Welcome to Highland Community College

Dear Adjunct Instructor:

It is our pleasure to welcome you as a part of Highland Community College as one of our Adjunct Instructors. We are pleased you selected to be a Highland Community College adjunct instructor. We look forward to working with you in the exciting semester ahead.

This handbook has been prepared to be used as a supplement to the adopted HCC Board of Trustees Policy Handbook. This handbook is intended to provide basic information regarding the college and its many areas of operations and policies. These policies have been established through time and do reflect changes continually taking place at the college. The Board of Trustees, administration, faculty and staff have been involved in the establishment of these policies and operating procedures. This handbook and all updates to it are posted on the HCC website, www.highlandcc.edu.

A good instructor is always seeking ways and means to do a better job by careful planning in the classroom and by implementing varied teaching techniques. Our hope is that all HCC employees will find this handbook to be a useful resource for a satisfactory and rewarding experience.

Welcome aboard and good luck!

Regional Instruction Office
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Chapter 1

Getting Started as an Adjunct Instructor

A. Payroll Paperwork
B. Adjunct Instructor Duties
C. E-Mail Account
D. MyHCC Introduction
E. HCC Website (www.highlandcc.edu)
F. Creating the First Day Handout
G. Time Allocation Suggestions
H. Class Disruption Policy
I. Professional Development
J. Teaching Supplies and Equipment
Section A. Payroll Paperwork

Upon approval to work for Highland Community College as an Adjunct Instructor by the HCC Human Resources Department, Adjunct Instructors are required to complete the following forms and return them to Human Resources Office:

1. Federal Form W-4
2. Federal Form I-9 (With appropriate copies attached)
3. Kansas Form K-4 (Optional)
4. HCC New Hire Form
5. HCC Verification Form (Date of Birth and Social Security Number)
6. Oath or Affirmation of Employee

These forms shall be delivered by hand or mail to:

Human Resources Manager
Administration Building
Highland Community College
606 West Main
Highland, KS 66035
Section B. Adjunct Instructor Duties

Under direction and supervision of the Vice President of Academic Affairs and the Regional Coordinator, Adjunct Instructors are responsible to:

1. Distribute First Day Handout during the initial class meeting. There is a template for the First Day Handout on the HCC Website under the Intranet section. See Section F. of this chapter for details regarding the First Day Handout.

2. Provide activities to engage the student in the classroom or laboratory for the entire scheduled class time.

3. Confirm that every student attending class is properly enrolled. Refer any non-enrolled attendees to the Regional Coordinator within 24 hours.

4. Remind students that the textbooks are rented from the Highland Community College Bookstore. Please be respectful of the college’s property and to any student who may use the textbooks in future semesters.

5. Afford an opportunity in class (before, during or after lecture) for students to ask questions about homework, handouts and lecture notes. At the very least, questions and answers create dialogue. Teaching and learning are not nearly as enjoyable when class becomes a monologue.

6. Notify the Regional Coordinator of any field trips at least two weeks in advance. HCC has a release of liability form that the students must sign prior to attending field trips.

7. Check, correct if necessary, sign and return the attendance 20th Day Roster according to instructions provided by the Registrar and Regional Coordinator.

8. Keep attendance and grade records on every student. These records should be recorded in the electronic grade book on the HCC Website and should be available for review on request by students or the College according to the Family Educational Rights and Privacy Act (FERPA).

9. Participate in the Course Review Process (formerly known as Assessment). The duties rotate from one course to another on a year-by-year schedule as part of HCC’s Academic Quality Improvement Program (AQIP). More details will be provided by the Regional Coordinator if your course is chosen.

10. Complete a Self Evaluation in addition to Student Evaluations and an Administrative Evaluation. HCC Regional Coordinators have questionnaires to serve that purpose.

11. Remember that HCC courses are for college credit. Make sure your class requires college level work. When planning, teaching and grading throughout the semester, be sure to frequently ask yourself, “Am I challenging my students as much as my college instructors challenged me?”

12. Report Final Grades in MyHCC and to the Registrar as instructed by Regional Coordinator.
Section C.  HCC Adjunct Instructor E-Mail Account

Every student and instructor has an e-mail account through HCC. For instructors, the website is http://mail.highlandcc.edu. Your Login is “lastname.firstname” and the password is an 8-digits consisting of letters, numbers and characters (such as #). Your initial password will be computer generated, and then you can change the password after the initial login. Your e-mail address is lastname.firstname@highlandcc.edu.

Section D.  MyHCC Introduction

Highland Community College utilizes an online interface for both students and instructors to view and post course information. The online system is called MyHCC. Students may use MyHCC to enroll, drop and add classes, check grades, view course material, pay tuition, and contact instructors. Instructors may use MyHCC to check class rosters, record grades and attendance, contact students, post course information (documents and media), post final grades, etc.

Every student and instructor will have an MyHCC online account. Chapter 8 contains detailed instructions to set up the account and how to access the various features of MyHCC.
Section E.  HCC Website

Highland Community College has a website, www.highlandcc.edu. In addition to general information about the college, nearly every document in this packet is available on the website. Some useful links for adjunct instructors are:

1. Regional Homepage:
   http://www.highlandcc.edu/pages/Regional/Regionalhome.aspx?id=_2_19_1&css=HCC_default

2. Course Description and Standard Course Syllabus page:
   http://www.highlandcc.edu/pages/Academics/Syllabi.aspx?id=_2_15&css=HCC_default

3. College Catalog page:
   http://www.highlandcc.edu/pages/Academics/Catalog.aspx?id=_2_6&css=HCC_default

4. Course Assessment page:
   http://highlandcc.edu/Site/Academics/Assessment.php
Section F. Creating a First Day Handout

All instructors shall create a First Day Handout for each section of each course s/he teaches. There is a template for the First Day Handout located on the Intranet section of the HCC Website. The template includes spaces for the following information:

1. Course name and number
2. Instructor’s name and contact information
3. Scheduled day and time of class meetings
4. Key dates for students to remember (Obtained from Regional Coordinator)
5. Explanation of exam policies and procedures
6. Explanation of assignment (homework) policies and procedures
7. Explanation of grading and final grade assignment procedures
8. List of prerequisites
9. List of Course Competencies (Obtained from Standard Course Syllabus on website)
10. Academic Dishonesty Policy
11. Americans with Disabilities Act (ADA) instructions

The following information is highly recommended for the benefit of both the instructor and the students but is not required:

12. Outline of the topics in the order they will be covered in class
13. Dates of exams and/or student presentations during the semester
14. Lists of assigned homework sets
15. Due Dates of assignments and/or major projects
16. Dates of field trips (if any)
Section G. Time Allocation Suggestions

Courses taught by adjunct instructors are often scheduled in large blocks of hours. New adjunct instructors sometimes find it difficult to occupy these large blocks of time as scheduled. Following is a list of suggestions to help the instructor to engage students for the entire scheduled time of class.

