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## C. INSTRUCTION

### C-1. Academic Calendar and Schedule of Classes

The following guidelines approved by the Faculty Senate and other university adjudicative bodies 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, and Labor Day will all be recognized holidays with no classes.
  - B) Fourth of July will be a holiday with no classes when it falls on a Monday, Tuesday, Wednesday, or Thursday. When the 4th falls on a Friday or Saturday, it will be a 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 Wednesday preceding Thanksgiving. Classes resume the Monday following Thanksgiving.
  
2. Semester and Session start dates
  - A) The start of fall and spring semesters are mandated by the Common Calendar approved by the IU Board of Trustees and are the same for all IU campuses.
  - B) Summer Session I and full term summer classes will begin the Tuesday after commencement.
  - C) 100% online summer classes which are shared with other campuses through the IU Online Class Connect process (IUOCC) designated as OL1 (first online summer session) or OLF (full summer online session) will begin on the Monday following commencement.
  - D) There should be a two-week break between the end of summer II/summer full term classes and the beginning of classes for the fall semester.
  - E) 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.
  - F) The spring semester will start on a date that will cause grades to be due during the week before commencement.
  - G) Intersession, attached administratively to the spring semester, may not begin before the end of the exam period in the fall semester and must end before the start of regular session spring classes.
  
3. Final Exams
  - A) In the fall and spring semesters, faculty teaching regular weekday classes will have at least three calendar days to grade final exams.
  - B) Faculty teaching weekend classes will have at least two calendar days to grade final exams.
  - C) In the fall and spring semesters, students shall have one full day of no class obligations to begin their studying (the "resting" day) between the last day of scheduled classes and the beginning of the exam period. Faculty should not schedule *mandatory* make-up or review sessions on this day.
  - D) Final exams in summer and inter- sessions are to be given during the last scheduled class period, with no study day planned.
  
4. Grades Due: Spring  
In the spring semester, grades will be due the week before commencement.

## 5. Spring Recess

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.

*Note: As of this publication, this is the current practice regarding Spring Recess. There is administrative review of this practice and activity engaged now which would modify this practice to align this campus' Spring Regional with that of other regional campuses.*

## 6. Academic Calendar Publication and Schedule Changes

The Academic Calendars are published online at:

<https://www.ius.edu/registrar/academic-calendars/>

Instructors are expected to hold classes upon the basis of the stated 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 executive vice chancellor for academic affairs. The first class meeting of any course should run for the major part of the scheduled period.

Changes to the location or meeting pattern (days and times) of an individual class should be cleared with the offering school dean or program coordinator; and engage the school scheduling coordinator to implement any adjustments to the class location, meeting pattern, and effect on already enrolled students with the Registrar's Office. A master room schedule to prevent conflicts in room utilization is maintained by the Registrar's Office, in collaboration and conjunction with the academic units who control some academic spaces within their units; and the university Conference and Catering office. What may appear to a faculty member as a slight change in meeting pattern which should have no ill effect on anyone, without checking, could mean disappointing the settled expectations of others with a prior reservation for the space.

### **C-2. Course Cancellations for Low Enrollment**

Whenever registration for a section is considered insufficient, the campus 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. Policy for summer sessions might differ from this, and is available through the Office of Academic Affairs.

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 Course Assignments**

Instructors are expected to develop a Universal Design for Learning (UDL) compliant course syllabus (calendar and assignment sheet) for each course. A sample of a UDL-compliant

syllabus is available on the ILTE website. Such syllabi should include measurable learning outcomes and give definite instructions to the students as to requirements (assessments/assignments), materials needed for the course (texts/technology), make-up policy, and university policies. Faculty members should deliver copies of each course syllabus to the dean for files maintained in the office of each school.

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.

Faculty Senate policy stipulates that all syllabi must be published in Canvas at least 7 days prior to the start of the semester.

