

Policy E-1**MINIMUM QUALIFICATIONS TO TEACH**

Adoption Date: 05/18/92
Revision Date: 01/21/03
Revision Date: 08/31/10

The Board of Trustees shall require all teaching faculty to have necessary qualifications prior to teaching the College's college credit and adult education courses. Consequently, the College President or his designee(s); in consultation with the faculty and subject to Board approval, shall establish minimum qualifications to teach. The minimum qualifications to teach shall not contradict the laws of the state of Illinois or the guidelines established by the state's governing board(s) of higher education.

The Listing of Minimum Qualifications to Teach[®] according to field/discipline, shall be maintained in the Office of the Vice President of Academic Affairs. The Listing of Minimum Qualifications to Teach" shall be reviewed by the faculty and the administration in order to determine if any changes are necessary. Proposed changes shall require the approval of the College President.

Guidelines for Employment and Assignment

The tenets below are to serve as guidelines for employment and for assignment to teach college credit and adult education courses. However, nothing in the statements shall be interpreted to contradict the Faculty Federation-Board Agreement or the laws of the State of Illinois.

- A. Final approval in the appointment of all full-time faculty is the responsibility of the Board of Trustees.
- B. The right of assignment of all full-time and adjunct faculty who meet the minimum requirement to teach in disciplines for which they qualify is the responsibility of the administration.
- C. The expertise of current faculty shall be recognized as essential in evaluating the credentials of applicants and determining their qualifications to teach.
- D. Faculty and administrators will work together in the screening and recommendation process for faculty appointments. The selection process must be consistent with the College's affirmative action/equal opportunity policy and state regulations.
- E. The minimum qualifications to teach shall apply equally to full-time, temporary and adjunct faculty positions. Applicants will be evaluated on their academic credentials and their oral, written and interpersonal skills. In some disciplines, licensure, certification, or relevant work experience will also be required. In special circumstances, on the recommendation of the department chair or coordinator and with the approval of the appropriate dean, adjunct faculty may be considered qualified to teach on a course-by-course basis, without necessarily meeting the minimum qualifications for a full-time position.

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- F. The Vice President of Academic Affairs or the Vice President of Community and Economic Development, with the approval of the President, may require applicants for full-time positions to meet additional criteria.
- G. Full-time faculty members hired prior to 2010, are assumed to be fully qualified in their discipline and to have met the minimum qualifications to teach.
- H. Full-time faculty members are expected to teach in the discipline in which they were hired, but interested faculty may teach in another discipline, approved by their dean, if they meet the minimum qualifications and if it serves the College's needs.
- I. Full-time faculty members who are unable to attain a full teaching load in their contract discipline may choose an assignment in another discipline in which they meet the minimum qualifications. In that case, they should make their selection once the full-time faculty members have selected their load but before they have selected their overload.
- J. Full-time faculty members who choose to carry an overload outside their contract discipline may do so if they are qualified, but only after the full-time faculty members in the other discipline have selected their teaching assignments including overload.



Policy E-2

DEGREES, CERTIFICATES, COURSES, AND PROGRAMS

Adoption Date: 05/18/92
Revision Date: 05/18/98
Revision Date: 04/28/08

Prairie State College shall offer comprehensive instructional services in the following areas:

- A. Credit Courses: Leading to: Associate in Arts; Associate in Science; Associate in Applied Science; Associate in Fine Arts; Associate in General Studies; or Associate of Arts in Teaching; and certificate programs;
- B. Non-Credit Courses: Consisting of continuing education, workforce training and community education;
- C. Developmental Courses: Consisting of the basic skills of English, mathematics, and reading; and
- D. Adult Education Courses: Consisting of Adult Basic Education (ABE), General Education Development (GED)/pre-GED, English-As-A-Second Language (ESL), literacy, family literacy, and workplace literacy.