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Time(min.)</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Min.</td>
<td>0 – 2</td>
<td>Roll Call</td>
</tr>
<tr>
<td></td>
<td>2 – 5</td>
<td>Hand back homework</td>
</tr>
<tr>
<td></td>
<td>5 – 20</td>
<td>Answer homework questions</td>
</tr>
<tr>
<td></td>
<td>20 – 70</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>70 – 85</td>
<td>Group activity</td>
</tr>
<tr>
<td></td>
<td>85 – 90</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>150 Min.</td>
<td>0 – 2</td>
<td>Roll Call</td>
</tr>
<tr>
<td></td>
<td>2 – 5</td>
<td>Hand back homework</td>
</tr>
<tr>
<td></td>
<td>5 – 25</td>
<td>Answer homework questions</td>
</tr>
<tr>
<td></td>
<td>25 – 75</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>75 – 85</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td>85 – 125</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>125 – 145</td>
<td>Group activity</td>
</tr>
<tr>
<td></td>
<td>145 – 150</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>180 Min.</td>
<td>0 – 2</td>
<td>Roll Call</td>
</tr>
<tr>
<td></td>
<td>2 – 5</td>
<td>Hand back homework</td>
</tr>
<tr>
<td></td>
<td>5 – 25</td>
<td>Answer homework questions</td>
</tr>
<tr>
<td></td>
<td>25 – 85</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>85 – 95</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td>95 – 145</td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>145 – 175</td>
<td>Group activity</td>
</tr>
<tr>
<td></td>
<td>175 – 180</td>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>

Group Activities
1. In class quiz.
2. Grade in-class quiz.
5. Problem races.
6. Pass it on game.
7. Start/Finish homework.
8. Worksheet done in groups.
Section H. Class Disruption Policy

No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:

1. State clearly in the first-day handout his/her personal policy about disruptive acts in accordance with their expectations of their students.
2. List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
3. Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance. Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of ‘W’ will appear on the academic transcript.

For other such disruptive acts, removal from the classroom the first time will serve as a warning to the student to discontinue the offending behavior(s) in any and all future class operations. Although no written record of this warning is required by the administration, it may be prudent for the instructor to keep one. The student is encouraged to discuss the situation with the instructor before the next class session.

A second offense by the student of disruptive behavior (which may or may not be the exact same offense as the first) will result in the student being removed from the course for the semester. A grade of ‘W’ will appear on the academic transcript. When the instructor feels it is necessary to remove a student from the class, a drop/add form will be completed and forwarded to the chief student services officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief student services officer. Thereafter, the student or instructor may appeal the decision of the chief student services officer to the President of Highland Community College. The President’s decision is final.
Section I.  Professional Development

Near the beginning of each Fall semester, HCC hosts a professional development in-services for all employees. All Fulltime faculty members are required to attend, and all adjunct and concurrent instructors are encouraged to participate. Each in-service includes a general informational session and a minimum of one discipline-specific session for instructors to work together to improve their respective departments and make contacts for future communication and cooperation. Fulltime instructors are (usually) available during those sessions to answer questions for adjuncts and offer instructional tips.

HCC educational specialists occasionally offer workshops throughout the nine county service area. The topics of the workshops vary from workshop to workshop. See your Regional Coordinator about future workshop offerings.

Section J.  Teaching Supplies and Equipment

Each Regional site has the required supplies and equipment to teach classes. Some sites have more equipment available than others. Refer to your Regional Coordinator to locate supplies, equipment, laboratory media, instructor-editions of textbooks or any other instructional needs.
Chapter 2

First Day of Class

A. First Class Meeting Guidelines
B. Course Syllabi & First Day Handout
C. Grading Policy
D. Seat Time Requirements
E. Textbooks
F. Instructional Supplies
G. Instructor Contact Information
Section A. First Class Meeting Guidelines

The first class meeting should be one of meaningful activity and should not be considered a “throw away session” for the following reasons:

1. There is insufficient student contact time in a semester without full use of the first class. The first class session represents a significant fraction of the semester’s scheduled time.
2. During the initial class session lasting first impressions and expectations are made, and it is important that these be positive. As the first class goes, so goes the rest of the semester!
3. There are a number of meaningful activities that can be conducted in the first session, even though the students do not have a prior assignment. During the first class, get the semester’s work started.

Importance of 1st Class Meeting
Under no circumstance should the class be dismissed after a short meeting of 15 – 20 minutes during the first class session [or subsequent class sessions]. Use this time constructively to create a good impression with your students. This may be their first class with Highland Community College.
Section B. Course Syllabi & First Day Handout

The first day handout must be distributed to students during the first class session. Once the first day handout has been distributed, the instructor should explain its contents and thoroughly discuss course expectations with the students. A first day handout is REQUIRED for every credit course taught. Please see pages 10-11 for first day handout details. Your regional coordinator will provide you with an electronic version for you to edit.

The standardized course syllabus must be distributed and reviewed with students during the first class session. Please see page 10 for syllabi details. Syllabi can be obtained from your regional coordinator or downloaded at: http://www.highlandcc.edu/pages/Academics/syllabiHTM.aspx. All instructors are required to utilize the standardized course syllabi.

Each adjunct instructor must provide a finalized copy of their completed First Day Handout (which must include both standardized syllabus and course outline information) to the regional coordinator prior to or on the day of the first class session. This, in turn, will be submitted to the Regional Instruction office.
Section C. Grading Policy

Instructors are responsible for establishing the standards for the academic performance required in each of their classes. Instructors are responsible to maintain an accurate scholastic record for all students enrolled in each of their classes and submit final grade reports derived from the scholastic records to HCC at the end of each semester.

The college employs a system of letter grades to rate student scholastic achievement. Each letter grade is assigned a numerical grade point, which is used in determining the grade point average for the student.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Explanation</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No Grade</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>No Grade</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn/Failure</td>
<td>No Grade</td>
</tr>
</tbody>
</table>

I – Incomplete: If a student is making satisfactory progress but cannot complete the work in a class because of illness or other sufficient reason, an “I” (incomplete) may be granted by the instructor and entered on their record. An incomplete class must be completed within the first four weeks after the end of the semester, except when a time extension is granted by the instructor and approved by the Vice President of Academic Affairs through the Regional Coordinator. The instructor is responsible for monitoring and reporting the completion of an “incomplete” class. At the end of the four-week period or the approved extension period, all incompletes that have not been given a grade will receive the grade of “F”. The final ½ of the instructor salary is held until the Incomplete (“I”) is replaced with a final grade.

