



## FACULTY MANUAL

Revised Spring 2011

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## INTRODUCTION

The *FKCC Faculty Manual* was designed to provide faculty with basic information concerning the operations of the College. The Manual was not designed as a complete resource of institutional policies and procedures and thus should be viewed as a companion document to the following:

1. **College Policy and Procedure Manual:** Many policies have accompanying procedures and guidelines that are available from your Academic Dean or from the FKCC J Drive. Policies are periodically updated and the District Board of Trustees must approve any changes.
2. **Board Rules**
3. **College Catalog**
4. **Student Handbook**

For your convenience, the table of contents for the College Policy and Procedure Manual is included in the Appendix to this Faculty Manual. A direct link to the College Catalog is provided.

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# 1. FACULTY COUNCIL CONSTITUTION AND BY-LAWS

Adopted May 5, 1987

## 1.1. PREAMBLE

The faculty of Florida Keys Community College shall meet as the Faculty Council to propose, examine, and recommend outcomes, policies, and procedures that encourage effective teaching and learning. The meetings will be held within a framework of academic freedom, professional responsibility, and high ethical standards.

### 1.1.2. ARTICLE 1. STATEMENT OF RESPONSIBILITIES AND FUNCTIONS

#### ***a. Section 1 Responsibilities and Jurisdiction***

The primary responsibilities for the improvement of the educational program reside with the faculty. The extent of participation and the jurisdiction of the faculty in academic affairs should be clearly set forth and published in the *Faculty Manual*. All responsibilities charged to the standing committees as enumerated in the *Faculty Manual*, are matters appropriate for discussion and recommendation by the Faculty Council. Please refer to the Southern Association of Colleges and Schools' (SACS) *Principles of Accreditation: Foundations for Quality Enhancement*.

#### ***b. Section 2 Determination of Policies***

Faculty will normally conduct much of their business through such structures as committees and councils operating within the board policies determined by the administration and the governing bodies.

#### ***c. Section 3 Standing Committees***

Normally, particular concerns of the five faculty standing committees (Admissions and Standards, Curriculum, Library, Professional Policies, and Student Activities) whose jurisdictions are clearly delineated in the *Faculty Manual* will not concern the entire faculty. These issues will be resolved by correspondence or in sessions with individual members of the Faculty Council president's staff.

If an issue should come before the individual standing committee that requires the attention of the entire faculty, the committee will notify the Faculty Council. The council will act upon a motion presented by the chairperson or member of the committee. Procedures for cooperation between a standing committee and the Faculty Council are defined in the By-Laws.

#### ***d. Section 4 Executive Committee***

Each year, following the annual election of officers, an Executive Committee of the Faculty Council will be formed consisting of the president, vice-president, secretary, immediate past president (for continuity), and an elected member (if necessary to assure that all divisions are represented on the Executive Committee). The Executive Committee will meet one week prior to the regular monthly meetings of the Faculty Council to determine agenda. The agenda shall include all items presented by standing committees or by individual members of the Faculty Council.

The Faculty Council in session will determine, on majority approval of a motion presented, that an issue or issues should be presented for administrative review. Such motions will be presented to FKCC President or to members of the Faculty Council president's staff. Within ten (10) working days, the Faculty Council president's staff will meet with the Executive Committee to discuss the issue or issues. The Faculty Council president's staff will consider proposals or recommendations and motions of the Faculty Council acting as a whole or at the request of a standing committee. An answer will then be given to the whole faculty or to the pertinent standing committee within fifteen (15) working days of the joint meeting.

***e. Section 5 Right to Appeal***

In the event FKCC president or a member of the administrative staff does not approve a recommendation of the Faculty Council, or fails to implement an approved recommendation, the council shall, subject to a two-thirds majority vote of the council membership, have the right to submit a written appeal to FKCC president for reconsideration and/or action. FKCC president may refer the appeal for opinion to either or both of the following as deemed appropriate:

1. A specially convened committee with equilateral representation or the District Board of Trustees.

Action taken by FKCC president shall be conducted within fifteen (15) working days after presentation of the council appeal or within five (5) days after the next Board of Trustees meeting.

***f. Section 6 College President's Cabinet***

FKCC president's Cabinet (which includes personnel and student representatives) will continue to serve as a vehicle for exchange of information. The cabinet will not, however, be the avenue through which the Faculty Council approaches the president with faculty concerns.

***g. Section 7 Officers as Ombudsmen***

Faculty Council officers shall act as Ombudspersons to increase open communication throughout the college. They may deviate from normal college channels of communications where such deviations will promote solutions to faculty matters.

**1.1.3. ARTICLE II - ORGANIZATION**

***a. Section 1 Membership***

Full-time faculty shall have full voting privileges as members of the Faculty Council. A full-time faculty member is defined as an individual hired on an annual or continuing contract and who are on FKCC's payroll. Adjunct faculty members shall be entitled to attend regular meetings of the Faculty Council and to address opinions without voting privileges.

***b. Section 2 Officers***

The officers shall be: President, Vice-President-Secretary, and Parliamentarian. Each will serve for a term of two years.

**c. Section 3 Elections**

A nominating committee will choose a slate of officers. The election of officers will take place at a time and in a manner to be determined by the By-Laws of the Faculty Council. After presentation of the slate by the nominating committee, nominations may be made from the floor. The Executive Committee of the Council shall call special elections within ten (10) days of notification of the vacancy of any office during the academic year. Two-thirds of the voting Faculty Council membership may convene to elect new officers at any time.

**d. Section 4 Duties of Officers**

The President of the Faculty Council shall insure the effective operation of the council and its allied activities. The Vice-President shall in the temporary absence of the president perform all the duties of the president and shall keep the records of all meetings and shall distribute them under the direction of the Executive Committee. The Parliamentarian shall decide all points of order. The parliamentarian may caution individual members against speaking at length when the agenda is long.

**1.1.4. ARTICLE MEETING PROCEDURES**

**a. Section 1 Attendance at Meetings**

Meetings of the Faculty Council shall be open to all members as defined in Article II, Section 1. Other persons will be placed on the agenda at the invitation of the Executive Committee

**b. Section 2 Dates of Meetings**

The Executive Committee of the Faculty Council in coordination with the Provost shall schedule regular monthly meetings in the academic year calendar.

**c. Section 3 Special Meetings**

Special meetings may be called by written notice of the council president or Executive Committee. A meeting of the voting membership must be called within two (2) duty days of receipt by the council president of a written petition signed by at least twenty-five percent (25%) of the voting faculty.

**d. Section 4 Quorum**

The presence of one half plus one of voting members in person shall constitute a quorum. Voting members absent from a meeting may appoint in writing a proxy on any specific agenda item.

**e. Section 5 Agenda of Meetings**

The agenda of a regularly scheduled meeting shall be announced not less than three (3) duty days prior to the meeting. The president of the council shall announce the agenda of a special meeting at the time of the announcement of the meeting. An item must be included in the agenda upon presentation of a signed petition of twenty-five percent (25%) of the voting membership.

**1.1.5. ARTICLE IV - AMENDMENTS**

**a. Section 1 Vote Required for Proposal and Adoption**

A vote or petition of twenty-five percent (25%) of the voting membership may propose amendments to this constitution. A written announcement of the proposed amendment must be

distributed to all faculty members at least ten (10) days prior to its review. An amendment shall be approved by two-thirds vote of the voting membership.

### **1.1.6. ARTICLE V - BY-LAWS**

#### ***a. Section 1 Vote Required for Adoption***

The Faculty Council may adopt By-Laws consistent with this constitution by a simple majority vote.

### **1.1.7. ARTICLE VI - RATIFICATION**

This constitution shall become effective upon ratification by two-thirds vote of the full-time faculty of Florida Keys Community College and upon written acceptance of FKCC president and the District Board of Trustees.

### **1.1.8. BY-LAWS**

#### ***a. Standing Committees***

The Faculty Council shall function, vis-à-vis the standing committees, as a forum for discussion, debate and recommendation on issues and concerns that involve college matters related to the processes of learning. The Faculty Council shall request reports at its regular meetings from the standing committees on matters that concern the faculty as a whole for the purpose of review, discussion, and recommendation by the council prior to any decisions or recommendations made by the standing committees to the administration.

Standing committees have an obligation to inform the Faculty Council of any major issue proposed so that the Faculty Council may have the opportunity to consider, review, discuss, debate, investigate, and make recommendations concerning that issue.

The Faculty Council may make recommendations on a specific or general issue proposed by its members to the appropriate standing committee for further study and report.

#### ***b. Length of Meetings***

The length of regular monthly meetings of the Faculty Council will normally be restricted to fifty (50) minutes.

#### ***c. Nominations and Elections***

The Faculty Council president will appoint a nominating committee of three persons at the March monthly meeting. At the April monthly meeting the nominating committee will present a slate of officers who have agreed to serve if elected. Members may nominate candidates for any office from the floor provided the candidates are present and agree to serve if elected. Voting will be by written ballot. A special committee appointed by the outgoing president will tabulate the votes and announce the results.

#### ***d. Installation of Officers***

The installation of officers and the formation of the executive committee will take place at the April meeting. The executive committee will review with the Provost the selection of members of standing committees for the ensuing year before the end of Term III-A.

## **2. HISTORY OF FLORIDA KEYS COMMUNITY COLLEGE**

Florida Keys Community College is one of twenty-eight community colleges in the state of Florida. In 1963, the Florida Legislature authorized the establishment of the Junior College District of Monroe County to be supported primarily by state funds. The first classes of the new college were held at the former Douglass High School in Key West in the fall of 1965. Dr. Merrill A. Symonds was the first president.

In 1968, the college name was changed to Florida Keys Junior College. That fall, the college moved to the new campus on Stock Island under the direction of Dr. John Sylvester Smith, who served as president from 1967-1979. In 1970, the Board of Trustees changed the name of the college to Florida Keys Community College.

The longest serving president of the college, Dr. William A. Seeker, received his appointment as the third president of the college on July 1, 1979. Dr. Seeker supervised the completion of the College's Tennessee Williams Fine Arts Center and presided over the gala opening of the center's new theater on January 24, 1980. "Doc" retired in 2007.

The 1980s ushered in new programs such as Diving Business Management, Small Business Management, and Emergency Medical Services, thus continuing the development of programs, facilities, and services to serve the community. Support programs and services for transfer and vocational students emerged more strongly. Meanwhile the Upper Keys Center in Tavernier and the Middle Keys Center in Marathon both expanded in enrollment and in the scope of their offerings.

The 1990s saw many structural changes on campus. The Charlie Toppino Welding Technology Lab was completed, as well as the Ron Saunders Student Center and the Public Safety Building. Our new Scuba Dive Complex provides the much-needed space for our world famous Diving program. In 1997, the college unveiled its bright new \$40 million campus and named it after Dr. William A. Seeker who helped to garner the necessary legislative support and funding. The new campus featured spacious classrooms and up-to-date laboratories, the ideal setting for learning the careers and technologies of the 21st Century.

Never content to rest on its laurels, FKCC continues to expand its facilities and its role in the community, In 2003, the college established the Marine Public Safety Annex and Hyperbaric Chambers as well as a state-of-the-art Photography Laboratory.

In July 2007, Dr. William A. Seeker retired after 28 years of service to the College and community, and received the honor of President Emeritus. Dr. Jill Landesberg-Boyle became the president of the college in 2007.

In recent years the enrollment at the college has dramatically increased. Our programs reflect our commitment to the students and the community we serve. The college's increased its technological access and programs, and offered training sessions in this technology. The Nursing program expanded and the college added the Educator Preparatory Institute (EPI) program and the James E. Lockwood, Jr. School of Diving and Underwater Technologies to its offerings. Always conscious of our precious environment, FKCC also offers courses such as a training class for the installation of solar panels. In the fall of 2010 we will break ground for the Marine Propulsion Building, a multi-million dollar complex. Additionally, the college will be building a student dormitory.

In 2010 Dr. Lawrence W. Tyree became the college president and will be leading FKCC forward.

### **3. MISSION AND GOALS**

#### **3.1. MISSION STATEMENT**

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship. (adopted 5/25/2010)

#### **3.2. GOALS**

##### **A. Uphold a student-centered environment that promotes excellences in teaching and effective learning.**

1. Encourage and support quality education through innovation in content, services and delivery methods.
2. Ensure quality education and student learning through effective assessment measures
3. Develop a systematic and integrated approach to foster student persistence and success
4. Create new programs, revise existing programs, and plan for possible baccalaureate degree development in response to identified needs
5. Ensure equitable access to quality education and services among the college's centers

##### **B. Engage the Keys community to strengthen relationships and develop identified programs and services.**

6. Actively pursue relationships and collaborations with community organizations, including but not limited to, business, industry, military, governmental, and educational institutions
7. Strengthen the workforce and continuing education offerings

##### **C. Foster a sustainable, healthy, and productive organizational environment focused on achieving the college's mission.**

8. Procure and sustain resources that support the college's mission
9. Provide a safe, clean, and accessible environment to meet the needs of students, faculty, staff and community members
10. Recruit and retain quality faculty and staff
11. Establish a culture of continuous improvement and integrity.

