

**RULES OF THE FACULTY
OF
SOMERSET COMMUNITY COLLEGE**

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Revision
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RULES OF THE FACULTY OF SOMERSET COMMUNITY COLLEGE

I. NAME

The name of the organization shall be the Faculty of Somerset Community College (hereafter, the College). The Faculty is a forum for free and open debate and faculty deliberation regarding any and all issues affecting the College.

II. AUTHORITY

Rules of the Faculty of Somerset Community College describes the composition, organization, and procedures for the conduct of its functions as authorized by the Board of Regents of the Kentucky Community and Technical College System (hereafter, KCTCS) in the *Policies and Procedures*. This document further describes educational policies for the College and procedures for their implementation.

The Rules shall be reviewed and updated by the current Rules Committee as needed.

III. FUNCTIONS

- A. The Faculty has authority and responsibility for the educational policies of the College as delegated to it by the Board of Regents of the KCTCS. In keeping with the common practice of institutions of higher education and within the limits established by the governing regulations of the Board and the *Rules of the Senate*, the Faculty has primary responsibility for monitoring and making recommendations with regard to the matters set forth below.
- B. The Faculty shall make recommendations to the KCTCS Senate on the following matters:
 - 1. academic policies and curricula;
 - 2. policies and regulations governing admission classifications, probation and dismissal of students;
 - 3. an academic calendar;
 - 4. all candidates for degrees, diplomas, and certificates;
 - 5. criteria for faculty appointments, reappointments, promotions, and tenure; and

6. changes in the *Rules of the Senate* and in other KCTCS governing regulations.
- C. The Faculty may make recommendations on other matters to the President of the College, to the Senate, to the Chancellor of the KCTCS, and to the President of the KCTCS.
- D. The Faculty shall provide consultation to the Chancellor of the KCTCS on the selection of a search committee for a president for the College.
- E. The Faculty shall have no management or administrative functions, except those expressly delegated to it, either in itself or through the instrumentality of its committees.
- F. The Faculty shall perform such other duties and fulfill such other functions as are appropriate to achieve the missions and goals of the College so long as they are not in conflict with the rules and regulations governing the KCTCS or these *Rules*.

IV. MEMBERSHIP

- A. The President of the College, the Deans and Associate Deans of the Academic Areas, all full-time faculty members, full-time ranked professional counselors, and other administrative officers who have faculty rank in the College shall be the voting members of the Faculty.
- B. All adjunct faculty and special appointment faculty shall be members with floor privileges but without vote.
- C. Disputes regarding individual membership qualifications and voting rights, subject to the above provisions, shall be decided by the Faculty Council of the Faculty.

V. OFFICERS AND ELECTION OF OFFICERS

- A. Eligibility.

The following positions shall be held by full-time faculty members eligible to serve and shall be faculty-elected: Chair of the Faculty (by succession from Vice Chair of the Faculty), Vice Chair of the Faculty, Secretary of the Faculty, Parliamentarian of the Faculty, Senators to the KCTCS Senate, Faculty Representative to the Somerset Community College Board of Directors, Faculty Representative to the Lake Cumberland Performing Arts Board, and Faculty-at-Large Representative to the Leadership Council.

Only full-time Faculty members shall be eligible, excluding those faculty serving in Administrative positions. Also, a Faculty member may hold only one of these

positions during any given academic year. The President of the College shall be responsible for submitting a list of eligible faculty members by area to the Chair of the Senate. The Faculty shall be responsible for certification of the eligibility list prior to submission of the list to the Chair of the Senate.

