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### Regional Campuses and Outreach

#### Resource Development

- Alumni Affairs
- Grants

#### Student Development and Enrollment Management Mission

- Vice President for Student Development and Enrollment Management
- Associate Vice President for Enrollment Management

#### Admissions

- Director
- Associate Director of Admissions
- Assistant Director of Admissions for Recruitment

#### Advising and Assessment Center

- Director of Advising and Assessment
- Associate Director of Advising and Assessment
- Professional Academic Advisors
- Master Advisors

#### Disability Support Services

- Director of Disabilities Support Services
- Resource Manager

#### Financial Aid

- Director of Financial Aid
- Associate Director of Financial Aid
- Financial Aid Counselors

#### Records and Registration

- Registrar
- Associate Registrar
- Assistant Registrar

#### Student Activities

#### Student Employment Services

#### Study Skills Services

#### Successful Transitions

#### Talent Search

#### Transfer Center

#### Upward Bound

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### Index
Central Kentucky Technical College (CKTC) began in 1939 as a trade school operated by the Fayette County Board of Education and continued as Lafayette Vocational School with its programs and mission constantly evolving. In 1965, the operational authority shifted from Fayette County to the Commonwealth of Kentucky.

In 1968 programs in health, technical, and business education were added, creating Central Kentucky State Vocational-Technical School. During the 1988 Legislative Session, the Kentucky General Assembly created the Workforce Development Cabinet, which in 1991 consolidated the existing postsecondary State Vocational-Technical Schools and the secondary Area Vocational Education Centers to form the Kentucky Tech System. At that time the school became known as Kentucky Tech – Central Campus. In 1998 after the previously mentioned Kentucky Postsecondary Education Improvement Act of 1997, Kentucky Tech Central Campus became known as Central Kentucky Technical College (CKTC), a part of the Kentucky Community and Technical College System (KCTCS). Under this plan, Danville and Anderson County technical schools became part of CKTC as branch campuses.

Lexington Community College (LCC) was established as Lexington Technical Institute by the University Of Kentucky Board Of Trustees in 1965. The original mission of Lexington Technical Institute was to consolidate technical programs in business, engineering and health technologies leading to the Associate in Applied Science degree. For eleven years Lexington Technical Institute was located on the Main Campus of the University of Kentucky. In 1976, Lexington Technical Institute moved to the Oswald Building on the present campus.

Lexington Community College was one of the fourteen colleges of the University of Kentucky Community College System. The University of Kentucky Community College System was headed by a Chancellor who was directly responsible to the President of the University of Kentucky. Through the Postsecondary Education Improvement Act of 1997, the Kentucky General Assembly mandated that the management responsibilities for the University of Kentucky Community College System except Lexington Community College be assumed by the Board of Regents of the Kentucky Community and Technical College System. On April 7, 1998, the Board of Trustees approved changes in the Governing Regulations to place the Lexington Community College under the management of the Chancellor of the Lexington Campus effective July 1, 1998.

House Joint Resolution 214 was passed in April 2, 2004, transferring the governance of LCC from the UK Board of Trustees to the KCTCS Board of Regents. The final Memorandum of Agreement among the University of Kentucky, the Kentucky Community and Technical College System, and Lexington Community College was formally signed June 30, 2004.

Lexington Community College (LCC) and Central Kentucky Technical College (CKTC) began the process of institutional consolidation in 2005. The consolidation of LCC and CKTC, creating Bluegrass Community and Technical College, a single institution with a single accreditation, is consistent with the purpose and intent of the Kentucky Postsecondary Education Improvement Act of 1997. The consolidation process received final SACS approval in December 2006.

Through these changes in role and scope, Bluegrass Community and Technical College is providing the academic programs and services of a comprehensive community college to all residents of Lexington and the Bluegrass Region of Kentucky.
Mission, Values, and Vision

Mission

With students at the heart of our mission, Bluegrass Community and Technical College (BCTC) provides excellence in teaching and learning. Through comprehensive and responsive programs and services, the college sustains a strong partnership with our communities to improve economic vitality and quality of life in the region. BCTC strives for a physical and intellectual environment that promotes access to life-long learning and a commitment to diversity.

The college meets the needs of a broad community of learners, both individuals and business and industry, by offering literacy skills, developmental education, workforce training, continuing education, liberal arts, and technical programs at multiple campus sites and through distance learning. BCTC works to foster professional competence, critical thinking, cultural and global awareness, civic responsibility, and a commitment to environmental sustainability within the college community. Graduates are awarded associate degrees, diplomas, and certificates in preparation for careers or for transfer to baccalaureate programs.

With the passage of the Kentucky Postsecondary Education Improvement Act of 1997, Central Kentucky Technical College (CKTC) became part of the Kentucky Community and Technical College System (KCTCS). House Joint Resolution 214 joined Lexington Community College with KCTCS, resulting in consolidation with CKTC to form Bluegrass Community and Technical College in 2005. BCTC is a comprehensive public two-year, degree-granting community and technical college serving primarily the central Kentucky region.

Bluegrass Community and Technical College’s goals focus on:

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service
Values

In pursuing our vision and enacting our mission, the Bluegrass Community and Technical College holds the following as the values underlying all activities:

- Open access and affordability
- Excellence in teaching, advising, and supporting students
- Lifelong learning
- A culture of trust, respect, and open communication
- Diversity of thought, culture, and experience
- Transferability and applicability of skills and coursework
- Efficiency and effectiveness
- Strategic planning
- A skilled workforce and economic vitality
- Flexibility in responding to community needs

Vision

Bluegrass Community and Technical College is the provider of educational opportunity and a leading force for social and economic vitality in the region.
# Administrative Directory

**Dr. Augusta Julian**  
President/ CEO  
209 Oswald Building, Cooper Campus  
Lexington, KY  40506-0235  
(859) 246-6500

**College Telephone Number – (859) 246-6200**

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<th>Phone</th>
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<tr>
<td>Mr. Ren Bates</td>
<td>Vice President Information Technology Services</td>
<td>118, Regency Campus</td>
<td>246-4605</td>
</tr>
<tr>
<td>Ms. Lisa Bell</td>
<td>Vice President Finance and Operations</td>
<td>OB 206 D, Cooper Campus</td>
<td>246-6280</td>
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<tr>
<td>Dr. David Hellmich</td>
<td>Vice President Academics</td>
<td>M 131, Leestown Campus</td>
<td>246-4849</td>
</tr>
<tr>
<td>Mr. Mark Manuel</td>
<td>Vice President Corporate and Community Development</td>
<td>N 121, Leestown Campus</td>
<td>246-6673</td>
</tr>
<tr>
<td>Mr. Francis A. Roberts, III</td>
<td>Dean Regional Campuses and Outreach</td>
<td>101, Regency Campus</td>
<td>246-6556</td>
</tr>
<tr>
<td>Dr. Palisa Williams Rushin</td>
<td>Vice President of Student Development and Enrollment Management</td>
<td>OB 206 A, Cooper Campus</td>
<td>246-6522</td>
</tr>
<tr>
<td>Ms. Charlene Walker</td>
<td>Vice President OB 206 B, Multiculturalism and Inclusion</td>
<td>Cooper Campus</td>
<td>246-6438</td>
</tr>
<tr>
<td>Dr. Sandra Carey</td>
<td>Dean Academics</td>
<td>OB 209 C, Cooper Campus</td>
<td>246-6203</td>
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<tr>
<td>Dr. Bonnie Nicholson</td>
<td>Dean Academics</td>
<td>M 131, Leestown Campus</td>
<td>246-6604</td>
</tr>
<tr>
<td>Mr. Bill Davis</td>
<td>Director Online Program Development</td>
<td>A 134, Leestown Campus</td>
<td>246-6680</td>
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<tr>
<td>Mr. Charles James</td>
<td>Director Learning Resource Center</td>
<td>OB 220, Cooper Campus</td>
<td>246-6393</td>
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<tr>
<td>Dr. Sandra Mullins</td>
<td>Director Technical and Distance Education Support</td>
<td>155, Lawrenceburg Campus</td>
<td>246-6602</td>
</tr>
<tr>
<td>Ms. Teresa Tope</td>
<td>Director Academic and Fine Arts Support</td>
<td>C 118, Leestown Campus</td>
<td>246-6602</td>
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<tr>
<td>Dr. Greg Feeney</td>
<td>Assistant Dean History, Languages, and Social Sciences</td>
<td>MB 230, Cooper Campus</td>
<td>246-6329</td>
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<tr>
<td>Ms. Debbie Holt</td>
<td>Assistant Dean Computer Science and Information Systems</td>
<td>AT 201 C, Cooper Campus</td>
<td>246-6286</td>
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<tr>
<td>Ms. Jenny Jones</td>
<td>Assistant Dean Business</td>
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Dr. Pat Lefler, Assistant Dean
Behavioral Sciences
AT 102, Cooper Campus
246-6255

Dr. Carolyn Lewis, Assistant Dean
Nursing
A 242, Leestown Campus
246-6488

Mr. Mike McMillen, Assistant Dean
Trades and Technologies
B 106, Leestown Campus
246-6770

Ms. Trish Miller, Assistant Dean
Allied Health
OB 330 H, Cooper Campus
246-6248

Mr. Chad Mueller, Assistant Dean
Natural Sciences
OB 303 H, Cooper Campus
246-6551

Ms. Vicki Partin, Assistant Dean
Mathematics and Statistics
MB 118, Cooper Campus
246-6414

Mr. Paul Turner, Assistant Dean
Manufacturing Industrial Technology
M 111, Leestown Campus
246-6717

Dr. Ben Worth, Assistant Dean
Humanities
AT 101 J, Cooper Campus
246-6353

For the latest organizational charts of Academics and the College, please see
http://www.bluegrass.kctcs.edu/fa/bctc_organizational_charts/
President

The President of Bluegrass Community and Technical College is appointed by the Board of Regents of the Kentucky Community and Technical College. The President is the chief executive officer of the College. The President of the College reports directly to the KCTCS president.

The following description is taken from KCTCS Administrative Policies and Procedures 1.5.6.1

The president of a college is the chief executive officer of the college. Under the general direction of the KCTCS President, the president/ceo is charged with general responsibility for the overall administration of the college. It is the president's function to see that the policies and procedures of the Kentucky Community and Technical College System, and the Rules of the Senate are enforced. The president/ceo is an ex officio member of all college committees. Along with the college faculty, the president/ceo is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive community and technical college. The president/ceo is responsible for the curricula of the college, for the quality of instruction given therein, for the assignment of duties to all persons, and for the service provided by the faculty of the college, individually and as a whole. The president/ceo shall review and finalize the performance evaluations recommended by the chief academic officer or other administrative personnel of the college.

The president/ceo shall be responsible, without delegation, for recommendations on salaries, salary changes, appointments (search/appointment/orientation), reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, promotions, and granting of tenure for members of the college or for ultimate action thereon when such authority has been delegated to the president/ceo by the Chancellor or by the President of the Kentucky Community and Technical College System.

With regard to students, the president/ceo is charged with administering the requirements and procedures of the college concerning the admission, probation, and dismissal of students.

The president/ceo shall be responsible for the preparation of the budget request for the college, for the business and financial operation of the college, either assumed or delegated, and for the maintenance and operation of the physical plant of the college.

It is the president's responsibility to relate the college program to the community through relationships with the Board of Directors, through appropriate use of public information media, and by appropriate relationships with community groups and individuals. The president/ceo shall endeavor to further constructive relations between the college and community. The college president/ceo has ultimate control of the institution's fund-raising activities.
Board of Directors By-laws

Board of Directors of Bluegrass Community and Technical College
Kentucky Community and Technical College System

ARTICLE I

1.1 Name. The name of the Board shall be the Bluegrass Community and Technical College Board of Directors of the Kentucky Community and Technical College System.

1.2 Bylaws. These Bylaws shall govern the conduct of the Board of Directors for Bluegrass Community and Technical College under the Kentucky Community and Technical College System.

ARTICLE II

2.1 Purpose.

The Board of Directors shall:

a. Recommend one (1) candidate for the college president/chief executive officer from three (3) candidates provided by the President of the Kentucky Community and Technical College System. The President shall have the authority to make the final appointment and shall not be bound by the recommendation from the Board of Directors;

b. Evaluate the college president/chief executive officer and advise the President of the Kentucky Community and Technical College System of his or her performance. The President of the Kentucky Community and Technical College System has final authority for the appointment and termination of the college president/chief executive officer;

c. Approve budget requests for recommendation to the Kentucky Community and Technical College System;

d. Adopt and amend an annual operating budget and submit it through appropriate channels to the Board of Regents of the Kentucky Community and Technical College System for approval as to the compliance with its guidelines; and

e. Approve a strategic plan that is developed in coordination with local employers, civic leaders, campus constituents, and other postsecondary institutions in the region and that is consistent with the strategic agenda of the General Assembly.
ARTICLE III

3.1 Membership. Each Board of Directors shall consist of ten (10) members, as follows: seven (7) members appointed by the Governor; one (1) member shall be a member of the teaching faculty, one (1) member of the staff, and one (1) member shall be a member of the student body.

a. Appointed Members. The seven (7) appointed members shall serve a term set by law pursuant to Section 23 of the Constitution of Kentucky. An appointed member’s term shall be six (6) years. No citizen member of the Board of Directors shall be a relative of any employee of the college under its jurisdiction. A person who is a member of the Board on July 15, 1998, who is a relative of an employee of the college may finish out the appointed term of office but the member may not be reappointed. As used in this section, "relative" means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, and daughter-in-law.

b. Faculty Member. The faculty member shall be on the teaching or research faculty of the college. They shall be elected by secret ballot of all full-time faculty members of the college. Faculty members shall serve for terms of three (3) years and until their successors are elected and qualified. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as members of the Boards if they cease to be members of teaching staff of the college. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for original election. Teaching faculty members are defined as those with faculty or equivalent rank who spend less than fifty percent of their time in administrative responsibilities. For purposes of this section, assignment as division chairperson, program coordinator, counselor, or librarian, shall not exclude one from eligibility to serve as an elected faculty member of the Board.

c. Staff Member. The staff member shall be a classified or mid-management employee who does not hold faculty rank and who does not hold an upper administrative position. The staff member shall be elected by secret ballot of all full-time staff members of the college. Staff members shall serve for terms of three (3) years and until their successors are elected and qualified. Staff members shall be eligible for reelection, but shall be ineligible to continue to serve as members of the Boards if they cease to be members of the staff of the college. An election to fill a vacancy for an unexpired term shall be held in the same manner as an election to an original full term.

d. Student Member. The student member shall be elected by secret ballots from the student body of the college to serve a term of one (1) year. The student member shall be a full-time student who maintains permanent residency in the Commonwealth of Kentucky. Membership will be alternated among the college campuses, if applicable.

