



SOUTHEASTERN
COMMUNITY COLLEGE

Quality Faculty Plan

Board Approved //2024

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Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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I. Introduction and Purpose

On February 27, 2002 the Iowa House of Representatives passed File 2394. This act eliminates teacher licensure of community college faculty; which requires all community colleges in the State of Iowa to develop, approve, and implement a quality faculty plan. The quality faculty plan must include:

- 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 when appropriate, cost-effective and mutually beneficial
- Specific activities that ensure faculty will 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 toward attaining minimal competencies
- Compliance with the faculty accreditation standards of the Higher Learning Commission and other accrediting agencies

The following members comprise the Southeastern Community College Quality Faculty Plan Committee. The administrators were appointed by the college administration, and the faculty members were appointed by the Southeastern Community College Higher Education Association. Equally represented are arts and science faculty and vocational-technical faculty.

Trisha Hopper

*Professor of Business
Business, IT, and Education*

Daniel Pappas

*Professor of Music
English, Communications,
and Fine Arts*

Dr. Forest Morrisett

*Professor of Biology
Math and Science*

Nancy Roed

*Professor of Nursing
Health Occupations*

Bradley Junker

*Assistant Professor of Precision
Machining & CNC Technologies
Applied Technologies*

Polly Falcon, Chair

*Professor of Psychology
Behavior and Social Sciences*

Dennis Marino

Registrar

***Dr. Janet Shepherd**

Vice President of Academic Affairs

Purpose of the Individual Professional Development Plan

The purpose of the Professional Development Plan (PDP) is to give each faculty member the opportunity to create a plan for their own personal and professional development to enhance job performance. The goal is a plan which is continually implemented and reviewed.

II. Procedures

A. Definition of Faculty

For purposes of this Quality Faculty Plan, the definition of faculty includes full-time and regular part-time faculty, librarians, and Student Success Advocates who are designated as faculty (counselors). In order to reflect Iowa Code, this plan includes media specialists; however, SCC does not have media specialists at this time.

B. Committee Membership

1. Composition and Selection

- a. Two Administrators to serve on the committee shall be designated by the President of Southeastern Community College or their designee.
- b. Six Faculty, one member from each academic department, to serve on the committee shall be appointed by the President of the Southeastern Community College Higher Education Association or the Association in general assembly, as determined by the membership of the association.
- c. Beginning in May 2003, appointees for the coming year shall be made by the Association and communicated in writing to the Chair of the Professional Development Committee by the last day of the academic year.
- d. The committee membership will include representation from both campuses (Keokuk & West Burlington).

2. Terms, Replacement members, and non-participation

- a. Length of term. All terms of office shall begin on August 1 and have a term of two (2) years.
- b. Replacement and non-participation. In the event a member of the committee resigns from the committee or is unable or unwilling to continue to serve on the committee for any reason, that member shall be replaced as soon as possible. In the event a member of the committee fails to participate, the chair of the committee shall notify the President of the College or the President of the Association to select an alternate.

C. Committee Rules and Procedures

1. Voting Procedures

Whenever possible, decisions of the committee shall be arrived by a consensus. When a formal vote of the committee is required, a decision shall require the affirmative votes of a majority.

2. Quorum

A Quorum to conduct the business of the committee shall constitute a simple majority.

D. Recordkeeping

1. The college will maintain records related to the hiring process, specifically:
 - a. Records documenting the actions of administration are maintained by the Human Resources Office.
 - b. Records documenting that adjunct faculty have met the minimum requirements specified in Iowa Code 260C.36 are also maintained by the Human Resources Office for the length of the faculty member's employment with the college.
2. Records of attendance at SCC-provided in-service and professional development days will be kept by Human Resources.
3. Records documenting the successful completion of professional development activities will be submitted by full-time and part-time faculty and will be maintained in Human Resources.
4. Full-time and part-time faculty shall submit all updated certifications, licensure documentation, resumes, or curriculum vitas to Human Resources to update employment files as needed (annually preferred).

E. Duties

1. The Committee shall monitor compliance with the plan by the college; assess the effectiveness of the plan; and modify the plan, where necessary. In modifying the plan, the Committee shall consider data collected in the assessment of the plan.
2. Modifying the Quality Faculty Plan
 - a. The SCC Quality Faculty Plan Committee maintains and proposes changes to the Quality Faculty Plan.
 - b. Changes are then sent to the HEA.
 - c. The President of the HEA requests that the College President put the Quality Faculty Plan on the next Board of Trustees' Agenda.
 - d. Changes are then proposed to the SCC Board of Trustees for final approval.
3. The Committee will develop guidelines for reviewing all Professional Development Plans.
 - a. Procedure for Approval of Professional Development Plans
 1. Professional Development Plans will be submitted by full-time and part-time faculty to their supervisor after peer review. If the supervisor has concerns regarding the faculty member's PDP, the supervisor will direct their concerns to the QFP Chair and direct the faculty member to the QFP Chair for consultation and/or revision assistance regarding their PDP. After the supervisor has signed the PDP, the employee will submit their PDP to Human Resources to be approved by the Chair of the QFP committee or a QFP committee member.
 2. Approved PDP's with all required signatures will be maintained in Human Resources. The QFP chair or their designee will file each PDP and record submission.
 3. The QFP committee will monitor and maintain all PDP's and notify individuals of due dates for state compliance according to the minimum competencies defined by the Iowa Code 260C.36.

- b. Procedure for Approval of Annual Logs
 1. Annual logs completed by full-time and part-time faculty require the signature of the QFP chair or designated QFP committee member.
 2. Annual logs will be submitted to the HR office by May 31 of each year for collection by the QFP chair.
 3. The QFP chair or their designee will file the annual logs with the faculty member's current PDP and record the submission.

