

# **Standard Operating Procedures**

**NCCA**

**Chief Instructional  
Officers**

Reviewed: 2009

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**Section I**  
***Introduction to***  
***Standard Operating***  
***Procedures***

**STANDARD OPERATING PROCEDURES/GUIDELINES  
CHIEF INSTRUCTIONAL OFFICERS – NEBRASKA COMMUNITY COLLEGE  
ASSOCIATION**

**PURPOSE:**

The Council of Chief Instructional Officers (CCIO) under the guidance of the Council of Chief Executive Officers (CCEO) will:

Advise the CCEO's on issues, guidelines, and procedures to assure compliance with State Law.

Promote articulation and collaboration among higher education institutions to assure efficiencies and quality in the development and delivery of learning programs.

Seek inter-institutional funding through grants and awards that promote professional development, curricular design and enhancements, and inter-institutional collaboration.

Promote consistency in definitions, curricula design, and course weightings.

Formulate and recommend instructional related guidelines and procedures to the Audit Guidelines.

Conduct other instructional related functions as determined by the CCEO's.

**MEMBERSHIP:**

Each community college area will have one instructional officer who is responsible to their CEO.

**VOTING:**

Each area will have one vote.

**CHAIR AND SECRETARY POSITION – ROTATION SCHEDULE**

<u>Year</u>	<u>Chair Person</u>	<u>Secretary</u>
2009/2010	Southeast CC	Northeast CC
2010/2011	Northeast CC	Southeast CC
2011/2012	Southeast CC	Western Nebr. CC
2012/2013	Western Nebr. CC	Central CC
2013/2014	Central CC	Mid-Plains CC
2014/2015	Mid-Plains CC	Northeast CC

<b>Project</b>	<b>Activity</b>	<b>Timeline</b>	<b>Cycle</b>
<b>Audit Guidelines</b>	1. Review state aid guidelines for recommended changes to the Audit Committee	July-December	Annual
	2. In collaboration with the Audit Committee, recommend changes to the Audit Guidelines to the Chief Executive Officers	January-February	Annual
<b>Statewide Courses</b>	1. Identify courses to be reviewed, instructor groups, initiate process, and contact people	July-September	Annual
	2. Groups submit revised syllabi for review	April	Annual
	3. CIO's review and approve syllabi	May	Annual
	4. Approved syllabi are forwarded to four-year colleges and universities for review and articulation approval. Originals and PDF files are forwarded to NCCA for filing and website update.	May/June	Annual
<b>Statewide Course Offering Review</b>	1. Each CIO will send a listing of all courses offered in the current year for review to the designated college.	April 1	Annual
	2. Combined course book listing will be provided to each CIO.	Late April	Annual
	3. CIO's will review and note changes to combined course listing.	May	Annual
	4. Each CIO will make changes as noted at May meeting to their Institution's course listing.	May-June	Annual
	5. Each CIO will provide a copy of their corrected course listing to designated college for combined course listing book.	June 15	Annual
	6. Each CIO will provide a certified list of their course offering to the CCPE, NCCA Director and copies to each CEO and CFO of each community college.	July 15	Annual
	7. Each CIO will receive the combined course listing book.	July 31	Annual
<b>Other Items</b>	NCCA Conference and Meetings	November	Annual
	Update the NCCA Opportunity Guide and submit to NCCA Office for printing and distribution.	May	Annual

***Section II***  
***Curriculum***

## CREDIT COURSE STANDARDS

To award college credit, all Nebraska community college courses will:

- A. Apply to a degree, diploma, certificate or skills award granted by a Nebraska Community College or meet pre-requisites for college level courses\*<sup>1</sup>.
- B. Require each Chief Instructional Officer to retain on file all course syllabi offered by their college. Regardless of the site from which a course is offered, the course will have the same:
  - Title for all sections/offerings taught under the designated course number.
  - Course alpha and number for common content.
  - Course description.
  - Course objectives.
  - Minimal competencies taught.
  - Textbook(s) – as per the current textbook procedures memorandum.
  - Prerequisites.
- C. Have an approved Course Action Form on file in the office of the Chief Instructional Officer.
- D. Be developed and maintained by an appropriately credentialed/qualified instructor as defined by the institution.
- E. Evaluate enrolled students in a manner appropriate to demonstrate educational achievement as prescribed by course objectives and/or approved department/program assessment practices.
- F. Meet credit/contact hour ratio guidelines for semesters (or quarter equivalent) as outlined in state statute 85-1503.

