

C. INSTRUCTION

C-1. Calendar and Schedule of Classes

1. Holidays:

- A) Martin Luther King, Jr., Day, Memorial Day, and Labor Day will all be recognized holidays with no classes.
- B) The Fourth of July will be a holiday when it falls on a Monday, Tuesday, Wednesday, or Thursday. When the 4th falls on a Friday or Saturday, it will be a school holiday, but no classes will be missed. When the 4th falls on a Sunday, the following Monday will be a holiday with no classes.
- C) Thanksgiving break begins after the last class on the Monday preceding Thanksgiving; classes resume the Monday following Thanksgiving.

2. Semester start dates:

- A) There should be a two-week break between the end of summer II classes and the beginning of classes for the fall semester.
- B) There should be at least a two-week break between the end of classes for the fall semester and the beginning of classes for the spring semester.
- C) The spring semester will start on a date that will cause grades to be due during the week before commencement.
- D) Summer session I classes will begin the Tuesday after commencement.

[As a guiding principle: Spring – start Monday; Fall – start Monday; Summer I – Tuesday; Summer II – Monday]

3. Final Exams:

- A) In the fall and spring semesters, faculty teaching regular weekday classes will have at least three days to grade final exams.
- B) Faculty teaching weekend classes will have at least two days to grade final exams.
- C) Students will have one full study day between the last day of class and the beginning of the exam period.
- D) Final exams in summer sessions are to be given during the last scheduled class period, with no study day planned.

4. In the spring semester, grades will be due the week before commencement.

5. The spring recess will be listed as "to be announced." The current policy for setting spring recess dates is as follows: "Spring recess shall be held in conjunction with spring recess of the public schools in the surrounding counties unless the latter falls later than the twelfth week of the semester. Should the spring recess of the public schools fall later than the twelfth week of the semester, then the Indiana University Southeast spring recess would be held following the eighth week of classes." The current policy of the local public schools is to hold spring recess during the last full week of March.

The Academic Calendar for each semester is published in the *Schedule of Classes*. Instructors are expected to hold classes upon the basis of the regular schedule of classes. The number of class meetings and the length of each class period have been set to meet university and accrediting standards. They should not be altered without prior clearance with the dean of the appropriate school or the vice chancellor for academic affairs. The first class meeting of any course should run for the major part of the scheduled period.

An instructor who needs to change the location or time of an individual class meeting should clear this with the school dean and registrar's office. A master room schedule to prevent conflicts in room utilization is maintained at the Information Desk; therefore, room change forms must be completed and approved by the dean and the vice chancellor for academic affairs prior to initiating a long-term change in class meeting location or time.

C-2. Course Cancellations

Whenever registration for a section is considered insufficient, the university reserves the right to cancel that section.

Lower (100 and 200) level classes will ordinarily be canceled if enrollment is below 15. Upper level courses will usually be canceled if enrollment is below 10.

When it is necessary to cancel a section taught by a full-time faculty member because of low enrollment, the university reserves the right to replace part-time instructors in other sections with full-time faculty.

C-3. Syllabi and Assignments

Instructors are expected to develop a course syllabus (calendar and assignment sheet) for each course. Such syllabi should give definite instructions to the students as to assignments, library references, term reports, examinations, make-up policy, and other course requirements, and policies. Faculty members are encouraged to deliver copies of each course syllabus to the dean for files maintained in the office of each school, and to post their syllabi on the internet via their personal homepages or Oncourse.

Library assignments and reading lists should be developed with the advice and assistance of the library faculty.

Most students in courses on the 100 and 200 level need assistance in the development of efficient study procedures. It is essential that assignments be definite, that tests be given within the first five weeks of the semester, and that written work be graded and returned to students early in the semester. Conferences with students should be regarded as a part of the process of instruction in most courses. Students should be given a clear sense of how well they are progressing before the last day to withdraw from courses.