##### **D. Promote FKCC and its unique offerings throughout the Keys and global community**

12. Capitalize on the unique geographical location of the Keys and the talents of its residents and visitors
13. Enhance accessibility and awareness of the college.

### **4. GENERAL ADMINISTRATION**

#### **4.1. COLLEGE GOVERNANCE**

In accordance with Florida State Statutes (Sections 240.301-240/379), which cover community colleges, Florida Keys Community College is an educational institution operated by a District

Board of Trustees under specific authority and regulations of the State Board of Education. Within the State Board of Education's organizational structure is the Division of Florida Colleges, which was organized in July of 1957. This division administers the provisions of the State regulations pertaining to community colleges, provides leadership in planning, developing and implementing the programs and services of the colleges, administers the appropriations and budgets, and cooperates with other divisions within the department to promote articulation and coordination of the community colleges with other educational institutions.

## **4.2. GENERAL POWERS OF THE PRESIDENT**

The President is the chief administrative officer of the College. The State Board of Education administrative Rules for Community Colleges in regulation 6A-14.0261, states the President's General Powers.

The president shall:

- (1) Exercise general oversight of FKCC to determine needs and recommend improvements.
- (2) Advise and counsel the board of trustees and recommend board action.
- (3) Recommend and enforce rules of the board of trustees.
- (4) Recommend and enforce minimum standards for the operation of college programs and for student completion of instructional programs.
- (5) Perform duties and exercise responsibilities assigned by law, by rules of the State Board of Education, and by the board of trustees.
- (6) Delegate authority necessary to insure that laws and rules are executed efficiently.

Specific Authority 229.053(1), 240.325 ES. Law Implemented 240.313,240.319 F'S. History – Formerly 6A-8.77, Repromulgated 12-19-74, Amended 12-9-75, 12-26-77,7-2644, Formerly 6A-14.2.61.

## **4.3. THE DISTRICT BOARD OF TRUSTEES**

The governance of Florida Keys Community College is vested in the District Board of Trustees. This body carries the primary contractual responsibilities such as purchase of property, borrowing of monies, appointment of personnel, as well as determining the board, general policies involving FKCC operation. These duties and powers are detailed in Section 240.319 of the Florida Statutes and in Section GA-14.0247 of the State Board of Education Rules. The five members of the Board of Trustees are appointed by the governor of the state and serve four-year terms.

The District Board of Trustees generally meets on the fourth Monday of each month at 1:00 p.m. in FKCC Board Room, unless otherwise scheduled. These meetings are open to the press and to the general public. The preparation of news releases and answers to inquiries from the press shall be primarily the responsibility of the administration of Florida Keys Community College. It is the policy of the District Board of Trustees to encourage and to provide the opportunity for all lawful organizations or individuals to address the Board if their desire is to enhance the educational outcomes and philosophy of Florida Keys Community College. Since it is the responsibility of the president of the college, in cooperation with the chair of the Board of Trustees to prepare the agenda for board meetings, it is necessary for organizations or individuals to observe college procedures should they desire to address the Board.  
<http://www.fkcc.edu/faculty-admin/board-overview.da>

## **4.4. PRESIDENT'S EXECUTIVE STAFF**

The President's Executive Staff includes the President, Executive Director President's Office, Provost, Vice President, Financial & Administrative Services, Dean of Student Affairs, Director of Human Resources, Director of College & Public Relations, Director of FKCC Foundation, and the Executive Director of Accreditation & Assessment,. The staff meets once a week and at other times at the call of the president.

#### **4.5. PRESIDENT’S COUNCIL**

The President’s Council serves as an advisory group to the president and his staff with respect to the total administration of the college. This group provides a discussion assembly for consideration of mutual problems and recommendations of policies and procedures. Meetings are held regularly, usually on the first Monday of the month at 1:00 p.m. Members of the council are comprised of major administrative personnel and Faculty Council representatives.

#### **4.6. FKCC ORGANIZATIONAL CHARTS – APPENDIX A**

### **5. COLLEGE REGULATIONS**

#### **5.1. DRUG FREE WORKPLACE**

It is the policy of the Florida Keys Community College to maintain a drug-free educational institution for its students, and a drug-free workplace for its employees. The provisions of this policy are intended to insure that a drug-free environment shall be fully implemented and maintained. See the appendix for the College’s Drug-Free Workplace policy. It is available in the Human Resources office. ([BR 5.643](#))

#### **5.2. EMERGENCIES**

An emergency is any act of nature or man, which threatens to disrupt the operations of the College. Examples are fire, hurricane or tornado, explosions (bomb threat), and civil disturbance. The determination of what constitutes an emergency will rest primarily with the President or his designee and police and/ or civil defense authorities. Employees are responsible to dial 911(9-911 when using a college phone). Please refer to the *FKCC Safety Manual* and the *FKCC Emergency Plan*. ([BR 3.100](#))

Per FS 768-13: Section 1, any person, including those licensed to practice medicine, who gratuitously and in good faith renders emergency care or treatment at the scene of an emergency outside of a hospital, doctor’s office, or other place having proper medical equipment, without objection of the injured person or persons thereof, shall not be held liable for any civil damages as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonable prudent person would have acted under the same or similar circumstances.

#### **5.3. DISABLED STUDENT SERVICES**

Florida Keys Community College adheres to the rules and regulations set forth in the Disabilities Act of 1990 (ADA) and in compliance with Section 504 of the Rehabilitation Act of 1973.

Disabled Student Services Coordinators work with students and faculty to provide reasonable accommodations to self-identified disabled students in the following categories:

- |                         |                                     |
|-------------------------|-------------------------------------|
| - Hearing Impairment    | - Deafness                          |
| - Visual Impairment     | - Blindness                         |
| - Speech Impairments    | - Physical Impairments              |
| - Learning Disabilities | - Psychological/Emotional Disorders |

Students who register with the Office for Students with Disabilities are eligible for accommodation, support services and/or academic adjustments based on their individual needs as determined by the Coordinators of OSD and disability documentation. Accommodations are made at little or no expense to the student. Students who request accommodation must present

this request in sufficient time for FKCC to coordinate these services. Some services may require a minimum of two weeks to arrange.  
Or contact FKCC's DSS Department.

Karla Malsheimer  
Assistant to the Director, Student Services  
Coordinator for Students' with Disabilities  
305/809-3292  
[karla.malsheimer@fkcc.edu](mailto:karla.malsheimer@fkcc.edu)

Suzy Park  
Academic Advisor and Testing Coordinator  
Coordinator for Students' with Disabilities  
305/809-3292  
[suzy.park@fkcc.edu](mailto:suzy.park@fkcc.edu)

For more information go to: <http://www.fkcc.edu/current-students/advising-disabled-student.da>

## **5.4. KEYS**

The custody of all keys of the College rests with the Vice President of Financial & Administrative Services. Responsibility for the control, duplication, issuance, return and record keeping may be delegated to the Director of Facilities Management. Under no circumstances are keys to be duplicated, except by authorized personnel.

### **5.4.1 Issuance of Keys**

A request form must be completed by the employee, approved by the appropriate Supervisor/Vice President and forwarded to the Director of Facilities Management. ALL master keys MUST BE approved by the President. All other keys may be approved by the Supervisor/Vice President generally responsible for the functional area; i.e., the Provost would approve all requests for classroom or laboratory keys; the Vice President of Financial & Administrative Services would approve requests for the Bookstore, Computer Area, Business Office, and Maintenance areas.

The Director of Facilities Management, will issue the keys requested and approved. However, it is the requestor's responsibility to pick up the requested key(s) after approval is granted. Generally, keys will be issued only to full-time College employees. Any individual not a full-time College employee, such as an independent contractor, adjunct instructor, or other part-time employees, must have the approval of the President.

Under no circumstances are keys to any college property to be loaned to any unauthorized person, including independent contractors, adjunct instructors, part-time employees, or students (including work-study students). The control of keys is limited not only to building door keys, but also may include any key for College property; such as desks, filing cabinets, and storage cabinets, as deemed necessary. At the Middle Keys and the Upper Keys Centers adjunct instructors will not receive keys to their classrooms. They should check with the Center Office for assistance if their rooms are closed. **(CP 3.210)**

### **5.4.2. Return of Keys**

When an employee terminates College employment, or otherwise will be absent from official College duties for any period in excess of six (6) weeks, the employee must return all College keys.

### **5.4.3. Keys - Lost or Damaged**

Any person who loses or damages any key belonging to FKCC must personally bear the cost of replacement for all keys lost or damaged. This will include keys not returned at the termination of employment. The replacement cost will be determined by rates in effect at the time of loss or damage of the key or the termination of the employee. Any person who loses or damages a master key may be responsible for paying to have all College locks reset or replaced. The President will approve cost of replacement. However, before any person can obtain a replacement for the key(s) lost or damaged, he or she must present a copy of the receipt for payment from the Business Office to the Director of Facilities Management.

## **6. ACADEMIC INFORMATION**

### **6.1. ROLE OF THE COMMUNITY COLLEGE INSTRUCTOR**

All Florida public community colleges operate under state guidelines. Therefore, it is imperative that the instructors become acquainted and comply with the foundations for the establishment of community colleges as defined in the Florida Statutes [TITLE XLVIII –K-20 EDUCATION CODE](#) the regulations of the State Board of Education.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures, consistent with the philosophy, purposes, and established policies of the college. A course grade is the final responsibility of the instructor. In the matter of grading, it is therefore essential that the student be kept informed of his/her progress in the course.

The Florida Keys Community College instructor should be familiar with, and abide by

- a. The “Mission Statements”, and “Goals” as stated in the FKCC Catalog and Faculty Manual.
- b. The FKCC board rules as set forth by the District Board of Trustees.
- c. The internal policies and procedures and related information in the Faculty Manual of Florida Keys Community College, which includes statements on professional ethics and academic freedom.
- d. The stated requirements for various programs as published in the current Florida Keys Community College Catalog.

### **6.2. PUBLIC INFORMATION POLICY**

The President of FKCC is the chief administrator of FKCC and is charged with the execution of policies approved by the Board of Trustees. In this role, the President also becomes the official spokesman of FKCC on matters of official policy and official action. Within the administration and faculty of the college, only the President, or an individual or a group to whom he delegates responsibilities on a specific matter shall speak for FKCC with regard to official policy and official action.

The designation of the President as chief spokesman of FKCC and the requirement that deliberations of administrative, faculty and student boards, committees or councils be distributed through established public information channels of FKCC are made solely to assure accuracy and to prevent confusion. There is no intent expressed or implied to impose censorship or to curtail individual liberty or to prevent freedom of expression on the part of any individual connected with FKCC when he or she speaks or writes as an individual. However, freedom of expression is not a license. The individual should understand that when exercising the right to express themselves they accept immediately:

- a. The responsibility to make it unmistakably clear they express themselves as an individual.

- b. A citizen, as a member of the FKCC community occupies a unique position, which imposes special obligations. One should remember the public might judge the profession and the institution by their utterances.
- c. The individual at all times should be accurate, exercise appropriate restraint, and show respect for others.
- d. Make every effort to indicate that s/he is not an institutional spokesperson.

FKCC maintains a Director of College & Public Relations to coordinate and furnish factual information to the media of public information. This office is available to assist individuals or groups, properly authorized in the preparation of information for the public, on or off campus.

### **6.3. POLITICAL ACTIVITIES BY EMPLOYEES**

Florida Statutes restrict the political activities of employees. The Attorney General's opinion 063-69 and various court cases have upheld the provisions of the statutes. Employees considering seeking elective office should consult the Florida Statutes and inform the President of FKCC prior to filing. ([BR 5.644](#))

### **6.4. ACADEMIC FREEDOM**

The Board of Trustees encourages faculty and students to examine ideas in an atmosphere of freedom and of confidence. Academic freedom has two aspects:

- a. The right of the student to pursue and acquire knowledge freely.
- b. The right of the faculty member to pursue, acquire, and disseminate knowledge freely.

Academic freedom must be subject to the self-restraints imposed by good judgment. The faculty member must fulfill his or her responsibilities to society and to his or her profession by manifesting academic competence, scholarly discretion, and good citizenship.