3.2 Boards Representing More Than One College

The college election eligibility process shall ensure that of the three (3) elected board members defined in section 3.1 above at least one shall be elected from each college.
3.3 Compensation. The members of the Board of Directors shall receive no compensation for their services, but shall be paid for their actual and necessary expenses.

ARTICLE IV

4.1 Officers of the Board of Directors. The Officers of the Board of Directors shall consist of a Chair, Vice Chair, a Secretary, and such other officers as it may deem necessary. The Board Chair may appoint an Assistant Secretary as defined below in Section 4.3(d).

4.2 Election and Term. Officers of the Board shall be elected from the membership at the annual meeting and shall serve one-year terms. In the event a vacancy occurs prior to the end of the term of an officer, the Board shall hold a special election to fill the office for the unexpired portion of the term.

4.3 Duties of Officers.

a. Chair. The Chair shall preside at all Board and executive committee meetings, shall serve as an ex-officio member of all committees, and shall have such other duties as may be prescribed by the Board.

b. Vice Chair. In the Chair’s absence, the Vice Chair shall perform all the duties of the Chair and shall have such other duties as may be prescribed by the Board.

c. Secretary. The Secretary shall maintain minutes of all meetings of the Board, shall attest to all documents required to be signed for the Board, shall issue proper notice of all meetings of the Board, and shall perform such other duties as may be prescribed by the Board.

d. Assistant Secretary.
The Board Chair may appoint an assistant secretary of the Board, who shall be the president/chief executive officer of the college or his or her designee. Copies of all minutes, papers, and documents of the Board may be certified by the assistant secretary with the same force and effect as though such certification were made by the Secretary of the Board.

ARTICLE V

5.1 Regular Meetings. The Board shall by order at the first meeting in the Fall of each year provide for a schedule of regular meetings to be held at specified times and places which are convenient to the public. The Fall meeting shall be considered the annual meeting for the Board of Directors and shall occur on the first Thursday of September. All regular meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky as set forth in KRS 62.810.
5.2 Special Meetings.
a. Upon the written request of a majority of the members of the Board or the president/chief executive officer of the college, the Chair of the Board shall call a special meeting. The special meeting shall be held within twenty (20) days of receipt by the Chair of such a written request. A notice specifying the time, place, and agenda of any special meeting of the Board shall be mailed by the Secretary to each member of the Board at least five (5) days in advance of the meeting date; but, notice of three (3) days may be given by telephone or electronic communication when, in the judgment of the Chair, an emergency exists. Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the special meeting will take place, and in a conspicuous place in the building which houses the offices of the president/chief executive officer of the college. The notice must also be provided to news media which have requested such notice pursuant to KRS 61.823. All special meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky as set forth in KRS 61.805, et seq.

b. The Board may transact any or all business that it may transact at a regular meeting, provided that action shall be limited to the items listed on the agenda for the notice of the meeting.

5.3 Agenda.

a. Distribution.
A copy of the agenda for each regular meeting of the Board, including notice of all expiring terms or vacancies in membership of the Board or its committees, and, insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be provided by the Secretary to each member of the Board at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the Board with reports and other materials to be presented, shall be provided to each member of the Board at least five days in advance of the special meeting. Notice to members shall be by mail, personal delivery, or facsimile transmission as provided for in KRS 61.823. In no instance shall less than twenty-four (24) hours notice be given.

Pursuant to KRS 61.823, notice of regular and special meetings, to include date, time, and place of the meeting and the agenda, shall be provided to media organizations which have filed a request to receive such notice.

b. Preparation.
The agenda for a regular or special meeting of the Board shall be prepared by the Secretary with the approval of the Chair. All requests for inclusion of a given item on the agenda of a particular meeting shall be filed, with supporting documents, if any, with the Secretary of the Board.

c. Additions.
Any committee or member of the Board may request consideration by the Board, at any regular meeting, of any items not on the agenda. Information to be presented to the Board from interested parties who are not members of the Board must be provided to the Secretary at least ten (10) days in advance of the scheduled meeting. The Chair may waive this requirement at his/her discretion.
5.4 **Quorum.** A simple majority of the voting members of the Board shall constitute a quorum for the transaction of business at Board meetings.

5.5 **Power to Vote.** All members of the Board may vote on all matters coming before the Board for consideration, except that the faculty member and the staff member shall not vote on individual faculty and staff compensation matters. No member may vote by proxy. No vote concerning any matter under consideration by the Board, or by a committee of the Board, may be cast in absentia, by mail, telephone, or electronic mail.

5.6 **Rules of Order.** In the event that the governing statutes or these bylaws are not instructive regarding applicable procedures, the Board shall consult Robert’s Rules of Order for applicable procedures.

5.7 **Executive Sessions.** All meetings of the Board shall be open to the public unless, consistent with the requirements of KRS 61.810-.815, a meeting is closed to the public by a majority vote of a quorum of the Board in open public session. Any formal action of the Board must be taken in open session.

5.8 **Minutes.**

a. **Duties of the Secretary.**
The Secretary shall keep minutes of all meetings of the Board; shall file, index, and preserve all minutes papers and documents pertaining to the business and proceedings of the Board and shall be the custodian of all records of the Board and instruments of the Board. The Secretary shall be responsible for transcribing the minutes of each meeting within a reasonable time and for providing a copy for each member of the Board.

b. **Approval.**
The minutes shall not be considered official unless and until approved by the Board.

c. **Public Record.**
Pursuant to KRS 61.835, the minutes shall be open to public inspection no later than immediately following the next regularly scheduled meeting of the Board.

5.9 **Attendance.** Members who are unable to attend at least 75 percent of the regularly scheduled meetings, including meetings of committees to which they are assigned, during a state fiscal year should consider resignation from the Board. No person may attend any meeting of the Board as a substitute for a Board member, and no person, except a regular member of the Board, shall be entitled to vote in determining the action of the Board at any time.

**ARTICLE VI**

6.1 **Committees.** The Board shall establish such standing and ad hoc committees as it deems appropriate to discharge its responsibilities. Each committee shall have a written statement of purpose, role, and scope as approved by the Board, and such rules of procedure or policy guidelines that it or the Board, as appropriate, shall approve. Such statements shall be reviewed annually by each committee.
ARTICLE VII

7.1 President/Chief Executive Officer of the College. The president/ chief executive officer of each college shall have full authority and discretion regarding the use and management of the budget approved by the Board of Regents for the Kentucky Community and Technical College System. The president/chief executive officer of the college is responsible for all education and managerial affairs. The president/chief executive officer is responsible for leading the college, hiring all employees, implementing all Kentucky Community and Technical College System Board of Regents policies, keeping the Board informed on appropriate matters and serving as the key spokesperson for the college. The college president/chief executive officer has the authority to execute all documents on behalf of the college and the Board of Directors consistent with Board policies and the best interests of the college.

ARTICLE VIII

8.1 Insurance for Directors and Officers. The governing board of the Kentucky Community and Technical College System is authorized to purchase liability insurance to protect Directors and Officers of the Board. The president/chief executive officer of the college shall provide each Director and Officer a copy of applicable insurance policies covering each Director or Officer in connection with the defense of any action, suit, or proceeding to which the Director or Officer may be made a party by reason of being or having been a Director or Officer.

ARTICLE IX

9.1 Conflict of Interest. A Director shall be considered to have a conflict of interest (1) if such Director has existing or potential financial or other interests that impair or reasonably appear to impair such member’s independent, unbiased judgment in the discharge of his or her responsibilities to the college, or (2) such Director is aware that a family member or any organization in which such Director or family member is an officer, Director, employee, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests. For the purposes of this provision, a family member is defined as a spouse, parents, siblings, children, and any other relative if the latter resides in the same household as the Director. All Directors shall disclose to the Board any possible conflict of interest at the earliest practical time. Furthermore, the Director shall absent himself or herself from discussions of, and abstain from voting on, such matters under consideration by the Board of Directors or its committees. The minutes of such meetings shall reflect that a disclosure was made and that the Director who has a conflict or possible conflict abstained from voting. Any Director who is uncertain whether a conflict of interest may exist in any matter may request that the Board or committee resolve the question in the Director’s absence by majority vote. Each Director shall complete and sign a disclosure statement.
ARTICLE X

10.1 Amendments. Any provision of these bylaws (except those required or governed by the Kentucky Revised Statutes) may be amended or new provisions added by affirmative vote of two-thirds of the quorum of the Board; provided that no amendment or addition may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the Board.

10.2 Suspensions. Any provision of these bylaws (except those required or governed by the Kentucky Revised Statutes) may be suspended at any regular or special meeting of the Board for that meeting by affirmative vote of two-thirds of the quorum of the Board.
I. Leadership Teams
There are two teams in this category. They represent the formal college leadership. Many other teams, committees, and groups have leadership roles and responsibilities across the college. Charges are established by the president with advice from the teams. Membership is determined by the president.

II. Administrative Committees
Administrative committees are standing committees that support college activities and operate across functional areas. They usually span more than one year. Such committees give authority to faculty and staff to develop and implement initiatives within the parameters of their charge or to provide ongoing advice on college operations. Charges are established by the Leadership Executive Team except for Staff Council. Membership is usually appointed by divisions and/or functional areas.

III. Action Teams
Action Teams are ad hoc groups that take on short-term analysis and reporting on an identified need within the college. They usually operate across functional areas and with a life of one to two years. These teams give authority to faculty and staff to investigate issues and make recommendations within the parameters of their charge. Charges are established by the Leadership Executive Team. Membership is usually open for volunteers. If focus on an issue needs to continue, they may become standing committees.

IV. Mandated Committees
These groups are required by policy such as the KCTCS Administrative Policies and Procedures, the KCTCS Rules of the Senate, or the KCTCS Code of Student Conduct and get their charge from those documents. They may be populated by faculty only or by faculty and staff based on the guidelines from the source documents.

V. Faculty Committees
These are established by the Rules of the Faculty of the BCTC. They may be mandated by other policy documents such as the KCTCS Rules of the Senate. Charges and membership are specified by the Rules of the Faculty of the BCTC.
**Leadership Teams**

There are two teams in this category. They represent the formal college leadership. Their functions are established by the president with advice from the teams. Membership is determined by the president. Many other teams, committees, and groups have leadership roles and responsibilities across the college.

**Leadership Executive Team**

Membership
This group is composed of the vice presidents and other senior staff as determined by the president.

Functions
a) Provide oversight of annual and strategic planning, budgeting, assessment, and process improvement
b) Provide leadership on college operations, issue, and initiatives
c) Determine administrative response to critical needs and issues
d) Establish policy and procedures for administering the college with input from councils, committees, action teams, and others as appropriate
e) Communicate to employees within areas of responsibility on college operations and issues

**Administrative and Planning Team**

Membership
This groups is composed of College leaders at vice president and director/assistant dean levels as determined by the Leadership Executive Team and invited by the president.

Functions
a) Provide advice and assistance in oversight of annual and strategic planning, budgeting, assessment, and process improvement
b) Provide input to college operations and administrative issues
c) Provide input to administrative response to critical needs and issues
d) Assist in developing college policy and procedures
e) Communicate to employees within areas of responsibility on college operations and issues
Administrative Committees

Administrative committees are standing committees that support college activities and usually operate across functional areas. They usually span more than one year. Such committees give authority to faculty and staff to develop and implement initiatives within the parameters of their charge or to provide ongoing advice on college operations. Charges are established by the Leadership Executive Team with the exception of Staff Council. Membership is usually recommended by divisions and/or functional areas and appointed by the President except where noted.

Academic Suspension – Academic Probation Committee

Membership
This committee shall consist of the Director of Admissions, the Assistant Director of Admissions, the Registrar, the Assistant Registrar, the Study Skills Specialist, and at least two faculty. One-year term.

Functions
a) Review requests for readmission from suspended students
b) Determine whether suspended students will be reinstated, conditionally reinstated, or continued on suspension
c) Determine the conditions for reinstatement or conditional reinstatement

Advising Steering Committee

Membership
On this committee the Director of the Advising and Assessment Center and Master Advisor (currently Gen. Ed. Faculty) serve as Co-Chairs. Other members are VP Student Development and Enrollment Management, Dean of Academics, Associate VP for Retention and Student Success, and representatives from developmental education faculty, technical faculty, academic advisors, and campus directors.