C-4. Delay or Cancellation of Class Meetings

Unless a decision to the contrary is announced by the Office of the Chancellor, IUS will operate as scheduled and all instructors are expected to meet every scheduled class.

If the chancellor or a designated representative decides that weather conditions are so hazardous that morning classes should be delayed, an announcement will be made on the campus web site and area radio and television stations to follow the "SNOW SCHEDULE" as follows.

Monday through Friday:

8:00 a.m. classes meet at 10:00 a.m. for 50 minutes

9:30 a.m. classes meet at 11:00 a.m. for 50 minutes

11:00 a.m. classes meet at 12:00 Noon for 50 minutes

Saturday:

9:00 a.m. classes meet at 10:30 a.m. for 90 minutes

When the Snow Schedule is in effect, faculty members should **not** come to the campus before 10:00 a.m. to avoid interfering with snow removal from driveways and parking lots.

If conditions are so hazardous that classes cannot be held, it will be announced via the web site and radio and television stations that the campus is CLOSED and faculty members should not report. If the campus is closed, off-campus classes are also cancelled. If an off-campus class is offered at a public school or other facility that is closed due to weather, the class is cancelled even if the IUS campus is open.

Information about delays or cancellations may also be obtained by dialing the IUS "Scoop Line" at 941-2662. This information will also be sent to campus e-mail users under the heading "Important Notice" highlighted with an exclamation mark.

Since many students come from distant places where the weather may be quite different from that at the campus, faculty members are urged to be lenient in excusing absences and arranging for making up work missed during periods of severe weather.

If it is necessary to miss a scheduled class because of illness, death in the family, or other urgent matter, the faculty member should:

1. Arrange for a replacement instructor, if possible, so that the class will not have to be canceled. Payment of a substitute or "colleague coverage" is the personal responsibility of the regular instructor.
2. If cancellation is unavoidable, the instructor should notify the secretary in the office of the instructor's school, who will notify the Information Desk to help inform students.
3. If class meetings must be canceled, the sessions should be made up by special meetings or by the assignment of additional academic work.

C-5. Copying and Duplicating

Requests for copying and duplicating of materials should be given to the secretaries who will process the request and return the materials at the time and place designated.

Only examinations, syllabi, and other brief items which are essential to the course should be duplicated at university expense and distributed free to students.

Syllabi which are longer than ten pages should be sold through the Campus Bookstore or distributed electronically. To facilitate the sale of materials, the instructor must provide the Bookstore with typed masters or copy that is camera-ready for duplication. A "Request for Class Material to be Copied and Sold by the Bookstore" form (each school secretary has a supply) should be prepared to indicate the number of copies, the type of duplicating process, and the style of binding. If desired, the Bookstore personnel will assist the faculty member in making these decisions.

C-6. Oncourse™

Oncourse™ is IU's online teaching and learning environment. It can be used to supplement face-to-face classes or to teach classes on-line. Faculty is encouraged to use instructional technology including web-based teaching and learning. For assistance in using Oncourse™ consult the ILTE staff. Also see **A-18** for information about the Indiana College Network (ICN), which is important for marketing on-line courses.

C-7. Writing Across the Curriculum

It is recommended that some expository writing be required in all courses and that, whenever feasible, examinations should include some discussion or essay questions. All written work submitted by students should be carefully checked for English usage. Grades might reflect the quality of English usage shown by the student.

C-8. Final Examinations

The final assessment activity for a course should be conducted during the week set aside for final examinations. This period is part of the 15-week semester and should be utilized to be fair to students and to meet standards acceptable to accrediting agencies. A final examination schedule appears in the *Schedule of Classes* for each semester. The instructor should inform the class of the scope of the final assessment activity early in the semester so that students can plan accordingly. As a general matter of principle, prior to week 14 of the semester, students should have already earned the majority of the credit possible for the course. Every effort should be made to complete all grading

and give feedback to students on their performance to date before the final assessment activity.

C-9. Examinations and Proctoring

Copy for examinations which are to be duplicated should be given to the appropriate secretary at least one week before they are needed.