B. Nominations and Elections.

1. Nominations shall be made directly to the Secretary of the Faculty verbally, by campus mail, or by e-mail prior to the Faculty Council meeting preceding the penultimate (next to the last) Faculty Meeting.
2. Council members shall assemble a slate of nominations for all officers from those eligible names submitted to them by the faculty-at-large and create a preliminary ballot to be distributed via e-mail at least one week before the penultimate Faculty Meeting.
3. At the penultimate Faculty Meeting, additional nominations for all offices will be taken from the floor.
4. At the final Faculty Council meeting, Council members shall create the final ballot from those eligible names submitted. Nominations will be accepted between the penultimate Faculty Meeting and the final Faculty Council Meeting. Such nominations shall be made directly to the Secretary of the Faculty verbally, by campus mail, or by e-mail.
5. A sample final ballot shall be distributed to all Faculty members via e-mail as soon as possible after the Faculty Council Meeting. Any errors or omissions should be reported to the Secretary of the Faculty within 24 hours of the distribution of the sample ballot.
6. Five working days before the final Faculty Meeting, the Faculty Council or its designee shall send the final ballot to all eligible Faculty members. Voting shall remain open until 5:00 p.m. on the day before the final Faculty Meeting.
7. Those candidates who receive the most votes will be declared the winners.
8. At the final Faculty Meeting of the academic year:
 - a. winners will be announced;
 - b. any offices which resulted in a tie will be dealt with via secret ballot; and
 - c. faculty will vote via secret ballot for SCC's representative to the KCTCS Council, the KCTCS Curriculum Review Committee, and

the KCTCS Rules Committee. All elected senators are eligible to run for these offices. Each office will be voted on separately.

C. Officers.

1. The Chair of the Faculty of the College must be a voting member of the Faculty. In the event of the Chair's absence or incapacity, the Vice Chair of the Faculty shall act as Chair. The Chair is an ex officio member of all faculty committees. The Chair shall preside at all meetings of the Faculty, except as may be delegated. The Chair shall also serve as chair of the Faculty Council. The Chair may call special faculty meetings or call into special session any committee of the Faculty. In the event the Chair-elect is unable to take office, a new Chair will be elected at the first Faculty Meeting of the academic year.
2. The Vice Chair is a member of the Faculty Council. The Vice Chair shall be the Chair-elect. The Vice Chair shall serve as the agent of the Chair or Faculty in his/her absence or incapacity.
3. The Secretary of the Faculty is a member of the Faculty Council and serves as its secretary. The Secretary shall be responsible for the publication and distribution of the agenda, the minutes, and other materials as designated by the Chair of the Faculty Council. The Secretary shall keep a record of attendance of members at meetings of the Faculty. A recording secretary may be provided by the Chair to assist the elected Secretary.
4. The Parliamentarian of the Faculty shall advise the Faculty on procedure and assist the Faculty in ruling on parliamentary questions. The Parliamentarian should be familiar with *Robert's Rules of Order*. The Parliamentarian is an ex-officio, non-voting member of the Faculty Council.
5. Senators to the KCTCS Senate.
 - a. Number and Composition.

Three senators shall be elected to the KCTCS Senate. One additional senator shall be elected for each twenty-five (25), or major fraction thereof (thirteen [13] or more), full-time faculty members above the first twenty-five (25). At least one of the elected senators shall be in the occupational/ technical program area and at least one in the general education program area. From those elected Senators, one Senator shall be elected to serve as representative to the KCTCS Council, one Senator shall be elected to serve on the KCTCS Rules Committee, and one Senator shall be elected to serve on the KCTCS Curriculum Review Committee.

b. Term of Office.

The term of office for an elected Senator shall be two years, beginning August 1 after the election at the final April Faculty Meeting, and a Senator shall be eligible for re-election, except that a Senator may not serve more than two consecutive terms. After serving two terms, an elected Senator shall be ineligible for election or appointment to the Senate for a period of one year.

6. Faculty Representative to the SCC Board of Directors.

a. Number and Qualifications.

There shall be one Board of Directors Member elected to represent the Faculty of the College. The Board Member shall serve as a non-voting member of the Faculty Council. The Board Member shall be on the teaching faculty of the College. (Kentucky Postsecondary Education Improvement Act of 1997.)

b. Term of Office.

