

1. The Curriculum Committee establishes, maintains standards, and recommends procedures that will ensure professional integrity of the for-credit curricula consistent with College planning.
2. The Curriculum Committee safeguards the integrity and credibility of the catalog and all documents related to academic policy and/or procedures.
3. The Curriculum Committee shall be comprised of the Vice President for Educational and Student Support Services, Dean of Academic Affairs, Dean of Technical Education and Workforce Innovation, Dean of Health Sciences, Registrar (all ex-officio, non-voting) and up to ten faculty members (a minimum of one and a maximum of two appointed for any one division). A request for committee members is issued at the end of each academic year. Division Chairs collect names of potential committee members and forwards those candidates to the Vice President for Educational and Student Support Services for formal appointment. Committee appointments are made for one academic year.
4. The Vice President for Educational and Student Support Services will designate a chair for the committee. This person will be responsible for calling the meetings, distributing the agenda, communicating the results of the meeting and other related duties. Appointments to the committee will be made to the Vice President for Educational and Student Support Services no later than June 1 of the year preceding the appointment. The Vice President for Educational and Student Support Services will select and notify those appointed to the committee no later than July 1.
5. The Curriculum Committee will review and approve curriculum actions for the addition of new courses, inactivation of existing courses, course name changes, prerequisite/corequisite changes, changes to existing programs, program inactivations, general education, placement and other policies and procedures that directly affect the credibility and quality of instructional programs. The Curriculum Committee will review and recommend to the Vice President for Educational and Student Support Services curriculum actions for the addition of new programs of study, deletion of programs of study and program viability.
6. Additions or deletions of programs of study require action by the Board of Trustees.
7. Curriculum proposals that are initiated during the summer and must be in place prior

**Regulation 6110**  
**(Policy 6110)**

to the faculty's return in the fall may be tentatively approved by the Vice President for Educational and Student Support Services. These proposals must then be considered at the first meeting of the Curriculum Committee in the fall semester.  
(Approved: 8/23/10 Revised: 1/16/18, 2/8/2018, 9/4/19, 03/20)

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**Instruction**

**Copyrighted Materials**

**The Duplication of Copyright Materials with Permission**

Copyright materials include books, magazines, other printed materials as well as non-print media such as films, photographs, videotapes, computer software, web pages, and any magnetic media. The following regulations apply:

1. Any copyrighted materials submitted for duplication must be accompanied by a permission letter from the copyright holder, and
2. Each item, article or chapter included in a course packet requires copyright permission or must fall with the guidelines of Fair Use.

**Duplication of Copyright Materials according to “Fair Use”**

Fair Use is generally defined as the right to use copyright materials in a reasonable manner for educational and non-profit use without consent of the copyright holder. Fair use can be determined by the following guidelines.

1. The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use;
2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work;
3. The amount, substantiality, or portion used in the relation to the copyright work as a whole; and
4. The effect of the use on the potential market for the author or copyright holder.

It is the instructors’ responsibility to determine that the intended use falls within the scope of fair use and does not infringe upon the rights or potential profits of the copyright holder.

**Photocopying Printed Materials**

1. A single copy may be made by an instructor or at the request of an instructor for the purpose of research, preparation for instruction, or for instruction in a class.
  - A chapter from a book.

- An article from a periodical or newspaper
  - A short story, short essay or short poem, whether or not from a collective work
  - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
2. Multiple copies (not to exceed any more than one copy per student) may be made for classroom use or discussion provided:
- It meets the guidelines of brevity and spontaneity (see definitions below)
  - It meets cumulative effect guideline (see definitions below)
  - Each copy includes a notice of copyright

**Definition of Brevity:**

Poetry & Prose: A complete poem if less than 250 words and not printed on more than two pages. An excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event not more than 500 words.

Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical.

**Definition of Cumulative Effect:**

The copying of material is for only one course. No more than one copy per student in the course should be made. No more than one short poem, article, story, essay or two excerpts may be copied from the same author, collective work or periodical during a semester.

**Definition of Spontaneity:**

The copying is at the instance and inspiration of the individual instructor. The inspiration and decision to use the work and the timing of its use for maximum educational effectiveness are so that it is unrealistic to expect a timely reply to a request for permission. This is a one-time use, if intended to use again permission must be received.

**Works which may be Reproduced:**

Some publications, such as journal articles or government documents, include a note offering the right to copy for educational purposes.

Categories of publications in the public domain or whose use is not protected by copyright law are

- Publications dated 1922 or earlier.
- Works that do not include a copyright notice and were first published before January 1, 1978, and
- Most United States government documents.

Once a work is in the public domain it is no longer eligible for copyright protection.

## **Audiovisual Materials**

### **1. Classroom Use**

Possession of a film or video does not necessarily imply the right to publicly view the work. The copyright holder will specify the circumstances under which a video can be viewed or “performed” at the time of purchase or rental. Videotaped programs from a rental outlet usually include a label that indicates “Home Use Only”; however, licensing of these media permits viewing in an educational institution under the following conditions:

- It is shown as part of an instructional program;
- It is shown by students, instructors, or guest lecturers only for the benefit of students and educators;
- It is shown in a classroom or other location devoted to instruction such as a studio, library, gymnasium, or auditorium; and
- A legitimate copy is used (not an illegally reproduced copy) with a copyright notice.

### **2. Copying Videotapes/Off-Air Recordings of Broadcasts; including Cable and Satellite TV**

Copying videotapes without the copyright owner’s permission is illegal. An exception is made for libraries to archive backup copies or replace a work that is lost or damaged if another copy cannot be obtained.

The following “Fair Use” guidelines should be applied to viewing of off-air recordings.

- Videotaped recordings may be kept for no more than 45 calendar days after the recording date, at which time the tapes should be erased.
- Videotaped recordings should be shown to students only within the first 10 school days of the 45-day retention period.
- The recordings are to be viewed by students no more than two times during this 10 day period.
- The recording may not be physically or electronically altered and should include the copyright notice as recorded.

### **3. Network Distribution of Audiovisual materials and Distance Education**

Copyright law makes an important distinction between face-to-face and distance education. Thus, we cannot assume that a video or other copyrighted visual used freely in the traditional

classroom can be transmitted over a server, the Internet or via ITV without additional permission. When purchasing such materials closed-circuit distribution rights should be negotiated. Without explicit permission network transmission of video is not permissible unless “Classroom Use” guidelines are met.

### **Software Guidelines**

1.     **Backup Copy:** It is permissible for the owner of software to make a backup copy of the software to be held for use as an archival copy in the event the original disk fails. Such backup copies are not to be used on a second computer at the same time the original is in use.
2.     **Educational Software:** Using educational licensed software for personal use is prohibited under licensing agreements.
3.     **Reproduction of Software Documentation:** Reproducing software manuals without the written permission of the author/publisher is prohibited.

### **Use of Multimedia and Web Pages**

Multimedia or other materials posted on web pages are considered to be copyrighted unless the copyright owner authorizes copying or it is in the public domain. If there is a question as to whether a copying materials from a particular site is permissible, permission should be obtained from the copyright holder or web master for that site.

### **Notice of Copyright Restrictions**

1.     Each department on campus that is responsible for the duplication of materials for distribution or instructional reserves must post warnings concerning copyright restrictions.
2.     Every photocopy machine on campus must include signage warning faculty, staff or other patrons of copyright restrictions.

**Instruction**

**Adjunct Faculty**

**Employment and Administrative Procedures**

1. Appointment and Agreement

Selection of adjunct faculty members to teach classes offered through State Fair Community College is done on a course-by-course basis. The selection of faculty members will be the responsibility of the Instructional Deans or Directors.

Adjunct faculty, including Dual Credit Adjunct Faculty, must meet academic credentialing requirements suggested or required by the College or pertinent accreditation bodies. Faculty teaching transfer courses must have a Master's degree with 18-graduate-credit-hours in the discipline. Faculty teaching non-transfer courses, including occupational/technical classes, developmental or College preparation class, and continuing education must have credentials, special training, experience, creative production, or other accomplishments or distinctions appropriate to the discipline.

Exceptions to the credentials requirement may be made if:

- The instructor has a three- to five-year plan to complete the appropriate credentials on file with the Instructional Dean, and the instructor demonstrates significant progress toward accomplishing the plan and completing the appropriate credentials by submitting to the Instructional Dean yearly documentation of completed coursework;
- The instructor has a Master's Degree or higher with 20 years or more of teaching and/or work experience in the discipline; or
- Special circumstances warrant a one-semester assignment, recommended and justified by the Instructional Dean and approved by the Vice President for Education and Student Support Services.

