DMACC
DES MOINES AREA COMMUNITY COLLEGE

Quality Faculty Plan

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"Education is best experienced within a community of learning where competent professionals are actively and cooperatively involved with creating, providing, and improving the instructional program."

North Central Association, Higher Learning Commission

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A. <u>Introduction</u>

The Quality Faculty Committee was established in February 2002. The committee consists of equal representation of arts & sciences and career and technical faculty and administration.

Philosophy Statement: *The faculty and administration at Des Moines Area Community college are dedicated to supporting and advancing teaching and learning in providing quality education to promote student success. To accomplish this, the faculty development program shall focus on the development of the faculty member as a professional teacher, scholar and individual.*

The faculty development program shall include faculty who are at the following career stages and adjunct faculty:

a. **Orientation Level:**
   - New teacher (Arts & Sciences or Career and Technical Education) with no previous teaching experience.
   - New teacher (Arts & Sciences or Career and Technical Education) with previous teaching experience.
   - New teacher (Career and Technical Education) with technical experience but no teacher preparation courses.
   - New teacher in areas other than Arts & Sciences or Career and Technical Education which could include Academic Achievement Center, Corrections, Youth at Risk or other programs.

b. **Probationary Level:**
   - Faculty who are within their first three years at DMACC.

c. **Experienced Level:**
   - Faculty who are beyond probationary level.

d. **Adjunct Faculty**

B. <u>Implementation Schedule</u>

The New Faculty Orientation program was implemented in August 2002. A faculty mentoring pilot program also began in August and the Quality Faculty Plan was approved by the Board of Directors in May 2003. All aspects of the Quality Faculty Plan were implemented by July 1, 2003.

C. Faculty Status Definitions/Guidelines

New hire status. Newly hired contracted faculty in the process of acquiring DMACC-acceptable teaching/professional experience or newly hired full-time faculty already possessing DMACC-acceptable teaching experience and/or professional skills. Respective academic or executive deans shall appraise their newly hired faculty's instructional experience, subsequently forwarding a New Faculty Orientation attendance recommendation to the Associate Executive Director of Human Resources.

Probationary status. Contracted faculty while in their first three contract years at DMACC.

Full status. Contracted faculty having successfully completed their three-year probationary status.

D. Policies

New faculty orientation. Newly hired contracted faculty shall attend the New Faculty Orientation week held each August. They are introduced to classroom management, student assessment, teaching/learning styles, lesson planning, presentation techniques, instructional strategies and technology, and related topics. Adjunct faculty shall be encouraged to attend either the New Faculty Orientation week or a single-day "Orientation to College Teaching" prior to their first semester of service. Experienced mentors shall be assigned to each newly hired faculty member. Program Chairs or Group Leaders are charged with adjunct faculty mentoring duties. Counselors and librarians will have the option of attending the teaching orientation and will be required to attend an orientation specific to their areas.

Teacher improvement events. All contracted faculty shall participate in authorized Teacher Improvement (TI) events relating to either the faculty member's expertise and/or to education as a profession. Clock hours spent in TI events shall be used as the accounting measure.

Record keeping and documentation plans. Human Resources shall maintain detailed, understandable, and easily accessible records of each faculty's developmental needs, completed TI events and hours, and demonstrated competencies.

Faculty development plan assessment. An eight-member oversight and review committee comprised of five faculty members, one adjunct faculty member and two administrators (dean or director level) shall ensure that DMACC's Quality Faculty Plan continuously improves through assessment and revision. The committee shall manage an assessment process to measure and guide the overall improvement of college instruction.

This process shall be administered and maintained by personnel in the office of the Associate Executive Director of Human Resources.

Iowa Administrative Code provisions. Records shall be maintained by the office of the Associate Executive Director of Human Resources who shall be responsible for coordination and approval of TI events. This office shall maintain DMACC's Quality Faculty Plan in order to guarantee inclusion and adherence to the following verbatim Iowa Administrative Code Provisions (see 2002 Iowa Acts, House File 2394).

