




Campuses in * Canby * Granite Falls
* Jackson * Pipestone * Worthington

Centers in * Luverne * Marshall



2023-2024



**FACULTY
HANDBOOK**

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INTRODUCTION

Welcome to Minnesota West Community & Technical College (Minnesota West). Minnesota West has campuses in Canby, Granite Falls, Jackson, Pipestone, and Worthington. Centers are located in Luverne and Marshall.

This faculty handbook provides you with directions for your responsibilities. Policies, rules, and regulations are available on the college website.

MISSION STATEMENT

"Minnesota West prepares learners for a lifetime of success."

VISION STATEMENT

"Minnesota West is the regional college of choice."

VALUES

Community Engagement
Courage
Diversity & Inclusion
Innovation
Integrity
Student Success

[Minnesota West Strategic Plan](#)

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY

Minnesota West is committed to a policy of nondiscrimination in employment and education opportunity as determined by [Minnesota State Policy 1B.1.1](#). No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Minnesota West shall work to eliminate violence in all forms. Physical contact by designated college staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota West will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

This policy shall apply to all individuals affiliated with Minnesota West, including but not limited to, its students, employees, applicants, volunteers, and agents and intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Consensual Relationships. Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. An employee of the colleges and universities of Minnesota State shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. Employees who are members of the same household should also refer to [Policy 4.13](#).

The system office has developed and implemented a complaint process to review complaints of discrimination/harassment or sexual violence.

Any person who feels they have been the subject of harassment or discrimination is encouraged to contact:

Katie Meyer
Vice President of Human Resources
1450 Collegeway
Worthington, MN 56187
507-372-3408

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Minnesota West is committed to providing and promoting equal employment opportunities and attitudes to all persons without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, and membership or activity in a local human rights commission. All Minnesota West standards, policies, and procedures will be reviewed periodically in order to identify and eliminate any barriers to equal employment opportunities within the existing systems. Minnesota West further believes that diversity enhances the campus environment and regards affirmative action in a broader context than merely employment opportunity. The College, therefore, promotes the representation of female, ethnic/minority, disabled role models in under-represented leadership positions and other key positions in the College. Affirmative action includes an internal focus as well as an external one. For affirmative action information contact Abdullahi Abdigaani at abdullahi.farahabdigaani@mnwest.edu.

[Affirmative Action Plan](#)

A-1 [Academic Calendar](#)

A-2 **Administrative Planned Days**

Ten Administrative Days 2023-2024 On Campus

**All faculty are expected on campus on these days.

08/14/2023	Campus Planned Activities/Division Meetings (ZOOM)
08/15/2023	College Planned Activities
08/16/2023	College Planned Activities/Granite Falls
08/17/2023	Campus Planned Activities
08/18/2023	Campus Planned Activities
12/15/2023	Assessment Day
01/05/2024	Local Campus Development Day
02/16/2024	Admin Day
05/03/2024	CTL Day at Worthington
05/09/2024	Admin Day
05/09/2024	Assessment Day

Faculty Planned Days

The Minnesota West academic calendar includes 5 days which are to be planned by faculty. These days are to be utilized for activities necessary for the successful accomplishment of the faculty member's professional responsibilities. Administrative duty days or contracted calendar days (outlined on the academic calendar) cannot be claimed as faculty planned days. Unlimited part-time and unlimited full-time faculty are required to report on their 5 days utilized in the previous academic year. Please turn these in to Paula Paplow on the Worthington Campus or email to paula.paplow@mnwest.edu before the start of fall semester. [Faculty Planned Days Form](#)

A-3 Paychecks

Direct deposit of payroll is mandated by the state. Faculty hired term-by-term will receive their pay spread over that term. Faculty on academic year contracts will receive their yearly salary based on the nine-month or twelve-month pay option they have chosen. Further information about paychecks may be obtained from the college [Human Resources office](#).

Pay stub information may be accessed at (www.state.mn.us/employee). Sign in requires a user id and password. The user id is the employee's eight-digit employee id number. If you do not know your employee id number, please contact the Human Resources department. Initially, the password will be the last four digits of the employee's social security number. Employees will need to change their own password at first logon.

If you have any questions about amount, number of checks, [payroll schedule](#), etc., you may contact Heather Kockelman, heather.kockelman@mnwest.edu or 507-223-1323.

A-4 Personal and Sick Leave and Absence from Teaching

Faculty may receive personal and sick leave. Each faculty member can find the provision for accrual and use of personal and sick leave in their [negotiated bargaining agreement](#). Leave balances can be viewed online.

All faculty should report an absence due to illness or other unanticipated reasons to their immediate supervisor prior to the start of their scheduled shift/day. Faculty who are absent from teaching for any reason should contact the appropriate Dean as early as possible so arrangements may be made. In addition, a [request for leave](#) must be completed online in Faculty Leave Reporting. A paper [leave request form](#) can only be used for requesting professional leave, jury duty and/or union activity leave (union reps only). Classes **may not** be cancelled without prior discussion with the appropriate Dean or Provost.

Communication to students: After arrangements are cleared with the appropriate dean, the Executive administrative assistant, Alicia Paulson at Alicia.Paulson@mnwest.edu as well as to Tricia Heidebrink at Trisha.Heidebrink@mnwest.edu, should also be contacted to share a message on monitor scrolls and the college website. Faculty are also encouraged to use text messages, email, D2L, and/or Mogli to inform students of class cancellations, especially if those students who are traveling a distance to classes on campus.

Planned Absence: All faculty attending a meeting, conference, or other leave from campus must obtain appropriate dean approval before being off campus.

A-5 Weather and Emergency Closing or Cancellations

In accordance with [Minnesota State Policy 4.4](#), the following policy/procedure will be used when it becomes necessary to close the college/campus, cancel academic or non-academic activities, or delay the opening of the college/campus due to, but not limited to, severe winter weather, tornadoes, fire, bomb threats, or explosions. This procedure will also describe working conditions and the compensation status of employees during the time the college/campus is closed.

The authority to close the college/campus, cancel classes, or other activities when an emergency exists resides with the President or President's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to Minnesota West or other Minnesota State institutions. Should the Governor of Minnesota declare a state of emergency that results in closure, Minnesota West will follow that declaration.

Definitions:

Closing the Campus/College: Closing the campus/college means to close all operations other than those operations deemed essential to the well-being of students and those functions deemed essential to personal safety and the protection of property. Closing the campus/college results in the cancellation of classes, activities, and meetings hosted/sponsored by students, faculty, or staff. General offices are closed.

Delayed Opening: Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the well-being of students, and those functions deemed essential to personal safety and the protection of property.

Cancellation of Classes and/or Other Activities: Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire campus/college. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, concerts, theatrical productions, workshops, etc.

Notification: Whenever possible, decisions to cancel day classes will be made 5:30 A.M. and decisions to cancel night classes will be made no later than 4:00 P.M. The director of the activity will make notification of the cancellation of non-academic activities by utilizing media and/or other appropriate means. [Web alerts](#) are posted on the college website. Text alert subscription is also available. Faculty should sign up for text alerts for their campus. Notifications can also be found on the official college social media outlets. Weather cancellations will also be available on some local stations, KELO and WCCO media outlets.

Web Alerts and Cancellations:

The College utilizes a notification system called [Web Alerts and Cancellations](#). Alerts are issued for college/campus closure and class cancellations are posted under the "Cancellations/Alerts" quick link located on the top right corner of the [Minnesota West website](#) when classes and other events will not be held.

Text Messaging:

Text messaging is another means of receiving college/campus closure and emergency safety information. Faculty interested in receiving emergency notifications utilizing [text messaging](#) called StarAlert, can subscribe via the Minnesota West website.

Inclement Weather for ZOOM Classes:

Inclement weather may exist at one of the campus sites while another has clear weather. The following policy will be in effect for ZOOM classes at the five Minnesota West campuses. The host site is defined as the location where the instructor teaches. The “receive” site is all other campuses participating in the class.

If the “host” site has been closed due to weather – the class will be considered cancelled at all sites. If the “host” site has not been closed but one or more of the “receive” sites have been closed, the decision to cancel the class will be made by a consultation of the Dean at each campus involved in the class, on a case-by- case basis using the following criteria:

1. Student numbers at each campus participating in the class
2. Instructor’s desire to proceed with the class material.
3. Current weather progression.
4. Administration’s concern for student’s safety.

Students should be informed of this policy at the beginning of the semester via syllabi. If the “host” site broadcasts and one or more receiving sites are closed, it is the student’s responsibility to make arrangements with the instructor to make up the missed material.

See [Minnesota West Policy 4.4](#) for the entire weather and emergency closing or cancellation procedures.

A-6 Computer/Software Policy

Faculty will be supplied the technology needed to perform their assignment. Review the [IT page](#) on the website for more information. Faculty should discuss equipment needs with their dean.

Minnesota West Employee Computer - Appropriate Use

All computers and technology are property of the State of Minnesota. Users must comply with all state policies.

[Policy 5.22.1](#) Acceptable Use of Computers and Information Technology Resources

[Policy 5.22.2](#) Cellular and Mobile Device Policy

[Policy 5.23](#) Security and Privacy of Information Resources (and all operating instructions)

[Procedure 5.23.3](#) Information Security Requirements and Controls

Users must also follow federal and state laws, and State of Minnesota policies on data. Users should be aware of all policies and protect data and resources appropriately.

All employees of the colleges and universities of Minnesota State are subject to Minnesota Statutes section 43A.38, the code of ethics for employees in the executive branch. In addition to compliance with that statute and this procedure, it is expected that employees will use the traditional communication rules of reasonableness, respect, courtesy, and

common sense when using system information technology. Faculty and staff should request IT assistance through the [Ticket System](#).

Security and Privacy

Right to employ security measures. Minnesota West and the Minnesota State system reserves the right to monitor any use of System information technology, including those used for personal purposes. Users have no expectation of privacy for any use of System technology resources, except as provided under federal wire tap regulations (21 U.S.C. sections 2701-2711).

Minnesota West and the Minnesota State system do not routinely monitor individual usage of its information technology resources. Normal operation and maintenance of technology require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other activities that are necessary for such services. When violations are suspected, appropriate steps must be taken to investigate and take corrective action or other actions as warranted. System officials may access data on System information technology, without notice, for other business purposes including, but not limited to, retrieving business-related information, re-routing or disposing of undeliverable mail; or responding to requests for information permitted by law.