Adjunct faculty may be replaced by full-time faculty if making a full teaching load for a full-time faculty member is in jeopardy. All arrangements for a class prior to actual enrollment and the class "making" are tentative.

All courses, including adjunct and dual credit assignments, are subject to minimum

enrollment as determined by the Instructional Dean or Directors.

No payment is made to adjunct faculty if his/her class is cancelled due to insufficient enrollment.

Instructors must complete paperwork required by the Human Resource Office before the employee begins work.

2. Reappointment

Adjunct faculty members, including dual credit faculty, are selected semester by semester to teach a particular class.

3. Benefits Extended to Adjunct Faculty

Adjunct faculty, including dual credit faculty, may receive a tuition waiver for three (3) credit hours during the semester in which they are employed. Material and/or lab fees attached to a specific class are not covered under this tuition waiver.

Adjunct faculty, including dual credit faculty, may not enroll in courses that conflict with the faculty member's teaching assignment for the College. An instructor may not enroll in

- A course he/she is teaching; or
- A class which meets at the same time as a class he/she teaches.

Adjunct faculty, including dual credit faculty, also are entitled to free admission to the same College activities and events as full-time faculty.

Adjunct faculty and dual credit faculty paid by SFCC, during the semester of the teaching assignment, are eligible for Workers' Compensation benefits and are covered by Social Security.

4. Benefits Not Extended to Adjunct faculty

Adjunct faculty are not eligible for

- Group insurance coverage,
- Participation in the State of Missouri retirement system, or
- Professional leave (personal leave or military leave).

5. Compensation and Workload

Adjunct instructors, including dual credit faculty, may teach at SFCC no more than 12 credit hours per 16-week semester, or 6 credit hours per 8-week semester.

Adjunct faculty, including dual credit faculty who are paid by SFCC, are compensated at a rate established by the Board of Trustees.

6. Adjunct faculty In-service and Meetings

Adjunct faculty, including dual credit faculty, may be required to attend in-service meetings scheduled at the beginning of the fall and spring semesters. Adjunct faculty meetings may be scheduled throughout the semester and attendance is requested.

7. Duties Required of Adjunct faculty, including dual credit faculty:

- Meet assigned classes as specified in the current schedule and teach such classes in accordance with master course syllabus (including specified textbooks);
- Do appropriate reading, grading, test design, outline preparation, material preparation, record keeping, registration and attendance verification, and other routine tasks essential to the conduct of the class;
- Promptly submit required academic reports;
- Participate in outcomes assessment and submit appropriate outcomes assessment reports; and
- Notify the Instructional Dean or Director of any absences in advance of those absences.

8. Professional and Ethical Behavior of Adjunct faculty, including dual credit faculty.

Faculty are seen as leaders in the classroom and are expected to be role models for both students and others in the community. Specific guidelines regarding ethical conduct are as follows:

- Faculty must provide their students with the contractually agreed upon number of classroom contact minutes in each of the classes they teach, with their full attention and consideration devoted during that classroom time to the

promotion of their students' achievement of the outcomes described in the official master course syllabus.

- Faculty must treat and grade students as fairly and objectively as possible with neither favoritism nor discrimination shown to any students.
- Faculty must distribute to students a copy of the course syllabus prepared in accordance with the master course syllabus. This course syllabus must be provided to each student at the beginning of the first class meeting.
- Faculty must inform the appropriate Instructional Dean or Director when they are unable to teach a particular session in advance of that session.
- Faculty are expected to be cognizant of, and play the appropriate role in, implementing all academic policies and procedures, especially those described in the current issue of the State Fair Community College Catalog and the Faculty Handbook.

### **General Instructional Information**

#### **1. Office Space**

Adjunct faculty are not normally assigned office space. Instructors are encouraged to use the assigned classroom as a place for conferences with students before and after the class session.

#### **2. Office Hours**

Adjunct faculty are not required to keep office hours. However, all adjunct faculty including dual credit faculty, must provide time outside of class for student access and should provide information in their course syllabus about how, when and where that access is made available.

#### **3. Adjunct Faculty Absences**

All instructors have an obligation to the College, to themselves, and to their students to meet classes when they are scheduled. Adjunct instructors who are unable for reasons of illness or emergency to meet scheduled classes or laboratory periods, must inform, in advance if possible, the appropriate Instructional Dean of the situation. The Instructional Dean will work with the instructor to establish a time and date to

make up the class time.

Use of substitute teachers will be permissible under some circumstances providing they are qualified and approved in advance by the Instructional Dean.

4. Adjunct Instructor Evaluation

In order to maintain the highest quality in teaching and learning, improve teaching effectiveness, and acquire information for future employment decisions, adjunct faculty are evaluated regularly (See Policy and Regulation 4610).

5. Change of Class Location

All classes are to meet in the assigned room/building. Changes in class meeting locations are not to be made without prior approval of the Instructional Dean. If location changes are approved, advance notice to the affected students of the class is utmost importance.

6. Official Communication

There are mailboxes available for each instructor teaching on the Sedalia campus. Instructors are expected to check them regularly.

Extended campus adjunct instructors check with your site Director about this, some have mailboxes (Clinton, some do not. (WAFB)

However, most official communication to Adjunct Faculty will be made through SFCC e-mail. Each adjunct faculty member, including dual credit faculty, will be assigned a SFCC e-mail account and he or she will be expected to regularly check that account for official communication.

7. Change of Address

It is essential that the College maintain correct personnel information, including mailing address. In the event of a change in a faculty member's address or other personnel related information, the appropriate Instructional Dean and the Human Resources Office should be notified.

8. Key Request

If it is necessary for an instructor to have a key to a classroom, lab, or storage area, a key request should be submitted to the Division Chair or Director. Keys must be returned to the appropriate office at the end of each semester.

## **INSTRUCTIONAL SERVICES**

**Regulation 6310**

### **Evaluation Services**

#### **Program and Service Evaluation**

Regular and consistent program and service evaluation is important to maintain the vitality of the curriculum at State Fair Community College. All programs and services within Educational Services shall be reviewed annually. The results of this review shall be submitted to the Vice President for Educational and Student Support Services by Dec. 1 of each year. For career and technical programs and services this review shall also be shared annually with appropriate advisory committees.

The Vice President for Educational and Student Support Services shall report annually on the results of the program review to the Executive Leadership Team.

## INSTRUCTIONAL SERVICES

## Regulation 6311 (Policy 6310)

### Evaluation Services

#### Program Viability

**Owner:** The Vice President of Educational Services is owner of this regulation and responsible for its implementation.

As part of Annual program review (ref. Regulation 6310), all academic disciplines and technical programs at State Fair Community College will be evaluated for sustainability based on their program viability (PV), with the objective to determine the continuation or termination of the program/discipline and/or determine if the program/discipline needs enhancements and additional resources. The system outlined in this procedure defines the key measures and calculation of PV and the subsequent process to determine continuation or termination.

New programs/disciplines will not be held accountable to this PV procedure until the fourth year of the program. Giving the new program time to grow and establish measures for accountability.

#### **Definitions:**

Credit Hours (CH) – The total number of student credit hours generated annually for all courses controlled by the program. These are typically all courses sharing the same subject code (i.e. ART, MATH, IEM, BADM, etc. etc.). Calculated as follows:

Total C.H.s = Sum of all courses (Students Enrolled x credit hours of course)

**Note:** This is a new report in Congnos and is calculated automatically under the program review measures.

Revenue over Expense Ratio – Fiscal year total direct revenue divided by the direct expenses. Direct revenue and expenses are as follows:

Revenue includes all of the following for each program:

- All Tuition and Fees from course subjects tied to the program.
- Revenue credited to the program by the business office by JV.
- State Reimbursements directed to the program.
- Donations and Gifts to the program to be expensed for the year.

Expenses – all expenses charged directly to the program's organizational number to include salary, fringe and expenses.

**Note:** This is a standard report in Congnos and is calculated automatically under the program review measures.

Placement Rate (PLR) – Percentage of graduating students from program who are Employed or Continuing Education (enrolled or transferred). Calculated as follows:

Total number of students employed or continuing education divided by Total graduated

**Note:** This is a standard report in Congnos and is calculated automatically under the program review measures.

Viability - “The capacity to operate or be sustained.”

Program Viability (PV) - The capacity to sustain successful levels of performance for two of the three key measures of viability performance by a program or discipline.