To initiate this process, the student must complete an Incomplete Grade Contract Form and submit it to the instructor. If approved by the instructor, the student must then turn in a copy of this form to the Regional Coordinator for approval by the Vice President.

W – Withdrawn: When a student finds it necessary to withdraw from a course, he/she should contact the Regional Coordinator and complete a Drop Form. To be officially dropped from a class, the form must be completed. A student may formally drop up to one day after the half way point of course. Students will then receive a grade of “W” in the course.

WF – Withdrawn/Failure: Instructors may also initiate an administrative withdrawal for students who are failing the class and have absences totaling 20% or greater. Absences due to College sponsored activities will not be counted in the 20%. However, no absence, for whatever the reason, relieves the student of responsibility for completing all work assigned. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript.
Section D. Seat Time Requirements

The Kansas Department of Education has established a minimum requirement of 900 minutes (15 clock hours) of instruction for each hour of college credit. It is the responsibility of every adjunct instructor to insure that their class conforms to this requirement.

The following information will assist you in determining the required clock hours for your class:

Lecture Class

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Minimum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>900 minutes/15 clock hours</td>
</tr>
<tr>
<td>2</td>
<td>1800 minutes/30 clock hours</td>
</tr>
<tr>
<td>3</td>
<td>2700 minutes/45 clock hours</td>
</tr>
<tr>
<td>4</td>
<td>3600 minutes/60 clock hours</td>
</tr>
<tr>
<td>5</td>
<td>4500 minutes/75 clock hours</td>
</tr>
</tbody>
</table>

Lecture + Lab Classes

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Minimum Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4050 minutes/67.5 clock hours</td>
</tr>
<tr>
<td>5</td>
<td>5400 minutes/90 clock hours</td>
</tr>
</tbody>
</table>

Instructors are expected to meet their class(es) on the day and time listed in the published regional schedule. However, instructors do have limited discretion to adjust the times and dates of class meetings when an emergency arises. Obtain prior approval from the Regional Coordinator for any class location, date, or time changes. Each class will be in session for the FULL amount of time required and scheduled.

Instructors are required to maintain an accurate attendance record of all students enrolled in their class(es) and to submit all attendance reports along with their final grades at the end of each semester as directed by the Regional Coordinator or Vice President of Academic Affairs. The Academic Affairs office strongly suggests the utilization of the online MyHCC system for maintaining accurate student records and tracking attendance.

Should an instructor be unable to attend class, the instructor must immediately notify the Regional Coordinator and the students enrolled in the class. To facilitate student notification, we strongly recommend the instructor maintain a record of each student’s telephone number and/or email address. If the class is a concurrent instruction class (high school and college credit), the building principal is to be notified. This is the instructor’s responsibility.

Make-Up Class Time

The Vice President of Academic Affairs, regional coordinator, and/or designee is given the authority to make whatever plans deemed necessary to recover any lost days. Considerations for planning purposes are as follows:

1. The number of sessions missed.
2. Scheduling Saturday, holidays and/or vacation days
Section E. Textbooks

Each regional coordinator has established specific procedures for the issue and collection of textbooks. Check with your regional site for exact guidelines.

1. At some regional sites, under the direction of the Regional Coordinator each instructor is responsible for the distribution and return of textbooks to and from their students: per semester, per class. All instructors are expected to follow these procedures. At the end of each semester all textbooks must be returned to the Regional Coordinator.

2. At some regional sites, the site office distributes textbooks to students through an electronic record keeping system. All instructors are expected to follow these procedures. At the end of each semester all textbooks must be returned to the Regional Coordinator.
Section F. Instructional Supplies

If you need instructional supplies, including class materials/resources, lab supplies, and/or other equipment for courses, please contact your Regional Coordinator for assistance and supply options.

HCC reserves the right to refuse payment for supplies purchased without prior approval from the Regional Instruction Office.

For all purchase requests, the instructor should submit a supply request that includes the following:

1. The requests need to be detailed and contain the vendors address, phone and fax numbers, and email addresses.
2. For Science Lab courses the purchase request amount should correlate with the lab fee actually collected per semester for the course.
Section G. Instructor Contact Information

The instructor is required to give the students a contact phone number in order for them to report absences from class in the FIRST DAY HANDOUT to be given to the students. Though practices at each regional location may differ, in general, the Regional Instruction Office and/or the regional coordinator do not take messages to relay between students and teachers or give out Instructor’s home numbers or contact info to students. Instructors and students should exchange this information in class. The first class session is a good time to distribute this information to your students.
Chapter 3

Required Documentation

A. Appointment Letter(s)
B. Course Syllabi
C. Drop/Add/Withdrawal
D. Schedule Changes
E. 20 Day Rosters
F. Salary Policy
G. Field Trip Policy
H. Grading Change
Section A. Appointment Letter(s)

Your Appointment Letter(s) will be distributed by your Regional Coordinator. You must complete one Appointment Letter per course. The Appointment Letter determines your salary for each course. Each course can have different salary amounts. This is your semester contract. Return to your Regional Coordinator immediately upon completion.
Section B. Course Syllabi

All course syllabi used in Regional Instruction have been reviewed and approved by the appropriate campus departments. They are on file at the HCC web page; www.highlandcc.edu. If you have trouble locating a syllabus, please contact your Regional Coordinator.

All academic areas utilize a standardized course syllabus. All adjunct instructors will utilize the standardized course syllabus. The course syllabus should be attached to your first day handout.
Section C. Drop/Add/Withdrawal

Students use a Drop/Add form to officially drop and add courses to their schedule. The student may obtain these forms from the Regional Coordinator. The Regional Coordinator will be required to sign and forward the Drop/Add form to the Registrar’s office for processing. A student may add a regional class until before the 2nd class session begins. You may drop a course up until the equivalent of the 8th week class. A “W” grade is recorded on your permanent record if the withdrawal occurs on or after the state reporting date (the 20th day of class). The refund policy will be forwarded according to drop dates.

