C. INSTRUCTION

C-1. Calendar and Schedule of Classes
The following guidelines approved by the Faculty Senate are used to construct the academic calendar each year. The calendar is prepared by the Office of the Registrar and reviewed by the Academic Policies Committee, which is responsible for recommending the calendar to the senate for its review and action.

1. Holidays:
   A) Martin Luther King, Jr., Day, Memorial Day, Fourth of July, and Labor Day will all be recognized holidays with no classes.
   B) 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 federal, university, and accrediting standards. (See the “Policy and Guidelines for Determining Units of Academic Credit” section in the Bulletin.) 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 and graduate
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 and 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 habits. 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, IU Southeast 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:
Morning 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 weather 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 come to campus. 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 IU Southeast campus is open.

Information about delays or cancellations may also be obtained by dialing the IU Southeast “Weather Line” at 941-2567. 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 office staff 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 school office staff, 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 office staff has a supply) should be prepared to indicate the number of copies, the type of duplicating process, and the style of binding. This can also be done electronically. 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. For assistance in using Oncourse, consult the ILTE staff.

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 office staff 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 in the context of specific courses.

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. A 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. The campus policy is that a student must be passing the course and must have completed a majority of the work in the course to receive a grade of I. If those conditions are met, award of the grade of I is at the instructor’s discretion. See section D-6 below for the policy on I grades.

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 and in the IU Southeast Code Procedures document found at the Office of Student Affairs website. Students' attention should be called to these policies and procedures.

C-11. Office Hours
Consultation with students is an important part of instruction. Full-time faculty members should schedule a minimum of six hours per week during which students can meet with them in their offices. Part-time faculty members should be available to students before and after class and by appointment.

To facilitate these meetings with students and to avoid interruption at other times, each full-time instructor should post on the office door and announce at the first class meeting of each class, office hours for that semester. Having announced office hours, he or she should then make a special effort to be on hand at these times. Secretaries will prepare a summary of office hours for the Information Desk so that agency will know when instructors are available to inquiring students.

C-12. Library Services
In addition to holding over 600,000 books, the Library subscribes to almost 50 full-text databases, and provides online access to over 225,000 unique online books and 80,000 online journals, as well as a selection of print periodicals and newspapers. The Library also houses several special collections including a K-12 Curriculum Materials Center, the Center for Cultural Resources, the IUS Archives, the William L. Simon Sheet Music Collection, the papers of former U.S. Representative Baron Hill, the archives of the IUS Oral History Project, and two music collections, the William L. Simon Sheet Music Collection (popular American music) and the Ars Femina Collection (compositions by European and American women). 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.

IU Southeast 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 IU Southeast 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 IU Southeast 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 IU Southeast 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 one week 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 IU Southeast Library follows U.S. Copyright law when placing materials on reserve.

Library services are furnished to IU Southeast staff, faculty and students who visit the libraries of any Kentuckiana Metroversity institution or any of the Indiana University libraries. In addition, the IU Southeast 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:
The Library Instruction Program at Indiana University Southeast supports the educational programs of the University by providing effective, relevant, student-centered instructional services. These instructional services include library sessions designed to introduce students to relevant library resources and provide instruction in library research skills. Through our instructional services, the Library also supports the successful integration of Information Literacy--one of the University's General Education Goals and Outcomes--into the University curriculum.

Library instruction 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 and Processing of Library Materials

The importance of wise selection of library materials has grown in proportion to the increase in the quantity of available materials, the cost of these materials, and the expense of acquiring, cataloging, housing, and servicing
them. Faculty members are encouraged to recommend 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. Library staff and faculty furnish access to library collections by maintaining the on-line public access catalog (IUCAT) and the Library website, and through various technical services processes, including cataloging, processing periodicals and other serials, and binding.

