COLLEGE OF SOUTHERN IDAHO

BOARD OF TRUSTEES
REGULAR MEETING
Monday, October 21, 2019 – 3:00p.m.
President's Boardroom – Taylor Building Rm# 112

CSI Mission Statement:
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

AGENDA

I.	**CALL TO ORDER**	**Chairwoman Mittleider**
		3:00PM/President's Board Room
II.	**RECESS TO EXECUTIVE SESSION**	**Chairwoman Mittleider**
	Motion to convene in Executive Session	
III.	**RECONVENE REGULAR MEETING**	**Chairwoman Mittleider**
		4:00PM/Taylor Bldg Room 276
IV.	**APPROVAL OF MEETING AGENDA**	**Chairwoman Mittleider**
V.	**MINUTES & BUSINESS REPORTS**	
	Approval of Minutes	**Jeff Harmon**
	September 16, 2019	
	Approval of Treasurer's Report	**Jeff Harmon**
	Approval of Head Start/Early Head Start Report	**Ruby Allen**
VI.	**OPEN FORUM**	**Chairwoman Mittleider**
VII.	**UNFINISHED BUSINESS**	
VIII.	**NEW BUSINESS**	
	Action Items	
	1. CSI FY2019 Audit Report	**Jeff Harmon**
	2. CSI Policies & Procedures Manual Review/Update	**Eric Nielson**
	3. ACCT Project Proposal	**Jan Mittleider**
	Information Items	
	1. Fall 2019 Enrollment Report	**Chris Bragg**
	2. Rodeo Scholars	**Steve Birnie**
	3. Student Services Report	**Jennifer Zimmers**
	4. ACCT National Convention Report	**Anna Scholes**
IX.	**REMARKS FOR THE GOOD OF THE ORDER**	**Chairwoman Mittleider**
X.	**CSI STUDENT BODY PRESIDENT REPORT**	**Sammy Sanchez**
XI.	**PRESIDENT'S REPORT**	**President Fox**
XII.	**ADJOURNMENT**	**Chairwoman Mittleider**

COLLEGE OF SOUTHERN IDAHO

AGENDA

I. CALL TO ORDER   **Chairman Mittleider**
                                                                3:00p.m./President's Board Room

A. Pursuant to Idaho Code 74-206, the Board will convene to:
   ◆ Consider personnel matters
     [Idaho Code §74-206(1)(a) & (b)]

II. ADJOURNMENT   **Chairman Mittleider**

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:03p.m.

EXECUTIVE SESSION ATTENDEES:
Trustees:
> Jan Mittleider, Chairman
> Jack Nelsen, Clerk
> Anna Scholes, Trustee
> Scott McClure, Trustee

College Administration:
> Jeff Harmon, Vice President of Finance and Administration

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

- ◆ Consider personnel matters
  [Idaho Code §74-206(1)(a) & (b)]

Jan Mittleider moved to go into Executive Session.
The vote to do so by roll call:

- Jan Mittleider   Aye
- Jack Nelsen   Aye
- Anna Scholes   Aye
- Scott McClure   Aye

The Board returned to public session at 4:04p.m.

BOARD MEETING ATTENDEES:
Trustees:
> Jan Mittleider, Chairman
> Jack Nelsen, Clerk
> Anna Scholes, Trustee
> Scott McClure, Trustee

College Administration:
> Dr. Jeff Fox, President
> Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
> Jeff Harmon, Vice President of Finance and Administration

Employees, visitors and media:
> Attached List

APPROVAL OF AGENDA: The agenda was approved as written.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written.

September 16, 2019 – Regular Meeting

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Jack Nelsen. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Jan Mittleider. Affirmative vote was unanimous. The board approved the request for Head Start to move forward with their request from Region X, using the proceeds from the sale of the Buhl Head Start facility, to purchase property in Buhl Idaho which includes a one-time funding to construct a new facility on the property to be purchased. Motion by Anna Scholes. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Kristin Diggs, Eide Bailly Representative and Jeff Harmon presented the Eide Bailly annual audit report. The Board approved the 2019 fiscal year audit report on MOTION by Scott McClure. Affirmative vote was unanimous.

2. Eric Nielson, Director of Human Relations, presented the Policy and Procedures manual review and update. The Board approved the new policies and procedures manual for 2019-2020 on MOTION by Anna Scholes. Affirmative vote was unanimous.

3. Jan Mittleider, Board of Trustees Chairwoman, presented a proposal to contract with the Association of Community Colleges Trustees (ACCT) for providing comprehensive presidential search services. The Board approved a $35,000 contract with ACCT on motion by Jan Mittleider. Affirmative vote was unanimous.

Information Items

1. Chris Bragg, Associate Dean of Institutional Effectiveness presented the Fall 2019 Enrollment Report. The report is a federal requirement for all Idaho institutions and is reported to Idaho's State Board of Education.

2. Steve Birnie, Rodeo Coach, reported on the CSI Rodeo Team and their accomplishments in 2018-2019. He introduced athletes who were recognized by the National Intercollegiate Rodeo Association as Scholar American recipients.

3. Jennifer Zimmers, CSI Financial Aid Director, presented a Student Services report. She noted that the student loan default rate is down from 2018. The Financial Aid office works hard to help students make meaningful choices to stay out of educational debt.

4. Anna Scholes, Board of Trustees member, reflected on her recently attended Association of Community Colleges Trustees (ACCT) Conference.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT'S REPORT

ADJOURNMENT DECLARED: 5:38 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: November 18, 2019

Jan Mittleider, Chairwoman

Monthly Board Meeting List of Additional Attendees

Employees

Dr. Barry Pate, Dean of Instruction
Jayson Lloyd, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Jonathan Lord, Associate Dean of Early College
Eric Nielson, Director of Human Resources
Jennifer Zimmers, Director of Financial Aid
Spencer Cutler, Director of Physical Plant
Ruby Allen, Director Head Start
Ed Ditlefsen, Director IT Application and Data
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Candace Boesiger, Assistant Professor Accounting
Suzanne McCampbell, Director of Office on Aging
Andy Williams, IT Service Owner
Tiffany Seeley Case, Instructional Dean
Tamara Harmon, Assistant Director of Foundation
Steve Birnie, Rodeo Coach
Zach Schaal, Senior Account
Teri Fattig, Director, Library & Museum/Dept. Chair
Michele McFarlane, Registrar
Shelly Wright, Professor, Physical Education
Heidi Hawkins, Professor, Biology
Bethany White. Service Owner, Information Technology
Devon Jenks, Senior Accountant
Laura Erickson, Professor, Digital Media
Perri Gardner, Assistant Professor, Political Science

Media and Visitors

Ryan Blake, Times News
Sammy Sanchez, ASCSI Student Body President
Shawn Mentaberry
Russell Kay
Cassie Kayser
Katelyn Perkins
Alex Daw
Kristen Diggs
Dale Burn