HCC Refund Policy

- If HCC cancels a course, the student will receive a full refund of tuition paid.
- 100% refunds are given on student-initiated withdrawals within the first week of classes. (1st week is defined as 3 hours of class time in a 3 hour class; 5 hours of class time in a 5 hour class; 1 hour of class time in a 1 hour class; and 5 days in an online class.)
- 50% refunds are given on student-initiated withdrawals within 2 weeks of the class beginning. (2 weeks is defined as 6 hours of class time in a 3 hour class; 10 hours of class time in a 5 hour class; 2 hours of class time in a 1 hour class; and 10 days in an online class.)
- 0% refunds are given at the beginning of the 3rd week of classes. (3 weeks is defined as attending 7 hours in a 3 hour class; 11 hours in a 5 hour class; 3 hours in a 1 hour class; and the 11th day in an online class.)
Section D. Schedule Changes

Instructors are expected to hold their class(es) on the day and time listed in the published Regional Schedule. However, instructors do have limited discretion to adjust the times and dates of class meeting only when an emergency arises. Notify the Regional Coordinator for approval of any class location, date or time changes.
Section E.  20 Day Rosters

The 20 Day Roster is generated by the Registrar on or about the 20\textsuperscript{th} day of class. These rosters are distributed by the Regional Coordinator. Please follow the directions by verifying the students in your class, sign and date. The 20 Day Roster is returned in the postage paid envelope to the Regional Instruction office. The instructor salary is determined by this roster. The \( \frac{1}{2} \) of the instructor salary will be disbursed at the next payroll period (Fall and Spring semester) when all items are completed.
Section F. Salary Policy

The following salary policies shall apply:

1. Instructors will be paid on a sliding scaled based on degree.

2. Instructor salaries shall be paid out in two installments (Fall and Spring semester) provided the Appointment Letter was completed properly and filed in the Regional Instruction office. Summer is paid in one disbursement.

3. One half will be paid when the 20 Day Roster is returned (March 31st & October 31st) to the Regional Instruction office and the remaining half is paid when the final grade roster is received by the Registrar.

Instructor salaries will be released the first disbursement period following verification of the instructor’s final grade roster. The college disbursement period begins on the 25th of each month.

You can expect to see deductions on your Highland Community College paycheck. If changes need to be made for these, please contact the payroll office in order to complete a new W-4. A current W-4 must always be kept on file. If any changes occur please notify the payroll office promptly at 785-442-6000.
Section G. Field Trip Policy

Information about field trips should be included in the course outline given to the student at the first class session. A written notice of the field trip must be given to the Regional Coordinator at least two (2) weeks prior to the trip. All trips must receive approval from the Vice President of Academic Affairs.

Release of liability while on a field trip must be attained before the scheduled field trip. These forms can be attained from the Regional Coordinator. A field trip should be scheduled during class time if at all possible. Students unable to attend a field trip outside of class time should not be penalized. An alternative assignment should be provided for those students unable to attend if points are tied to the fieldtrip experience. A field trip counts as one (1) class period.

Classes are limited to ONE fieldtrip per semester.
Section H. Grade Change

Mistakes in grading do happen. When you become aware of an error and need to make a change in a grade reported to the Registrar, you must complete a Change of Grade form. Sign the form and return it to the Registrar to remove the grade from the student’s record. No changes will be accepted over the phone.

Contact your Regional Coordinator for a copy of the Form.
Chapter 4

Ending the Semester

A. Final Exams
B. Textbooks
C. Final Grades
D. Grade Appeal Procedures
E. Evaluations
F. Assessment of Classes
Section A.  Final Exams

All classes are expected to have a final exam or project, completed during the last class session. An examination period should not exceed the scheduled time period for the class. Final exams should only be given at the conclusion of the semester during finals week and must be given during the regularly scheduled class time. Instructors should not deviate from the regular schedule of class meeting to administer the final exam.

The instructor is responsible for seeing that tests or examinations are conducted in a manner that insures that academic integrity is maintained throughout the testing period.

Students requesting to complete their final exam at a date or time different from the last scheduled class period should be referred to the regional site office. There is a request form that must be completed and a $25.00 fee to reschedule final exams. The request must be approved by the Vice President of Student Affairs prior to the start of finals week.
Section B.  Textbooks

Each regional coordinator has established specific procedures for the issue and collection of textbooks. Check with your regional site for exact guidelines.
Section C. Final Grades

All instructors must submit their Final Grades online. A signed printed hard copy must be mailed to the Registrar’s office which includes a record of class absences. Grades must be submitted by the end of the day on the first Tuesday following finals week. Step-by-step instructions for entering final grades will be provided to instructors by the regional coordinator at the completion of each semester.

Once the signed final roster is received, the remainder of your salary will be mailed directly to your home. All payroll paperwork and 20-day roster documentation must be on file before salary is released.

Grade Change
If you record a student grade incorrectly in MyHCC, you must submit a Change of Grade Form to the Registrar’s Office to request the change. The form can be obtained from your regional office.

Grades can not be changed online once they are saved in MyHCC.
Section D. Grade Appeal Procedures

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

The grade appeal procedure is only intended for review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as the term is used here, consists only of any of the following:
1. the assignment of a grade to a particular student on some basis other than the performance in the course;
2. the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
3. the assignment of a grade by a substantial departure from the instructor’s previously announced standards.

Students will use the following procedure to appeal a class grade:
1. The student and instructor should meet first to discuss the grade in question within thirty (30) calendar days after the close of each semester. If the student and instructor cannot arrange this meeting, the Regional Coordinator should assist them with scheduling.
2. If the matter cannot be resolved by consultation with the instructor, the student may request the instructor set up a hearing with the Regional Coordinator within ten (10) calendar days. The student, the instructor, and the Regional Coordinator should attempt to resolve the matter at this level.
3. If the matter is not resolved, the student may make an appeal to the Vice President of Academic Affairs within fifteen (15) calendar days after the student meeting with the instructor. The Vice President of Academic Affairs will request written statements from the student and instructor (outlining the events to date); and from the regional coordinator (outlining his/her findings and his/her written recommendations regarding the appeal). The Vice President of Academic Affairs, following a review of all the materials presented, will communicate in writing his/her decision to the student and instructor.
4. If the matter is still unresolved, the student may appeal to the Vice President of Student Services. The student’s appeal to the Vice President of Student Services should be made within fifteen (15) calendar days after receiving notification of the Vice President of Academic Affairs’ decision. The Vice President of Student Services will establish an ad hoc academic appeal committee and appoint a committee chairperson to review the written records presented by the student, instructor, and the decision/recommendation of the Vice President of Academic Affairs. After the committee has had the opportunity to review all verbal or written data the committee will make its decision regarding the appeal.
5. If the matter is still unresolved, the student may appeal the committee’s decision to the college president within fifteen (15) calendar days after receiving notification of the committee’s decision. The president will review all written data collected regarding the student’s appeal. The president’s decision will be communicated in writing to the student, the instructor and the vice president’s.
6. If the matter is still unresolved, the student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the president or primary administrative officer as appropriate to be placed on the Board of Trustee’s agenda. Such Notice of Appeal must be filed within ten- (10) days of the notification of action by the president. Upon the filing of a Notice of Appeal to the board, the president shall cause the records of the case, including any written memoranda received during their consideration, to be promptly filed with the secretary of the board through the office of the president. The decision of the Board of Trustees will be final and binding upon all parties of the appeal.
Section E. Evaluations

The Vice President of Academic Affairs or the regional coordinator will evaluate adjunct instructors in the regional instruction program. The purpose of instructor evaluation is to improve the quality of instruction at Highland Community College. In keeping with this purpose, the following adjunct instructor evaluation procedures have been established.