Application of Government Records Laws

Data practices laws. Government data maintained on System information technology is subject to data practices laws, including the Minnesota Government Data Practices Act and the federal Family Educational Rights and Privacy Act, to the same extent as they would be if kept in any other medium. Users are responsible for handling government data to which they have access or control in accordance with applicable data practices laws.

Record retention schedules. Official college or university records created or maintained electronically are subject to the requirements of the Official Records Act, Minnesota Statutes section 138.17 to the same extent as official records in any other media. Official records must be retained in accordance with the applicable approved records retention schedule appropriate for the type, nature, and content of the record. Willful improper disposal of official records may subject an employee to disciplinary action.

Enforcement

Access Limitations. Minnesota West and the colleges and universities of Minnesota State reserve the right to temporarily restrict or prohibit use of its system information technology by any user for any business purpose, without notice. Continued use of system information technology is a privilege subject to limitation, modification, or termination.

Repeat violations of copyright laws. Minnesota West may permanently deny use of System information technology by any individual determined to be a repeat violator of copyright laws governing Internet use.

Disciplinary proceedings. Alleged violations shall be addressed through applicable Minnesota West procedures, such as System Procedure 1.B.1.1. to address allegations of illegal discrimination and harassment; student conduct code for other allegations against students; or the applicable collective bargaining agreement or personnel plan for other allegations involving employees.

Sanctions. Violations of this policy are considered to be misconduct under applicable student and employee conduct standards. Users who violate this policy may be denied access to Minnesota West information technology and may be subject to other penalties and disciplinary action, both within and outside of the System. Discipline for violations of this policy may include any action up to and including termination or expulsion.

Referral to Law Enforcement. Under appropriate circumstances, the colleges and universities of Minnesota State may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Adjunct Faculty – Guidelines for Computers and Software

Adjunct faculty have access to computers on our sites/locations. We do not supply laptop computers or software to adjunct faculty unless the college determines an institutional need, and these will be handled on a case by case basis. In some cases, Minnesota State provides software that is available to adjuncts, and adjuncts will be notified via their Minnesota West email of this availability.

Adjuncts who have equipment will be expected to return the equipment no later than two weeks after the end of the last semester they have taught. Adjuncts who are not teaching during summer session will not retain equipment over the summer unless specifically working on a college project which is approved by the appropriate dean.

Adjunct faculty need to complete an [Extended Off-Campus/Adjunct Computer Request Form](#) which can be found on the college website.

Adjunct faculty will use their Minnesota West email to communicate with students.

Faculty Web Page Guidelines

Minnesota West college web pages contain a wide range of information that may be of interest to members of the community and to those seeking information about Minnesota West. Faculty Department web pages are one means of fostering collegiality and communication. Because of its potential to reach and communicate with vast global audiences, it is important that web pages represent accurate information in ways that enhance our mission. As faculty develop a personal web page bear in mind that:

- Page information must be accurate, current, and appropriate for online use.
- Faculty are responsible for the content and timeliness of the page. The Senior Communication Specialist may provide guidelines and direction on appropriate content. Requests may be submitted through the Ask IT system.
- Page must comply with the web style guidelines.
- Pages must comply with all policies and laws, especially those governing copyright.
- Use of the college logo is subject to the graphic policies established by the Senior Communication Specialist.
- Pages should be reasonably attractive and quick to load.
- Public domain information contained in official pages must have requisite permission and appropriate citations.

Examples of appropriate material:

1. Course descriptions and schedules must be linked from the college site.
2. Instructional materials including syllabi, lecture notes, and tutorials.
(All copyrighted materials must be used with permission).
3. Instructor course calendars and guides.
4. Event announcements.
5. Faculty information and publications.
6. Fast Facts on program highlights, career information, marketing points.

Examples of inappropriate materials include:

1. Derogatory or libelous materials or materials that infringe on the rights of others.
2. Materials that violate policies or laws.
3. Confidential materials including records protected by the Family Educational Rights and Protection Act (FERPA).
4. Materials which are abusive, profane, or sexually offensive.
5. Advertisements for commercial products or enterprises.

Pages must be updated as necessary and at least once a year. This should include checks of the validity of all hypertext links.

A-7 Technology Support

The Ticketing System

[The Ticketing System](#) provides answers and instructions for the many services either managed or supported by Minnesota West. Please utilize this resource to submit questions to IT, Marketing, and Facilities. Also, please review the Knowledge Base to see what resources are available to you.

Network/Email Passwords

Minnesota West's network and email requires employees to use their Minnesota State StarID for login. Employees reset their own password by accessing the [StarID self-service site](#). If you need assistance with resetting your password, a [ticket](#) should be filed. You can also contact campus IT personnel.

A-8 Copyright Law

Copyright is the right of an artist, author, or other "creator" to protect the expression of an idea against unauthorized use. These expressions can be words, sounds, recorded performances, three-dimensional objects, graphics, websites, or computer software. A copyright gives the owner the right to copy, reproduce, distribute, sell, and to create derivative works. The most recent revised copyright laws give the creator copyright protection for 70 years beyond his/her death.

Basically, assume that everything is protected. Some things, anyone can copy (they are in the public domain) because the creator did not want or need to protect his/her rights. Other items fall into public domain because the copyright has expired. Images on web pages may or may not be protected by copyright. Just because it's up on a web page, does not mean the image is free for anyone to use. The Internet is not considered the public domain. Unpublished works, such as diaries, correspondence, sketches, photographs, videos, etc., are protected from the moment of creation. They, too, are protected for the life of the creator plus 70 years. Out of print books are covered by copyright. Copyright does not end when a book is out of print. U.S. government works are excluded from copyright laws.

It is important to plan ahead and secure permission from a copyright owner. Sometimes the rights may belong to the author, the publisher, or a combination of both. A copyright infringer can be liable for actual damages and profits, or for statutory damages, as determined by a court often ranging from \$150,000 per infringement.

Educational Guidelines of Fair Use

Fair use describes the situation under which you can use someone else's work. The 1976 Copyright Act grants the "fair use" of copyrighted materials for the creation of new works, for education use, and for personal use.

The educational fair use enables Faculty to use copyrighted materials for teaching, scholarship, and research with respect for the rights of copyright holders. The following are general guidelines:

- A single copy is permitted without first obtaining permission for research or teaching purposes:
 - a. Chapter from a book
 - b. Article from a periodical or newspaper
 - c. Short story, short essay, or short poem, whether or not from a collective work
 - d. Chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

- Multiple copies are permitted without first obtaining permission if the copying meets certain tests of brevity, spontaneity, and cumulative effect:
 - a. Brevity meaning a poem of less than 250 words; an article, story, or essay of less than 2500 words; one illustration (chart, graph, picture) per book or periodical issue; excerpt of not more than two published pages and not more than ten percent of the text.
 - b. Spontaneity meaning copying is done at the instance and inspiration of the instructor so close in time that it would be unreasonable to expect a timely reply for permission.
 - c. Cumulative effect meaning that not more than one poem, article, story, or essay may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term. Multiple copying is limited to no more than nine instances for one course during one class term.

- It is not fair use to:
 - a. Copy consumable materials such as workbooks, test, and answer sheets.
 - b. Compile copyrighted materials into a course packet to be sold in the bookstore. It requires permission from the copyright holder.

A-9 Patents and Intellectual Property Rights

Please refer to [Minnesota State's Board Policy 3.26 on Intellectual Property](#).

A-10 Fire Procedures

Fire emergency exit procedures are posted in each classroom and laboratory.

A-11 Key Policy

All college employees will be issued keys for the areas to which they are assigned or responsible. The employee will be issued a key FOB for the exterior doors at the location where they are assigned. Employees will sign for the keys received. It is the responsibility of the employee to safeguard the use of the key assigned. When any key is lost or not returned by an employee, a charge for replacement will be made. The minimum key replacement charge will be \$5 per key.

A-12 Parking

Access/Parking Information and Regulations

Authority for establishing parking and traffic regulations on the Minnesota State campuses is granted to Minnesota West by Minnesota Statute 136F.53. Drivers shall observe the college parking and traffic regulations and drive safely, giving pedestrians the right of way at all times.

Minnesota West assumes no responsibility for care of, damage to and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All vehicles should be locked when left unattended. The college reserves the right to ticket and/or tow

at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may also have their parking privileges denied or revoked. Each campus has a designated parking space for visitors.

Access/Parking Fees:

All employees are required to pay an access/parking fee.

Full time (51% or more) Employees = \$70.50 per year (one time deduct)
Part time (50% or less) Employees = \$35.25 per year (one time deduct)
Adjunct (> .5) Faculty = \$36.25 per semester
Adjunct (< .5) Faculty = \$17.63 per semester

The Business Office invoices employees for the access/parking charges; however, paper statements are not mailed. Access/parking charges will be assessed once per year in the fall for the entire year with the exception of adjunct faculty who will be billed in the term they are teaching. The access/parking charges can be paid at your campus business office, [online](#), or by signing up for a [payroll deduction](#).

Parking for Persons with Disabilities:

In compliance with Minnesota Statute 169.346, use of handicap parking spaces is restricted **ONLY** to the vehicles with a valid state issued handicap license plate or displaying a state issued handicap certificate. **Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing handicap spaces. Minnesota State Law requires handicap parking spaces be enforced on a 24 hours basis, seven days a week including holiday periods.** Violators will be ticketed and towed or immobilized.

A-13 State-owned Vehicle

- A. State-owned vehicles are for official state business use only. Authorized drivers must comply with M.S. 16B.55 and the departments of Finance and Administration policies and procedures regarding use of state vehicles. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles.
- B. Authorized drivers are state employees; contract employees if authorization to drive a state vehicle is specifically cited in their contract; students who have been granted permission by college or university administration; and drivers for certain disabled employees with the permission of that employee and the approval of his/her supervisor. All drivers must have in their possession a current and valid driver's license. **State-owned vehicles are Smoke-Free.** Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described in the paragraph above. **Family and friends are not allowed in state vehicles.**

A-14 All Hazards Plan

The All Hazards Plan and Campus Emergency Planning/Procedures is a reference for emergency contacts and can be found with the Safety Administrator, Royce Overland located on the Granite Falls campus. Please contact Royce Royce.overland@mnwest.edu for a copy of the Emergency Response Procedures red flip folder.

