

**Procedures Manual
for
Part Time
Professional Instructional Staff
Teaching Credit Courses**

2010 - 2011



Wisconsin Indianhead
TECHNICAL COLLEGE

▼ ASHLAND ▼ NEW RICHMOND ▼ RICE LAKE ▼ SUPERIOR

GENERAL INFORMATION

The Wisconsin Indianhead Technical College District is made up of eleven counties in Northwestern Wisconsin – serving residents of Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Rusk, Sawyer, St. Croix, and Washburn counties. The District operates four campuses located at Ashland, New Richmond, Rice Lake, and Superior and an Administrative Office located at Shell Lake. Additional centers are located in Hayward, Ladysmith, and Spooner.

These campuses provide vocational and technical instruction for over 11,000 full- or part-time students during any given year. Students graduating are awarded associate degrees, technical diplomas, or short-term program certificates. In addition, there are over 32,000 individuals who take advantage of part-time opportunities each year in continuing education.

Over 140 full-time instructors provide students with quality instruction. Hundreds of other professionals in various fields of study serve as adjunct faculty to provide services of a unique or part-time nature.

A nine-member Board of directors governs the District. Its chief spokesperson is the President, empowered by the Board to carry out all required administrative functions necessary to accomplish the Board's educational missions and goals.

The Wisconsin Indianhead Technical College has an "open door" admission policy for prospective students in post-secondary education within statutory requirements. The District operates on a policy providing enrollment on a first-come, first-served basis.

For more detailed information, refer to the following:

1. District Catalog (www.witc.edu/programs/index.htm)
2. Student Handbook (www.witc.edu/academics/stuhndbk.htm)
3. Division/Department Resources/Personnel and administrative staff can be found at <http://www.witc.edu/staff/index.htm>

WITC STAFF INFORMATION

NAME/POSITION	EXT.	EMAIL
ADMINISTRATION		
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EMPLOYMENT INFORMATION

EMPLOYMENT PAPERWORK

Immediately upon employment as a new instructor, you must complete and turn in the following documents:

- Personnel Information Form
- Acceptable Internet/Use Agreement
- Employment Eligibility Verification
- Form W-4

These documents are required in order for you to obtain an employee ID number, email address, computer sign-on, etc. The campus Administrative Assistant is your contact for submission.

CERTIFICATION REQUIREMENTS

The certification process at WITC begins shortly after you are hired. You will receive forms requesting permission for the college certification office to obtain documentation required by the WTCS to certify you for your position. These forms will enable us to request official transcripts and verify your previous work experience. Once this documentation is obtained, the WITC certification office submits your materials to WTCS staff requesting your certification. If approved, a certificate is issued to you and the college certification office.

Once you have been certified, the process doesn't stop there. You will need to complete WTCS requirements in order to maintain your certification throughout your employment at WITC. The WITC certification office will assist you in this process.

More information about certification by WTCS can be found at <http://systemattic.wtcsystem.org/certification/default.htm> or by contacting Mary Hansen, Human Resources Specialist – Certification & Credentialing, at 1.800.243.9482, Ext. 2204. Your dean can also advise you on certification and credentialing issues.

PAYROLL PROCEDURES

If you are hired on a part-time basis, your supervisor will explain payroll processing. Instructions are also available on-line at <http://www.witc.edu/staff/hr/etime.htm>.

Instructors working substitute hours will also have to complete an electronic timesheet.

OFFICE HOURS

Appropriate office hours (when an instructor is available to students) may be assigned to an instructor. These hours will be posted and scheduled for both student and instructor convenience.

BUSINESS CARDS

Contact your campus Administrative Assistant who will refer you to the appropriate individual to order business cards.

COMPUTER

Part-time faculty will have access to a computer. Please check with your local administrative assistant.

MyWITC PORTAL

My WITC is a Web site that provides you access to most of the information, tools and applications you need to participate as a member of the college community. *My WITC* is customized and personalized for you based on your roles at the institution. *My WITC* is a web-based tool that serves as an entry point or gateway to a wide variety of content and services.

Students will be able to do the following and more.....