SEMESTER	QUARTER	
<i>1:15</i>	<i>1:10</i>	<i>Classroom Hour</i>
<i>1:30</i>	<i>1:20</i>	<i>Academic Transfer, General Education, &amp; Academic Support Lab Hour</i>
<i>1:45</i>	<i>1:30</i>	<i>Vocational Laboratory Hour and Clinical Hour</i>
<i>1:45</i>	<i>1:30</i>	<i>Practicum Hour</i>
<i>1:60</i>	<i>1:40</i>	<i>Cooperative Work Experience</i>
		<i>Independent (directed) Study – Credits will be assigned according to the practices of assigning credits to similar type courses.</i>

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<sup>1</sup> \*Credit for developmental courses does not apply toward a degree, but rather satisfies pre-requisites for courses in degree programs.

- G. Charge tuition as approved by the college's Board of Governors.
- H. Be reviewed by the faculty a minimum of once every three years and revised as necessary to ensure relevance.
- I. Require each Chief Instructional Officer to maintain a reasonable balance between consistent, accurate course content and the frequency of curriculum revisions.
- J. Focus on the learning needs of students and employers related to applied technology, a common learning core, and academic transfer.
- K. Be classified for appropriate Reimbursable Educational Unit weighing as outlined by the "Nebraska Community College's State-Aid Enrollment Audit Guidelines, State Aid Enrollment Audit Committee Section, item IV.C.2." and the Course Weighting Decision Rules listed in the same document:
  - 1. Academic Transfer 1.00
  - 2. Academic Support 1.00
  - 3. Class 1 Vocational 1.50
  - 4. Class 2 Vocational 2.00

Definitions of Academic Transfer, Academic Support, Class 1 Vocational, and Class 2 Vocational are found in the State Aid Enrollment Audit Guidelines, Section II, numbers 15,17,18, and 19.

## **Nebraska Community College System Statewide Definitions**

**Articulation Process:** A process by which agreements between the community college and another entity (K 12 or other post-secondary institution) identifying courses and /or credits which have common course outcomes and objectives, allowing for the transfers of the credits from one entity to another.

**Career Academy:** A plan of study created for high school students from a Career Cluster area which outlines a pathway for career exploration. The course(s), within the plan of study, may be for high school credit, dual credit or college credit. Each course will include a component that explores the career field associated with that course. This plan of study may lead to employment or continued education. The academy is typically a partnership between a K 12 entity and a post-secondary institution.

**Concurrent Enrollment:** A student who is enrolled in two or more institutions at the same time. Institutions may include high school, community college or other higher education institution.

**Credit Course:** Classes that are offered to meet the requirements for completing a degree, diploma, certificate or other formal award. (NECC)

**Credit by Exam:** Credit using standardized exams (CLEP or Advanced Placement Exam meeting college level requirement) or by departmentally administered proficiency exam.

**Curriculum: 1:** The courses offered by an educational institution, **2:** a set of courses constituting an area of specialization (Webster's New World Dictionary)

**Dual Credit:** College credit course taught to high school students for which high schools can grant high school credit.

**Early Entry:** A student under 19 years of age pursuing a high school diploma or GED who takes a college credit course.

**Foundations Education:** Education which includes remedial and developmental programs, adult basic education, general education development, English as a second language, compensatory education, and refresher courses. [CCPE, Section 85-932.01, Nebraska Statutes]

**Instructional Program of Study:** A sequence of courses and activities leading to a degree, diploma or certificate in an academic discipline or subject area offered by a public institution. This type of program is commonly called a major. [CCPE, 281 NAC 4: 003.01.A]

**Outline:** A general plan. (Webster's New World Dictionary)

**Program:** Any program of instruction, public service program, off-campus instructional program, any new college, school, major division, education center, or institute, but shall not include reasonable and moderate extensions of existing curricula which have a direct relationship to existing programs [CCPE, 281 NAC 4: 003.01.A]

**Syllabus:** A summary our outline of a course of study. (Webster's New World Dictionary)

**Transfer Credit:** Credits earned at an accredited postsecondary institution which apply to an instructional program of study

**CURRICULUM DEFINITIONS**  
**Nebraska Community College Association**  
**March 7, 1997**

**Consistency in Award Guidelines/Standards: Degrees, Diplomas, and Certificates**

It is the intent of the Instructional Officers to provide consistency in definitions of degrees, diplomas, certificates, and skill awards across the Nebraska community college system within the next five years. The following definitions are in process and discussion.