A-15 Incident Report/Employee Injury/Employee Illness

For all incidents and non-employee injuries and illnesses, a [State of Minnesota - General Liability Incident Report](#) must be completed. These forms can be found on the college website or obtained from the receptionist on each campus and should be forwarded to Kayla Richter, Business Office – Canby Campus kayla.richter@mnwest.edu and Royce Overland, Safety Administration – Granite Falls Campus royce.overland@mnwest.edu

For all employee injuries and illnesses, [workers' compensation forms](#) should be completed. The Safety Administrator should be notified of an occurrence, and forms should be obtained from the resource specialist on each campus. Initial forms should immediately be forwarded to Tricia Bueltel at tricia.bueltel@mnwest.edu or 507-223-1352., Human Resources – Canby Campus and Royce Overland, Granite Falls Campus royce.overland@mnwest.edu.

A-16 Tobacco, Alcohol or Other Controlled Substances

5.18.1 Alcohol or Other Controlled Substances

In compliance with Minnesota Drug-Free Schools and Campuses Act and Minnesota State colleges and universities Board [Policy 5.18](#), Minnesota West prohibits unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances. The possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at the college and college sponsored event on or off campus is prohibited.

Exceptions: Instructional purposes: Use of alcohol in laboratory and classroom instruction/experiments is allowed.

Special events: Petitions for use of alcoholic beverages may be submitted to the College President. Such petitions must meet the Minnesota State Board of Trustees policy and procedure requirements as stated in Board Policy 5.18.

5.18.2 Tobacco Use

In compliance with Minnesota Freedom to Breathe Act and Minnesota State Board Policy 5.18, Minnesota West prohibits the use of tobacco products in all college buildings (owned or leased), campus housing, on campus grounds and athletic facilities and in college owned vehicles. Tobacco use is, however, permitted in personal vehicles on campus grounds.

Any person who uses tobacco of any kind, including e-cigarettes and dissolvable tobacco products in any manner in any area where tobacco is prohibited will be subject to the college's Code of Conduct procedures.

Traditional Native American ceremonies: With prior approval, College policy allows smoking by a Native American as part of a traditional Native American spiritual or cultural ceremony. For purposes of this section, a Native American is a person who is a member of an Indian tribe as defined in section 260.755, subdivision 12.

A-17 Communicable Diseases Policy

Students

It is the policy of the College that students with communicable diseases not be excluded from attending college in their regular classrooms as long as their attendance does not create a substantial risk of the transmission of illness to students or employees of the College.

Employees

It is the policy of the College that employees with communicable diseases not be excluded from attending to their customary employment as long as they are physically able to perform tasks assigned to them and as long as their employment does not create a substantial risk of the transmission of illness to students or employees of the College.

Special Circumstances and Conditions

The College recognizes that some students and some employees, because of special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include students, children enrolled in day care, and employees who are unable to control their bodily fluids or have uncovered open wounds. These conditions need to be considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.

Procedures

The following procedure is based upon guidelines of the Minnesota Department of Education and recommendations of the Center for Disease Control of the United States Department of Health and Human Services.

In all cases in which the Dean becomes aware that a student or employee of the College has contracted a communicable disease, the Dean will take the following steps:

- The student, or parent(s) or guardian of minor student, or in the case of an employee, the employee, or his/her family, will be contacted in order to discuss the situation.
- Upon receiving written consent from the student or parent(s) or guardian of a minor student or, in the case of an employee, the employee or his/her family, the Dean (or designee) will confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease. If consent is not provided or if obtaining consent would result in a delay, which would endanger public health, the Dean, may take appropriate action after consultation with public health authorities. Appropriate action may include:

Advising local, county, and state public health authorities of the situation. Contacting the Minnesota Commissioner of Health and requesting that an advisory committee convenes to provide recommendations regarding educational placement for a student or continued attendance at work for an employee. This would occur when the age of a student, or other condition, such as biting behavior or, in the case of either an employee or a student the lack of control of bodily fluids, or the existence of uncovered open wounds or other medically identifiable factors increases the risk of transmission.

Faculty and other employees who may be expected to have contact with a student or employee under circumstances giving rise to a risk of transmission of a serious illness will be informed about the condition of the student or employee, instructed regarding the possible modes of transmission of the disease, and provided any special supplies, such as disposable gloves, which medical advisors deem to be appropriate.

Data Privacy Concerns

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses.

- Health data regarding students is private data (Minnesota Statute § 13.32, Subd. 2) and is not to be disseminated to the public or to staff without the strict observance of data privacy rights. Knowledge that a student has a communicable disease will be limited to those persons determined by the President to have a direct need to know.
- Health data regarding employees is private data (Minnesota Statute § 13.43, Subd. 2) and may not be released to the public nor to fellow employees, without strict observance of data privacy rights of public employees (Minnesota Statute § 13.43). Knowledge that an employee has a communicable disease will be limited to those persons determined by the Dean to have a direct need to know.
- The College recognizes that the improper and unauthorized release of health information regarding a student or employee suffering from an infectious disease has the potential of doing irreparable harm.

Access these links for other potential health issues involving communicable diseases:

<http://www.mnwest.edu/index.php/student-services/health-services>

<http://www.health.state.mn.us/hepatitis>

<https://www.health.state.mn.us/diseases/meningitis/index.html>.

<http://www.cdc.gov/h1n1flu/background.htm>

Staff and Student Education

The College recognizes that the education of its staff and students regarding the risks involved in the spread of infectious diseases in the college setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

- All College employees will receive instruction regarding this policy, appropriate hygienic practices for use in all college settings, precautions to be employed where contagious diseases may be encountered, and community resources for referral and information.
- Students in post secondary programs will receive appropriate instruction in health, including specific information about communicable diseases, including prevention, and access to community resources.

A-18 Weapon Policy

The college recognizes the need to provide a safe and secure environment. Minnesota West shall adhere to and enforce [Minnesota State Colleges & Universities' Policy 5.21](#) as noted.

A-19 Hazing

Hazing of students enrolled at Minnesota West is not permitted by the College and will be a violation of the student Code of Conduct policy. Further information can be found in the student [Code of Conduct](#).

A-20 Sexual Harassment and Sexual Violence Policy

General Statement of Policy:

Sexual harassment, including sexual violence and assault, is a violation of Minnesota and federal laws. Sexual harassment is a form of sexual discrimination. Men or women may be victims. Men or women may be offenders.

It is the policy of the College to maintain a learning and working environment that is free from sexual harassment and sexual violence. The College prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of the College to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of the College to be sexually violent to a student or employee. The College will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the College. This policy also covers any extension of the college environment; i.e., college-sponsored events. The College students and employees are prohibited from engaging in sexual harassment or sexual violence at these events.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is sexual violence even if the other person is someone known by the victim. Date or acquaintance rape is one of the most common types of sexual violence. Rape, attempted rape, and other forms of sexual assault are criminal acts. According to state law, acts of sexual violence must be reported immediately to the proper law enforcement officials. For additional information refer to [Student Information and Polices](#).

Sexual Harassment/Sexual Violence Defined:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct, or communication of a sexual nature when

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- a. verbal harassment or abuse;
- b. non-verbal harassment such as insulting whistling, gestures, leering, sexually oriented pictures or cartoons;
- c. use of power or position to impose unwanted sexually related verbal and/or physical actions on another person;
- d. subtle pressure for sexual activity;
- e. inappropriate patting, pinching, or blocking movement;
- f. intentional brushing against a student's or an employee's body;
- g. demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- h. demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- i. any sexually motivated unwelcome touching;
- j. sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

[Minnesota State Policy 1B.1.1](#) Nondiscrimination in Employment and Education Opportunity Policy & Procedures has a significant change in the policy and procedure concerning consensual relationships and states the following:

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual, and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

Katie Meyer, Vice President of Human Resources, katie.meyer@mnwest.edu 507-372-3408 is the designated officer.

A-21 Eye Protection

[Minnesota state law](#) requires that every person shall wear industrial quality eye protection devices when participating in hazardous training activities while enrolled in educational programs. The College will comply with the law by requiring that all students, staff and visitors wear industrial quality safety glasses in designated hazardous areas.

The instructor or administrative staff will initiate the following action if a student is not wearing safety glasses while in a designated hazardous area:

1. The student will receive two warnings.
2. The third offense may result in suspension

A-22 Position Description

MCSF position descriptions are found in Article 2 of the MSCF contract.

A-23 Request for ADA Accommodations

Employees requesting special or reasonable accommodations under ADA requirements will be referred to the individual bargaining unit agreements for utilization of stated provisions. Effective July 1, 2005, a new law affecting tuition and services specifically for deaf students was passed. See [Minnesota West Policy 1B.0.1.1](#) for detailed information and procedures.

Minnesota West employee, ADA coordinator is Katie Meyer who can be reached at 507-372-3408 or katie.meyer@mnwest.edu .

A-24 FERPA Guidelines

The Family Educational Rights and Privacy Act (FERPA) grants specific rights to post-secondary students and outlines guidelines which employees need to be aware of. **See Appendix A.7**

Please note that a student's ID number (commonly called Tech ID) and StarID are not considered directory information. The Office of General Counsel has directed the college that there is no prohibition on sending Tech IDs or StarIDs through the college email system even though they are not directory data, but a privacy reminder would be appropriate. The suggestion recommended is to include a reminder in the subject line of the email that private information is included in the email such as: *Private Data Included*.

Contact the Registrar, Katie Heronimus, katie.heronimus@mnwest.edu for additional FERPA information.

A-25 College Name Usage

Use any of the following approved college variations. Other formats should not be used.

Minnesota West Community & Technical College

Minnesota West Community and Technical College (acceptable, but & is usually used)

Minnesota West

For the second reference: MW or MWCTC is acceptable

Note: MN West or MnWest should not be used. (These spellings are easily confused with a bank and a technology campus.)

STUDENT SERVICES

B-1 Students

For FY '22, Minnesota West had 4,817 students, (Summer, Fall, and Spring, unduplicated.) The average age of the student was 26 years. Approximately 65% were under 24 years. Approximately 34% were over 25 years. Approximately 1% was an unknown age. 52% were female, and 48% were male.

Students enroll for a wide variety of reasons: some are interested in earning an associate degree in liberal education or in a career program, some are pursuing a certificate or degree, and others are interested in taking a few courses for personal enrichment or to upgrade skills important in their jobs. Minnesota West attempts to respond to the educational needs of this wide variety of students. Faculty find the diversity both stimulating and demanding.

