Classroom Instruction Policy

POLICY: Classroom Instruction			
POLICY NUMBER:	600.11.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	Oct 2021
REFERENCES: Financial Aid Return of Title IV FundsPolicy (R2T4), Student Attendance Policy 600.12, Title IV Regulations, Early Alert Process, Academic Freedom Policy 600.06			

Part 1. Policy Background and Purpose

White Earth Tribal & Community College (WETCC) takes seriously its mission to provide an academic experience of excellence for all student learners. Consistent with the mission, faculty will use sound pedagogic methods. Additionally, to ensure compliance with the Financial Aid Title IV Funds, attendance records will be maintained.

Part 2. Definitions

Attendance records: Documented student data evidence of the presence in courses

Pedagogy: The method and practice of teaching

Financial Aid Title IV Funds: Aid such as Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG)

Part 3. Responsibility

Faculty are responsible for: utilizing sound pedagogic methods, including appropriate classroom management strategies, to create an environment conducive to optimal student learning; keeping timely and accurate student attendance records; communicating attendance and academic progress concerns to the Student Services Dean.

Faculty are responsible to communicate their absences to the Academic Dean (as well as students if the class is to be cancelled). The faculty member is responsible to ensure each course contains an equivalent of 15 weeks of instruction (full term) as required for accreditation.

The Student Services Dean is responsible to ensure follow-up with students is conducted regarding attendance and academic progress concerns and employing appropriate intervention(s) as outlined in the Early Alert Process.
The Academic Dean is responsible for supervising, evaluating, and supporting faculty.

Part 4. Policy

All faculty are expected to: fulfill the responsibilities of scheduled classroom instruction; maintain mastery of subject matter; demonstrate quality teaching performance and evaluate student learning.

Faculty absences must be communicated to the Academic Dean prior to missing or cancelling a scheduled class. If a class must be cancelled, Faculty will notify students via WETCC email and/or the online student management system. If Faculty is unable to notify students, the Academic Dean will ensure that students are notified.

Faculty will take attendance and enter attendance information daily into the student management system according to Student Attendance Policy 600.12.

Faculty are required to post scheduled office hours in which they will be available for students to contact them. Office hours may be in person or online, as agreed upon by the Academic Dean.

Faculty are responsible to ensure classrooms conditions are conducive to learning during scheduled classes.