

# John A. Logan College

## Administrative Procedures Manual

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**ROLE OF SHARED GOVERNANCE**

The campus culture thrives in an environment of collaboration, transparency, and purposeful action. The practice of shared governance facilitates these goals by providing a space for conversations regarding policies, procedures, and the work of campuswide committees and task forces. Shared governance also ensures that decisions made reflect the perspectives, expertise, and best interests of all stakeholders.

Each constituency group at John A. Logan College is invited to participate in the Shared Governance Council (SGC) to play a role in reviewing submissions made through the Employee Comment Form and the Shared Governance Council Request Form. Collectively, SGC will determine a course of action for the submission.

SGC will also serve an advisory role to the President’s Cabinet and as a repository for campuswide committees and taskforces as a means to prevent redundancy among work completed and actions taken at the College.

**MEMBERSHIP**

Membership to the SGC will be comprised of selected individuals from each of the College’s employee groups and student representatives. A nomination process will determine the representatives for Senior Administrators, Administrators, Managers, Professionals, and Executive Support staff. Representation from the student body and campus bargaining units will be based on their own established processes. Should any additional employee groups be defined, a representative and an alternate will be added from those groups.

**FUNCTIONS OF SHARED GOVERNANCE COUNCIL**

- Facilitate transparency, communication, and accountability on campus.
- Act as the liaison for all constituency groups on campus.
- Prepare formal recommendations to the President’s Cabinet to influence decision-making.
- Facilitate action on feedback received from the President’s Cabinet.
- Maintain a repository of committee and task force work that affects the institution’s direction and manage requests to create new committees and task forces.
- Report regularly to the Board of Trustees regarding outcomes achieved through SGC intervention.

*Kirk E. Overstreet, Ph.D.*

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
July 1, 2024

DATE

ADOPTED: APRIL 1, 2980

AMENDED: NOVEMBER 8, 1982; MARCH 30, 1992; JULY 1, 2024 (REPLACES COMMITTEE STRUCTURE OF COLLEGE COUNCIL)

CROSS REF.:

**PROGRAM DEVELOPMENT PROCEDURE  
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. The primary responsibility for developing new programs is delegated to the **Provost**.
2. After preliminary planning work by the Provost in conjunction with appropriate persons at the College, all new program ideas will be submitted to the President for recommendation to the Board of Trustees, if applicable.
3. Subsequent to ICCB approval, the program curriculum will be submitted to the Curriculum and Instruction Committee, **Assistant Provost**, and Provost --in that order-- for approval.
4. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).
5. Final approval of the program is then requested from the Illinois Community College Board and the Illinois Board of Higher Education.
6. A copy of the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC) approval documents are sent to the Office for Student Financial Assistance and submitted to the Department of Education for approval to receive Title IV funding (needed for certificates only).
7. After final approval is received, the responsibility for program implementation then reverts to the **appropriate academic administrator**.

**COURSE DEVELOPMENT PROCEDURE  
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. Primary responsibility for developing new courses for existing programs is delegated to the Assistant Provost, Provost, the appropriate dean, or the department chair.
2. All new course ideas are initiated at the departmental level.
3. All course proposals must be submitted in writing using a standard format as follows:
  - course title, prefix, number; and IAI number
  - credit hours, lecture hours, lab hours;
  - course description;
  - course prerequisites;
  - specific course objectives;
  - detailed course outline;
  - course requirements and method of evaluation;
  - text and other required materials;
  - reference or resource materials;
  - students to be served; and
  - initial offering date
4. Detailed course proposals are submitted to the Curriculum and Instruction Committee. Following approval by the Curriculum and Instruction Committee, course proposals are submitted to the **Assistant Provost** and Provost for approval and completion.
5. New course proposals are sent to ICCB for approval.
6. Following approval, the course is added to the College's course master by Academic Affairs staff.
7. After final approval is received, the responsibility for program implementation then reverts to the appropriate academic administrator.

**WORKFORCE AND ADULT & ALTERNATIVE LEARNING PROGRAM PROCEDURE**

1. Workforce and Adult and Alternative Learning Program administrators are charged with the development of new courses.
2. All course proposals must be submitted in writing using a standard format as follows:
  - course title, prefix, number; and IAI number
  - credit hours, lecture hours, lab hours;
  - course description;
  - course prerequisites;
  - specific course objectives;
  - detailed course outline;
  - course requirements and method of evaluation;
  - text and other required materials;
  - reference or resource materials;
  - students to be served; and
  - initial offering date.
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New course proposals are sent to ICCB for approval.
5. Following approval, the course is added to the College's course master by Academic Affairs staff.
6. New courses should be submitted to the Curriculum and Instruction Committee as information only.

**COMMUNITY EDUCATION COURSE DEVELOPMENT PROCEDURE**

1. Community Education administrators are charged with the development of new courses.
2. The following course information will be sent to the Academic Affairs staff:
  - Title, course description, and contact hours
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New courses should be submitted to the Curriculum and Instruction Committee as information only.

**RESPONSIBILITIES OF CURRICULUM AND INSTRUCTION COMMITTEE**

The Curriculum and Instruction Committee is charged with the approval of new programs and courses and/or changes to existing programs and courses.

1. Curriculum matters submitted for approval:
  - A. new courses and programs;
  - B. significant revision of course description or title;
  - C. credit hour changes to programs and/or courses;
  - D. course prerequisite change;
  - E. officially withdrawing courses and/or curriculum
2. Curriculum matters submitted as information only:
  - A. changes that do not significantly alter a course, i.e., minor revision of description or title;
  - B. course numbers;
  - C. curriculum footnotes;
  - D. instruction mode;
  - E. revision of curriculum with no change in credit hours

3. The Curriculum and Instruction Committee may take one of the following actions:
  - A. approval;
  - B. rejection accompanied with reasons;
  - C. table approval for further study;
  - D. approval with changes
4. Faculty members are encouraged to attend the Curriculum and Instruction Committee meetings to voice their opinions of proposed curriculum changes.
5. Actions of the Curriculum and Instruction Committee are sent to the Assistant Provost and Provost in that order for approval.
6. New programs are sent to the Assistant Provost, Provost, and President and then to the Board of Trustees for approval.
7. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).