B-2 Attendance

Minnesota West has instituted a process to be in compliance with the Federal Financial Aid Return of Federal Funds requirement. The college needs to keep track of enrollment - who is registered for class, who is attending class, who has stopped attending class or never showed up after registering. The Associate Registrar will send a notice requesting the instructor check their class lists online 2 times a term. The class list shows who the Registrar expects to be in a specific class and any differences can be reported online. Class lists will be checked after the fifth day drop/add period, and when 60% of the term has been completed. Please note any discrepancies by choosing Grade & LDA Entry on the left menu. Click on the course and select View/Enter Grades from the upper right. On the grade list, you can choose Partially Attended (which will require entry of a last date of attendance), or Never Attended, then submit. Reporting No Shows and Last date of Attendance is CRITICAL because we are required to recalculate financial aid and return unearned portions to the federal government.

B-3 Advisor/Advisee

It is the philosophy of Minnesota West that an advisor/advisee system is essential to the growth and development of each individual student. Each student will be assigned an advisor. Tools have been developed to assist the advisor.

Degree audit reports ([DARS](#)) are available for every student. The student advisee is responsible to use the degree audit to determine how the student is progressing towards graduation. Errors in student majors should be corrected with the advisor who will consult with the Registrar.

[Transferology](#) can help a student and advisor determine how courses will transfer into and out of Minnesota West.

[Grades First](#) is a retention and communication tool for currently enrolled students. It can be used to text and email students regarding academic concerns and other important information.

Students have the final responsibility to select and register for courses that meet the program plan requirements. They are encouraged to seek consultation and advice from their advisor when selecting courses. For assistance online, students can use the [Questions](#) link for assistance.

1. Student advisee responsibilities:

- a. Consult with an advisor prior to the first semester registration and graduation.
- b. Make appointments for such consultations during regularly scheduled office hours.
- c. If it is impossible to keep your appointment, cancel it in a timely manner.
- d. Prepare for the appointment and bring appropriate materials.
- e. Discuss academic and career related needs as they develop.
- f. Become knowledgeable about college, department and/or program policies, procedures, and requirements and adhere to them.
- g. Assure that all courses needed for graduation have been completed.

2. Advisor responsibilities:

- a. Inform the student of the advisor/advisee relationship.
- b. Maintain advising records for each student, monitoring their progress toward educational and career plans.
- c. Identify and post office hours of availability.
- d. In consultation with appropriate individuals review students' previous academic history and placement tests to determine course placement, transfer of credits and/or recommendations for test out.
- e. During pre-registration assist students with course selection and the development of semester schedules.
- f. During the academic term assist students with drops, adds, withdrawals and change of status.
- g. Refer students to counselors or other appropriate resources as necessary in cases where academic or personal problems are at such a level as to require intervention

- by other professionals.
- h. Inform students of department or program policies, procedures, and requirements.
- i. Assist students with job placement or transfer activities.
- j. Help students to define and develop realistic educational and career plans
- k. Interpret and provide students with the rationale for institutional policies, procedures, and requirements.
- l. Inform students of special services available on campus for remediation, academic assistance, and career counseling.

B-4 Bookstore

Minnesota West operates a fulfillment center located on the Worthington Campus for the convenience of students, faculty and staff. Retail Stores are located on 4 campuses (Canby, Pipestone, Worthington, & Jackson), we also have items displayed for purchase at the Granite Falls and Luverne locations.

Textbooks, general supplies, and course related materials are sold online. All orders are processed from the fulfillment center and shipped directly to student's address. Orders should be placed at <https://www.mnwest.edu/bookstore>.

Gifts, souvenirs, and collegiate wear are available at the Bluejay's Nest campus retail stores.

Students dropping courses will be permitted to return texts for a full refund through the 5th day of the semester. Students must send materials back to the fulfillment center with their packing/return slip and texts must be in perfect, unmarked condition. Texts in shrink wrap cannot be opened. Study guides and solution manuals are not returnable.

Bookstore information, including hours, are posted on the college website.

B-5 Child Care

A list of local child care providers is available on each campus. Individuals may also contact the county Family Service Agency or the Southwestern Minnesota Opportunity Council (SMOC) Child Care Resource and Referral program at 866-511-2244.

B-6 Food Service

Food service operations and/or vending options are available at Minnesota West's locations.

B-7 Alternative Methods of Earning Credit

Minnesota West may grant college credit toward program completion for work, education, and life experiences that are deemed equivalent to program requirements.

Earning credits may be achieved through one of the following options: Advanced Placement (AP), College Level Examination Program (CLEP), Competency Based Education (CBE), Course Test Out, Dantes (DSST), International Baccalaureate (IB) Military Training, or School to Work Articulated Courses.

- Credits received through alternative methods count toward graduation requirements but are not counted in Grade Point Average or minimum semester credit completion calculations and are not counted for financial aid status.
- Responsibility for possessing and retaining the content knowledge and skills required by course requirements for which alternative credit is granted rests with the student.
- Alternative methods of Earning Credit procedures do not supersede the time frames for drop/add, withdrawal, or any refund of tuition.
- Credits earned by these alternative methods may or may not be accepted by other institutions.

See also: [Alternative Methods of Earning Credit](#).

B-8 College Level Credit For High School Students (Dual Enrollment) (PSEO and Concurrent Enrollment)

For full policy of Post-Secondary Enrollment Options programs, see Minnesota State [policy 3.5](#) and procedures [3.5.1](#).

B-9 Distance Learning

Minnesota West offers credit classes at several sites in communities within the service area. For a complete [listing of courses](#) that are fully online as well as courses that are web enhanced, go to the website and select the desired term and location. As a leader in its vision, leadership and geography, Minnesota West has become a distance learning delivery leader. Faculty are encouraged to become acquainted with and proficient in teaching with technology.

B-10 Library and Academic Resource Center (LARC)

Each Minnesota West campus has a [Library and Academic Resource Center \(LARC\)](#), which supports the curriculum, students, and staff of its campus. The LARC houses the following services:

Career Services

Career services provided in the LARC include access to College Central, Minnesota West's official resume and job posting service. These services are provided at no charge to Minnesota West students, graduates, alumni, and employers. Students seeking career counseling and/or career assessments should contact a Student Service Advisor.

Library Services

Each library has open computer and printer access, a photocopy machine, and study facilities designed to create an inviting atmosphere with comfortable seating, individual carrels, and group study areas. Library staff provides reference and user instruction on all campuses and to our distance learners.

Library resources (and access) consists of the following:

A. Digital: as each year passes, more and more resources benefit this category, including eBooks, subscription databases, academic journals, and online periodicals. While on campus, access is granted automatically through the college server. Off-campus, authentication is necessary to verify affiliation with Minnesota West. Login credentials for students and faculty/staff alike is their StarID and StarID password.

B. Physical: print books, DVDs, audio CDs, etc. Student (and staff) ID cards contain a library barcode required for checking out physical materials.

Library resources may be checked out according to the circulation policy for each item. Overdue “physical” items will be assessed a \$5 per item non-refundable processing fee. Items not returned will be billed a set replacement cost plus the per item fee.

Test Proctoring Services

Minnesota West offers proctoring services in a secure, quiet environment for the following circumstances: 1.) students who cannot take a scheduled classroom exam; 2.) students in online or ZOOM courses where proctored exams are required; 3.) students who require alternative testing accommodations due to a documented disability; 4.) individuals from other colleges or institutions.

Tutoring Services

Individualized and small group tutoring is available for students on all campuses. College staff provides supplemental program instruction for students who request academic assistance. Students use tutoring services in the LARC to receive assistance in oral and written communication skills, math, reading skills, study skills, and technical tutoring. Peer tutoring is also available at some campuses. Students with limited English proficiency are encouraged to seek additional speech, writing and reading communication assistance.

Minnesota West offers free online tutoring, on-demand, through Tutor.com. Tutors are available 24 hours a day, 7 days a week. This tutoring service is easy to use and can be accessed on any device that connects to the internet. More information is available on the LARC web site at

<https://www.mnwest.edu/advisory-services/tutoring/tutor-com> .

B-11 Student Code of Conduct

Please refer to the [Student Information & Policies](#) section on the Minnesota West website for detailed information on the Code of Conduct. The [Academic Integrity Infraction Form](#) is to be used as a cover sheet when reporting infractions of the Academic Integrity portion of the [Code of Conduct](#).

B-12 Grievance Procedure – Students

Students enrolled at Minnesota West have the right to seek a remedy for a dispute or disagreement through a designated [complaint or grievance procedure](#). No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. These procedures shall also protect data privacy rights. All complaints or grievances shall be attempted to be resolved quickly and at the lowest possible level.

B-13 Disability Services for Students

Students with disabilities who want services should contact the Student Services Advisor from their campus and they will direct the student to the Jackson Campus Student Services Advisor who is our Accessibility and Disability Coordinator. If students contact faculty directly without first consulting the Student Services Advisor, faculty should refer the student. Students and Student Services Advisors will work to ensure appropriate paperwork is complete and accommodations agreed upon. Student Services Advisors will communicate with the faculty regarding the specific accommodations needed. [Disability Services for Students](#)

FACULTY RESPONSIBILITIES

C-1 Divisions

As of July 18, 2001, the establishment of Academic Divisions occurred at Minnesota West. The Divisions are inclusive of all Minnesota West faculty and approved by the co-presidents of the merged union, Minnesota State College Faculty. For 2023-2024, the following Divisions are organized and chairpersons have been selected.

- | | |
|---|---------------------|
| • Allied Health Chair: | Rita Miller |
| • Computer Science & Business Chair: | Justin Heckenlaible |
| • Trades & Services/Transportation Chair: | Rob Arp |
| • Humanities & Fine Arts Chair: | Kent Dahlman |
| • Science & Math Chair: | Paul Seifert |
| • Social & Behavioral Science Chair: | Beth VanOrman |
| • Management Chair: | Brad Milbrath |

Division Chairperson

Scope: Division Chairs will

- Support faculty use of a wide variety of teaching/learning strategies.
- Promote mutual respect and appreciation for personal differences.
- Encourage developmental learning opportunities and student support services.
- Plan, disseminate information, and facilitate meetings.
- Maintain an awareness of educational and program-related trends and changes.
- Encourage open communications and consensus building.