Academic freedom does not grant any individual the right to violate state law or board administration policies. Controversies arising over the interpretation of academic freedom will be resolved via the appropriate Grievance Committee. At no time will the principle of academic freedom protect a negligent or an incompetent faculty member, nor will it prevent the institution from making appropriate efforts to evaluate the work of all members of the faculty. ([BR 6.1](#))

### **6.5. PROFESSIONAL ETHICS**

The State of Florida has provided the following guidelines for individuals in the education profession:

#### **FAC 6B-1001 The Code of Ethics of the Education Profession in Florida**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## **FAC 6B-1.006 Principles of Professional Conduct for the Education Profession in Florida**

The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

1. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
2. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
3. Obligation to the public requires that the individual:
  - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
  - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
  - c. Shall not use institutional privileges for personal gain or advantage.
  - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
  - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
4. Obligation to the profession of education requires that the individual:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating,

abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific authority 229.053(1), 231.546(2)(B) FS Law implemented 231.546.(2), 231.28 FS History-New 7-6-82, amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

## **7. COURSE SYLLABUS**

Each syllabus should be submitted forty-five (45) days prior to the start of the semester. Course syllabi will be used as part of the evaluation criteria for instructors. Syllabi must be updated every semester. Besides providing a week-by-week course outline, the syllabus is also a

contract with your students regarding attendance, assignments, late work, grading, and college policies. A copy of your syllabus must be filed with the appropriate Instructional Coordinator. The course syllabus must adhere to the FKCC Standard Syllabus Template based on appropriate instructional mode (i.e. traditional, online, videoconference, etc.).

When more than one instructor teaches a course, the course outcomes as identified on the course syllabus must be consistent amongst the sections. This will ensure that the course content is consistent. Using the same textbooks will also maintain consistency. Instructors should use the current syllabus on file approved by the academic unit for any course taught. Modifications to the syllabus may be made as long as consistency is maintained. It is suggested that you discuss syllabus development with your supervisor.

## **7.1 ACADEMIC ASSESSMENT**

### ***7.1.1 General Education Core Competencies 2010 to 2011***

Background: What is Competency Assessment?

Florida Keys Community College strives to ensure that its graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals.

A method for accomplishing this is to assess general education, the core curriculum, each semester to identify that graduates demonstrate proficiency in competencies that are integrated within the academic disciplines:

#### **Communication**

Comprehend and articulate effectively – written and oral communication

#### **Critical thinking**

Demonstrate mastery of problem-solving skills in the discipline

#### **Diversity**

Interpret and evaluate societal and ethical issues, problems and values

#### **Technology**

Utilize technology effectively

These competencies include the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills. Students who acquire proficiency in these areas have an enhanced opportunity to experience the positive impact of education, which can, in turn, ignite a passion for continual, life-long learning.

Competency achievement is assessed by faculty each semester as part of a 20 percent random selection process. For this reason, it is important that competencies are accurately linked to the student learning outcomes that are identified on the syllabus.

### ***7.1.2 Student Learning Outcomes***

Planning starts with a review of the course description, learning outcomes, and other materials related to the course which one plans to teach. The text also should be reviewed during initial planning to determine if it can be used as a framework for the course and which parts will be given special emphasis. If possible, it is a good idea to discuss the course with a full-time

instructor who has taught the course (if available). Materials previously developed for the course (syllabus, handouts, references, bibliographies, notes, etc.) will be helpful in designing effective instructional activities.

The development of the overall student learning outcomes is essential in establishing the direction and scope of the course. It should present the desirable outcomes of what the students will be able to do as a result of their having completed the course. The learning outcomes should be written in a single declarative sentence. Since it actually reflects the major purpose of the course, the learning outcome should be stated clearly and refer to something definite so that there is no question about its meaning.

## **7.2. COURSE CALENDAR**

The next step involves the organization of course modules. This procedure involves arranging material to be covered into a manageable form. It is a breakdown of the overall objectives. Careful thought is required for developing unit content, sequences, and schedules which are most effective in achieving the overall instructional goal.

A review of the Academic Calendar will enable you to target special dates that must be observed, such as dates of examinations, dates grades are due, holidays, etc. At this point, it is important to target dates when you plan to assign papers, projects, discussions, field trips, films, exams, group projects, etc. Then you need to consider the number of modules required to realize the overall goal and how much of the course is likely to be covered at any major point in the semester. In addition, the number of modules that can be covered in each class should be determined.

## **7.3. TEACHING WITH TECHNOLOGY**

### ***7.3.1 Technology Enhanced Classrooms***

FKCC is committed to offering technologically mediated teaching and learning opportunities to both faculty and students. New learning technologies are producing environments in which students and instructors may fully participate in these new exciting ways of teaching and learning. There are classrooms equipped with technology equipment at the main campus and both centers. For classrooms not equipped, faculty may request equipment from Technology Support Services.

### ***7.3.2 Distance Learning***

FKCC has numerous online courses available. These courses allow students to learn from computers at home or at other locations. FKCC online courses earn the same credits as traditional classroom course. The difference is in the delivery method and the student's role in distance learning course work. Students should be motivated, computer literate, and able to manage their time effectively.

Online courses are designed to provide interaction between the instructor and students. E-mail, chats, discussions, Webex, and video conferencing capabilities keep the students connected and encourage social interactions. In order to take an online course, students need to have access to a computer with Internet access (information for exact requirements can be found on the college webpage under Virtual Campus-Online Learning). If a student does not have a computer and/or Internet access at home, they may use the open computer labs on campus to complete their course work. There may be additional software or hardware requirements specific to individual courses.

### **7.3.3 Hybrid/Blended Courses**

A combination of face-to-face and technology delivered instruction where from 50% to 79% of direct instruction is delivered utilizing some form of technology when the student and faculty member are separated by time, space or both.

### **7.3.4 Video-Conference Technology**

FKCC has established video conferencing facilities, allowing classes to be televised between the Key West campus and Middle and Upper Keys Centers. This means a class offered in Marathon or Key West could be viewed live at the other site. Students should consult the schedule for such classes.

### **7.3.5 Faculty Training**

The Distance Learning Office, ext. 139 provides educational opportunities for faculty who wish to develop technology based courses or include technology components in their courses.

## **7.4. METHODS OF ASSESSMENT / EVALUATION**

The instructor should be able to construct the final examination at the time the course outcomes are developed. However, many evaluation exercises should be planned and given prior to the final examination. These activities may include, but are not limited to, quizzes, papers, tests, exams, presentations, and group projects. It is important to remember that at minimum all students need to know clearly at the beginning of a course:

What specific tasks are expected of them?

How their performance will be evaluated?

Vague announcements stating that students will earn their grades simply by attending class and completing reading assignments or taking quizzes and exams are not sufficient.

Points, percentages, or rubric for the weight of each of these means of evaluation are expected to be known at the beginning of the class in order to avoid any misunderstanding by the student about how the final grade is determined.

A number of assessments will give the instructor an opportunity to determine how well the students are achieving the learning outcomes as the course moves through each week of the semester. In addition, teaching-learning situations can be modified if the evaluations indicate that changes are warranted. Further, a sufficient number of activities provide several bases for assigning a final grade. More importantly, activities will give students a chance to determine for themselves how well they are developing or whether serious attention is required for improving their study habits. Course success is not something that should be determined at the last minute by a pass or fail on a single examination. Student assessment can be an extremely valuable part of the learning process. Frequent assessment can be used as an important teaching method which provides feedback to the students.

### **7.4.1. Tests/Exams – pen/ paper or CBT**

Types of tests fall into two major groupings - subjective and objective. Subjective tests are comprised of essay questions for which students are permitted to phrase their own answers within limits. Essay questions would seem more likely to detect evidence of originality, productivity, creativity, fluency, and style of writing. They can elicit the student's demonstration of attitudes, understandings, and skills. They enable students to synthesize relevant facts and ideas in order to organize and express them effectively. Essay questions sacrifice some precision of measurement, but in some cases they may add depth of measurement.

Although there are a variety of objective tests, one common characteristic is that the correct answer is determined when the test item is written. The term "objective" refers to scoring of answers because the choice of content and coverage of the test is subjective. Common forms of objective tests include multiple choice, true/false, completion, and matching. Objective tests are used for several reasons; including objective coverage of subject matter and higher test reliability. In addition, objective items effectively channel students' responses within precisely defined limits, while essay responses tend to be more diffuse. Finally, scoring of objective items is faster and more reliable. The advantages gained by using multiple choice test items seem to be more impressive than the limitations they present. One of the distinct limitations of the multiple choice test items is that they are difficult to construct. You are encouraged to become familiar with the accepted rules to be observed when writing objective items before you construct a multiple choice test.

### **7.4.2. Final Examinations**

a. Faculty must assess and evaluate student performance and progress in each course.

- b. Results must be recorded as official documents for each course. These records should be kept available for future reference. These records should be submitted to the appropriate supervisor when employment at FKCC ends.
- c. There is no scheduled final exam period. All instructors are free to schedule their own exams, during the **last two weeks** of the term.
- d. All faculty records, including grade rosters, syllabi, course outlines, and files are official records and belong to the college. These must be left with the appropriate supervisor in the event that the instructor leaves the employment of the college.

### **7.4.3. Academic Integrity**

Florida Keys Community College is committed to academic integrity. As an institution of higher education we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end academic integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student's own thoughts, research and self expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect essential to learning. Faculty will not tolerate academic dishonesty in any form, including but not limited to plagiarism, cheating, violation of copyright laws and misuse of college and personal computers.

Some examples of cheating and/or plagiarism include but are not limited to, the following:

- Asking or giving another student information during a test
- Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test
- Using materials prohibited by the instructor during a test
- Impersonating another student or having another person assume one's identity
- Copying material exactly, paraphrasing or using an idea without proper citations
- Stealing an exam or possessing a stolen copy of an exam
- Submitting the same assignment to another class without permission of the instructor
- Inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member's discretion and each faculty member should state their policy on cheating in the syllabus for the class.

### **7.4.4. Grading System**

Faculty must clearly state grading policies and criteria and apply those policies and criteria in an accurate and consistent manner. A mutual understanding of the grading system makes this difficult and sometimes complex process easier. **No instructor may post or publicly announce grades. This is a violation of federal law.**

The grading procedure in every class must at least contain the following characteristics:

- a. The grading scale and the type of information used to calculate at the final average in the course must appear in the course syllabus, and faculty must give each student a syllabus.
- b. Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:

Grade	Quality Points
-------	----------------

A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade point per semester hour
F	Failure	0 grade points per semester hour
I***	Incomplete	
W*	Withdrew from course	
X	Audit	
N**	No Grade	

\*To receive a grade of “W”, students must withdraw officially through the Office of Enrollment Services by completing and submitting the appropriate form prior to the announced deadline (see academic calendar). Students who do not officially withdraw will be assigned a grade by the instructor.

\*\* Applicable to college preparatory courses.

\*\*\*An “I” becomes an “F” if the required work has not been completed within the time specified by the instructor. This deadline shall not exceed (4) four months from the completion of the term for which the incomplete was awarded. Grades of “D” may or may not be accepted by other institutions.

#### **7.4.5. Incomplete Grades**

When an instructor reports a grade of Incomplete (I) on his/her final grade submission, the instructor must complete and submit an individualized Incomplete Form. The incomplete form must include a listing of all requirements for removal of the incomplete grade. In addition, the form must indicate what grade should be assigned if all requirements are not met. The instructor also will fill in the date for completion of the requirements for removal of the incomplete. This deadline shall not exceed four (4) months from the completion of term for which the incomplete was awarded. This is based upon the rationale for giving an “I” in the first place. When work has been completed, the instructor copy of the incomplete form must be signed and the student grade must be indicated. This form is then sent to the Registrar.

The “I” is not a grade. It is a transcript symbol used to indicate that, temporarily, the student has no grade. The purpose for giving an incomplete is to allow the student to make up or complete one or two assigned tasks that, for legitimate reasons or circumstances, could not be completed as assigned.

#### **7.4.6. Audit**

The last time a student can change to audit status is the same as the last time to withdraw with a "W." A student who signs up as an audit student cannot change to credit.

#### **7.4.7. Refunds**

Students who withdraw prior to the first day of class or during the first week of class will receive a 100% refund. Advise students to review the *Student Handbook* or *FKCC Catalog* for clarification, dates and instructions. No other refunds will be given except in the case of a medical excuse, military transfer, or emergency circumstances. Please have students see the Dean of Student Affairs should an exception be requested. Deadline dates for withdrawal are listed in the *Schedule of Courses* each term.

#### **7.4.8. Change of Grade**

Students who wish to dispute a grade should meet with the instructor of the course. If the instructor deems a grade change should be made, the instructor will complete the Report of Change of Grade form, giving a full explanation of the reasons for the change of grade. The time period in which any grade can be changed is one year from the posting of the grade. Exceptions must be approved by the Director of Student Advisement and Engagement.

#### **7.4.9. Grade Appeals**

Students have ten days to appeal a grade from the date the grade is posted. Students are to appeal a grade using the Student Grievance policy. The instructor needs to leave a phone number and address with his/her supervisor indicating how and when she/he can be reached to answer grade appeal questions.

#### **7.4.10. Other information**

Consult the *Student Handbook* and/or *FKCC Catalog* for information on the following:

- a. Academic Probation and Suspension
- b. VA Satisfactory Progress Policy
- c. Graduation Requirements
- d. Degree Termination
- e. Cooperative Education

### **7.5 COLLEGE BOOKSTORE**

FKCC uses a virtual bookstore, University Books Online. Students are directed to go online to find their required textbooks and other materials necessary for class. The Bookstore stocks each and every title in their warehouse. To order, go to [www.fkcc.edu](http://www.fkcc.edu), click on current students, and then click on bookstore. You can also call them at 866-567-2665. New books, used books and rental books are available. The textbooks are delivered directly to the student at their specified address. In addition, the FKCC Campus Store (located across from Human Resources) has two dedicated computers for students who require additional assistance ordering textbooks.