If a faculty member wishes to give an examination during a class period when he or she must be absent, the faculty member should arrange to have a colleague on the faculty supervise that examination. Clerical employees or student assistants should not be asked to proctor examinations as neither has the authority to handle cheating cases.

C-10. Academic Dishonesty

All members of the faculty have a responsibility to foster the intellectual honesty as well as the intellectual development of students. They should carefully scrutinize their methods of teaching and assignments in order to be sure that they encourage students to be honest. If necessary, the faculty member should explain clearly the meaning of cheating and plagiarism as they apply to the course.

The following suggestions and comments should be applied by instructors in order to minimize the incidence of cheating:

1. Insure security of examinations while they are being prepared.
2. Provide for adequate and thorough proctoring of examinations.
3. Consider the possibility that students may have the teacher's guide to the texts currently being used.
4. Require arbitrary seating of students at examinations so as to break up pre-arranged groups.
5. Avoid the use of the same form of an examination for succeeding sections and for makeup examinations.
6. A request for an incomplete may be considered a form of cheating when it is used to avoid low grades and protect grade averages. The common approach is to request an incomplete when grades are low, and then persuade the instructor to remove the incomplete with a grade of W.

Should the faculty member detect signs of plagiarism or cheating, it is a **most serious obligation** to investigate these thoroughly and to take appropriate action as discussed in the *Code of Student Rights, Responsibilities, and Conduct*. The *Code* contains definitions of cheating, plagiarism, possible penalties, and procedures for handling cases. Students' attention should be called to the appropriate pages in the *Code*.

C-11. Meeting with Students

Consultation with students is an important part of instruction. Part-time faculty members should be available to students before and after class and by appointment.

C-12. Student Development Center

The Student Development Center, located in University Center South, Room 203, provides academic help for students by means of placement testing, CLEP exams, tutoring, and a learning skills center, as well as special study skills seminars and developmental courses in reading and study skills. The center has a lending library and study skills videotapes.

C-13. Writing Help Center

The Writing Help Center, located in Knobview Hall 208, provides free assistance and tutorial support in writing to all IUS students through individual tutorials and small workshops. Center services are available to students at all levels and in all disciplines.

C-14. Mathematics Resource Lab

The Mathematics Resource Lab located in LF101 employs current technology to support teaching and learning of quantitative and problem solving skills. The lab serves all students in all disciplines with resources and tutoring.

C-15. Library Services

In addition to holding over 600,000 books, periodical volumes and microforms, the Library subscribes to over 1,200 periodicals, newspapers, and offers access to an increasing array of Internet and World Wide Web resources. The Library also houses several special collections, including a map collection and a K-12 Curriculum Materials Center, as well as the IUS Archives, the archives of the IUS Oral History Project, and those of Ars Femina and the William L. Simon Sheet Music Collection. Additionally, the Library is a selective depository of U.S. Government Publications.

Library hours are as follows:

Monday – Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Sunday noon - 6:00 p.m.

Special hours are posted.

If questions or problems arise about any library service or policy described below, please contact the Director of Library Services or a Reference Librarian.

IUS Library operations are grouped into several functional areas, each of which is coordinated by a member of the Library Faculty. The areas are: Public Services, Library Instruction; Technical Services and Electronic Systems; Access Services; Collection Development and Special Collections; and Electronic Resources.

Access to the IUS Library collections is through IUCAT, IU's online public access catalog. The database includes the holding of all eight IU campuses.. Several periodical indexes as well as selected full-text articles are also accessible through the Library's webpage. There are public access terminals and printers in the Library. The IUS Library webpage and all its features can also be accessed from anywhere on or off-campus via the Internet and the Library's proxy server at all times. (Please check with the Library for further information.)

General circulation policy provides for a student check-out period of 45 days and electronic renewal and telephone renewals are accepted. Fines are 25 cents per day for each item. The check-out period for faculty is 120 days. The Library uses an on-line computer based circulation system, and an IUS i.d. card is required in order to check out materials. A book return box is located on the campus next to the bus stop shelter.