Division Chair Duties

Accreditation:

- Assist programs in maintaining accreditations, certifications.
- Be an advocate and assist the local assessment coordinator with program assessment issues.
- Provide division leadership in NCA Self-Study.

Budget:

- Serve as a resource person to the department in budget development, review, and management.

Facilities:

- Serve as a resource person regarding any facilities assigned to the division.

Communications:

- Attend Division Chair meetings and communicate information to the division.
- Schedule regular division meetings to conduct business and lead consensus based decision making in the division.
- Create communication strategies to accomplish the academic work of the division.
- Assist the division faculty with curricular and college policy concerns.
- Assist the Deans in preparation of reports/documents (NCA Self-Study, Program Review, Strategic Plan, Assessment Plan, Academic Master Plan, catalog, etc.).
- Facilitate division representation at community activities and other educational institutions.
- Serve as a resource to form and maintain program advisory committees.
- Assist with orientation for new, part-time and adjunct faculty.

Curriculum:

- Serve as a resource to division faculty for curriculum updating/revision.
- Assist programs/curricular areas with program review, assessment and the maintenance of Minnesota State and College policies.

Student Recruitment and Advising:

- Promote student recruitment efforts within the division and coordinate as needed with Marketing and Admissions.
- Support a comprehensive academic advising process for students within the division.

Scheduling:

- Assist the Campus Administrators in the development of an efficient and flexible schedule that meets the needs of traditional and non-traditional students.

Distance Learning:

- Serve as an advocate for distance learning in the division.
- Provide leadership to the division faculty to meet the goals of the college for distance learning.

Compensation:

- Three thousand dollars (\$3,000) or equated credits as part of the faculty member's load.

C-2 Scheduling

The Provost determines the process of scheduling classes at Minnesota West. The ability to make changes, modifications, or additions to the class schedule will be limited to personnel designated by the Provost.

C-3 Textbook Orders

Each semester, an electronic [book adoption form](#) is required to be completed by the instructor for each course being taught. All required and optional textbooks and supplies need to be included on this requisition. If your course requires NO materials you still need to submit an adoption form to inform the fulfillment center so the appropriate information can be passed along to the student. Once the instructor completes and submits the information, it goes directly to the fulfillment center to start the process of book orders. Faculty can order complimentary desk copies directly from the publishers. Contact information for publishers is available through the Textbook Coordinator, Amy Slocum at 507-372-3414 or amy.slocum@mnwest.edu.

C-4 Course Syllabus Minnesota State Policy 3.22

Purpose

The course syllabus is prepared to provide students with information on the course content, course requirements, and course expectations. For full policy, see [Minnesota State Policy 3.22](#).

3.22 Course Syllabi

As outlined in the Master Agreement between Minnesota State Faculty and Minnesota State, Minnesota West faculty are required to distribute a course syllabus to students within one week of the first class meeting. The faculty is requested to submit their syllabus (electronically) to Paula Paplow at paula.paplow@mnwest.edu within two weeks of the first class meeting. The course syllabus will contain the elements of the corresponding course outline, standards for evaluation of student learning, and additional information which reflects the creative work of the faculty member. The [template](#) for the course syllabus can be found on the Minnesota West website.

Course Outline. The [course outline](#) is the document approved by the college or university curriculum committee and shall include the course title, course description, prerequisites, total credits, lecture/lab breakdown, and student learning outcomes. Faculty should provide a copy of the course outline or the link to the course outline to their students.

C-5 Facility Use and Equipment Use

Faculty must use the electronic facility use request system, [Virtual EMS](#), for any use of facilities other than regularly scheduled class times. Using facilities outside of regularly scheduled hours impacts lighting and temperature control needs (some may need to be programmed prior to the event). When taking state property off campus, please contact your campus resource specialist.

C-6 Reimbursement for Travel

Minnesota State has recommended that all expenses other than for meals for travel [reimbursement requests be verified by receipts](#). This includes motel/hotel, food, parking, registration fee, etc. Although meal receipts are no longer required, reimbursements are for the actual cost up to the bargaining agreement maximums. A signed and approved SEMA4 Employee Expense Report must be submitted to the payroll office in Canby and is available

on campus and online. The College will reimburse actual costs for college related travel that has been approved by the administration. Limits and mileage rates are determined by the bargaining agreements and will be paid upon approval of requests. It is college policy that all requests for reimbursement must be submitted within 60 days of occurrence.

All **out-of-state** travel requires advanced written approval. [The travel request form](#) is available on campus and online. An out-of-state travel form must include an estimate of all costs, the name, location, and dates/times of the event to be attended, and the reason(s) the trip is necessary.

The form should be submitted to the Provost for instruction and Student Services related travel and to the Vice President of Finance and Facilities for all other travel activities for approval. The original completed and approved out-of-state travel authorization form should be sent to the Heather Kockelman, heather.kockelman@mnwest.edu to be retained in the employee's file for audit purposes.

C-7 Professional Growth

Faculty are urged to be continually aware of the changes that are taking place in society, especially those changes that affect the area in which they are teaching. To keep informed of these changes requires time and information.

Administration will provide the staff with opportunities to improve their teaching techniques by observing other colleges in operation or visits to industries related to their field. **See Appendix A.4 & A.5** (Faculty Professional Development Plan & Report of Activity – Faculty Professional Development Plan)

Faculty development funds are available on each campus of Minnesota West. Faculty must complete and submit a [Request for Faculty Development Funds](#) form to the chairperson of the Faculty Development Committee. Further instructions for requesting faculty development funds can be found on the Minnesota West website.

C-8 Faculty Test Out

A faculty member who wishes to test out of a course for credit, which he/she has taught, will take a test constructed by a faculty who has taught the same course. If no faculty member is available at Minnesota West, the appropriate Dean will arrange for faculty from another college to construct the test. A Dean can administer the test.

C-9 Field Trips and Travel Requests

The appropriate Dean *must* approve travel requests. [Forms](#) are available on the college website. These forms must be **submitted at least five (5) days prior** to a planned trip. College cars will be provided when available.

THERE IS TO BE NO STAFF OR STUDENT TRAVEL OUT OF TOWN WITHOUT PRIOR APPROVAL. NO OUT OF STATE TRAVEL IS ALLOWED WITHOUT PRIOR APPROVAL.

Students are required to complete a [student travel waiver form](#) as appropriate.

C-10 Special State and Federal Grants

Minnesota West encourages the solicitation of additional funding by submitting grant requests as fund availability is announced. All applications or proposals for grants must be approved via a [form](#) signed by the Provost or by the Vice President of Finance and Facilities.

Accounting information will be provided to those whose grants receive funding. Recipients of grant funds must follow proper invoicing procedures so that the expenditures for such grants can be properly coded and grant payments received in a timely manner.

C-11 Student Learning Outcome Assessment Practices

Minnesota West has an assessment plan defined in the Guidelines for Assessing Student Learning. Faculty will follow the guidelines for Assessing Student Learning. Contact the Assessment Coordinator or view the [Assessment Handbook](#) for more information.

C-12 Curriculum and Program Changes

ACADEMIC AFFAIRS AND STANDARDS COUNCIL:

The purpose of the Academic Affairs and Standards Council is to ensure an integrated, consistent, quality and dynamic curriculum across the five campuses of Minnesota West. The Academic Affairs and Standards Council approves curricula, which facilitates the movement of students among the five campuses, thus allowing students to enhance their learning opportunities and guarantee that the same content can be attained at the same level among the five campuses. Equally important is the quality control generated by the Academic Affairs and Standards Council. The Academic Affairs and Standards Council will ensure that the learning environment at Minnesota West provides dynamic opportunities for students to develop a lifetime learning plan.

Faculty may present curriculum changes in their discipline. The procedure for making curriculum changes is found in the [Curriculum Development Manual](#).

The curricula changes, which constitute a new program, relocation, suspension, and closure, are referred to the Program Review branch of Minnesota State for approval. The President and/or designee of Minnesota West must approve all changes and additions that are considered programmatic (certificates, diplomas, and degrees).

Online Course Offerings: Curriculum to be offered via electronic media, including the Internet, ZOOM, and video conferencing shall be determined by the college's Deans in consultation with Faculty. Faculty shall work with the appropriate Academic Dean in developing curriculum. The course viability, strength and readiness will be determined by the faculty in cooperation with the appropriate Dean.

C-13 Tort Liability in Education

Educators need a better understanding of a most rapidly expanding educational concern in Minnesota--that of tort liability. Governmental immunity, which once served as a buffer for Faculty and college employees, even as it protected the college itself against lawsuit, has been abrogated by Minnesota courts and the Legislature. Naturally, Faculty have always been concerned by the safety of students, and have been successful in avoiding extensive vulnerability to liability claims. However, because of the increasing incidences of such suits--inevitable when immunity is abrogated--it is necessary that they be aware of some minimum essential information about tort liability. Both administrators and Faculty are more comfortable with the general problem once they are better acquainted with some of the factors relating to liability and the legal terminology used in discussion of torts. One of the first questions is: What is tort? In its simplest definition, a tort is a wrongful act. Tort lawsuits usually complain of a civil accidental wrong, rather than a criminal intentional or malicious wrong.

Faculty ask: When might I be sued? Legal action is likely against a teacher when some or all of the following allegations are made:

- a. That a student suffered injury, loss, or damage
- b. That the student was not at fault for what happened
- c. That the teacher did not exercise sufficient care or supervision
- d. That there is a cause and effect relation between the act (or failure to act) and that the accident which caused the injury

The *accuse and effect* relationship is referred to as "proximate cause".

C-14 Classroom Procedure

Classes and labs are to be conducted as scheduled. If it is necessary to deviate from the scheduled time and place, the instructor must notify the Dean. Faculty are required to be in their offices or meeting with their classes during scheduled final exam hours. Final exams or other evaluating or culminating educational experiences **are to be given as scheduled**. Further policies can be obtained from the Dean.

C-15 First Class Meeting

The first meeting of the course is very important to the student and the instructor. The instructor has an opportunity to inform the student of the subject matter of the course, how classes will be conducted, requirements for completion of the course, attendance and make-up policy, materials and text required, how and when students will be evaluated and the methods to be used to achieve the objectives. There is also an opportunity at this time to get information from the students as to their expectations and reasons for taking the course. Be prepared to start in the first meeting.