Functions
a) Assist the Director of Advising in developing and implementing strategies to facilitate quality advising services
b) Implement strategies to address the advising needs at all campuses
c) Review current advising practices and procedures to determine their effectiveness
d) Evaluate student satisfaction of advising services

Arts on Campus Committee

Membership
This committee shall consist of staff and one at least one faculty representative from each division, the LRC, and any non-division faculty group that has at least 10 full-time faculty. Appointments to the Committee shall be made by the President and shall be two-year staggered terms. A chair and chair-elect may be appointed by the President or elected, along with a secretary, at the first meeting of the committee. The chair must be in the second year of appointment. The chair-elect must be in the first year of appointment.
Functions
a) Plan college-wide cultural events, including arranging for guest speakers
b) Examine strategies for displaying art work at all campuses
c) Increase college-wide access to theatre, film, and art
d) Make the physical environment more “inviting” at all campuses

Budget Alignment Advisory Team

Membership
This team is chaired by the VP, Finance and Operations; other members include representatives from across the college.

Functions
a) Assist with budget monitoring based on principles and priorities
b) Seek input from faculty and staff and make recommendations on efficiencies and savings
c) Assist with reporting and communications to faculty and staff on finances and budget

Distance Learning Advisory Committee

Membership
This committee is composed of a representative from each division and from related functional areas.

Functions
a) Review and respond to online student evaluations
b) Examine ongoing support and training needs for distance learning including needs for ADA accommodation
c) Consider and recommend possible programs to offer through distance learning
d) Explore successful initiatives and model distance learning programs
e) Explore resources needed to support and grow distance learning programs
f) Examine costs of providing distance learning courses
g) Monitor activities and propose connections to the KCTCS Virtual Learning Initiative

Enrollment Management Committee

Membership
The VP, Student Development and a Faculty Member will serve as Co-Chairs. Other members will include Director of Admissions; Associate Director of Admissions; Financial Aid Office representative; Academic Advisor; Transfer Center representative; Technical Faculty Coordinator; Technical Assistant Dean; Gen. Ed. Assistant Dean and faculty member; Chief Communications Officer; Regional Campus Director; Asst. VP, Institutional Effectiveness; representative from Web Services. Appointees will be approved by LET.

Functions
a) Develop and update as needed an enrollment management plan
b) Develop enrollment growth strategies through which access and opportunity are expanded
c) Determine how to enhance web marketing
d) Analyze prospect and recruitment yield rates and strategies to increase enrollment
e) Assess new markets

Faculty Awards Committee

Membership
This committee shall consist of one representative from each academic division and one non-divisional faculty representative. Appointments to the Committee shall be made by the President and shall be two-year staggered terms. A chair and chair-elect may be appointed by the President or elected, along with the secretary, at the first meeting of the committee.

Functions
a) Inform faculty of award programs
b) Consider applications or nominations for awards and recommend recipients
c) Assist with award ceremonies and presentations

Faculty Performance Review Advisory Committee

Membership
This committee shall include the following members: a faculty representative from each of the divisions, one non-divisional faculty member, and the Academic Deans. Appointments to the Committee shall be made by the President and shall be two-year staggered terms. A chair and chair-elect may be appointed by the President or elected, along with the secretary, at the first meeting of the committee. The chair must be in the second year of appointment and should have continuing status or at least associate professor rank. The chair-elect must be in the first year of appointment.

Functions
a) Review and, if necessary, recommend modification of the faculty performance review process and instruments.
b) Discuss committee recommendations during a regularly scheduled faculty meeting or division meeting and then present the recommendations to the President.

General Education Advisory Committee

Membership
This committee shall consist of up to eight faculty members, each representing a different area, plus the General Education Coordinator. Appointments to the committee shall be made by the President and shall be three-year staggered terms. The General Education Coordinator shall serve as chair, and the secretary may be appointed by the President or elected at the first meeting of the committee.

Functions
a) Review and research current general education assessment good practice
b) Assist in implementation of assessment activities including review plans, coordinate similar efforts among the areas, provide materials, review materials such as standardized tests, and solve logistical and technical problems
c) Assist coordinators and faculty on assessment plans, interpretation of data, and use of results for improvement  
d) Advise on policy issues decisions on the organization of data, record keeping, procedures for assessment, forms, and location of data  
e) Communicate across the College about current assessment in other areas, and publish plans and results  
f) Coordinate area assessments into an efficient overall institutional pattern to assure that all competencies are measured efficiently by a composite of the areas  
g) Draw conclusions from area assessment as to the effectiveness of the general education program

Graduation Committee

Membership  
This committee shall consist of one faculty representative from each division, the Registrar or the Registrar’s designee, and two students. The Deans of Academic and Student Development are ex-officio members. Appointments to the Committee shall be made by the President and shall be three-year staggered terms. A chair and chair-elect may be appointed by the President or elected, along with a secretary, at the first meeting of the committee. The chair must be in the second or third year of appointment. The chair-elect must be in the first or second year of appointment.

Functions  
a) Plan the spring graduation ceremony including setting the date, scheduling a place, securing a speaker  
b) Provide extensive communications to students and faculty and staff  
c) Publicize and conduct a practice session  
d) Assist with cap and gown acquisition  
e) Assist with preparing diplomas and program arrangements  
f) Other graduation related activities as required

International Programs and Curriculum Committee

Membership  
The International Student and Scholar Services Coordinator shall serve as one Co-Chair. Additionally, up to eight faculty members and four staff members shall serve three-year terms. VPs of Academics and Multiculturalism and Inclusion shall be ex-officio members.

Functions  
a) Examine ways to increase global awareness among students, faculty, and staff  
b) Explore successful international curriculum development  
c) Encourage faculty, staff and student involvement in international program  
d) Assist faculty, staff, and students interested in participation in study abroad and international programs  
e) Recruit and assist international students interested in attending the college  
f) Seek grant funding and other resources to assist the college in realizing the charge of this committee
Integrated Marketing Advisory Committee

Membership
The Director of Communications and Marketing serves as Chair. VP, ITS, is *ex officio*, ITS representative, at least two members from Academics (one Web, one IMD), at least two Student Development and Enrollment Management representatives. One-year terms.

Functions
a) Collaborate with KCTCS staff and consulting agencies to develop communication and promotion strategies for each target audience and or program.
b) Review and advise on annual marketing strategies
c) Work with a subcommittee to review and address needs of the college’s web site users to include:
   a. Resolve organizational issues regarding the responsibility for and scope of the web site, web servers, and web support
   b. Coordinate role, responsibilities, and resources of the committees, departments, areas, and individuals charged with web development
   c. Regularly review and implement web site policies to ensure timeliness of updates and accuracy of information

Learning Resources/Library Advisory Committee

Membership
This committee shall consist of one member from each division, the Learning Resource Center Director, one additional librarian, and the Manager of Network and Computer Services. The Academic Dean is an ex-officio member. Appointments to the committee shall be made by the President. A chair and chair-elect may be appointed by the President or elected, along with a secretary, at the first meeting of the committee.

Functions
a) Assist in Library/Learning Resource goal development and planning.
b) Offer feedback and advice on Library/Learning Resource Center policies, services, decisions and acquisitions.
c) Promote Library/Learning Resource Center use among faculty and students.

Mandatory Placement Committee

Membership
This committee shall include a Division Assistant Dean, the Director of the Advising and Assessment Center, the Developmental Math Coordinator, the Developmental Studies Coordinator, a faculty counselor, a professional advisor, division representatives from NS, BS, HLSS, and HUM, MS, one technical program faculty member, an Academic representative, and the Director of Admissions, ex officio.

Functions
a) Monitor the progress of all aspects of implementation and outcomes of mandatory placement
b) Evaluate the Mandatory Placement Plan on file with the CPE annually
c) Review cut scores in math, English, and reading
d) Meet the reporting needs of CPE as they become known
e) Perform other responsibilities relevant to mandatory placement

**Multiculturalism and Inclusion Advisory Committee**

**Membership**
This committee will be composed of one member from each academic division, one student member, and the VP of Multiculturalism and Inclusion in two-year terms. The VPs of Academics and Student Development are *ex-officio* members.

**Functions**
- a) Review and become familiar with the existing BCTC Affirmative Action Plan and stated five-year goals
- b) Make independent assessment of efforts and success to date
- c) Give suggestions on methods of improving employment practices, particularly with regard to minorities
- d) Consider and recommend activities and practices for students and faculty and staff that may support increased awareness and commitment to a civil and respectful campus climate

**Professional Development Advisory Committee**

**Membership**
This committee will consist of at least one faculty member from each division and at least three staff representatives with two-year terms. The Dean of Academics is an *ex-officio* member.

**Functions**
- a) Assist to determine faculty and staff professional development needs
- b) Plan and coordinate professional development activities and programs for faculty and staff
- c) Select PD and grant funds awardees (This Committee has three subcommittees: Grants, Internal Professional Development, Conferences and Organizational Development.)

**QEP Development Committee**

Members will be appointed by President

**Functions**
- a) Provide overall coordination and development of the QEP as required for reaffirmation of accreditation
- b) Review and conduct related research and data gathering
- c) Identify key issues related to potential topic
- d) Ensure focus on student learning outcomes
- e) Ensure broad-based involvement of institutional constituent groups
- f) Identify goals and the plan to assess their achievement
- g) Develop and finalize all aspects of the QEP for submission to SACS/COC
Recruitment Committee

Membership
The Director of Admissions is Chair of this committee composed of representatives from Admissions, Financial Aid, Ready-to-Work, Work-and-Learn, Disability Support, Upward Bound, Talent Search, and other Student Development and Enrollment Management staff, Adult Education, Multiculturalism and Inclusion, Opportunity College, Communications and Marketing, regional campuses, and technical faculty.

Functions
a) Develop and update 3-year comprehensive recruitment plan as needed
b) Implement recruitment activities to meet the needs of prospective students
c) Serve as hub for all recruitment activities for the College
d) Ensure that the college recruiting message and publications are being communicated at all activities and events and to target groups of students
e) Implement planning and events driven by the recruitment plan
f) Drive major programs/yield events for BCTC
g) Work to ensure college faculty and staff are maximizing and not duplicating recruitment efforts in service area

SACS Steering Committee

Members will be appointed by the President

Functions
a) Oversee reaffirmation of accreditation process
b) Work with writers and readers to complete compliance certification
c) Work with QEP topic selection and development teams to coordinate communications, participation, and development of QEP and implementation plans.
d) Coordinate submission of compliance report and QEP

Security and Safety Committee

Membership
This committee is made up of faculty and staff with related functions or interests with at least one representative from each functional area. Subcommittees will be appointed at each campus. One-year terms.

Functions
a) Provide advice on implementation and use of emergency notification systems
b) Review accident and allied safety problems and reports of accidents or emergencies at all campuses
c) Review crime and security reports for all campuses
d) Recommend needed changes to policies and procedures to correct hazardous conditions, respond to emergencies or unsafe conditions and increase safety and security
e) Recommend physical or structural alterations required to eliminate or control hazards and enhance safety and security
f) Review and keep up-to-date preventative efforts designed to create and maintain interest in safety

g) Review compliance with the college’s Chemical Hygiene and Bloodborne Pathogen Exposure Control plans

**Space Utilization Committee**

Members will be appointed by LET

**Charge:**

a) Consider requests for relocations, renovations, or other changes that require funds or affect other areas.
b) Make recommendations to LET on changes of space/location assignments for programs, services, and administrative and support offices.
c) Ensure communications to employees involved and to M and O staff who coordinate moves.

**Staff Awards Committee**

Membership: Nine members from staff plus chair to be selected by the Staff Council

**Functions**

a) Review nominees for annual NISOD and New Horizons awards
b) Recommend awardees to president for endorsement
c) Participate in awards ceremonies

**Staff Council**

**Membership**

The council shall consist of elected representatives from staff as follows: 6 - 8 Representatives from the Cooper Drive Campus; 4 - 6 Representatives from the Leestown Road Campus; 2 - 4 Representatives from the regional campuses

**Functions (based on By-Laws of Staff Council)**

a) Works in an advisory capacity to the president and the administration of the college to keep them abreast of issues, concerns, and perspectives of the staff

**Student Awards Committee**

**Membership**

This committee shall consist of the VP of Student Development and Enrollment Management, the Academic Deans, one representative from each academic division, one non-divisional faculty representative and one additional representative from Student Development. Appointments to the committee shall be made by the President and shall be two-year staggered terms. The VP of Student Development and Enrollment Management shall chair the committee.

**Functions**

a) Publicize award opportunities
b) Solicit and receive applications for student awards
   c) Consider and recommend students for academic awards

**Student Scholarship Advisory Committee**

Membership
This committee shall consist of one faculty member from each division, a Development Office and a student representative. The Director of Financial Aid shall serve as an *ex-officio* member. Appointments to the committee shall be made by the President. A chair may be appointed by the President or elected, along with a secretary, at the first meeting of the committee.

Functions
   a) Identify and recommend to the President qualified applicants for student scholarships
   b) Consider enhancements to communication of availability and selection process
   c) Communicate with selected students

**Sustainability Committee**

Membership
This committee shall consist of at least one faculty member from each division, the Vice President for Finance and Administration, a representative of Maintenance and Operations unit, a representative from Regional Campuses, and a staff representative. Appointments shall be made by the President and shall be two-year staggered terms. A chair may be appointed by the President or elected, along with a secretary, at the first meeting of the committee.

Functions
   a) Analyze and review all aspects of energy usage at all six campuses
   b) Identify and recommend opportunities for energy savings
   c) Communicate ways and encourage faculty and staff to conserve energy
   d) Encourage energy conservation methods for new buildings

**Technology Advisory Committee**

Membership
The VP of Information Technology Services (ITS) is chair. Additionally, college Webmaster, other ITS staff members and online class coordinator, as well as, faculty members from the Computer and Information Technologies and Information Management and Design programs, and one member from a health technology program. One-year terms.