The term of office for an elected Board Member shall begin August 1 after the election at the final April Faculty Meeting. The Faculty member shall serve for a term of three (3) years and until a successor is elected and qualified. The Faculty member shall be eligible for reelection, but shall be ineligible to continue to serve as a member of the Board if he/she ceases to be a member of the teaching staff of the College. (Kentucky Postsecondary Education Improvement Act of 1997.)

7. The Faculty Representative to the Lake Cumberland Performing Arts Board shall represent the College on the LCPA Board of Directors.

8. The Faculty-at-Large Representative to the Leadership Council shall serve as the third faculty representative on the Leadership Council (in addition to the Chair of the Faculty and a second Faculty Council member). The Representative shall be any full-time faculty member except those currently serving and/or running for another officer position. Further, if a faculty member is running for Faculty-at-Large Representative to the Leadership Council, he or she may not also run for Faculty Council Department Representative.

D. Faculty-elected Representatives to College-Wide Teams.

1. Elections.

Faculty members who hold one of the eight principle offices of the faculty shall be eligible to serve on the College Appeals Board. Faculty elected to College-Wide Teams shall be eligible for re-election, except that he/she may not serve more than two consecutive terms on a single team. Elections for College-Wide Teams shall be held in accordance with election of Faculty Officers at the last April Faculty Meeting.

2. College Appeals Board

- a. In accordance with the Student Code of Conduct (Article III, Section 4.D.E.i), there shall be two full-time Faculty and one full-time Faculty alternate elected by the Faculty to serve on the College Appeals Board, along with the stipulated and appropriately elected/appointed Staff and student representatives.
- b. Members, including the alternate, are elected to staggered three-year terms.
- c. Faculty members cannot be division/department chairs or deans.
- d. There shall be a record of board appointments/elections and staggered terms, even if the board is not active with a case before the board, kept by the Secretary of the Faculty.

E. Divisional/departmental and Non-divisional/departmental Faculty Representatives to the Faculty Council and the Standing Committees (the Curriculum Review Committee and the Rules Committee).

Divisional/departmental and non-divisional/departmental faculty representatives to the Faculty Council, Curriculum Review Committee, and Rules Committee shall be full-time faculty members eligible to serve. These faculty representatives shall be elected by their respective division/department and the results shall be sent to the Secretary of the Faculty by the end of each Spring Semester. In the event a full-time faculty member has responsibilities in more than one division/department, the faculty member shall vote only in the division/department of primary assignment. The Chair shall determine the member's primary assignment.

F. Terms of Office for Officers and Standing Committee Members.

Unless otherwise stipulated, all terms of office begin July 1 after the election at the final Faculty Meeting and continue through June 30 of the following year.

G. Vacancies.

1. In Elected Positions

Vacancies occasioned in any elected position shall be filled by secret-ballot election during the first regular Faculty Meeting after the position is vacated. Nominations shall be taken from the preceding Faculty Council meeting until the election itself, with any final nominations coming from the floor prior to the vote. For the positions of Senator and Board Member, service of one year or more in an unexpired term shall constitute a full term.

2. In Appointed Positions

Unless otherwise stipulated, vacancies occasioned in any appointed position shall be filled in the same manner of the appointment to the position.

VI. MEETINGS

A. Regular Meetings.

Regular meetings of the Faculty may, at the discretion of the Faculty Council, be held monthly from August through May in accordance with a schedule adopted each academic year during the August meeting. To accommodate the Final Exams schedules, the Chair may re-schedule the December and May meetings, if necessary.

B. Special Meetings.

The Faculty may be called into special session by the Chair of the Faculty, the Chancellor of the KCTCS, or in response to a petition signed by a majority of the members of the Faculty. A special meeting requested by petition must be held no later than two (2) calendar weeks after such a petition is received by the Chair or the designated agent of the Chair.

C. Frequency of Meetings.

The Faculty shall meet at least two times during each academic semester.

D. Agenda and Minutes.

Two weeks prior to the meetings, the Secretary of the Faculty shall invite by email agenda suggestions from the members of the Faculty. The Faculty Council shall develop the items of the agenda. The Chair may add agenda items and shall set the order of the day. One week prior to the regular meeting, the agenda for that meeting and minutes of the previous meeting and minutes of special meetings held since the previous regular meeting shall be distributed to the members of the Faculty.