The IU Southeast 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, digital versions or 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 IU Southeast 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. IU Southeast 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 IU Southeast 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 typically 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

The Center for Cultural Resources, housed in the Curriculum Materials 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-13. University Information Technology Services (UITS)

IU Southeast provides a wide array of technology services to which faculty, staff, and enrolled students are given access, including:

- Online resources through OneStart, the gateway to many university services
- Computing accounts for using e-mail, printing, file storage, and web hosting
- Free and low-cost software including Microsoft Office, Adobe Creative Suite, Symantec Endpoint, Thomson Reuters EndNote, SPSS, and Microsoft Visual Studio Professional
- More than 900 Windows and Mac workstations in Student Technology Centers, classrooms, and open locations
- High-speed Internet connections in every campus residence lodge
- A wireless network that covers virtually the entire campus
- High-speed computing and high-volume data storage through the UITS Data Center
- Lab consultants, help desk, 24-hour call center, online support, and publications

Campus computing resources are state-of-the-art and can provide appropriate functionality for most instructional or resource needs. Visit the Technology Services web page (http://www.ius.edu/it/) for details.

Organization & Contacts
Indiana University’s regional IT departments are part of University Information Technology Services (UITS) in order to provide a seamless university-wide IT services organization. IU Southeast’s IT staff and resources report to a Regional CIO who is a member of the Office of the Vice President for IT (OVPIT) (see http://www.ovpit.iu.edu/). The Regional CIOs work together to deliver consistent and coordinated university-wide services, while maintaining the distinctive campus experiences of the regional campuses.

Information Technology maintains and provides access to a campus-wide data network, as well as access to the statewide I-Light high-speed fiber network, which connects all of the IU campuses, and the Internet.

The Office of Information Technology is located in Knobview Hall, room 014. The phone number is 812-941-2287. Office hours are 7:30 a.m. until 5:30 p.m. Monday-Friday.

The IT Help Desk is located in University Center South, room 212. The Help Desk phone number is 812-941-2447. Phone support is 24/7, with walk-up hours from 8:00 a.m. until 8:00 p.m. Monday-Thursday, 8 a.m. until 5 p.m. Friday.

A current IT staff directory and organization chart can be found at http://www.ius.edu/it/find-tech-help/staff-directory.

**UIT Services**

Information Technology provides a wide array of campus and user services. Because such services are always changing, this document will provide only a brief description with a web link to current information.

In general, the Technology Services web page (http://www.ius.edu/it/) is the best resource for learning about services.

**Computing Accounts & Passphrases**

Use of Indiana University technology resources (e.g., computers, networks, and telephones) is restricted to purposes related to the university’s mission of education, research, and public service. Access to IU computing resources is a privilege granted to all admitted IU students and current or retired university faculty and staff, in support of their studies, instruction, duties as employees, official business with the university, and other university-sanctioned activities.

To gain access to IU Southeast online tools such as email, OneStart, Oncourse and other services you must create your own IU Account. For more information, go to: http://www.ius.edu/it/help/accounts-and-passphrases#Overview.

**Email Support**

At IU Southeast, most email addresses end with @ius.edu. Faculty and staff are hosted on the UITS Exchange servers. Students create email accounts on the Imail or Umail systems when they create their first accounts. For more information, go to: http://www.ius.edu/it/help/email-support.

**Printing & Copiers**

IU Southeast students have access to printers in computer labs and study spaces. Each student receives an allotment per credit hour enrolled, which is funded through the Student Technology Fee. Campus departments and schools have leased multi-function copy machines, which are managed through the Office of IT. Larger or specialized print jobs are outsourced through a contracted supplier. For more information, go to: http://www.ius.edu/it/help/printing-and-copiers#StudentPrintAllotment.

**Phones & Voice Mail**

Campus telephones are managed by UITS and support is provided by the local IT staff. If you are experiencing telephone problems, please contact the Help Desk at 812-941-2447. For usage guides and videos, go to: http://www.ius.edu/it/help/phones-and-voicemail.

**Network Access & Security**

IT operates a robust wired and wireless network. For instructions on how to access the network with your personal devices, and information on ways you can help to ensure a safe and secure computing environment, go to: http://www.ius.edu/it/help/network-and-security.