In order to provide this information as efficiently as possible, the instructor should have prepared a syllabus containing the above information to be given to students in the first meeting. This will serve as a guide for the students throughout the course and will eliminate confusion and misunderstanding. Problems or questions regarding classroom instruction should be directed to your Dean.

C-16 Internship Policy and Procedures

Minnesota West Community & Technical College recognizes the value of internships. An internship is a training and mentoring period in actual service or employment.

Internships must be identified in the course program schedule. The instructor is responsible for defining the internship and appropriate credit assignment.

The following component must be present:

INTERNSHIP PROCEDURES

1. Internship/Co-op Agreement and acquire the appropriate signatures.
2. Acknowledgement of Risk and Consent and acquire the appropriate signatures.
3. A job description and work schedule.
4. A course syllabus which includes:
 - Purpose of the internship/WBL desired learning
 - Student Learning Outcomes
 - Assignments that link the internship/WBL to academic, career, or personal growth
 - Logistics (e.g., time required, transportation, materials required, access to services and resources)
 - Supervision and accommodation information
 - Evaluation methods
 - Criteria for grading
5. Faculty generated academic assignments
6. Faculty oversight outlined in a schedule to confer with the student and site supervisor regarding student progress throughout the course of the internship/WBL.
7. Site Supervision Evaluation
8. Student Self-Evaluation
9. Host Site Evaluation of Internship/WBL Program

Please refer to the [Internship and Work-Based Learning Guidelines](#) for detailed information and checklists.

C-17 ZOOM Class Scheduling Policy

With increased and better utilization of ZOOM on all campuses, it has become necessary to develop and implement a “scheduling priorities” policy. ZOOM Courses/Faculty Work assignments are determined by the College Academic Team so all classes are scheduled through the Central Academic Office.

In making decisions, the academic team will adhere to the following principles:

- When there is a conflict between one or more classes for a particular time slot, the Provost will favor the class that does the most good for the largest number of students.

- Examine the history of the class—taking into account the number of students and learning efficiency.
- Consider how the course offering fits into Minnesota West’s distance delivery mission and how it can be coordinated with all other distance delivery commitments.

C-18 Cheating and Plagiarism

Although not frequent, it is important to develop a policy to cover incidents of cheating and plagiarism, which may occur, and to communicate that policy to students. Violation of Standards, Due Process, and Possible Sanctions are outlined in the [Student Code of Conduct](#). The [Academic Integrity Infraction Form](#) is to be used as a cover sheet when reporting infractions of the Academic Integrity portion of the Student Code of Conduct.

C-19 Order in the Classroom

The instructor has the responsibility and right to ensure a classroom environment conducive to learning. Students are expected to conduct themselves in class in a manner suitable to that environment. Actions deemed necessary by the instructor to secure that environment (including disallowing (a) classroom disruption, (b) refusal to follow reasonable college rules and classroom standards and (c) any other behavior dangerous to self, others or the property of others) are proper and authorized, as being in the best interests of the students.

If the problem persists, call the Dean and follow the guidelines of the [Student Code of Conduct](#).

C-20 Posting of Grades

It is a violation of student confidentiality rights to post grades using names, initials, student ID (Tech ID) or StarID numbers. If grades are posted a random code known only to the instructor and student must be used. The return of tests must be done in such a way as to maintain confidentiality. Faculty should consider using D2L Brightspace to post student grades (online, face to face, or ZOOM courses).

C-21 Grades

An instructor is responsible for evaluating the achievement of students officially enrolled in his/her classes. Evaluations/grades are to be submitted promptly at the end of the semester. Grades are due by midnight of the second business day following the last day of final exams.

Minnesota West requires that faculty who are adjunct submit their grade books yearly, upon completion of their classes, to the Central Academic Office (Provost’s Office) using the [MoveItSecurely](#) product for record retention. Grades should not be sent through email due to FERPA reasons.

Instructor grade books will be retained for a period of five (5) years after the class ends.

C-22 Grading System

The Minnesota West Grading policy can be found at [Grading Policy 3.17.1](#).

C-23 Class List

Minnesota West has instituted a process to be compliant with the Federal Financial Aid Return of Federal Funds requirement. We need to keep track of enrollment - who is registered for class, who is attending class, who has stopped attending class or never showed up after registering. The Associate Registrar will send a notice requesting the instructor check their class lists online 2 times a term. The class lists shows who the Registrar expects to be in a specific class and any differences can be reported to the Registrar. Class lists will be checked after the fifth day drop/add period, and when 60% of the term has been completed. Please note any discrepancies and report them to the Registrar immediately. The preferred method is to login and enter this information online. You can report students who never attended, and those who quit attending, by choosing Grade & LDA Entry from the left menu, opening each individual class, and clicking on Partially Attended (which will require you to enter last date of attendance) or Never Attended, then submitting. It is especially important that students who never show up be reported, because this affects financial aid. For those students who continue to attend, you will not click on the Attended button until submitting final grades at the end of the semester.

The Faculty may use + and - grades, but are not required to do so. Faculty should also access class lists and assign final grades over the internet. Please use your Star ID and password to access the Faculty Module.

If an instructor needs any information such as address or phone number of a student, call the Registrar at (507) 372-3451.

C-24 Schedule Adjustments for Students

Students may drop or add courses during the first five days of the term. No grade will be recorded for dropped courses. Courses added after the 5th day will result in no additional financial aid and the student will be responsible for additional general fee charges.

For courses dropped after the 5th day of the term, a "W" (withdrawal) will appear on the transcript. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed.

C-25 Early Out

The practice of allowing students to leave a program of study prior to the end of the graduating term is done only by exception and by approval via a [petition form](#) signed by the student, instructor, Dean, and Provost.

A student currently enrolled in general education or general studies courses will not be given an early out exception. Criteria to be established in the petition for an early out or early graduation must include:

- Evidence that the student has completed all course work and tests.
- Evidence that the student has shown satisfactory progress and is eligible for graduation.
- Evidence of satisfaction of all financial obligations to Minnesota West.
- Rationale statement regarding the reason that the student needs to complete course/program work earlier than normal.

In addition, a letter from employer collaborating employment or training elsewhere may be required. Early out or early graduation is not advocated by Minnesota West.

C-26 College Faculty Credentialing

The joint committee on credential fields appointed by MSCF and administrators appointed by the Chancellor continue their work on credential fields and minimum qualifications. As a result, there have been changes in the policies and procedures of licensure. For the most recent guidelines, please refer to [Minnesota State Policy 3.32](#) and [Procedure 3.32.1](#). For additional interpretation of the Credentialing Guidelines, contact either your Dean or Katie Meyer, Vice President of Human Resources at the Worthington Campus, katie.meyer@mnwest.edu or 507-372-3408.

C-27 Five Year Equipment and Technology

Faculty must review and update their program's five-year plan for equipment and technology by September 1st each year. Updates are submitted to the Academic Affairs office for inclusion in the college master list. The master list is available on request after compilation is completed. The master Equipment and Technology list serves as the guiding document for the funding committee. Funds from multiple resources are identified as available resources for equipment and technology investments. Criteria for funding streams is included for the funding committee to determine which requests met the funding source requirements.

The funding committee is charged with the allocation of equipment and technology funds. As funds are available, an RFP is distributed across the college. Faculty and staff are encouraged to submit proposals to fulfill equipment and technology needs in their areas. To receive funding in a program, the equipment request must be part of the five-year plan.

**Appendix A.1
CONTACT PERSONS**

Issue	Campus	Contact Person
Academic Concerns	All Campuses	Arthur Brown, Provost
Accounts Receivable	All Campuses Canby/Granite Falls Jackson Pipestone Worthington	Michelle Nath Meghan Hanna Tammy Ling Pam Davids Julie Haack
ADA Coordinators	Faculty/Staff Students	Katie Meyer, Vice President of Human Resources Vacant
Affirmative Action	All Campuses	Abdullahi Abdigaani
Application/Admission Processing	All Campuses Nursing	Nancy Knudson & Kari Larson Jodi Christensen
Bluejay Nest/Fulfillment Center	Textbook Coordinator Fulfillment Center Coordinator General Merchandise Coordinator Jackson Store Contact	Amy Slocum, Worthington Campus Mary Winter Meghan Hanna, Canby Campus Tammy Ling
Business Cards	All Campuses	Vacant
Business Services Technician	All Campuses	Heather Kockelman
Campus Resource Specialists	Canby Granite Falls Jackson Luverne Pipestone Worthington	Deb Full Mary Enestvedt Celina Fonseca Jill Arp Pam Davids Faith Drent
Class Cancellations/Campus Closures due to weather	Canby Granite Falls Jackson Pipestone/Luverne Worthington	Rebecca Weber, Dean Rebecca Weber, Dean Craig Peters, Dean Jackie Otkin, Dean Dawn Gordon, Dean/Kayla Westra, Dean
Communication Center Resource Specialist	All Campuses	Vanessa Ruether Denise Crowser
Campus Tech Support	Canby Granite Falls Jackson Pipestone/Luverne Worthington Marshall Merit Center	Brad Christensen Brad Christensen Jason Runia Jim John Elias Gomez Marroquin Brad Christensen

Issue	Campus	Contact Person
Center for Teaching & Learning	All Campuses	Kayla Westra, Dean
Contract Administration	Canby	Katie Meyer, Vice President of Human Resources
Contract Coordinator/Physical Inventory	All campuses	Amanda Rangaard
Copy Machine Maintenance	Canby Granite Falls Jackson Pipestone/Luverne Worthington	Brad Christensen Brad Christensen Jason Runia Jim John Elias Gomez Marroquin
Copy Machine Code	Canby Granite Falls Jackson Pipestone/Luverne Worthington	Brad Christensen Brad Christensen Jason Runia Jim John Elias Gomez Marroquin
Designated Investigators	All Campuses	Rebecca Weber Michael Van Keulen
Financial Aid	All Campuses	Katie Heronimus, Director Julie Bredeson, Assistant Director Marlen Cervantes, Processor Sharon Wieneke, Processor
Fiscal Operations/Budget	All Campuses	Vacant
Information Technology	All Campuses	Kayla Westra, CIO Brian Tonsager, Network Administrator Heidi Heckenlaible, System Administrator See also Campus Tech Support
Insurance (Health, Dental...)	All Campuses	Tricia Bueltel, Human Resources
Ins. (Property, Liability, Auto)	All Campuses	Diana Fliss
Intel. Property & Copyright	All Campuses	
ZOOM Academic Schedule	All Campuses	Paula Paplow
Library & Academic Resource Center (LARC) Support Staff	All Campuses All Campuses Granite Falls Pipestone Worthington	Michael VanKeulen, LARC Support Staff Coord. Julie Williams Vacant
Help Desk	Distance Worthington	John Gossom, Deanna Rowe
Keys (Building)	Canby Granite Falls Jackson Luverne Pipestone Worthington	Deb Full Richard Laumb Mark McDougald Jill Arp Troy Heidebrink Brian Johnson
Lost & Found	All Campuses	Resource Specialist
Mail	Canby Granite Falls	Deb Full Mary Enestvedt