I. Administrative Evaluation
Adjunct instructors will be evaluated by the Vice President of Academic Affairs or the regional coordinator through a class visit. During the class visitation the evaluator will complete a classroom visitation form. The instructor will be asked to review and sign this form. The signature indicates the instructor saw the form but does not indicate the instructor was in agreement with the comments on the form. The signed class visitation form will become a part of the instructors personnel file. The Regional Instruction Office and the instructor will each receive a copy of the evaluation. In the event instructional deficiencies are noted during the class visit, the adjunct instructor will be counseled by the Vice president of Academic Affairs or the regional coordinator, and given direction for remedial action. Another visit may be scheduled at the discretion of the Vice President for Academic Affairs or the regional coordinator.

II. Student Evaluation
The purpose of student evaluation of instructor performance is to assist instructors in improving their instructional abilities. Each semester students in selected classes will be asked to complete a student evaluation of instructor performance.

The regional coordinator or his/her representative will distribute the evaluation materials to the students of the selected class(es). A student representative will collect the evaluations and return them to the regional coordinator or the Regional Instruction Office.

III. Self Evaluation
Adjunct instructors will be provided the opportunity to complete a self-evaluation at the conclusion of each semester. Self-evaluation forms are available from the regional coordinator or the Regional Instruction Office. Completed self-evaluation forms will be sent to the Regional Instruction Office for the inclusion in the adjunct instructor’s personnel file. All evaluation materials become a permanent part of the individuals personnel file and may be referred to as needed.
Section F. Assessment of Classes

Believing that assessment is critical to achieving the mission and purposes of Highland Community College, a plan has been implemented to assess student academic outcomes. The College has made this commitment to assess its efforts by evaluating feedback from all constituencies. HCC’s assessment program is a comprehensive, systematic, and continuous process that has the support of faculty, administrators, and staff. It is a multifaceted program which includes student orientation, advisement, course placement, student transfer success, course competencies, and national normative test comparisons. Our general goal for assessment is to demonstrate improved student learning. We have been successful in showing that students of Highland Community College benefit from their experiences on our campus.

The in-class assessment is an essential component of the multi-faceted assessment program. The purpose of this activity is to determine that all students in any course are being evaluated on the standard outcomes criteria for that course.

As an instructor for HCC, you play an important role in this process. Assessment information is available on the web page at: http://highlandcc.edu/Site/Academics/Assessment.php Assessed classes will vary by semester. Every fall and spring semester, each department’s lead instructor on campus chooses the departmental course to be assessed.

The list for the semester is posted on the HCC website. Your Regional Coordinator will notify you if your course has been chosen for assessment and provide you with the directions needed to complete the process.
Chapter 5

Concurrent (Dual Credit) Policies

A. Concurrent Information
B. Principal Authorization Letter
C. Placement Testing
D. Instructor Portfolios
E. KBOR Policy
F. Student Handbook
Section A. Concurrent Information

Senior, junior and sophomore students are eligible to take college level courses. Gifted students are also eligible if they are approved by the high school administration and can produce Individual Educational Plan (IEP) documentation of their advanced status.

All high school students must have approval from their principal to enroll in a college course. It is advised that these students are at least “B” average and in the top ¼ of their class. In order to verify student status, a Principal Authorization Form should be completed with a list of all enrolled concurrent students. Only one Principal Authorization Form (i.e. letter of approval) per semester for each high school needs to be completed and returned.

All students taking a college course for college credit must be enrolled in the course. The students must pay the regular college tuition.

At the time of completion of the college course, the high school principal has the authority to certify high school credit.

For a college level class, HCC requires that the USD use our standard course syllabus and textbook, which we provide. Also the state guidelines for class time must be followed as a minimum requirement:

- 3 - credit hour college course == 45 contact hours
- 4 - credit hour science course with lab == 67.5 contact hours
- 5 - credit hour science course with lab == 90 contact hours
Section B. Principal Authorization Letter

Each semester the regional coordinator will send a Principal Authorization Letter to each high school participating in the concurrent course program through Highland Community College. The letter should include: a Principal Authorization Form and a listing of all students at that high school enrolled for concurrent credit. The listing may be included on the Principal Authorization Form to be signed and returned or may be a separately attached spreadsheet roster of students. The Principal Authorization Form is available in the Forms sections at the end of this handbook.

The student listing and request for principal authorization should be done each semester after the 20 Day Rosters have been completed to confirm the students enrolled. The letter should be sent to the principal, first, for authorization and signature and then forwarded to the HCC Registrar’s Office for filing/documentation.

Section C. Placement Testing

Highland Community College requires that students wishing to enroll in any concurrent course provide an ACT, SAT, COMPASS, or ASSET reading score. Additionally, students who wish to enroll in ENG101: College English I must provide an ACT, SAT, COMPASS, or ASSET writing score, and students who wish to enroll in MAT104: College Algebra must provide an ACT, SAT, COMPASS, or ASSET math score. HCC will administer the COMPASS (on campus) or ASSET (in the region) test free of charge to any student.

If a concurrent student who is taking the ASSET test through Highland is testing for eligibility and scores less than the score required for any concurrent class, he or she may be required to wait up to 30 days before he or she takes the ASSET Test a second time. If the student does not achieve the required score(s) after the second test, he or she must show tutoring time or some sort of remedial documentation before taking the test a third time. The third time a potential concurrent student takes the same ASSET Test, he or she will be charged a $25.00 fee.
Section D. Instructor Portfolios

Highland Community College requires that all concurrent instructors submit a course portfolio one time per year for each class they teach. The portfolio must include the following items:

1. A First Day Handout which includes the HCC standardized syllabi.
2. A copy of 5 different completed student homework assignments.
3. One copy of each quiz given during the course of the class.
4. One copy of each exam given during the course of the class.
5. One copy of five writing assignments given during the course of the class.