**Information Systems**

IU provides its campuses with a variety of enterprise-wide information systems, such as the IUIE (IU Information Environment), OneStart, Oncourse, EPIC (Electronic Procurement and Invoicing Center), FIS (Financial Information System), HRMS (Human Resources Management System), and others. These systems are supported through UITS. For more information, go to: http://uits.iu.edu/page/amfa.

**Research Technologies**

The Research Technologies division of UITS offers a wide range of resources and services including access to IU’s supercomputers, visualization systems, consulting and support services, and up to 5 TB of file storage space on the Scholarly Data Archive. For more information go to: http://pti.iu.edu/.
Classroom AV
All classrooms at IU Southeast feature installed AV equipment. Standard rooms contain a Windows PC, a video projector, a DVD or Blu-Ray player, and either a push-button or touch-screen controller. Some rooms also contain document cameras, SMART Boards or SMART Podiums. In smaller rooms, flat screen TVs may be installed instead of projection. For more information, go to:  http://www.ius.edu/it/help/labs-and-classrooms#ClassroomTechnology. There are a number of classrooms equipped with student PC or MAC workstations. 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.

Student Technology Centers (STCs)
Students will find plentiful public computers located strategically across campus in Student Technology Centers, or STCs. These computers do require an IU username and password for access. Community visitors to the Library may obtain a guest username and password for the duration of their visit. For a directory of locations and hours, go to:  http://www.ius.edu/it/help/lab-hours.

Adaptive Technology
UIITS, Disability Services, and the Library provide an Adaptive Technology Center (ATC). Located in the Library the ATC is equipped with a variety of equipment to assist people with disabilities in using the full range of technology available to the university community. For more information, go to: http://www.ius.edu/Library/adaptech.cfm.

Software & Hardware Discounts
IU has negotiated substantial discounts with many software vendors. These discounts are available for faculty, staff, and students and are for the full product, not a special “light” version with some features disabled. To get a complete list of available software, visit IUWare:  http://iware.indiana.edu/.
IU employees and students are able to purchase computers and peripherals for personal use at substantial, University-negotiated discounts. For more information, go to:  http://uits.iu.edu/page/amdt.

Videoconferencing for Meetings & Distance Learning
IT equips and maintains a small number of openly-scheduled rooms for videoconferencing and distance learning courses. Rooms include Hillside Hall 105, Knobview Hall 112, and Crestview Hall 028a. Other videoconference-capable rooms are within schools and departments, as well as UC 120 in the campus Conference Center. In addition, UITS operates a Cisco Telepresence room in University Center South 241a.

Digital Media Production
IT offers digital media production services to campus faculty and staff. Video or audio recordings can be posted on websites or on YouTube, burned to DVD/CD, encoded as a digital file for use in presentations, or made available via network space. We also offer video recording of certain live events. For information on scheduling a digital media production or recording a live event, please call IT at 812-941-2287. Faculty wishing to create digital media for use in class or for a hybrid course should contact ILTE at 812-941-2506. For more information, go to:  http://www.ius.edu/it/help/digital-media.

Personal Web Pages
Web publishing is available for all IU Southeast faculty, staff and students using the IU-wide service, named Mypage, for serving personal web pages. Anyone with an IU Network ID may create a personal web page and publish it using Mypage. For more information about personal web pages, or pages for student organizations, visit:  http://www.ius.edu/it/help/web-publishing#PersonalWebPages.

IT Training
Instructor-led training workshops are offered through two sources. First, the campus Human Resources department schedules software training workshops. These are announced via emails throughout the academic year. Second, the UITS IT Training department, with offices in Bloomington and IUPUI, offers live and online instructor-led computing workshops and provides self-study training resources to the Indiana University community and beyond. They deliver training to more than 30,000 participants each year across all campuses. For more information, visit:  http://ittraining.iu.edu/.