PV Key Measures – The following are the defined three key measures for both Technical Education (including Health Sciences) and Academic Disciplines to determine PV. A three-year average will be used for each.

Technical Education Programs

1	CH/FTE	Credit Hours/Full Time Equivalent student
2	REV/Exp	Revenue over Expense Ratio
3	PLR	Placement Rate

Academic Disciplines (Acad. Disc.)

1	CH/FTE	Credit Hours/Full Time Equivalent student
2	REV/Exp	Revenue over Expense Ratio
3	Grad/Tran	Graduation & Transfer Rate

**Process**

- I. Each fall, during the program review cycle, the Dean for each area will gather the data for each key measure then calculate the Program Viability (PV) for each program or discipline.

The goal for each measure will be as follows:

- a. CH/FTE > or = 80% of capacity (reference table below)
- b. Rev/Exp Tech Ed Programs > or = 1.0,  
Academic Disciplines > or = 1.0
- c. PLR > or = 80%
- d. Grad/Tran > 50%

- II. The specific CH/FTE goal for each program or discipline is determined using one of the two tables below, Tech. Ed. & Acad. or Health Sciences. The last line of the table is the specific Goal for CH/FTE, set at 80% of capacity.

**Tech. Ed. & Acad. Disc -  
C.H.'s/FTE**

	<b>Tech Ed.</b>		<b>Acad. Disc.</b>
	<b>Lecture</b>	<b>Lab/ Lecture</b>	<b>Lecture</b>
Standard Enrollment Capacity	25	16	30
Standard Program Hrs./Year	24	24	30
Total Annual Capacity Student Credit Hours	600	384	900
<b>Goal (80% Capacity)</b>	<b>480</b>	<b>307</b>	<b>720</b>

**Health Science - C.H.'s/FTE**

	<b>Coding</b>	<b>DH</b>	<b>DMS</b>	<b>HEOC</b>	<b>Micro</b>	<b>HIT</b>	<b>MEA</b>	<b>Nrsg Yr 1</b>	<b>Nrsg Yr 2</b>	<b>Phrm</b>	<b>RAD</b>
<b>Std. Enrlmnt Capacity</b>	21	10	23	25	24	30	20	37.5	29.5	24	18
Std. Program Hrs./Year	25	31	28	9	4	25	18	28	28	18	33
Total Annual Capacity (Student Credit Hours)	525	310	633			750	360	1050	826	432	594
<b>Goal (80% Capacity)</b>	<b>420</b>	<b>248</b>	<b>506</b>			<b>600</b>	<b>288</b>	<b>840</b>	<b>661</b>	<b>346</b>	<b>475</b>

- III. The program/discipline receives 1 point for each key measure goal achieved or exceeded and no points for each goal not achieved. The sum of the points is the PV for the program/discipline, ranging from 0 to +3 points.
- IV. Programs and Disciplines must maintain a PV total of 2 or higher to be considered in good standing.
- V. If the PV is 1 or 0, the following process will occur.

- a. The first year, the following actions must occur;
  - i. Dean will place program/discipline on probation status with documented action items to address issues to drive improvement of the deficit measures.
  - ii. Program/discipline coordinator and faculty must be actively involved in action items.
  - iii. Action items list will be documented in program review notes.
  - iv. Program/discipline coordinator will share performance results and action items list with the program's advisory board and seek recommendation for additional actions items.
- b. At the completion of the subsequent year the PV will be calculated with the following action based on the results:
  - i. If the PV total is greater than or equal to 2, then the program/discipline is in good standing and will be recommended for continuation.
  - ii. If the PV Total is less than 2, then the following actions will occur:
    - 1. Dean will investigate causes and determine if corrective actions were completed and their effects. A consideration in this investigation will be community impact, such as programs like theater, music and art which contribute to the mission of the college by providing cultural enrichment for our community.
    - 2. Dean will submit one of the following recommendation to curriculum committee:
      - a. Continued at risk status with additional corrective action(s) for another year.
      - b. Inactivate the program – submission of inactivation of program to curriculum committee per Regulation 6110.
    - 3. If Inactivation is recommended, the program/discipline coordinator will have the option to develop a case to provide an additional year to improve the PV and present case to curriculum committee.
    - 4. The curriculum committee will vote to either recommend to continue or inactivate the program/discipline with subsequent action per the curriculum committee Regulation 6110.
    - 5. If curriculum committee recommends to inactivate the program, then Vice President of Educational Services will have the responsibility for submitting recommendation from curriculum committee to the Board of Trustees.

**Associated Documents:**      **Regulation 6310**      **Program and Service Evaluation**  
**Regulation 6110**      **Curriculum Development (Approved 8-27-19)**

## INSTRUCTIONAL SERVICES

**Regulation 6410**  
**(Policy 6410)**

### **Academic Standards**

#### **Administration of Entrance Placement Tests**

**Owner – Dean of Student and Academic Support Services**

**Contact – Director, Testing Services**

In order to ensure the success of students, mandatory placement testing is implemented through the following procedures:

1. All students are required to complete an official ACCUPLACER® placement test.
2. SFCC may waive all or part of the placement test if a student provides official documentation of one of the following:
  - A **SFCC course** with:
    - A grade of C or higher with a MATH subject prefix.
    - A grade of C or higher with an ENGL subject prefix excluding ENGL 106.
  - An **official college transcript** from a regionally accredited institution documenting the following coursework:
    - A grade of C or higher in any SFCC equivalent course with a MATH subject prefix.
    - A grade of C or higher in any SFCC equivalent course with an ENGL subject prefix excluding ENGL 106.
  - An **official ACCUPLACER®** score earned within the last three years.
  - An **official ACT®** score earned within the last three years.
  - An **official SAT®** score earned within the last three years.

ACT® or SAT® scores are considered official if they are received from the testing company or a student's high school counselor as a copy of the ACT®/SAT® original report format. ACT®/SAT® Student Reports are not accepted. Additionally, scores will be accepted if received directly from a student's previous college.

3. Current and prospective students may submit their most current high school transcript if they choose to participate in placement using multiple measures for courses multiple measure as a prerequisite including English and mathematics. For the high school transcript to be valid it must meet **all** of the following guidelines:
  - The cumulative grade point average must be calculated on the transcript
  - The cumulative grade point average must be a unweighted grade point average
  - The cumulative grade point average must be a 3.5 or higher on a 4.0 scale
  - The date of graduation must be within the last 48 months of the application date to the college

4. ACCUPLACER<sup>®</sup> is an untimed, computerized test, is available by appointment in Testing Services on SFCC's Sedalia Campus. Testing is also regularly conducted at Extended Campus Sites Prospective and current students should contact those sites for schedules of placement testing.
5. A test taker must submit a current and valid,-College Board-approved photo identification and a State Fair Community College student number for all placement testing. College Board defines approved photo identifications on their website. If a student does not have a State Fair Community College student number when they arrive for testing, the photo identification provided must include the student's birthdate and the student must pay the non-SFCC student proctoring fee.
6. Students taking placement tests must begin those tests at least two (2) hours before the test site closes.
7. The placement test is free for the initial assessment for SFCC applicants. If a student chooses to retake the placement test, the assessment may be retaken within the following guidelines:
  - The student must pay the placement test retest fee
  - The student must wait seven (7) calendar days before retaking any version of the placement test
  - The student will not be limited to a certain number of attempts on the placement test
8. ACCUPLACER<sup>®</sup> is also available online to students who are choosing to attend State Fair Community College and who cannot reach a campus during regular business hours. ACCUPLACER<sup>®</sup> is accessed through a remote testing network and online proctors contracted through College Board only. Prospective students should contact SFCC-Sedalia Testing Services to make arrangements to complete their placement testing using remote or online testing. Additional fees will be required of the students who choose these options.
9. Test accommodations are arranged for students who have documented disabilities. For special testing accommodations, students must contact the Disability Resource Center at 660-530-5382 prior to testing.
10. Paper and pencil placement tests are administered only when deemed necessary by the Testing Services or Disability Resource Center staff.
11. Current and prospective students may appeal their placement using the student grievance and appellate process in accordance with Student Policy and Regulation 2160.

(Revised 7/14; revised 2/16/16; revised 2/8/18; revised 1/23/20)

**Academic Standards**

**Dual Credit**

**Student Eligibility**

To be eligible to enroll in a Dual Credit Course, students must meet all of the following criteria:

1. Maintain a high school GPA of 3.0 (on 4.0 scale);
2. Meet the College's mandatory assessment and placement requirements for all courses.
3. Be a high school junior or senior or score in the 90<sup>th</sup> percentile in the subject area of the cohort group in which they took the ACT if they are freshman or sophomore.
4. Be recommended by his or her high school principal or school designee.