- **An implementation schedule for the plan**
- **Orientation of new faculty**
- **Continuing professional development for faculty**
- **Procedures for accurate record keeping and documentation for plan monitoring**
- **Consortium arrangements where appropriate, cost-effective and mutually beneficial**
- **Specific activities that ensure faculty attain and demonstrate instructional competencies and knowledge in their subject or technical areas.**
- **Procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress towards attaining minimal competencies**
- **Compliance with the faculty accreditation standards of North Central Association of Colleges and Schools and with faculty standards required under specific programs offered by the community college that are accredited by other accrediting agencies**

E. Faculty Development Process

New hire development. The first stage of faculty development, the "New Faculty Orientation," is provided every August at the Ankeny Campus. New-Hire Status faculty (see page 1) attend this seminar. Adjunct faculty members are encouraged to attend. Both contracted and adjunct faculty are compensated at their contracted daily rates or at a prescribed daily sum for the week, respectively. An abbreviated "Saturday Seminar" is also offered prior to both fall and spring semesters for New-Hire Status and adjunct faculty who cannot attend the Orientation. Once New-Hire Status faculty attends the appropriate orientation, they are awarded probationary status. Counselors and librarians will have the option of attending the teaching orientation and will be required to attend an orientation specific to their areas. New-Hire Status faculty are also assigned a faculty mentor.

Teaching Improvement.   The office of the Associate Executive Director of Human Resources coordinates a variety of TI events throughout the year. These events include

but are not limited to 2-, 4-, and 6-hour workshops, seminars, and off-campus learning opportunities. These TI events address identified faculty development competencies.

Probationary status. Throughout the first three contracts years of employment, all contracted faculty members shall participate in a least 96 clock hours of TI events.

Full status. Full Status faculty shall participate in a minimum of 100 clock hours of related TI events every five contract years for the duration of their employment. TI events are scheduled through the office of the Associate Executive Director of Human Resources. Senior faculty are encouraged to apply for TI teaching allowing them to improve and/or conduct TI events in lieu of a portion of their 100 required clock hours.

Record keeping and documentation plans. Associate Executive Director of Human Resources personnel track each faculty's TI Activities. Records of completed events are kept and, through tracking software and automated e-mail reminders, faculty are notified of: a) TI clock hour accumulation and progression, b) upcoming TI events of particular interest to them, and c) discrepancies that should be addressed.

Practitioner assessment process plans. Faculty Individual Development Plans (IDP) are revised and reviewed annually with respective deans; the TI event accumulation section of the IDP is an essential element of this process.

Faculty Development Process oversight and evaluation. An eight-person committee comprised of faculty and administrative representatives meets each semester to review improvement issues, faculty progress, processes and exceptions, TI event quality and scheduling, TI event instructors, new initiatives, funding, and so on.

F. Consortium Arrangements

DMACC has a history of partnering with area education agencies, Regents institutions and four-year colleges to provide faculty development opportunities. Consortium arrangements will continue to be established where appropriate, cost-effective and mutually beneficial. For example, DMACC and ISU will continue to collaborate on programs such as the Teaching and Learning Leadership Program for Community College Mid-Career Faculty.

G. Instructional Competencies

The committee identified the following faculty minimum competencies with feedback from all faculty. A variety of activities including workshops, on-line training, seminars and courses, etc. can be used to help faculty develop these competencies:

- Demonstrates competence in content knowledge appropriate to the faculty position.

- Demonstrates competence in planning, research preparation for instruction/counseling/library services.
- Selects strategies to engage all students in learning and personal growth.
- Incorporates a variety of methods to evaluate student learning and personal development.
- Demonstrates competence in classroom management, student behavior and crisis management.
- Engages in professional growth.
- Fulfills professional responsibility to institution.

H. Support Documents

The following list of documents, letters, committees, record keeping processes, etc. will support the DMACC faculty development process. Each has a similar 'design theme' and articulates as needed with other documents.

- Personal letters of welcome (VP Academic Affairs, Academic and Campus Deans)
- Schedule of New Faculty Orientation.
- User-friendly description of DMACC's three-phase faculty development process.
- A consistent new-hire visit agenda for the Associate Executive Director of HR.
- Up-to-date records – TI accumulation monitoring and reporting software.
- Automated e-mail reminder methodology and processes.
- A consistent individual meeting agenda for the Individual Development Plan (IDP) including the "Teacher Improvement" (TI) section.
- An eight-person oversight committee that meets bi-monthly with the Associate Executive Director of HR.
- Computer-generated reports identifying faculty who may require encouragement.
- Congratulatory note from the President.