General Fund Board Report

As of September 30, 2019

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	($5,083,532)	($5,475,383)	($11,750,000)	($6,274,617)	53.40%
County Tuition	($892,950)	($858,950)	($1,910,000)	($1,051,050)	55.03%
State Funds	($21,257,965)	($21,434,534)	($22,013,000)	($578,466)	2.63%
County Property Tax	($196,202)	($225,968)	($7,883,000)	($7,657,032)	97.13%
Grant Management Fees	($136,860)	($129,302)	($520,000)	($390,698)	75.13%
Other	($204,091)	($287,485)	($460,000)	($172,515)	37.50%
Unallocated Tuition	($655,341)	($618,056)	$0	$618,056	-
Departmental Revenues	($408,469)	($386,223)	($797,000)	($410,777)	51.54%
Total Revenue	**($28,835,410)**	**($29,415,901)**	**($45,333,000)**	**($15,917,099)**	**35.11%**
Expenses					
Personnel Expense					
Salaries	$5,241,260	$5,422,231	$23,539,900	$18,117,669	76.97%
Variable Fringe	$1,100,895	$1,154,298	$5,140,700	$3,986,402	77.55%
Health Insurance	$1,091,913	$1,145,273	$4,932,500	$3,787,227	76.78%
Total Personnel Expense	**$7,434,068**	**$7,721,802**	**$33,613,100**	**$25,891,298**	**77.03%**
Operating Expense					
Services	$1,122,411	$1,367,670	$5,275,400	$3,907,730	74.07%
Supplies	$359,707	$424,053	$362,000	($62,053)	(17.14)%
Other	$2,619	$2,398	$0	($2,398)	-
Capital	$5,979	$184,741	$452,500	$267,759	59.17%
Institutional Support	$4,238,458	$4,245,244	$5,600,000	$1,354,756	24.19%
Transfers	$30,000	$30,000	$30,000	$0	0.00%
Total Operating Expense	**$5,759,174**	**$6,254,106**	**$11,719,900**	**$5,465,794**	**46.64%**
Total Expense	**$13,193,242**	**$13,975,908**	**$45,333,000**	**$31,357,092**	**69.17%**
Rev/Expense Total	**($15,642,168)**	**($15,439,993)**	**$0**	**$15,439,993**	**-**

College of Southern Idaho
Head Start/Early Head Start

Program Summary for September 2019

Enrollment

Head Start ACF Federal Funded	457	
Head Start TANF	12	
Early Head Start	92	
Total	**561**	

Program Options

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance

September Head Start Overall Attendance	87%
September Head Start Self Transport Attendance	88%
September EHS Toddler Combo Attendance	79%
September 100-130% Poverty Level	10%
September IEP/IFSP Enrollment	5%
September Over Income Enrollment	4%

Meals and Snacks

Total meals served for September	8,291
Total snacks served for September	554

Program Notes

Classroom staff are completing anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children's learning when they enter the program. The information is compiled four times for Early Head Start and three times for Head Start over the course of the program year. Children in Early Head Start are evaluated on 28 items that cover six categories: sense of self, social relations, creative representation, movement, communication and language, and exploration and early logic. Children in Head Start are evaluated in 32 items that cover six categories: initiative; social relations; creative representation; music and movement; language and literacy; and mathematics and science.

Save the Date:

November 21, 2019 at 4:30 CSI Taylor Building room 277. Head Start Leadership Training for the CSI Board of Trustees and Policy Council.

December 12, 2019 6-7 CSI Taylor Building room 277. Head Start-Putting Idaho to Work, a Legislative and Board education presentation.

Facilities

The Buhl Facility is set to be sold on October 23, 2019. Head Start seeks Board of Trustee's approval to request approval from Region X to use proceeds from the sell to purchase property in Buhl Idaho. Also, we would like approval to request a One Time Funding to construct a new facility on the property to be purchased.

Documents for Board Review and Approval: Financial Reports; Buhl Facility Project.

CSI POLICY & PROCEDURE MANUAL

PROPOSED REVISIONS/ADDITIONS Fall 2019

6.14 SMOKE FREE CAMPUS POLICY *(Rev: 1/14)*

Smoking is prohibited on all college properties, including off- campus centers and any properties owned or leased by the College. For the purposes of this policy, smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis and e-cigarettes.

Organizers and attendees at public events, such as conferences, meetings, public lectures, athletic events, social events and cultural events, using College facilities will be required to abide by the CSI Smoke Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

The following smoking prohibitions have been established on the CSI campus:

- Smoking is prohibited in all CSI-owned residences, including Eagle Hall.
- Smoking is prohibited in all CSI-owned or leased vehicles.
- The sale of tobacco products on campus is prohibited.
- The free distribution of tobacco products on campus is prohibited.
- Campus organizations are prohibited from accepting money or gifts from tobacco companies.
- Tobacco advertisements are prohibited in college-sponsored publications.

The College will provide free, accessible tobacco treatment. on campus and will publicize its availability. These programs will be designed to meet the special needs of those they serve. These tobacco treatment programs shall be publicized regularly in student and employee publications, posted in residence halls and academic buildings, through Student Services, and through other appropriate means. Find information and an email link to a contact at www.phd5.idaho.gov/tobacco or call 208-737-5968 to reach the South Central Public Health Tobacco Cessation Coordinator.

Effective implementation of this Smoke Free Policy depends upon the courtesy, respect, and cooperation of all members of the CSI community. Complaints or disputes should be brought to the attention of the College employee who has immediate responsibility for the workplace, event, or residence, or to her/his supervisor. If satisfactory resolution is not reached, the Dean of Students or the Director of Human Resources should be consulted.

6.22 PUBLIC RECORDS *Rev: 1/15)*

The President shall establish procedures to accommodate requests for information from the public. Financial information shall be released on through proper channels after a formal request has been received and reviewed. The procedures shall ensure that no information of private nature about faculty, staff, or students is disclosed. The College may charge a reasonable fee for locating and copying the records.

The President shall establish procedures to accommodate requests for information from the public. Financial information shall be released only through proper channels after a formal request has been received and reviewed. The procedures shall ensure that no information of a private nature about faculty, staff, or students is disclosed. The College may charge a reasonable fee for locating and copying the records.

The Vice President of Administration is the designated custodian of records. The Public Information Officer is the designated contact for the purposes of the Open Records Law, Sections 9-337-348, of the Idaho Code. In the event of the Public Information Officer's absence, the Public Information Specialist will be the temporary contact. The College will comply with the requirements set forth in the Idaho Code in

every respect regarding public records.

Requesting Public Records
Requests for public records shall be submitted to the Public Information Officer in writing or in the online form available at http://www.csi.edu/publicinformationoffice/forms/CSI-Public-Records-Request-Form.pdf

Requests to examine or copy public records shall be granted or denied, as required by Idaho Statute, within three working days of their receipt. However, the custodian of public records may take an additional 10 working days to respond to such requests if necessary.

Examination of public records must be conducted during regular office or working hours.