Special services offered to faculty include placing materials on reserve, , faculty privileges at all Kentuckiana Metroversity and IU libraries, inter-library loan services and other reference and bibliographic assistance.

To place materials on reserve, the instructor should complete the appropriate reserve request form which is available to faculty in the Library or on the Course Reserve website. The form should be brought to the Library or mailed, together with any personally owned materials which have been listed on the form, to the Circulation Desk at least three weeks prior to the time the material is to be available to students. Print Reserve materials are shelved at the

Circulation Desk under the last name of the instructor. Electronic Reserves are available for certain materials. The IUS Library follows U.S. Copyright law when placing materials on reserve.

Faculty privileges are accorded to IUS faculty members who visit the libraries of any Kentuckiana Metroversity campus or any of the IU system libraries. In addition, the IUS Library can secure materials for faculty and students from these and other libraries through interlibrary loan. Request forms for these services are available on the Library's website. Please allow at least 10 days for receipt of materials.

Library Instruction:

Library instruction refers to single or multiple class sessions, taught by reference librarians, that introduce students to library research strategies and the basic information sources needed for effective use of the library. Library instruction sessions are designed to complement particular courses or fields of study. In addition, First Year Seminar (FYS) students are given a library instruction session as a part of the program requirements. Instruction covers use of local resources including the library's website and online catalog (IUCAT), as well as electronic indexes and databases, subject-specific print indexes, and major bibliographies and reference tools. Procedures for the retrieval and use of information resources are also covered.

For further details about library instruction, please look at the IU Southeast Library's instruction policy <http://www.ius.edu/library/pdf/instructionpolicy.pdf>

The Technical Services Staff is responsible for maintaining the on-line public access catalog (IUCAT), acquisitions, cataloging, processing periodicals and other serials, and binding.

These requests should be submitted on the appropriate form which is available on-line. Faculty members are encouraged to submit requests for library materials directly to the library staff via the web-based request procedure. Faculty members will be notified when materials are received. Please allow at least three months for processing, receipt and cataloging of materials.

Selection of Library Materials

The importance of wise selection of library materials has grown in proportion to the increase in quantity of available materials, the cost of these materials, and the expense of acquiring, cataloging, housing, and servicing them. Faculty members are largely responsible for recommending the acquisition of materials in their special subject fields.

Any member of the faculty or staff may request that an item be added to the collection by completing an electronic purchase request form on the Library's website.

The IUS Library General Collection

The objectives of the Library General Collection are:

A. To support the curriculum with adequate materials in those subject areas taught by the University. This involves supplying books and periodicals for required, supplementary and ancillary reading for courses, and a broad based reference collection.

B. To provide a basic collection aimed at the development of the humane and liberally education person in addition to curriculum requirements. This involves a collection of standard authors and works, representative collections of the best modern fiction and non-fiction, and a collection of outstanding current periodicals and back files.

In striving to meet its objectives within the limits of its resources, the Library will be guided by the following policies and procedures:

1. To meet the needs of students with differing levels of ability, the Library will acquire materials ranging in difficulty from those for junior college to those for graduate students.

2. In the acquisition of new titles, the major emphasis will be on current publications, and among those, works which promise to fulfill future as well as current needs.
3. If materials are judged to be of marginal use to the collection, the holdings of IU system libraries will be consulted to avoid unnecessary duplication. Highly specialized materials needed for research can be obtained through inter-library loan.
4. Electronic resources, including online access , DVD or CD-Rom will be included in the collection as a necessary tools in the research process. The inclusion of these resources will be based on curriculum requirements and financial considerations.
5. Multiple copies of titles will not be purchased.
6. Materials in foreign languages which are used for teaching and exercises in language courses offered at the University are desirable purchases for the Library. Foreign language materials, other than reference tools, will be purchased for non-language subjects only when there is evidence of their immediate usefulness to students and faculty.
7. No materials will be excluded from the collection because of the race, gender, sexual orientation or nationality of the authors; or the political, moral, or religious views expressed. All sides of a controversial issue should be represented in the collection.
8. For back files of serials publications, (electronic format over mf/paper/) microforms will be selected over paper copies when both are available.
9. Gifts of either library materials or money to purchase them will be accepted provided they fit into the above policies and provided there are no restrictions attached. The library must be free to dispose of any materials which are not needed.
10. The removal of obsolete materials for purposes of de-selection is considered an integral part of the total organized effort to develop the collection. Badly damaged copies will be withdrawn and items will be weeded if they contain outdated or inaccurate information.