Policy E-3**PROGRAM ADVISORY COMMITTEES**

Adoption Date: 05/18/92
Revision Date: 05/18/98
Revision Date: 08/26/08

Prairie State College shall establish a Program Advisory Committee system to serve as a primary resource for advice and assistance to the College administration and the respective faculty responsible for a given program. Each Program Advisory Committee shall exist to serve the College and its students as well as the business and industrial sector in the continuing efforts to keep instructional standards, curricular content, and equipment current with respect to student needs and requirements of the local job market.

Each instructional program shall have a designated Program Advisory Committee. The same committee may serve more than one program, depending upon the relatedness of the programs and curricula, as determined by the Vice President of Academic Affairs or Vice President of Community & Economic Development.

In addition to the required advisory committees described above, additional advisory committees may be established, upon approval of the College President, to serve specific educational or student support programs.

The President shall establish administrative rules and procedures which will include the responsibilities of the Program Advisory Committee, selection of members, terms of membership, College representatives and their responsibilities, committee organization and schedule of meetings, and recognition and privileges of membership. The procedures also shall include the process for the annual review and evaluation of the Program Advisory Committee system.

Policy E-4**OFFICIAL COURSE OUTLINE AND SYLLABUS**

Adoption Date: 05/18/92

Revision Date: 05/18/98

Official Course Outline

Each credit course in the curriculum of Prairie State College shall have an approved official course outline developed by the faculty and in accordance with established administrative rules and procedures and appropriate course outline standards. Each faculty member assigned to teach a credit course shall be expected to teach the course in accordance with the official course outline.

A separate official course outline is to be supplied for each amount of credit to be earned in a course specified in the catalog as offered for variable credit. Each official course outline is to be identified by subheadings which correspond to each amount of credit, e.g., (a) ART 127, one [1] credit hour; (b) ART 127, two [2] credit hours.

All official course outlines shall be evaluated at least every three (3) years. Official course outlines shall be made available to all students in the Career and Transfer Center and be maintained in the office of Curriculum and Instructional Development.

Course Syllabus

Each faculty member who teaches a credit course shall prepare and distribute to students in each assigned class a course syllabus. This syllabus shall be distributed on the first day of class and shall be based upon the official course outline and course description and shall include adequate information about course objectives, methods of evaluating students, and other appropriate information such as grading and attendance policies, class schedule, required assignments, and text and reading requirements. A complete syllabus shall be prepared and submitted by the assigned faculty member to the appropriate instructional administrator and revised and resubmitted each time the objectives and official course outline of the course are changed.

The academic dean shall be responsible for maintaining a course syllabus for each faculty member under his/her supervision for each course taught.

Faculty members shall be encouraged to review their respective course syllabus in an effort to achieve reasonable commonality in course outcomes and where appropriate.

Prairie State College shall establish a Program Advisory Committee system to serve as a primary resource for advice and assistance to the College administration and the respective faculty responsible for a given program. Each Program Advisory Committee shall exist to serve the College and its students as well as the business and industrial sector in the continuing efforts to keep instructional standards,

curricular content, and equipment current with respect to student needs and requirements of the local job market.

Each instructional program shall have a designated Program Advisory Committee. The same committee may serve more than one program, depending upon the relatedness of the programs and curricula, as determined by the Vice President of Academic Affairs or Vice President of Community & Economic Development.

In addition to the required advisory committees described above, additional advisory committees may be established, upon approval of the College President, to serve specific educational or student support programs.

The President shall establish administrative rules and procedures which will include the responsibilities of the Program Advisory Committee, selection of members, terms of membership, College representatives and their responsibilities, committee organization and schedule of meetings, and recognition and privileges of membership. The procedures also shall include the process for the annual review and evaluation of the Program Advisory Committee system.

Policy E-5**CURRICULUM DEVELOPMENT**

Adoption Date: 05/18/92
Revision Date: 06/29/98
Revision Date: 04/28/08

Pursuant to rules of the Illinois Public Community College Act and consistent with the requirements of the Illinois Community College Board, Illinois Board of Higher Education, and external agencies, the Board of Trustees shall, upon recommendation of the College President, determine the courses and programs of instruction needed to meet the educational needs and interests of the district. The Board shall determine the effectiveness and productivity of the programs and services in responding to and meeting these needs and interests.