The Campus Store carries office supplies, FKCC T-shirts, logo products, and snacks. In addition, the Campus Store sells some art supplies, dive equipment, and nursing equipment; such as stethoscopes and blood pressure cuffs. Please contact Valerie Higbie at 305-809-3546 or [valerie.higbie@fkcc.edu](mailto:valerie.higbie@fkcc.edu) for additional information regarding the FKCC Campus Store.

FKCC must publish a list of required course textbooks forty-five (45) days prior to the first day of each semester. The title, author(s), edition, publisher and ISBN are provided to students based on course numbers via the FKCC website. A reference copy of each textbook is kept on reserve at the FKCC Library.

## **7.6. AUXILIARY SERVICES**

### **7.6.1. Complimentary Instructor Textbooks**

If you do not have a textbook for a course(s) you are scheduled to teach, you should request a free desk copy. The Coordinator of Instruction will help you with this process. A reference copy of each textbook is kept on reserve at the FKCC Library.

### **7.6.2. Campus Mailboxes**

Main campus full-time and adjunct instructors are assigned a mailbox, which is located in the upstairs faculty lounge (Building C) for the purpose of handling internal communications and U.S. mail received on campus. There are mailboxes for adjuncts located in the Nursing Department, Public Safety Building, and the pool for instructors teaching in those areas. Instructors in the Middle and Upper Keys centers are assigned mailboxes at their respective centers. Instructors are expected to check their mailbox each duty day.

### **7.6.3. Copy/Duplication Machine Usage**

There is a photocopy machine located in the faculty kitchen in Building C. Full-time and adjunct instructors are allowed to use it on a day-to-day basis. For any other information regarding duplication of materials, see the Coordinator of Instruction for your area.

### **7.6.4. Copyright Law Guidelines**

All FKCC employees are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and the TEACH Act, and to act in good faith when using copyrighted materials to support educational and research activities. Copyrighted material includes literary works, musical works, including any accompanying music, pantomimes and choreographic works, pictorial graphic and sculptural works, motion pictures and other audiovisual works, sound recordings, architectural works, and computer software.

FKCC has purchased an annual academic licensing service from the [Copyright Clearance Center](#). Fair use guidelines:

Faculty may:

- Make single copy for us in scholarly research or in teaching, or in preparations for teaching a class of the following:
  - A chapter from a book.
  - An article from a periodical or newspaper.
  - A short story, short essay, or short poem, whether or not from a collection.
  - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- Make multiple copies for classroom use only and not to exceed one per student in a class of the following:

- A complete poem if it is less than 250 words and printed on not more than two pages.
- An excerpt from a longer poem if it is less than 2,500 words.
- An excerpt from a prose work if less than 1,000 words or 10% of the work, whichever is less.
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

Faculty may not:

- Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution.
- Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
- Make multiple copies of works more than nine times in the same class term.
- Make a copy of works to take the place of an anthology.
- Make a copy of “consumable” materials such as workbooks.
- Make copies of the same item from semester to semester.

### ***7.6.5 Intellectual Property Patents & Royalties***

The College supports its students, faculty and staff to develop and publish scholarly and creative works and educational materials and products/intellectual property which may be subject to copyright or patent and which may generate royalty income. Such activities increase professional knowledge, provide creative models for students, and bring recognition to the College. These developments may involve the use of College time and resources. Refer to Board Rule 6.525 which defines the rights and obligations of all parties concerned.

## **7.7. CLASSROOM ASSIGNMENT**

Classrooms are assigned by the Provost Office when courses are scheduled. Should you have a problem with your classroom, you should contact the Provost Office to request any changes. Do not move any class **without prior permission from this office** even if a classroom may appear to be empty.

At the end of your class and before you leave for the day or evening, make certain that the whiteboard has been erased and any chairs or furniture you may have moved have been replaced as you found them.

## **8. INSTRUCTIONAL RESPONSIBILITIES**

Instruction consists of time spent in the performance of the teaching process, whether as lecturer, discussion leader, laboratory supervisor, or other contacts with the student. The teacher’s preparation for instruction includes reading, experimentation, and research. The instructor should assist students in preparing for and making successful entrance into a vocation or occupation in which the student’s individual talents will be best expressed.

All instructional faculty reports directly to the supervisor of his/her appropriate academic area.

These areas fall within three instructional divisions; Allied Health, Marine Science & Technology, or Arts and Sciences.

In order to develop and teach independent thought and judgment and to encourage the search for truth through logic, the faculty must be professionals who:

- Possess competencies required to teach current subject matter pertinent to the discipline being taught.
- Employ teaching techniques compatible with learning styles of students and the educational environment, and which provide for motivation of logical and independent thought.
- Teach by example and influence desirable student behaviors by observing ethical practices of the profession.

Faculty, as professionals, must always be cognizant of their status as citizens. They may speak separately as citizens on the problems and issues of the world, but they will always be inexorably linked with the profession and with the institution. It is therefore recognized that they have a responsibility to be accurate in their statements and prudent in their actions as citizens, as well as to exercise like conduct in their professional relationships with students. It should be obvious that the obligations of a faculty member extend beyond the boundaries of the FKCC campus. In essence, all college members are representatives of the college, whether in the local community or outside these boundaries, and should make every effort to project a positive image of both themselves and the institution they represent.

## **8.1. CLASS ROSTERS**

Class rosters can be obtained by logging into FKCC Online Services. Keep in mind that students can add and drop courses for the first week of class, so it will be necessary to access your roster on multiple occasions to stay apprised of accurate course enrollment. It is also beneficial to check your roster(s) during the semester to note if a student has withdrawn from a course. A student is not permitted to remain in class if his or her name is not on the roster.

## **8.2. GORDON RULE**

The “Gordon Rule” is the popular term given to the State Board Rule in the Florida Administrative Code (FAC) 6A-10.030. The name comes from the Florida State Senator Gordon who proposed the Florida Statute upon which the rule is based. Below is a copy of the text of the rule. 6A-10.030 Other Assessment Procedures for College-Level Communication and Computation Skills. In addition to tests that may be adopted by the State Board to measure student achievement in college-level communication and computation skills, pursuant to section 1008.30, Florida Statutes, other assessment procedures shall be measured by completion of coursework in English and mathematics. Prior to receipt of an Associate in Arts Degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:

- (a) Twelve (12) semester hours of English coursework in which the student is required to demonstrate writing skills. For the purposes of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least six thousand (6,000) words.

(b) Six (6) semester hours of mathematics coursework at the level of College Algebra or higher. For the purposes of this rule, Applied Logic, Statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

### **8.3. CLASS ATTENDANCE**

Students are expected to attend all of their scheduled classes. FKCC reserves the right to deal anytime with individual cases of nonattendance. Each instructor determines the effect of absences upon grades. Instructors will formulate an attendance policy and insure they include the attendance policy in the course syllabus. If necessary, be sure to identify the criteria for excused and non-excused absences. Arranging to make up work missed because of an excused absence is the responsibility of the student. In general, reasons that may be acceptable for absence from class include illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays and participation in official college-sponsored activities. Absences from class for court-imposed legal obligations (e.g., jury duty of subpoena) must be excused. The student may offer other sound reasons for consideration.

Florida Keys Community College is a Servicemen's Opportunity Center with numerous students on active duty in the military. Thus, you are asked to be especially observant of and cooperative with military students in assisting them in making up work that may be missed due to duty assignments.

#### **8.3.1. Attendance for Financial Aid Students**

FKCC has entered into an agreement with the Department of Education relating to Title IV Financial Aid Programs. If the institution is unable to document the student's attendance at any class, and the student drops out, FKCC will become liable for the funds extended to the student.

There will be times when an instructor is required to sign attendance reports attesting that the student began attending classes or is still attending regularly. If a student presents such a report form to be signed, and some question arise as to what action should be taken, please contact the Financial Aid Office.

#### **8.3.2. Withdrawal Grade Policy**

The student may withdraw without academic penalty from any course by the 70% point in the semester. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester. (Withdrawals after that date will be granted only through approved college procedures). The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the college calendar for appropriate date). Students who do not officially withdraw will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the college calendar as well as the printed term schedule. Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W (withdraw)" or "X (audit)" on the final roster. It is the student's responsibility to withdraw or change his/her registration status by the published deadlines. Requests for refund of matriculation, tuition, and laboratory fees not allowed under college policy will be referred to the Director of Student Services.

## 8.4. EVALUATIONS

FKCC considers the evaluation of programs and courses an important ongoing quest for quality and institutional effectiveness. Students are given the opportunity each semester to evaluate their courses, including an assessment of the course content, materials, use of technology and instructor proficiency. The instructor's supervisor and the Provost review these evaluations. The purpose of the course evaluation is to obtain feedback from students regarding instructional technology, materials, and facilitation of the course itself. Instructors should review their course evaluations and make appropriate improvement to promote effective instruction.

Full-time faculty annual evaluations are conducted in March, and are used as a basis for such decisions as tenure, return to annual contract, advancement in the salary schedule, or any other factors deemed appropriate. Part-time faculty is evaluated each semester in which they teach. Both the full-time and part-time faculty evaluations include a classroom observation. Instructional supervisors may arrange to visit particular classes to observe and assess the learning environment and effectiveness of instruction. More than one visit may be arranged in order to get a comprehensive overview of the instructor's presentation, strategies, style, and student engagement. Evaluation forms are included in the Appendix. Faculty should be familiar with these forms which describe the criteria by which faculty are evaluated.

## 8.5. FACULTY ABSENCES

It is the college's position that faculty presence in the classroom is central to the teaching/learning process and that faculty absence can disrupt this process. Therefore, faculty must meet all classes as assigned, except when unavoidable and relatively serious circumstances intervene. When faculty must be absent from class, whatever the reason, they have the primary responsibility to arrange for suitable class coverage or for someone appropriate to meet the class or call students to give them their assignment. Faculty must also notify their supervisor. If the faculty (full-time or part-time) member is not able to make contact with their supervisor, they should contact the Dean or Provost for assistance. In any case, faculty must complete a Request for Leave (See appendix for form) form immediately upon return to work and give it to their supervisor for the appropriate signatures. ([BR 5.431](#))

**NOTE: Remember, when an instructor puts through a "Leave of Absence form," it must be accompanied by a completed "Faculty Class Absence Form" and a "Substitute Instructor form" if necessary. ([CP 56.28](#))**

### 8.5.1. *Substitute Teachers*

Full-time instructors may be asked by their supervisor to act as a substitute for an absent instructor. If an instructor's substitute services are required, the supervisor may reschedule the instructor's office hours (not class duty hours) to remove a scheduling conflict between office and substitute duty. No compensation will be paid to college personnel who perform substitute instructional duties during regularly scheduled duty hours.

If it is necessary to change an instructor's class hours to permit a specific instructor to perform needed substitute duties, such changes must be approved by the Provost.

- a. Substitute instructors shall be paid from college funds at the rate established in the Salary Schedule. The appropriate supervisor prior to substituting will recommend all substitute instructors.
- b. The instructor should arrange either to make up the class at a later time or make

- arrangements with someone else to take his/her class.
- c. All substitutes are arranged through the appropriate supervisor and approved by the Dean.

## **8.6. STANDARD TEACHING LOADS**

FS 240.341 mandates each full-time member of the teaching faculty at any institution under the supervision of the Division of Colleges who is paid wholly from funds appropriated from the state community college program fund shall teach a minimum of fifteen (15) classroom contact hours per week at such institution. However, the required classroom contact hours per week may be reduced upon approval of the president of the institution in direct proportion to specific duties and responsibilities assigned the faculty member by the Provost or other appropriate college administrator. Such specific duties may include research duties, duties associated with developing distance learning or other specifically assigned innovative teaching techniques or devices, or assigned responsibility for off-campus student internship or work-study programs. A "classroom contact hour" consists of a regularly scheduled classroom activity of not less than fifty (50) minutes in a course of instruction which has been approved by the Board of Trustees. Any full-time faculty member who is paid partly from state community college program funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours per week in such proportion to fifteen (15) classroom contact hours as his or her salary paid from state community college program funds bears to his or her total salary. The *FKCC Salary Schedule* details the teaching load requirements for all faculty contract types.

### **8.6.1. Instructional Load Credit**

The regular instructional load will be defined as five (5) classes, without laboratories, of three (3) credit hours each, or fifteen (15) to sixteen (16) credit hours. For each class taught with less than three (3) credit hours, the normal instructional load will be fifteen (15) credit hours, or as close to fifteen (15) as possible. 10 and 11-month Faculty members are required to teach six (6) credits in the summer term. For classes with laboratories, the credit hours assigned to the lecture portions will be considered separately from the credit hours assigned to laboratories for purposes of arriving at the Instructional Load Credit. For example, one (1) hour load credit is given for one (1) credit hour of lecture class taught. One (1) hour of load credit is given for every one (1) contact hour of laboratory classes taught unless special conditions allow for a different ratio between load credit and contact hours. The Provost and the President must approve any deviation from the normal ratio. When two (2) or more classes are taught during the same hour by the same instructor, these classes are considered one class for instructional salary purposes.