- . View Demographic Information
- . Search Course Catalog
- . View Unofficial Transcripts
- . View Current Charges Due
- . Apply Online
- . Register Online!
- . View Financial Aid History
- . View Grades / Schedules

Faculty will be able to do the following and more...

- . View Instructor Class Schedule
- . View Class Roster
- . Record Final Grades (thru PS for faculty who do not use Grade book)
- . Access Grade Book
- . Find a Class – Search & View
- . View Advisee Information
- . New/Drop-In Advisees
- . Search Course Catalog
- . View Certification Status Renewal Info

To use *My WITC*, go to <http://www.WITC.edu/myWITC>

Enter your *My WITC* User ID in the User ID field.

Enter your *My WITC* Password in the Password field.

Click the Sign In Button.

Your "*My WITC*" User ID and password provide access to centrally supported services.

Your User ID and Password are derived from the following:

User ID = eight digit EMPID or Student ID

Password = 1st two letters of your first name + 1st two letters of your last name + last four digits of your social security #. (Note: The first time you login, you will be asked to change your password.)

(i.e. - John Smith, Social Security # 355-09-5590 / Password = JOSM5590)

Contact the help desk with questions related to User ID and password.

(Toll Free) 24/7

Phone: 1-877-469-9482 - Off Campus

Ext. 7300 - On Campus

STAFF SUPPORT SERVICES INFORMATION

As an instructor for the Wisconsin Indianhead Technical College, the following support services are available to you.

DEPARTMENT SERVICES

Each instructional area is managed by an Academic Dean. Part-time instructors report to the Dean of their department for direction, information, and assistance concerning certification, curriculum, course outcome summaries, instructor and course evaluation, etc.

CLERICAL SERVICES

You, as an instructor, may want to have work-related typing, collating, printing, and other clerical tasks completed by our support staff. Please contact your campus Administrative Assistant for help with scheduling this service.

Note: Violation of copyright laws may result in the denial of a duplication request.

STUDENT SERVICES

Student Services is the hub where all of the services students need to be a successful college student are located. They assist students to become ready to enter the program of their choice, to be successful in that program or course, and to assist them in reaching their educational and career goals. Student services include:

Admissions
Agency coordination
Career Planning and Assessment
Credit/Non-credit Registration
Employability Skills
Employment Assistance
Financial Aid

GED/HSED Testing
Counseling Services
Services to Students with Disabilities
Students Success Workshops
Transitioning
Tutoring (course specific)

STUDENT SUCCESS CENTER

Student Success starts with Basic Education classes for adults offering brush up on basic skills in English, grammar, reading, science, social studies, and math which you need to continue your education or enter the workforce with confidence.

College Success Strategies is offered to those students who need to increase their self-confidence and improve their study skills by learning practical tips in memory techniques, note-taking, test-taking, listening skills and much more.

This is also a place for those who need to prepare for the GED tests in order to earn their HSED (High School Equivalency Diploma). Course work is self-paced with instructor assistance, and students can enroll anytime during the school term.

HEALTH SERVICES

The Health Services at Wisconsin Indianhead Technical College is a health-related support service to assist individuals in attaining occupational, education, and personal goals. The college health nurse works with students and staff to modify or remove health-related barriers to learning or working. The college health nurse provides orientation for new staff which includes mandated training in blood borne pathogens and HAZCOM. First aid and spill kits are located throughout the campus. Health Services participates in National Collegiate Alcohol Awareness week and World AIDS Day. A health fair is held each February in conjunction with Friendship Day. Health Services also sponsors a variety of wellness programs such as "Lunch and Learn" throughout the year.

Wisconsin Indianhead Technical College is committed to the total wellness concept of healthy physical, intellectual, social, occupational, emotional, and spiritual growth. The philosophy of wellness is to encourage personal responsibility, a balanced lifestyle, environmental awareness, and personal growth as a lifelong process. The WITC Wellness Program has been uniquely developed into a comprehensive, organized, health management and health promotion program, with the intent to assist students and employees in making voluntary behavior changes that reduce their health risks and enhance their individual productivity. Therefore, health services exist primarily to help the individual achieve and maintain an optimum state of wellness. Fundamentally, health maintenance is the responsibility of the individual.