*Kirk E. Overstreet, Ph.D.*

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PRESIDENT

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NOVEMBER 28, 2022

DATE

ADOPTED: NOVEMBER 8, 1982

AMENDED: JULY 8, 1985; JULY 1, 1996; MARCH 4, 2016; OCTOBER 1, 2021 (*TITLES*); **NOVEMBER 28, 2022**

CROSS REF.: BOARD POLICY 3210

**Advisory Committees**

**Administrative Procedure 304**

The following advisory committees are composed of citizens from within the College district and the surrounding region. They have regular meetings and make various recommendations to the appropriate College official concerning their areas of interest. They are appointed by invitation with approval of the President of the College:

1. Accounting/Business
2. Cardiac Diagnostic Medical Sonography
3. Automotive Services/Auto Collision Technology
4. Certified Nursing Assistant/Medical Assisting
5. Computer Information Systems
6. Construction Management Technology
7. Cosmetology
8. Criminal Justice
9. Dental Assisting
10. Digital Media Technology
11. Early Childhood Education
12. Electronics Technology
13. Emergency Medical Services
14. Heating and Air Conditioning
15. Surgical Technology
16. Nursing
17. Welding

*Kirk E. Overton, Ph.D.*

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PRESIDENT

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October 9, 2024

DATE

ADOPTED: APRIL 1, 1980  
AMENDED: JANUARY 10, 1985; JULY 15, 1996; SEPTEMBER 14, 2001; MAY 5, 2016; **OCTOBER 9, 2024**  
CROSS REF.: BOARD POLICY 2710; 3220

**OBJECTIVES**

1. to provide opportunities for students to further their athletic skills and abilities;
2. to furnish laboratory experiences for those wishing to major in physical education and coaching;
3. to develop unity and school spirit among the student body through intercollegiate athletics (for both participants and non-participants);
4. to serve as a means for building personal relationship skills and character among the student body;
5. to serve as a public relations tool for the College and to provide a means through which the general public can identify with the College;
6. to develop teams in all sports that can successfully compete with other colleges in the Great Rivers Athletic Conference and other Illinois community colleges;
7. to develop and improve athletic facilities to the point that they are recognized as among the best in southern Illinois; and
8. to promote good health and fitness among the student body.

**SUGGESTED PROCEDURES FOR OBTAINING OBJECTIVES**

1. employ an athletic director and coaches who are knowledgeable in the sports they represent and who are capable of dealing with and relating to potential College athletes;
2. provide adequate resources to secure quality personnel and to make the athletic program successful; this includes funds for travel, recruiting expenses, and publicity;
3. allocate adequate funds for facility improvements;
4. develop a conditioning program for athletes during fall and spring semesters each year;
5. coordinate the athletic program with other areas of the College, e.g., physical education, adult education, etc.
6. undertake a joint effort among all College constituents to establish student participation in the athletic program through the following:
  - A. strive to schedule games to avoid conflicts with high schools;
  - B. utilize a pep band, pep club, booster club, pom-pom persons, and other organizations to generate interest;
  - C. combine athletic events with other special events such as those sponsored by the College foundation;
  - D. increase efforts and expenditures on publicity;
  - E. hold meetings of athletic personnel, student activities director, student groups, and faculty groups to coordinate and promote the program; and
  - F. strive for a winning, positive, competitive atmosphere;
7. employ personnel who can teach sportsmanship and exemplify desirable character traits, who can work with all concerned to stress sportsmanship and a competitive spirit among spectators and students, and who will attempt to win but not sacrifice the objectives of the total program to accomplish this end;
8. strive to undertake a special publicity/public relations program in an attempt to involve the public in the athletic program by the use of the coordinator of athletic events;
9. make a special effort to recruit in-district athletes;
10. use the Athletic Letter of Intent (included as an addendum to this administrative procedure) to sign athletes to scholarships at the College.

**GUIDELINES FOR COACHES**

1. develop the best athletic team possible consistent with our College goal to develop the whole
2. student and to bring out maximum potential of the student scholastically as well as physically;
3. adhere to rules and regulations of the National Junior College Athletic Association and the policies
4. and procedures outlined by the Great Rivers Athletic Conference and John A. Logan College;
5. promote honesty, integrity, and loyalty among the students through example and instruction, and strive for consistency and fairness in dealing with players in all aspects of the program;
6. make it standard practice to refrain from sacrificing principles or philosophies of the institution or the safety and well-being of players for the sake of winning;
7. make an extra effort to show common courtesies to visiting teams and players;
8. make appropriate contacts and visits to area high schools and athletic events;
9. encourage high school students to visit our campus throughout the year;
10. concentrate on recruiting student-athletes in the John A. Logan College District; recruit enough out-of-district student-athletes necessary to maintain a program that will be able to compete successfully in the Great Rivers Athletic Conference and with other Illinois community colleges;
11. do not initiate recruitment from the districts of conference members;
12. give all potential athletes who initiate interest in the athletic program equal information and attention; inform the student about his/her possible chances of success;
13. assist potential student-athletes in obtaining available financial aid (work-study, local grants, etc.);
14. recruit athletes for the primary purpose of helping them receive a college education as well as competing in intercollegiate athletics;
14. stress the benefits and advantages of attending John A. Logan College but do not degrade other colleges or their athletic programs;
15. cooperate generously and unbegrudgingly with other areas of the College in the use of physical education facilities and equipment, which are purchased and maintained by tax dollars for use by all appropriate areas of the College and attempt to use our resources to benefit as many people as possible.
16. develop a line of communication with area high school coaches and establish good working relationships with these persons; and
17. deal with all players and participants in a spirit of mutual respect, fairness, and loyalty while avoiding behavior that belittles or berates players.