Prior to their being made available to the citizens of the district of Prairie State College, the following shall be approved by the Board of Trustees:

- All credit courses (course prefix, number, title, credit hours, and, where applicable, course fee)
- All associate degree programs (curriculum prefix, number, title, required courses and minimum credit hours)
- All technical certificate programs (curriculum prefix, number, title, required courses and minimum credit hours)
- All withdrawals or inactivations of degree or technical certificate programs
- All changes to graduation requirements

Board approval of all curricular additions and modifications shall be based upon the results of appropriate needs analyses, consistency of the offerings with the Mission of the College, and the recommendation of the President.

The faculty and administration staff shall be expected to develop and revise curricula, courses, and programs in response to the educational needs and interests of the students and the community.

The chief academic officer of the College shall be expected to provide leadership and guidelines in the area of curriculum development and to ensure the full and proper maintenance of curricular records.



Policy E-6

MID-TERM CLASS LIST CERTIFICATION

Adoption Date: 09/17/90
Revision Date: 05/18/98
Review Date: 08/26/08

In accordance with the Illinois Community College Board rules and regulations, Prairie State College shall retain for a period of three (3) years mid-term class lists which have been signed, dated, and certified by the faculty for all courses claimed for state apportionment. All faculty shall be required to comply.



Policy E-7

STATEMENT OF ACADEMIC FREEDOM

Adoption Date: 05/18/95
Revision Date: 05/18/98
Revision Date: 09/23/08

The Board of Trustees recognizes academic freedom as outlined in the Agreement between the Board and the Prairie State College Federation of Teachers, Local 3816, AFT, AFL-CIO and the Board and Adjunct Instructors United, IEA-NEA of Prairie State College.

Policy E-8**GUARANTEE OF EDUCATIONAL EFFECTIVENESS**

Adoption Date: 03/16/92
Revision Date: 06/29/98
Revision Date: 09/23/08

Prairie State College, as an expression of confidence in the faculty and staff and as a commitment to its students, shall guarantee to the public the educational effectiveness of both its transfer and technical programs and instruction.

The guarantee(s) shall occur as follows:

- A. Prairie State College shall guarantee the transferability of pre-baccalaureate (university-parallel), Illinois Articulation Initiative (IAI) approved credit courses to senior Illinois colleges and universities for each student who completes the Associate in Arts degree or the Associate in Science degree. If such appropriately-approved courses and credits do not fully transfer, the College shall refund to the degree completion student the tuition paid of the non-transferring course credits.

Moreover, with students who complete the entire Prairie State College General Education Core Curriculum (37-41 credit hours of specified courses), the College shall also guarantee the transferability of that curriculum in fulfillment of lower division general education requirements at all participating institutions in the Illinois Articulation Initiative. Should an approved course within the completed General Education Core Curriculum not transfer for fulfillment of general education requirements, the College shall refund tuition paid for the non-transferable course credits.

- B. Prairie State College shall guarantee the technical competence needed for entry into the technical employment position for each student who completes the appropriate Associate in Applied Science degree or certificate. An Associate in Applied Science degree or certificate completion student who is judged by his/her employer to be lacking in the technical skills necessary for entry to the position shall be provided up to twelve (12) tuition-free credit hours of additional skill training in the program completed by the graduate.

Moreover, Prairie State College shall guarantee student readiness to pass the appropriate state board licensure examinations in dental hygiene or nursing. Should a graduate of these programs not pass the state board examination in the first attempt, the College will provide, at no cost, remediation, review or counseling to assist students to address specific needs and prepare to take a subsequent examination.

The College President shall be authorized to establish administrative rules and procedures under which these guarantees shall apply.