E. Quorum.

A simple majority of Faculty of the total voting membership shall constitute a quorum. This number shall be established on the first day of class or the first faculty meeting in August whichever comes first each academic year. The Faculty may not transact any business until a quorum has been secured, but may take any actions to adjourn the meeting without further notice.

F. Voting.

Voting shall be conducted in person at regular faculty meetings, unless situations deemed emergencies by Faculty Council require a vote by the faculty as a whole (refer to VII.D.5 of the Rules of the Senate).

In the event of an emergency electronic vote, the list of eligible voting faculty must be approved in advance of electronic voting.

There shall be no voting by proxy.

G. Open Meetings.

Except as otherwise provided by KRS 61.810, all meetings shall be open to the public.

VII. FACULTY COUNCIL

A. Voting Membership

The Faculty Council shall be composed of the Chair of the Faculty, the Vice Chair of the Faculty, the Secretary of the Faculty and the representative(s) from each division/department elected by the members of each division/department who have faculty rank at the College.

1. Number and Composition of Division/Department Representative(s)

At least one (1) divisional/departmental representative shall be elected to the Faculty Council. Divisions/departments with full-time faculty membership numbering twenty (20) or below members shall receive one representative on Faculty Council. Divisions/departments with full-time faculty membership numbering twenty-one – forty (21-40) shall receive an additional representative. One additional representative shall be elected for each additional twenty (20) division/department members.

B. Non-voting Members

Ex officio non-voting members of the Faculty Council shall be the Parliamentarian of the Faculty and the Faculty Representative to the College Board of Directors (both of whom may have voting rights if elected in one of the groups above). Non-voting, ex officio members of the Faculty Council who are voting members of the Faculty retain the right to vote at meetings of the full Faculty.

C. Organization.

The Chair of the Faculty shall serve as chair of the Faculty Council. In the absence of the Chair, the Vice Chair of the Faculty shall preside at meetings of the Faculty Council. The Secretary of the Faculty shall serve as secretary of the Faculty Council.

D. Functions.

1. The Faculty Council may charge standing committees with matters for study and recommendation.
2. The Faculty Council shall develop the items of the agenda for meetings of the Faculty.
3. The Faculty Council shall establish, time, place, and necessity for regular meetings of the Faculty. In addition, the Faculty Council has full authority to call special faculty meetings.
4. The Faculty Council shall elect a representative from its members to serve on the Leadership Council (in addition to the Chair of the Faculty and Faculty-at-Large Representative). As the three representatives on Leadership Council must satisfy four criteria (Somerset, Laurel, Technical/Professional, and Gen Ed), the representative elected from Faculty Council shall meet any criteria not met by the Chair of the Faculty and Faculty-at-Large Representative. The representative shall be elected at the first Faculty Council meeting of the academic year.
5. The Faculty Council shall perform such other duties as delegated to it by the Faculty.
6. In emergencies, when the Faculty cannot meet, the Faculty Council shall act for the Faculty. Any action taken shall be reported to the Faculty at its next regular Faculty Meeting.

E. Agenda.

The agenda of the Faculty Council shall be prepared by the Secretary in consultation with the Chair.

F. Voting.

All voting members of the Faculty Council shall be entitled to vote at regular and special meetings of the Council. Each such member shall be entitled to one (1) vote on any question brought before such a meeting. The personal vote of a simple majority of the members who constitute a quorum for the measure voted upon shall decide any question brought before such meeting. Two-thirds (2/3) of the voting members of the Faculty Council shall constitute a quorum for the transaction of business. There shall be no voting by proxy.

G. Open Meetings.

Meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky (KRS 61.810).

VIII. STANDING COMMITTEES

The standing committees of the Faculty shall be the Curriculum Review Committee and the Rules Committee. Each standing committee shall have one representative from each division/department, and two student members. The SCC faculty representatives to the KCTCS Curriculum Review Committee and the KCTCS Rules Committee shall be the chair of their respective local committees and shall have the responsibility of calling the meetings of their respective committees. A secretary for each local committee shall be elected from its members.