Functions
   a) Review and evaluate the college’s technology plan
   b) Identify and pursue external funding sources to meet the college’s technological needs
   c) Implement plans for ongoing technology training needs for faculty and staff
   d) Recommend changes for the college technology plan based on the evaluation data
**Action Teams**

Action Teams are *ad hoc* groups that take on short-term analysis and reporting on an identified need within the college. They usually operate across functional areas and with a life of one to two years. These teams give authority to faculty and staff to investigate issues and make recommendations within the parameters of their charge. Charges are established by the Leadership Executive Team (LET). Membership is usually open for volunteers. If focus needs to continue, they may become standing committees.

**Customer Service Action Team**

Membership is open to volunteers.

Functions
- a) Develop assessments and point of service surveys to identify customer service issues
- b) Review available data and provide to campus community to assist in improving services
- c) Develop, and assist units to implement, customer service strategies to improve services

**Internet Services Action Team**

Membership
Faculty and staff with related functions and interests will be appointed by the president.

Functions
- a) Provide oversight to college’s commitment to provide quality services for students via the internet
- b) Identify the current state of college services (academic and non-academic) provided to students via the internet
- c) Recommend improvements, upgrades, and additions to services
- d) Report to the Leadership Executive Team, with an initial report being due October 24, 2008 and the final report being due February 20, 2009

**Later Learning/Senior Academy Action Team**

Membership is open to volunteers.

Functions
- a) Investigate how we are addressing needs of older generation
- b) Explore classes, programs, interest groups, credit and non-credit
- c) Develop 3-year plan to address issues such as establish Life-Long Learning Institute
- d) Coordinate with other service providers and interested groups in our region
Leestown Campus Parking Action Team

Membership
The Dean of Operations and representatives of Maintenance and Operations serve with other volunteers.

Functions
a) Review parking issues and concerns at Leestown Campus in regard to traffic flow, pedestrian safety and parking policies
b) Make recommendations to the president for any improvement(s) needed

Retention Action Team

Membership is open to volunteers.

Functions
a) Assist with implementation of the Three Year Comprehensive Retention Plan
b) Examine data for target groups (ethnicity, age, gender, students in developmental courses) and how retention rates compare
c) Implement strategies to increase retention rates of students in developmental course work
d) Identify and implement additional best practice strategies for improving retention rates for students
e) Implement additional first year experience strategies for increasing retention rates

Staff Merit Bonus Process Action Team

Membership will be appointed by LET and Staff Council.

Functions
a) Review and consider staff issues regarding the merit bonus process
b) Complete surveys or other assessments to gain input from staff
c) Make recommendations to LET for changes or enhancements for 2009-2010 by January 30, 2009

Strategic Plan Development Action Team

Members are appointed by the president

Functions
a) Facilitate the development of the 2010-2015 Strategic Plan
b) Conduct an environmental scan identifying major trends and their impact on BCTC (Fall 2008)
c) Coordinate a SOAR (Strengths, Opportunities, Aspirations, Results) Analysis (Spring 2009)
d) Develop goals, objectives, and performance indicators based on input from college stakeholders
e) Facilitate communication of Plan to College
Mandated Committees

These groups are required by policy such as the KCTCS Administrative Policies and Procedures, the KCTCS Rules of the Senate, or the KCTCS Code of Student Conduct and get their charges from those documents. They may be populated by faculty only or by faculty and staff based on the guidelines from the source documents.

Admissions Committees

Reference: Rules of the Faculty of the BCTC, KCTCS Rules of the Senate, IV, 3.0

NOTE: There are 10 Admissions Committees: Dental Assisting, Dental Hygiene, Dental Laboratory Technology, Medical Assisting, Nuclear Medicine Technology, Nursing/PN, Nursing/RN, Radiography, Respiratory Care, and Surgical Technology.

Membership

Should follow membership guidelines stated in the KCTCS Rules of the Senate. The director of admissions will serve as liaison among all admission committees.

Functions

Committees, appointed by the President, shall recommend students for admission to selective admissions programs. Selection of students for admission to such programs will be made by the president or the president's designee after considering the recommendations of the admissions committees. If it should become necessary to limit enrollment into a selective admission program, the program Admissions Committee may make recommendations regarding minimum admission criteria under the KCTCS Rules of the Senate and the Rules of the Faculty of the BCTC. The program Admissions Committee may delegate authority to the director of admissions to reject any student not meeting the minimum criteria.

Board of Student Publications

Reference: KCTCS Code of Student Conduct, 1.3.2; KCTCS Administrative Policies and Procedures 6.4

Membership

Includes, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the board will be appointed by the president.

Functions

Consistent with the general philosophy of providing a free and responsive press on the college campus and consistent with Right to a Free Student Press of the Code of Student Conduct, the Board of Student Publications shall be responsible for the development and promulgation of a statement of policy for the guidance of the editorial staffs of publications under the board’s jurisdiction.

a) Be available for immediate consultation with the editor and/or adviser; its role shall be one of policy interpretation and not one of censorship.

b) Advise and consult with the student publications advisers and editors regarding financial management of the publications under the board’s jurisdiction. The board shall approve budget proposals prior to submission to the president.

c) Investigate alleged violations of the board’s policies or other failures to perform appropriate duties as student editor which shall include affording the editor an
opportunity to present personal views; if violations are found, the board is authorized
to take one or more of the following actions in reference to the student’s status as
editor: counsel, warn, reprimand, suspend for a specified period of time, or dismiss.

**College Advisory Committee on Promotion**
*Reference: KCTCS Administrative Policies and Procedures 2.6.2.5; the Rules of the Faculty of the BCTC, KCTCS Rules of the Senate*

**Membership:**
One representative from each division and one representative from the non-divisional faculty appointed by the president after consultation with Faculty Council. Members of the committee shall be at the Associate Professor rank or above and shall serve one-year terms. Members may be appointed to serve up to three (3) consecutive years. In addition to the appointed committee members, the president shall appoint a chair who shall serve a two-year term. The chair may be reappointed for one additional two-year term. At least one-fourth of the members must hold the rank of Professor. No current candidate for promotion may serve on the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member’s files.

**Functions**
- a) Advise the president concerning the promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor
- b) Advise the president of BCTC concerning the granting of tenure
- c) Educate and advise faculty with respect to the promotion and tenure process
- d) Provide the division-level Advisory Committees of Promotion with guidelines regarding the proper format for promotion packages.

**College Appeals Board**
*Reference: KCTCS Code of Student Conduct 2.6, 2.7, and 2.8; Rules of the KCTCS Senate VII.8.0*

**Membership**
Four full-time faculty members and two faculty alternates will be elected to three-year terms. Two full-time student members and two student alternates (with at least 24 semester credit hours at the college, a full year residence in the college, and in good academic standing) will be appointed by the chief executive officer upon recommendation of the chief student development officer for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board. The Chair of the Appeals Board shall be elected by the Appeals Board members.

**Functions**
- a) Consider cases involving Academic Rights of a Student to determine if the alleged offense falls within section 2.2, and if the student’s appeal falls under the authority of the Appeals Board. If so, conduct review as required by the Code. If the Appeals Board decides not to hear the case, the student has no further right to appeal. After hearing a case involving a violation of student academic rights, the Board may either: a. direct that the student’s grade in the course in question be changed, but only to a W (Withdrawn) or a P(Passing); b. uphold the assigned sanction; or c. may take any other reasonable action calculated to guarantee the rights. If the appeal is decided in the
student’s favor, the college must provide an opportunity for the student to complete any essential experiences missed due to the appeals process.

b) Consider cases involving Student Academic Offenses to determine if it will hold a hearing, except that the Board must hear all cases in which a student has appealed actual suspension or expulsion, as required by the Code. If the Board decides not to hear the case, the student has no further right of appeal within the system. Suspension or expulsion decisions may be appealed to the KCTCS board of Regents pursuant to KRS 164.370.

Crisis Management Teams (for each Campus)
Reference: KCTCS Administrative Policies and Procedures 3.3.17

Members will be appointed by the president and LET.

Functions
a) Assess potential hazards, and develop response, recovery and restoration plans based on the assessment
b) Designated team members shall receive National Incident Management System (NIMS) training as mandated to meet the requirements of the Homeland Security Presidential Directive 5 and Community Emergency Response Team (CERT) training as recommended by the Department of Homeland Security
c) Educate faculty and staff and conduct preparedness drills
d) First response in emergency situations
e) Analyze the crisis; recommend steps to be taken to resolve and recover from it
f) Inform and consult with President and Executive Leadership Team during crisis response and recovery efforts
g) Review and approve crisis related information in conjunction with the Communication Team to be communicated on- and off-campus, to all appropriate constituencies: students, parents, faculty, staff and media
h) Coordinate crisis response and recovery efforts
i) Supervise cooperative crisis response and recovery efforts with appropriate outside agencies
j) Conduct a post-crisis evaluation of the institution’s performance during crisis response and recovery efforts, and recommend necessary changes to the crisis management procedures
k) Review the crisis management plan during each academic year in order to reduce vulnerability in a crisis

Faculty Performance Review Appeals Committee
Reference: KCTCS Administrative Policies and Procedures 2.1.6.2

Membership:
One tenured/associate professor-level member per division plus a non-divisional faculty representative and five alternates (not from the same division) appointed by the president to two-year terms.

Functions
a) Hear appeals made to the president by a faculty member, who after a conference with the president, remains in disagreement with an assigned performance review rating.
b) After an appropriate hearing, the committee shall make a recommendation to the president and the president shall accept or reject the recommendation of the committee. If the faculty member remains in disagreement with the decision, he/she may appeal to the KCTCS Chancellor for a hearing before a committee appointed by the Chancellor. The decision of the Chancellor shall be final.

Financial Aid Appeals Committee
Reference: KCTCS Senate Rules and KCTCS Policies and Procedures

Membership
The committee is appointed by the president and shall be comprised of individuals from the faculty, staff, administration, and student body. Committee members with two-year terms.

Functions
The institution is required to monitor the academic progress of students applying for financial aid. Students who are determined to be ineligible for financial aid because of a failure to meet the required standards of academic progress have the right to appeal this requirement. The committee will:
   a) Review all written appeals to determine if extenuating circumstances prevented the student from meeting the requirements
   b) Decide to continue the aid, deny future aid, or continue aid with additional stipulations or conditions
   c) Review all student appeals requesting an Independent Status Override
   d) Review Selective Service requirement appeals
   e) Notify the students of the committee decision

Prevention Assessment and Response Team (PART)
Reference: KCTCS Administrative Policies and Procedures 3.3.25.4

Membership
Representatives from Human Resources, security, risk management, communications, and other units as appropriate.

Functions
   a) Assess reports and/or incidents involving acts of intimidation, threats of violence and/or acts of violence in the workplace
   b) Investigate reports of those acts as appropriate
   c) Determine the appropriate actions and resources to assist and support affected employees/departments
   d) Develop and implement an action plan in response to those acts
   e) Help to ensure that information is broadly shared such as the quick reference sheet on workplace violence
   f) Provide support services before, during, or after an incident, crisis or traumatic event
   g) Consult with internal departments to investigate as appropriate
Transfer Center/Title III Advisory Committee

Membership
Director of Transfer Center, Vice President of Academics (ex officio), VP/Student Development and Enrollment Management (ex officio), and a counselor. Other faculty, staff, and students may be appointed by the president and to staggered terms. The chair of the committee would be a faculty member. Committee will report to Title III Project Director.

Functions
a) Serve in an advisory capacity regarding the achievement of goals and objectives identified in Title III grant for Transfer Center until the completion of the grant in September 2010
b) Reevaluate the need for such an advisory committee and make a recommendation to the president at completion of grant.

Faculty Committees

These are established and organized by the Rules of the Faculty of the BCTC. They may be mandated by other policy documents such as the KCTCS Rules of the Senate. Charges and membership are specified by the Rules of the Faculty of the BCTC.

Faculty Council
From the Rules of the Faculty of the BCTC and KCTCS Rules of the Senate

Membership:
- The voting members: Chair of the Faculty, Vice-Chair of the Faculty, Secretary of the Faculty, Parliamentarian of the Faculty, BCTC Senators in the KCTCS Senate, chairs of the standing committees, one representative or the alternate representative elected by each division, one elected representative or alternate from the Learning Resource Center and by any non-division faculty group that has at least 10 full-time faculty.
- The officers of the Faculty may appoint, subject to approval by the full Faculty Council, up to two faculty members to address discrepancies in representation. Appointed faculty members shall serve one-year terms and shall have the same privileges as the elected members.
- The President, Chief Academic Officer, a representative from Student Development and Enrollment Management, and the campus directors will be ex-officio members of the Faculty Council with privilege of the floor, but with no voting privileges.

Functions
The Faculty Council shall act on behalf of the entire voting membership of the Faculty and have the authority and responsibility to function as stated within the Rules. Within the limits established by the KCTCS Board of Regents and the KCTCS Rules of the Senate, the Faculty shall determine the quality of the educational program and the educational policies of the college. The Faculty Council shall perform the following functions:

a) Set the agenda of all regular meetings of the faculty
b) Establish a time and place of regular meetings of the faculty
c) Establish the time and date for Faculty Council meetings for the subsequent year prior to elections in April

d) Charge committees with matters for study and recommendations; i.e., establishing deadlines for submission of materials to Faculty Council

e) Act on behalf of the Faculty to approve proposals recommended to it by the College Curriculum Review Committee, College Admissions and Academic Standards Committee, or the College Rules Committee, and reviewing and acting on all matters brought forward by ad hoc or special committees, from individual faculty members, or from college administration. All such actions must be circulated electronically for 10 calendar days. If there is no objection, the Faculty Council action becomes official. If an objection is raised and not resolved, the Secretary of the Faculty will communicate the objection electronically to all voting members of the faculty and if 10% of the faculty agree with the objection, then the Faculty Council action will be invalidated and a special faculty meeting will be called. Action by the faculty on such objections is final.

f) Advise College President on the appointment of members of the College Advisory Committee on Promotion

g) Communicate with the President on areas of faculty concern

h) Perform other duties as delegated to it by the Faculty

STANDING COMMITTEES of Faculty Council:

Admissions and Academic Standards Committee

Membership
Elected division representatives; student representative; Chair of Faculty, ex officio/voting; VP for Student Development/Enrollment Management; VP for Academics, ex officio/non-voting; Registrar, ex officio/non-voting; Admissions Officer, non-voting.; two-year terms.