**Program Structure and Administration**

All classes taught for dual credit must meet the following criteria:

1. Only classes approved for dual credit by the lead instructor and/or Academic Dean are eligible to be delivered;
2. Classes will use the course syllabus and textbook used by on-campus classes;
3. Comparable standards of evaluation to on-campus classes will be used. Examples of evaluation may include
  - Final exam furnished by department or
  - Final exam reviewed and approved by department;
4. All students enrolled in class, whether or not the student is enrolled for College credit, must meet completion requirement;
5. Students must adhere to College specified dates for registration and withdrawal;
6. Dual credit instructors must provide for time outside of class for student access;
7. Students in dual credit classes must have access to library resources; and

## **Faculty Qualifications and Support**

Dual credit faculty will be approved by the Dean, Division Chair or the Lead Instructor and must possess the following minimum qualifications and expectations:

1. Dual credit faculty must meet the same minimum qualifications as adjunct faculty as designated in Regulation 6250. Faculty teaching transfer credit courses or general education shall have a master's degree with 18 graduate hours of study in field they are teaching or in some instances, a professional development plan that leads to those qualifications;
2. Dual Credit Faculty must participate in required professional development activities, including an orientation, and must meet with the Dean, Division Chair or Lead Instructor from the appropriate department and must meet other requirements of adjunct faculty as designated in Regulation 6250; and
3. Dual credit instructors will be evaluated in the same manner as adjunct faculty.

## **Assessment of Student Performance**

Assessment strategies used on campus will be applied to dual credit classes. Faculty in-service sessions will include sharing of assessment procedures and instruments.

## **INSTRUCTIONAL SERVICES**

**Regulation 6440**  
**(Policy 6440)**

### **Academic Standards**

#### **Credit for Prior Learning (CPL)**

#### **Owner – Vice President for Educational and Student Support Services**

#### **Contact – Registrar**

Students planning to transfer should check with the receiving institution regarding their policy for acceptance of transfer of credit for prior learning (CPL). College credit may be awarded by State Fair Community College for credit for prior learning under the following conditions:

1. All courses for which credit for prior learning is awarded must have equivalent courses in the College curriculum. Partial credit will not be awarded.
2. Academic credit will be awarded only for those courses directly applicable to the student's certificate or degree program.
3. Students must submit the required documentation as defined by each department.
4. General Education course credit will be awarded for credit by examination but not for non-traditional education.
5. Students must have been granted admission to the College prior to the evaluation of credits and have successfully completed at least one credit hour at the institution.
6. A maximum of 21 hours may be earned and applied for work experience. The total of all credit for prior learning (CPL) cannot exceed 30 hours earned and applied toward a degree.
7. The Registrar is responsible for final approval or disapproval.

#### **Credit by Examination**

College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST) provide opportunity to earn academic credit for knowledge equivalent to that learned in the College classroom. These tests include general and subject examinations. SFCC uses ACE recommended scores for granting credit. SFCC does not accept CLEP or DSST credit to fulfill requirements for laboratory science or public speaking courses. Students must have a score report sent to the College to be evaluated for College credit.

#### **Advanced Placement**

SFCC grants credit for Advanced Placement test scores of 3 or higher. Students must have a score report sent to the College to be evaluated for college credit.

#### **Departmental Exams**

Credit may be awarded for departmental exams. Each academic department determines which courses have a test-out option and the minimum score to receive credit. An application to request a departmental exam must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar Office to be evaluated for college credit. To receive the credit, students must enroll

in the course(s) and pay tuition and fees for the course(s). Normal tuition and fees apply to any credits awarded.

### **Credit for Armed Services Experience**

Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. Students must submit an armed services transcript and/or a DD 214 to be evaluated for college credit. In some cases (e.g. the course (s) were taken many years ago), an armed services transcript may not be available. Students will need to contact the Registrar's Office to determine what other documents are acceptable to be evaluated for college credit.

### **Credit for Work Experience**

Credit may be awarded for work experience and may only be applied to courses in the student's program of study. Specific requirements may vary by academic department. However, for any credit to be awarded, students must satisfactorily complete a significant capstone project, such as a major paper reflecting how lessons learned in that work experience can be applied to the discipline. An application to request credit for work experience (with documentation) must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar Office to be evaluated for College credit. To receive the credit, students must enroll in the course(s) and pay appropriate tuition and fees. Normal tuition and fees apply to any credits awarded.

### **Credit for Other Non-Traditional Education**

In some cases, credit in the student's program of study may be awarded for workshops or industry certifications that are equivalent to College classes. For credit to be received, the workshops or industry certifications must meet the following criteria:

The learning was sponsored by a recognized, national or state organization; and, an application to request credit must be submitted to the Dean of that division with validated documentation stating the course, knowledge, skills, competencies, credit/clock hours completed and/or certification. If the requirements to receive credit have been met, the paperwork will be forwarded to the Academic Records and Registrar Office to be evaluated for College credit.

(Approved 08/23/10; revised 02/10/16; revised 01/16/18; revised 02/8/18; revised 01/23/20)

## **INSTRUCTIONAL SERVICES**

**Regulation 6450**  
**(Policy 6450)**

### **Academic Standards**

#### **Definition of Credit Hour**

**Owner – Vice President for Educational and Student Support Services**

#### **Contact – Registrar**

State Fair Community College will observe the following minimum time requirements for courses:

1. Regular academic and vocational-technical classes: (750 minutes per credit hour, plus final exam);
2. Lab, clinicals, studio, and physical education activity classes (1500 minutes per credit hour);
3. Internships, practicum and on-the-job training (minimum of 40 hours for one hour credit).

#### **Problems and Arranged Classes:**

Arranged classes, which usually involve one-on-one instruction, are offered on rare occasion and must be approved by the appropriate dean. These classes are competency-based and must include at least one face-to-face meeting with a faculty member per week.

#### **Online Courses:**

Online courses meet the same competencies and rigor as on-ground courses, and typically require as much or more time to complete than their on-ground counterparts.

#### **Hybrid Courses:**

Hybrid courses combine on-ground and online study. Hybrid courses meet the same competencies and rigor as on-ground courses, and typically require as much or more time to complete than their on-ground counterparts.

#### **Course Times**

The following guidelines are used for scheduling classes at SFCC. Though this section accounts for the most common class schedule options, it is impossible to anticipate and designate all class schedule options. Therefore, to avoid course schedule conflicts for students, any option not designated in this regulation shall either start or stop at a time designated in this regulation.

#### **Three-Credit Hour Day Classes**

During the fall and spring semester, three-credit-hour day classes will meet on the following schedule:

MWF 45, 50-minute periods = 2,250 minutes plus 110-minute final

TR and MW 30, 75-minute periods = 2,250 minutes plus 110 minute final

MWF - 50-minute periods

7:00 a.m. - 7:50 a.m.  
8:00 a.m. - 8:50 a.m.  
9:00 a.m. - 9:50 a.m.  
10:00 a.m. - 10:50 a.m.  
11:00 a.m. - 11:50 a.m.  
12:00 noon - 12:50 p.m.  
1:00 p.m. - 1:50 p.m.

MW – 75-minute periods

2:00 p.m. - 3:15 p.m.  
3:30 p.m. - 4:45 p.m.  
5:00 p.m. - 6:15 p.m.  
6:30 p.m. - 7:45 p.m.  
8:00 p.m. - 9:15 p.m.

TR – 75-minute periods

8:00 a.m. - 9:15 a.m.  
9:30 a.m. - 10:45 a.m.  
11:00 a.m. - 12:15 p.m.  
12:30 p.m. - 1:45 p.m.  
2:00 p.m. - 3:15 p.m.  
3:30 p.m. - 4:45 p.m.  
5:00 p.m. - 6:15 p.m.  
6:30 p.m. - 7:45 p.m.  
8:00 p.m. - 9:15 p.m.

**Night Classes**

Night classes for the fall, spring and summer semesters will meet for sixteen (16), 160-minute periods or 2,560 minutes, for a three-credit-hour course. These classes typically meet 6:30-9:30 p.m., with two, 10-minute breaks. The final is on the 16th night.