The custodian shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 9-342, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by section 9-348, Idaho Code, or as otherwise provided by law, and except as required for purposes of protecting personal information from disclosure under chapter 2, title 49, Idaho Code, and federal law. The person may be required to make a written request and provide their name, a mailing address and telephone number.

Copying	
Per page - Black & White	$0.05
Per Page – Color	$0.50
Labor	
Administrative Assistant	$22.00/hour
Manager/Supervisor	$38.00/hour
Director	$44.00/hour
Vice President	$61.00/hour
Attorney	$250.00/hour

Individuals requesting public records have the right to make his/her own copies of the documents using College of Southern Idaho copying equipment. The custodian of public records or a designated staff member shall use whatever diligence is required to prevent alteration of any public record while it is being examined or copied. For copies totaling in excess of 100 pages, the college will establish a cost per page to be paid by the requester.

Requests that require greater than two hours of staff time will be charged at a reimbursement rate according to the following table:

6.31 EMERGENCY DISASTER NOTIFICATION PLAN *(Rev: 5/17)*

In the event of a disaster or dangerous situation, the person witnessing the event should immediately call 911 to notify first responder entities. The second call should be to CSI Security at 732-6605. The caller should notify CSI Security that a 911 call has or has not been made.

The CSI emergency notification system is comprised of three systems:

InformaCast emergency intercom phone system.

RAVE emergency phone, e-mail and text notification system.

Upon receiving notification of a campus emergency/threat that warrants a campus wide alert, the CSI Security Office will ensure that 911 authorities have been notified.

CSI security or one of the 40 key staff located in buildings throughout campus will activate the campus emergency phone system. This system allows communication between all 100 stations to allow for the passage of critical information. These key staff members are also provided with bull horns in order to quickly communicate with building occupants.

As soon as possible, the CSI Security or the business office Public Information Officer will activate the RAVE Mobile Safety emergency alert notification system. This system will send information via text message, voice and e-mail to staff employees and students plus community members who have signed

up for this free service. Logging into the RAVE system and updating your personal preferences is crucial.

In meetings with the local law enforcement officials concerning emergencies, the Twin Falls City Police indicated that they will have three officers on campus in less than five minutes. Additional assistance from the Twin Falls County Sheriff's Office and Idaho State Police will be provided in less than 10 minutes.

CSI Security and administration will cede all command and control functions over to law enforcement authorities as soon as they are established on campus.

Emergency situations/disasters require CSI staff to remain flexible and react based upon the best information available at the time. Written procedures provide the framework for responses but the need for adaptability to address the issues must be maintained regardless of policies.

The Emergency Disaster Notification Plan will be tested once each semester and the test results documented by the CSI Security Supervisor.

Questions regarding this policy should be directed to the Vice President of Administration.

8.04 PURCHASING AND PROCUREMENT POLICY (Rev: 5/17

Sole Source Purchases

- CSI, as a political subdivision, may determine that there is only one vendor (one source) to acquire personal property. A sole source item is one that has only one supplier. For example, a sole source purchase might be necessary in the follow circumstances:

    o Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration.
    o Where a sole source supplier's item is needed for trial use or testing
    o The purchase of mass-produced movies, videos, books or other copyrighted materials
    o The purchase of property that for which it is determined there is no functional equivalent
    o The purchase of public utility services
    o The purchase of products, merchandise or trademarked goods for resale at a political subdivision facility
    o Where competitive solicitation is impractical, disadvantageous or unreasonable under the circumstances

- Individual CSI departments or purchasers cannot make a determination on whether a vendor is a sole source. Departments contemplating a purchase that they suspect may be a sole source must provide a memorandum documenting the research and rationale behind the request for a sole source purchase. The memorandum describing the sole source must be signed by the Vice President of Finance and Administration. Upon making the "sole source" declaration, notice of the sole source purchase must be published in the newspaper (CSI posts two consecutive weeks). A Purchase Order cannot be issued until the fourteen (14) day appeal period has expired. The appeal period begins upon first posting.

8.06 TRAVEL REIMBURSEMENT POLICY (Rev: 5/17, 5/18)

Travel Voucher Form

Transportation

Airfare - Employees will be reimbursed for airfare at the actual cost.

Private Auto - Employees will be reimbursed 53.5 58 cents per mile for in state travel.

Out of state Travel - If a private automobile is used, reimbursement will be at the airfare price or ~~53.5~~ 58 cents per mile, whichever is lower.

CSI Vehicles - CSI vehicles are to be used for official CSI business only. Employees will be reimbursed for actual out of pocket fuel costs only when using a CSI vehicle.

Lodging
The actual cost of the hotel room will be reimbursed, less phone, meal or other miscellaneous charges.

Meals

A Per Diem rate of $45 per day will be allowed for overnight travel on the following schedule:

- Departure prior to 7 a.m.: Breakfast, lunch and dinner are included.
- Departure prior to 11 a.m.: Lunch and dinner are included.
- Departure prior to 5 p.m.: Dinner is included
- Return after 8 a.m.: Breakfast is included.
- Return after 2 p.m.: Breakfast and lunch are included.
- Return after 7 p.m.: Breakfast, lunch and dinner are included.

  - Per Diem is allowed at a rate of $45 per day both in state and out of state for CSI employees. Breakfast is $9, lunch is $13, and dinner is $23.
  - When meals are provided Per Diem will not be paid. A copy of the conference agenda or schedule of events must be attached to the travel voucher.
  - Per Diem for students on official CSI business will be allowed up to $45 per day for in state and out of state. Employees distributing funds to students for Per Diem must turn in documentation with the student's signature acknowledging receipt of Per Diem funds.
  - Per Diem will not be paid unless the employee or student is staying overnight at their destination.
  - An itemized receipt is required for all reimbursements. Credit card slips with totals are not sufficient documentation.
  - Excessive claims will be sent back to the supervisor with a request for a written explanation of the costs.
  - No expenses for alcohol will be reimbursed.

Other

A maximum tip of 18% will be allowed. Per Diem payments are inclusive of tips.

All claims other than Per Diem and mileage must be supported by itemized receipts. If the receipt is not on letterhead, it must be signed by the provider of the services.

Travel vouchers must be totaled with all receipts attached and signed by the appropriate supervisor with the complete fund-department-account filled in. Incomplete vouchers will be returned to the employee. Requests for reimbursement must be turned in at least monthly or within 30 days of the last day of travel.

NEW EMPLOYEE PEFORMANCE STANDARDS (NEW)

These standards are covered for new full-time employees during HR orientation and are to be considered during the performance evaluation process.