Functions
a) Examine and recommend to Faculty Council changes in admission requirements and grading rules, standards for granting academic credit, probation and suspension procedures, degree and graduation requirements
b) Recommend to Faculty Council admission policies for the College in accordance with Rules of the KCTCS Senate
c) Recommend to Faculty Council academic standards for the College in accordance with KCTCS Rules of the Senate
d) Evaluate College admission policies and procedures at least once each semester
e) Evaluate College academic policies and procedures at least annually
f) Perform other responsibilities as delegated to it by the Faculty or Faculty Council

Curriculum Review Committee

Membership
KCTCS Curriculum Review Committee representative, elected division representatives, student representative, Chair of Faculty as ex officio/voting, VP for Academics as ex officio/non-voting
Functions

a) Make recommendations to Faculty Council concerning new courses, course changes and dropping of courses
b) Make recommendations to Faculty Council concerning new curricula, curricula changes and dropping of curricula
c) Make recommendations to Faculty Council concerning needs of the instructional programs of the College
d) Review summary reports of program reviews, and recommend appropriate action to maintain acceptable levels of academic quality to the College President, including suspension of a program and/or lifting of such a suspension
e) Review distance learning activities for quality and effectiveness in keeping with SACS criteria
f) Perform other responsibilities as delegated by Faculty or Faculty Council

Rules Committee

Membership
KCTCS Rules Committee representative; elected division representatives, student representative, Chair of Faculty as *ex officio/voting*; Registrar, *ex officio/non-voting*; two year terms

Functions

a) Codify the Rules of the College Faculty
b) Recommend to Faculty Council any changes of the Rules of the BCTC Faculty
c) Evaluate the BCTC Rules of the Faculty to meet new conditions
d) Establish a calendar for the College consistent with the Rules of the Faculty
e) Interpret the Rules of the Faculty and document and distribute these interpretations
f) Manage the election for faculty positions delineated within these Rules of the Faculty
g) Consider proposals for changes in the Rules of the Senate and make recommendations to Faculty Council, for action
h) Perform other responsibilities as delegated to it by the Faculty or Faculty Council

AD HOC COMMITTEES and SUBCOMMITTEES of the Faculty Council

See the Faculty Council website at [http://www.bluegrass.kctcs.edu/employees/faculty_council/subcommittees/](http://www.bluegrass.kctcs.edu/employees/faculty_council/subcommittees/) for the latest list of subcommittees and their membership.
Bluegrass Community and Technical College Faculty Credentials