**Summer Classes**

8-week summer classes meet 30, 75-minute sessions, four days a week, for a three-credit-hour course, or 2,550 minutes plus 110-minute final. The final is on the scheduled final day.

Summer Day Classes

7:45 a.m. - 9:00 a.m.  
9:10 a.m. - 10:25 a.m.  
10:35 a.m. - 11:50 a.m.  
12:00 noon - 1:15 p.m.  
1:25 p.m. – 2:40 p.m.  
2:50 p.m. - 4:05 p.m.  
3:15 p.m. - 4:30 p.m.  
4:15 p.m. - 5:30 p.m.

### Saturday Classes

Saturday classes during the fall and spring semesters will meet 16, 160-minute periods for a three-credit-hour course, or 2,560 minutes. The final is on the 16th meeting.

### Saturday Classes

9 a.m. to 11:40 a.m.

1 p.m. to 3:40 p.m.

### **Interim Classes**

Interim classes meet daily for 10 consecutive days. A three-credit-hour class would meet for 4.5 hours per day, or 3.75 hours in class each day with 45 minutes for breaks. For example, Monday through Friday classes would meet 8:00 a.m.-12:30 p.m.

(Approved 08/23/10; revised 02/08/18; revised 01/23/20)

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## **INSTRUCTIONAL SERVICES**

**Regulation 6470**  
**(Policy 6470)**  
**(Forms Required)**

### **Academic Standards**

#### **Schedule Changes**

**Owner – Vice President for Educational and Student Support Services**

**Contact – Registrar**

#### **Adding a course**

Students may add a course through the student portal or with their navigator up to the official last day to add as published on the Academic Dates and Deadlines. Enrollment will close at 11:59 p.m. on the published date for all courses in the part of term.

After enrollment closes for the part of term, students may add a course by appealing to the appropriate dean by filling out the Late Registration Request Form (available on the college portal) up to the published late registration request date for the part of term. If permission is granted, the approval will be sent to the Academic Records and Registrar Office to add the student to the course. Instructors will not be able to add a student to their course without dean approval after the published date and any special permissions required remain in effect. Class attendance guidelines remain in effect if a student enrolls late for a course.

Students may not add an interim (minimester) course after the published date on the Academic Dates and Deadlines or enroll in more than one course during an interim (minimester) part of term.

#### **Dropping a course**

Students may drop a course through the student portal or with their navigator before the semester starts or until the official last day to drop as published on the Academic Dates and Deadlines. Approval is not required to drop a course. Students who have a hold on their account should send student name, ID number, CRN, course number/title, and instructor name to add-drop@sfccmo.edu using their SFCC email account. Notifying an instructor or navigator is not enough to officially drop a course.

#### **Withdrawing from all courses**

Students may drop all courses before the semester starts or until the last day to drop as published on the Academic Dates and Deadlines by completing the Student Withdrawal form through the college portal. Students will not be permitted to withdraw from their last course or withdraw from all courses without completing this form. Notifying an instructor or navigator is not enough to officially drop all courses. A hold will not prevent a student from submitting this request.

Courses dropped before or during the 100% refund period will not appear on a transcript. Courses dropped after the 100% refund period will appear on a transcript with a grade of W.

Students are encouraged to contact their instructor, navigator and the financial aid office before dropping a course or withdrawing from all courses. Dropping a course or withdrawing from all

courses may result in a financial obligation to the college and jeopardize insurance, financial aid, scholarships, and athletic participation eligibility. Failure to notify the college of an intent to drop a course or withdraw from all courses may result in a grade of F for the course(s) rather than a W.

(Approved 01/23/12; revised 07/00/14; revised 02/27/17; revised 02/8/18; revised 01/23/20)

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**Academic Standards**

**Academic Misconduct**

**Penalties for Academic Misconduct**

If an instructor determines that an academic misconduct violation has occurred, such violation will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. In repeated cases, the instructor (or program director in the case of programs that have superseding regulations) may institute escalating penalties pursuant to appropriate documentation and notification of the instructor's overseeing Dean, as outlined in the instructor's syllabus (or program's handbook).

Upon receipt of notification from multiple instructors regarding academic misconduct by a student, the overseeing Dean shall institute escalating penalties as he or she deems appropriate, pending investigation into the student's activity and the instructors' documentation. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class (or classes) or expulsion from the College.

A description of academic misconduct, including specific descriptions of penalties for academic misconduct, will be included in the syllabus for each SFCC course. Faculty members and the overseeing Dean should retain records of the final decision in a case of any academic misconduct for at least one calendar year.

**Academic Misconduct Appeals Procedure**

Appeals for accusations of academic misconduct shall utilize the Academic Appeals Process outlines in Regulation 2160.

(Approved 7/16/07; revised 10/24/22)

## **INSTRUCTIONAL SERVICES**

**Regulation 6510**

### **Instructional Delivery and Support Systems**

#### **Donald G. Proctor Library**

##### **Library Goals**

1. To provide a welcoming student-centered and user-friendly environment that creates positive learning opportunities for individuals and groups engaged in research and study.
2. To employ, develop, and retain qualified and competent staff who individually and collectively achieve the mission, goals and program objectives of the library.
3. To strive to be a complete responsive information resource gateway for the College community by selecting materials and providing access to quality, relevant, up-to-date learning resources in a variety of formats that meet the institutional, instructional, and individual needs of students, staff, and faculty.
4. To create an infrastructure for effective information delivery, to fully utilize available and emerging technologies, and to teach skills that enhance academic success and lifelong learning.
5. To expand the resources available to our users by participating in regional, state, and national networking efforts aimed at bringing information to those engaged in learning, teaching and research.
6. To employ appropriate management techniques to develop, implement, and evaluate services and resources in the context of a changing internal and external environment.
7. To foster a heightened community awareness of how the transition from information to knowledge enhances the quality of life, enriches values, and impacts rational decision making.

##### **Responsibility for Collection Development**

To ensure that the collections support, enhance, and enrich College curricula and research and that they reflect the diversity of all disciplines, students, administration, faculty and staff are encouraged to participate in the selection process. If the item is consistent with the collection policy guidelines, and if money is available, the material will be acquired.

The Library Director acts as liaison to the academic disciplines for collection development. She consults with faculty members to obtain purchasing recommendations and also utilizes selection tools such as review publications, bibliographies, and publisher catalogs to select materials. Instructors are involved in previewing and evaluating non-print materials for purchase and are consulted during collection reevaluation. Ultimate responsibility for collection development lies with the Library Director.

As a MOBIUS member the SFCC Library has the option to purchase electronic databases at a substantial savings. The MOBIUS Electronic Advisory Committee (MERAC) makes recommendations for consortia purchase.

## **Budget**

The library receives funding from the College to purchase or provide access to print, audio visual, and electronic materials. These resources may be supplemented by grants and gifts. The Library Director proportions the book and audio visual monies amongst the College departments at the beginning of the fiscal year. Instructors give ordering information to their Department Chairs, who, in turn, give them to the Library Director. Any audio visual monies not spent by a department by April 1<sup>st</sup> will be made available to the other departments. Any remaining book monies will be used to purchase standing order reference materials.

## **Criteria for Selection of Materials**

The following general criteria are used to evaluate materials considered for addition to the collection:

- Relevance to the curriculum and appropriateness to the user.
- Timeliness and lasting value of material.
- Reputation of the author, issuing body, and/or publisher.
- Presentation: style, clarity, reading level.
- Special features: detailed logical, accurate index; bibliography; footnotes; appropriate illustrations.
- Physical and technical quality: paper, typography, and design; physical size; binding; durability.
- Ease of access or user-friendliness.
- Suitability of content to form.
- Depth of current holdings in the same or similar subject.
- Demand, frequency of interlibrary loan requests placed for material on the same or similar subject.
- Cost of material relative to the budget and other available material.
- Availability in alternate physical or online formats.

## **Evaluation of the Collection**

To assure a high quality, useful and up-to-date collection, the library will periodically evaluate the collection for the elimination of obsolete and worn-out items and to identify weak areas in the collection. The following categories of materials are most obvious candidates for weeding.

1. Too badly worn or damaged to be mended.
2. Materials that are too technical and beyond the comprehension of the users.
3. Those which contain materials and illustrations that are outdated or no longer true.
4. Multiple copies of materials no longer in demand.
5. Mediocre materials, the context of which adds neither to the information nor appreciation of the user.
6. Media which has been superseded by new and revised materials.
7. Materials that have not been circulating in the last 5-10 years. This criterion will not apply to volumes in the history and literature sections and to volumes.
8. Irrelevant materials, the subject matter of which is no longer part of the curriculum ( faculty recommendation).
9. Books which have fine print, yellowed or brittle pages, or missing pages that cannot be replaced.