1. **CSI's Standard of Conduct:** Describes how well the employee manages follows, supports, champions and models the following College's Standard of Conduct:

   - **Workplace Conduct:** Acts fairly, collaboratively, and honestly in personal and group interactions and helps create and maintain a non-discriminatory, harassment free, drug/alcohol free, and respectful workplace. Maintains confidentiality, including protecting the privacy of, and access to, records.
   - **Compliance:** Understands and adheres to State and Federal laws and rules as well as complying with College policies and other forms of guidance. Uses acceptable processes (College policies and procedures, chain of command, etc.) to bring issues to administration's attention.
   - **Financial Stewardship:** Insures accurate financial transactions and reports and maintenance of internal controls. Utilizes College resources in an effective manner, identifies, discloses, and avoids potential conflict of interest, and reports waste, fraud and/or abuse.
   - **Individual Responsibility and Accountability:** Demonstrates sound judgment, accepts responsibility, and holds himself/herself accountable for meeting the highest standards of service as well as established performance standards and developmental objectives.

2. **Customer Service:** Describes how well the employee works with internal and external customers to achieve desired results and maintain positive customer relationships and professional image. Employees are expected to be polite and efficient in working with customers.
3. **Interpersonal Skills:** Describes how well the employee establishes and maintains effective work relationships. Demonstrates sensitivity to others and has good communication and listening skills.
4. **Dependability:** Describes how well the employee completes assigned work in a timely manner, keeps commitments, is accountable and stays balanced under pressure. The employee meets attendance requirements.
5. **Adaptability/Flexibility:** Describes how well the employee adapts to change and is open to different and new ways of doing things. Demonstrates willingness to learn and apply new skills or methods in completing work assignments or projects.
6. **Technical Duties:** Describes how well the employee performs the technical duties related to his/her position (include department specific requirements).
7. **Quality:** Describes the employee's work in terms of consistency, thoroughness, and accuracy. The employee supports and participates in continuous improvement in work processes, services or products. Demonstrates ethical dealings, effective problem-solving skills and meets quality standards set by supervisor.
8. **Productivity:** Describes how the employee manages and completes workload expectations by setting and following priorities, using time effectively and achieving work goals. Demonstrates the knowledge and skills needed to do the job.
9. **Work Environment/Safety:** Describes how well the employee promotes and supports a respectful workplace. Demonstrates support and compliance with general conditions of employment, EEO, security and workplace safety policies. Demonstrates ethical behaviors, decision-making skills, and compliance with appropriate federal and state laws and College policies and procedures.
10. **Employee Development:** Pertains to professional development, workshops and training. Describes willingness to participate in personal and professional growth and training activities and events.

Definitions:

Handler – The owner and person in charge of an animal.

Pet – Any animal kept for ordinary use and companionship. Service and Support Animals are not considered Pets.

Service Dog – Any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Service Dog in Training – A dog who is participating in a formal program to learn how to become a Service Dog.

Support Animal – An animal that provides emotional or other support that improves one or more identified symptoms or effects of a person's disability. Unlike Service Dogs, Support Animals are not required to be trained to perform work or tasks, and they may include species other than dogs. Support Animals could include, but are not limited to domestic dogs, domestic cats, rabbits, companion birds, and other animals commonly kept as Pets.

Policy

I. Policy Statement

The College of Southern Idaho is committed to making reasonable modifications to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities. Possession of any animal on campus including but not limited to domestic pets, wildlife, livestock, wild animals, exotic animals, vicious animals, and insects must be in compliance with local, state, and federal laws and regulations. TWIN FALLS CITY CODE TITLE 6, CHAPTERS 3-4 should be consulted before bringing any animal on campus.

Animals in Outdoor Spaces

Animals may be brought onto outdoor spaces on campus that are open to the public, except for College athletic fields if:

A. the animal is accompanied and appropriately restrained by a competent Handler at all times, and

B. the animal and the Handler are in compliance with all applicable laws and regulations.

II. Service Dogs

Service Dogs are permitted to accompany people with disabilities in all areas of the College facilities, including on-campus housing, where students, members of the public, and other participants in services, programs, or activities are allowed to go.

A. A Service Dog must be trained so that it controls its waste elimination, absent illness or accident. The Handler must maintain control of the Service Dog at all times by a harness, leash, or other tether, or by voice, signals or other effective means if the Handler is unable to hold control devices, or such use would interfere with the Service Dog's performance of work or tasks.

B. The College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Dog.
C. College employees may only ask two questions of the Handler to determine whether the animal qualifies as a Service Dog:
1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Asking additional questions of the Handler may be a violation of COLLEGE POLICY 6.01 UNLAWFUL DISCURIMINATION, HARASSMENT. If a College employee has concerns about a Service Dog, contact the Student Disability Services, Human Resources, or Campus Safety as appropriate.

III. Requests for assistance with Service Dogs

A. Students – The STUDENT DISABILITY SERVICES.
B. Employees – If requesting the use of Service Dogs in the course of employment contact HUMAN RESOURCES OFFICE for information on employment accommodations.
C. Others – Contact the CAMPUS SAFETY.

IV. Support Animals and Pets

The following are procedures for where Support Animals and Pets are allowed and under what circumstances.

On Campus Student Housing

A. A Support Animal may reside in on-campus housing, including accompanying persons with disabilities in all public or common use areas of on-campus housing, when it may be necessary to afford the person with a disability an equal opportunity to use and enjoy on-campus housing.
B. Before a Support Animal can move into on-campus housing with a person with a disability, the student requesting use of an Animal must submit a request to the Student Disability Services. The Student Disability Services will review the request and notify the student and Housing Administration if the request is approved or denied. Prior to a final decision, the Student Disability Services Staff may request additional information from the student. The request for a Support Animal should be made at least thirty (30) days prior to the student bringing the Support Animal into on-campus housing.
C. Student Disability Services will require documentation for Support Animals from a licensed physician or mental health provider, including without limitation a qualified psychiatrist, social worker, or other mental health professional, to provide sufficient information for the College to determine that:
1. The individual qualifies as a person with a disability
2. The Support Animal is necessary to afford the person with a disability an equal opportunity to use and   enjoy on-campus housing
3. There is a reasonable, documented connection between the animal and the disability
D. Once approved, refer to the Service and Support Animal Guidelines for more information. These guidelines will be given to Handlers of living in on-campus housing upon approval of a Support Animal.
E. Pets are not allowed in On Campus Student Housing.

Beyond Campus Student Housing

    A. Pets are not allowed in classrooms, offices, or buildings.
    B. If any member of the College community is concerned about any animal on campus, they may address their concerns with the Student Disability Services, Human Resources, or Campus Safety as appropriate.

V. Service Dog Trainees

Service Dogs in Training are allowed on campus to the same extent and subject to the same limitations as Service Dogs.

VI. Responsibilities

The College is not responsible for the care or supervision of Service Dogs or Support Animals.

    A. Handlers are responsible for the cost, care, and supervision of their animals, including:
        1. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
        2. Keeping the animal under control and taking effective action when it is out of control; and
        3. Feeding and walking the animal as necessary, and disposing of its waste.
    B. Handlers may be charged for damage caused by their animals to the same extent that the College would normally charge a person for the damage they cause. However, the College will not require any surcharges or fees for the use of Service or Support Animals.
    C. Handlers must ensure their animals comply with applicable College rules regarding noise, safety, disruption, and cleanliness.