Concurrent instructors will turn the completed portfolios in to the regional coordinator at the conclusion of each semester. The regional coordinator will then send these items to the Regional Instruction Office to kept on record.

Section E. KBOR Policy

The Kansas Board of Regents recently adopted a new Concurrent Policy. Please find the policy on the following pages.

Section F. Student Handbook

The Concurrent Student Handbook is located on Highland Community College’s website at http://highlandcc.edu/pages/Regional/docs/CCStuRefGuide.pdf.
Chapter 6

HCC Online

A. About HCC Online
Section A. About HCC Online

Highland Community College began offering online courses during the Fall 2007 semester. Courses include the same high-quality instruction as our on-campus and regional classes, with added flexibility for the dedicated, self-starting student. All courses are completed via the web and email. They can be completed anywhere with access to a computer and the internet. Online courses can also provide flexibility to the instructor by eliminating travel time to class and working around any schedule conflicts.

Currently, students can complete over 80 general education courses through HCC Online. They can also meet all the requirements for obtaining an Associate of Arts Degrees, Associate of Science Degrees, and Associate of Applied Science Degree in Criminal Justice.

Details about HCC Online can be found at: http://online.highlandcc.edu.

If you are interested in becoming an adjunct instructor for HCC Online, please contact your Regional Coordinator or Denise Peters, Director of HCC Online at 785-362-6000 or dpeters@highlandcc.edu.

HCC Online instructor must complete required technology training prior to becoming eligible to teach.
Chapter 7

Telenet Courses

A. The Telenet System
B. Instruction on Telenet
C. Teaching on Telenet
Section A. The Telenet System

HCC’s Telenet system currently allows up to 4 live classrooms to be linked together at one time. This form of classroom instruction allows students to attend their nearest regional site with a shared instructor among the classrooms. The instructors and students see, hear, and communicate with each other through a television and camera setup. Videos/DVD’s, overheads, and computer presentations can be presented through the system.

The Telenet course instructor will typically teach from the source or broadcast location noted on the schedule, but has the option to conduct class from any of the locations linked together for the class when this has been scheduled and/or arranged.

HCC currently has Telenet classrooms available in six locations: HCC main campus (LSU-A or MS-1), Atchison, Holton, Perry, Wamego, and Marysville. Multi-point systems, which allow you to dial-in to more than one location at a time, are currently available from the HCC main campus, Atchison, Holton, Perry, and Wamego sites.

Section B. Instruction on Telenet

After Telenet training and orientation, any approved HCC instructor may teach on the Telenet system. Typically, in order to find instructors for Telenet classes, regional coordinators will approach instructors that they believe might be qualified and interested. Upon agreement and approval by the Academic Affairs, Regional Instruction Office, the regional coordinator will provide training and orientation for the new Telenet instructor. After orientation, the regional coordinator will make himself/herself readily available during class time for the first 2-3 weeks that the instructor is teaching on the Telenet system. Also, in case of difficulties, emergencies, or unforeseen circumstances, there is a list of phone contacts located in the telenet classroom.
Section C. Teaching on Telenet

An Instructor Checklist

Prior to the First Class
- Receive training and course approval from the regional coordinator.
- Learn names of each location site.
- Receive instruction materials and student textbooks from the regional coordinator.
- Provide articles and materials to be copied and put in a course packet to the regional coordinator for each site.
- Attend faculty orientation and review instructor's manual.
- Develop your course materials: Adjust, revise, and create overheads, PowerPoint, and other presentation materials as appropriate to this classroom setting.
- Develop, customize and provide exam instructions and a First Day Handout to the origination regional coordinator to forward to the destination regional coordinator(s) for distribution to the students.
- Identify any video or other printed material that may have copyright implications.
- Review mail system (this varies with site) as to how the homework will get to you, the instructor.
- Ensure library and computing lab support is available with all sites involved.
- Notify Distance Learning support services and regional coordinator of scheduled exams, including plans for final exam in advance so a proctor can be available if needed.

During the First Week of Class
- Review the following First Day Handout items with students; to include, but not limited to:
  - Homework and materials distribution policies and timelines.
  - Library and computing lab support.
  - Instructor and student contact information including: IQ Web home page and chat group instructions (if being utilized for the course).
    - Specific protocols for asking questions during classtime on the Telenet system.
- Have the students in each Telenet classroom exchange contact information (i.e. email addresses and phone numbers) if they are willing to share this information with each other. This will allow for more open communication between students since the Telenet teacher may not be as accessible at each location

During the Semester:
- Check in with the local regional coordinator periodically. If appropriate, check in with receiving regional coordinators.
- Ensure two days advance notice for handout preparation.
- Be aware of timelines for delivery/receiving of material to/from other sites.
- Discuss any special events, activities, video and/or computer needs, room arrangement changes, guest speakers, etc. with regional coordinator in advance.
☐ Coordinate the scheduling of student evaluations and Instructor evaluation with regional coordinator.
☐ Complete student class evaluations

**During the Last Week of Class:**
☐ Complete Final Exam.
☐ Complete Telenet class self evaluations.
☐ Complete end-of-semester interview with your origination regional coordinator.
Chapter 8

Online Tools: MyHCC

A. Account Setup
B. Access Class Roster
C. E-mail groups of students
D. Final Grades
E. Online Media and Grade book Setup
Section A. Account Setup

MyHCC is the software package utilized at Highland Community College for instructors to manage their class information. Using MyHCC instructors can view class rosters, e-mail to students or groups of students, keep an electronic grade book accessible to students online, post media including documents, presentations and audio/video, and post final grades. Students use MyHCC to enroll in classes, download media, e-mail, check grades, and view transcripts.

Every instructor and student is assigned a nine-digit identification number. The format of this number is the same as a social security number, but the HCC System ID is not your SSN. It will be a different number. Most likely, an HCC System ID will begin with 000. To set up a MyHCC account, go to http://www.highlandcc.edu. On the main web page, use the username and password provided to you by HCC Information Technology Department. Usually a username will be lastname.firstname. Upon signing into the MyHCC account for the first time, everyone must verify their identity. The form that is presented will ask for an HCC System ID, first name, last name and date of birth. Upon successful identity verification, users will see a Congratulations screen. The account is now setup and ready for use. It is important for all users to change their password after the initial successful login to MyHCC. To change a password, click on the “My Profile” tab of the MyHCC’s home screen. Next, click on the “Account Information” link in the secondary menu bar, and then click “Password” from the left side of the page. Please, be sure to read and follow the password guidelines listed. Enter the old and new passwords, then save.