Supervision of Independent Study and Cooperative Education Students are not counted as part of the assigned instructional load for computing salary. Additional duties for instructional personnel include academic advising, committee assignments, syllabi and lesson preparations, upgrading instructional programs, and personal research for professional growth. Each person is encouraged to participate in community activities.

### **8.6.2. Overload Credit**

a. When courses assigned to an instructor for either Term I or Term II exceed sixteen (16) credit hours, the load *credit assigned* to the course(s) is considered an overload. For the purposes of compensation, overload will be calculated on the difference between fifteen (15) and the total load credit including the overload. The difference between fifteen (15) and the total assigned load credit is the amount of overload credit.

c. The instructor receives compensation for the difference between the customary load credit assigned for the term and the total assigned load credit. Payment is made according to the overload or adjunct rate outlined in the *Salary Schedule*.

d. Excused absences for sick leave have no effect on overload compensation. Such authorized leave is granted for all duty assignments and overload compensation will not be reduced.

Private applied music lessons will be computed as part of the instructor's salary in accordance with the salary schedule.

### **8.6.3. Duty Day**

College recognized holidays and closures are not considered instructional duty days. A duty day is one-fifth of a workweek or seven and one-half hours for full-time faculty members. Full-time faculty members are required to work on campus seven and one-half hours each day, thirty-seven and one-half hours per week. The workweek consists of fifteen (15) teaching contact hours, ten (10) office hours, and twelve and one half (12.5) on-campus discretionary hours.

Office hours are scheduled so students have a reasonable opportunity to meet with Faculty. A minimum of two (2) hours per day, each duty day, will be scheduled as office hours.

Adjustments to approved schedules must be authorized in advance by the appropriate Dean and Provost. ([BR 6.410](#))

## **8.7. TUTORING**

No faculty member shall accept payment for tutoring of any Florida Keys Community College student. When it is desirable to recommend that a student seek the help of a tutor, he or she may be referred to the Interactive Student Learning Environment (ISLE), a member of the department offering the work in which help is needed for gratis tutoring, or to the Advising Department staff. These persons may recommend a tutor who is not a member of the faculty.

## **8.8. SCHEDULE OF FACULTY**

All full-time and adjunct faculty members will complete the schedule of faculty form each semester. A copy is given to the Coordinator of Instruction for submission to the appropriate supervisor for approval and forwarding to the Provost. **These schedules should be posted on the instructor's office no later than the first day of classes each term.** All formal classes and laboratories scheduled will be listed at the top of the form.

## **8.9. OFFICE/CAMPUS HOURS**

Instructors may schedule other hours on campus for committee meetings and non-interruptive work, in addition to office hours. These hours should be labeled "campus" hours on the schedule of faculty form. A minimum of two hours per day (weekdays) will be scheduled for office hours when the instructor will be available to students.

## **8.10. OFFICE HOURS ADJUNCT FACULTY**

Adjunct faculty is expected to be available for students, as necessary, with at least one hour of office time per week for each 3-4 credit course. This time may be held before or after class or divided to suit individual needs. Adjunct instructors are provided office space in a specially designated Adjunct office. Also, office time may be held in the classroom assigned; however, this might be a problem if other classes are scheduled immediately before or after in the same classroom.

## **8.11. OTHER RESPONSIBILITIES**

### **8.11.1. Non-Classroom Duties**

Certain non-classroom duties are a normal part of the obligation of every member of the faculty. All full-time faculty are required as part of their duty to attend assigned committee and faculty meetings and should schedule time on campus, other than class time, in order to attend. Normally, these meetings are scheduled from 1:00 - 2:00 p.m. on Mondays through Friday. The appropriate supervisor must give prior approval for any absence from a faculty meeting. Faculty members are expected to assist with student activities and community services.

### **8.11.2. Department/Faculty Meetings**

Department/Faculty meetings are scheduled at least once a term. Adjunct faculty is encouraged to attend if possible. Department/ Faculty meetings provide the opportunity to hear any current information regarding FKCC and to ask any questions you might have concerning your classes or employment at the college.

Although adjunct faculty is not required to attend department meetings, they are welcome and encouraged to come and participate. All adjunct faculty are invited to attend regular monthly Faculty Council meetings are held the second Monday of the month. Notice of such meetings will be emailed by a member of the Faculty Council Executive Committee.

### **8.11.3. Field Trips**

Please see the current *Student Activities Handbook* for full information regarding field trips. Requests for field trips should be submitted to the appropriate dean on the Field Trip Notice Form for approval at least three (3) days prior to the field trip ( [BR 60.2 Off Campus Field trips](#)). Field trips should be scheduled during the period after the first two weeks of classes or before the last two weeks of a term. If students are to leave Monroe County, a copy of the class roster should be attached to the Field Trip Notice Form and detailed information on vehicles, insurance, and drivers should also be submitted.

### **8.11.4. Procedures for Inviting Visitors, Consultants, or Presenters**

When faculty members wish to extend invitations to people to visit the campus for professional purposes the following procedures should be followed:

#### **a. Classroom Visitors**

If an instructor wishes to invite an individual to his or her classroom to enrich instruction, he or she should receive the approval of his/her supervisor. The supervisor should let the Provost and Marketing Director know about the visit so that the information can be shared with the administration for the purposes of

1. Publicity on campus and public relations beyond the campus.
2. Certificates of Appreciation can be prepared if they are to be presented.

#### **b. Consultants/Presenters of Workshops-Seminars**

If an instructor or a group of college employees wishes to recommend the services of a consultant/presenter, the recommendation should be made to the person/group's immediate supervisor. The supervisor should then contact the Provost with details.

The Provost will then initiate correspondence with the potential consultant/presenter and prepare a formal agreement that includes all information required by FKCC for good business practices. The Provost will also make all arrangements for providing the individual with compensation when required documentation has been submitted.

The Provost will discuss the visit with the members of the President's Staff to share information for the purposes of:

- a. Administrative Awareness
- b. Publicity
- c. Specific information for the President so that he can acknowledge the visitor and a Certificate of Appreciation can be prepared.

The Provost will assure that the Marketing Director is notified concerning the details of the planned visit

## **8.12. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act was signed into law in 1974. It protects the privacy of student education records applying to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their education records. These rights apply to all FKCC students regardless of age. A student must sign a release form to provide parents/guardians access to their educational records. The students have the following rights:

- Inspect and review the student's education records maintained by the school.
- Right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the student in order to release any information from a student's education record.

### ***8.12.1 Exceptions Provided by the Law***

The law provides for exceptions to written permission in the following cases.

School officials with legitimate educational interest

Other schools to which a student is transferring

Specified officials for audit or evaluation purposes

Appropriate parties in connection with financial aid to a student

Organizations conducting certain studies for or on behalf of the school

Accrediting organizations

For the school to comply with a judicial order or lawfully issued subpoena

To give information to appropriate officials in cases of health and safety emergencies

To give information to state and local authorities, within a juvenile justice system, pursuant to specific State law.

### ***8.12.2. Directory Information***

The schools may disclose, with consent from the parents or eligible students, "directory information." Directory information includes the following:

- Student's name
- Address
- Telephone number
- Date of birth
- Place of birth
- Major field of study

- Participation in officially recognized activities sports
- Weight and height of members of athletics teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Photographs

Directory information can never include a student's:

- Race
- Gender
- Social Security Number
- Grades
- GPA
- Country of Citizenship

Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA.

Notification can be via:

- Student handbook
- College catalog
- Statement on Webpage
- Left to the discretion of each school

All questions concerning student's records should be forwarded to the Registrar. The college cannot verify whether or not a student is registered for a particular class, whether or not they are attending a particular class or give out any grades over the phone. Old records, notes, messages anything with a student's name and social security number should be properly destroyed via shredding. As a standard practice, an Instructor should keep students' grades for three years.

## **9. REQUESTING A NEW COURSE, COURSE DELETION, OR COURSE CHANGE**

The State Board of Education has established the Statewide Course Numbering System as part of the Florida Universities and Community Colleges articulation agreement. One of the major purposes of the common course numbering system is to improve communications by providing course comparability information, to plan cooperatively, and to coordinate delivery of courses and programs among Florida consortium institutions. Some of the obvious outcomes are a much smoother transfer from the community colleges to the university, clarification and coordination of program and course outcomes, and improved student relations.

### **9.1. PROCEDURES FOR REQUESTING A NEW COURSE OR COURSE REVISION**

Allow 4 months for approval. No courses will be put into the Master Schedule without prior approval from the state. When a new course or major course revisions are proposed, the request with all necessary information should be submitted to the appropriate supervisor. Your Supervisor will discuss the material with appropriate parties and forward the request, with a recommendation, to the Curriculum Committee Chair for further consideration by that

committee.

The Curriculum Committee Chair will submit the Committee's recommendation for approval, disapproval, or modification to the Provost. After the Provost's approval, the syllabus for the new course or revisions is sent to the Statewide Course Numbering System in Tallahassee where it will be reviewed. Upon notification of approval, the Registrar will enter the course into FKCC computer. Only after this can the course be offered and advertised.

## **10. PROCEDURE FOR REMOVAL OF COURSES FROM THE CATALOG**

Courses that have not been offered in five (5) consecutive years will be eliminated from FKCC curriculum and removed from the catalog. The Curriculum Committee continually checks courses and recommends to the Provost removal of courses that meet the above stated criteria.

## **11. LEAVE**

### **11.1. LEAVE-GENERAL**

All leaves of absence of employees must be covered by leave duly authorized and granted in accordance with Board Rules relating to the various types of leave. Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence and be subject to discharge and forfeiture of tenure and all other rights and privileges as provided by law and Board Rules. If any employee granted leave fails to return to duty at the termination of leave, employment shall be subject to cancellation by the Board.

Leave granted on the request of an employee shall be for particular purposes or causes which shall be set forth in a written application for leave. The President shall have the right to determine that the leave is used for the purposes or causes set forth in the application and, if not so used, the President shall have the authority to cancel the leave.

The Board further authorizes the President to develop detailed procedures necessary to implement Board Rules and State Board of Education Rules pertinent to leaves of absence. Further, such procedures should be developed in such a manner to protect the College as it relates to leaves of absence.

During leave of absence with pay, an employee shall continue to earn leave credit, except while on extended professional leave, including sabbaticals or when an employee is granted annual leave in conjunction with termination of employment. ([BR 5.430](#))

### **MEDICAL EVIDENCE OF ILLNESS**

When requested by the President, Provost or Dean, sick leave must be substantiated by written statement from the employee's physician or other appropriate health practitioner. If an Employee calls in sick the day before or the day after a College scheduled holiday, and uses sick leave, the supervisor may require the leave to be substantiated by a written statement from the employee's physician or other appropriate healthcare practitioner.

### **11.2. RESIGNATIONS**

Resignations shall be submitted in writing through normal channels to the President. Instructors may be released from contract prior to July 1 of FKCC year. After that date, instructors may be released subject to 30 days notice, and only if an adequate replacement is available. The personnel office will conduct exit interviews and a record made of the interview.

## **12. STAFF AND PROGRAM DEVELOPMENT PLAN**

Florida Keys Community College strongly encourages individual faculty members to take the initiative in promoting their own growth as teachers and scholars, especially in professional and occupational fields. FKCC supports professional growth and development for faculty and staff through its Staff and Program Development Fund. Under state law, these monies are earmarked for such purposes and cannot be used otherwise. It is not mandatory, however, that the funds be spent if there are budgetary considerations for not doing so. Faculty, via their immediate supervisor and the appropriate deans make application for use of these monies.

### **12.1. PROCEDURES FOR REQUESTING S&PD FUNDS**

Forms are required for all proposals. (Obtain from faculty staff assistants or administrative copy room form rack.)

#### **A. Select the appropriate form from the following choices:**

1. Staff and Program Development Request Form, Business Office Form #55(A)
2. Request for Tuition Reimbursement, Business Office Form #55(B)

#### **B. Additional forms are required for most proposals. (Obtain from faculty staff assistant or administration copy room form rack.)**

- Leave of Absence Form (attach agenda or official notice of meeting, if applicable)
- Faculty Class Absence Form
- Purchase Order Requisition Form(s) (for allowable prepaid expenses, such as travel and registration fees - attach notice of fees, etc.)
- Request for Travel Reimbursement (submitted by applicant after staff or program development activity completion, with receipts)
- Activity Evaluation Form (submitted with Request for Travel Reimbursement)

#### **C. General Routing of S&PD Request Form**

- The individual staff member requesting funds for either staff or program development activities must submit the request in writing and sent it through his or her immediate supervisor to the appropriate the Dean for approval.
- Upon approval by the appropriate Dean, the request is forwarded to the S&PD Coordinator for review.
- Upon review by the S&PD Coordinator, the request is forwarded to the President for approval, if required.
- A copy of the approved/disapproved request is returned to the originator through the appropriate Dean and immediate supervisor.