Issue	Campus	Contact Person
(Mail, continued)	Jackson Pipestone Worthington	Jo Sirovy Pam Davids Julie Haack
Marketing, Communications & Enrollment	All Campuses	Nicole Zempel, Enrollment Specialist Rick Vander Woude, Enrollment Specialist Bryanna Peterson, Graphic Arts Specialist Jackie Olsen, Senior Communications Specialist CJ Nelson, Athletic Enrollment Specialist
Notary Public	Canby Pipestone Granite Falls Jackson Worthington	Deb Full Lori Alderson Mary Enestvedt Sharon Wieneke Paula Paplow and Trisha Heidebrink
Prospect Processing	All Campuses	Lori Woelber
Purchase Orders	Paying POs	Janet Full
Registration Processing	All Campuses All Campuses All Campuses C.N.A. EMS	Katie Heronimus, Director Micha Armitage, Assistant Registrar Barb Staples Melinda Lamote Jo Sirovy
Room Scheduling	Canby Granite Falls Jackson Luverne Pipestone Worthington	Deb Full – General Mary Enestvedt – General Celina Fonseca – General Pam Davids – General Pam Davids – General Paula Paplow – Instructional/General Trisha Heidebrink – General
Safety, Environmental Health & Emergency Management	All Campuses	Royce Overland – located in Granite Falls
Security	Canby Granite Falls Jackson Pipestone/Luverne Worthington	Doug Groenhoff/ Royce Overland Richard Laumb/ Royce Overland Mark McDougald/ Royce Overland Troy Heidebrink/ Royce Overland Brian Johnson/ Royce Overland
Faculty Development Funds	Canby Granite Falls Jackson Pipestone/Luverne Worthington Management	 Shannon Fiene (Faculty Development) Rob Arp (Faculty Development) Rita Miller (Faculty Development) Vong Rathsachack (Faculty Development) Kent Janssen

Issue	Campus	Contact Person
Classified Staff Funds	Collegewide	Pam Davids Vacant Sharon Wieneke
Student Discipline	All Campuses	Rebecca Weber, Dean
Student Grades, Records & Transcripts	All Campuses	Katie Heronimus, Director of Adm., Reg., & Fin. Aid Micha Armitage & Barb Staples
Student Service Advisors	Canby Granite Falls Jackson Pipestone Worthington Worthington	Jennifer Thovson Laurel Christianson Maya Bledsoe Kile Behrends Beth Bents
Telephone (Maintenance)	All Campuses Canby Granite Falls Jackson Pipestone Worthington	Brian Tonsager Brad Christensen Brad Christensen Jason Runia Jim John Elias Gomez-Marroquin
Tuition Waiver	All Campuses	Tricia Bueltel
Vehicles	Canby Canby Granite Falls Granite Falls Jackson Jackson Pipestone Pipestone Worthington Worthington	Doug Groenhoff - Maintenance Deb Full - Keys Richard Laumb - Maintenance Mary Enestvedt - Keys Mark McDougald – Maintenance Celina Fonseca - Keys Troy Heidebrink – Maintenance Pam Davids - Keys Brian Johnson- Maintenance Dillon Carlson – Keys
Workers' Compensation	All Campuses	Tricia Bueltel, Human Resources

Appendix A.2

JOINT FACULTY COUNCILS AND COMMITTEES

Two councils are established by MSCF and Minnesota State College Administrators as vehicles to receive recommendations from faculty.

a. Faculty Shared Governance Council

Council Makeup

The Shared Governance shall consist of faculty and administration. Faculty representation on the Shared Governance Committee consists of the Minnesota West North Chapter President & Grievance Officer and the Minnesota West South Chapter President & Grievance Officer. Each campus, which is not the home campus of a Chapter President, shall have one faculty member from their campus selected by their faculty to represent them on the Shared Governance Committee (7 total). The College President or his designee shall appoint up to three administrators from outside the MSCF bargaining unit (4 total).

b. Academic Affairs and Standards Council

Council Makeup

The AASC shall consist of two-thirds faculty members and one-third administrative and/or other staff. The President of the North Chapter and the President of the South Chapter of the Minnesota West faculty shall serve on the Academic Affairs and Standards Council. The remaining faculty members shall be the Division Chairs. A faculty member shall serve as the Chair of the Council.

The Administrative members shall be selected by the College President after consultation with both the President of the North Chapter and the President of the South Chapter of the Minnesota West Faculty and shall include the Chief Academic Officer/Provost.

Up to two additional faculty members may be selected to ensure that each campus of Minnesota West has a representative on the Academic Affairs and Standards Council. Other individuals may be invited to address the Council.

Involved faculty also participate in committees such as:

1. Search/Interview Committees
2. Safety Committees
3. Local, Campus Curriculum Committees
4. Distance Learning Task Force
5. Accreditation Committees
6. Specific Disciplines/Division Committees
7. Grade Appeal Committee
8. Academic Probations Appeal Committee
9. MSCF Activities
10. Others Ad Hoc (Marketing/Technical)
11. Assessment

Faculty should contact their Dean, Division Chair, MSCF Chapter President, or faculty peer for choices and avenues for input.

Appendix A.3

PROGRAMS BY DIVISION

Link to all Academic Programs [Program and Course List](#)

Allied Health

Computer Science & Business

Trades & Services & Transportation

Humanities and Fine Arts

Science and Math

Social & Behavioral Science

Management

Appendix A.4

Minnesota West Community & Technical College Faculty Professional Development Plans *Approved 7/17/06 by Governance*

Policy:

All faculty in unlimited positions will prepare a faculty professional development plan. Plans will be developed in consultation with the Vice President of Instruction or designee and shall address specific objectives and expected outcomes in up to six component areas of development. The development plan will cover a period of one year for probationary faculty and three years for unlimited faculty. While the plan effective dates may vary, all plans will be reviewed by administration following the faculty's evaluation schedule to ensure progress and relevancy to the faculty member's credential field and level of teaching experience.

Purpose:

This policy applies to faculty in unlimited positions. The purpose of the professional development plan, as stated in System Procedure 3.32.1, *"is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency..."*

Authority:

This policy is written in accordance with Minnesota State Board Policy 3.32 and system Procedure 3.321 regarding Faculty Credentialing. The professional development plan process will be administered by the Academic Affairs Division.

Definitions:

College faculty or college faculty member: College faculty or college faculty member means individuals teaching credit-based courses and counselors and librarians at system community, technical, and combined community and technical colleges.

Unlimited college faculty: Unlimited college faculty means individuals employed by a college in unlimited full-time or unlimited part-time positions as defined in the Employment Contract between the Board and Minnesota State College Faculty.

College Faculty Professional Development: Professional development includes continuing improvement in: teaching and learning skills and methods, discipline and program content, student interactions, service to the college and the greater community, and personal growth related to the faculty member's employment responsibilities.

Individual Professional Development Plan: A plan developed by the faculty member in consultation with the faculty member's supervisor addressing specific objectives and expected outcomes with respect to the following components, as appropriate to the faculty member's needs:

1. content knowledge and skill in the discipline/program;
2. teaching methods and instructional strategies;
3. related work experience;
4. study appropriate to the higher education environment;
5. service to the college and the greater community; and
6. other components, as appropriate.

Responsibilities & Dissemination:

The Academic Affairs Division is responsible for implementation of this policy in compliance with Board [Policy 3.32](#) and [System Procedure 3.32.1](#)

Procedures:

1. Faculty will complete the [Faculty Professional Development Plan Form](#) and submit the plan to supervising administration for consultation by June 1st to be effective the beginning of the following academic year.
2. If the plan does not include suggestions from the consultation, the Professional Development Plan will be noted with written comments.
3. The Professional Development Plan will require signatures by both faculty and administration. A copy of the plan will be maintained in the personal file in the Human Resources Office.
4. The Professional Development Plan progress will be reviewed concurrently with the faculty evaluation.
5. The Report of Activity will be reviewed at the end of the evaluation period, signed by both faculty and administration with copies maintained in the personnel file in the Human Resources Office.

Minnesota West Community & Technical College

FACULTY CREDENTIALING

Approved 7/17/06 by Governance

Policy:

All College Faculty teaching credit-based courses and counselors and librarians will meet the College Faculty Credentialing requirements as established by Minnesota State Board Policy 3.32 and Procedure 3.32.1. The Office of the Chancellor shall complete the credentialing process for unlimited faculty positions. At Minnesota West Community & Technical College the Office of Provost in consultation with the Human Resource Office will manage the credentialing process for temporary-full time (TFT) faculty, temporary part-time (TPT) faculty, adjunct faculty, and external Faculty including high school teachers teaching PSEO concurrent enrollment courses and Customized Training faculty teaching credit courses.

TFT Faculty shall meet the system-established minimum qualifications for the credential field aligned with the position assigned, with the exception of the teaching and learning requirement referenced in Part 5, Subpart B of procedure 3.32.1.

TPT, Adjunct, and External Faculty, including high school teachers teaching PSEO concurrent enrollment courses shall meet the system-established minimum qualifications except as allowed under the exception conditions outlined in the procedures section of this policy.

The minimum educational requirement for career, technical and professional credential fields shall be based on established industry standards and accepted higher education standards. In accordance with Minnesota State Board procedure 3.32.1:

Program Academic Award

Faculty Educational Requirement

- | | |
|---|---|
| 1. Associate in Arts or Science (AA/AS) degree | 1. Master's Degree (transfer degree) |
| 2. Associate in Applied Science (AAS) degree or diploma | 2. Assoc. Degree (AA, AS, AAS);
Baccalaureate degree preferred |
| 3. Certificate | 3. Two years of related education
and training culminating in a
diploma or an Assoc. Degree |
| 4. Certificate or Diploma/career-laddered program structure | 4. Academic Credential at a level
that accommodates all academic
awards offered in the specific
program area throughout the
system. |
| 5. Counselors and Librarians | 5. A Master's Degree in-field |

The **occupational experience requirement** for career, technical, and professional credential fields shall be two full-time years (or equivalent) of verified related paid work experience in the specific credential field; more than two full-time years (or equivalent) may be required for a particular field. In order to assure recent occupational experience in the field, one year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The residency requirement shall be waived if the individual has two years of successful full-time (or equivalent) post-secondary teaching experience in the credential field within the past five years.