A. Curriculum Review Committee Functions.

The Curriculum Review Committee shall perform the following functions:

1. recommend to the Faculty concerning new courses, course changes, and the dropping of courses;
2. recommend to the Faculty concerning new curricula, curricula changes, and the dropping of curricula;
3. recommend to the Faculty, upon request or upon its own initiative, concerning the needs of the instructional programs of the College; and
4. perform other responsibilities as delegated to it by the Faculty or by the Faculty Council.

B. Rules Committee Functions.

The Rules Committee shall perform the following functions:

1. codify the *Rules of the Faculty* of the College;

2. recommend to the Faculty, upon request or upon its own initiative, any modification of the *Rules of the Faculty of Somerset Community College*, the *Rules of the Senate*, or the Regulations of the Board;
3. make continuous evaluation of the rules to meet new conditions;
4. assist in the process of developing the College faculty policies, procedures and governance documents; and
5. perform other responsibilities as delegated to it by the Faculty or by the Faculty Council.

IX. NEW RULES AND MODIFICATION OF RULES

In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the quorum shall constitute affirmative action.

X. PERMANENT LOCATION OF FACULTY RULES

The Rules of the Faculty of Somerset Community College shall be accessible on the College website and shall be updated within one week of any Faculty Meeting at which changes are approved by the Faculty. In addition, the Chair of the Rules Committee shall keep two copies of each new edition of the *Rules*, one as a hard copy and the other by electronic means.

XI. PARLIAMENTARY PROCEDURES

Robert's Rules of Order Newly Revised shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior laws or regulations including, without limitation, the *Rules of the Faculty*, the *Rules of the Senate*, and the regulations of the respective Boards. A vote of a majority of the members of the Faculty present is needed to suspend the Rules of Order. With majority concurrence, meetings of the Faculty may be conducted in an informal manner, consistent with professional courtesy and fairness.

XII. ACADEMIC TEMPLATES

In order to comply with general education requirements and assessment plans, Faculty shall utilize the Syllabus Template (see Appendix A) in the preparation of course syllabi and the Blackboard Course Shell Template (see Appendix B) in the preparation of the Blackboard Shells for all classes.

Appendix A: Syllabus Template



"[Type your course prefix, course number, and course name here]"
"[Type semester and year here]"

Instructor: "[Type your name here]"
Office: "[Type your office location here]"
Office Hours: "[Type your offices hours here]"
Telephone: "[Type your telephone number here]"
Email: "[Type your email address here]"

Dean: "[Type your dean's name here]"
Office: "[Type your dean's office location here]"
Office Hours: "[Type your dean's offices hours here]"
Telephone: "[Type your dean's telephone number here]"
Email: "[Type your dean's email address here]"

Catalog Course Description

"[Type catalog description here, including credit hours and prerequisites]"

Required Textbook/ISBN

"[Type your textbook(s) here]"

General Education Competencies

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including:
 - a. inquiry and analysis
 - b. critical and creative thinking
 - c. written and oral communication
 - d. quantitative literacy
 - e. information literacy
 - f. teamwork and problem solving
- C. Personal and civic responsibility, including
 - a. civic knowledge and engagement (local and global)
 - b. intercultural knowledge and competence

- c. ethical reasoning and action
- d. foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Course Competencies

"[Type course competencies here]"

Course Outline

"[Type course outline here]"

Grading Criteria

"[Type grading criteria here]"

Attendance Statement

"[Type attendance statement or policy here]"

Late Assignments/Make-up Exam Policy

"[Type policy here]"

Withdrawal Policy

A student may officially withdraw from any class up to and including the date of midterm with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W, which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in classes involving a violation of student academic rights or for academic offenses. <https://somenset.kctcs.edu/current-students/academic-resources/student-records-office.aspx>