**Skill Awards** – The recognition of educational competencies obtained in less than the equivalent of one semester in time and less than 12 semester credit hours. This recognition is not necessarily a component of a defined degree, diploma, or certificate.

Unanimously approved.

**Certificate** – An organized curriculum consisting of 12 to 18 equivalent semester hours that certifies occupational competencies.

Rationale:     (1) To provide students with documented skills/competencies for the workplace; and  
                  (2) To provide students the opportunity to ladder certification to a diploma or associate degree.

Unanimously approved.

**Diploma** – The recognition of an organized curriculum in a specific occupational concentration that may also ladder into an associate of applied science degree. The diploma would be awarded upon the completion of 24 to 48 equivalent semester hours and include a minimum of four semester credit hours of general education/academic support courses.

Under discussion with no action taken.

## COMMON COURSE SYLLABI AND COURSE NUMBERING

On October 1, 1992 the Council of Chief Executive Officers, Nebraska Community College Association, took action directing the Council of Instructional Officers to develop a plan for a common course numbering system for community college courses.

Since 1992 the CIO's have explored various methods of common course numbering but have not developed a formal plan. During the 1995-1996 year, this was focused on and the instructional officers agreed to the following:

1. A program alpha matrix modeled after the University of Nebraska-Lincoln prefix listing.
2. A course listing which is alpha/numeric with eight digits: four alpha; four numeric. The numeric digit identifies:
  - 0 = Developmental course
  - 1 = First year course
  - 2 = Second year course of a degree
3. The last numeric digit could be used as a unique identifier for each college. Digits 2 and 3 are sequential.
4. From these guidelines, build a matrix with agreed upon courses and a universal number that will be used by all institutions to articulate between colleges and to senior institutions. (See attached)
5. Each participating institution would determine when they would adopt the universal numbers into their own course system.

### Common Course Syllabus

In the 1995-1996 work plan, the Instructional Officers established a common course syllabus that would be used with all statewide courses and was encouraged that all institutions would adopt the course syllabus for all courses. (See Attached)

### Statewide Common Courses

Since 1995 the Instructional Officers have established common statewide courses in several areas, listed below. These courses are reviewed and approved on a three-year rotation to maintain accuracy. New courses/program areas are added on an as-needed basis.

Common Course Areas: (See attached 3-year schedule of courses)

Nebraska Initiative Courses  
Business Administrative/Accounting Courses  
Early Childhood Education Courses  
Library Science Courses  
Entrepreneurship Courses

**SYLLABUS**

**COURSE TITLE**  
**COURSE NUMBER**

**YEAR OF REVIEW**

Prepared by the Nebraska Transfer Initiative Task Force on

(Committee Members and Institution)

\_\_\_\_\_  
Group Leader:

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCCA Instructional Officer Chair

\_\_\_\_\_  
Date

## **I. CATALOGUE DESCRIPTION**

Course Title:

Prerequisite:

Course Description:

4.5 quarter hours

3.0 semester hours

## **II. COURSE OBJECTIVES/COMPETENCIES**

Upon completion of this course, the student will be able to:

## **III. INSTRUCTIONAL MATERIALS**

## **IV. COURSE OUTLINE**

## **V. SPECIFIC COURSE REQUIREMENTS**

Content and schedule determined by instructor.