*(Original signed by President Ray Hancock)*

PRESIDENT

October 1, 1999

DATE

ADOPTED: FEBRUARY 7, 1978

AMENDED: APRIL 1, 1980; JULY 1, 1996; **OCTOBER 1, 1999**

REVIEWED:

CROSS REF.: BOARD POLICY 3360



**Addendum to Administrative Procedure 305**

(To be presented on College letterhead)

**JOHN A. LOGAN COLLEGE  
ATHLETIC LETTER OF INTENT  
HOME OF THE VOLUNTEERS**

John A. Logan College, a state-supported institution of the State of Illinois, by this agreement assures that \_\_\_\_\_ will be recommended for an award of \_\_\_\_\_ which will help defray the costs of \_\_\_\_\_ when accepted for entrance for the \_\_\_\_\_ academic year.

All scholarships and awards at John A. Logan College are for a period of one academic year unless the student enrollment begins the second semester, under which circumstances, the scholarship or award shall be for the remainder of the academic year. The awards may be renewed annually for each undergraduate year of eligibility, and while in effect, cannot be canceled unless the student:

1. fraudulently misrepresents any information on his or her College applications, application for scholarship or award, letter of intent, or tender;
2. engages in serious misconduct warranting a disciplinary penalty under the College's code of student conduct;
3. renders himself or herself academically ineligible for inter-collegiate competition;
4. voluntarily withdraws from participating in collegiate athletics for any reason.

IF ANY ONE OF THE ABOVE CONDITIONS APPLY THE STUDENT IS RESPONSIBLE FOR ONE-HALF OF ALL COLLEGE EXPENSES FOR THE SEMESTER OR EXPENSES FROM THE DATE OF DEPARTURE, WHICHEVER COMES FIRST.

Cancellation of a scholarship or award will transpire only after the recipient has had an opportunity for a hearing with the director of athletics or his designee.

In case of injury in practice or competition in inter-collegiate athletics, this award will not be canceled. John A. Logan College reserves the right to cancel this award in the event of an injury to the recipient occurring other than during practice or competition in inter-collegiate athletics.

It is further understood that this tender is subject to all NJCAA rules. This written statement describes the only arrangement between the prospective student and John A. Logan College.

By signing this form, the recipient agrees to practice and participate at the direction of the athletic department in the sport for which this award is being tendered.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Student

\_\_\_\_\_  
Director of Athletics

\_\_\_\_\_  
Office of Financial Aid

\_\_\_\_\_  
**Provost**

In accordance with Board Policy No. 3362 (Drug and Other Substance Abuse, Including Alcohol), the President may approve the use of alcoholic beverages for special events held on the College campus. It is anticipated that such events will be semi-formal activities where a sit-down meal is served in the conference and banquet center area. It is further anticipated that such events may be sponsored by the foundation of the College. The following guidelines are subject to change and interpretation by the President and will serve as a guideline for the use of alcoholic beverages at special events on campus:

1. Events eligible for consideration to serve alcoholic beverages will be at the discretion of the College President.
2. Only beer and wine will be available as a choice at approved events.
3. There is no limit on the number of events the College will schedule each year.
4. The College will purchase no alcoholic beverages. Alcoholic beverages must be procured by the user and served by the **user**.
5. No user may charge for any alcoholic beverages. Alcoholic beverages must be given to guests. The use of a coupon or "chit" system is not allowed.
6. Only events of a semi-formal nature with a sit-down meal will be considered as special events.
7. Alcohol may be served no more than one hour prior to or after the scheduled meal time. At no time will alcohol be served after 10:00 p.m.
8. Any request to provide alcoholic beverages at an event must be provided in writing to the President or the President's designee prior to the event being scheduled and must include as a minimum the following:
  - a. a description of the nature of the event;
  - b. a waiver signed by the user to indemnify the College and release the College from any liability resulting from any injury or legal action as a result of our activity on the College campus;
  - c. **a Certificate of Insurance verifying the user has secured insurance meeting the College's minimum coverage to include coverage for the serving of alcoholic beverages listing the College as Additional Insured; and**
  - d. payment of **\$100** to offset additional maintenance, security, and costs that are associated with events which serve alcohol. This fee is mandatory and not subject to any waiver provisions.

