

Program Handbooks

Any program that contains student performance expectations (i.e., nursing, music) must develop and maintain a “program handbook.” All handbooks, new or revised, must be institutionally ratified by going through the shared governance structure and must be vetted through Student Services Council, Curriculum Council (as an information item only), and College Council.

Program Reviews

All academic and technical programs offered at WNCC are required to undergo a comprehensive review by the Nebraska Coordinating Commission for Post-Secondary Education every seven (7) years. This review helps ensure continued quality and relevance of the programs and to monitor an appropriate level of interest and successful completion. Program review processes are coordinated by the Deans of Instruction, and departmental faculty members are major participants in the review process along with Division Chairs and Associate Dean. Internally, programs are reviewed every three (3) years. Please see **WNCC Board Policy 425.0900.79** for more information regarding Reduction-In-Force (*this policy is under revision*).

Standards of Student Conduct

WNCC requires students to conform to the recognized standards of law and order, morality, good conduct, and general satisfactory citizenship. Students must give serious attention to their college work and shall not be absent unnecessarily from any class or activity at which their attendance is required. Students who are disorderly in conduct, insubordinate, or persistently negligent in their work are subject to disciplinary action and may be suspended or expelled from the campus and sites of Western Nebraska Community College. For further information, please refer to **WNCC Board Policy 500.3800.14** (*policy under revision*) and the *Student Handbook* at or details of the Student Conduct Code and procedures for handling instances of suspected violations.

Student Evaluations of Faculty

WNCC uses a specific Student Assessment of Instruction evaluation tool. *The process for these evaluations is currently under review.* Please see the Associate Dean for further details. Faculty are encouraged to promote to students the value of their feedback for improvement of instruction.

The surveys are administered through the Educational Services Office and are completely confidential. Hard copy evaluations are completed during regularly scheduled class meetings or online for online courses. Summaries of evaluations are available to faculty members after grades have been submitted. Any questions regarding student assessment of instruction may be directed to the Educational Services Office.

Syllabi

Master Syllabi

Each course taught at WNCC has a master syllabus which is reviewed and updated at least every three (3) years. If an instructor is the only individual who teaches a certain course, the instructor has responsibility for the content of the syllabus. If several instructors teach the same course, they update the syllabus collaboratively. Approved textbook choices are noted in the syllabus. Full-time instructors are expected to provide guidance and assistance to adjunct faculty teaching the same course(s). Revisions to the master syllabus are reviewed by the Division Chair who then provides the electronic copy to Educational Services. Any changes made to master syllabi must be approved by both Curriculum Council and College Council. Instructors must follow the course content and learning objectives described in the institutional master course syllabus; students are expected to know the breadth of the content prescribed in the syllabus, whether the course is part of a sequence or not. Master syllabi are available in the Educational Services portal.