The instructor should handle health emergencies that occur during evening/weekend hours. The instructor is then responsible for informing the School Nurse of the situation details in order for her to complete appropriate paperwork promptly.

Instructions for obtaining emergency assistance are posted in each room.

LEARNING RESOURCE CENTER SERVICES

The LEARNING RESOURCE CENTER provides the following resources and services in support of learners and their instructors.

1. LRC staff are our greatest resource for assisting LRC users.
 - a. Researching assistance
 - b. Audiovisual soft/hardware assistance
 - c. Overhead, photographic, audio, TV, and graphic services are available.
2. Print materials including books, journals, magazines, and newspapers. Only the books are available for checkout.
3. Audiovisual materials, CDs, DVDs, VHS, and other formats may be available for checkout. Reservations for faculty or student check out of equipment for classroom use should be arranged at least 24 hours in advance with the LRC staff or availability can't be guaranteed.
4. The LRC is available for use by currently enrolled students, faculty and staff, and to community users with some restrictions.
5. LRC staff are happy to assist with interlibrary loan requests.
6. Electronic and other reserve services are available through the LRC. Early preparation of reserve materials is recommended.
7. The WITC LRC adheres to the current copyright laws and the ALA Freedom of Information statement.
8. Virtual reference services are available 24/7 on the LRC webpage under the AskAway icon.
9. Entry to electronic databases is available on the LRC webpage and through MY WITC.
10. Instructor suggestions for program support materials for the LRC are welcomed and encouraged.
11. There is electronic access to over 7,000 periodicals/magazines and over 1,800 newspapers, most full text.

Further information on the LRC is available at <http://www.witc.edu/library/index.htm> or from your LRC Staff.

TECHNICAL (COMPUTER) SUPPORT

For computer related technical support, use the Help Desk services which can be reached at Extension 7300.

OPERATIONAL INFORMATION

Campus Map: Please see the campus map available at <http://www.witc.edu/witc/camp-loc.htm> for room locations.

School Calendar: The school calendar indicates regular day/evening, credit-course teaching days, in-service days, holidays, and non-contract days for the school year. (<http://www.witc.edu/academics/calendars/calendar.htm>)

Daily Schedule: Your class schedule will be provided to you by your Dean.

Building/Classroom Access: Instructors are issued keys to allow them to gain access to their office and classrooms. Building-access keys are not issued – the building is open Monday through Friday from 7 a.m. to 10:30 p.m. Weekend building access can be gained through a key-checkout system. See your Dean or Administrator for more information.

Instructor Offices/Mailboxes/Parking: An office and mailbox will be assigned to those instructors needing them. Location of staff and student parking and visitor parking lots are shown on the campus map.

Supplies: Supplies such as pencils, paper, etc. are provided for the instructor. If supplies are not in the classroom/office, see your campus Administrative Assistant to obtain these. Supplies are not provided for students.

Food/Beverage/Smoking: Food and beverages will not be allowed in the following areas. There will be no exceptions made to this rule.

- All computer labs
- Classrooms where 10-key calculators are provided for student use
- Science Lab (Room 201)
- Learning Resource Center

In all other classrooms and shops, the consumption of food and beverages is left to the discretion of the instructor in charge during a specific class period. Instructors choosing to allow the consumption of food and beverages in their classrooms or shops are responsible to see that the room is cleaned up at the end of the class period. Any points of concern between instructors regarding classroom/lab cleanliness are to be addressed with the appropriate Academic Dean.

WITC Board policy bans tobacco use in any form in all WITC facilities. This policy maintains a healthy environment for students, staff, and visitors and complies with the state Clean Indoor Air Act, Section 101.123. Students using tobacco products **within** the WITC facilities are subject to disciplinary actions. There are designated smoking areas outside the facilities.

