

CHAPTER:	<b>Instruction</b>	DATE ADOPTED: August 10, 1999	NUMBER
<b>PROGRAM</b>		Revised: January 14, 2003	503
Reviewed:		June 11, 2019	
<b>SYNOPSIS:</b>			
1	Open Discussion in the Classroom		
2	Teaching Controversial Issues		
3	Class Size		
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5	Grading		
6	Course Grades		
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8	Textbook and Material Selection		
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10	Course Schedule		
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1	<p>Open Discussion in the Classroom: The Board believes that, in a world of rapid change, college best serves its community, not as a stronghold of rigid tradition, but as an open, intellectual forum where varying shades of opinion may be freely expressed and fairly debated.</p> <p>The Board believes that a free society functions efficiently only if its citizens have the right to discuss, debate, and agree or disagree constructively.</p> <p>The Board believes that an educated citizenry, fully aware of all the evidence, is best able to preserve the valuable heritage of American democratic institutions.</p> <p>The Board believes that the community college has an obligation to its community to promote healthy discussion as an educative force.</p> <p>The Board seeks to enlist a faculty whose members subscribe to high standards of professional conduct, who are specialists in the various subject matter areas, and who are fair and constructive in presenting ideas and issues to the students.</p> <p>The Board desires to foster in students a respect for differing points of view, the ability to discriminate between fact and fiction, and the capacity to think critically.</p> <p>The Board supports the invitation of outside speakers representing diverse points of view. In return, it reserves the right to impose specific conditions insuring that opportunity be provided for students to hear opposing sides of a question.</p>		
2	<p>Teaching Controversial Issues:</p> <p>a. The teaching of controversial issues is appropriate as long as the following conditions are met:</p> <p>(1) The teaching of religious or sectarian beliefs should be included in class discussion only to the extent that they are consistent with the curriculum and are presented in an objective manner. Determination as to what constitutes "appropriate religious or sectarian instruction" shall rest with the President or designee with the advice of the faculty.</p> <p>(2) The discussion of controversial issues comes within the range of the knowledge, maturity, and competence of students.</p> <p>(3) Problems and issues selected for discussion and study shall be current, significant, and/or of interest to students.</p>		

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	<p>(4) Attention given to controversial issues shall be only that required to meet the objectives of the curriculum.</p> <p>b. Whenever a controversial issue is to be included in the curriculum, the instructor shall have the following rights and responsibilities:</p> <p>(1) The instructor shall determine whether the issue raised is to be considered at the moment; whether there will be time to explore the issue sufficiently; what the relation of the problem to be considered is to the course or the curriculum; whether the students are prepared or ready to study the issue; and whether the instructor is prepared to handle it effectively.</p> <p>(2) The students should be informed of the importance of and the reason for considering controversial issues. If an issue is not to be studied, the students have a right to know the reason why, and the instructor has an obligation to explain.</p> <p>(3) The instructor, as a moderator and a participant, shall point out the possibility of errors in statements of students and writers and the possibility of alternative points of view. All facts, evidence, and aspects of an issue should be honestly presented so that students are helped to evaluate their sources of data as well as their own procedures and conclusions.</p> <p>(4) The instructor has a right to express an opinion, providing the students understand that it is not an authoritative answer. The judgment of students should not be limited or controlled directly or indirectly. Indoctrination must be avoided.</p> <p>(5) The instructor shall resist pressures which demand withholding of important facts.</p> <p>(6) The instructor shall uphold, protect, and defend the American democratic way of life.</p> <p>c. Responsibilities of Administration:</p> <p>(1) If an instructor is in doubt regarding the appropriateness of discussing certain controversial issues in the classroom, they should discuss the matter with the proper Dean. If the Dean and instructor are unable to agree, the matter should be referred to the Vice President of Instruction and then to the President.</p> <p>(2) No group or individual has the right to present arguments for or against any issue under study directly to students or to the class without authorization.</p>		
3	<p><b>Class Size:</b> The size of each class shall depend upon the nature of the subject, type of instruction, abilities of the student, and effective staff and faculty utilization. The Board reserves the right to establish class size.</p>		
4	<p><b>Instructional Methods:</b> The type of instruction shall be that which is best suited for students to achieve the competencies of the course.</p>		
5	<p><b>Grading:</b> The President or designee shall establish systems of evaluation and grade reporting that are applicable to all phases of credit instruction at the College.</p>		
6	<p><b>Course Grades:</b> The Vice President of Instruction shall set the date for submittal of final course grades by faculty to the Director of Student Records. Faculty members are responsible to ensure grades are submitted properly to the Student Records Office. The Dean and Student Records Office shall have backup documentation of class records for all classes. Faculty members are to submit that data to their</p>		

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	<p>Dean to forward to the Student Records Office.</p> <ol style="list-style-type: none"> <li>a. Students shall be notified of their progress on a regular basis and shall receive notification of their grade-to-date at mid-term.</li> <li>b. After the submission of an "I" grade, it will be changed either to the second grade entered or to an "F", at the expiration of the date set in the agreement (no longer than 1 year from the start date of the course).</li> <li>c. The Student Records office will be the only office able to process grade changes (password protected).</li> <li>d. Grades will be entered only by the instructor assigned to the course or their respective Dean's office.</li> <li>e. A course cannot be flagged as graded until all students have received a grade for the course.</li> </ol>		
7	Class Records: Class records including grades and attendance shall be submitted at the end of each semester or other term.		
8	Textbook and Material Selection: The President or designee shall adopt procedures for the selection of textbooks and resource materials.		
9	Curriculum and Revision: The President or designee shall develop standards for curriculum development and revisions.		
10	Course Schedule: Deans and the Vice President of Instruction are responsible for the development of course schedules. Only Deans and the Vice President of Instruction can authorize the class schedule.		
11	Employee Responsibility: Any employee that does not comply with the course grading system and transcript process shall be subject to disciplinary action which may include dismissal.		