I. Compliance with Faculty Accreditation Standards

DMACC will comply with the faculty accreditation standards of the North Central Association of Colleges and Schools in addition to those standards required under specific programs offered by DMACC that are accredited by other agencies.

Des Moines Area Community College Board of Directors
Quality Faculty Plan Approval

_____   _____
DMACC Board Chair   Date

Request for Teaching Improvement (TI) Units Instructions

A. Guidelines
Workshops, seminars, and credit and non-credit courses that are related to teaching skills, an individual's subject field, or professional area may be used for fulfilling the requirements of the Quality Faculty Plan.

Probationary status faculty. Throughout the first three years of employment, all contracted faculty members must participate in at least 96 clock hours of TI events. Probationary status teaching faculty should emphasize teaching skills rather than subject field skills.

Full status faculty. Full status faculty participate in a minimum of 100 clock hours of related TI events every five contract years for the duration of their employment.

B. Instructional Competencies
TI activities should address one of the following identified instructional competencies:

   i. Demonstrates competencies in content knowledge appropriate to the faculty position.
   ii. Demonstrated competencies in planning, research and preparation for instruction/counseling/library services.
   iii. Selects strategies to engage all students in learning and professional growth.
   iv. Incorporates a variety of methods to evaluate student learning and professional development.
   v. Demonstrates competencies in classroom management, student behaviors and crisis management.
   vi. Engages in professional growth.
   vii. Fulfills professional responsibility to institution.

C. Procedure
An instructor wishing to receive Teaching Improvement Units for an activity must complete a "Request for Teaching Improvement Unites" form and submit it to their Dean or Director for signature. Supporting material must be attached.

Request for TI Units must be made before beginning the activity. The supervisor and Associate Executive Director, Human Resources will review the request for TI Units. Applicants will be notified of approval or disapproval of their request and the number of TI Units to be awarded. Evidence of completion must be presented to HR upon completion of the activity. Verification may include but is not limited to copies of grade reports, certificates of completion, conference agendas, or e-mails confirming attendance.

Teaching Improvement (TI) Activities for Competencies

This is a suggested list of activities for the seven competencies in the Quality Faculty Plan. It is not all inclusive and faculty may request TI units for activities not listed below. All requests must be submitted prior to the event, and approved by the Provost/Dean/Director and HR. Teaching Unit Request forms are available on the Faculty Development web site: www.dmacc.edu/hr/hrfacultydevelopment.asp.

- Probationary faculty must complete 96 TI units in their first three years.
- Non-probationary faculty must complete 100 TI units in five years.
- July 1, 2003 was the beginning date of the plan and the 3 and 5 year cycles. When a new faculty person is hired, their three-year cycle begins with their date of hire.
- Adjunct faculty are not required to meet a specific number of Teaching Improvement Units each year, but they are welcome and encouraged to participate in any of the activities.
- Counselors and Librarians are included in this plan.

Guidelines:
1. All requests must be pre-approved by the supervisor (Provost/Dean/Director) and HR
2. Only one competency may be used per request. Please select the one that is most fitting.
3. A TI unit is equal to a clock hour. Not all activities are a one-for-one conversion.
4. Non-probationary faculty who are completing degrees can use all/any of their credits for their required 100 TI units with the exception of thesis or dissertation credits. A maximum of 15 research hours may be used. Probationary faculty completing degrees will be handled on a case-by-case basis.
5. New teaching faculty with NO prior teaching experience must have a minimum of 50% of their TI units in the competencies #2,3,4 or 5.
6. Faculty who present workshops, seminars, etc. will receive 2X the clock hours.
7. TI units are not granted for travel time, social time, meals etc. for conferences, meetings, etc.
8. Portions of diamond days may count for TI Units if the event has received prior approval from HR.
9. Competencies #6 and #7 have a limit of 20 TI units per competency in a cycle.
10. If the required number of TI units are met prior to the end of the 3 or 5 year cycle, additional TI units may not be carried over to the next cycle. However, it is recommended that faculty continue to submit their professional development activities to HR for record keeping.