## **VI. METHOD OF PRESENTATION**

## **VII. METHOD OF EVALUATION**

<b>Discipline</b>	<b>CIP Code</b>	<b>CE</b>	<b>MP</b>	<b>NE</b>	<b>SE</b>	<b>WN</b>	<b>ME</b>	<b>Statewide</b>
Agricultural Business & Mgmt. Gen	010101	AGRI	AGRI	AGRI	AGRI	AGRI/CBIT		AGRI
Horticulture Serv. Op & Mgmt. Gen	010601	COMH	BCED	HORT	AGRI/LLFW	HORT	HORT	HORT/COMH
Digital Communication & Media/Multimedia	090702	MART						MART
Radio & Television Broadcasting Technology/Technician	100202			AUDR/BRDC	BRDC			BRDC/AUDR
Computer & Information Sciences Gen.	110101	INFO	BCED/CSCE/ INFO	INFO	AACK/BBBK/ INFO/LLBK	ALHL/CBIT/ COED/COMP/ INFO/OLTR	INFO	INFO
Cosmetic Serv. Gen.	120401					CSMO		CSMO
Food & Beverage/Restaurant Op. Mgr.	120504	HMRM	INFS	FSDT	FSDT	ALHL/FSDT	CHRM	CHRM/FSDT
**College Student Counseling & Personnel Services	131102		BCED					
Civil Engin. Civil Technol./Tech.	150201				LSCE		SCET	LSCE/SCET
Electrical Electronic & Comm. Engin. Technol./Tech.	150303	ELNS	ELNS/INFO	ELEC	AACK/ELEC/ ELET	ELEC	ELEC	ELEC
Manufacturing Technology/Technician	150613				MFGT			MFGT
Occupational Safety & Health Technol./Tech.	150701		ELTR/SFTX			CBIT/SFTX		SFTX
Quality Control Technol./Tech.	150702	QUCT			NDTT			QUCT/NDTT
Drafting & Design Technology/Technician General	151301	DRAF	ARCH		DRAF	DRAF/WELD	DRAF	DRAF
Architectural Drafting & Architectural CAD/CADD	151303		ARCH	ARCH	ARCH		ARCH	ARCH
**Language Interpretation & Translation	160103		BCED		LLGK			
**Home Economics Gen.	190101		FACS		LLFK/LLHK			
Child Care & Support Services Management	190708	ECED	BCED/FACS	ECED	ECED	ALHL/CBIT/ COED/ECED	ECED	ECED
Legal Assistant/Paralegal	220302	LEGA	LEGA				LAWS	LEGA

Discipline	CIP Code	CE	MP	NE	SE	WN	ME	Statewide
Liberal Arts & Sciences/Liberal Studies	240101							
Anthropology		ANTH			ANTH	ANTH		ANTH
Arts		ARTS	ARTS		ARTS	ARTS		ARTS
**ATHC						ATHC		ATHC
Biosciences		BIOS						
**Career Planning			CAPC					CAPC
Chemistry		CHEM						
Communications		COMM						COMM
Economics		ECON	ECON	ECON		ECON	ECON	ECON
Education		EDUC						
English		ENGL						
Engineering		ENGR					ENGR	ENGR
French			FREN	FREN		FREN	FREN	FREN
**GBST						GBST		
**GENS						GENS		
Global Studies					GLOS			GLOS
Food Service					FSDT			
Geography		GEOG						
Geology					GEOL			GEOL
German					GERM	GERM	GERM	GERM
History		HIST						
Human Relations						FACS	HMRL	HMRL
Humanities		HUMS			HUMS	HUMS	HUMS	HUMS
Japanese							JPAN	JAPN
Journalism			JOUR	JOUR	JOUR	JOUR		JOUR
Library Science					LIBR			LIBR
**LPNR		LPNR						LPNR
Math		MATH						
**MEDT			MEDT					
Music		MUSC						
Physical Education		PHED	PHED		PHED	PHED	PHED	PHED

Discipline	CIP Code	CE	MP	NE	SE	WN	ME	Statewide
Philosophy		PHIL	PHIL		PHIL	PHIL	PHIL	PHIL
Physical Science		PHYS	PHYS	PHYS	PHYS	PHYS	PHYS	PHYS
Political Science		POLS	POLS	POLS	POLS	POLS	POLS	POLS
Psychology		PSYC	PSYC	PSYC	PSYC	PSYC	PSYC	PSYC
**PRDV		PRDV						PRDV
Reading			READ					READ
Sign Language					SIGN			SIGN
Science							SCIE	SCIE
Sociology		SOCI	SOCI	SOCI	SOCI	SOCI	SOCI	SOCI
Spanish		SPAN	SPAN	SPAN	SPAN	SPAN	SPAN	SPAN
Speech		SPCH	SPCH	SPCH	SPCH	SPCH	SPCH	SPCH
Theatre		THEA	THEA	THEA	THEA	THEA		THEA
Library Assistant	250301	LIBR	LIBR	LIBR		LIBR	LIBR	LIBR
Army JROTC/ROTC	280301						ROTC	ROTC
Basic Skills	320101	.....	V A R I E T Y O F P R E F I X E S			.....	.....	.....
Second Language Learning	320109			ESLX		ESLN	ESLX	ESLX
Biological Technol./Tech.	410101		BCED		AACW/LBST/	CBIT		LBST
Criminal Justice Studies	430104	CRIM	CRIM	CRIM	CRIM	CBIT/CRIM/ JUST	CRIM	CRIM
Fire Science/Firefighting	430203		FRST		FIRE			FIRE
Electrician	460302	ELTR	ELTR	ELTR		CBIT/ELTR	ELAP/ELTR	ELTR
Lineworker	460303			UTIL		UTIL	UTIL	UTIL
Building/Property Main. & Mgr.	460401		CUST		AACK			CUST
Construction & Building Finishers & Mgrs. Other	460499	CNST	BCED/BLDC	CNST	AACK/CNST		CNST	CNST
Heating, Air Conditioning & Refrigeration Mechanic & Repairer	470201	HVAC	BCED/HVAC	HVAC	AACK/HVAC	HVAC	HVAC	HVAC
Industrial Machinery Main. & Repairer	470303	INDT		ELMC/INDT			INCT	INDT
Auto/Automotive Body Repairer	470603	AUTB	AUTB	AUTB	AUTB	AUTB	AUTB	AUTB