The IUS Library Curriculum Materials Center (CULAB)

The objective of the Curriculum Materials Center is to provide a collection of K-12 print and non-print materials for students in Education to support their practice teaching, methods courses and research.

To meet its objective within the limits of its resources, the Curriculum Materials Center will be guided by the following policies and procedures:

1. To maintain a collection of commercially published textbooks for grades K-12. Presently, these texts are acquired through donations from publishers as part of the Indiana Textbook Adoption Cycle. IUS is one of ten regional Public Textbook Review sites in the state.
2. To acquire high-quality non-fiction trade publications to supplement the textbook collection, or to be used independently for instruction. (Materials which cover the history or theory of education are located in the IUS Library General collections.)
3. To build a collection of children's and young adult literature including the winners of Newberry and Caldecott awards. This collection includes picture books, easy readers, intermediate and adolescent fiction, folktales and fairytales.
4. The Curriculum Materials Center Reference Collection includes dictionaries, encyclopedias, and other reference

sources as would be used by K-12 students.

5. A collection of non-print media representative of those currently used in elementary and secondary school classrooms includes video materials, audio recordings, multimedia kits, games and manipulatives.

The Center for Cultural Resources

Housed in the Library, the Center collects and organizes resource materials to provide diverse cultural enrichment activities with a global perspective for classrooms from pre-K through the university level. Training is provided for pre-service and in-service teachers who wish to borrow sets of materials. More information is available via the webpage: <http://homepages.ius.edu/Groups/CCR/>.

C-16. IT Media and Web Services

IT-Media and Web Services (MDSV) is a unit of the office of Information Technology and is the instructional media technology support organization for the university. The department is charged with providing assistance and advocacy for classroom and conference technology needs. MDSV provides a broad range of traditional and advanced technologies to support classroom, research, and professional activities for faculty and staff. It is also the home of the IU Southeast Web Development team and the campus Satellite copier operation (the fleet of office machines).

Location and Office Hours:

MDSV is located in Knobview Hall, Room 014. When classes are in session, hours are Monday thru Thursday: 8 am-8 pm, Friday: 8 am-5 pm, Saturday: 9 am-1 pm. (no Saturday hours during the summer), and closed Sunday. (When classes are *not* in session hours are Monday thru Friday: 8 am-5 pm and closed on Saturday and Sunday.)

Equipment Services:

Most "traditional" audio visual media equipment formats are still available for use as well as most "advanced" technologies. MDSV does not provide classroom equipment operators and users are expected to know the basic operation of the equipment unit. It is the policy of the department to deliver the equipment to the requested location in a timely manner. To the greatest extent possible, the unit will be positioned, focused, plugged-in, etc. and "ready to go." Larger and more delicate equipment such as TV/videocassette units, video projectors, computer/multimedia units, are building specific and not moved over outdoor surfaces. There are usually adequate numbers of these mobile units to meet the campus needs, however, it is advisable to reserve early and check with MDSV concerning availability. If LCD projection and computer access are needed continually, it is best to contact the Registrar to request having the class moved to a room with permanently installed equipment. Equipment from the classroom pool is not available for private office use, however, in many cases, the Institute for Learning and Teaching Excellence (ILTE) can provide individual faculty with equipment from their non-classroom pool.