Academic Integrity

[Type your Academic Integrity policy here]

Please refer to this link for more information regarding the SCC Student Code of Conduct:

<https://somenset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>

Disability Accommodations

Students with disabilities who require accommodations (academic adjustment and/or auxiliary aids or services) for this course must contact Rosetta Berry, Disability Services Office, Somerset Campus, Rogers Student Commons Room 117 Mondays and Wednesdays or Laurel Campus, Building 3, Room 103B Tuesdays and Thursdays or <https://somerset.kctcs.edu/about/student-life/accessibility-services.aspx>. The DSO telephone number is 606-451-6706. Please DO NOT request accommodations directly from the instructor without a letter of accommodation from the Disability Services Office.

Students in global on-line classes are to contact their Home College for disability accommodations and inform their instructors. The Home College DSO contact information is located at this KCTCS website: <https://somerset.kctcs.edu/about/student-life/accessibility-services.aspx>. Once the student has contacted the Disability Services Officer at the Home College, the Home College DSO will communicate with the student's instructors and/or the Disability Services Officers at the Delivering College in order to coordinate and/or provide reasonable and appropriate accommodations to the student.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Somerset Community College does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its programs or activities: its admissions policies; scholarship and loan programs; athletic and other College-administered programs; or employment. In addition, the College does not discriminate on the basis of sexual orientation consistent with KCTCS nondiscrimination policy. Inquiries or comments regarding these issues should be directed to the Disability Services Officer/504/ADA Compliance, Somerset Community College, 808 Monticello Street, Somerset, KY 42501. Telephone 606-451-6706.

Procedures relating to Discrimination, Harassment, and Sexual Misconduct

Students may direct complaints of discrimination or harassment to Dean of Student Affairs Tracy Casada at tracy.casada@kctcs.edu or 606-451-6631 for resolution pursuant to the Code of Student Conduct at <https://somerset.kctcs.edu/current-students/academic-resources/code-of-conduct.aspx>. Sexual misconduct matters should be directed to the Title IX Coordinator Tracy Casada to be handled in accordance with the Sexual Misconduct Procedure at <https://somerset.kctcs.edu/about/student-life/title-ix/index.aspx>. Any responsible employee who receives information related to sexual misconduct is required to report it to the Title IX Coordinator. More information about KCTCS Title IX procedures can be found at <https://somerset.kctcs.edu/about/student-life/security-parking.aspx>.

Student Academic and Technical Support

Somerset Community College offers support to all its students, whether enrolled in classes on campus or online. Your instructor is your primary resource, but the Learning Commons branches are available for assistance with research, tutoring, and computer services. Tutoring appointments can be made at <http://someset-kctcs.libcal.com/>, but are not necessary. Walk-ins are welcome. Students can also access contact information and hours of operation for all the branches of the Learning Commons at <http://someset-kctcs.libcal.com/>. For more information, call [606-451-6710](tel:606-451-6710)

Blackboard technical support is available by telephone at [855-664-6722](tel:855-664-6722) (option 4).

Starfish

SCC is dedicated to your academic success. Starfish is a program available to all students to enhance communication among students, instructors, and advisors. To access Starfish, just log in to Blackboard and click Starfish link. Ask your instructor or advisor for details. Check out SCC's website for more details and helpful instructions.

SNAP

Safety Notification Alert Process (SNAP) is the official notification system for the Kentucky Community and Technical College System (KCTCS). SNAP alerts users to on-campus emergencies (including closures for inclement weather) for all 16 KCTCS colleges and the System office. With SNAP you can:

- Find out if classes are cancelled or delayed due to weather, power outages or other unexpected events impacting campus.
- Get severe weather notifications so you can take shelter when a storm hits.
- Receive emergency messages when something or someone could be a threat to your personal safety.

To enroll, visit

https://systemoffice.kctcs.edu/about/safety_and_security/emergency_preparedness/snap/ind_ex.aspx to sign up and/or update your mobile and email information.