III. Consortium

Southeastern works with other community colleges on consortium agreements to provide professional development programs beneficial to faculty and the institution.

IV. Hiring Standards

A. Full-Time and Part-Time Faculty

1. Southeastern Community College will adhere to the following guidelines when hiring all faculty:
 - a. Faculty members have attained knowledge and competencies in their subjects or discipline areas as documented by the attainment of the minimum hiring requirements specified in Iowa Code 260C.48 or
 - b. Hiring is in compliance with accreditation standards of the Higher Learning Commission of North Central Association of Colleges and Schools and with standards required under specific programs offered by the community college that are accredited by other accrediting agencies.
2. Faculty must submit to a background check. The Director of Human Resources will oversee this process. The cost is borne by the college.
3. Costs associated with fulfilling 1a above are the responsibility of the faculty member, portions of which may be refundable.

B. Orientation

1. Full-Time Faculty: to create a strong connection between new faculty and the college, Southeastern Community College will provide orientation activities as described below, beginning within six months of hire date:
 - a. Require participation in orientation activities.
 - b. Assign mentors for new faculty as outlined in the HEA Bargaining Agreement and mentoring handbook.
 - c. Explain classroom observation/evaluation process.

V. Professional Development and Competencies

A. Professional Preparation for New Faculty

1. Southeastern Community College has established areas of competency for new faculty. The Chief Academic Officer will ascertain that new faculty have attained competencies necessary to teach at the collegiate level as indicated below:

- a. Full-Time and Part-Time Faculty:
 1. Course Organization and Planning: Objectives for the course are made clear and there is agreement between the objectives and what is actually taught. The faculty member is well prepared for each class and uses class time efficiently.
 2. Methods of Presentation: The faculty member explains subject matter competently, displays interest and enthusiasm, and makes effective use of visual aids, supplemental materials, activities, and other resources. The faculty member adds knowledge beyond materials found in the textbook or lab manual, and encourages students to ask questions and express ideas.
 3. Assessment: The faculty member understands and uses formal and informal assessment strategies to evaluate student learning. The faculty member clearly explains in advance the assessment and evaluation procedures to students.
- b. Full-time and Regular Part-Time Faculty, Librarians, and Student Success Advocates Designated as Faculty:
 1. Professional Relationships: The faculty member fosters professional relationships with students, colleagues, and the community to support learning. The faculty member treats all students with respect, is fair and impartial, and encourages students in a positive manner.
 2. Contribution to the College: The faculty member contributes to the institution through active participation in departmental, institutional, and community activities.
- c. On being hired, the new faculty member will work with their immediate supervisor and mentor(s) to develop a professional development plan (PDP). The professional development plan will be reviewed within six (6) months from date of hire.
2. Competency Development: New faculty lacking the competencies required to teach at the college level will attain the competencies listed above by the following:
 - a. Competencies may be attained through prior education, prior experience, workshop(s) for new faculty and/or the successful completion of activities as outlined in Appendix A.
 - b. Progress towards attaining competencies must be continuous and be completed before the end of the faculty member's probationary period.

B. Continuing Professional Development for Non-Probationary Faculty

1. Faculty will develop a three-year Professional Development Plan (PDP) in order to continually improve their instructional competencies and/or knowledge of their subject or technical areas. Faculty are expected to attend SCC required Professional Development Days (or equivalent hours as agreed with supervisor). In addition, faculty will need to complete a minimum of 4 hours of discipline-specific activities per year, or 12 hours over 3 years. A list of suggested activities, has been developed by the Professional Development Committee. (Appendix A)
2. Peer assessment is required to assess each faculty member's 3-year PDP. Each faculty member will choose their own peer within the discipline of the faculty

member or a closely related discipline to read and sign their 3-year PDP. The peer will provide the faculty member with an assessment of their PDP activities

3. Plans will be reviewed by the faculty member's supervisor. The supervisor will review the faculty PDP during the faculty member's scheduled evaluation.
4. Continuing professional development is a component of the evaluation process for faculty. A log of professional development activities shall be updated annually by the faculty member by logging professional development activities on the annual log form and submitting the updated annual log form to Human Resources as outlined in the procedures section of this document. Faculty are encouraged to submit updated certifications, licensure documentation, resumes, and/or curriculum vitas with their annual logs.

C. Continuing Professional Development for Adjunct Faculty and Concurrent Enrollment Instructors

1. Adjunct faculty and concurrent enrollment instructors will be encouraged to continue their professional development activities.
2. A minimum of one discipline-related professional development activity is required during each academic year that the concurrent enrollment instructor is teaching for the college. The instructor will report the professional development activity to the SCC Director of High School Relations.
3. Adjunct faculty and concurrent enrollment instructors will be invited to the College's professional development activities each school year.

Appendix A

(matches the drop-down boxes on the Annual Log)

The plan could include both traditional continuing education and creative endeavors beyond the faculty member's regular responsibilities including but not limited to:

Professional Growth

- New course development/course redesign/improve pedagogy
- Professional meetings
- Membership in professional organizations
- Presentations at professional meetings
- Professional readings including books, journal subscriptions, listserv subscriptions, etc.
- Credit classes
- Participation in SCC sponsored workshops, including Professional Development Day.
- Workshops and on-line seminars
- Publications of books, articles, or creation of other professional media
- Portfolio of Professional Work
- Travel including attendance of concerts, museums, performances (both live and on film)

Institutional Advancement

- Active SCC committee membership

Club Activity

- Sponsoring or assisting with student groups and activities

Community Activity

- Public Services including membership and participation in community groups

Leadership

- Mentoring new or for adjunct faculty
- Concurrent enrollment liaison

Recruitment Activity

- Participating in recruitment days such as orientation day, Career Day, student visit days, etc.
- High school visits