Between three and five percent of the collection is replaced annually. Faculty members will be consulted when materials in their disciplines are being considered for withdrawal. Biannually, faculty from each department will be required to review library holdings in their areas of expertise in order to identify current information, classic materials, and any gaps that the library should fill through acquisition. Deselection often results in a list of titles or topics that need replacement. Thus, it becomes part of the selection process. Faculty will be given one month to review their areas and pull materials they feel are outdated. The Library Director will review the pulled items before final disposition. Upon her recommendation, the cataloger will remove the records for the withdrawn items from the online catalog. All materials with library identification markings must have said markings removed and over-stamped with “withdrawn” before disposal. Items removed from the collection will be discarded or placed on the free table. Encyclopedias which are replaced by new editions are given to other departments or off-campus sites. If a patron damages library material beyond repair and pays for its replacement, he/she may have the damaged item if requested. All books to be replaced are first checked with Books In Print, and consideration is given to their current place in the collection.

### **Policy on Challenged Materials**

The library strives to select materials representing all sides of various issues. Because of this, some materials in our collection may be considered controversial by certain aspects of an issue. Instead, our goal is to provide materials representing diverse viewpoints in support of our academic offerings and to suit varied backgrounds of our students, faculty and staff. If any of our users has a complaint regarding our library material, they may fill out a “Request for Reconsideration of Learning Resource Materials” form located at the circulation desk. This form will be reviewed by the

Library Director and a decision made regarding the challenged material. The complainant will receive a written copy of the decision.

## **Gifts**

The library welcomes donations of books and other material that will enhance the collection. The Library Director reserves the right to accept or reject gifts. The library accepts gifts only on the condition that it may dispose of those items that will not be accessioned into the collection. Gift material will be reviewed using the same criteria outlined under “Criteria for Selection of Materials”. Materials must be of such a nature that they can be integrated into the existing collection, not requiring special facilities, controls or staffing. Donations that do not meet these guidelines will be disposed of as the library sees fit, either through discard or put out on the free table. The Library Director will not provide any estimation of value for any donated item but will provide written acknowledgment of the gift, at the donor’s request. The library assumes no responsibility for the use donors make of such acknowledgments.

## **Policy on Stolen/Damaged Materials**

The State Fair Community College Library’s policy on stolen and damaged materials follows the guidelines of the vandalism policy as stated in the Student Handbook. Specifically, any of the following actions are considered acts of vandalism:

1. Removing targets from library materials.
2. Tearing or removing pages from books or magazines.
3. Mutilating or otherwise damaging tapes, cassettes, records, or any other SFCC library material.
4. Removing SFCC library materials without authorization (i.e., through the official check-out system)
5. Failing to take proper care of checked-out materials, resulting in damage.

Any student, employee, or other patron who commits any of the above acts is subject to penalties which may range from a notation on his/her library file, a fine of five dollars for removing a target, or loss of library privileges. Patrons will be billed for replacement costs of damaged materials and may lose library privileges until accounts are paid in full. Students with outstanding library accounts may have grades, transcripts, and/or diplomas held until their obligations have been met. More serious offenses may result in additional disciplinary procedures as outlined in the SFCC Student Conduct Code and/or the SFCC Employee Handbook.

## **Library Computers**

The use of computers at the Donald C. Proctor Library is governed by the College's Computer Use and Internet Policy.

## **Resource Sharing**

Students, faculty and staff have access to the holdings of 50+ academic institutions in Missouri who are members of MOBIUS. Library patrons can request to have books sent to the library from MOBIUS consortium members. Daily couriers' service ensures the expeditious delivery of requested items.

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**Instructional Delivery and Support Systems**

**Distance Education**

**Types of Online Courses**

1. **Online:** A term that refers to courses offered exclusively online with no identified course meeting times. They are offered exclusively through a course management system. Courses do not require students to be physically present at any scheduled time.
2. **Web Conference:** A term that refers to courses offered exclusively online with specifically identified class times that follow SFCC requirements for length and duration of classes. Online synchronous courses are offered using a course management system and the Web conferencing software.
3. **Hybrid:** This type of course combines scheduled classroom time and online components with instructional elements that are distributed via a course management system, Web conferencing software, computerized instruction, or other means.

**Scheduling of Courses**

**Program Course Rotation:** Every online program shall publish and maintain a course rotation schedule. The schedule will note the courses that will be offered within each online degree program or certificate by Fall 1, Fall 2, Spring 1, Spring 2, and Summer. Interim courses may be offered outside of any published rotation. At a minimum, program rotations will also note 8-week and 16-week course options to allow program completion.

Scheduling of individual course sections and assignment of faculty will be conducted by the Director of SFCC Online, based on the rotation schedule, availability of faculty, and the scheduling philosophy as follows:

1. Within limits of space and faculty resources we will guarantee a “seat” for anyone wanting to enroll within the 42-hour general education core, in basic skills courses and in online programming, either by:
  - a. Adding a new course section of that online course if that same course is not offered in the next 8-week term.
  - b. Over-riding course size limits up to 3 students.
2. Classes will be cancelled only in rare circumstances.

## **Course Development, Design, and Maintenance**

**New Course Approval Process:** Any course in the SFCC catalog may be developed for online delivery. A list of developed courses is maintained by the Director of SFCC Online.

Course development will be initiated by completion of the SFCC Online Course Development Proposal Form and must be approved for development by the Director of SFCC Online.

The SFCC Online Course Development Proposal Form details the process to be followed and steps required for approval of the course offering. All new SFCC Online courses approved for development will follow the Quality Matters design standards for online courses. Prior to offering the course for the first time, it will be reviewed by the course designer and the Director of SFCC Online. As part of the review, the course must achieve a minimum score of 81 on the QM rubric scoring and a score of “3” for each of the 20 required elements. When the proposed new course satisfies all requirements, the Director of SFCC Online will approve the course and it will be added to the course schedule.

**Online Lead Instructor:** Each course approved for online delivery will be assigned an online lead instructor who will maintain the master course shell. The master course shell will be available to upload into the course management system at least three weeks prior to the beginning of each semester. The specific content appropriate to each master course shell will be dependent on the needs of that course as defined by the online lead instructor for that course. The Director of SFCC Online will maintain a list of all online lead instructors.

**Compensation for Online Lead Instructor:** No additional compensation will be paid to the online lead instructor for preparation of the master course shell; however, the online lead instructor will be given first-option of teaching new course sections not to exceed the number of courses that can be taught on-line by individual instructors.

**Duties of the Online Lead Instructor:** The online lead instructor will be responsible for the overall development and maintenance of the online master course shell in coordination with the SFCC lead instructor. Those duties include, but are not limited to:

- coordination with the other faculty teaching the same course;
- creation and maintenance of the online master course shell on the SFCC development site;
- maintaining the online course shell to Quality Matters course design standards; and,
- preparation of an instructor’s notes section for the shell, noting a folder by folder of what additional materials and/or topics need to be inserted in the shell or updated by the assigned online instructor.

**Updating and Maintenance of the Online Master Course Shell:** The online lead instructor will maintain the online master course shell and make routine updates and semester changes, including changes resulting from:

- date-sensitive material that typically changes from semester to semester; and,
- new textbook adoption.

**Due Dates for Online Master Course Shell Updates:** Updates for online master course shells are due no later than three weeks prior to the start of the semester to allow other users of the shell adequate time to update their version within SFCC Online.

**Existing Course Review Process:** All SFCC Online classes will align with Quality Matters design standards. At least once per year, each online master course shell class will be self-evaluated by the lead online lead instructor using the Quality Matters scoring rubric.

Additionally, each online class will be evaluated by an SFCC Quality Matters Peer Review Committee on a three-year cycle coinciding with the three-year full-time faculty evaluation cycle of the lead instructor of the course. The expected outcome of this process is that one-third of all SFCC Online courses will be evaluated against the rubric each year.

**Course Evaluation:** Every online course section is evaluated using the same online course instrument used by on-ground faculty. Results of those evaluations are shared with each faculty member using the CoursEval software or equivalent method as chosen by SFCC.