(Original Signed by President Ron House) \_\_\_\_\_

PRESIDENT

AUGUST 29, 2018 \_\_\_\_\_

DATE

ADOPTED: OCTOBER 1, 1991

AMENDED: MARCH 22, 2005; JULY 1, 2007; NOVEMBER 4, 2013; **AUGUST 29, 2018**

CROSS REF.: BOARD POLICY 3362; 7230

1. Any sign posted inside or outside a building on the campus of John A. Logan College must be neatly and tastefully prepared and must be approved by the **Assistant Vice President for Marketing, Public Relations, and Communications**, with that official's signature or an official stamp on the bottom right-hand corner or other appropriate area of the sign.
2. Any sign other than an approved, permanent sign attached by any means to any painted surface, wall covering, brick, tile, or main entrance door is an improperly posted sign--with these exceptions: signs may be posted to the entrance doors on a temporary basis of 48 hours or less in order to give directions or to address a College emergency, providing the posting has been properly authorized.
3. Signs satisfying the above criteria may be posted on glass and plastic surfaces for appropriate, short periods of time, and the individual posting the sign is responsible for removing the sign and the fixative (adhesive tape, masking tape, or other fixative substance) as soon as the event or activity is concluded.
4. Signs may also be posted on office windows as appropriate.
5. Notices pertaining to classroom instruction (room changes, instructor's absences, and other instructions) may be temporarily taped to the door number plaques, and these signs should be removed immediately following the class or activity to which the sign pertains.
6. Improperly posted signs will be removed by custodians, staff, or administrators.
7. No signs or flyers may be placed on vehicles at any time.
8. Brochures, flyers, or other materials for College-sponsored events, offices, departments, or clubs may be placed on tables in lounges, cafeterias, or other similar areas. These materials must be approved by the **Office of Marketing, Public Relations, and Communications**.
9. Indoor bulletin boards are the responsibility of the **Office of Marketing, Public Relations, and Communications**.
  - a. Postings on indoor bulletin boards require approval from the **Office of Marketing, Public Relations, and Communications** with an official stamp on the bottom right or other appropriate area of the posting. Approval will not be granted for postings that are:
    - i. handwritten;
    - ii. smaller than 5 ½" x 8 ½" or larger than 11" x 17";
    - iii. advertise the availability of alcohol;
    - iv. make false statements or claims;
    - v. intentionally harm the reputation of an individual, business, or organization;
    - vi. endorse or oppose a political candidate, party, or issue;
    - vii. advertise illegal activity;
    - viii. include sexually suggestive images, words, or other content, or
    - ix. advertise sexually explicit performances, businesses, or activities.
  - b. Exceptions will be considered on a case-by-case basis for College departments, offices, clubs, and College-sponsored events. Approval of postings does not imply the College's endorsement of the information on the posting.

- c. Instructional materials posted by faculty on classroom bulletin boards do not require approval. Postings on bulletin boards reserved for College offices, departments, or clubs do not require approval; reserved boards are the responsibility of the respective office, department, or club. Boards may be reserved with approval from the **Assistant Vice President for Marketing, Public Relations, and Communications**.
- d. Once postings are approved, the individual may post on bulletin boards in classrooms and in the halls except for those boards that are reserved for College offices, departments, or clubs. Student Activities is not responsible for posting materials. Postings will be approved for 30 days or until the day after a date-specific event that the posting promotes. Postings must be hung with thumbtacks or push pins – not staples. **Marketing, Public Relations, and Communication staff** will remove postings when expired.

All College personnel are requested to comply with this administrative policy and to assist in its implementation in an effort to provide an orderly and informative campus environment.

*Kirk E. Overton, Ph.D.*

\_\_\_\_\_  
PRESIDENT

October 31, 2024

DATE

ADOPTED: MAY 8, 1987

AMENDED: NOVEMBER 20, 1987; JULY 1, 1996; APRIL 12, 2012; **OCTOBER 31, 2024**

CROSS REF.: BOARD POLICY 7210

The Volunteer Hall of Fame has been established by the Board of Trustees as administrative policy in an effort to establish an orderly, formal process to honor outstanding athletes at John A. Logan College when such athletes meet the approved criteria that is contained in this policy. The Athletic Advisory Committee, named by the athletic director with the advice and consent of the administration of the College, provides the primary source of initial consideration of nominees to the Volunteer Hall of Fame. Criteria for consideration for selection to the Volunteer Hall of Fame follows.

### 1. Special Criteria

An athlete satisfying one of these specific criteria will be nominated to the John A. Logan College Hall of Fame by the athletic department after a five-year waiting period:

- A. professional athlete with a parent organization or club which will be evidence of ultimate in a career in a respective sport;
- B. first or second place in individual competition at the state level;
- C. first or second team All-American. (Academic All-American does not qualify);
- D. be a member of the United States Olympic Team; and
- E. the candidate must satisfy the above criteria at John A. Logan College or at a four-year college or university.

### 2. General Criteria

An athlete satisfying all five of the general criteria below may be nominated to the John A. Logan College Hall of Fame:

- A. must have been a competitor for a minimum of two (2) years and awarded a varsity letter in at least one of those years;
- B. must have been outstanding, as evidenced by such accomplishments as All-American status, a national champion or qualifier, recipient of various athletic awards and honors, special team nominations (all-state, regional), school records, statistics, professional teams, or international competition;
- C. must have exhibited acceptable standards of conduct during competition;
- D. graduation is preferred but not required; if the athlete did not graduate, the athlete must have ended his/her community college career at John A. Logan College; and
- E. must have been out of school for a minimum of five (5) years.

### 3. Nominations

- A. Nominations should be directed to the Hall of Fame Committee or to the Director of Intercollegiate Athletics. Each nomination should be submitted by an appropriate deadline determined by the committee.
- B. Any interested person(s) may submit the names of one or more nominees.
- C. If a nominee meets the recommended criteria, the Athletic Advisory Committee will then present the nominees to the President of the College and the Board of Trustees. At any of these levels, nominees may be returned to the Advisory Committee for recommendation.
- D. The Board of Trustees will consider nominees and make final selection and induction through regular administrative channels.

4. Removal Clause

A person may be removed from the John A. Logan College Hall of Fame by the following:

- A. if evidence to merit the removal is presented in writing to the committee by any person(s);
- B. if the committee deems the recommendation to have substance, it may recommend through regular administrative channels the removal of a particular individual from the Hall of Fame;
- C. the President may then recommend removal to the Board of Trustees.

