

Klamath Community College Subject: <u>Learning Services</u> Policy #: <u>800.0000</u> Issue Date: _____ Revision Dates: <u>04/24/01, 10/26/06, 10/25/11,</u> <u>2/21/12</u>

LEARNING SERVICES

800.0000

POLICY

The Board deems learning to be the primary function of the College. Furthermore, the College shall maintain status as an accredited comprehensive institution of higher education, offering courses and programs of instruction.

PURPOSE

Klamath Community College was founded to serve the needs of the student and adult population of the district who desire education and training beyond the high school level. The curriculum will be flexible; should reflect changes, growth and demographics within the district; and will be balanced between college preparatory courses, academic transfer courses (professional/technical courses), and non-credit continuing education

IMPLEMENTATION

CURRICULUM

810.0000

Programs

810.0100

All credit programs must have Board approval before implementation, significant modification, or termination. The appropriate agencies will be notified of Board Action. The State Board of Education, through the Department of Community Colleges and Workforce Development, and the regional accrediting body and other agencies will be notified as soon as possible after Board action.

Degrees and Certificates

810.0200

The College is authorized to award degrees and certificates upon completion of requirements as determined by College faculty, approved by the Board of Education, and published in the College catalog.

Klamath Community College would like the ability to award posthumous degrees as presented:

1. KCC is notified of a death of a student. Notification can be from a newspaper article, obituary, police report, family member, etc.
2. The Registrar determines if the student met the following posthumous requirements:

- a. Must have been an enrolled student in good standing at KCC at time of death
 - b. Must have completed at least 80% of the credits required for a certificate or Associate degree and met the residency requirements.
3. If the above conditions are met, the Registrar shall notify the Vice President for Student Services, who shall consult with the President. At the President's direction, the Vice President for Student Services shall contact the deceased student's immediate family to determine whether the family is receptive to the college granting a posthumous certificate or degree.
 4. If affirmative, the President may then direct the Registrar to order the appropriate diploma, record the award of the degree, and arrange for the appropriate listing in the commencement program.
 5. The President or designee shall write a letter to the appropriate family member(s) announcing the honor of the posthumous degree and the date of the commencement ceremony at which the degree will be granted.

Program Development

810.0300

All programs developed by Klamath Community College will abide by OAR rules as adopted by the Oregon State Board of Education and the Northwest Commission on Colleges and Universities.

Assessment of Student Achievement

810.0400

In conforming with the requirements of the regional accrediting body, the Board directs administration and faculty to develop system(s) to assess and document academic achievement.

Program Review

810.0500

The Board directs the administration, faculty, students, and other parties to develop internal and external systems for regular, planned review of all approved programs on a three-year cycle.

Academic Policies

810.0600

The Board directs the administration, faculty, students and other interested parties to develop, implement, revise and maintain an academic procedure to guide the College's day-to-day operation of the learning services division.

Course Scheduling

810.0700

Final authority for course scheduling and/or the cancellation of classes will be with the Chief Academic Officer of the College. The decision will be based on student needs.

INSTRUCTION

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Instructor Qualifications

820.0100

In accordance with academic policy, the College will hire only qualified individuals.

Academic Freedom

820.0200

The Board herewith formally establishes this statement of academic freedom. In the development of knowledge, research endeavors, and creative activities, the College staff and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence, and to participate as reasonable citizens in community affairs. Academic freedom must be subject to the self-restraints imposed by good judgment. The staff member must fulfill his/her responsibility to society, to the College, and to the profession by manifesting academic competence, scholarly discretion, and good citizenship. At no time should or will the principle of academic freedom protect the insubordination of a staff member, nor will it prevent the institution from evaluating the work and effectiveness of each professional staff member, nor will it constitute an excuse for noncompliance with the institution's policies and procedures or for a disregard for its welfare.

Study of Controversial Issues

820.0300

The college staff will have the freedom to study controversial issues so long as this study contributes to: the course of study; the opportunity for critical thinking and understanding of conflicting points of view; and a fair factual equitable review of all sides of an issue.

Instructional Methodology

820.0400

At the discretion of the instructor and within the bounds of moral and ethical behavior, faculty members are expected to instruct in a manner which best facilitates student learning. This includes but is not limited to, lecture, laboratory, clinical, discussion, tele-courses, internet based courses, two-way audio/video or other new instructional technologies that could be developed and other research-based instructional strategies.

Instructional Partnerships

820.0500

To best serve the needs of the students, the College is authorized to enter into partnerships with other learning institutions.

Delivery Systems

820.0600

The Board authorizes the College to provide courses in the best means possible for students.

Copyright

820.0700

The College shall retain all copyright privileges, claims or other property interests, including the right to assign same to publishers or others, related to instructional or other materials prepared by a faculty employee in whole or in part within the scope of his/her employment. Unless otherwise specifically agreed to in writing by the College, in advance, all such copyright privileges, claims or other property interests shall remain the exclusive property of the College.

Conflict of Interest

820.0800

No employee of Klamath Community College shall sell, or otherwise provide for personal profit, items that include, but are not limited to, books, equipment, clothing and supplies, unless written consent of the administration is first obtained. Furthermore, KCC staff are forbidden from using college equipment and supplies for personal gain.

LEARNING RESOURCES

830.0000

Selection of Materials

830.0100

Collection development is the responsibility of the Learning Resources Center Coordinator. The Learning Resources Center Coordinator works closely with faculty to determine the resources of greatest benefit. Faculty are encouraged to recommend purchases and their requests are given priority consideration.

Partnership Authorization

830.0200

The Board authorizes the College to enter into partnerships with local, regional, or national libraries to provide the necessary depth of collection for students.

Withdrawal of Materials

830.0400

Materials which are outdated, irrelevant, or damaged must be removed on a timely basis for the collection as a whole to remain vital. Removal of materials shall be consistent with Disposal of College Property policy 640.0410. The following criteria are used to determine the usability of each item:

- 1) contribution to the strength of the collection;
- 2) physical condition;
- 3) history of circulation;
- 4) currency of information;
- 5) copyright date;
- 6) inclusion in standard bibliographies; and
- 7) number of available copies.

Loss or Damage

830.0500

Borrowers will be held financially responsible for the materials that they use. In the event of loss or significant damage, a borrower will be charged for the replacement price of the material and an additional processing/cataloging fee.

Controversial Materials

830.0600

The College's collections purposefully contain materials representing all points of view. The inclusion of materials does not constitute an endorsement of the content but an acknowledgment of the need for balance.

Confidentiality of Library Records

830.0700

Circulation records and any other information regarding the use of materials by library patrons are confidential in nature. In the event that records are requested, the College will seek legal counsel to determine if such process, order, or subpoena is in proper form. Statistical information regarding the use of library materials will be made available to the Northwest Commission on Colleges and Universities and other agencies as appropriate.