KCTCS/SCC Tobacco Free Policy

"Tobacco use, including chewing (oral), smoking, and electronic cigarettes are NOT permitted on the properties of Somerset Community College campuses and centers, including buildings, sidewalks, and parking lots. *KCTCS Tobacco Free Policy, Administrative Procedures, Section 3.3.14.*"

Appendix B: Blackboard Course Shell Template Instructions

Here is the link to the updated course shell for download.

https://kctcs.sharepoint.com/:u:/s/Somerset/EeTMj6z_J5lEIG9gB_hxMSABfQhGuGs7tIe4oXWfCORHbw?e=bS1PhG

Log into Blackboard and click on a course shell, go to Packages and Utilities under the Control Panel, Import Package/View Logs, Import Package, select a Package and browse my computer for the .zip file you downloaded at the link above. Under Select Course Materials, choose the following: Content Areas, Announcements, Calendar, Contacts, Discussion Board (include only the forums, with no starter posts), and Settings (uncheck Banner, you will upload your own using the banner file). Click Submit.

Ensure Announcements is set as your landing page (Customization, Teaching Style, Select Course Entry Point). You will need to delete the following links if they remain in the menu: Tools, Syllabus, Help, and Homepage. Students should see the format below when they click on their course from their BB homepage.

The screenshot displays a Blackboard course shell for 'OST 235 Business Communication Technology' at Somerset Community College. The page features a navigation menu on the left with options like 'Announcements', 'Start Here', 'Course Syllabus', and 'Course Content'. The main content area includes a course banner with the instructor's name, 'Dr. DeAnna Proctor, Instructor'. Below the banner is an 'Announcements' section with a 'Welcome' announcement posted on Wednesday, October 26, 2016. The announcement text reads: 'Welcome to XXX XXX Name of Course. Please review all information contained in the syllabus as this is the guideline for this course regarding assignments and due dates and outlines the expectations of the course. It is up to you to maintain your schedule and ensure that all assignments are completed before the due date. Late work will not be accepted. It is suggested that you do not wait until the late minute to post work; therefore, ensuring that items are posted to BB and to avoid as many technical issues as possible. I am here to assist you in this course and look forward to this semester.'

Course Content should be organized by chapters, modules, weeks, etc. All assignments for that chapter, module, week, etc. should be located in the link for that particular chapter, module, week, etc. **If you do not use an item, make sure you delete it from that section or menu area.** Make sure to change all titles/headings to correspond to that chapter, module, week, etc.

Copy the section template for Chapter, Module, Week#: Title and Discussion Board Thread, as needed, for the remainder of the course content.

Menu links can be added that direct students to publisher content.

Items highlighted throughout the template should be replaced with specific information for your course. Remove the highlight or delete the highlighted text before you hit submit to change text.

Items underlined are links to additional content.

Ensure all links are working correctly, due dates are updated, date restrictions are updated if used, points possible are correct and accurately reflected in Grade Center before making course available to students.

Here is the link to the new banner for download.

https://kctcs.sharepoint.com/:p:/s/Somerset/ETs8WRvGFfdAhsNsTtOliQYB3SHuN7-PAB30u_GZfdPZqQ?e=3IZonP

Update the .ppt Banner file with your course information. Steps for making a course banner:

1. Download PowerPoint (PPT) "Blackboard banner.ppt" to your computer
2. Open single slide in PowerPoint and type in your course information and name
3. Under "file," pull down to "save as" , browse where you want to save it, name file, and "save as type" is .jpeg.
4. Give file a name you can remember and save to your computer
5. Upload JPEG file to your course through "Control Panel/Customization/Teaching Style/Select Banner." Change banner under "Customization, Teaching Style, Select Banner."

Blackboard will not allow you to use a .ppt file for a banner, you must save the file as a .jpeg.

Appendix C: Terminology

For legacy reasons, in these *Rules*, the term “division” will refer to Health Sciences, and the term “department” will refer to the following: Business and Professional Services; Career and Technical Education; Humanities, Fine Arts, & Social Sciences; Learning Commons; and Mathematics and Natural Sciences.