Accidents: Any injury to instructors or students must be reported in writing to the Dean or the office of the Campus Administrator as soon as possible, preferably the same day. Use WITC Accident forms, which are available in the Administration area, from the School Nurse, or on-line at

http://qp.witc.edu/QuickPlace/forms/Main.nsf/h_Toc/A2D019200C21449B86256D5E0063A914/?OpenDocument

Classroom Guests: Persons, other than guest speakers, not enrolled in a class should not be attending a class. It is possible to “shadow” a class and arrangements can be made for someone to visit the classroom.

Housekeeping: All instructors and students are responsible for reasonable cleanliness and orderliness of their classrooms/labs. It is the instructor’s responsibility to leave the room “status quo” after use.

TEXTBOOKS/SUPPLIES FOR STUDENTS:

The instructor may be responsible for selecting the textbooks for each course he/she is teaching and is responsible for getting this information to the Campus Bookstore Technician. The technician orders all required textbooks. The text/supply order must be placed the semester before the course is offered. The instructor is responsible for ordering their own instructor copy of each textbook.

Instructors should give the students the necessary information concerning required or suggested textbooks for each of their classes prior to or within the first week of class. Students may purchase all *required* textbooks at the Bookstore.

STUDENTS’ RIGHT OF PRIVACY:

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA further provides that certain information designated as “Directory Information,” concerning the student may be released by the college unless the student has informed the college that such information should not be released.

The college designates the following as public or "Directory Information:" student's name, address, telephone number, electronic mail address, hometown, age, college, major field of study, student status; full-time or part-time registration or not currently enrolled, dates of attendance, participation in officially recognized, degrees and awards received, academic and other honors.

As a matter of normal practice, Wisconsin Indianhead Technical College does not sell or release "Directory Information" to commercial third parties, unless required to do so by law.

Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated above. To do so, a student must file a request to withhold directory information form with the Student Services office. Once filed, this request becomes a permanent part of the student's record until the student instructs the college, in writing, to have the request removed.

Questions about FERPA may be directed to the registrar, Wisconsin Indianhead Technical College, 505 Pine Ridge Drive, Shell Lake, WI, 54871. The complete policy is available in the Student Services office or on My WITC under Resources.

COMMUNICATION

TELEPHONE

All incoming calls come through the main switchboard and an automated attendant greets the caller. The caller is prompted to enter a 4-digit extension number or dial "0" for the receptionist. The campus administrative assistant will be contacting you with your specific phone extension number, a quick guide to the features on your phone, voice mail instructions, and WITC telephone directories. Please be sure to give your 4-digit extension number to people who contact you frequently (extension numbers are also printed on business cards). The district administrative office as well as the other campuses may be contacted by calling the local number or our toll free 800 number and using the 4-digit extension. To dial out, you must first dial "8" and then the number. In case of an emergency, dial "911" from any phone. PLEASE NOTE: personal calls, either long distance or extended community calling, must be charged to your home number.

EMAIL

The College uses Microsoft Outlook for email and calendaring. Please contact the Administrative Assistant for assistance with your email and calendar.

BUDGET AND PURCHASING

The College uses a purchasing card (VISA) system combined with the use of purchase orders for certain items. Your department Dean can help you with purchases necessary for instruction. All purchases should be coordinated and approved through your Dean.

REGISTRATION INFORMATION

COURSE REGISTRATION:

The following elements of registration must be completed before a student is considered to be officially enrolled:

1. **Application for Admission:** Many students will have already filled out an application for admission through our Student Services Office. If a student comes into class and has not yet completed this form, the instructor should send the student to the offices of Student Services.
2. **On-Line Registration Forms:** Each student must register for classes on-line. Students may seek registration help at the Student Services Office. Course rosters (available to instructors at MyWITC) will contain information regarding course name, course number, and fees.
3. **Drop/Add Forms:** Students wishing to drop or add courses may do so on-line. If a student needs assistance with this process, they may seek help at the Student Services Office.
4. **Student Enrollment Status:** A student is considered a full-time student if he/she is taking 12 or more credits each semester. Three-quarter time enrollment is 9-11 credits per semester. Half-time enrollment is 6-8 credits per semester.