If an employee's request is not approved, he or she may ask that the request be reconsidered by resubmitting the request with additional supporting information through administrative channels to the President.

## **12.2. S&PD COORDINATOR**

The S&PD Coordinator is appointed by the President. The responsibilities of the Coordinator shall include

- a. deciding the appropriateness of a request with regard to the S&PD state law and college policies and criteria, and approving or disapproving such requests
- b. submitting a budget each year with an appropriate plan developed for the college
- c. submitting a report to the State Board of Community Colleges which describes the activities and amounts for which S&PD funds were expended. The report will also include an evaluation of the effectiveness of the activities and the improvements FKCC has made or intends to make from these activities.

## **13. MASTER BOOKLIST**

- a. Master Booklist is a listing of authorized textbooks, workbooks, lab manuals, and supplies by course, international standard book number (ISBN), item number, title, author, publisher, price, date of first term of use and requirement requested (required, optional or supplemental). The Master Booklist is maintained by the Arts and Sciences Coordinator of Instruction.
- b. All educational materials shall remain on the Master Booklist for AT LEAST three years from the first term of use, which is stated on the Master Booklist.
- c. All instructors teaching courses shall use supplies shown on the approved Master Booklist for a given course. ([BR 63.0](#))

## **14. STANDING COMMITTEES**

FKCC operates on a system wherein specialized committees discuss, review, and make recommendations regarding various areas of concern. This method is used to help encourage and ensure representation and input from faculty members. All full-time faculty members are required as part of their duty to attend assigned committee and faculty meetings and should schedule time on campus, other than class time, in order to attend. Meetings are scheduled from 1:00 to 2:00 pm on Mondays through Friday. The supervisor prior to a particular meeting must approve any absence from a faculty meeting.

Each faculty member is to serve on at least one standing committee as listed in this manual or on such ad hoc committees as designated. The President of the college, acting upon the recommendations of the Provost, or appropriate dean, makes the appointments of faculty persons to the various standing and ad hoc committees. Each committee shall select a chairperson, vice chairperson, and secretary at its first meeting of the academic year. Any member of the faculty, staff, student body or administration may refer matters within the sphere of interest of a committee to it. A committee quorum shall consist of a majority of its members, and the chairperson shall be entitled to cast a vote in committee decisions. The President and the Deans are ex-officio members of all committees. Administrators are assigned to certain standing committees as ex-officio members. All ex-officio members should be notified of all meetings and should receive minutes of these meetings promptly. A copy of the minutes from all meetings of the standing committees shall be submitted to the Assistant to the Provost.

Standing committees and their functions are described as follows:

### **14.1. THE ADMISSIONS AND STANDARDS COMMITTEE**

The Admissions and Standards Committee is responsible for making recommendations to the Dean of Student Affairs concerning policies and procedures related to student recruitment, admission, academic standards, and retention. The committee

- a. Considers procedures involved in the recruitment of students and recommends techniques for improving these procedures.
- b. Considers matters related to applications for admission.
- c. Considers special and exceptional admissions petitions.
- d. Hears student petitions involving waivers of academic procedures or policies.
- e. Hears cases concerned with suspension for academic reasons.

### **14.2. THE CURRICULUM COMMITTEE**

The Curriculum Committee is an instrument of long-range college planning and an agency concerned with quality control for the overall educational process. The chairperson will submit committee recommendations to the Provost. The committee:

- a. Functions as a long-range planning group and makes recommendations concerning institutional outcomes which correspond to the overall mission of the community college.
- b. Evaluates the college curriculum via the annual program review process.
- c. A written summary of findings, suggestions, and recommendations, which may be necessary to promote consistency between the curriculum and college outcomes, will be submitted to the Dean of Instruction affairs.
- d. Ad hoc committees composed of Curriculum Committee and concerned other faculty members may be appointed by the Chairperson to conduct curriculum evaluations referred to in item 2 above.
- e. Reviews or initiates action on new courses, programs, and curriculum modifications, and makes appropriate recommendations in light of the overall college curriculum.

### **14.3. POLICY REVIEW COMMITTEE**

The Professional Policies Committee acts as a body to study, discuss, and recommend outcomes, policies, and procedures which concern the institution. The chairperson will submit committee recommendations to the President or his designee. The committee

- a. Provides a forum for discussion of professional interest and concerns.
- b. Reviews and acts on policies and methods that lead to professional growth and improvement.
- c. Acts on matters involving professional conduct.
- d. Make recommendations concerning remuneration for professional services.
- e. Recommends meaningful in-service activities for faculty development programs.

### **14.4. CATALOG COMMITTEE**

The Catalog Committee is responsible for making recommendations regarding the development, revision and production of FKCC Catalog. Membership of this committee is comprised of the Director of Admissions and Records, the Director of Marketing and Public Relations, the Department of Fine Arts Head, the Assistant to the Provost and other faculty members as appointed.

## **14.5. FINANCIAL AID AND SCHOLARSHIP COMMITTEE**

The Financial Aid and Scholarship Committee serves as an advisory group for matters pertaining to student financial assistance. Membership is comprised of the Director of Admissions and Records, Equal Access/Equal Opportunity Coordinator, Financial Aid Officer, Chief Accountant, and two faculty members, to be recommended by the Provost.

The committee:

- a. Reviews applications and makes recommendations concerning recipients for college--sponsored or externally sponsored scholarships.
- b. Recommends policy on fee waivers and refunds.
- c. Hears petitions of students who may contest financial aid awards.

## **15. PREREQUISITES AND COURSE SEQUENCE**

Students should observe the planned prerequisites stated in the catalog when scheduling courses. Program advisors should be available to assist the students in the best course planning to assure that they meet degree or certificate program requirements. Students are urged to use the advisory service to insure they do not take unnecessary courses.

### **15.1. APPLICATIONS FOR LIMITED ACCESS PROGRAMS**

Florida Keys Community College maintains an open door policy. However, there are a few programs that have limited enrollment for beginning students during periods of entry due to limited facilities. When the anticipated number of applications is estimated to exceed the number of spaces available for any program at Florida Keys Community College, a priority system established for such limited access programs will be followed.

### **15.2. INDEPENDENT STUDY**

Independent study is a "Self-Directed" learning activity requiring a minimum of instructor supervision. The activity normally is scheduled outside the traditional classroom setting.

- a. Independent Study Guidelines, Student Instructions
- b. Independent Study Guidelines, Instructor Instructions
- c. Independent Study Request

There are two kinds of Independent Study courses as follows

- a. An existing course (one that is listed in the current catalog), and
- b. A study in a special phase of a subject agreed upon by the instructor and student.

Existing Course:

The prefix and number listed in the current catalog will be used when scheduling an existing course for Independent Study.

Reasons for requesting an existing course for Independent Study may involve

- a. Course not scheduled but required for upcoming graduation that term.
- b. Courses, which are required by programs, but are not currently offered in the years sequence as published in the annual course schedule.
- c. Schedule conflicts between courses taken in normal sequential order.
- d. Scheduling problems related to incoming transfer students.

**NOTE:** When instructors accept students who have scheduling problems because of an overlap with another class (as an independent study), these instructors will not be paid additional pay. ([BR 7.720](#))

### 15.3. COOPERATIVE EDUCATION

Cooperative Education is a college program designed to extend occupational learning experiences for the student through supervised employment in an occupation of interest to them. Cooperative Education is available in all academic and vocational areas. Cooperative Education provides the student with invaluable hands on work experience that supports personal growth and enhances professional preparation.

Benefits of the Program:

- Acquire valuable experience in field of study
- Improve self-confidence and responsibility
- Ability to network with professionals in career field
- Develop interpersonal skills and knowledge
- Earn money for educational expenses

Eligibility:

- To be eligible to participate in the Cooperative Education Program the student must:
- Have a 2.0 overall grade point average and maintain the average throughout the program
- Be officially degree seeking in the Associate in Arts, Associate in Science, Associate in Applied Science, or a certificate program
- Have completed a minimum of 12 semester hours of college credit with a minimum of 6 semester hours earned at FKCC (does not include college preparatory courses)
- Be enrolled in no fewer than 6 semester hours including Cooperative Education
- Have a job related to your degree program of study

Students interested in cooperative education should meet and discuss this opportunity with their advisor/program advisor

### 15.4. STUDY IN SPECIAL PHASES

The prefix for a Special Phase Course will be either 1905 or 2905. These numbers indicate the level of the course. For example:

- 1905 is used for freshman level courses
- 2905 is used for sophomore level courses

The letter prefix used will be one that corresponds to that subject area to which the course is related.

**NOTE:** The 2930 number is not to be used as a course number for Independent Study.

The primary reason for providing independent study in a **Special Phase Course** may involve satisfying student interest in a particular subject not offered by the college.

**NOTE:** A course syllabus must be submitted with the completed request form to the Registrar before a student can register for a special phase course. The instructor is requested to attach the syllabus when s/he signs the form.

## **15.5. DUAL ENROLLMENT PROGRAM**

The Florida Legislature mandates that District School Boards provide an acceleration mechanism for high school students who are academically motivated to undertake advanced coursework. The District School Board of Monroe County has an Articulation Agreement with Florida Keys Community college to provide the Dual Enrollment/Dual Credit Program acceleration option for such students in Monroe County. The agreement is reviewed and renewed on an annual basis.

Generally, high school teachers who are SACS qualified are employed by FKCC to teach classes. Instructors are evaluated by use of the same instruments used to evaluate full-time college faculty. The courses offered through this program must be coordinated with the Associate Provost and the Deputy Superintendent of the Monroe County School District. Courses shall include those listed in the common course designation and numbering system as: college credit courses (except physical education and leisure studies activities courses) which are acceptable toward fulfilling the requirements of a Baccalaureate degree and postsecondary vocational courses.

## **15.6. EARLY ADMISSIONS**

Academically superior high school students may attend Florida Keys Community college in lieu of their junior and/or senior year in high school. Credits earned at FKCC are applicable to both a college degree and high school graduation. As in the case of dual enrollment/dual credit, the student must have advanced approval from the high school principal to participate in the program and to have their college credits apply toward high school graduation.

## **15.7. CREDIT BY INSTITUTIONAL EXAMINATION**

Rule No. 6Hx-8-9.08. Credit awarded by examination will become part of the student's permanent record.

### ***15.7.1. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)***

Florida Keys Community College will consider results of the CLEP General Examinations and Subject Examinations for credit by examination provided the scores presented are at or above the 50th percentile level of the combined men-women sophomore norms. Applicants for CLEP credits should present official copies of score reports to the Admissions and Records Office for evaluation. Not more than six (6) semester credits will be permitted in each of the five (5) areas of the General Examinations (English, Humanities, Mathematics, Natural Sciences, Social Sciences--History). A maximum total of 45 semester hours of credit may be earned through CLEP General and Subject Examinations. Scores will be evaluated in relation to Catalog course offerings. The standard policies prohibiting credit for overlapping courses will apply. Successful CLEP scores may be used, without letter grades or quality points, to substitute for an unsuccessful attempt in a course in the same way that the grade from the repeat of a course may be used. CLEP application forms are available in the Testing Coordinator's Office.

### ***15.7.2. ADVANCE PLACEMENT PROGRAM***

Florida Keys Community College participates in the Advanced Placement Program of FKCC Entrance Examination Board. College credit may be granted those students submitting grades of three (3) or higher on the Advanced Placement Program.

### **15.7.3. INSTITUTIONAL EXAMINATIONS**

Credit may be earned in certain other College courses by successful completion of an appropriate examination. Evidence of proficiency in the subject is to be presented to the instructor of the course. If, in the opinion of the instructor, the student is eligible to take the examination, the student will be required to pay a non refundable examination fee in accordance with the Fee Schedule (see Financial Information) prior to the administration of the examination. The instructor of the course will administer the examination at an appointed time and assign a final grade.

If the student passes the examination at the 80% level or above (70% for the NLN Mobility Profile I exam), credit will be awarded and recorded on the student's permanent record by the Director of Enrollment Services. Unsuccessful attempts will be recorded only in the student's academic file and not on the permanent transcript. Only one (1) attempt at credit-by-institutional examination will be permitted per course.

The form Application for Credit by Institutional Examination is available in the Admissions and Records Office. Specific Authority: 240.116 FS Approved: 6/15/95, 07/24/01

## **16. STUDENT AFFAIRS**

### **16.1. ACADEMIC ADVISING**

Advising is not a specialized function of Student Affairs personnel alone. Each member of the faculty becomes an advisor, as s/he is able to establish friendly relationships with individual students and to know and understand their personal and academic problems. FKCC encourages close, professional relationships between the teacher and the student as an essential part of the process of education.