Enterprise Services
University-wide services of particular interest to faculty:
• **OneStart** – IU’s web portal presents a single front door to online services for IU students, faculty, and staff. OneStart provides easy access to services such as searching the web, personal calendaring, registering for classes, reading email, browsing the library catalog, reading campus news, browsing the classifieds, and more. OneStart is located at: [https://onestart.iu.edu/](https://onestart.iu.edu/).

• **Oncourse** – IU’s online Learning Management System provides IU students, faculty, and staff with a powerful environment in which to collaborate and learn. Oncourse offers a straightforward way to create a web site for every course offered at the university. Using Oncourse, students and faculty can access course syllabi and grades; communicate via course mail, chat rooms, and discussion forums; and access online quizzes and surveys. Access Oncourse at: [https://oncourse.iu.edu/](https://oncourse.iu.edu/).

• **IUCAT** – IU’s online library catalog provides comprehensive access to millions of items held by the IU Libraries statewide, including books, recordings, US government publications, periodicals, and other types of material. IUCAT also performs acquisitions, circulation, and management. Log into IUCAT with your IU Network ID at [http://www.iucat.iu.edu](http://www.iucat.iu.edu).

• **eTexts** – IU has entered into agreements with several publishers to deliver electronic textbooks for use in IU classes. Students and instructors will access the eTexts through Oncourse, using Courseload’s eText reader software. For information about the evolving eTexts initiative at IU, see [http://etexts.iu.edu/](http://etexts.iu.edu/). Find instructions for searching for available eTexts at: [http://kb.iu.edu/data/bbsx.html](http://kb.iu.edu/data/bbsx.html).

• **Box.iu.edu** – Provides a simple, secure way to store and share files and folders online. Box consolidates your content in a single location, easily accessible from anywhere, on any device. You can create files and folders, share them using a direct link, invite others to collaborate, and continue to revise and review your content. Though similar in appearance to other consumer services such as Dropbox, Box can directly integrate with existing IU systems (e.g., accounts, CAS for single sign-on with your Network ID) and security. For more information visit: [http://kb.iu.edu/data/bccq.html](http://kb.iu.edu/data/bccq.html).

• **IUanyWARE** – The IUanyWARE service is part of a new technology initiative called Client Virtualization, which allows UITS to virtualize software delivery for students, faculty, and staff. IUanyWARE permits members of the IU community to access via their web browser many IU-licensed applications they once needed to install on their own machines. These applications are available on mobile devices as well as computers. IUanyWARE is available at [https://iuanyware.iu.edu](https://iuanyware.iu.edu).

• **Eduroam** – a secure, worldwide wireless network access service developed for the international research and education community. Eduroam enables faculty, staff, and student mobility and connectivity for research, conferences, meetings, and relationship-building. All IU faculty, staff, and students can get instant Internet connectivity at member institutions in the US, as well as in more than 50 countries around the world. For more about Eduroam, visit: [http://www.eduroam.org](http://www.eduroam.org). To learn how to connect, see: [https://kb.iu.edu/data/bcbt.html](https://kb.iu.edu/data/bcbt.html).

**C-14. 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 without approval by the DSC. Providing an accommodation for a student who does not have documentation creates problems for that student, other students, the professor and the institution.

C-15. 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-16. 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. The instructor may obtain information about this system and a master question list and item selection sheet from the school office staff.

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-17. Outcomes Assessment
In accordance with a campus-wide plan approved by the Faculty Senate, 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 Institutional Research and Assessment and the Academic Assessment Committee, where they are combined with those of other programs to produce a campus wide assessment report. Assessment findings are also incorporated into program reviews.

C-18. Program Review
In accordance with the policy adopted by the University Faculty Council (April 13, 1993), IU Southeast 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?

For more information on program reviews, see www.ius.edu/acadaffairs

C-19. Institute for Learning and Teaching Excellence
The Institute for Learning and Teaching Excellence (ILTE), located in the Library, plays the leading role at IU Southeast 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 student learning.

The ILTE provides a central location for teaching resources on the IU Southeast campus and equipment for multi-media productions. Lapop 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 on their website: http://ilte.ius.edu.

C-20. 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.

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 IU Southeast Research Policy Manual.