CREDIT FOR PRIOR LEARNING:

Credit for prior learning is the term used to describe receiving credit for prior skills and knowledge. You can gain credit for:

- College coursework
- College credit for high school courses
- Work experience
- Independent study
- Military training
- Apprenticeship

Awarding credit for prior learning promotes competency standards. These credits may be used in place of selected WITC course requirements if the competencies you've gained are equivalent to the WITC curriculum outcomes. You may apply for credit for prior learning after you are admitted to a specific program, but at least 25 percent of the credits required for a degree or diploma must be course work earned at WITC. The college has developed policies and procedures governing the evaluation of credit for prior learning applications. You are responsible for requesting credit in a timely manner and for providing the required documentation prior to enrolling in the course. For more information, contact a counselor at your chosen campus.

TRANSFER OF CREDIT:

WITC will award transfer of credits (there is no fee for transferring credits) from other regionally accredited institutions of higher education. Credit may be granted to students transferring from other technical colleges, colleges, and universities, provided that:

- The course is identified on an official college transcript
- The course being transferred is equivalent in content and meets or exceeds the credit value of the WITC course
- The credits accepted as transfer do not exceed WITC's credit value assigned to the course
- The course is directly applicable to the degree or diploma program being pursued
- A grade of "C" or above was earned in the course

Students seeking credit for prior learning should check with the Student Services office for the procedure to follow. Official transcripts must be on file from all schools involved. Transfer credits are recorded as credits only and are not included in determining grade point averages.

CHALLENGE EXAMS:

Students may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. For these individuals, WITC offers challenge exams. A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. A minimum "C" (2.0) grade mastery level at 80% is required to pass most exams. Successful completion of such exams results in the granting of credit for the course. Exam information is as follows:

- A nonrefundable fee of \$20 per credit must be paid prior to taking any exam.
- No letter grade is assigned; CR (credit) is recorded on academic transcripts.
- Credits obtained through challenge exams are not included in the student's overall grade point average.
- Credits earned through challenge exams are not included in the active credits for the term and, therefore, cannot be used when determining financial aid eligibility or enrollment status.

Please note: Challenge exams may be taken only during the first week of the term or first 5% of class hours for courses in which the student is currently enrolled. If the student is successful, the student must request a withdrawal from the class. The withdrawal date and tuition refund amount will be based on the exam date. Full refunds (100%) will be given when withdrawal results from passing the challenge exam. Remember: it is your responsibility to drop your current enrollment to receive this refund. Remember that successful completion of a test-out (and the subsequent refund of tuition) could affect the student's financial aid status if the student drops from full-time to three-quarter or half- time after subtracting the test-out credits.

Exams may be taken at any time the student is not enrolled in the course.

Students may retest for the same exam after one year from the date of the first attempt.

Students are ineligible to test for a course for which they have previously earned a failing grade.

Arrangements for accommodating students will be made as required by the Americans with Disabilities Act.

A list of current challenge exams is available on the college Web site: <http://www.witc.edu>.

Please be aware that WITC is not required to have challenge exams for all courses.

STUDENT ID CARDS:

Student ID cards are available at the Learning Resource Center (LRC).

CLASSROOM RECORD-KEEPING INFORMATION

ROSTERS:

Student Services will print class rosters for faculty and have them in mailboxes by the first day of classes. Within 24 hours of the first class meeting, instructors must return a confirmed/signed class roster for any UGRAD credit course offering, ITV, or WEB (if interactive) to student services. Student Services will again print and distribute updated rosters 7 calendar days after the start of the term. Indicate any changes or additions on this second roster and return to student services within 24 hours. Class rosters are available at any time through My WITC or by contacting Student Services. Please Note: A student must be registered if they are attending class. This is a liability issue—the faculty member is liable if the student is not registered.

INSTRUCTIONAL INFORMATION

An instructor is responsible for the preparation of classroom materials, tests, grading procedures, etc. The following items are included in the instructor's responsibilities.

CURRICULUM AND SYLLABUS

Your Dean will provide you with a course outcome summary for each course that you teach. You, as an instructor, are responsible for developing and updating the syllabus and outline for each course you teach.