11. The Oversight Committee, consisting of faculty and administrators, is responsible for handling any issues related to TI units.
12. A number of the activities listed below have ranges of TI units. A general rule of thumb is 10-15 clock hours per TI unit up to the maximum number of TI units listed. For example, if an activity has a range of 1-3 TI units, and 70 clock hours were expended, the maximum TI units given would be 3.
13. Activities that are advertised as pre-approved do not require TI unit request forms. Attendance will be taken at each event.
14. HR keeps a database of all TI units. Individual reports are sent to all faculty at the end of each semester. Updates maybe requested at any time by contacting HR, extension 6439.

Competencies & Activities

1. Demonstrates competence in content knowledge appropriate to the faculty position.

Credit courses ………………………………………….	1 TI for each contact hour
Continuing Ed courses ……………………………………	1 TI for each contact hour
Seminars, conference, training dates ……………………..	1 TI for each contact hour
Presenting or instructing one of the above………………...	2 TI for each contact hour
Travel experiences related to field of study……………….	1-3 TI
Professional reading related to field of study……………...	1 TI
Participating in DMACC pre-approved …………………..	1-5 TI per event activity
Publishing in professional discipline………………………	3-5 TI per publication
Manuscript reviews related to professional discipline……..	1 TI unit per review

2. Demonstrates competence in planning, research and preparation for instruction/ counseling/library services.

Credit courses ………………………………………….	1 TI for each contact hour
Continuing Ed courses ……………………………………	1 TI for each contact hour
Seminars, conference, training dates ……………………..	1 TI for each contact hour
Presenting or instructing one of the above………………...	2 TI for each contact hour
Participating in DMACC pre-approved …………………..	1-5 TI per event activity
Banner training (not all topics count)……………………..	1 TI for each contact hour
Technical training …………………………………………	1 TI for each contact hour
Course development, revision……………………………..	1 TI for each contact hour

3. Selects strategies to engage all students in learning and personal growth.

Credit courses ………………………………………….	1 TI for each contact hour
Continuing Ed courses ……………………………………	1 TI for each contact hour
Seminars, conference, training dates ……………………..	1 TI for each contact hour
Presenting or instructing one of the above………………...	2 TI for each contact hour
Participating in DMACC pre-approved …………………..	1-5 TI per event activity

4. Incorporates a variety of methods to evaluate student learning and personal development.

Credit courses …………………………………………….	1 TI for each contact hour
Continuing Ed courses …………………………………	1 TI for each contact hour
Seminars, conference, training dates ……………………..	1 TI for each contact hour
Presenting or instructing one of the above………………...	2 TI for each contact hour
Participating in DMACC pre-approved …………………..	1-5 TI per event activity

5. Demonstrates competence in classroom management, student behavior, crisis management.

Credit courses …………………………………………….	1 TI for each contact hour
Continuing Ed courses …………………………………	1 TI for each contact hour
Seminars, conference, training dates ……………………..	1 TI for each contact hour
Presenting or instructing one of the above………………...	2 TI for each contact hour
Participating in DMACC pre-approved …………………..	1-5 TI per event activity

6. Engages in professional growth. (Maximum 20 TI per 3 to 5 year cycle).

Coordinating DMACC sponsored travel………………….. 1-5 TI per event (local, regional, international)
Participating in DMACC sponsored travel……………….. 1-3 TI per event
Non-DMACC travel related to professional area…………. 1-3 TI per event
Participating in activities outside DMACC………………. 1-3 TI per event
(Chamber, high school presentations but related to area of responsibility)
Participating in DMACC pre-approved…………………… 1-5 TI per event activity
(book clubs, faculty forums, workshops, requested professional leave, etc.)
Technical training…………………………………………. 1 TI each contact hour

7. Fulfills professional responsibility to institution (Maximum 20 TI per 3 or 5 year cycle)

Presenter of non DMACC related events………………….. 2 TI each presentation hour
Volunteer at DMACC related events……………………… 1 TI for each event
Coordinating DMACC student club or group……………... 1-3 TI per semester
Coordinating/Chair college wide initiatives……………... 1-5 TI per semester
(International Year, Assessment projects, Student Ombudsperson,etc.)
Committee chair beyond expectation……………………… *1TI per committee per semester
Committee participation beyond expectation……………… 1 TI per committee per semester
Membership in professional organizations………………… 1 TI per membership per year
Participating in DMACC pre-approved…………………… 1-5 TI per event activity
Faculty Mentor Program…………………………………… 10 TI per semester