Discipline	CIP Code	CE	MP	NE	SE	WN	ME	Statewide
Auto/Automotive Mechanic/Tech.	470604	AUTO	AUTB/AUTO	AUTT	ASEP/ASST/ AUTT/CAPP/ LLTK	AUTO/CBIT	AUTT	AUTO/AUTT
Diesel Engine Mechanic & Repairer	470605	DSL	DSL	DESL	DESL/JDAT/ JDCE		DESL	DSL/DESL
Small Engine Mechanic & Repairer	470606		SENG		MSTT			SENG/MSTT
Avionics Maintenance Technology/Technician	470609	AVIA	AVIA		LLTK	AVIA		AVIA
Upholstery	480303		UPHR					UPHR
Machinist/Machine Technologist	480501	MACH	MACH	MACH	AACK/MACH			MACH
Welder/Welding Technologist	480508	WELD	BCED/WELD	WELD	AACK/LLTK/ WELD	WELD	WELD	WELD
Truck Bus & Oth. Commercial Vehicle Operator	490205	TRUK			TRUK			TRUK
**Vehicle & Equip. Operators Oth.	490299		BCED					
Transportation & Materials Moving Workers Oth.	499999		BCED/SFTX/ TRAN		AACK/LLTK	TRAN		TRAN
Graphic Design Commercial Art & Illustration	500402	ARTS/EIGT	ARTS	ARTS	ARTS/EIGT/ LLBK/VPUB	ARTS	ARTS/ EIMA/ GCAD	EIGT/EIMA/ GCAD/VPUB
Commercial Photography	500406		BCED		PHOT	COED/OLTR/ PHOT	PHOT	PHOT
Interior Design	500408		BCED				INTD	INTD
Technical Theater/Theater Design & Stagecraft	500502						THEA	THEA
Dental Assistant	510601	DENT	DENT		DENT		DENT	DENT
Dental Hygienist	510602	DENH						DENH
Medical Records Technol./Tech.	510707	HIMS			HIMS/OFFT	HIMS/METR	HIMS	HIMS
Medical Assistant	510801	MEDA			MEDA	HLTH		MEDA
Physical Therapy Assistant	510806			PTAS				PTAS
Veterinarian Assistant/Animal Health Technician	510808			VTEC				VTEC
Emergency Medical Technol./Tech.	510904	HLTH	BCED	EMTL	EMTL/LLHK	EMTL		EMTL
Medical Radiologic Technol./Tech.	510907				LLHK/RADT	RADT		RADT