How to Reserve AV Equipment:

Requests are handled through an online web reservation system. Go to the Media Services website (<http://it.ius.edu/MediaServices>); then, click the "**Reserve Equipment Now!**" button; fill in your request and submit it. You'll receive an e-mail confirmation of your "pending" submission and a second e-mail confirmation when your order is approved and placed on the delivery schedule. If you have any problems with the on-line form, please call 2257 for assistance.

The equipment will be delivered directly to your class or meeting room by one of our technicians. **You must be a member of the IUS faculty or staff to use this service.**

AV Equipment Reservation Policy:

1. Media Services requires **48 hours advance notice** to fulfill equipment requests. The request is placed on the daily delivery schedule and handled as a routine setup. Equipment availability is first-come, first-served.
2. Only faculty members may request equipment, even if the equipment will be used by a student in class.
3. Media Services equipment is for on-campus use only. It is not insured for off-campus use. Faculty may reserve

some portable equipment from ILTE that is insured while off campus.

4. Please do not take AV equipment from any room or hallway without permission. You will be robbing your colleagues of equipment they have requested.

5. The primary purpose of the AV equipment pool is to support classrooms. University staff may request equipment from the classroom pool for on-campus meetings and events. However, classroom requests always take precedence.

If you have questions, call Media Services at **941-2257**.

Scheduling equipment - for STUDENTS:

If students need to use equipment for a class presentation (i.e., a PowerPoint presentation), the instructor must request the equipment via the web form described above. Only faculty and staff can use the ONLINE RESERVATION form. Such requests are subject to the same 48-hour advance notice requirement.

Equipment types available for classroom use:

overhead projector *

audio cassette player

audio cassette player/recorder

CD player w/speakers

VHS videocassette player w/ 25" TV monitor

VHS camcorder on mobile cart w/ 13" TV monitor (user provides blank tape)

LCD Video projector with computer

DVD players

Document camera w/ 25" TV monitor

Tripod screen

Display and flipchart easels

* Each classroom and lab on the IUS campus is equipped with its own overhead projector. Therefore, it is not necessary to formally schedule these units. If there is not an overhead in a classroom, call ext. 2495 or 2257.

Digital Video & Audio Production:

IT-Media and Web Services can videotape lectures, special campus events and guest lectures (with permission), and assist with faculty projects. Besides shooting the video, MDSV can also do editing and add finishing touches. We have a small TV studio in Knobview for taping interviews.

Current production services for faculty and staff include:

1. VHS tape duplication (user provides blank tape stock)
2. Off-air broadcast videotaping (only one station at a time)
3. Videotaping of campus events
4. Studio taping of faculty lectures

In-Service Programs and Training:

IT-Media and Web Services offers a variety of training opportunities for faculty and staff in the form of workshops, seminars, demonstrations, and one-on-one help. Faculty or staff members may request a demonstration or individual training session on any equipment or process supported by MDSV. Call 2259 to reserve a time for training.

Repair/Maintenance Services:

MDSV provides repair and maintenance service for a variety of campus technical operations including all audiovisual equipment and peripherals, web servers, and the video network. There is generally no cost to departments or divisions except for parts. Service can be arranged by calling ext. 2257.

Technology Enhanced Classrooms:

The classroom technology scene is an ever-changing landscape of new installations, capabilities, and locations. IT-Media and Web Services is deeply involved in the systematic upgrading of classrooms with the latest technology, providing up-to-date expertise on best equipment options available and can perform permanent

installations. Instructors with special needs for high-tech classroom support should contact the MDSV office for the latest information. MDSV works directly with the IU Southeast Classroom Committee to review and prioritize needs.

Video-Conferencing Facilities:

IU Southeast offers three dedicated, state-of-the-art videoconferencing facilities. Knobview Hall 112, Hillside Hall 102 and Hillside Hall 105 provide two-way video and audio for meetings, seminars, and instructional purposes. These rooms are linked with the Indiana University videoconference system. Contact MDSV office (2257) to arrange for use and for training and operational procedures. Thanks to the advent of IP-based Polycom videoconference systems, there are numerous other locations on campus where videoconferences for individuals and small groups may be held. Call MDSV at 2257 or your division or school for details.