*(Original signed by President Ray Hancock)*

PRESIDENT

June 13, 1988

DATE

ADOPTED: JUNE 13, 1988

AMENDED:

CROSS REF.:

The College receives credit hour grant funding from the Illinois Community College Board (ICCB) for all active courses approved as reimbursable on the ICCB course master file listing. Credit hour grants are covered by ICCB rules section 1501.507 and are commonly referred to as apportionment. In addition, the College receives funding known as equalization. This funding is dependent upon the data from the S3 report, as well as information compiled on students enrolled in approved cooperative agreements. To ensure the accurate, complete and timely reporting of credit hour grants via the S3, all divisions of the College have a burden of responsibility. However, the major responsibility falls on the Office of the **Provost**. The S3 report is due thirty days after each semester.

**APPORTIONMENT STEPS****Instructional Services**

- A. obtain ICCB approval for all courses producing credit hour grants;
- B. input correct course data on the following:
  - (1) DCM;
  - (2) DCD, DCD2; and
  - (3) (check title, credit hours, reimbursement code)
- C. return of midterms in a timely manner;
- D. work with MIS staff to ensure computer parameters are correct;
- E. conduct midterm check of midterm class lists with grades posted;
- F. change staff to actual instructor by 3rd week of semester;
- G. complete final check of class lists;
- H. compare S3 with figures from check of class lists; and
- I. check all columns of S3 for inconsistencies.

**Student Services**

- A. Admissions
  - (1) enroll students;
  - (2) withdraw students;
  - (3) input midterm and final grades accurately; and
  - (4) request midterm and final grades from faculty
- B. Special Programs
  - (1) submit forms for special courses in a timely fashion (do not hold); and
  - (2) input information into system on time.

**Business Services**

- A. program computer;
- B. assist with questions;
- C. provide support;
- D. provide S3;
- E. file S3; and
- F. identify concerns to instructional personnel.

Schedule yearly meetings during the summer with key personnel in each division.

*(Original signed by President Ray Hancock)*

PRESIDENT

May 25, 1995

DATE

ADOPTED: MAY 25, 1995  
AMENDED:  
CROSS REF.:



## **Classroom Contact Hour Calculation**

## **Administrative Procedure 314**

Course credit hours are established in accordance with Section 1501.309 of the System Rules Manual of the Illinois Community College Board. Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

**Lecture/Discussion Courses.** Lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours (750 minutes) of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.

<b>Lecture/Discussion Instruction</b> (1 credit hour = 750 minutes of instruction per semester)				
<b>Credit Hour</b>	<b>Classroom Contact Hours Required per Credit Hour</b>	<b>Weeks in Semester</b>	<b>Total Minutes of Instruction*</b>	<b>Ratio Classroom Contact Hours to Credit Hours</b>
1	1 classroom contact hour = 50 minutes	15	750	1:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

**Laboratory/Clinical-Laboratory-Oriented Instruction.** Courses in which students participate in laboratory/clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours (1500-2250 minutes) of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

<b>Laboratory/Clinical-Laboratory-Oriented Instruction</b> (1 credit hour = 1500-2250 minutes of instruction per semester)				
<b>Credit Hour</b>	<b>Classroom Contact Hours Required per Credit Hour</b>	<b>Weeks in Semester</b>	<b>Total Minutes of Instruction*</b>	<b>Ratio Classroom Contact Hours to Credit Hours</b>
1	2 classroom contact hours = 100 minutes up to 150 minutes	15	1500 up to 2250	2:1 up to 3:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

**Note:** Programs leading to licensure and/or that are governed by a program accrediting body may require clinical-laboratory-oriented instruction up to 60 classroom contact hours (3000 minutes; 4:1 ratio) for each one semester credit hour.

**Nonclinical Internship, Practicum, On-the Job Supervised Instruction.** Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours (3750-7500 minutes) per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

**Classroom Contact Hour Calculation****Administrative Procedure 314**

<b>Nonclinical Internship, Practicum, On-the-Job Supervised Instruction</b> (1 credit hour = 3750-7500 minutes of instruction per semester)				
<b>Credit Hour</b>	<b>Classroom Contact Hours Required per Credit Hour</b>	<b>Weeks in Semester</b>	<b>Total Minutes of Instruction*</b>	<b>Ratio Classroom Contact Hours to Credit Hours</b>
1	5 classroom contact hours up to 10 classroom contact hours = 250 minutes up to 500 minutes	15	3750 up to 7500	5:1 up to 10:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

**Clinical Practicums.** Students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours (1500-3000 minutes) per semester or equivalent.

<b>Clinical Practicums</b> (1 credit hour = 1500-3000 minutes of instruction per semester)				
<b>Credit Hour</b>	<b>Classroom Contact Hours Required per Credit Hour</b>	<b>Weeks in Semester</b>	<b>Total Minutes of Instruction*</b>	<b>Ratio Classroom Contact Hours to Credit Hours</b>
1	2 classroom contact hours up to 4 classroom contact hours = 100 minutes up to 200 minutes	15	1500 up to 3000	2:1 up to 4:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

PRESIDENT

AUGUST 15, 2018

DATE

ADOPTED: AUGUST 15, 2018

AMENDED:

CROSS REF.: BOARD POLICY 8230; 1501.309 SYSTEM RULES MANUAL OF THE ILLINOIS COMMUNITY COLLEGE BOARD

The function of the Learning Resource Center is to provide resources and services to support the instructional programs of the College. In its supportive role the LRC provides these services.