<b>Discipline</b>	<b>CIP Code</b>	<b>CE</b>	<b>MP</b>	<b>NE</b>	<b>SE</b>	<b>WN</b>	<b>ME</b>	<b>Statewide</b>
Respiratory Therapy Tech.	510908				RESP		RESP	RESP
Surgical/Operating Room Tech.	510909				AACK/SURT			SURT
Medical Laboratory Tech.	511004	MEDT	MEDT		MEDT			MEDT
Clinical & Medical Social Work	511503	HUSR			HMRS	ALHL/CBIT/ FACS	HMSV	HUSR/HMRS
Nursing (R.N. Training)	511601	ADNR	ADNR/BIOS/ PHAR/		NURS	ALHL	ADNR	ADNR/NURS
Practical Nurse (LPN Training)	511613	ADNR/LPNR	LPNR		LLHK/LPNS	ALHL/LPNR/ NURS	LPNS	LPNR/LPNS
**Nursing Oth.	511699		BCED	NURS	LLHK			
**Environmental Health	512202		BCED					
Health Professions & Related Sciences Oth.	519999	HLTH	HLTH/NURA	HLTH	HLTH/LLHK/ NURA	ALHL/ATHT/ CBIT/ HLTH	HLTH	HLTH
Business Administration & Mgmt. Gen.	520201	BSAD/ENTR	ACCT/BCED/ BSAD/ REES/	ACCT/BSAD/	AACK/AACT/ BSAD/ECON/ LLBK/	ACCT/ALHL/ BMMR/BSAD/ BUSN/CBIT/ MNGT/MRKT/ OFFT/OLTR/ REES	ACCT/ BSAD/ FINA/INSU/ REES/	BSAD/ACCT/ ECON
Logistics and Materials Management	520203					TDWL/WARE		WARE
Administrative Assistant/Secretarial Science Gen.	520401	OFFT	BCED/OFFT	OFFT	LLBK/OFFT	OFFT		OFFT
Vehicle & Vehicle Parts & Accessories Marketing Operations	521907	PDSM			JDAP/PDSM/			JDAP/PDSM

## **NCCA Chief Instructional Officers – Operational Procedures Statewide Course Review Procedure**

To comply with the NCCA Audit Guidelines adopted August 28<sup>th</sup>, 2009, supported by Nebraska State Statutes, the community college of Nebraska will annually review the course offerings of each community college which will be audited and used in the computation of state aid.

The following is a timeline for this annual review:

Step 1 – April 1<sup>st</sup>, or the first business day, each Chief Instructional Officer (CIO) will send to the designated Community College (CC) an electronic file of their course listing for the current fiscal year, listing all courses that are credit and non-credit reimbursable. (Western Nebraska Community College has been the designated CC for the compiling of a statewide document.)

Step 2 – Three weeks following Step 1, a compiled book listing all courses will be sent to the CIO of each CC. The book will be compiled by Classification of Instructional Program (CIP) code starting with the lowest number to the highest CIP code number. Each CC's courses will be listed under each CIP code to create the statewide view of all courses for all CIP codes. Those courses which can not be identified to a CIP code will be submitted to the CIO's for review and determination.

Step 3 – May CIO meeting; the CIO's will review the statewide summary of all courses noting common course prefix, course weighting, correct contact hours, and credit hours. Weighting, contact hours, and credit hours will follow the Audit Guidelines.

Step 4 – May – June 15<sup>th</sup>; Following Step 3, each CIO will make the agreed upon changes, as outlined in the CIO meeting minutes, for their institution's course listing.

Step 5 – June 15<sup>th</sup>, or first business day following the 15<sup>th</sup>, each CIO will send a corrected electronic file of their course listing to the designated CC for compiling a final statewide summary course listing.

Step 6 – July 15<sup>th</sup>, or first business day following the 15<sup>th</sup>, each CIO will send a corrected copy of their college's course list as a certified list, signed off by the Chief Executive Officer (CEO), to the Post-Secondary Coordinating Commission, the NCCA Executive Director, and copies to each of the CC's CEO, and Chief Financial Officer.

Step 7 – July 31<sup>st</sup>, each CIO will receive a copy of the revised statewide summary course listing from the designated CC.

Approved by the CIO – September 11<sup>th</sup>, 2009

**Distance Learning Issues and Guidelines**  
**Approved June 10, 1996**  
**Nebraska Community College Association**  
**Council of Chief Instructional Officers**

- **Who enrolls the student -**
  1. When the sending and receiving institution(s) share the pro-rated costs of program origination and distribution, the receiving institution will enroll the students in the enrolling institutions service area.
  2. Unless another inter-institutional agreement exists and the sending institution pays all costs, the sending institution will enroll all the students.
  3. When a similar course is available at the receiving institution, the receiving institution can elect to not receive the course from the sending institution, or can elect to follow guideline one or two above under this issue.
  4. When no course match exists, the receiving institution can request the opportunity to receive the course from the sending institution.
- **Who collects tuition** – The institution who enrolls the student will receive the tuition.
- **Extra fees for distance learning** – Each community college area will determine whether or not an extra fee will be charged for distance learning courses.
- **Standard rates vs. each area rate** – Tuition and fees will remain the prerogative of each institution.
- **Academic advising and support issues** – The institution that enrolls the student will provide student academic advising and support.
- **Transferability/articulation agreements** – The institution that enrolls the student will be responsible for transferability/articulation agreements.
- **Nebraska residency requirements** – Residency requirements will be the policies of the institution that registers the student and awards the credit.
- **Academic standards** – Academic standards will be those standards established by NCA and those standards agreed upon by the sending and receiving institution.
- **Faculty/instructional issues** – Faculty/instructional issues will be addressed and resolved by the sending and enrolling institution.
- **Development/ownership issues** – Development an ownership issues will be established and maintained by the employing institution.