VII. Exceptions and Exclusions

The College may impose some restrictions on, and may even exclude an animal in certain instances, including Service and Support Animals. Any animal may be excluded from an area in which it was previously authorized to be if:

    A. It is out of control and effective action is not taken to control it,
    B. It is not housebroken or the Handler fails to clean a cage or box designated for the animal's waste such that the cleanliness of the room is not maintained, or
    C. It poses a direct threat to the health or safety or others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services.

In the event that restriction or removal of a Service or Support Animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the animal present.

VIII. Guidelines for Members of the College Community

To ensure equal access and nondiscrimination of people with disabilities, members of the College community must abide by the following practices:

    A. Allow Service Dogs, and in some cases Support Animals, to accompany people with disabilities on campus;
    B. Do not ask for details about a person's disability;
    C. Do not pet a Service Dog or Support Animal as it distracts the animal from its work;
    D. Do not feed a Service Dog or Support Animal;
    E. Do not deliberately startle, tease, or taunt a Service Dog or Support Animal;
    F. Do not allow Pets to approach and/or interfere with a Service Dog or Support Animal; and
    G. Do not separate or attempt to separate a Handler from his/her Service Dog or Support Animal.

IX. Policy Non-Compliance

Violation of any portion of this policy may result in disciplinary action. Incidents will be evaluated on a case-by-case basis and may result in the following sanctions up to:

A. Exclusion or expulsion in the case of students, or
B. Exclusion or dismissal from employment, in the case of faculty and staff, or
C. Exclusion from campus, in the case of the public.

If a Handler feels his or her animal has been improperly excluded from campus, the Handler may contact the Student Disability Services, Human Resources, or Campus Safety as appropriate.

Appendix A

Contact Information
STUDENT DISABILITY SERVICES – Available to students at 732-6260
HUMAN RESOURCES OFFICE – Available to College employees at 732-6267
CAMPUS SAFETY – Available to visitors at 732-6605

Academic Calendar and Course Scheduling (NEW)

Purpose
Review and development of the Academic Calendar, deadlines, and guidance for course scheduling.

Scope
All areas of the College operation including students, faculty, and staff

Responsible party
Chief Academic Officer

I.Policy statement
A. Description and intent
1. The College of Southern Idaho Academic Calendar and course scheduling practice will be developed to accommodate students and faculty by providing reasonable meeting times for classes. This includes attention paid to overlapping or redundant courses which impede student progress and efficient scheduling. Departments will schedule classes based on the standard meeting times and patterns wherever possible. Exceptions will be made on a case-by-case basis in conversation with the Office of Instruction and Academic Affairs (respective Dean, Associate Dean, and Course Scheduler).
B. Academic Calendar determination and publication
1. The Academic Calendar provides semester start and end dates as well as relevant deadlines associated with admission, registration, graduation, payment, and other academic functions. It reflects a five-year plan and is reviewed annually.
2. Academic Calendar and Course Scheduling Committee
a. Responsibility for the development and management of the Academic Calendar falls to the Chief Academic Officer (CAO), who utilizes input from the Academic Calendar and Course Scheduling Committee. The Committee makes recommendations to the CAO who brings those recommendations to the Administration for final approval.

b.	The Academic Calendar and Course Scheduling
Committee membership includes
1.	Chief Academic Officer (chair)
2.	Registrar
3.	Instructional Deans representative
4.	Academic/Transfer department chairs representative
5.	CTE department chairs representative
6.	Faculty Senate Executive Committee representative
7.	CTE faculty representative
8.	Academic/Transfer faculty representative
9.	Director of Financial Aid
10.	Director of Admissions
11.	Vice President of Administration and Finance (or designee)
12.	Chief Information Officer (or designee)
13.	Advising Coordinator
14.	Dean of Students
15.	ASCSI representative

c.	Representative members of the Committee are appointed by the CAO, with the exception of the ASCSI representative who is appointed by the Dean of Students.

3.	The Academic Calendar is reviewed annually for changes, but is a five-year plan with start and end dates determined for each semester or term.

a.	Fall Semester
The Fall semester start date is determined by working backwards from Christmas Day and the determination of Finals Week. Fall classes begin 16 weeks prior to the Monday of Finals Week. Final semester grades are due the Tuesday following the end of Finals Week. A minimum of three days are required for administrative work to be completed between the Tuesday grading deadline and Christmas Day. Therefore, if Christmas Day falls on a Friday, Saturday or Sunday, the week prior to Christmas is Finals Week. If Christmas Day falls on Monday-Thursday, finals are conducted the week prior to the full week before Christmas week. The determination of Finals Week dictates the first day of the Fall semester.

There are no scheduled classes on the following holidays:
• Labor Day (Monday)
• Columbus Day (Monday)
• Veteran's Day (November 11. If the 11th falls on a Saturday, November 10 is observed. If the 11th falls on a Sunday, the 12th is observed)
• Thanksgiving/Assessment Week (Monday – Friday)

Faculty contract days observe all these holidays with the exception of the week of Thanksgiving. No classes are held this week, but faculty participate in Assessment Week activities as determined by the Office of Instruction and Academic Affairs. Contract days during Assessment Week are Monday, Tuesday, and Wednesday.

Inservice
Fall inservice week begins the Monday preceding the first day of Fall classes. A minimum of 50% of Fall inservice week is reserved for class preparation, with the remainder consisting of institutional and department meetings and professional development. Faculty contracts extend through Friday of Finals Week.

b.   Spring Semester

The Spring semester start date is based on Martin Luther King/Human Rights Day and precedes this holiday by one week. As the federal holiday falls on the third Monday of January, classes begin no the second Monday of January. The break between the two semesters (last day of Fall Finals Week and first day of Spring classes) is referred to as Winter Break and is three or four weeks in duration, depending on the specific end date of the Fall semester and the specific date of Martin Luther King/Human Rights Day. Annual commencement ceremony (graduation) is held on the Friday of Spring Finals Week. There are no scheduled classes on the following holidays and Spring Break:

- Martin Luther King/Human Rights Day (Monday)
- President's Day (Monday)
- Spring Break (during the NJCAA Men's National Basketball Tournament, as scheduled by the NJCAA)

Faculty contract days observe all these holidays and Spring Break.

Inservice

Spring inservice week begins the Monday preceding the first day of Spring classes, or the first Monday in January. If the first Monday of January is a holiday (New Year's Day observed), inservice is shortened to four days and begins on Tuesday, with the contract day moving to the week following graduation. A minimum of 50% of Spring inservice week is reserved for class preparation, with the remainder consisting of institutional and department meetings and professional development. Faculty contracts extend into the week following Spring semester Finals Week for purposes of grading completion and professional development. This is typically two days, but may be three in the event of a holiday conflict cited above.

c.   Summer Term

The Summer Term courses commence Monday of the first full week of June and runs for a total of eight weeks.