AV Trouble Number:

Technical malfunctions and scheduling errors occasionally occur. If you have any problem with media-related matters, call ext. 2495. In the event of a classroom emergency, MDSV is usually able to respond within 15 minutes.

Web Development:

The development team working on the campus website is located in MDSV. The team includes graphic designers and programmers, and is assisted by individual experts from other campus departments to build an effective and accessible presence for IUS. This team creates pages for schools and departments. Help with individual faculty pages and Oncourse materials can be obtained from the Institute for Learning and Teaching Excellence.

C-17. IT Support and Communication

IT Support and Communication provides computing support for academic and administrative activities. Those in need of any computing assistance should contact the Helpdesk 941-2447.

1. Local Area Network

IU Southeast maintains a campus-wide local area network (LAN) and supports local electronic mail for all students, faculty, and staff. A large number of general and specialized computing applications are available in both stand-alone and network versions on windows and Apple Macintosh computers, including word processing, spreadsheet, database management, statistical analysis, programming languages, and computer graphics.

2. IU Computing Network

IU Southeast also participates in the IU Computing Network. These connections afford users access to numerous mainframe and network computing resources throughout Indiana University and the world. Of particular interest to students, faculty, and staff are OneStart (Indiana University's Web-based application portal), Oncourse (an online course management system (CMS)), and IUCAT (Indiana University's online library catalog).

3. Policies

Persons logging on to the IUS LAN implicitly agree to use the IU Computing resources appropriately. A copy of all IU technology policies can be found at <http://www.itpo.iu.edu/policies/university.html> and in the Crestview Hall computer lab (CV 112).

4. Classroom Computing

There are a number of classrooms equipped with student PC or MAC workstations and classrooms with instructor workstations and LCD projectors across campus. There are also mobile units with computers and LCD projectors that can be requested for specific class sessions or entire semesters from Media Services (941-2257), and notebook computers available for periodic classroom use from the Institute for Learning and Teaching Excellence (ILTE:

941-2506).

The routine scheduling process through the registrar's office will be used for scheduling computer-equipped classrooms for semester use. Faculty members who need a facility for only one or two sessions may work out informal exchanges of rooms, but they should attempt to make arrangements as far in advance as possible.

At the discretion of the instructor, students not enrolled in a course may use available work stations in the above rooms.

C-18. Disability Services

The Disability Services Coordinator assists academically qualified students with documented disabilities in getting the appropriate accommodations they need in order to have equal opportunities during their college experiences. The coordinator acts as a liaison and helps to ensure good communication between faculty and students. Any questions about accommodating a student or verifying a disability should be directed to the coordinator. Information regarding availability of services for students with disabilities should be included on all syllabi. A sample syllabus statement follows:

"Disability Services"

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must first contact the Disability Services Coordinator (UC207; 941-2243).

Information regarding disabilities is strictly confidential between the student and the Disability Services Coordinator. The Disability Services Coordinator can relay information to faculty only when given permission by the student, and only what the professor needs to know in order to meet the students' needs.

If a faculty member does not have official notice of accommodations from the DSC and a student requests an accommodation, the student should be referred to the DSC—accommodation is not to be provided. Providing an accommodation for a student without documentation presents problems for that student, other students, the professor and the institution.

C-19. Emergency Evacuation Procedures for Persons with Disabilities

Students with disabilities in your classrooms should be notified of this policy.

Students or others with disabilities on the first floor of any building should be given assistance as needed to evacuate the building with everyone else.

The following procedures should be followed for people who are mobility impaired or use wheelchairs who are in the basement or second floor or above.