- **Local peer support** – Local peer support will be the responsibility of the employing/enrolling or sending institution in agreement with sending/enrolling institution.
- **Interaction with students** – All participating institutions will promote opportunities for participating student interaction via Internet, etc.
- **Scheduling priorities** – Scheduling priorities will be established by the NCCA Council of Instructional Officers upon recommendations from the Distance Learning Committee or distance learning staff members.
- **Degree sequence** – Degree sequence will be determined by the awarding institution.
- **General education** – General education requirements will be determined by the awarding institution.
- **Unique offerings** – Unique offerings will be agreed upon by the sending and receiving institutions.
- **Community college technology plan** – The Nebraska Community College Association Council of Chief Instructional Officers will develop a Nebraska community college technology plan.

**STATEMENT OF PRINCIPLES FOR COLLEGE CREDIT COURSES OFFERED TO  
HIGH SCHOOL STUDENTS AT A HIGH SCHOOL LOCATION**

1. All community colleges will ensure that college credit courses offered to high school students at a high school location will be college-level courses (common syllabus, textbook(s), and course materials as on the college campus). The decision as to the awarding of high school credit for a college-level course (dual credit) will be the responsibility of the appropriate high school.
2. All faculty employed by the community colleges to teach credit courses at a high school location will have credentials consistent with full-time faculty employed to teach similar courses, and such selection criteria will be consistent with North Central Accreditation Standards.
3. Students who enroll in a credit course offered at a high school location must be recommended by a high school official, meet all college course prerequisites, and demonstrate ability to benefit and readiness for college-level work.
4. The quality of instruction and standards of excellence will be consistent with other offerings of the community college. The evaluation of the quality of instruction for college credit courses offered at a high school location will be consistent with the practices each community college has in effect for other college courses.

Approved by the Nebraska Community College Association Chief Executive Officers on 01/14/00.

***Section III.***  
***Faculty***

## **NCCA – Chief Instructional Officers –Standards of Operations Faculty Hiring – Credential Guidelines**

Preface: The following guidelines are statewide recommendations for the hiring of faculty in the three categories of programs as outlined in the August 28, 2009 Audit Guidelines. Each community college might elect to require a higher level; these guidelines are to be considered as minimums.

### **Academic Transfer/Academic Support Faculty:**

**Academic Transfer** – A master’s degree in the discipline; or a master’s degree with a minimum of 18 graduate credit hours in the discipline.

**Academic Support/Foundation Education** – A bachelor’s degree in the discipline required; a master’s degree in the discipline, or a master’s degree with a minimum of 18 graduate hours in the discipline is preferred.

Prior teaching experienced is preferred for both groups.

### **Light Vocational/Applied Technology Program Faculty:**

**Minimum** – the highest degree for which the program offers;

Associate degree program would require an associate degree

Diploma degree program would require a diploma degree

Certificate degree program would require a certificate degree

**Preferred** – one degree higher than what the program offers;

Associate degree program would recommend a bachelor degree

Diploma degree program would recommend an associate degree

Certificate degree program would recommend a diploma degree

Recognizing that some degree programs are not available in certain program areas, an equivalent field of study could be used.

**External accreditation requirements;** some vocational program may require a higher level of education, certification or licensure.

**Work experience;** a minimum of two years in the field of study will be required.

**Teaching or training experience** would be preferred.

### **Heavy Vocational/Applied Technology Program Faculty:**

The guidelines for this group would be the same as for the Light Vocational Program areas listed above.