There are no scheduled classes on the following holiday:

- Independence Day (July 4. If July 4 falls on a Saturday, the holiday is observed on Friday, July 3; if on a Sunday, observed on Monday, July 5.)

Faculty contract days (for those on extended contracts) observe this holiday.

d.   Terms and subterms

Course section start and end dates for the Fall and Spring semesters should fall within the following matrix:

Term/subterm	Duration	Description
Semester	16 weeks	Full Semester (excluding finals week)
Session 8.1	8 weeks	First 8 weeks of semester
Session 8.2	8 weeks	Last 8 weeks of semester
Session 4.1	4 weeks	First 4 weeks of 8.1
Session 4.2	4 weeks	Last 4 weeks of 8.1
Session 4.3	4 weeks	First 4 weeks of 8.2
Session 4.4	4 weeks	Last 4 weeks of 8.2
Session 12.1	12 weeks	Last 12 weeks of semester (Sessions 4.2 and 8.2 combined)

Depending on the timing of Spring Break, certain terms and subterms may be interrupted by the break.

Two 4-week subterms may be employed during the Summer term where there are compelling reasons to do so. The three resulting sessions are as follows:

Term/subterm	Duration	Description
Term 1	8 weeks	First full week of June continuing for 8 consecutive weeks
Term 2	4 weeks	First 4 weeks of Term 1
Term 3	4 weeks	Last 4 weeks of Term 1

CTE program exceptions

Sequential curriculum CTE programs operating during the summer term may schedule courses outside the three terms, but must be coordinated with the Technical Dean if they fall outside the scheduled start and end dates for the summer term.

    e.   Finals Week

    1.   The Faculty Senate Executive Committee is responsible for timely development and publication of the Final Exam schedule.

    2.   Final examinations may not be conducted prior to the designated final exam period for each course. Any exceptions must be approved by the respective Dean or Associate Dean in advance.

C.   Course scheduling

    1.   Course start and end times

    a.   Courses should adhere to the following start times wherever possible. As with start and end dates, exceptions may be made where there is good reason or necessity (CTE programs, labs, etc.). Such exceptions should be coordinated with the Office of Instruction and Academic Affairs (respective Dean, Associate Dean, and course scheduler).

Monday	Tuesday	Wednesday	Thursday	Friday
8:00	8:00	8:00	8:00	8:00
9:00	9:30	9:00	9:30	9:00
10:00		10:00		10:00
11:00	11:00	11:00	11:00	11:00
12:00	12:30	12:00	12:30	12:00
1:00		1:00		1:00
2:00	2:00	2:00	2:00	2:00
3:00	3:30	3:00	3:30	3:00
4:00		4:00		4:00
5:30	5:30	5:30	5:30	6:00
7:00	7:00	7:00	7:00	8:00

    b.   Each hour of instructional time includes 10 minutes of "break," which allows students to either take a break or move to their next scheduled class. Course end times should reflect this break, but only at the end. For example, a one hour course starting at 9:00 AM should be scheduled to end at 9:50 AM. A two hour course starting at 9:00 AM

should be scheduled to end at 10:50 AM, as one ten-minute break is inclusive. The instructor and the students are allowed to determine whether or not to take this break during the class, or at the end (meaning the class meets from 9:00 AM-10:40 AM). However, for purposes of scheduling and consistency of courses, all courses should be scheduled to end on a x:50 mark, or x:20 mark, eg. 1:50 PM or 9:20 AM.

2. Reserved meeting hour

    a.   For purposes of conducting faculty business, committee work, and other non-instructional activities, the hour from 1:00 PM-2:00 PM on each Tuesday is reserved. Full time faculty are not to be scheduled to teach during this period. Courses may be scheduled, but must be taught by adjunct faculty. Exceptions require the approval of the Chief Academic Officer.

    b.   For purposes of facilitating student affairs programming, the hour from 1:00 PM-2:00 PM on each Thursday is also reserved, but with the understanding that certain requirements of lab and CTE program courses may require scheduling during this period.

        1. Courses scheduled during this hour require the approval of the respective Instructional Dean or Associate Dean.

    c.   Meeting schedules for the academic year are distributed by the Office of Instruction and Academic Affairs prior to Fall Inservice and include provisions for department meetings, Faculty Senate meetings, and other committee work.

3. Schedule synchronization

    a.   Course schedules will not be created in isolation and will be constructed based on the needs of students.

        1. Transfer departments in particular should work with other departments and units to craft a student-friendly schedule.

        2. While faculty preference will be considered, the specific needs of students will take precedence.

    b.   Once completed, departmental course schedules require the approval of the respective Instructional Dean or Associate Dean.

4. Scheduling of overload courses

    a.   A full load must be established for full time faculty prior to the scheduling of overload courses.

    b.   Sections will be added only once full loads for full time faculty are reasonably indicated.

5. Assurances to students

    a.   The base course schedule is to be completed and published for the entire academic year subsequent to the current academic year no later than February 1 of the current year in order to assist in advising and providing assurances to students making academic and life decisions.

    b.   Changes to the base course schedule prior to the opening of registration once published require approval of the respective Instructional Dean or Associate Dean prior to publication.

    c.   Changes to the course schedule once registration has opened require the approval of the CAO prior to publication.

    d.   Courses may be canceled for reasons of low enrollment, lack of qualified faculty, financial exigency, or other unforeseen circumstances.

        1. Courses must be canceled a minimum of five working days prior to the first day of class

2. All enrolled students must be notified immediately by the respective Department Chair or designee and offered advice relative to alternatives, including information regarding their academic plan and financial aid if applicable.

3. Enrollment must be immediately discontinued by the Registrar.

e. Courses seen as absolute requirements for degree completion may be offered with low enrollments and coordinated with the respective Instructional Dean or Associate Dean.

1. Where possible and appropriate, course substitutions should be considered in order to avoid low enrollment course sections.

6. Room assignments

a. All classroom and lab space at the College is available and assigned at the final discretion of the CAO.

1. Certain lab areas are dedicated for a particular usage and are not appropriate to be used by non-qualified instructional personnel or students

2. With few exceptions, all classrooms are considered to be available for course scheduling

a. Department Chairs will work together to "share" classroom space between disciplines as necessary.

3. Exceptions to the open classroom practice must be approved by the CAO. Identified dedicated classroom or lab space reside in the Office of Instruction and Academic Affairs.

a. All office and instructional space assignment on and off the CSI campus is the purview of the CAO.

II.Procedures

A. Timeline and process for Academic Calendar development and approval

1. The Academic Calendar and Course Scheduling Committee convenes monthly or as needed to review the Academic Calendar

a. Review of the Academic Calendar includes discussion of the prior year and the necessity to revisit or revise all deadlines including but not limited to admission, registration (including drops and adds), financial aid, and payments.