1. **Orientation and Training**
  - a. orientation of students, faculty, and staff to the LRC
  - b. faculty/staff development activities
2. **Reference and research assistance to students, faculty, staff and community**
  - a. individual reference assistance
  - b. on-line data base searching
  - c. bibliographic instruction (classroom and individual)
3. **Circulation of Materials**
  - a. registration of borrowers (library cards)
  - b. charging out materials
  - c. over-due notices
  - d. book reserve service
  - e. copy machines
  - f. microfilm/fiche reader/printer
  - g. computer workstations and printers
  - h. government documents
  - i. audiovisual material
4. **Interlibrary Loan Services**
  - a. state and nation-wide library sharing
  - b. online catalog
  - c. transmission of periodical articles
5. **Production of bibliographies to support instruction**
6. **Consultation Services**
  - a. selection of materials for course application
  - b. assistance in using computers and other teaching materials in the classroom
  - c. assistance in using Scantron
7. **Learning Laboratory Services**
  - a. dispense audiovisual materials to students according to instructors' directions
  - b. assisting students with use of equipment
  - c. Test proctoring for make-up tests, second chance, self-paced course tests, online course testing.
8. **Distance Learning**
  - a. Coordination of online courses
9. **College Archive**
  - a. Collect and organize College archive

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
AUGUST 31, 2018

\_\_\_\_\_  
DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; OCTOBER 22, 1996; AUGUST 15, 2006; DECEMBER 7, 2015; **AUGUST 31, 2018**

**BACKGROUND**

As the College continues to provide needed training to its constituents, it is incumbent on the administration to establish guidelines under which these programs can operate efficiently and effectively. It is imperative that we offer high-quality programs with competent staff at a competitive cost. It is also essential that we develop a pool of highly qualified instructors. In order to do this, our rates of pay for this work must be attractive.

We must establish a philosophy and mission statement regarding training that is in keeping with the overall philosophy and mission statement of the College. This statement should set the overall parameters which will provide a basis for the program. All aspects of the program must be consistent with the statement of philosophy and mission.

In order to be effective, specific and measurable goals should be established for this effort in general, and for each program individually. These should be in writing established at the outset, and be a part of any agreement between clients and the College, and receive the same approvals as are given for other commitments, e.g., employment of staff, or expenditure of funds.

The responsibility of developing programs for training should fall primarily in the area of workforce development. However, all College personnel should assist with the initial stages of development by being familiar with programs being offered, and by being alert to the needs of the people and industries with which they come in contact. When a need is identified, the dean for workforce development and adult education and the dean for academic affairs will cooperate to coordinate and implement the program, utilizing the appropriate staff as needed.

Once a program is developed as to content, desired results, and basic approach, the College must seek the other essential ingredients--funding, staffing, and facilities--not necessarily in that order. If College facilities are to be used, we should be able to look to our policies regarding the use of College facilities for guidance. These policies set priorities and guidelines for the use of facilities, and establish the appropriate charges. Funding may be provided from a number of sources, and often will come from a combination of two or more sources. Whatever the case, these sources must be identified at the outset along with the stipulations that almost always go along with the use of outside funds. It will be necessary to involve the Business Office in order to establish an accounting structure, ascertain documentation and audit requirements, and billing procedures. Usually the best time to involve the Business Office is when the budget or cost estimate is being prepared.

Staffing, along with being the single most important ingredient contributing to the success or failure of any training program, will always require the most effort to accomplish. Staffing, as a function, includes not only the initial hiring but also the training, supervision, and evaluation of those people hired. Prior to hiring, it is essential that the terms of the employment be spelled out. What is to be done, how and for how much are the questions that must be answered.

Because these programs are unique and not repeated routinely, it will be impossible to establish hard and fast policies that will address precisely the responsibilities of each division of the College in carrying out this mission. It is important, however, that at least a framework be established that will aid in seeing to it that essential functions are accomplished and that necessary communication occurs--both horizontally and vertically within the organization.

**PHILOSOPHY, MISSION AND GOALS**

We would propose the following statement of Philosophy, Mission and Goals be adopted for training at the College.

**A. Philosophy**

John A. Logan College is dedicated to the concept that education is important for upgrading basic skills of area employees; for training in new technology; for retraining of unemployed workers; and for customized productivity training for business and industry leaders.

Within the financial limits of the College's ability to acquire grants and to maintain a solid financial base, it will endeavor to provide low-cost traditional and nontraditional educational opportunities whenever, wherever, and however they are needed to provide a productive work force for the region.

**B. Mission**

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

**C. Goals**

- to foster an environment where diverse individuals, groups, and views are valued;
- to provide programs and services for lifelong learning that create and enhance opportunities for achieving career and personal goals in a changing society;
- to serve with integrity and accountability as a model of institutional excellence;
- to offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment; and
- to be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

**ADMINISTRATIVE PROCEDURES**

In order to allow the College to be labor market responsive, the following policy will be followed whenever programs of this nature are established. Authority is granted to the president to organize customized training programs as requested.

**A. Initiating a Training Program**

Once a need for a training program is established, the College contact person must complete a Training Proposal (see Appendix A) and obtain the necessary approvals prior to making any formal commitments.

**B. Facilities**

If College facilities are to be used, they should be scheduled through the Facility Scheduling Office. Fees for use of facilities will be established in accordance with College policy. (See Facilities Usage Board Policy No. 7210.)

**C. Staffing--General**

Faculty or staff selected to provide training must, first of all, be qualified to teach the programs offered. Second, it is important to involve as many of the College staff in these programs in order to develop a substantial pool of interested and qualified training staff. This will help insure that we can respond to a need quickly.

**D. Staff Selection**

Generally, the selection, training, and evaluation of faculty to teaching training programs will be handled by the workforce development and adult education department through normal College procedures. The workforce development and adult education office will coordinate the hiring process through the department chairs, the associate deans, the dean for academic affairs, and the human resources office in an effort to select qualified faculty who are interested in participating in the work force training program. In addition, personnel from business and industry and individuals from the general public will be actively recruited to supplement the pool of teachers available at John A. Logan College. John A. Logan College faculty participating in work force training programs on- or off-campus must teach on their own time.