**C-4. Delay or Cancellation of Class Meetings  
Bad Weather Policy**

Weather delays and closings are determined daily. Normally, Indiana University Southeast does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be sent out through IU Notify, disclosed on campus website, and broadcast on local television stations. The announcement will state that classes either will be delayed on the snow schedule listed as follows or will be cancelled for a specific period of time. On the snow schedule, only emergency personnel should report before the time indicated.

**Monday through Friday classes:**

NORMAL CLASS START TIME	ADJUSTED DELAY SCHEDULE
Classes starting between 8 a.m. to 9:05 a.m.	Will meet 10 a.m. to 10:55 a.m.
Classes starting between 9:10 a.m. to 10 a.m.	Will meet 11 a.m. to 11:55 a.m.
Classes starting between 10:30 a.m. to 11:45 a.m.	Will meet 12 p.m. to 12:55 p.m.
<b><i>All other classes will meet at regular times</i></b>	

**Saturday classes:**

Morning classes meet from 10 a.m. until 12 noon.  
Afternoon classes meet at regular times.

**Off-campus classes:**

If IU Southeast is closed, all classes at off-site facilities are also cancelled. If IU Southeast is open, off-campus classes meet according to those facilities' schedules.

### **IU Southeast Lodges**

IU Southeast lodges remain open for residents even when campus is closed.

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.

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. Faculty are strongly encouraged to use electronic resources and Canvas to reduce copying and duplicating expenses.

### **C-6. Canvas**

Canvas is IU's online learning management system (LMS). It can be used to supplement face-to-face classes or to teach classes online. For assistance in using Canvas 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 may 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. Faculty members should hold regular weekly office hours. Office hours may be accomplished through technological means when necessary to accommodate students. For faculty teaching in studio, lab, or clinic settings, extensive in-class consultation may serve instead of office hours. Faculty members should also see students by special appointment as needed.

To meet the needs of commuting students, faculty are urged to hold office hours immediately before or immediately after a scheduled class meeting in each course if at all possible. Faculty members teaching on-line courses should arrange specific times when they will be available on-line for consultation.

Office hours should be posted at a faculty member's office, studio, or other location of work; on the course syllabus; and on Canvas or any other course website. Faculty members should inform their department and dean's office of their scheduled office hours. Faculty members should notify students of both planned and emergency changes to scheduled office hours.

### **C-12. Library Services**

In addition to holding over 600,000 books, the Library subscribes to over 300 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: Curriculum Materials Center; Center for Cultural Resources; the IU Southeast Archives; correspondence of former U.S. Representative Baron Hill; archives of the IU Southeast Oral History Project; the William L. Simon Sheet Music Collection (popular American music); the Ars Femina Collection (compositions by European and American women). Additionally, the Library is a selective depository for U.S. Government Publications.

Library hours during academic sessions 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 holdings of all IU campuses. Other online information resources are also available via the Library website (see below). Public access terminals and printers are available throughout 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 online computer based circulation system, and an IU Southeast ID card is required in order to check out materials. A book return box is located on the campus near McCullough Plaza.

Special services offered to faculty include placing materials on reserve, faculty privileges at all Kentuckiana Metroversity and IU libraries, interlibrary 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. 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 institutions 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 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, 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>

### **Technical Services**

The Technical Services Staff is responsible for maintaining the online 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 online 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. Online information resources play a critical role in supporting the University's teaching, learning, and research mission. The Library endeavors to maintain a strong collection of online information that is aligned with the Library's general collection development goals and is regularly reviewed and updated to ensure relevance and efficiency. These resources include journal and newspaper databases, streaming audio and video resources, monographs, and reference materials. The Library strives, wherever possible to ensure that all such resources are accessible to persons with disabilities, and to advocate with vendors to ensure that all products are fully accessible.
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 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. And as needed, the Library may opt to weed print materials that have been superseded by online equivalents, or transfer materials to the IU Libraries' Auxiliary Library Facility (ALF).

### **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 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.)
2. 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.
3. The Curriculum Materials Center Reference Collection includes dictionaries, encyclopedias, and other reference sources typically used by K-12 students.
4. 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.