Academic advising is one of our most important services. Adequate and knowledgeable advising is particularly crucial for the students who intend to transfer to a four-year institution. For these students, as well as for any students for whom time and money is a limiting factor, expedient and accurate advice concerning their options is essential.

The underlying philosophy of our academic advisement is threefold:

- a. All students who are working toward a degree should be advised by knowledgeable personnel in order to assure them of efficient progression toward their academic goal.
- b. Associate in Arts Degree seeking students must meet with a general Counselor/Advisor prior to registration. Vocational degree or certificate seeking students must meet with their assigned Program Advisor prior to registration. The appropriate advisor's signature is required on the student's course request form, application for graduation form, and substitution request form. (As stated both in FKCC Catalog and Student Handbook.)
- c. Students who are attending classes for personal enrichment or to enhance current job skills have the option of being self-advised. This eliminates needless paperwork and allows the student more freedom and ease in registration. An advisor may be consulted should the student so desire.

### **16.2. RAVE PROGRAM**

The RAVE Program offers special support services to eligible individuals enrolled in A.S. Degree A.A.S. Degree and Certificate Programs. Financial assistance includes cost of tuition and books through scholarship funds (as available), assistance with childcare costs, and mileage reimbursement for students who live 10 or more miles from campus. Non-financial

assistance includes personal and career counseling, information and referral services, and employment assistance.

Eligible Students include:

- Single Parents
- Displaced Homemakers
- Economically Disadvantaged
- Academically Disadvantaged
- Students with a Disability
- Limited English Speaking Students
- Non-Traditional Students

### **16.3. STUDENT RECORDS**

Health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, student placement records, and other personally identifiable information, except for ‘directory information’ if such a category is established by the Board, shall be open to inspection only by the student and such members of the professional staff of FKCC who have responsibility for working with the student.

- a. For the purposes of this rule, the term “directory information’ relating to a student may include, but is not limited to, any or all of the following when identified by the Board: student’s name, address, race, sex, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student.
- b. Any college establishing “directory information” shall provide appropriate means including public notice to and reasonable time for a student to notify FKCC to prevent the release of any or all such information as it pertains to the student without his/her prior consent.
- c. Except as required for use by the President in the discharge of his official responsibilities as prescribed by law, rules of the State Board and Board policies, the designated custodian of such records may release information from these records to others only upon authorization, in writing, from the student, or upon order of a court of competent jurisdiction.

An outline of the appropriate portions of the “Family Educational Rights and Privacy Act’ is contained in the *Student Handbook*. If you have any questions concerning any of the state or federal laws governing the release of student information, please contact the Director of Admissions and Records. (For detailed information on the goals of the Student Affairs area please see the *Student Handbook*).

### **16.4. STUDENT ACTIVITIES**

Student activities are an important part of a student’s growth and education within FKCC community. Various social and educational activities are planned throughout the year by the student body. Students are encouraged to make suggestions and participate in student activities. As befits their role in the individual growth of each student, faculty members are requested and expected to assume an active role in planning and executing activities for the student body. No student activity can take place without the presence of a faculty advisor or chaperon. For this reason, and because of their interest in students, faculty presence at student activities is an invaluable aid to education.

Faculty members are expected to assist with students' activities and community services. This assistance will include club sponsorship, coordination and chaperoning of special functions, and participation in speakers' bureaus. A supplemental stipend is available to club advisors. The instructor should consult the *Student Activities Organization Handbook* available in the Counseling Center for information and regulations concerning club chartering and advisor responsibilities.

## **16.5. INTERACTIVE STUDENT LEARNING ENVIRONMENT (ISLE)**

The ISLE or Interactive Student Learning Environment is the first-of-its-kind tutoring and study center is located in room B206 on the Key West campus and is open Monday through Friday. Staffed entirely by FKCC instructors, the ISLE provides a variety of resources to assist students in successfully achieving their academic goals. The stimulating learning environment is equipped with a computer lab, hard copy reference materials, comfortable areas for studying, and an LCD projector to accommodate group instruction. Students can schedule one-on-one tutoring, as well as group study sessions. They can also take advantage of the following tutoring software and web-based services:

- Smart Thinking (online tutoring and writing service)
- Rosetta Stone (Spanish)
- Purdue OWL (online writing lab)
- My Writing Lab
- My Math Lab
- Minitab

The Smart Thinking tutoring services will allow expansion of tutoring support to FKCC's Middle and Upper Keys Centers. And, while currently geared to support students in Chemistry, Anatomy & Physiology and developmental Math and English courses, the service is also available to other students on a case-by-case basis.

## **17. STUDENT CODE OF CONDUCT**

Attendance of a student at Florida Keys Community College is a voluntary entrance into the academic community. By becoming a member of the college community, all students have agreed to respect the rights of the college and other members of the community, including faculty, staff, other students, and guests of the college. Students have also agreed to abide by the FKCC Code of Conduct and by the rules and regulations of the college, and are subject to any sanctions that may be imposed for their violation.

### ***STUDENT CODE OF CONDUCT***

The following conduct is prohibited.

- Plagiarism, cheating, misrepresenting oneself or falsifying information
- Possession or consumption of alcoholic beverages on campus
- Use or possession of illegal drugs or narcotics on campus
- Use of profanity, or discriminatory or threatening language
- Illegal gambling

- Hazing as defined in Chapter 1006.63 F.S. Chapter 240.326 Florida Statutes
- Unauthorized use of the college name
- Nudity; tops, bottoms and shoes are required.
- Assault or battery against any member or guest of the college community
- Theft, vandalism, willful destruction, or unauthorized access to college property or to the property of members of the college
- Interference with the freedom of movement of any member or guest of the college
- Obstruction of the normal processes, freedom of movement and activities of the college community
- Deliberate interference with the rights of others
- Sexual harassment or physical assault
- Conviction or certain arrests for violation of federal or state laws determined by the Dean of Student Affairs to jeopardize campus safety.
- Violation of computer use policies and rules
- Possession of firearms, concealed weapons, fireworks, explosives or any other materials or items that may cause bodily injury or damage to property unless for authorized law enforcement academy personnel.
- Any other offense reasonably deemed to impair, interfere with, or otherwise disturb or obstruct the orderly conduct, processes, operations or interests of the College is expressly prohibited.

### ***DISCIPLINARY PENALTIES & SANCTIONS***

A student, who has committed a violation of the Student Code of Conduct or other college policies, may be disciplined by the Dean of Student Affairs using any of the following penalties, which include, but are not limited to:

**Expulsion:** Expulsion is the permanent termination of a student's privilege to attend the College. This may include restraining order that would exclude the person from campus.

**Suspension:** Suspension is the termination of a student's privilege to attend the College for an indefinite or a specified period of time. This may include a restraining order that would exclude the person from campus.

**Probation:** Probation is a formal action for violation of College rules and regulations. As a result of probation, the student's continued attendance at FKCC is conditional as set forth by the DSA.

**Restrictions:** Restrictions are conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in College related activities.

**Restitution:** A student may be required to compensate an innocent party in cases involving injury, theft, destruction or loss of property or deception.

**Reprimand:** A reprimand is a written statement documenting student misconduct which is placed in the official student file located in the Registrar's Office.

*Participation by student in disruptive activities at public postsecondary educational institution; penalties (FS 1006.61).*

Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the Board of Governors regarding the State University System, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions. After it has been determined that a student of a state institution of

higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of 2 years.

## **18. STUDENT GRIEVANCE PROCEDURE**

### *POLICY*

Florida Keys Community College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. While helping students reach their goals, the College attempts to develop responsible student conduct. Upon occasion, however, there is need for disciplinary action or a student finds cause to grieve against the College. All students are assured safeguard of their rights through the elements of due process.

Any student of Florida Keys Community College who believes that a policy or procedure of the College has been violated or applied to them incorrectly or unfairly has the right to grieve the matter and seek resolution. A prospective or enrolled students shall have available to them the student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination based on age, race, color, religious beliefs, national origin, sex, sexual orientation, marital status, disability or veteran's status.

There are five categories of grievances/appeals with related procedure for students to access for due process and problem resolution. These include:

1. Disciplinary Student Grievance – This procedure is for students charged with violations of the Student Code of Conduct who wish to grieve the charges and any disciplinary sanctions imposed on them by the Dean of Student Affairs.
2. Non-Disciplinary Student Grievance - This procedure is used for student claims of unfair, inappropriate or inequitable application of college policies or procedures. Students are provided due process for differences and disputes among students, faculty and staff members that allege the violation or unfair application of College policies and procedures.
3. Final Grade Appeal- A student may appeal a final course grade assigned by an instructor. An appeal must be initiated within ten (10) work days of when the final grade was due for that semester according to the academic calendar.
4. Student Discrimination- Florida Keys Community College is an equal access/equal opportunity/affirmative action college in education and employment. The commitment of FKCC's District Board of Trustees and the College administration to equal opportunity extends to all facets of governance, operational procedures, instructional programs, student activities and services. The college is guided by the principal that no person who chooses to learn or work at the Florida Keys Community College shall be treated differently because of age, race, color, religious beliefs, national origin, sex, sexual orientation, marital status, disability or veteran's status Sexual Harassment Grievance- This procedure is used for student claims of discrimination or sexual harassment. Inquiries or complaints may be addressed to the Equity Officer, Florida Keys Community College, Office of Human Resources, 5901 College Road, Key West, FL 33040, or call 305-809-3248. Inquiries or complaints regarding access to FKCC programs, activities, facilities for people with disabilities may be addressed to the Disabled Student Services Coordinator, Advising Department at Florida Keys Community College, located at 5901 College Road, Key West, FL 33040, or call 305-809-3196.

5. Sexual Harassment - Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal, non-verbal or physical conduct of a sexual nature, whenever:
  - a. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or course progress,
  - b. Submission to rejection of such conduct is used as the basis for employment or course decisions affecting that individual, or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.
- d. Discrimination on the basis of sex is also expressly prohibited.

## **DEFINITIONS**

### **Student**

The term "student" refers to an individual involved in the admissions process as well as to an individual enrolled in an FKCC course (credit or non-credit) at the time that the alleged grievance occurred. The College will comply with Florida Educational Right to Privacy Act FERPA rules regarding confidentiality of student records. Retaliation against a student bringing forth a grievance or against an individual participating in the grievance procedure is prohibited.

### **Student Grievance**

A "student grievance" is defined as a complaint or allegation by a student that policy or procedures of the college have been applied incorrectly, inappropriately, or unfairly. The college maintains a students' right to due process by access to the Grievance Procedure.

### **Work day**

The term "work day" is a regular business day in which the college is open for business on Monday through Friday.

## *STUDENT DISCIPLINARY GRIEVANCE PROCEDURE*

Students shall be afforded due process as defined in accordance with Florida Keys Community College Board Rule 7.520 and through the Student Disciplinary Grievance Procedure; students shall be afforded due process. In disciplinary matters, the following procedures will be used:

**STEP 1.** Violations of the Student Code of Conduct shall be referred to the Dean of Student Affairs immediately. After reviewing the alleged violation and evidence presented, the Dean of Student Affairs may take lesser disciplinary actions against the student based on the evidence presented.

**STEP 2.** The student shall be notified in writing of the alleged act or violation for which he/she is to be disciplined. The Dean of Student Affairs shall serve notice of the act by one of the following means:

- a. Handing a copy to the student in person if they can be found on the College campus; or
- b. Mailing, via certified mail, a copy to the student's last known address as noted in his/her official records at the institution.

The notice to the student being disciplined will include at least the following:

- a. A statement of the policy, rule or regulation which he or she is alleged to have violated;
- b. A summary of the facts and evidence presented in support of the charges made, including the time and place of the occurrence of the action(s) or behavior complained of; The College will make every effort to serve notice of the hearing; however if the student has failed to notify the

institution of a current address or can't be found on campus, the College has no further obligation of notice.

**STEP 3.** Student's Right to Due Process. If the student disagrees with the disciplinary action being imposed, the student may request a grievance hearing from the Dean of Student Affairs within ten (10) days of the College providing notice as set forth in Step 2.

**STEP 4.** Appoint the Student Grievance Hearing Committee Upon receiving a timely student request for a grievance hearing the Dean of Student Affairs will convene a hearing of the Student Grievance committee to take place within ten (10) days of the timely student request. This committee is composed of five (5) members as follow:

- One (1) administrator appointed by the President;
- Two (2) faculty members, appointed by the Vice President of Instructional Division
- Two (2) student representatives, elected by FKCC's Student Government Association (SGA) to serve as student hearing officers. The College Equity officer shall approve the composition of the hearing committee. The Dean of Student Affairs shall collect evidence in the case, contact any witnesses, and notify the appropriate college staff to appoint members and direct the committee members to elect a committee chair. The Dean shall notify the student grievant of their right to inspect in advance the College's affidavits or exhibits against the student, and names of the witnesses against the student.

The Dean of Student Affairs serves as an ex official, nonvoting member for organizational and informational purposes.

**STEP 5.** The hearing is held. The hearing shall be held at the date, time and place specified in the notice within ten (10) days of the timely student request for a hearing. During the hearing, the student will be provided with a reasonable amount of time to rebut the charges, present his or her own defense, produce testimony or written affidavits from witnesses and question any witnesses.