1. Take person to a safe area, preferably near a stairwell.
2. Have someone stay with the person.
3. Assign someone to inform emergency personnel where the person with a mobility impairment is in the building.
4. Do not attempt to evacuate the person unless there is imminent danger of death or injury and no alternative safe area is available, in which case, use whatever means and assistance is available to get the person to safety with minimum injury to you or the person with a disability. Allow the firefighters to establish whether there is imminent danger before attempting to evacuate the person with a mobility impairment. There is a stair climber located in Crestview Hall that can be used in cases of extreme emergency. The individual with a mobility impairment is the best authority as to how to be moved out of the building.

5. If a person is visually impaired, escort the person out of the building by having them hold on to your elbow. Inform them of steps.

6. If a person is hearing impaired, make sure they know that there is an emergency and that they follow everyone out of the building.

C-20. Student Evaluation of Teaching

The Faculty Senate has adopted a standardized system for student evaluation of teaching. This system allows the instructor to select appropriate questions from a lengthy master list of questions. Questionnaires are prepared by Computer Services. The instructor may obtain information about this system and a master question list and item selection sheet from the school secretary.

Every part-time faculty member is required to have a student evaluation for each section taught and every full-time faculty member is encouraged to do so.

C-21. Outcomes Assessment

In accordance with a campus-wide plan approved by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) in 1995, each academic program uses multiple measures to conduct regular and continual assessment of student learning outcomes, reviews the results and systematically applies the findings for program improvement. The results of assessment and the actions taken in response are reported to the Office of Academic Affairs where they are combined with those of other programs to produce a campus wide assessment. Assessment findings are incorporated into program reviews.

C-22. Program Review

In accordance with the policy adopted by the University Faculty Council (April 13, 1993), IUS has implemented a system of regular periodic reviews (once every 5-7 years) for all academic programs. In each case, outside peer reviewer(s) mutually agreeable to the faculty and administration are used. Appropriate support services and information are provided to the unit and the reviewer(s). The faculty of the program under review prepares a mission statement and a statement of goals to be used by the reviewer(s). All reviews address certain essential questions:

- a) What are the students learning? Is the curriculum of the unit consistent with the unit's mission?
- b) Are the teaching, research, and service activities of the faculty consistent with the unit's mission?
- c) Is the unit better than, the same as or worse than it was 5 years ago?
- d) What changes are needed in the next five years?

C-23. Institute for Learning and Teaching Excellence

The Institute for Learning and Teaching Excellence (ILTE) plays the leading role at IUS in preparing faculty to meet the challenges presented by the increasing emphasis on active learning, corresponding changes in teaching pedagogy, and rapidly changing instructional technology. The Institute, under the direction of a faculty member, is responsible for creating, coordinating, planning, promoting, developing and sponsoring a range of activities that will promote excellence in teaching and provide meaningful assessment of learning.

The ILTE provides a central location for teaching resources on the IUS campus and equipment for multi-media productions. Lap top computers and mobile projectors are available for presentations on and off campus.

A newsletter and electronic communications alert faculty to ILTE activities and resources. More information can be found at their website: <http://ilte.ius.edu>.

C-24. Improvement of Instruction

A fund has been established to support innovative projects for the improvement of instruction. Instructors with projects for the improvement of teaching and learning should submit written proposals to the Improvement of Learning Committee (IOLC). The proposal should include a budget as well as details of what the instructor plans to accomplish with the funds, the number of students who will benefit, an assessment or evaluation plan, and similar data.

Part time faculty members who have taught at least nine course sections at IU Southeast may be nominated for the **Distinguished Teaching Award for Part-time Faculty**. Any member of the university community may respond to the chancellor's call for nominations issued in the fall semester. Nominees who are eligible are contacted by the Improvement of Learning Committee and invited to prepare dossiers. The award is presented at the annual faculty meeting in August and includes a faculty development stipend that may be used for professional travel, teaching materials or other purposes directly related to the awardee's role as a member of the academic community.

The chair of the IOLC or the Office of Academic Affairs can provide forms and instructions regarding deadlines and procedures for submitting proposals. There is information about IOLC funding opportunities in the latest version of the *IUS Research Policy Manual*.