### **C-13. University Information Technology Services (UITS)**

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

- Online resources through [One.IU](#), the gateway to many university services
- Computing accounts for using e-mail, printing, cloud storage, and web hosting
- A wireless network that covers virtually the entire campus

- Help desk, 24-hour call center, online support, and publications
- Research supercomputing and high-volume data storage through the UITS Data Center
- Free and low-cost software including Office 365, Adobe Creative Cloud, Symantec Endpoint, Thomson Reuters EndNote, SPSS, and Visual Studio Professional
- IT Training workshops online

## 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.

Local UITs 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. UITs 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 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. on Friday.

A current IT staff directory and organization chart can be found at <https://it.iu.edu/structure/regional/iu-southeast.php>.

## UITs Support

- Knowledge Base: [visitkb.iu.edu](http://visitkb.iu.edu)
- Live Chat: [visitithelpive.iu.edu](http://visitithelpive.iu.edu)
- Phone: (812) 941-2447
- Email: [emailhelpdesk@ius.edu](mailto:emailhelpdesk@ius.edu)
- Walk-in: Support Center Front Desk, US 212A

## UITs Services

IT services for faculty, staff and students are offered across all IU campuses. The UITs website is always the most up-to-date resource. The following items were excerpted from the site at the time of this writing.

[Accounts & passphrases](#) : Includes eligibility, quotas, and requests for access

[Email](#) : Includes set-up instructions, forwarding, list management, policies, and access to other services

[Help & support](#) : Includes technology repair, contact information, hours, and locations

[Computers & printing](#) : Includes student lab locations, hours, printing, and tools to find available stations

[Connection services](#) : Includes Wi-Fi (IU Secure), VPN, videoconferencing, and set-up instructions

[Software & hardware](#) : Includes no-cost software downloads, on-demand course software, and special discounts on technology

[Training](#) : Technology training, workshops, seminars, tutorials, and certifications

[Healthcare IT](#) : Includes resources and service requests for health science units

[Technology for researchers](#) : Includes access to IU's supercomputers, research-specific software and hardware, data visualization, and secure data storage

[Web publishing](#) : Includes site hosting, personal web pages, IU's content management system, development tools, and policies

[Security & policies](#) : Includes security tools, recommendations, incident reports, and alerts

[Classroom AV](#) : All classrooms at IU Southeast feature installed AV equipment. Standard rooms contain a Windows PC, a video projector, a Blu-Ray player, and either a push-button or a touch-screen controller. Some rooms also contain document cameras, SMART Boards or SMART Podiums. In smaller rooms, flat screen TVs are used instead of projection.

[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.

Videoconferencing for Meetings & Distance Learning: The campus equips and maintains a small number of openly-scheduled rooms for videoconferencing and distance learning courses. Rooms include Knobview Hall 011, Knobview Hall 112, University Center North 120, University Center North 123, and University Center South 241A.

#### **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 university 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 Effectiveness 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).

For more information on program reviews, see [www.ius.edu/acadaffairs](http://www.ius.edu/acadaffairs).

### **C-19. Institute for Learning and Teaching Excellence**

The Institute for Learning and Teaching Excellence (ILTE), located in the library, provides leadership, encouragement, and support for quality teaching and learning. We work with both full-time and adjunct faculty. The ILTE's professional development workshops, programs, consultations, and funding efforts are designed to encourage and recognize faculty excellence in teaching. The ILTE also encourages innovation in developing new technologies and pedagogies for improving student learning. ILTE is focused on instituting quality face-to-face, hybrid, and online course offerings taught by faculty who are professionally trained to design and deliver engaging, collaborative, and technologically appropriate learning experiences for their students; increasing active learning and collaborative classroom strategies; creating an interest and support system for the scholarship of teaching and learning, and effectively integrating technology into instruction. The Center meets these goals through internal and external collaborations with Academic Affairs, the Improvement of Learning Committee, Instructional Technology, teaching centers across Indiana University, and the Faculty Academy on Excellence in Teaching (FACET).

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*.