#### Guidelines for Student Disciplinary Grievance Hearing Committee.

The meeting shall proceed as follows:

The meeting shall be tape audio recorded and transcribed by the assistant to the Dean of Student Affairs.

The student will present his/her grievance followed by the staff or faculty member's response. Each party will then have the opportunity for rebuttal. Members of the Hearing Committee may question both parties, but the parties may "cross examine" the other. Both the student and the staff or faculty member may present witnesses or relevant materials during the evidentiary portion of the hearing. All involved parties may remain present for the evidentiary portion of the meeting. After evidentiary portion and closing remarks, the hearing shall be closed. The committee members shall enter into deliberations. During deliberations, only the grievance hearing committee members and the college Equity Officer (as a non-voting ex-officio member) shall be present in the room.

**STEP 6.** The committee shall form its decision Within five (5) days of its final hearing session, the Student Disciplinary Grievance Committee shall make findings of facts and recommendations for the disposition of the case and forward their decision to the Dean of Student Affairs or, when the grievance involves a Student Affairs issue, to the Provost.

**STEP 7.** The Dean notifies the student grievant of decision. Within five (5) days of receiving the Hearing Committee's decision, the Dean of Student Affairs or the Provost shall notify the grievant and respondents of the written decision. The student has the right to request a public records audio recording and/or written transcript of the hearing.

**STEP 8.** Appeal to the President. Finally, if any of these parties are not satisfied with the decision of the Hearing Committee, the party may, within a period of ten (10) days, appeal the

case to the President. The President will notify the student or petitioning party of his decision, in writing, within ten (10) days after receiving the petitioning party's appeal.

**STEP 9.** Appeal to the Board of Trustees. The student may appeal the decision of the President to the Chair of the Florida Keys Community College Board of Trustees by writing to the Board Chair within five (5) days of receiving the decision in Step 8.

### *STUDENT NON-DISCIPLINARY POLICY & GRIEVANCE PROCEDURE*

Authority: F.S. 1001.64(8), 1006.60, 1006.61, 1006.62; FKCC Rule 7.520

#### **Policy/Background**

Florida Keys Community College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. While helping students reach their goals, the College attempts to develop responsible student conduct. Upon occasion, however, there is need for disciplinary action or a student finds cause to grieve against the College. All students are assured safeguard of their rights through the elements of due process. Any student of Florida Keys Community College who believes that a policy or procedure of the College has been violated or applied to them incorrectly or unfairly has the right to grieve the matter and seek resolution.

#### **DEFINITIONS**

##### **Student**

The term "student" refers to an individual involved in the admissions process as well as to an individual enrolled in an FKCC course (credit or non-credit) at the time that the alleged grievance occurred. The College will comply with Florida Educational Right to Privacy Act FERPA rules regarding confidentiality of student records. Retaliation against a student bringing forth a grievance or against an individual participating in the grievance procedure is prohibited.

##### **Student Grievance**

A "student grievance" is defined as a complaint or allegation by a student that policy or procedure of the College has been applied incorrectly, inappropriately, or unfairly. The College maintains a students' right to due process by access to the Grievance Procedure.

##### **Work day**

The term "work day" is a regular business day in which the College is open for business on Monday through Friday.

### **Student Grievance Procedures (Non-Disciplinary)**

It is the student's responsibility to initiate the Student Grievance Procedure and to follow the appropriate steps in the sequential order to advance their grievance.

#### **Step 1**

The student has an informal discussion about the grievance with Dean of Student Affairs (DSA). If the grievance is related to an issue of equity, discrimination or harassment, the student should have the discussion with the College Equity Coordinator. The initial discussion must occur within thirty (30) calendar days of the action in question. If after the discussion, the student still believes a grievance exists, the student may proceed to Step 2.

#### **Step 2**

The student completes and submits a written FKCC Student Grievance Form to the Dean of Student Affairs within five (5) working days after the initial meeting. The Student Grievance Form is available from any Student Affairs administrator or at the Human Resource Office.

#### **Step 3**

The Dean of Student Affairs (DSA) will respond to the student/grievant within five (5) work days of receiving the written Grievance Form. If the student/grievant is dissatisfied with the DSA's

decision or resolution, the student may proceed to Step 4 by notifying the DSA, within five (5) work days of receiving the Step 3 response, that a hearing is desired.

#### **Step 4**

The Dean of Student Affairs (DSA) prepares for the Grievance Hearing and provides notice. The DSA will set a Grievance Hearing date to take place within ten (10) working days of the student's request for a hearing after Step 3, and notify the parties involved.

- The DSA will notify any College employee mentioned in the grievance and their immediate supervisor, of the Hearing date at least five (5) days prior to the Hearing.
- The DSA will initiate the Hearing Committee selection process and notify the Hearing Committee Members.
- Before the hearing, the DSA will collect a FERPA release form if necessary from the grievant.
- Before the hearing, the DSA will convene a meeting with the Hearing Committee Members to elect a chair and to provide information packets.

#### **Step 5**

The College shall hold the Student Grievance Hearing on the noticed date in accordance with the College hearing procedures. Within five (5) days of the Hearing, the Hearing Committee Chairperson will provide a written decision to the DSA. The decision will include: The committee's findings. A response to the allegation(s). A response to the student's stated desired outcome or proposed resolution. Additionally, the Hearing Committee may offer recommendations to the DSA for consideration.

#### **Step 6**

Within five (5) days of receiving the Hearing Committee's written decision, the DSA will notify the student, the President and all responding all parties involved of the Hearing Committee's written decision. The DSA shall not change the Hearing Committee's written decision, however may consider any of the hearing committee's additional recommendations.

#### **Step 7**

If the student is still dissatisfied, they may appeal the Hearing Committee's decision to the President within five (5) work days of receiving notice. The President will respond with a final written decision to the student within five (5) days of receiving the written Grievance Appeal from the student.

## **19. LIBRARY / LRC SERVICES**

The mission of the Learning Resources Center/Library is to provide library materials, services, and instruction to all customers (students, faculty, staff and the community) in an academically engaging environment that supports the curriculum and mission of the college. We are committed to fulfilling our patrons' diverse and changing information needs by providing on-campus and remote access to multiple-format resources on a broad range of topics and interests. Through accessible and free-to-user resources, innovative services and instruction, the library strives to meet the scholarly, workforce preparation, and personal growth needs of all our customers.

In addition to book check-out privileges, the Key West Campus Library provides faculty members with a wide variety of services. These include access to the Library's non-book collection of videotapes, compact discs, DVD's, and electronic resources accessible via LINCCWeb. Requests for items not owned by our library can be requested through our Interlibrary Loan service. Most of our services are accessible from any place anytime with a library card. Please contact the library at 305-809-3194 if you need assistance.

#### Fall & Spring Hours

Monday 8:30am – 9 pm

Tuesday -Thursday	8:30 am - 8:30 pm
Friday	8:30 am – 4:00 pm
Saturday	8:30 am – 4pm
Sunday	Closed

Library hours are subject to change during summer terms. Current hours of operation will be posted on our webpage <http://library.fkcc.edu>. If you have any questions, please do not hesitate to contact us: phone: (305) 809-3194 email: [library@fkcc.edu](mailto:library@fkcc.edu) or via [Ask a Librarian](#), **instant service**. There is a courier service available to the Middle and Upper Keys from the main campus. This facilitates delivery of library materials, etc. to instructors wishing to use this service. You should contact your Center, or the library for specific instructions.

### **19.1. RESEARCH & REFERENCE**

The Librarians and our professional staff will assist all customers in locating specific information, in finding print, audiovisual materials, and eResources on a particular subject. We are available in person, via telephone, via email or through our Ask a Librarian instant service.

### **19.2. FACULTY BORROWING PRIVILEGES**

Faculty may keep general circulation materials for an entire term, although they are subject to recall after three weeks if needed by another customer. Periodicals may be checked out for three days. No fines are charged, but faculty will be responsible for damaged and/or lost items. Items not returned by the end of the term, will be considered lost and faculty will be billed for the replacement cost plus a processing fee. Items may be renewed by bringing the items to the circulation desk. Items borrowed from other libraries are subject to the lending libraries' policies.

### **19.3. RESERVES**

The library has set aside a special area behind the Circulation Desk for materials that students are required to read, use, or view for a particular course. Materials, including textbooks are placed on reserve subject to a specified loan period of 2 hours, 24 hours, 3 days, or 1 week. Items to be placed on reserve should be given to a library specialist with the course name, course number, loan period, and the faculty's name. Faculty should review the items on their shelves at the end of each term. It is the responsibility of the faculty to comply with copyright laws regarding the items placed on reserve. Please see a library staff for assistance.

### **19.4. COLLECTION DEVELOPMENT**

You are urged to participate in collection development through recommendations for purchase and weeding of books, audiovisual materials, periodical subscriptions, and electronic resources. To assist you in identifying relevant titles, the Director of LRC can route reviews in selected subject areas. In order to keep our resources current, we need your assistance with weeding materials not currently supporting your curriculum.

When making recommendations, please give complete information about the request, i.e., author, title, ISBN number, publisher, edition, date of publication, and price to the Director of LRC. You will be notified when your requests are available for check out. Some type of priority markings should accompany requests for purchase. Budgets are never adequate to purchase everything requested. The library will do its best to order promptly everything that has highest priority. In some cases, departmental budgets can be utilized to purchase needed materials that will be added to the library collection. The library collection of periodicals numbers over 100

titles. These are a combination of paid subscriptions, faculty and community donations. The library staff and faculty review periodical subscriptions annually. Renewals are placed in late summer for subscriptions to begin in January and run for the calendar year. Titles for curriculum changes and new programs should be recommended to the library in time for the annual order. Accesses to full text electronic journals are available through our databases and accessible with your library card. Films are available to faculty for classroom use. They are available in VHS, DVD, and from our databases. Faculty should give recommendations for new films to the Director of LRC.

## **19.5. INFORMATION LITERACY INSTRUCTION**

The Learning Resources Center/Library teaches information literacy competencies and corresponding skills to our students following the Association of College and Research Libraries' (ACRL) Information Literacy Competency Standards for Higher Education. The library staff is partners with faculty in improving students' skills in the use of i electronic resources and research. A librarian will meet with any class to provide information literacy instruction. This includes effective search strategies with eResources and web resources on any subject related to students' informational needs. Faculty should contact a librarian at least three days prior to the instructional session in order ensure availability, and for the librarian to prepare the content and assessment tools for the session. Information literacy instruction sessions are available in person, using one of our computer labs, in the ISLE, online using WebEx software, via teleconference, or by being embedded into an online classroom. Tutorials, tip sheets, and course guides, are available 24/7 from our website. The LIS2004, Introduction to Internet Resources is also available as a one (1) credit elective.

## **19.6. LINCCWEB (LIBRARY INFORMATION NETWORK & COOPERATION CONTENT )**

The library participates in LINCCWeb (Library Information Network & Cooperation Content), an automated information system connecting Florida's twenty-eight community colleges and their associated sixty plus libraries. The LINCCWeb system provides participants with an on-line catalog of holdings in all Florida State college libraries Other LINCCWeb system features include on-line access to over 100 databases containing full text journal and newspaper articles, eBooks, and eMedia.

## **19.7. INTERLIBRARY LOAN (ILL)**

The library can loan books and periodicals articles not available in the collection through its participation in On-Line Computer Library Center (OCLC), and the Florida Library Information Network (FLIN). ILL is available to students also. ILL requests can be submitted to the ILL Library Specialist directly from our [website](#), in person, or via fax.

## **19.8. COMPUTER LABS / INTERNET ACCESS**

The Library is an all-in-one electronic resource. Twenty-four computers are available for research, word processing and direct Internet access. The library webpage is available at <http://library.fkcc.edu> This website links to LINCCWeb , a utility to find books and eResources in our library and other Florida State College libraries. The resources include over 100 databases containing eBooks, scholarly journals, newspapers, and eMedia. Accesses to these resources are available 24/7 to any customer with their library card. [Subject course guides](#) are available in many areas, such as Nursing, Literature, History, Business, Speech, and Marine Science. We encourage faculty input on these. If you are interested in helping create a subject course guide you will be given credit, and many thanks. Contact a librarian for more

information. Instant Reference assistance through Ask a Librarian service, Interlibrary Loan, and other services are also available from our website, <http://library.fkcc.edu>. Our website is accessible from any Internet capable computer, thus bringing the library to students and faculty 24/7, anytime, anywhere.

**NOTE:** The library staff wants the faculty to be aware of, and familiar with the copyright laws and regulations. Please refer to copyright section of this manual for excerpts of such regulations.

### **19.9. LIBRARY GALLERY**

The Learning Resources Center/Library houses an active art gallery, focusing on the work of FKCC faculty, students, and other local artists. Please contact the library for exhibit information.

## **APPENDIX A: FKCC ORGANIZATIONAL CHARTS**