**E. Conflict of Interest**

A full- or part-time employee of John A. Logan College will not provide training to an entity within the College district without the training being arranged by the College's workforce development office.

**F. Staff Compensation**

All personnel utilized to lead or conduct these programs will be compensated under a contractual service agreement. The president is authorized to approve fee schedules for customized training programs.

- (1) Compensation for on-campus grant training programs should be established at a range of \$14 to \$65 per hour. Prep time, if necessary, should be established at \$35 per hour for the first-time training is delivered. No preparatory compensation should be paid for subsequent training sessions covering the same subject matter. The amount of prep time necessary to teach the course will be determined by the workforce committee.
- (2) Compensation for off-campus grant training programs, which is primarily training for business and industry, should be established at \$14 to \$100 per classroom hour. The instructional fee includes consultation time, meetings, customizing, and necessary travel. Prep time should be established at \$35 per hour for the first time the training is delivered. Prep time will not be required for subsequent training programs covering the same subject matter. The amount of prep time necessary will be determined by the work force committee. Other grants may dictate the rate of pay in the grant. In such instances the rate established in the grant will take precedence.

- (3) Compensation for industrial training done through private contractual arrangement will be based on the fair market value. The fair market value is normally determined by the type of training, the amount of prep time, the availability of teachers, and the expertise required. In this area, the fair market value is normally \$100 per hour plus prep time. Prep time is situation dependent and will be determined by the workforce committee.
- (4) The total amount of extra compensation which one can earn from training programs for performing work outside of the regular job duties is limited to 20% of the employee's regular, monthly salary for each month.

**FUNDING**

Once the program is approved, a budget must be prepared showing sources of funding and projected expenditures. The Business Office should be involved in this process. It will determine documentation and audit requirements as well as obtain necessary billing information at that time.

It should be the goal of the training staff to price programs so as to include a 30% margin above direct cost for overhead on programs conducted on campus and 20% for overhead on programs not using College facilities. Consideration should also be given to charging additional fees for the use of computers or other technologies where unusual costs are incurred.

**EVALUATION**

The workforce development office will work with the instructor to develop an appropriate method of evaluating each training program. Results of evaluations will be reported to the deans, vice-presidents, president, and Board of Trustees, and maintained in College files for future reference. The basis for evaluation should be the goals that were established and written into the contract or grant proposal.

Exceptions to this policy and the following administrative procedures must have prior written approval of the President.

Original signed by President House  
PRESIDENT

October 31, 2016  
DATE

ADOPTED:       OCTOBER 24, 1995  
AMENDED:       JULY 25, 1996; NOVEMBER 4, 1996; OCTOBER 25, 2006; OCTOBER 1, 2007; **OCTOBER 31, 2016**  
CROSS REF.:

**TRAINING PROPOSAL  
JOHN A. LOGAN COLLEGE**  
providing training services to

[Business Name]

**PLAN:** The Center for Business and Industry at John A. Logan College will offer [Name of training to be offered] to the employees of [Business Name], [Business Address]. This training will be held at [Business Location] as follows:

BIN 300, Summer Semester  
Sec. 54: June 6, 2006 8:00 a.m. - 4:30 p.m.

BIN 300, Summer Semester  
Sec. 55: June 7, 2006 8:00 a.m. - 4:30 p.m.

**REGISTRATION:** All students will be registered at the beginning of each class by the trainer.

**EVALUATION:** All students will evaluate the trainer and course at the end of training using appropriate College forms. Upon successful completion, students will receive .5 college credit(s) for each class.

**TRAINER:** The trainer for the course will be [Trainer Name].

**COST:** Upon completion of the training, the College will invoice [Business Name] a total of [\$ ].

Upon signature of this proposal, all parties agree to perform the duties stated within. Please sign and return this contract in its entirety.

**SIGNED:**

_____	_____	_____	_____
[Business Contact Name]	Date	[Name]	Date
[Business Name]		Dean for Workforce Development & Adult	
[Street Address]		Education, John A. Logan College	
[City, State, Zip]			

_____	_____	_____	_____
[Name]	Date	[Name]	Date
Director of [Corporate Training/B&I Training]		President, John A. Logan College	
John A. Logan College			



The Learning Resource Center will publish educational material and establish training to educate faculty and staff about the provisions of US copyright law and to provide more specific guidance for those seeking to use copyrighted material. Information will be published on copyrighted material already licensed by the College and on sources of non-copyrighted materials for educational use. However, it is the responsibility of the user to determine the copyright status of materials or works used.

There are three instances in which copyrighted works may be used when the copyright is held by a third party:

1. License the use of material (e.g., course packs);
2. Obtain permission from the copyright holder;
3. Use under the "Fair Use" Provision of Title 17, Section 107 of the United States Code

Whenever using copyrighted material, the best practice is to seek approval for use of the material or license the use of the work. Asking for permission often results in permission being granted without charge as long as the material is used within certain guidelines (i.e., distributed to a limited audience, used for a limited amount of time, etc.). Less preferable is to license the use of material through the appropriate market or clearing house. Print material, for example, has a robust market developed to license copyrighted works, and nearly all print material can be licensed through the Copyright Clearance Center ([www.copyright.com](http://www.copyright.com)). Student packs are also a preferred way of licensing copyrighted information for student use. The John A. Logan College Bookstore and other bookstores offer this service. Please Note: Licensing material through either of these two ways will always result in a fee being charged, whereas seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission through the copyright owner often results in free use within certain guidelines. That is why seeking permission directly from the copyright holder is the preferred method.