**Online Adjunct Faculty Evaluation:** Each adjunct faculty member teaching online will participate in an online course observation once per calendar year. For those adjunct faculty teaching on-ground and online, only one evaluation will be conducted- either online or on-ground in coordination with the appropriate dean and the Director, SFCC Online. This evaluation will consist of a pre-evaluation instrument completed by the adjunct faculty member, a course shell observation form completed by the Director, SFCC Online after examining the adjunct instructor's course shell and history to date, and a post-evaluation conference between the online faculty member and the Director, SFCC Online, and a post-evaluation form signed by the Director SFCC Online and adjunct faculty member.

The Online Adjunct Faculty Evaluation will, at minimum, address the following criteria:

- Alignment of the course shell to Quality Matters standards and design elements.
- Instructor alignment with the Online Instructor Semester Checklist prepared and distributed each semester.
- Patterns of instructor access to the online course shell and in demonstrated student interaction in the online course.
- Maintenance of an up to date course gradebook within the course.

**Quality Control:** The Director of SFCC Online may periodically gain access to online classes during the semester for the purposes of quality control, investigation into student complaints, and verification of student attendance should circumstances warrant. In normal circumstances, the Director will provide advance notice of such access, but some circumstances may preclude such notice. In such cases, instructors will be notified of such access by the Director within five days.

### **Faculty Recruitment and Hiring**

**Recruiting:** SFCC Online seeks outstanding full-time and adjunct faculty for all courses and programs without regard to physical or geographical location. Applications are accepted on a continuous basis, and are evaluated against current and projected vacancies.

**Hiring Process:** Prospective new adjunct instructors will be selected from the applications made through the SFCC Website. The Director of SFCC Online will evaluate the applications and select candidates for interviews. Interviews will be conducted either in person or via Web conferencing software.

**Faculty Requirements for a Teaching an Online Course:** To be qualified to teach for SFCC Online, two specific requirements must be satisfied: 1) The faculty member must be academically qualified to teach that particular course based on their academic credentials regardless of delivery method, and 2) they must meet SFCC Online standards for teaching an online course.

For faculty without prior experience teaching an online class, two preparation and training courses are required. A two-credit-hour class, Introduction to Teaching Online, provides a faculty member with an immersion experience in the processes and teaching methods necessary to effectively teach in the online environment. An additional two-credit-hour class, Teaching with LMS software, provides an SFCC specific course on the current course management system and how to operate within SFCC policies and expectations for using that software.

Faculty who have previous background and/or experience in teaching online will be evaluated on a case-by-case basis by the Executive Director, SFCC Online.

A list of faculty approved to teach online will be maintained by the Director of SFCC Online.

**Faculty Load:** Full-time faculty may teach up to 6 credit hours online as part of their regular full-time 15 credit hours of load per term. Additional online credit hours may be taught as overload. Adjunct instructors are limited to 12 credit hours per term.

**Continuing Education:** SFCC Online encourages all faculty to participate in continuing education offered through the SFCC Brain Café. A schedule of training, coaching, and assistance is available through the Brain Café for both on-ground and through Web conference classes.

### **Faculty Compensation**

**Development compensation for online courses:** A development compensation rate of one credit hour for each credit hour of the course to be taught will be paid for the development of an online course. For example, three credit hours will be paid for a three-credit-hour course being developed. Development compensation will be paid only for an online course which has not previously been developed for State Fair Community College. Compensation will be paid as straight overload pay for full-time faculty or equivalent to a three credit hour course for adjunct instructors.

### **Teaching Compensation for Online Courses**

- Online faculty shall be paid at a rate equivalent to 1.25 credit hours for each 1 credit hour taught. Full-time faculty pay will be paid as overload for all online courses taught, as long as the faculty member meets their 15 credit hour minimum full-time load.
- Web Conference: faculty shall be paid at a rate equivalent to 1.25 credit hours for each 1 credit hour taught. Full-time faculty pay will be paid as overload for all Web conference courses taught, as long as the faculty member meets their 15 credit hour minimum full-time load.
- Hybrid courses will be paid on the on-ground instruction scale.

**Program Coordination:** Some online adjunct instructors may be recruited as program coordinators for appropriate online degrees or certificates where no corresponding on-ground program, degree, or certificate exists. Identified program coordinators will be paid at a rate equivalent to 3 credit hours per calendar year, paid one-half for the fall term and one-half for the spring term.

### **Student Services**

SFCC Online will provide comparable student services to online students to enable them to maximize their educational experience without the need to access on-ground campus services. Those services include, but are not limited to the following:

- new student enrollment
- placement testing
- course registration (including adds and drops)
- student advising
- accessibility services
- library resources
- academic tutoring
- financial aid
- technical assistance via help-desk

These services may be accessible via the SFCC website, e-mail communications, web-conferencing, contracted software support, and phone communications.

1. Technical training in the use of ITV and other instructional technologies will be provided by Educational Technology Services.
2. An Online Teaching and Learning course or teaching and learning series will be provided for faculty along with faculty development in pedagogical considerations, best practices, and support services to teach adult distance learning courses through the Rain Café employee technology training center.

Enrollment Loads Enrollment loads for online, Web conference, and hybrid courses will be the same as comparable on-ground courses, unless approved by the instructor and the Director of SFCC Online.

(Approved 8/23/10)

## **INSTRUCTIONAL SERVICES**

**Regulation 6531**

### **Instructional Delivery and Support Systems**

#### **Extended Campus: Whiteman Air Force Base**

The College offers educational services on Whiteman Air Force base under a five-year Memorandum of Understanding with Air Force personnel. Agreements that have been entered into, but which are not specifically covered by the MOU are

- Graduation: All three schools share the responsibility of an annual graduation ceremony.
- Cleaning Contract: All three schools at Whiteman have entered into an agreement to contract a cleaning person to supplement the Base Cleaning Contract for the Education Center. All three schools pay an equal share of this contract on a yearly basis. Park University accepts our payment and renders the payment to the cleaning contractor. This contract does not include the cleaning of private offices but the common areas used by all.
- Open House: All three schools pay an equal share for Open House when it is held. This is an annual event where the entire base is invited for a BBQ lunch.
- Advertising: All three schools share advertising costs in certain periodicals and base guides. Since we are not in competition with each other, we share the cost of advertising our programs at various times of the year and for certain events.
- Accreditation: Participate in the Military Installation Voluntary Education Review.

**Instructional Delivery and Support Systems****Career and Technology Center**

State Fair Community College provides secondary technical education through the Career and Technology Center. The College applied for and received designation as an Area Vocational-Technical School in June 1968, one of four community Colleges in the state with such a designation. The area vocational-technical school, SFCC Career and Technology Center, was established to provide career and technical training to juniors and seniors from area high schools. The Career and Technology Center is located on the State Fair Community College Sedalia campus in the John W. Ragland Wing of the Marvin R. Fielding Technical Center. Students wishing to participate in CTC programs must be enrolled as students in the district wherein their residence is established. The total enrollment, which encompasses two sessions, has an approximate capacity of 300 students.

**Career and Technology Center Sessions**

The Career and Technology Center operates two instructional sessions each Monday through Friday. The morning session begins at 8:00 AM and ends at 10:30 AM. The afternoon session begins at 11:45 AM and ends at 2:15 PM.

**Administrative Responsibility**

1. The Career and Technology Center is operated by State Fair Community College and the SFCC Board of Trustees is the legal and fiscal authority. All standards, policies and procedures for the College are adhered to by the Career and Technology Center.
2. A Superintendents Advisory Council will be formed, comprised of superintendents who have signed a written agreement with the Career and Technology Center related to their Carl D. Perkins federal vocational-technical education funding.
  - Council members have input and make recommendations based on a majority vote of the council members present. The advisory council provides input to SFCC CTC on curriculum, budget, personnel, school district and community training needs, etc.
  - Current council members include: Cole Camp R-I, Green Ridge R-VIII, LaMonte R-IV, Lincoln R-II, Northwest R-V, Otterville R-VI, Sedalia #200, Smithton R-VI, Tipton R-VI and Warsaw R-IX.
3. At least two meetings of the Superintendents Advisory Council will be held each year; the preferred times are April and September, based on the availability of the committee.

- The purpose of the April meeting is to recommend the fiscal budget for the coming year.
  - The tuition will be established in July.
  - The purpose of the September meeting is to verify and finalize the past year's budget, and give final recommendations to the current year's budget.
4. The Executive Director of the Career and Technology Center, who reports to the Dean of Technical Education and Workforce Innovation and communicates with the Superintendents Advisory Council, provides supervision and leadership of the Career and Technology Center. The Career and Technology Center will operate under a student handbook that is recommended by and annually reviewed by the Superintendents Advisory Council.
  5. Area schools are responsible for transportation of their students to and from the Career and Technology Center when in session.
  6. CTC faculty and staff are employees of State Fair Community College and must comply with SFCC policies and procedures.