Abel, Eileen, Associate Professor, English, PhD, University of Tennessee, 1995
Adair, Gerald, Assistant Professor, English, MA, Florida Atlantic University, 2000
Adams, Neftali, Instructor, Adult Education, BS, University of Kentucky, 2000
Adkins, Michael, Associate Professor, Economics, MS, University of Missouri, 1980, MBA, University of Louisville, 1975
Anderson, Melissa, Associate Professor, Esthetics, AAS, Technical Education, Eastern Kentucky University, 2004
Anderson, Stephanie, Associate Professor, Adult Education, BA, University of Kentucky, 1987
Anderson, Terri D., Assistant Professor, History, MA, Arkansas State University, 1998
Anthony, Joseph, Professor, English, MA, University of Long Island, 1979
Ard, LaBera, Professor, Office Systems Technology, MA, University of Kentucky, 1988
Askew, Lynn, Professor, Nursing, MS, University of Evansville, 1985
Austin, Vincent, Associate Professor, Biology, PhD, University of Kentucky, 1994
Bagley, Charles, Instructor, Engineering Technology, BS, Eastern Kentucky University, 1996
Bailey, Mary, Assistant Professor, Cosmetology, AAS, Eastern Kentucky University, 2003
Baker, Lucinda, Associate Professor, Political Science, MA, Ohio University, 1997
Baker, Melinda, Instructor, Nursing, BSN, Murray State University, 1985
Ball, Andrew, Associate Professor, English, MA, University of Kentucky, 1988
Barber, Antonio, Instructor, Electrical Technology, AAS, Central Kentucky Technical College, 2003
Barber, Cynthia, Professor, Mathematics, MAT, University of Kentucky, 1984
Baxter, Martin, Associate Professor, Respiratory Care, BSEd, University of Kentucky, 1996
Beeding, Melinda, Instructor, Nursing, BSN, University of Phoenix, 2008
Benton, Michael, Assistant Professor, English, MA, Bowling Green State University, 2000
Biega, Robert, Associate Professor, Mathematics, MA, Eastern Kentucky University, 1998
Binzer, Michael, Associate Professor, Engineering Technology, BS, University of Cincinnati, 1987
Birch, Timothy, Assistant Professor, Information Management & Design, BA, University of Kentucky, 1991
Birchfield, Martha, Professor, Library Information Technology, MLS, Florida State University, 1976, MA, Florida State University, 1969
Bishop, Ann, Associate Professor, Adult Education, BA, Earlham College, 1967
Black, Ina Kaye, Assistant Professor, Mathematics, MS, Eastern Kentucky University, 1997
Blake, Robert John, Professor, Engineering Technology, MA, University of Kentucky, 1974
Blankenship, Paul, Associate Professor, Mathematics, MS, West Virginia University, 1990
Blaydes, Mary, Associate Professor, Office Systems Technology, MS, University of Kentucky, 2002
Bodner, Paula, Instructor, Nurse’s Aide, ADN, Eastern Kentucky University, 1985
Boes, Don, Associate Professor, English, MFA, University of Indiana, 1985
Bradley, James, Assistant Professor, Statistics, MS, University of South Carolina, 1999
Breeding, Sharon, Professor, Office Systems Technology, MA, Morehead State University, 1983
Bronner, Nancy, Instructor, Nursing, MSN, University of Kentucky, 1979
Brown, Dana, Assistant Professor, Computer & Information Technologies, BS, Murray State University, 2002
Buckner, Terry, Associate Professor, Librarian, MSLS, University of Kentucky, 2001, MSEd, University of Kentucky, 1991
Callan Jr, Paul, Associate Professor, Electrical Technology, MS, Eastern Kentucky University, 1992
Carr, Sharon, Associate Professor, Information Management & Design, MA, University of Kentucky, 1986
Chaney, Russell, Instructor, Machine Tool Technology, BA, Midway College, 2003
Chirwa, Robert, Associate Professor, Computer & Information Technology, MS, University of Kentucky, 1990
Chiswell, Charles Lawrence, Professor, Dental Hygiene, DMD, University of Kentucky, 1972
Chittenden, C David, Associate Professor, Business, MBA, University of Kentucky, 1971
Coffey, Bobby, Associate Professor, Welding Technology, MS, Eastern Kentucky University, 2004
Combs, Joyce A, Professor, Medical Assisting, MS, Eastern Kentucky University, 2006
Congleton, Yasemin, Assistant Professor, Biology, PhD, University of Kentucky, 2005
Conn, Karen Y, Associate Professor, Practical Nursing, MS, Morehead State University, 2000
Cook, Verna, Associate Professor, Developmental Studies, MS, University of Kentucky, 1974
Coulston, Charles H, Professor, Nuclear Medicine, MSed, University of Kentucky, 1995
Craycraft, Kevin, Assistant Professor, Surgical Technology, AAS, Central Kentucky Technical College, 2005
Cropper, Maureen, Assistant Professor, Librarian, MSLS, Louisiana State University, 2004
Crowley, Lillie, Professor, Mathematics, PhD, University of Warwick, 2001
Cruse, Jessica, Instructor, Practical Nursing, BSN, Eastern Kentucky University, 1995
Dameron, Arthur, Associate Professor, Dental Laboratory Technology, MSed, University of Kentucky, 1987
Davis, Deborah, Instructor, Biology, PhD, University of Kentucky, 2003
Davis, Mary, Assistant Professor, Adult Education, BA, Berea College, 1994
Davis, Robin, Associate Professor, Statistics, MS, University of Kentucky, 2000
Davis, Timothy, Instructor, Theatre, MFA, University of Southern Mississippi, 1997
Doty, Sarajane, Professor, Radiography, MEd, University of Kentucky, 1991
Douglass, Kenneth, Assistant Professor, Industrial Maintenance, MA, University of Illinois, 1994
Dunn, Kevin, Associate Professor, Engineering Technology, AAS, Eastern Kentucky University, 2004
Durham, Jeffrey, Assistant Professor, Architecture Technology, BArch, University of Kentucky, 1992
East, Paul, Associate Professor, Mathematics, MS, University of Kentucky, 1981
Eldridge, Brent, Associate Professor, Chemistry, MS, University of Tennessee, 1992
Ellis, Sandra, Assistant Professor, Office Systems Technology, AAS, Eastern Kentucky University, 2005
Elmore, LuAnn, Instructor, Nursing, MSN, Eastern Kentucky University, 2003
Elzey, Barbara, Associate Professor, Mathematics, MA, University of Kentucky, 1997
Embry-Bailey, Nolen, Professor, Psychology, MA, University of North Alabama, 1979
Fairchild, Virginia, Associate Professor, Business, MBA, Eastern Kentucky University, 1993
Famularo, Joy, Associate Professor, English, MA, University of Kentucky, 1966
Feeney, Gregory, Associate Professor, Communications, PhD, University of Kentucky, 1999
Fenton, James, Assistant Professor, English, PhD, Columbia University, 1991
Floyd, Ninfa, Associate Professor, Spanish, MAEd, Morehead State University, 1990
Franklin, William, Assistant Professor, Computer-aided Drafting and Design, BA, University of Kentucky, 1992
Freyman, Marcia, Professor, Librarian, MSLS, University of Kentucky, 1989, MA, George Washington University, 1980
Frisbie, Elizabeth, Professor, Biology, PhD, Pennsylvania State University, 1987
Galvin, Sarah, Professor, Developmental Studies, MA, Murray State University, 2005, MA, University of Kentucky, 1993
Gibbs, James, Professor, History, MLS, University of Kentucky, 1987, MA, University of Kentucky, 1982
Glasscock, Rebecca, Associate Professor, Geography, PhD, University of Kentucky, 2004
Goode, James, Professor, English, MAEd, University of Kentucky, 1971
Gordon, Charles, Associate Professor, Engineering Technology, BS, Morehead State University, 1963
Gormo, Robin Engle, Professor, Dental Laboratory Technology, MSed, University of Kentucky, 1989
Graves, Jacqueline, Associate Professor, Nursing, MSN, University of Kentucky, 1995
Greenlee, Susan, Associate Professor, Practical Nursing, MSN, University of Kentucky, 1999
Grigsby, Evelyn, Associate Professor, Practical Nursing, BSN, Eastern Kentucky University, 1993
Gross, Claude, Assistant Professor, Construction Technology, AAS, Eastern Kentucky University, 2005
Hackney, Sandra, Associate Professor, Real Estate, AAS, Lexington Technical Institute, 1983, AAS, Lexington Community College, 1996
Hagan, Kelly, Assistant Professor, Psychology, MA, Ball State University, 1992
Halcomb, Don, Associate Professor, Computer & Information Technology, MS, University of Kentucky, 2005
Haley, Rebecca, Professor, Adult Education, MA, Eastern Kentucky University, 2002
Hamblin, Lynn, Instructor, Machine Tool Technology, AAS, Eastern Kentucky University, 2004
Hardwick, Donald, Associate Professor, Business, MBA, Xavier University, 1981
Harris, Richard, Associate Professor, Mathematics, BS, Morehead State University, 1981
Healander, Beth, Associate Professor, Developmental Studies, MEd, University of Minnesota, 1996
Hinkle, Robert, Assistant Professor, History, MA, University of Kentucky, 2000
Hoekstra, Joshua, Assistant Professor, Spanish, MA, University of Colorado, 2003
Holderman, Staci, Assistant Professor, Psychology, MA, Eastern Kentucky University, 2004
Holland, Janet Kelty, Professor, English, MA, University of Kentucky, 1997, MSN, University of Kentucky, 1985
Holt, Daniel, Associate Professor, History, MA, Western Kentucky University, 1972
Holt, Deborah, Professor, Computer & Information Technology, MS, University of Kentucky, 1995
Hopper, Kevin, Associate Professor, Biology, PhD, University of Kentucky, 1998
Hoskins, Nathan, Assistant Professor, Adult Education, BA, University of Kentucky, 1998
Houghton, Lori, Associate Professor, English, MA, Eastern Kentucky University, 1995
Hubbert, David, Instructor, Industrial Maintenance, BS, University of Alabama, 1994
Humble, Jeannie, Associate Professor, Sociology, MA, University of Kentucky, 1970
Hunt, Andrew, Associate Professor, Information Management & Design, MS, University of Kentucky, 2006
Ingle, Cynthia, Associate Professor, Psychology, PhD, University of Kentucky, 2007
Innes, Whitney, Instructor, Fire Science, MPA, University of Kentucky, 1988
Jackson, Jean, Professor, Biology, PhD, University of Sheffield, 1980
James, Charles, Professor, Librarian, MA, University of Kentucky, 1982, MSLS, University of Kentucky, 1992
Jenkins, Marshall, Instructor, Radiography, MA, Morehead State University, 2005
Jensen, Kevin, Assistant Professor, Engineering Technology, BA, Brigham Young University, 1987
Johnson, Steven, Associate Professor, Automotive Technology, AAS, Central Kentucky Technical College, 2002
Johnson, Tanya, Assistant Professor, Adult Education, BA, University of Kentucky, 1992
Jones Jr, J A, Associate Professor, Nurse's Aide, BSN, University of Kentucky, 1989
Jones, Jenny, Associate Professor, Office Systems Technology, MBA, Eastern Kentucky University, 1996
Kalala, Nkongolo, Associate Professor, Economics, PhD, University of Kentucky, 1995
Kavanaugh, Susan, Professor, Biology, MSEd, University of Kentucky, 1981
Kelly, Debra, Professor, Dental Hygiene, MED, University of Cincinnati, 1980
Kelly, Ryan, Associate Professor, Geography, MS, Florida State University, 1995
Kelty, Eileen, Assistant Professor, Nursing, MSN, University of Kentucky, 1999
King, Richard, Associate Professor, Computer & Information Technology, MS, University of Kentucky, 1994
Knight, Brandon, Assistant Professor, Developmental Studies, MA, Texas Tech University, 1998
Knott, Kirk, Instructor, Counselor, Med, Texas Tech University, 2002
Knowles, Tracy, Associate Professor, Chemistry, MS, Indiana University, 1998
Kolasa, James, Professor, Computer & Information Technology, MS, University of Kentucky, 1994
Labonty, Elizabeth, Instructor, Equine Studies, MS, University of California-Davis, 2005
Lake, William Carey, Assistant Professor, Practical Nursing, BA, Eastern Kentucky University, 1983
Lane Jr, Leon, Associate Professor, Anthropology, MA, University of Kentucky, 1993
Lanier, Rebecca, Associate Professor, Mathematics, MSEd, University of Kentucky, 1992
Leigh, Jamie, Assistant Professor, Office Systems Technology, BA, Morehead State University, 2002
Lenning, Kristan, Associate Professor, Chemistry, MS, Indiana University, 1983, MAT, Vanderbilt University, 1972
Leon, Ana, Professor, Mathematics, MS, Jacksonville State University, 1987
Leonard, Cynthia Wodetski, Professor, Communications, MA, University of Kentucky, 1984
Lewis, Carolyn, Associate Professor, Nursing, PhD, George Mason University, 1993
Liles, Tammy, Associate Professor, Biology, MS, University of Kentucky, 1994, MS, Morehead State University, 1987
Long, Jarvis, Instructor, Industrial Maintenance, BBA, Eastern Kentucky University, 1974
Luyster Jr, Bill, Associate Professor, Physics, MAT, University of Louisville, 1990
Madison, Lynn, Associate Professor, Business, MA, Georgetown College, 1987
Magee, David, Associate Professor, Business, MBA, University of Cincinnati, 1981
Martin, Diana Wallace, Professor, English, MA, University of Kentucky, 1990
Matchuny, James, Associate Professor, Respiratory Care, MEd, University of Kentucky, 1996
Mattox, Alan, Associate Professor, Welding Technology, AAS, Central Kentucky Technical College, 2002
Mayer, Danny, Instructor, English, PhD, University of Kentucky, 2007
Mayo, Karen, Assistant Professor, Counselor, MA, Eastern Kentucky University, 2000
McCane, Rebecca, Instructor, Biology, MS, Morehead State University, 1988
McCarte, Ann, Assistant Professor, Adult Education, BA, University of Massachusetts, 1976
McDonald, Jerre, Instructor, Nursing, MS, University of Kentucky, 2001
McMillen, Michael, Associate Professor, Technical Related, MS, University of Kentucky, 1986
Meadors, Paul, Associate Professor, CADD, BA, Eastern Kentucky University, 1976; Fifth Year University of Kentucky, 1984
Miller, Kausha, Associate Professor, Mathematics, MS, Southeast Missouri State University, 2000
Miller, Patricia A, Associate Professor, Radiography, MEd, University of Kentucky, 1996
Miller, Patricia P, Professor, Information Management & Design, MAEd, University of Kentucky, 1994
Miriti, Landrea, Associate Professor, Mathematics, MA, Montclair State University, 1988
Mosby, Tricia, Associate Professor, Interdisciplinary Early Childhood Education, MS, University of Tennessee, 1989
Motamedi, Hossein, Associate Professor, Political Science, MA, University of Kentucky, 1986
Mueller, Chad, Associate Professor, Chemistry, MS, University of Colorado, 1995
Mullins, Larry, Associate Professor, Mathematics, MS, Eastern Kentucky University, 1973
Murphy, Donna LJ, Professor, Counselor, MHE, Morehead State University, 1982
Murphy, William Kevin, Associate Professor, Architecture Technology MBA, University of Kentucky, 1991, BArch, University of Kentucky, 1978
Nation, Patricia, Assistant Professor, Psychology, PhD, Oklahoma State University, 1988
Naumann, Linda, Assistant Professor, Practical Nursing, BSN, Eastern Kentucky University, 1994
Norman, Valiant, Associate Professor, Geography, MS, Montana State University, 1974
Olson-Biglieri, Joanne, Professor, Spanish, MA, Bowling Green State University, 1984, MA, Syracuse University, 1976
Osborne, Gary, Associate Professor, Industrial Maintenance, BA, Eastern Kentucky University, 2006
Otieno, Iddah Aoko, Associate Professor, English, MA, Eastern Kentucky University, 2001
Ott, John, Associate Professor, Mathematics, MA, University of Kentucky, 1988
Ozbun, John, Professor, Office Systems Technology, MAEd, University of Louisville, 1989
Papanicolaou, Thomas, Associate Professor, Computer & Information Technology, MS, University of Kentucky, 1994
Parr, Jennifer, Assistant Professor, Nursing, MSN, University of Kentucky, 1996
Partin, Vicki, Professor, Mathematics, MS, University of Kentucky, 1981
Pelfrey, DeAnna, Assistant Professor, Mathematics, MS, Eastern Kentucky University, 2005
Pelfrey, Holly, Associate Professor, Mathematics, MEd, University of Kentucky, 1993
Perry Jr, Clovis, Associate Professor, Geography, MA, Western Kentucky University, 1985
Perry, Kenneth, Associate Professor, MS, Murray State University, 1975
Pevley, Jennifer, Associate Professor, Mathematics, BS, Eastern Kentucky University, 1999
Piecy, Emily, Associate Professor, Nursing, MSN, Bellarmine University, 1989
Potter, Robyn, Associate Professor, Radiography, BS, Eastern Kentucky University, 2001
Powell, Gary, Assistant Professor, History, MA, Eastern Kentucky University, 1995, MA, Eastern Kentucky University, 1988
Puckett, Cheryl, Associate Professor, Practical Nursing, MS, Eastern Kentucky University, 2000
Ramsey, Tammy Jones, Associate Professor, English, MA, University of Kentucky, 1988, MFA, Spaulding University, 2004
Richardson, Kathleen, Professor, Librarian, MALS, Rosary College, 1983
Rickert, Gregory, Assistant Professor, Communications, MA, University of Kentucky, 1992
Rigney, Leif, Assistant Professor, English, MA, Eastern Kentucky University, 2001
Ripley, Michael Bret, Professor, History, MA, Eastern Kentucky University, 1990
Ritchie, Olivia, Instructor, Dental Assisting, AA, Maysville Community College, 2003
Roberts, Danny, Instructor, Machine Tool Technology, AAS, Central Kentucky Technical College, 2004
Robertson, Allan, Associate Professor, Industrial Maintenance, BS, University of Kentucky, 1995
Robertson, Marshall, Professor, Accounting, MA, University of Kentucky, 1984
Robinson, Rena Holbrook, Instructor, Nurse Aide, RN/AND, Eastern Kentucky University, 1996
Roemmele, Lise, Associate Professor, Nursing, MSN, State University of New York at Stony Brook, 1997
Rogers, Thomas, Associate Professor, Architecture Technology, MArch University of Kentucky, 2007, BArch, University of Kentucky, 1986
Roser, Lynn, Associate Professor, Nursing, MSN, University of Kentucky, 1998
Ross-Brown, Kimberly, Associate Professor, Communications, MA, University of Nebraska, 1996
Rouse, Mary, Assistant Professor, Developmental Studies, MS, Florida State University, 1979
Royalty Jr, Bobby, Associate Professor, Electrical Technology, MS, Eastern Kentucky University, 2006
Rutherford, Maria, Instructor, Interdisciplinary Early Childhood Education, MEd, Regent University, 2006
Simms, Ruth, Associate Professor, Mathematics, MS, Eastern Kentucky University, 1995
Singleton, Debbie, Professor, Mathematics, MAEd, University of Kentucky, 1977
Smoot, Richard, Associate Professor, History, PhD, University of Kentucky, 1988
Snyder, William, Associate Professor, Biology, DMD, University of Kentucky, 1993
Spencer, Janella, Professor, Dental Hygiene, MEd, University of Kentucky, 1992
Swanson, Sandra, Associate Professor, Computer & Information Technology, BSEd, Central Missouri State University, 1970
Taghizadeh, Rasoul, Associate Professor, Accounting, MS, University of Kentucky, 1989
Taylor Jr, William, Associate Professor, Mathematics, BS, Indiana State University, 1968
Taylor, Edwin, Associate Professor, Air Conditioning Technology, AAS, Central Kentucky Technical College, 2003
Teeple, Patricia Lefler, Professor, Psychology, PhD, Indiana University, 2004
Tibbatts, James, Assistant Professor, Collision Repair Technology, BA, University of Western Ontario, London, Ontario, 1986
Todd, Adrienne, Assistant Professor, Adult Education, MA, Eastern Kentucky University, 1997
Tucker, Cindy, Assistant Professor, Computer & Information Technologies, MS, University of Kentucky, 1999
Turner, Paul, Professor, Engineering Technology, BS, University of Kentucky, 1988
Unruh, Timothy, Associate Professor, Computer & Information Technology, BS, University of Louisville, 1996
Vickous, Susan, Instructor, Nursing, BSN, Western Kentucky University, 1983
Wachtel, David, Professor, Sociology, PhD, State University of New York at Buffalo, 1983
Walker, Robert, Associate Professor, MS, Eastern Kentucky University, 1979
Warne, Angella, Assistant Professor, English, MA, University of South Carolina, 2000
Wasielewski, Ronald, Associate Professor, Respiratory Care, MSEd, University of Kentucky, 1981
Watts, Jean, Associate Professor, Environmental Science Technology, MEM, Duke University, 1987
Webster-Little, Stacy, Associate Professor, Communications, MA, University of Nebraska-Lincoln, 1996
Welch, Mark, Professor, Machine Tool Technology, BS, Eastern Kentucky University, 1991
Wethington Jr, Charles, Associate Professor, PhD, University of Kentucky, 1966
Wheeler, Yules, Assistant Professor, Office Systems Technology, BS, Campbellsville College, 1991
White, Steven, Professor, History, PhD, University of Illinois, 1990
Whitescarver, Shirley, Professor, Biology, PhD, University of Kentucky, 1987
Wiley, Kirsten, Instructor, Developmental Studies, MA, Georgetown College, 2004
Williams, Laura, Associate Professor, Counselor, MA, Eastern Kentucky University, 1997
Williams, Myra, Assistant Professor, Nursing, MSN, University of Kentucky, 1991
Williamson, Melanie, Assistant Professor, Computer & Information Technology, MS, University of Kentucky, 2005
Willoughby, Brenda, Associate Professor, Practical Nursing, MA, California College for Health Sciences, 2001
Wilson, Vicki Kegley, Professor, Communications, MA, University of Kentucky, 1982
Wiseman, Jackie, Professor, Mathematics, MS, Eastern Kentucky University, 1988
Womack, Becky, Professor, English, MA, University of Mississippi, 1975
Worth, Benjamin, Professor, English, PhD, University of Kentucky, 2004
Wyatt, Nelda, Associate Professor, History, EdD, University of Kentucky, 1999
Yeager, Constance, Associate Professor, Practical Nursing, BSN, University of Kentucky, 1991
Zeps, Valdis, Assistant Professor, Physics, PhD, University of Washington, 1989
Zoll, Gregory, Professor, Dental Laboratory Technology, MSEd, University of Kentucky, 1995

Correctional Centers

Blackburn Education Center

Johnson, Ronald, Associate Professor, AAS, Bluegrass Community and Technical College, 2005
Massey, Michael, Assistant Professor, MA, University of Kentucky, 2002
Peters, Donald, Professor, BA, Morehead State University 1973
Showalter, Mark, Associate Professor, MS, University of Kentucky, 1998
Williams, Robert, Instructor, AAS, Eastern Kentucky University, 2007
York, Timothy, Instructor, BA, University of Kentucky, 2005

Frankfort Career Development Center

Breidert, Marcella, Assistant Professor, MA, University of Kentucky, 2001

Northpoint Education Center

Hill, Sherman, Assistant Professor, MA, Middle Tennessee University, 1972
Ketelhon, Nancy, Assistant Professor, MS, University of Kentucky, 1992
Price, Michael, Associate Professor, MA, Morehead State University, 1990
Ray, Richard, Instructor, BS, Eastern Kentucky University 1976
Yeager, William, Assistant Professor, AAS, Eastern Kentucky University, 2006
RULES OF THE FACULTY
OF THE
BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

I. NAME

The name of the organization shall be the Faculty of the Bluegrass Community and Technical College.

II. AUTHORITY

The Rules of the Faculty of the Bluegrass Community and Technical College describe the composition and organization of the Faculty, and procedures for the conduct of its functions as authorized by the Board of Regents of the Kentucky Community and Technical College System.