Section B. Access Class Rosters

To gain access to class rosters in MyHCC, before or during the semester select the tab labeled “Classes,” then from the secondary menu bar “Enrollment”. Choose the year and term, then select the course and section for the desired class. From the menu on the left side of the screen users can choose to print, download data or e-mail the students.
Section C.  E-mail Groups of Students

Instructors can e-mail students through MyHCC inside of the Course Grade book feature. Click the “Classes” tab, then “Grading,” and from the menu on the left choose “Overall Grades.” Select the course by clicking “Select Course” and choose the correct year/term/session and course number. The next page will be a list of the students in the class with a square checkbox next to each student’s name. Click the checkbox next to each student to be e-mailed. When all students are selected then click the “E-mail Selected” from the menu of the left side of the screen. A pop-up window will appear with the selected students’ HCC E-mail Account addresses in the Recipients field. Also, by having the “keep e-mail addresses private” checked, the students’ addresses will not be revealed to each other when they receive group messages sent using this method. To select or unselect all students, click the envelope icon above the checkboxes. A copy of all messages sent will not be copied to the instructor’s HCC E-mail Account. A copy can be sent to the instructor’s HCC E-mail Account by simply adding the corresponding e-mail address to the recipients list.

Section D.  Final Grades

To record final grades, click on the “Classes” tab and then from the secondary menu choose “Grading”. From the menu on the left side of the page choose “Overall Grades” and select the correct year/term/session and course. Assign a letter grade for each student by clicking the drop down menu for each student. At the top of the Grade book section of the page, select the middle tab, “Grades.” Use the dropdowns at the right side of the Grades page to assign a final grade to each student. To avoid mistakes, be cautious of using the scroll wheel on the mouse. Double-check the grades before clicking the Save button. Next click the Submit button, and the students’ grades should then say “posted.” Finally, then print the page.

Sign and date at the bottom of the page. Write the last date of attendance for any students with a grade of “F,” and submit the grade sheet to your Regional Coordinator.
Section E.  Online Media and Grade book Setup

MyHCC is equipped with online media and electronic grade book systems available to instructors. To set up these features login to MyHCC. Then click “Classes” from the Tab menu on the top. Next select the “Course Management” in the secondary menu bar, and then click the “Course Home Page” from the menu on the left. Select the course from the “Select Course” drop down. Then click “create site” and the Course Homepage will be created within 48 hours by the Information Technology Department.

To post media on the Course Homepage, select the Manage Section Media, from the menu on the left and the course from the “select course” drop down. Click the “View Media” button and then the “upload” button. Some examples of media files that can be posted are Adobe documents, Microsoft Office document/presentations, MPEG and JPEG files. All media files can be posted for the entire semester or only specified dates. Your Regional Coordinator can assist you with uploading media.

To setup the Grade book in MyHCC, begin by creating the Course Homepage (directions above). There are several grade calculation options from which to select including “Weighted Average by Activity,” “Total Points by Activity,” “Weighted Average by Activity Type” and “Total Points by Activity Type.” These options can be selected from the menu to the left. New Activities can also be created by clicking the “activities” from the left side menu. If you have questions, please contact your Regional Coordinator.
Chapter 9

About Highland Community College

A. HCC Mission Statement
B. History of the College
C. Philosophy of the Institution
D. Accreditation
E. Location and Service Area
F. Board of Trustees and Administration
G. Regional Instruction Personnel
Section A. HCC Mission Statement

MISSION STATEMENT OF HIGHLAND COMMUNITY COLLEGE
(2/13/97)

Highland Community College, the first college in Kansas, promotes lifelong learning by efficiently providing educational opportunities for our students, our employees, and our northeast Kansas constituents.

Purpose of the College
Highland Community College exists to serve the community which includes Doniphan County and other areas which the State Board of Education has assigned as the College’s “service area.” It serves by offering the community educational programs as well as cultural and recreational activities.

The College also exists to serve each student. It provides educational leadership to help each individual become a well-informed, responsible citizen and a productive member of society.

Goals and Objectives:
1. This College will offer a general education program designed to help each student better understand himself/herself and his/her relationship to his/her environment:
   a. By providing courses which will enable the student to better understand the physical environment and the living organisms which inhabit this physical environment;
   b. By providing courses and experiences which will enable the student to better understand the psychological, social, political, and economic environment of the world;
   c. By providing courses and programs which will enable the student to understand and appreciate art, music, literature, drama, and other aspects of the cultural environment;
   d. By providing counseling and guidance in choice of courses of study and exploration of student interest and goals.

2. The College will offer an educational program designed to help each student develop his/her abilities and talents:
   a. By providing courses and activities which will improve skills in oral and written communications and mathematics which are essential to any career a student chooses;
   b. By providing courses and other opportunities for the student to develop and display his/her talents in art, music, and drama;
   c. By providing courses, intramural and intercollegiate athletic competition, and other recreational activities which will enable the student to develop physical skills.

3. The College will prepare students to find employment:
   a. By providing guidance and counseling for a student which will enable him/her to choose the type of work which suits individual abilities and interests;
b. By offering two year associate degree programs in pre-professional training to prepare the student to transfer to other colleges to complete his/her professional training;
c. By offering certain vocational and occupationally oriented courses and programs to equip the student for employment opportunities following a one or two year program.

4. The College will offer members of the community an opportunity for educational development and cultural enrichment:
   a. By providing basic adult education programs and testing for those who have not obtained their high school diploma;
b. By providing credit and non-credit courses, workshops, seminars, customized training, and other organized learning opportunities as needed or requested by the public or by businesses or industries in the College’s service area;
c. By providing art shows, lectures, athletic events, musical and dramatic performances for the cultural enrichment of the community;
d. By providing facilities that can be available for community use, including a learning resource center.
Section B. History of the College

Highland Community College is two years older than the state of Kansas. The college had its beginnings as a dream of Rev. Samuel Irvin, who established a mission for the Iowa, Sac and Fox Indians in this area in 1837. With the help of the Presbyterian Church, his dream of a college here came true. Before the College was made a reality, classes were conducted in a big cabin near the site of the present Irvin Hall.

It was in 1857 that Father Irvin joined with pioneers to survey the present townsite of Highland and to provide on its highest location a site for an institution of higher learning. Our institution was then chartered as Highland University. Acting territorial Governor Denver signed the charter on February 9, 1858. This charter made Highland University the first institution of higher learning in the Territory of Kansas.