### **Financial Responsibility**

1. All funds received for the Career and Technology Center are administered through the State Fair Community College Business Office, and all standards, guidelines, and accountability procedures of the College are adhered to by the Career and Technology Center. CTC staff are employees of the College.
2. Funding for the Career and Technology Center is to be provided by state vocational education reimbursements and federal and state grants where available, with the balance being prorated among the sending schools based on a three-year average of the students each school sends.
3. Slots available to each school and the percent of the budget each school pays is based on the three-year average, with all schools being allowed at least one slot in each program offered.
4. A reserve balance will be maintained not to exceed 20% of the budget. The reserve balance will be established by retaining 10% of any carryover annually, until the 20% balance is reached.

5. Tuition costs will be based upon total expenses less federal/state revenues and the previous year's carryover. The balance will be divided among the sending schools based on a three-year average of the students each school sends.
6. Tuition for schools that are not in the consortium will be at a different rate recommended by the superintendents in the consortium. (Revised 4/2019)

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## **INSTRUCTIONAL SERVICES**

## **Regulation 6560**

### **Instructional Delivery and Support Systems**

#### **Adult Education and Literacy**

The College provides basic skills instruction to eligible students as defined in Policy 6560 and in this Regulation.

#### **Qualifications for Eligible AEL Student**

1. Has attained seventeen (17) years of age or has completed 16 units of credit towards high school graduation;
2. Do not have a high school diploma, a HSE, or the basic academic skills necessary to obtain and retain full-time meaningful employment; and
3. Is not currently enrolled in any secondary school.

When the need is present, the program must provide services in the applicable categories:

1. Adult Basic Education (ABE) and Adult Secondary Education (ASE)  
ABE services provide instruction on basic reading, writing and math skills. ASE services provide instruction to adults seeking to prepare for the High School Equivalence (HSE) Test.
2. English Literacy Programs—English-as-a-Second Language (ESL)  
ESL services provide instruction to non-English speakers to improve reading and writing in the English language.
3. Preparation for Postsecondary Education or Training  
Preparation for a postsecondary education and training provides services for adults preparing to further their education beyond a high school diploma or equivalent.
4. Education in obtaining and/or retaining employment  
Assistance in obtaining and/or retaining employment encompasses a wide variety of educational services integrated with an employment-readiness or employment-enrichment focus.

A student who is enrolled in a college, university, or community college may also be enrolled in AEL classes and the institution will observe all the following conditions:

1. No college credit or CEUs may be awarded to the student for attendance in classes supported by Adult Education Act funds;
2. Only students who test below 12.9 grade level equivalent on standardized pre-tests may participate in both college and AEL classes and those students must only be instructed in those areas in which the student scores below the 12.9 grade level equivalent;
3. No fees or tuition of any kind may be charged that student for the AEL classes.

## **AEL Teacher Certification**

### **General Requirements**

The applicant must submit an application online at [www.dese.mo.gov](http://www.dese.mo.gov).

### **Professional Requirements**

1. A baccalaureate degree from a college or university (B.A. or B.S); and
2. Successful completion of an AEL Pre-Certification Workshop authorized by the Adult Education section of DESE within three months prior to or after the start of teaching at a DESE sponsored AEL agency.
3. Must be sponsored/hired by a Missouri state funded AEL program.

### **Initial Certification Requirements**

1. Four (4) years of state-approved AEL teaching experience;
2. Participation in a two (2) year mentoring program;
3. Sixty (60) hours of professional development, in addition to the Beginning Teachers Assistance Program; and
4. Teacher must participate in an annual performance based teacher evaluation.

### **Career Continuous Requirements**

The AEL Career Continuous certification is continuous upon verification by the employing school district that the certificate holder has participated in a performance-based teacher evaluation and completed sixty (60) contact hours within three (3) continuous years.

### **High Quality Career Continuous Requirements**

The AEL Career Continuous holder is exempt from professional development hours, if the holder has a local professional development plan in place with the school and has the following:

1. Ten (10) years of state-approved AEL teaching experience (one year is defined as one fiscal year hired by a state-approved AEL program as an AEL teacher); and
2. A master's degree from an accredited college or university.

All program administrators and teachers in an AEL funded program must have a valid AEL teaching certificate. Local program directors may have Professional Development requirements above and beyond the Educator's Certification and the State AEL office requirements

## **TRANSCRIPTS**

### **Instructional Delivery and Support Systems**

#### **Transfer of Credit**

**Owner –Vice President for Educational and Student Support Services**

#### **Contact – Registrar**

Students who have attended other Colleges (including dual-credit courses taken while in high school) must request that an official transcript be sent to State Fair Community College (SFCC). The transcript can be mailed to the SFCC Academic Records and Registrar Office; it can be brought to the Student Services Office at the Sedalia campus or to an extended campus site in a sealed envelope from the sending college's Academic Records and Registrar office; or, it can be faxed from the sending college Registrar's office with a cover sheet to the SFCC Academic Records and Registrar Office. Any other form of transcript will be considered "unofficial" and will not be accepted for transfer credit. Official transcripts are required to transcript credit.

Credit is evaluated and transcribed from colleges that are accredited by a national or regional association (e.g. North Central Association of Colleges and Schools). For a list of these associations, contact the SFCC Academic Records and Registrar Office. Courses completed from colleges that are not accredited by one of the national or regional associations may be considered for college credit. Courses descriptions or course syllabi must be submitted to the appropriate course dean for review. The dean's decision is final and may be made in consultation with the department.

All grades (except withdrawals) are transcribed. When a student repeats an equivalent transfer course at SFCC, the higher of the two grades will be used to calculate hours earned and the GPA. The repeated course and grade remain on the SFCC transcript.

Transfer courses for which SFCC has an equivalent course will be transcribed with the SFCC subject code, course number and credit hours. If there is no equivalent SFCC course, the transfer course will be coded on the student's transcript to indicate which degree requirement it fulfills. Developmental courses (numbered below 100) are transcribed and if there is not a direct equivalency to an SFCC developmental course it will be transcribed using DVLP 000. Grades earned in developmental courses are included in a student's GPA beginning Fall 2008. Developmental courses do not apply to a certificate or degree. Any student that has received a Bachelor's degree or higher and is returning to SFCC to pursue an AAS, AAT, AS degree, or certificate will only have the courses that apply to that major transcribed. If a student changes his or her major, a request must be made to have transfer credit reevaluated. Any student who is classified as a visiting student or a personal interest student will only have prerequisite courses

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**(Policy 6610)**  
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transcripted. Equivalency guides for colleges that SFCC accepts transfer credit from can be found on the SFCC website.

Official transcripts are evaluated and transfer credit is entered by the Registrar on the student's SFCC transcript. This process usually occurs within a few weeks of receiving the transcript. Students transferring credit over 15 years old may be asked to provide course descriptions or course syllabi to determine SFCC course equivalency. Some departments have time limits for transfer courses. A course may transfer as an SFCC equivalent but because of its age may not be applicable to a specific program of study. Students can view the credit that has been accepted on the college portal.

If a student does not agree with the evaluation of a course, he/she may submit a catalog course description or course syllabus from the sending college to have the course re-evaluated by the Registrar. If the appeal regarding the disputed course is not resolved, the student may appeal utilizing the Grievance and Appellate Process as outlined in Regulation 2160. Credit earned by credit-by-exam (CLEP, DSST or AP) and from non-traditional sources (armed services experience, standardized occupational testing or department exams) are reviewed by the Registrar and credit may be granted if applicable.

Transfer credit is awarded for courses completed at colleges and universities outside the United States that are accredited or approved by the Ministry of Education (or other appropriate government agency) of the country in which they are located. The transcripts must be translated into English and evaluated course-by-course by one of the recognized transcript evaluation services. A student may be asked to provide course descriptions or course syllabi to determine course equivalencies. Contact the Academic Records and Registrar Office for information.

Any irregularities in transcripts that are received will be checked and if a document is determined to not be authentic, admission will be denied and registration at SFCC will be cancelled.

All college transcripts must be on file prior to enrollment. A registration hold will be placed on the student's record until all official transcripts have been submitted.

(Approved 07/25/11; revised 07/00/14; revised 02/08/18; revised 01/23/20)