III. FUNCTIONS

A. The Faculty is a forum for free and open debate and deliberation regarding any and all issues affecting the Bluegrass Community and Technical College.

B. Within the limits established by the Kentucky Community and Technical College System Board of Regents and the Rules of the Senate, the Faculty shall determine the quality of the educational program and the educational policies of the College.

C. The faculty shall make recommendations to the Senate of the Kentucky Community and Technical College System on the following matters:
   1. Academic policies, courses and curricula for the Bluegrass Community and Technical College;
   2. Policies and regulations governing admission, classification, probation and dismissal of Bluegrass Community and Technical College students;
   3. An academic calendar for the Bluegrass Community and Technical College; and

D. The faculty shall make recommendations to the Senate of the Kentucky Community and Technical College System and to the Senate of the University of Kentucky as appropriate all candidates for degrees, diplomas and certificates.

E. The faculty shall make recommendations to the President of the Bluegrass Community and Technical College on local criteria for faculty appointments, reappointments, evaluation, promotion and tenure.
F. The faculty shall provide consultation to the President of the Kentucky Community and Technical College System on the selection of a search committee for a President for the Bluegrass Community and Technical College.

G. The faculty may make recommendations on other matters to the President of Bluegrass Community and Technical College, to the Senate of the Kentucky Community and Technical College System, to the Chancellor of the Kentucky Community and Technical College System, or to the President of the Kentucky Community and Technical College System.

H. The faculty shall have no management or administrative function, either in itself or through the instrumentality of its committees, unless expressly delegated to it by the President of the Bluegrass Community and Technical College, the Chancellor of the Kentucky Community and Technical College System, or the President of the Kentucky Community and Technical College System.

IV. COMPOSITION AND ORGANIZATIONAL STRUCTURE

A. Membership

1. All regular full-time continued status, continuing status, term contract status, tenure track status and tenured faculty shall be members of the Faculty with voting privileges.

2. All emeritus, “at will” (temporary/adjunct), part-time, visiting, and voluntary faculty shall be members of the Faculty with the privilege of the floor but without voting privileges.

3. The President and Chief Academic Officer are ex-officio members of the Faculty with the privilege of the floor but without voting privileges. They are not eligible to hold office or serve on committees as voting members unless otherwise indicated in these Rules.

B. Officers

1. The officers of the Faculty shall be the Chair, the Vice-Chair, the Secretary, and the Parliamentarian. All officers must be voting members of the faculty. Officers shall be elected by the entire voting membership of the Faculty and shall serve for a two-year term commencing on July 1. Elections will be held in April prior to the end of the term of office and results will be communicated to the faculty no later than April 30. Each elected officer shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term among the officers shall be filled by a special election in the same manner as provided in the original election, except for a vacancy in the position of Chair in which case the Vice-Chair will assume the position of Chair and the position of Vice-
Chair will be filled by a special election in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term. All elections will be conducted by secret ballot.

2. The Chair of the Faculty is elected by the Faculty and serves as Chair of Faculty Council. The Chair of the Faculty must be a person who holds the rank of Associate Professor or above. The duties of the Chair of the Faculty shall be to:
   a) chair meetings of the Faculty and the Faculty Council,
   b) set the agenda of Faculty Council meetings, in consultation with the Chief Academic Officer and the President,
   c) call the initial meeting of Faculty Council,
   d) ensure that decisions from the Faculty and Faculty Council are communicated throughout the College and outside the College as appropriate,
   e) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President,
   f) serve as an ex-officio member of all standing committees except the College Advisory Committee on Promotion, and
   g) meet other responsibilities and obligations as are incidental to the office.

3. The Vice-Chair of the Faculty is elected by the Faculty and serves as a member of the Faculty Council. The Vice-Chair of the Faculty must be a person who holds the rank of Associate Professor or above. The duties of the Vice-Chair of the Faculty shall be to:
   a) serve as the agent of the Chair of the Faculty in the absence or incapacity of the Chair of the Faculty,
   b) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
   c) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.

4. The Secretary of the Faculty is elected by the Faculty and serves as the Secretary of Faculty Council. The Secretary of the Faculty must be a person who holds the rank of Assistant Professor or above. The President of the Bluegrass Community and Technical College will appoint a staff member to serve as recording secretary and to provide clerical assistance to the Secretary of the Faculty. The duties of the Secretary of the Faculty shall be to:
   a) be responsible for the timely publication and distribution of the agenda, the minutes, and other materials as designated by the Chair of the Faculty,
   b) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
   c) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.

5. The Parliamentarian of the Faculty is elected by the Faculty and serves as a member of Faculty Council. The Parliamentarian of the Faculty must be a
person who holds the rank of Assistant Professor or above. The duties of the Parliamentarian shall be to:

a) advise the faculty on matters of parliamentary procedure,
b) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
c) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.
d) Serve as an ex-officio member on the College Rules Committee without voting rights.

C. Meetings

1. Regular Meetings

The entire voting membership of the Faculty shall meet periodically at times determined by Faculty Council. The schedule of meetings shall be distributed to members at the beginning of each academic year. Meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky (KRS 61.810). All College employees shall have the privilege of the floor.

2. Special Meetings

The entire voting membership of the Faculty may be called into special session by the Chair of the Faculty, the College President, the KCTCS Chancellor, the KCTCS President, or at the written request of one-fourth of the voting members. A special meeting requested by petition must be held no later than two (2) calendar weeks after such a petition is received by the Chair of the Faculty or his/her designated agent.

Special meetings will be called by the Chair of the Faculty when 10% of the Faculty agree with an objection to an action of the Faculty Council. A special meeting requested in this manner must be held no later than two (2) calendar weeks after such a request is received by the Chair of the Faculty or his/her designated agent.

3. Notice of Meetings

a) Except for special meetings, notice of the time and place of all regular Faculty meetings shall be prepared by the Secretary of the Faculty, notice of which will be provided as soon as practicable by the Chair and delivered to all members of the Faculty not less than seven (7) calendar days before such meeting. One week prior to a regular meeting, notice of the meeting, the agenda for that meeting, and minutes of the previous regular meeting and minutes of any special meetings held since the previous regular meeting, shall be distributed to the members of the Faculty. In order for action to be taken on a new rule or policy or on modification of an existing
rule or policy, notification of such pending action must be given in the official notice of the meeting at which such action is to be taken.

b) Notice of special meetings shall state the purpose for which the meeting is called.

4. Quorum

A simple majority of the voting members of the Faculty, exclusive of members on leave, shall constitute a quorum for the transaction of business.

5. Voting

All voting members of the Faculty shall be entitled to one (1) vote on any question brought to a vote at a regular Faculty meeting. The vote of a simple majority of the members present who constitute a quorum shall decide any question brought at the meeting, except where a greater majority is required by law or by these Rules. There shall be no voting by proxy or by absentee ballot except in the case of faculty elections where absentee ballots will be permitted.

6. Conduct of Meetings

The current edition of Robert’s Rules of Order, Newly Revised shall be followed in the conduct of all faculty meetings.

D. Leadership Positions

A faculty member can hold only one of the following offices: Chair of the Faculty, Vice Chair of the Faculty, Secretary of the Faculty, Parliamentarian of the Faculty, Bluegrass Community and Technical College Senator in the Kentucky Community and Technical College System Senate, Faculty Advocacy Committee member, or faculty member on the Bluegrass Community and Technical College Board of Directors. If a member is elected to more than one of these positions, the Faculty Chair will request that the member choose the position which he/she would like to hold. The person who received the second highest number of votes for the position vacated will hold that position.

E. Faculty Council

1. Membership

The voting members of the Faculty Council shall include the Chair of the Faculty, the Vice-Chair of the Faculty, the Secretary of the Faculty, the Parliamentarian of the Faculty, the Bluegrass Community and Technical
College Senators in the Kentucky Community and Technical College System

Senate, the chairs of the standing committees, one representative or the alternate representative elected by each division, one elected representative or alternate from the Learning Resource Center and by any non-division faculty group that has at least 10 full-time faculty. The officers of the Faculty may appoint, subject to approval by the full Faculty Council, up to two faculty members to address discrepancies in representation. Appointed faculty members shall serve one-year terms and shall have the same privileges as the elected members. The President, Chief Academic Officer, a representative from Student Development appointed by the President, and the Campus Community Liaisons will be ex-officio members of the Faculty Council with privilege of the floor, but with no voting privileges.

The elected faculty representatives and alternates from the divisions and the non-division faculty must hold the rank of Assistant Professor or above. Representatives and alternates will hold two-year staggered terms. Elected representatives and alternates shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. Elections will take place at a division meeting in April and results of these elections shall be communicated to the Chair of the Faculty no later than April 30.

The Chair will communicate the membership of Faculty Council throughout the Bluegrass Community and Technical College.

Any member of the Faculty Council may resign at any time effective upon giving written notice to the Chair of the Faculty.

Any vacancies shall be filled in the same manner as the original election or appointment to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election or re-appointment.

2. Functions

The Faculty Council shall act on behalf of the entire voting membership of the Faculty and have the authority and responsibility to function within the degrees stated within these Rules.

The Faculty Council shall perform the following functions:
   a. Setting the agenda of all regular meetings of the faculty;
   b. Establishing a time and place of regular meetings of the faculty;
   c. Establishing the time and date for Faculty Council meetings for the subsequent year prior to elections in April;
   d. Charging committees with matters for study and recommendation;
   e. Establishing deadlines for submission of materials to Faculty Council;
   f. Acting on behalf of the Faculty to approve proposals recommended to it by the College Curriculum Review Committee, college Admissions and Academic Standards Committee, or the college Rules Committee, and
reviewing and acting on all matters brought forward by ad hoc or special committees, from individual faculty members, or from college administration. All such actions must be circulated electronically for 10 calendar days. If there is no objection, the Faculty Council action becomes official. If an objection is raised and not resolved, the Secretary of the Faculty will communicate the objection electronically to all voting members of the faculty and if 10% of the faculty agree with the objection, then the Faculty Council action will be invalidated and a special faculty meeting will be called. Action by the faculty on such objections is final.

g. Advising the President on the appointment of members of the College Advisory Committee on Promotion;

h. Communicating with the President on areas of faculty concern; and

i. Performing other duties as delegated to it by the Faculty.

3. Organization

The Chair of the Faculty shall serve as the Chair of the Faculty Council. In the absence of the Chair, the Vice Chair shall preside at the meetings of the Faculty Council. The Secretary of the Faculty shall serve as the Secretary of the Faculty Council. The President of the Bluegrass Community and Technical College will appoint a staff member to serve as recording secretary and to provide clerical assistance to the Secretary of the Faculty. The Parliamentarian of the Faculty shall serve as the Parliamentarian of the Faculty Council.

4. Regular Meetings

The Faculty Council shall hold regular meetings once a month. Meeting times and dates will be determined by Faculty Council before the elections are held in April. The schedule of meetings shall be distributed to all faculty at the beginning of each academic year. Meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky (KRS 61.810). All Bluegrass Community and Technical College faculty shall have the privilege of the floor.

5. Special Meetings

Faculty Council may be called into special session by the Chair of the Faculty or the President of the Bluegrass Community and Technical College when deemed necessary or in response to a written request by one-fourth of the voting members of the Faculty Council. Notice of the time and place of all special meetings shall be prepared by the Secretary and delivered to each member of the Faculty Council, with notice to all faculty, at least five (5) calendar days before such meetings. All notices of special meetings shall state the purpose of the meeting.
6. Notice of Meetings

Notice of the time and place of all Faculty Council meetings shall be prepared by the Secretary of the Faculty. One week prior to a regular meeting, notice of the meeting and the agenda for that meeting shall be distributed to all faculty and members of the Faculty Council. Minutes of the previous regular meeting and minutes of any special meetings held since the previous regular meeting, shall be distributed to the members of the Faculty Council and shall be open to public inspection by all faculty.

In order for action to be taken on a new rule or policy or on modification of an existing rule or policy, notification of such pending action must be given with the official notice of the meeting at which such action is to be taken. Notice of special meetings shall state the purpose for which the meeting is called.

7. Quorum

Two-thirds of the voting members of the Faculty Council shall constitute a quorum for the transaction of business.

8. Voting

All voting members of the Faculty Council shall be entitled to one (1) vote on any question brought to a vote at a Faculty Council meeting. The vote of a simple majority of the members present who constitute a quorum shall decide any question brought at the meeting, except where a greater majority is required by law or by these Rules. There shall be no voting by proxy or by absentee ballot.

9. Conduct of Meetings

The current edition of Robert’s Rules of Order, Newly Revised shall be followed in the conduct of all meetings.

Faculty Council and standing committees of the faculty must conduct meetings and voting in such a manner that every member can be seen and heard by all members in real time. Other committees may amend their rules to allow electronic meetings and voting. (Interpretation by the BCTC Rules Committee, 10-20-2006.)