Our name was later changed to Highland College. After the Presbyterian Church discontinued aid to the College, we became a junior college in 1920. In 1937, a law was passed enabling the College to share in the tax funds from Doniphan, Brown and Atchison counties. This type of school funding was new to the educational world at that time, but has grown in popularity. Kansas now has 19 of these colleges.

The College continued to be at the forefront of the modern community college movement. Beginning with the 1960 – 1961 school year, the College, with the approval of the Kansas Department of Public Instruction and by legislative enactment, established an off-campus branch at the military post area of Fort Leavenworth. This addition represented a new approach to the advancement of the public junior college movement not only in the state of Kansas, but in the United States. Our current name reflects our continued development. With the approval of the legislature in 1966, the state’s junior colleges became community colleges and came to be viewed more in line with their four-year sister institutions. The continuing development of the College’s curriculum, off-campus offerings, enrollments, facilities and organization truly make Highland Community College a college with a proud past and a planned future.
Section C.  Philosophy of the Institution

Highland Community College practices an open door admissions policy and believes that it must provide high-quality, comprehensive programs to the needs and desires of many different individuals and groups within its service area. Because we are an open door institution, we serve a wide variety of students: recent high school graduates, nontraditional adult students, students completing their junior or senior year of high school, and citizens of our service area for which we provide educational and cultural opportunities.

Section D.  Accreditation

Highland Community College is accredited by the North Central Association of Colleges and Schools, 30 North LaSelle Street, Suite 200, Chicago, IL 60602-2504, and the Kansas State Department of Education.

Highland is a member of the following:

- Kansas Association of Community Colleges
- Council of North Central Junior Colleges
- American Association of Junior Colleges
- American Council of Education
- Association of Colleges and Universities

The college is recognized by the Veterans Administration as “approved for the training of veterans and for veteran's children.”

Highland Community College is listed in the United States Office of Education publication, “Education Directory Part 3; Higher Education.” Also, the College is authorized by the Immigration and Naturalization Service to admit non-immigrant students.
Section E. Location and Service Area

Highland Community College is located in the rolling hills of Doniphan County, in the town of Highland, Kansas. The campus lies within a ten-mile radius of the Nebraska State Line and 25 miles from St Joseph, Missouri on Highway 36.

Situated in a rural area, the college offers living suited to various lifestyles. It is located close enough to larger cities to provide the advantages of the larger community, while retaining for the student the wholesome friendly community life provided in the country.

In August 1978, the Kansas State Department of Education divided the state into nineteen community college service areas. The service area assigned to Highland Community College includes the following counties: Atchison, Jefferson, Brown, Marshall, Doniphan, Nemaha, Jackson, part of Pottawatomie and part of Wabaunsee. On the following page is a map of the geographic area within the Highland Community College service area.

In January 2002, Highland Community College reorganized the region. The service area was divided into local regions with a full time Coordinator to facilitate services in each region. We now have the following regions: Northwest, North Central, Northeast, Southwest, South Central and Southeast.

Highland Community College Service Area
Section F. Board of Trustees and Administration

As of July 2011

Board of Trustees

Vernie Coy P.O. Box 634, Wathena, KS 66090
Donald Harter 1406 200th Road Troy, KS 66087
Russell Karn 307 E. Pennsylvania Highland, KS 66035
Joyce C. Rush 1064 Hwy 20 E, Bendena, KS 66008
Joyce Simpson 106 Crawford, Wathena, KS 66090
Jason Taylor 308 N Genesee Highland, KS 66035

Administration

Mr. Dave Reist President
Dr. Craig Mosher Director of Institutional Advancement & Executive Assistant to the President
Ms. Deborah Fox Vice President of Finance & Operations
Dr. Cheryl Rasmussen Vice President of Student Services
Dr. Cia Verschelden Vice President of Academic Affairs
Section G. Regional Personnel
As of July 2011

Dr. Cia Verschelden  
Vice President of Academic Affairs
Highland Community College, 606 West Main, Highland, KS 66035
(785) 442-6013, FAX (785) 442-6108, cverschelden@highlandcc.edu

Irene L. Covert  
Administrative Assistant, Regional Instruction
Highland Community College, 606 West Main, Highland, KS 66035
(785) 442-6015, FAX (785) 442-6108, icovert@highlandcc.edu

Lori Thompson  
Coordinator, Southeast Regional Center at Perry
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Coordinator, Southwest Regional Center at Wamego
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Terri Ball  
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Paige Wilson  
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Krista Bruggeman  
Coordinator, North Central Regional Center at Sabetha
106 North 1st Street, P.O. Box 112, Sabetha, KS 66534
(785) 284-3777, FAX (785) 284-3767, kbruggeman@highlandcc.edu

Sara Smith  
Coordinator, Northwest Regional Center at Marysville
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(785) 562-5399, FAX (785) 562-9982, ssmith@highlandcc.edu

Denise Peters  
Director, HCC Online
430 South Arizona, Holton, KS 66436
(785) 362-6000, FAX (785) 362-6001, dpeters@highlandcc.edu
Chapter 10

Adjunct Instructor Salary Scale

B. 2011-2012 Pro-Rated Salary Scale for classes with less than 5 students.
Section A. Adjunct Salary Scale

<table>
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<th>Bachelor's Degree</th>
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<th>5</th>
<th>Per CrHr</th>
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<td>$495.00</td>
<td>$1,980.00</td>
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Section B. Pro-Rated Adjunct Salary (Less than 5 students)

<table>
<thead>
<tr>
<th>BA/BS</th>
<th>435.00/5 = $87.00</th>
<th>455.00/5 = $91.00</th>
</tr>
</thead>
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<tr>
<td># Students</td>
<td>1 Cr Hrs</td>
<td>3 Cr Hrs</td>
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<tr>
<td>1</td>
<td>87.00</td>
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<td>2</td>
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<td>435.00</td>
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<table>
<thead>
<tr>
<th>MA/MS</th>
<th>455.00/5 = $91.00</th>
<th>475.00/5 = $95.00</th>
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</thead>
<tbody>
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<td>1 Cr Hrs</td>
<td>3 Cr Hrs</td>
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<tr>
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<table>
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<tr>
<th>MA+ 18/Over</th>
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<th>495.00/5 = $99.00</th>
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<td>1425.00</td>
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Chapter 11

Site Specific Information
& Current Semester Details

Please see your regional coordinator for any site specific details and current semester updates.