TEXTBOOK/TEACHING MATERIALS:

The instructor may be responsible for selecting the textbooks for each course he/she is teaching and getting the information to the Bookstore (Bookstore orders all student textbooks). The instructor is responsible for ordering his/her own instructor copy of each textbook. The text has to be ordered the semester before the course is offered and has to teach toward the course competencies listed on the course outline. Suggested textbooks are listed on the current course outlines. Teaching materials should also enhance the teaching/learning process.

PRETESTING:

If a prerequisite skill is required before enrollment into a course, the instructor is responsible for providing a "testing" tool. The supervisor will provide you with those already developed.

GRADING PROCEDURES:

Grading records can be kept electronically or in hard copy. Within seven calendar days following the conclusion of your class, (or alternative date set by WITC) faculty are expected to enter their own grades into My WITC. Grade entry training is available from the campus Manager of Enrollment Services.

All students at WITC will receive alphabetical grades for each course. In addition, instructors may be asked to provide mid-term grade advising at mid-semester. Grading standards are listed in the on-line Student Handbook (www.witc.edu/publications/handbook.htm) and each instructor is to evaluate a student's work using that scale.

GRADING SOFTWARE

WITC has several options for electronic grading. Please discuss the options with your Dean.

COURSE FIELD TRIPS:

It is sometimes advantageous to take students on field trips to demonstrate course objectives. An instructor is to obtain the Dean's approval, make the arrangements for the trip, and give notice to the students' other instructors as to the date and time of the field trip and who will be attending. Instructors should discuss reimbursement for expenses prior to the field trip. Receipts, etc. will be required as per district travel policy. See the Dean for more information regarding the district travel policy.

CANCELLATION/MAKE UP OF CLASSES:

If an emergency such as sickness or accident brings about a cancellation or other course-altering situation, it is the instructor's responsibility to inform students, the college, and their Dean as soon as possible. The switchboard is open from 7 a.m. to 8 p.m., Monday through Thursday, and 7 a.m. to 4:30 p.m. on Friday. It is extremely important that if you are teaching a class outside of these hours that you and the Dean have plans for emergency notification. Again, it is the **instructor's responsibility** to make arrangements for notification to students and to WITC.

SUBSTITUTE TEACHERS:

If you are going to miss a class, and know this in advance, your Dean may be able to help you arrange for a substitute. Please prepare materials and get them to the substitute as soon as possible.

SAFETY AND EMERGENCY PROCEDURES:

1. *Emergency*

Procedures as well as maps of the quickest exit routes are posted in all rooms at all WITC locations.

2. *Building, Laboratory, and Shop Safety*

Specific safety procedures required will be posted at each location.

Instructors should discuss safety procedures in labs with their students at the beginning of a course.

SCHOOL CLOSING

The college does not normally close due to inclement weather. If you are unable to make it to class due to the weather, you are to notify student services office, your students, and your Dean as far in advance of the class start time as you can.

Campus closings or class cancellation announcements will be made, usually before 6 a.m., on local radio and television stations. School closing information will also be on the *MyWITC* portal and on your campus voice mail.

ADVISORY COMMITTEES

All approved occupational programs offered at WITC have an advisory committee. Advisory committee members provide the occupational experience needed to guide WITC in selecting and purchasing up-to-date equipment and course materials. They also offer recommendations to improve instructional methods and develop technical guidance programs.

Each program advisory committee meets at least once per year. Ideally a minimum of two meetings per year are held. A program that is involved in curriculum changes, equipment purchases, and new facilities may require more meetings.

A tentative schedule of meetings for the school year is developed for each advisory committee by October 1 every year. Each committee sets agendas and records minutes of committee recommendations and the responses to those recommendations.

INSTRUCTIONAL EVALUATION

The purpose of the WITC employee performance process is to support and encourage dialogue between employees and their supervisors on job performance, individual, department, and college goals, and personal growth that will support attainment of those goals. You can find out more about instructional evaluation by visiting with your Dean.

PROFESSIONAL DEVELOPMENT

Faculty development is encouraged and supported to the extent possible within our budget. There are many staff development opportunities throughout the school year. Please talk to your supervisor about development opportunities that may be appropriate for you.