Policy E-9**GLOBAL EDUCATION**

Adoption Date: 05/16/94
Revision Date: 05/18/98
Review Date: 08/26/08

Philosophy

Prairie State College shall be committed to develop and provide programs, courses, and services which further and advance global education. Such educational opportunities shall be in order to promote increased understandings of the growing interdependence of countries and nations; provide deeper knowledge of other peoples and cultures; establish greater respect for and insight into foreign societies and international issues; prepare for an international workforce and global marketplace; and provide our student body with enrichment opportunities gained from meeting, socializing and exchanging ideas with students recruited from other countries and cultures.

The Board of Trustees believes that increased world interdependence has heightened the challenge for the community college to provide for a world view and for an interculturally informed community. An educated citizen must be capable of making decisions based upon an understanding of world affairs and conditions. This challenge can best be accomplished by exposing the community and the students of the district to course materials of a global nature and by improving the multi-cultural dimension of programs, courses, and services. The Board affirms that community college students need to have the opportunity to participate in meaningful and structured learning exposures to other societies and cultures and to be prepared to work in an international economic environment.

The Board of Trustees also affirms that the emphasis upon global education can provide a recognized vehicle for Prairie State College to enhance its education and curriculum, and to demonstrate, especially through collaborative efforts with other institutions and agencies, a societal and worldly concern and affinity. The particular characteristics of the College's service district and the concentrated local multinational and international trade and commerce environment of the Chicago Southland, further constitute the need for a significant and substantial focus upon global educational opportunities.

The Board of Trustees encourages the active recruitment of international students in order to provide broadening educational experiences to all students, faculty and staff and to demonstrate Prairie State College's willingness to extend educational opportunities beyond conventional borders.

Educational Opportunities

Pursuant to this philosophy regarding global education, the Board of Trustees authorizes the President to establish educational opportunities which may include:

1. Course materials of a global nature and content within the

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- curriculum, including foreign arts and cultures;
2. Courses which concentrate upon distinctive aspects of international trade, business, economics and other disciplines and areas of study and training;
 3. Courses of foreign language education and of English as a Second Language;
 4. Foreign study and international location courses and internships for students in other countries and cultures;
 5. Active marketing to, and recruitment of, international students;
 6. Community-oriented service and local development activities focused upon advancement of a global society and international economic development;
 7. Educational services in vocational and technical training which concentrate upon cooperative specialty instruction for identified countries;
 8. Public service activities focused upon opportunities for study/travel to other countries and cultures;
 9. Educational activities for the College's faculty and staff, including opportunities for foreign study, exchange and travel;
 10. Special support services for students from foreign countries who enroll at the College and who seek particular technical training; and
 11. Specially funded and sponsored outreach programs and services related to educational enrichment for the College and its faculty and staff.

The faculty and staff of Prairie State College shall be encouraged to develop educational and support programs, courses, and services which are responsive to these identified areas and which further advance global education. The administration of the College should be encouraged to participate in such cooperative and consortium ventures which further the pursuit of global education philosophy.

The Board shall be advised of all expenditures for the recruitment and admission of international students.

Upon recommendation of the College President, the Board shall approve all reimbursements to faculty and staff involving international development when conducted in conjunction with personal travel.

The President shall be responsible for causing strategic plans and

administrative procedures to be developed for the implementation of this Board Policy, and for integrating global education into the institutional purposes and plans. The President shall provide for the preparation and submission to the Board of Trustees of an annual report which identifies the efforts of the College to be responsive to this Board Policy.



Policy E-10

CLASS ATTENDANCE

Adoption Date: 06/15/92
Revision Date: 03/16/98
Revision Date: 09/23/08

Regular class attendance is an essential component of successful learning. Students shall be responsible for prompt attendance and participation in all class meetings of every course for which they are registered.

Students shall have the responsibility to contact professors in case of unavoidable absence. Make-up work shall be arranged at the professor's discretion. The specific attendance policy of each professor shall be included in the course syllabus and shall be distributed on the first day of class.

Faculty members are required to identify (on each mid-term class list) those students who are and who are not enrolled and actively pursuing completion of the course at mid-term in compliance with the Illinois Community College Board and other external agencies.