1. Recommendations for changes for the subsequent years included on the 5-year calendar are due to the Executive Assistant to the CAO no later than October 15 of each academic year.

2. Recommendations are then vetted by the Cabinet and decisions made and published no later than the end of the Fall semester.

b. Review of the Academic Calendar includes discussion of holidays and start and end dates for each of the five academic years included on the calendar.

1. Consideration of revisions to the Academic Calendar may only include academic years at least two years beyond the current academic year. For example, during AY2019-20, only academic years following AY2021-22 may be discussed and modified.

2. Recommendations for changes to holidays, terms, subterms, start dates, end dates, inservice, and other relevant items are due to the Executive Assistant to the CAO no later than Spring Break of each academic year.

3. Recommendations are then vetted by the Cabinet and decisions made and published no later than the end of the Spring semester, including the subsequent five academic years.

B. Timeline and process for the development and approval of the course schedule
1. A draft "base" course schedule for the subsequent academic year is generated by the Office of Instruction and Academic Affairs and delivered to the Instructional Deans, Associate Deans, and Department Chairs no later than July 1.
2. Department Chairs review the draft base schedule, along with the Off Campus Center Directors and advising staff.
3. No later than the end of July, the Council of Department Chairs will meet to collaboratively develop a final draft of the academic year schedule.
   a. As curriculum changes may not be known and/or approved prior to this time, the base schedule is considered a draft version until such time as the final subsequent catalog year is established.
      1. All curriculum changes must be completed in time to publish the subsequent year base schedule no later than February 1 and in order to meet the catalog publication deadline.
   b. Academic year course schedules are published February 1 each year.
   c. Modifications to the schedule following publication must adhere to the aforementioned policy, section I.C.5.

C. Policy and procedure review
1. This policy and attendant procedures are reviewed annually by the Academic Calendar and Course Scheduling Committee.
   a. Recommendations for policy and/or procedure changes are conducted according to institutional policy and coordinated through the Office of Human Resources.

Approval of Special Course or Program Fees (NEW)

Purpose

Provides conditions and processes for the establishment of supplemental course or program fees to offset extraordinary expenses associated with those courses not covered by regular tuition and fees

Scope

Department Chairs, Business Office, President's Cabinet, all students taking credit courses

Responsible party

Chief Academic Officer

Policy statement

A. The amounts charged for tuition and fees usually cover course related expenses. Some courses however have extraordinary expenses associated with them and, in such cases and pursuant to this policy, the College of Southern Idaho charges additional fees in amounts approximate to the added instructional or laboratory costs.

B.   Authorized fees

Ordinarily, special course or program fees may be charged for the following:

1.   Expendable supplies or materials, such as art supplies (paint, jewelry metals, photographic paper and chemicals, etc.) or laboratory or clinical supplies (dissection specimens, disposable syringes and latex gloves, chemicals, glassware, video tapes or other use-intensive educational aids, etc.).

2.   Special services or facilities offered as a convenience or enriched experience for students, such as individual lessons in music, live models in drawing classes, golf course privileges, distance education, uniform laundry services, etc.

3.   Materials, curriculum, textbooks, supplies, tools, etc. ordered in quantity by the department as a convenience or cost-saving measure for students, or when such items are not readily available locally.

4.   Access to specialized or enriched computer laboratory services (including hardware, software, maintenance, and staff) that exceed the level of access and service that is basic to instruction and would thus be funded by the academic unit or campus-wide fee.

5.   Pass-through fees for malpractice insurance, certification examinations required before student clinical practice, required immunizations, or assessment examinations required by national accrediting agencies.

6.   Course-related student travel and lodging, such as supervised field trips and course-related faculty travel and lodging, when associated with supervision of internships, externships, optional field trips, or other enrichment experiences.

7.   Equipment used exclusively for instructional purposes such as microscopes, analytical equipment, anatomical models, ceramics wheels, etc.

8.   Staffing used specifically to aid in instruction, such as laboratory coordinators.

C.   Unauthorized fees

Ordinarily, special course or program fees may not be charged for the following:

1.   Supplies, materials, equipment, and services that have broad departmental usage (e.g. paper, photocopying, clerical assistance, etc.) and that are customarily funded through departmental operating expense or equipment budgets.

2.   Fixed equipment; equipment that is physically installed such as fume hoods, dishwashers, or kilns.

3.   Materials, supplies, and services related to the advertising and promotion of courses or workshops offered for credit.

4.   Books or periodical subscriptions for departmental libraries or shared use by students and faculty.

5.   Faculty travel and lodging associated with supervision of internships, externships, within the CSI service region, or clinical or field experiences required of students

D.   Guidelines

1.   The cost/benefit ratio to students is paramount in determining which special course or program fees are approved or disapproved by the President.

2.   Approved fees may be charged at a level sufficient to partially or fully offset costs, but should not be used to generate substantial surplus, unless that surplus is being accrued for a planned purchase of a particular item(s).

II.Procedures

A.   Departments that wish to propose a special course or program fee or to increase a fee must submit a Special Course Fee Request form and a detailed written proposal and justification to the Chief Academic Officer no later than January 1 for fees to be implemented in the subsequent summer session or fall semester, and no later than September 1 for fees to be implemented the subsequent spring semester. Special Course fees with a like purpose shall be submitted on the same Special Course Fee Request form. Special Course fees with differing purposes shall be submitted on separate forms.

B.   The written proposal and justification shall contain the following information for each course affected (or each group courses similarly affected) by the proposed fees:

    1.   A detailed description of the expenses that make necessary the charging of a fee.

    2.   A projection, based on past and/or expected enrollments, of income from the proposed fee.

    3.   A description of the proposed distribution of the collected fees among general classes of expenditures, e.g., to staffing, to equipment, to field trips, and to expendables.

    4.   An explanation as to why departmental funds are insufficient to fund the described expenses

C.   Special Course or program fee proposals are reviewed by the Office of Instruction and Academic Affairs, which in turn will forward its recommendations to the President's Cabinet no later than January 15 for Summer/Fall and no later than October 1st for Spring. The Academic Affairs office and/or the President's Cabinet may request further clarification of proposals or may request modification of proposals.

D.   The Chief Academic Officer will notify the Registrar's Office and the Business Office immediately of all special course or program fees that have been approved. A separate Department account shall be established for each approved Special Course fee request.

E.   All special course or program fees must be listed in the Class Details within the online course schedule to provide students advance notice; fees not listed will not be collected.

F.   At the end of each academic year and working with the Business Office, the Department shall prepare a Special Course or Program Fee Annual report that describes the income secured from fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase). If either or both of the surplus for the fiscal year (FY) and the expected carryforward to next FY are greater than 10% of income for the year, justification for having this surplus must be made or decrease the fees.

G.   That report shall be reviewed by the appropriate Dean to ascertain that the amount of fees collected is justified and that the expenditures of funds are for acceptable purposes. The Dean shall sign the report and add it to the master list of approved special course fees and review the master list annually to determine if course fees shall be removed. A copy of the master list with copies of the Annual Review forms shall be submitted by each Dean to the Chief Academic Officer no later than September 15 of each year, with recommended actions to be taken.