**TITLE 92**  
**CHAPTER 21 - ISSUANCE OF CERTIFICATES AND PERMITS TO TEACH,  
PROVIDE SPECIAL SERVICES, AND ADMINISTER IN NEBRASKA SCHOOLS**

**005 Teaching Certificates**

**005.01 Teaching Certificates. Types. General Requirements.** The Department may issue initial, standard, professional, provisional commitment, provisional re-entry, provisional trades, substitute, local substitute, and transitional teaching certificates. Each applicant for any such teaching certificate shall:

**005.01A** Complete the appropriate application forms prescribed by the Department;

**005.01B** Submit an official transcript of all college credit earned in fulfillment of the requirements of 92 NAC 21;

**005.01C** Pay the prescribed fee as provided in Section 003.05 of this chapter;

**005.01D** Not have an application for a certificate denied or currently have a certificate suspended or revoked by another jurisdiction, and not have any felony conviction, or any misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections 003.11 through 003.14;

**005.01E** Submit evidence of human relations training as defined by this chapter;

**005.01F** Submit evidence of basic skills competency if applying for an entry-level Nebraska teaching certificate after July 31, 1989;

**005.01G** Submit evidence of special education training if applying for an entry-level teaching certificate after September 1, 1992;

**005.01H** Fulfill the additional requirements in Sections 005.03, 005.04, 005.06, 005.08, 005.09, 005.10, 005.12, 005.13, 005.15, 005.16, 005.18, 005.19, 005.21, 005.22, 005.24, 005.25, 005.27, or 005.28 for the type of certificate or renewal for which the applicant is applying;

**005.01I** Submit a complete, legible set of the applicant's fingerprints and pay a fee of forty dollars (\$40.00) to the Department for processing a criminal history record check if the applicant is seeking the first issuance of a Nebraska certificate and has not been a resident of Nebraska for at least five (5) continuous years immediately preceding the date of application;

**005.01J** Be of good moral character; and

**005.01K** Shall not have an emotional or mental incapacity to practice the profession as defined in Section 003.10.

**005.17 Provisional Trades Teaching Certificate.** The provisional trades teaching certificate may be issued to applicants who do not meet the college credit requirements for a regular certificate and shall be valid for teaching only in the Nebraska school system requesting the issuance of such certificate and only in the area of trade endorsement described in 92 NAC 24. The provisional trades certificate shall expire on August 31 of the first year following the year of issuance or of the third year following the year of renewal. The provisional trades teaching certificate shall not be valid for substitute teaching.

**005.18 Provisional Trades Teaching Certificate Additional Requirements.**

Each applicant for a provisional trades teaching certificate shall:

**005.18A** Fulfill the requirements in Sections 005.01A through E, and Sections 005.01I through K;

**005.18B** Submit a written request for the issuance of such certificate from the superintendent of schools or the governing body of the school system in which the applicant intends to teach; and

**005.18C** Qualify for a vocational trades endorsement pursuant to 92 NAC 24.

**005.19 Provisional Trades Teaching Certificate Renewal**

Requirements. Each applicant for renewal of a provisional trades certificate prior to, on, or after the date of expiration shall:

**005.19A** Fulfill the requirements in Sections 005.01A through E, 005.01J, and 005.01K;

**005.19B** Submit a request for the renewal of such certificate from the superintendent of schools or the governing body of the school system in which the applicant intends to teach;

**005.19C** Hold or have held a Nebraska provisional trades teaching certificate; and

**005.19D** Within three (3) years prior to the date of application for renewal, have taught the trade in a Nebraska school system; or

**005.19E** Within three (3) years prior to the date of application for renewal, have received three (3) semester hours of college credit in the same area as the applicant's area of trade endorsement.

**TITLE 92**  
**CHAPTER 24 – CERTIFICATE ENDORSEMENTS**

**006.70 Other Trade or Industrial Areas.**

**006.70A Grade Levels: 10 – 12**

**006.70B Endorsement Type: Trades**

**006.70C** The endorsement shall be valid only for a trade or industrial process in a filed where no preparation program is offered by an approved teacher training institution in Nebraska and may appear only on a provisional trades teaching certificate.

**006.70D** This certificate is valid only in the Nebraska school system requesting the issuance of such certificate or for an instructor in a community college who is providing instruction to K-12 students as part of a cooperative agreement with a K-12 district regardless of the existence of an approved Nebraska teacher training program and shall require;

**006.70D1** Completion of a prescribed course of study in a trade or industrial process at a community college, or

**006.70D2** Completion of an apprenticeship program in the trade, or

**006.70D3** Demonstrated proficiency in the trade based upon five years of practice in the trade, or

**006.70D4** Demonstrated proficiency by passing a competency examination approved by the industry or trade in question, or

**006.70D5** Current employment by a community college as an instructor to teach the specific trade or skill.