If a license for the work is required, it should be purchased or obtained through the appropriate College purchasing/requisition procedures or a course pack should be developed through an appropriate vendor. Permission should be granted by the copyright holder or clearance of licenses should be obtained prior to using or duplicating the copyrighted material. The Copy Center reserves the right to refuse to duplicate material without the appropriate clearances. Material refused by the Copy Center should not be duplicated on other John A. Logan College copiers nor on computer printers. Furthermore, appropriate approvals and licenses are also required before copyrighted material is used electronically on one of John A. Logan College's learning management platforms.

The fallback position is to use the material under the "fair use" provision of the United States Code. One must keep in mind, however, there is no definitive line that can be drawn between "fair use" and infringement of copyright. The "fair use" provisions are not set in stone, but rather are a set of four guidelines that create a "balancing test" that must be applied to satisfy each fair use claim. The four factors to be considered, as defined in Title 17 of the United States Code, are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

These four factors must be considered in each case where fair use is to be claimed. In addition to these factors, there are other considerations that must be considered. This is especially true of online usage of copyrighted material.

Other considerations when looking at fair use claims include the following:

1. Whether or not there is a method, or a market, for requesting or purchasing the right to use copyrighted materials;
2. Whether or not the ownership of copyright is easily determinable;
3. Timeliness;
4. The guidelines established by the conference on Fair Use (CONFU); and
5. The provisions enacted in the TEACH Act regarding fair use and distance learning.

When it is still unclear whether a work may be used under the “fair use” provision, it is best to obtain permission from the copyright holder.

Faculty and staff are encouraged to attend training sessions and learn more about copyright law in order to ensure legal use of copyrighted materials.

Original signed by President Robert L. Mees  
\_\_\_\_\_  
President

April 9, 2010  
\_\_\_\_\_

ADOPTED: MARCH 23, 2010  
AMENDED: **APRIL 9, 2010**  
CROSS REF.: BOARD POLICY 3361

**PURPOSE**

The purpose of this directive is to establish procedures for items that are lost or found on the John A. Logan College campus, including the extension centers in DuQuoin and West Frankfort.

The Campus Police Department provides a location to store/house items that are lost or found on campus. It is the responsibility of Campus Police to attempt to contact the owner of said property and reunite them with the property and ensure posters/signs are posted around campus instructing students of the procedures for lost and found items.

**PROCEDURE**

- 1) When items are brought to Campus Police as a lost item, it will be logged in the "Lost and Found Log" indicating the date and location of where the item was found.
- 2) When an individual reports a lost item to Campus Police, the Lost and Found Log should be checked to see if the item had been turned in. If it is not found, the information will be added to the log with a description of the item, where it may have been lost, and a contact number for the individual reporting the lost item.
- 4) Unclaimed items will be placed in the Lost and Found cabinet in the Campus Police Department. The items will be held through the end of the following semester.
- 5) At the end of the following semester, unclaimed items will be discarded in an appropriate manner. A record of that disposal will remain in a "Lost and Found" file within the Campus Police Department.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE  
PRESIDENT

SEPTEMBER 3, 2019  
DATE

ADOPTED:           SEPTEMBER 3, 2019  
AMENDED:  
CROSS REF.:

In order to clarify the College’s protocols regarding closures, the following definitions have been developed. While these definitions are intended to guide the College’s decisions, circumstances may arise in which a combination or alternate definition may be implemented.

**A. Class Cancellation**

Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.

**B. Suspended Operations**

All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor

**C. Total Closure**

All classes are canceled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security, of JALC property.

*Kirk E. Overton, Ph.D.*

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PRESIDENT

JULY 29, 2021

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DATE

ADOPTED: JULY 29, 2021  
AMENDED:  
REVIEWED:  
CROSS REF.:

**Summer Schedule**

**Administrative Procedure 365**

John A. Logan College will operate on a modified summer schedule for ten (10) weeks each year, beginning on the Monday before Memorial Day. During this period, summer hours shall be Monday through Thursday.

The College will grant full-time employees five (5) summer leave days during the ten weeks. Employees are required to complete the College-issued Summer Leave Schedule Form for approval by their Supervisor and Cabinet member by April 1<sup>st</sup> of each year.

If a holiday during summer modified hours falls on a Friday or Saturday, the previous Thursday is recognized as the holiday. If the holiday falls on a Sunday, it is recognized on the following Monday.

*Kirk E. Overton, Ph.D.*

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PRESIDENT

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SEPTEMBER 23, 2024

DATE

ADOPTED: JULY 1, 2022  
AMENDED: **SEPTEMBER 23, 2024**  
REVIEWED:  
CROSS REF.:

**Thanksgiving Holiday and Winter Break**

**Administrative Procedure 366**

In accordance with Board Policy 5130, the College will observe Thanksgiving Day, Christmas Day, and New Year’s Day as established holidays.

To assist employees in planning personal holiday schedules, the College will officially suspend operations each year in addition to the established holidays as follows:

<b>THANKSGIVING BREAK SUSPENDED OPERATION DAYS</b>
<ul style="list-style-type: none"><li>• <b>Wednesday before Thanksgiving</b></li><li>• <b>Friday following Thanksgiving</b></li></ul> <p>Normal operations will resume on the Saturday following Thanksgiving.</p>
<b>WINTER BREAK SUSPENDED OPERATION DAYS</b>
<ul style="list-style-type: none"><li>• December 24<sup>th</sup> through December 31<sup>st</sup> (<i>December 25<sup>th</sup> and January 1<sup>st</sup> are established holidays.</i>)</li></ul> <p>Normal operations will resume on the day following the recognized January 1<sup>st</sup> holiday.</p>



PRESIDENT

MARCH 1, 2024

DATE

ADOPTED: JULY 1, 2022  
AMENDED: **MARCH 1, 2024**  
REVIEWED:  
CROSS REF.: BOARD POLICY 5130, HOLIDAYS