Curriculum Management (NEW)

Purpose

Description of the processes by which the College curriculum is managed, including the role of the Curriculum Committee.

Scope

All instructional units

Responsible party

Chief Academic Officer

I.Policy statement

A. Definitions

1. Program

a. For purposes of this policy, *program* refers to a program of study resulting in a formal award. The term *major* is synonymous with program. A program may have multiple formal completion options, including concentrations (below) and varying certificates and degrees.

2. Concentration

a. A specific area of focus within a program of study, which may or may not have varying formal awards.

B. Description and intent

1. The management of the institutional curriculum (courses and programs) is largely the purview of the CSI Faculty. However, certain administrative oversight and parameters are required along with the operational procedures to properly manage the curriculum. This policy describes these parameters and provides guidance to the authors and managers of the curriculum (the Faculty) and describes the role of the Curriculum Committee.

C. Curriculum Committee

1. All programmatic and course management actions are the responsibility of the Curriculum Committee, of which all the voting members are directly involved in instruction as faculty chairs or directors.

a. Courses and may not be delivered at CSI without vetting by or notification of the Curriculum Committee.

2. The operation of the Curriculum Committee is defined in the committee bylaws.

a. Bylaws are available through the Office of Instruction and Academic Affairs or the Curriculum Committee Chair.

3. The Curriculum Committee makes recommendations to the Chief Academic Officer for all management actions. Final decisions are the responsibility of the Chief Academic Officer.

D. Accreditation

1. All curriculum development and management must be conducted in accordance with standards defined by the Northwest Commission on Colleges and Universities.

2. Significant curriculum additions, changes, or retirements are communicated to the institutional Accreditation Liaison Officer (ALO) for appropriate action.

a.   There is a cost associated with some actions which will be charged to the appropriate department budget.

E.   Adherence to state and federal regulations

     1. All courses and programs will meet or exceed all state and federal thresholds of acceptability, in particular Idaho State Board of Education policies.

F.   Course types

     1. By delivery method

        a.   Online

           1. An online course is a course that is taught entirely over the Internet. No on-site class meetings or on-site testing are required. Online asynchronous courses allow students to log on and complete work any time within certain deadlines. Materials are designed to facilitate online interaction with the instructor and students.

        b.   Online coordinated

           1. An online coordinated course is a course that is delivered entirely over the Internet. No on-site class meetings are required; however, online synchronous courses require students to log on and participate in some activities during specific times and at specific locations (for example, students may be required to take proctored examinations at specific locations during specific times). Materials are designed to facilitate online interaction with the instructor and students.

        c.   Face-to-face

           1. Face-to-face courses take place in a designated location such as a classroom. Students in face-to-face classes are expected to meet with the instructor during the scheduled course time and at the scheduled locations. Students may use technology appropriate to the course content and as needed to access web-based course materials.

        d.   Hybrid

           1. Hybrid courses have fewer in-person course meetings than a face-to-face course. A portion of the course is delivered online and a portion is delivered on-site face-to-face.

        e.   Broadcast/Face-to-face

           1. Broadcast/face-to-face courses take place at an assigned location and time; instruction is presented utilizing technology such as live video stream broadcast, web cameras or prerecorded video.

        f.   Independent Study

           1. An independent study course is a course of organized instruction or research in which the instructional delivery is determined by a student and his/her instructor. These courses require the student to work independently to complete the course

        g.   Experiential

           1. In experiential courses, the majority of teaching and learning occurs as the student observes and physically practices skills in a professional setting. Professional settings may include health clinics, business locations, etc.

     2. By purpose

        a.   General Education Core

           1. Meet Idaho State Board of Education policy III.N. requirements as well as internal requirements as determined by the College General Education Committee and Curriculum Committee.

        b.   Program requirement

    1. Courses specific to a program or major that are requirements for program completion.

  c.   All other courses

G. Credit hours

 1. A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience.

 2. One semester credit hour normally requires 45 hours of student work as described in one of the following categories.

  a.   50 minutes in class (an instructional hour) each week for 15 weeks. This assumes twice this amount of time is spent in study and preparation outside of the classroom.

    1. This circumstance is typically referred to as "lecture" hours.

  b.   One hour and 40 minutes (two instructional hours) each week for 15 weeks, assuming half this amount of time is spent in study and/or preparation outside of the lab.

    1. Typically referred to as "lab" hours.

  c.   Equivalent combinations of a) and b) above.

 3. Credit for (from F.f. and F.g. Course types above) is granted on the basis of one credit hour for 45 hours of scholarly activity.

 4. Assignment of credits

  a.   Credits are assigned to a course based on an estimate of student work in and out of the classroom or lab required to achieve the defined student learning outcomes for the course.

  b.   Courses should not be unreasonably large with regard to total credit hours. Consideration should be given to breaking large blocks of instruction into reasonable courses. Any course over five credit hours will be evaluated by the Department Chair for possible student learning outcome disaggregation and credit hour reduction.

  c.   Course credits may be fractional, e.g. 1.5.

  d.   Courses are intended to carry a minimum of 0.5 credit hours. 0 credit courses are not allowed, with the exception of certain corequisite circumstances as follows:

    1. Labs that are associated with a credit course

      a. Lab activity may be integrated as in I.G.2.c. above

H. Program management

 1. Programs are created, modified, and retired based on guidance from and coordination with the Idaho State Board of Education, Policy III.G.

 2. Total program credit hours are determined by the cumulative program student learning outcomes and how the outcomes map to specific program requirements.

  a.   Programs must meet the minimum and maximum credit thresholds as set forth in Idaho State Board of Education Policy III.E.

  b.   Determination of the program student learning outcomes is the responsibility of the respective Department Chair, working together with the respective Instructional Dean and if necessary, the Chief Academic Officer.

 3. Elective courses are discouraged where they impact maximum credit thresholds. Where utilized, they should reflect the program student learning outcomes.

  a.   Exceptions to this section may be appropriate for programs that include a degree of exploration, e.g. Liberal Arts – General Studies.

 4. Programs shall be regularly evaluated as to content and quality.

  a.   Instructional Deans have primary responsibility for regular Program Review.

5. External factors

    a.   Programs may be subject to external dictates from the State Board and/or the Division of Career and Technical Education.

6. Special program admission requirements and procedures shall be clearly published for prospective students.

I.   Course management

1. Course prerequisites are considered to be *necessary* qualifications for a student to succeed in the subsequent course.

    a.   Prerequisites are appropriate for courses in a particular sequence.

    b.   All other prerequisites must meet a reasonable statistical test to determine their necessity.

2. Course design should take into account a reasonable review of transfer and articulation opportunities when appropriate.

3. Courses falling into the "Other" category (F.2.c. above), are discouraged and must be justified with regard to the necessity of the course.