State and/or national industry licensure/certification requirement required or considered essential for practice in the industry directly related to the credential field shall be incorporated into the minimum qualifications (Examples: RN License for Practical Nursing; Post Board certification for Law Enforcement.) **Program Accreditation Requirement** - Standards for faculty credentials established by state or national program accreditation bodies may be incorporated into the minimum qualifications.

Purpose: The purpose of this policy, as stated in Minnesota State Board Policy 3.32, is to “assure that qualified individuals perform faculty work in the Minnesota colleges through system-established faculty minimum qualifications...”

Definitions:

Credential Field: Credential Field means a defined area of knowledge and skill that is specifically related to a program, service or academic discipline, and for which system-established minimum qualifications are created under Minnesota State Board Policy 3.32.

Minimum Qualifications: Minimum qualifications mean system-established minimum requirements used to evaluate the credentials of an individual considered for college faculty work. The minimum qualifications shall include educational requirements and teaching and learning competency requirements; they may also include related occupational experience, state and/or national industry licensure/certification, and other requirements as appropriate for each credential field.

College Faculty Credentialing: College Faculty Credentialing means the process for evaluating an individual’s education and experience in accordance with system-established minimum qualifications for individuals teaching credit-based courses and for counselors and librarians.

Subpart A. College faculty or college faculty member. College faculty or college faculty member means individuals teaching credit-based courses and counselors and librarians at system community, technical, and combined community and technical colleges. This definition includes unlimited faculty and other college faculty as specified below.

1. **Unlimited college faculty.** Unlimited college faculty means individuals employed by a college in unlimited full-time or part-time positions as defined in the Employment Contract between the Board and the Minnesota State College Faculty.
2. **Other college faculty.** Other college faculty means individuals defined as temporary or adjunct faculty, or external Faculty as follows:
 - a. **Temporary faculty.** Temporary faculty means individuals assigned full-time or part-time to teach credit-based courses or to work as counselors or librarians on a temporary basis as defined in the Employment Contract between the Board and the Minnesota State College Faculty.
 - b. **Adjunct faculty.** Adjunct faculty means individuals assigned to teach credit-based courses totaling fewer than five (5) credits in a term or to perform an equivalent amount of non-teaching work as defined in the Employment Contract between the Board and the Minnesota State College Faculty.
 - c. **External Faculty.** For purposes of this procedure, external instructor’s means individuals not holding faculty positions as defined in the Employment Contract between the Board and the Minnesota State College Faculty who are assigned to teach college credit-based courses, (e.g., high school teachers, administrators, and other college employees).

Procedures:

1. UFT, UPT, TFT, TPT, shall complete an on-line credentialing application to be reviewed by the Human Resources Department. The application process will require submission of an official college

transcript(s), employment verifications of related occupational experience, state and/or national industry licensure/certification, and any other requirements outlined in the system-established minimum qualifications.

2. Adjunct and External Faculty assigned to teach credit-based college courses and for faculty assigned to perform work as counselors and librarians shall submit appropriate credentialing documentation to the appropriate Dean and which will be maintained by the Human Resources Office.
3. Faculty will receive official notification of the credentialing decision. As noted in the policy section above, TPT faculty must meet system-established minimum qualifications, without exception. The college may assign a TPT, Adjunct or External Instructor, without meeting system-established minimum qualifications, ONLY if one of the following exception conditions applies:

Emergency staffing situations:

*Illness, accident, or death of a faculty member during the term, resulting in the faculty member being unable to finish teaching the course;

*A failed search for a faculty position, if the position has been advertised at least twice;

*Resignation of a faculty member immediately prior to the start of a term;

*Addition of course sections immediately prior to the start of a term; or

*Immediate deployment in the armed services

(An individual may be hired for no more than two consecutive semesters under this exception.)

Pending Credentials: Individuals who are close to meeting the minimum qualifications may be hired for no more than two consecutive semesters under this exception.

Special Expertise: An individual with special expertise may be hired to teach specialized courses. There is no time limit on this exception.

Renowned qualifications: An individual who has achieved exceptional status or recognition may be hired to teach appropriate courses in the field of recognition. There is no time limit on this exception.

Emerging Fields: An exception may be made where the program area is so new that the educational preparation requirements and the occupational experience requirements are not yet clearly defined. This exception shall terminate when the system minimum qualifications are established.

Temporary part-time, Adjunct faculty, and external Faculty who performed work during academic years 2004-2005 and/or 2005/2006 and currently do not meet the system established minimum qualifications or do not meet one of the exception conditions may be offered available semester by semester faculty assignments during academic years 2006-2007 and/or 2007/2008. After June 20, 2008, to be eligible for available faculty work, temporary part-time, adjunct, and external Faculty shall meet system established minimum qualifications or meet one of the exceptions.

4. Faculty appointments under the exception conditions will be requested by the appropriate Dean, reviewed by the Provost, and forwarded to the President or designee for final approval prior to an offer of employment being made.
5. Documentation of "exception" appointments and the applicable time limits will be maintained and monitored by the Human Resources Office.

Responsibilities & Dissemination:

The Vice President of Finance and Facilities of Academic Affairs and the Director of Human Resources will be responsible for distribution and implementation of this policy.

FERPA: What faculty and staff members need to know

It's the Law

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- to see the information that the institution is keeping on the student.
- to seek amendment to those records and in certain cases append a statement to the record.
- to consent to disclosure of his/her records.
- to file a complaint with the FERPA Office in Washington.

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue SW Washington,
DC 20202-4605

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. (Most financial aid is administered by the Secretary of Education.)

- You have access to student information only for legitimate use in the completion of your responsibilities as a College employee. Need-to-know is the basic principle.

- With the exception of non-suppressed directory information, student educational records are considered private and may not be released without the written consent of the student.

- Student information stored in electronic format must be secure and available only to those entitled to access that information.

- Your access to student information is based on your role as a College faculty or staff member. You may not release lists or files with student information to any third party outside your college or departmental unit.

Student Information Types

Student educational records include information provided by a student for use in the educational process such as the following:

- Personal information
- Enrollment records
- Student exams or papers
- Grades
- Schedules

Directory/Public Information

“Directory information is . . . information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3).

Directory Information can NEVER include:

- Social security number
- Student ID number
- Race
- Ethnicity
- Nationality
- Gender
- GPA
- Religion

Storage media for an educational record may vary and can include one or more of the following:

- Document in the registrar’s office
- Electronic document or e-mail
- Computer printout in your office
- Class list on your desktop
- Computer display screen
- Notes taken during an advising session
- Database

Directory/Public

Information is considered public and can be released without the student’s written permission. *However, the student may opt to keep this information confidential.*

Directory information at Minnesota West Community & Technical College:

- Name, address, phone
- Major field of study
- Dates of attendance
- Enrollment status
- Participation in official recognized activities and sports
- Classification (i.e., freshman)
- Physical factor (height and weight) of athletes
 - Graduation date
 - Degrees, honors, awards received

Information not included in the list above is private student information and may not be released outside the College without the student’s written permission or as otherwise provided in the MnSCU Policy on Student Education Records.

Can student directory or public information

NO! Before releasing any information about a student, check ISRS for a student's suppression status. If the student has requested that directory information be withheld (suppressed his/her information), no information can be released. Note that FERPA does **NOT** require that directory information be released. College faculty and staff who have a need-to-know may obtain directory information for a student who has suppressed his/her information, but must not release this information.

How can a student withhold release of directory information?

Students may request suppression of their information by completing the Authorization to Withhold Directory Information, found on the Minnesota West website under Student Forms. The completed form can be returned to any campus registration office.

What are parental rights under FERPA?

FERPA allows parental access to a student's educational records if the student requests in writing that private information be released to the parent(s), or if the parent claims the student as a dependent for Federal income tax purposes. A parent who wants to request grades or other academic information for a dependent should submit a written request to the Registrar, along with a copy of the parent's most recent federal income tax return (section with dependents listed). FERPA does not allow parental access to post-secondary student educational records without the student's permission if neither parent claims the student as a dependent for Federal income tax purposes.

Where should I store my student data?

Although you may be the one grading a student's performance, student data (e.g., grades, attendance, test scores) is owned by the College. It should not be stored on personal computing equipment, on the hard drives of shared computers, on portable devices such as "flash-or thumb drives," or on laptop computers. Portable devices are easily lost or stolen; if they contain student data when they are lost or stolen, all students may need to be notified.

How can I locate my secure data storage for

If you work on a campus, you have your own space on the H: drive, which is secure data storage maintained by the college. If you are an adjunct faculty member or do not work on a campus, you must store your information securely. If you have questions on the best way to do that, send a ticket in at [Client Portal Home \(mnwest.edu\)](https://www.mnwest.edu/client-portal)

How can student data be protected?

Store all student data on a central, MWCTC server (not a Web server); password protect files; encrypt data on your computer; use anti-virus software; don't open attachments or click on links in emails; trust where you are going when you are following a Web link; distribute graded materials in a secure manner; verify attachments and recipients before sending information via email.

How are HIPAA and FERPA

Medical documentation in the student education record is private information and is covered by FERPA. HIPAA (Health Insurance Portability and Accountability Act) regulations do not apply.

For more information

Contact Katie Heronimus, katie.heronimus@mnwest.edu or 507-372-3455.
Data Privacy Policy <https://www.mnwest.edu/student-services/data-privacy>

DO NOT!

- Use the Social Security Number or any portion of it, or the student ID number, in a public posting of grades or any other information;
- Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students;
- Discuss the progress of any student with anyone other than the student (including parents) without the signed, dated, and written consent of the student;
- Provide anyone with lists or files of students enrolled in your classes;
- Provide anyone with student schedules or assist anyone in finding a student on campus;
- Access the records of any student for personal reasons;
- Access the records of any student for any reason other than to perform your job duties.