F. Standing Committees

1. Rules Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division, one elected representative from the Learning Resource Center and any non-division faculty group that
has at least 10 full-time faculty, serving staggered terms of two years each, and the Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Rules Committee. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. The elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Rules committee shall serve as the chair of the committee. The Chair of the Faculty shall be an ex officio member with voting rights. The Registrar and Parliamentarian shall be ex officio members without voting rights.

b) Functions

The Rules Committee shall perform the following functions:

i) Codify the Rules of the Faculty of the Bluegrass Community and Technical College;

ii) Recommend to the Faculty Council, who is delegated to act on behalf of the faculty, upon request or upon its own initiative, any changes of the Rules of the Faculty of the Bluegrass Community and Technical College;

iii) Evaluate the Rules of the Faculty of the Bluegrass Community and Technical College to meet new conditions;

iv) Establish a calendar for the College consistent with the Rules of the Faculty of the Bluegrass Community and Technical College;

v) Interpret the Rules of the Faculty of the Bluegrass Community and Technical College, and document and distribute these interpretations;

vi) Manage the election for the faculty positions delineated within these Rules of the Faculty of the Bluegrass Community and Technical College;

vii) Consider proposals for changes in the Rules of the Senate of the Kentucky Community and Technical College System and make recommendations to the Faculty Council, who is delegated to act on behalf of the faculty, for action; and

viii) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.
2. Curriculum Review Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division and one elected representative from any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each and the Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Curriculum Review Committee. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. The elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Curriculum Review committee shall serve as the chair of the committee. The Chair of the Faculty shall be an ex officio member with voting rights. The Chief Academic Officer shall be an ex officio member without voting rights.

b) Functions

The Curriculum Review Committee shall perform the following functions:

i) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, concerning new courses, course changes, and the dropping of courses;

ii) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, concerning new curricula, curricula changes, and the dropping of curricula;

iii) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, upon request or upon its own initiative, concerning the needs of the instructional programs of the Bluegrass Community and Technical College;

iv) Review the summary reports of the program reviews prepared by the academic unit review committees. Following such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the President of the Community and Technical College. Such a recommendation may include suspension of a program and the lifting of such a suspension.

v) Review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) criteria; and

vi) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.
c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.

3. Admissions and Academic Standards Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division and one elected representative from any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. The elected faculty representatives will elect a committee chairperson annually. The Chair of the Faculty shall be an ex officio member with voting rights. The Vice President for Student Development and Enrollment Management, the Chief Academic Officer, the Registrar, and the Admissions Officer shall be ex officio members without voting rights.

b) Functions

The Committee shall perform the following functions:

i) Examine and recommend to the Faculty Council changes in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements.

ii) Recommend to the Faculty Council admission policies for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;

iii) Recommend to the Faculty Council academic standards for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;

iv) Evaluate College admission policies and procedures at least once each semester.

v) Evaluate College academic policies and procedures at least annually.

vi) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.
c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.

4. College Advisory Committee on Promotion

a) Membership

In accordance with Kentucky Community and Technical College System Administrative Policy and Procedure 2.6.2.5, this committee shall be composed of one representative from each division and one representative from the non-divisional faculty appointed by the President after consultation with Faculty Council. Members of the committee shall be at the Associate Professor rank or above and shall serve one-year terms. Members may be reappointed to serve up to three (3) consecutive years. In addition to the appointed committee members, the President shall appoint a Chair of the committee who shall serve a two-year term. The Chair may be reappointed for one additional two-year term. At least one-fourth of the members must hold the rank of Professor. No current candidate for promotion may serve on the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member’s files.

b) Functions

The College Advisory Committee on Promotion shall perform the following functions:

i) Advise the President concerning the promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor;
ii) Advise the President of the Bluegrass Community and Technical College concerning the granting of tenure;
iii) Educate and advise faculty with respect to the promotion and tenure process;
iv) Provide the division-level Advisory Committees on Promotion with guidelines regarding the proper format for promotion packages.

c) Meetings

The committee shall meet as needed at the discretion of the Chair of the committee.
d) Quorum

Two-thirds of the voting members shall constitute a quorum for the transaction of business.

G. Ad Hoc Committees

Ad Hoc committees may be established by majority vote of the Faculty or of the Faculty Council. Such committees shall remain in existence for a specified term up to one year from the date of their establishment. Continued existence of an ad hoc committee for an additional time period must be specifically re-authorized in the same manner.

V. KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM SENATE

A. Elected Membership

The elected membership shall consist of three senators from the full-time faculty and an additional senator(s) for each twenty-five or major fraction thereof (13 or more) full-time faculty members above the first twenty-five. At least three of the elected representatives shall be from the certified list of occupational/technical program faculty and three from the certified list of general education faculty. At least one of the elected faculty representatives shall be from each campus that has at least 10 full time faculty assigned to that campus. For purposes of this rule, all correctional facilities together shall count as one campus.

B. Certification of faculty for the election of members of the Kentucky Community and Technical College System Senate

1. Prior to the Senate elections, the President of the Bluegrass Community and Technical College shall submit a list of eligible faculty to the Chair of the Kentucky Community and Technical College System Senate and Chair of the Faculty.
2. The list of eligible full-time, regular faculty is certified by the Faculty Council, who is delegated to act on behalf of the faculty of the Bluegrass Community and Technical College.
3. The list contains two listings- one list of general education faculty, and one list of occupational/technical program faculty. Everyone eligible to serve is on one list or the other.

C. Election Procedure

The election shall be conducted during April. The entire voting membership of the Faculty shall nominate and elect by secret ballot faculty members to fill expiring terms of Bluegrass Community and Technical College members of the Kentucky Community and Technical College System Senate. A plurality vote is necessary for election. At the time of the election, the faculty will vote a second time to determine from the elected Senators, the Bluegrass Community and Technical
College representative to the Kentucky Community and Technical College System Council, representative to the Kentucky Community and Technical College System Curriculum Review Committee, and representative to the Kentucky Community and Technical College System Rules Committee. The results of the election shall be reported to the Chair of the Kentucky Community and Technical College System Senate by May 1. Those elected shall assume office in August.

Effective spring 2009 all elected members of the KCTCS Senate who have just been elected to a two-year term shall be eligible for election to the KCTCS Senate Council, KCTCS Curriculum Review Committee, or KCTCS Rules Committee, as available. Prior to spring 2009 representatives to these three positions who had one year remaining in their first term of office at the time of the election will have a two-year term of office in the leadership position and will be members of the KCTCS Senate until the end of their second term of office in the Senator position, not to exceed a total of four years of continuous service in the KCTCS Senate. (Interpretation by the BCTC Rules Committee, 9/19/08)

D. Terms of Office

Each elected Senator shall serve for a term of two years and shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed.

E. Vacancies

A vacancy in an unexpired term among the members of the Kentucky Community and Technical College System Senate shall be filled by a special election of the faculty in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term.

When electing replacements for multiple representative positions, the newly elected representative receiving the most votes shall replace the former representative with the longest term length remaining. (Interpretation by the BCTC Rules Committee, 12/8/2006)

VI. BOARD OF DIRECTORS MEMBER

A. Eligibility

In accordance with KRS 164.600, there shall be one Board of Directors Member from the Bluegrass Community and Technical College elected from among the full-time teaching faculty of the college. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as a member of the Board if they cease to be members of the faculty of the College.
B. Election Procedure

The Board Member shall be elected following the same procedures used to elect Senators.

C. Term of Office

The term of office of the Board of Directors Member shall be three years and until his or her successor is elected and qualified, normally beginning in August following the April election. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as members of the Board if they cease to be members of the faculty of the Bluegrass Community and Technical College.

D. Vacancy

A vacancy in an unexpired term of the Board Member shall be filled by a special election following the same procedures used for the original election.

VII. NEW RULES AND MODIFICATIONS OF RULES OF THE FACULTY

The Faculty or Faculty Council shall have full power and authority to amend the Rules of the Faculty. Notification of pending amendments to the Rules of the Faculty must be given in the call for the Faculty or Faculty Council meeting at which the action is to be taken. A vote of two-thirds of the quorum shall constitute affirmative action. Any change approved by Faculty Council acting on behalf of the Faculty is considered approved by the Faculty after the proposal is circulated and no objection is raised within 10 calendar days as stated in section IV.E.2.f. Amendments to these Rules become effective upon approval by the President of Bluegrass Community and Technical College.

VIII. RULES RELATING TO CALENDAR

A. College-CALENDAR
   1. The Faculty shall adopt policies for the College calendar.
   2. The Registrar shall implement these policies and shall prepare an academic year calendar and present it to the Faculty for approval in February eighteen months before academic year begins.
   3. Should the Kentucky Community and Technical College System or the University of Kentucky adopt calendar changes, the Registrar can present a calendar that deviates from these polices but must submit a request for Faculty to consider a change in the Rules at the same time.

B. CALENDAR ESTABLISHMENT
   1. The academic year shall consist of two semesters each including at least 16 weeks and at least one summer session.
   2. Academic holidays will include Labor Day, Thanksgiving Day, Martin Luther King Birthday, Presidents Day, Good Friday, Memorial Day, Independence Day and Election Day in presidential election years. When Independence Day falls
on Saturday or Sunday, the preceding Friday or following Monday respectively will be the academic holiday.

3. For the Fall and Spring semesters, final exams for weekday classes will be administered on the last Monday through Friday of the semester. Final exams for Sunday classes will be administered the Sunday before this five-day period while final exams for Saturday classes will be administered the Saturday after this five day period.

4. The Fall semester will begin on the Sunday between August 19 and August 25 and end on the Saturday between December 15 and December 21.

5. The eighth week, Monday through Sunday, of the Fall semester will be utilized each year as the fall vacation period.

6. The Friday, Saturday and Sunday after Thanksgiving Day will be academic holidays.

7. The Spring Semester will begin on the Sunday between January 6 and January 12 and end on the Saturday between May 4 and May 10.

8. The tenth week, Monday through Sunday, of the Spring semester will be utilized each year as the spring vacation period.

9. The Saturday and Sunday after Good Friday will be academic holidays.

10. Eight-week sessions may be offered during the Fall and Spring semesters. If offered, either the beginning of the eight-week session will coincide with the beginning of the semester or the end of the eight-week session will coincide with the end of the semester.

11. With the approval of the Faculty, other sessions at least three weeks in duration may be offered within an established semester time period.

12. Two six-week summer sessions may be scheduled so that
   a. the first session begins on the Tuesday after Spring semester final exams end and concludes six weeks later on Tuesday, and
   b. the second session begins on the Thursday after the first session ends and concludes six weeks later on Thursday.

13. Three four-week summer sessions may be scheduled so that
   a. the first session begins on the Tuesday after Spring semester final exams end and concludes four weeks later on Tuesday, and
   b. the second session begins on the Thursday after the first session ends and concludes four weeks later on Thursday, and
   c. the third session begins on the Monday after the second session ends and concludes four weeks later on Friday.

14. Two eight-week summer sessions may be scheduled so that either the beginning of the eight-week session coincides with the beginning of the first six-week session or the end of the eight-week session coincides with the end of the second six-week session.

15. For the summer sessions, final exams will be administered on the last day of the session.

C. DEVIATION FROM APPROVED CALENDARS
   An adopted calendar can be changed only by action of the Faculty with the following exceptions.
   1. This power is delegated to Faculty Council in emergency situations.
2. Minor changes in the calendar may be made by Faculty Council, upon recommendation of the Registrar, and with the further provision that the Faculty Council report any such changes to the Faculty.

D. CALENDAR REVIEW
Faculty Council or an ad hoc committee designated by it shall review the Rules Relating to Calendar at least once a year and recommend to the Faculty any modifications deemed desirable to meet changing needs.

IX. EDUCATIONAL POLICIES

A. COMPLETE WITHDRAWAL FROM SCHOOL
Complete withdrawal from BCTC does not require individual faculty written consent. The faculty has delegated this authority to the BCTC Registrar. A BCTC student enrolled in classes offered by another college must withdraw from those classes in the manner prescribed by that college.

B. MULTIPLE FOCUS AREAS
The completion of a second or subsequent focus area will be recorded on the student’s transcript. An additional degree will only be awarded when the student meets the established KCTCS requirements for an additional degree.

Rules of the Faculty of the Bluegrass District (later revised to Bluegrass Community and Technical College) initially adopted 3/4/05.

Please check the web version for the latest revisions.
Promotion and Tenure

A detailed description of the college’s promotion and tenure policies and procedures can be found in the Bluegrass Community and Technical College Promotion and Tenure Guide. The Promotion and Tenure Guide is online at: http://www.bluegrass.kctcs.edu/aa/faculty/

Faculty Performance Review Procedures

Purpose

The purpose of performance review is individual and institutional improvement. To help in achieving this purpose, the performance review process will determine for each faculty member both a quantitative assessment and a qualitative judgment of the faculty member’s activities during the review period in the following areas as outlined in the individual’s Performance Planning and Evaluation Form (PPE):

- Teaching activities
- Student guidance and advising activities
- Internal service
- External service
- Professional development activities
- Educational leadership

Relative weighting among any and all of these activities will be based on the Performance Planning and Evaluation (PPE) document.

Input – Outcome

To serve this purpose, input from students, colleagues, administrators, and other sources pertinent to the educational unit are to be used. In the assessment of teaching and advising, student appraisal is to be included for at least one semester each year.

The quantitative data are to be provided at least once annually by the faculty member to the Division Assistant Dean through the Performance Planning and Evaluation form (PPE) which covers activities, functions and time, and reports the distribution of effort.

The outcome of this process is a comprehensive review of the performance of the individual faculty member and a plan of action for any needed improvements. At the end of the formal performance review process, the faculty member should have a good understanding of strengths and weaknesses in the areas of responsibility and specific actions to take to make needed improvements.
President’s Role

The CEO of each of the KCTCS colleges is responsible for the communication of the procedures to be used in the performance review to the faculty members of the applicable KCTCS college, prior to the beginning of each review process. The evaluation instruments or forms to be used by each KCTCS college will be developed by the college CEO, involving consultation with the appropriate faculty. The college CEO shall provide the KCTCS Human Resources Office with a copy of all local instruments, forms and instructions to be used in the evaluation process on or before October 20.

The college CEO shall review and finalize performance evaluations recommended by the chief academic officer of the applicable KCTCS college. Where there are differences, a conference will then be held between the college CEO and the chief academic officer to discuss the rating of each individual and to attempt to resolve any differences in judgment. There will be only one (1) official rating, that being assigned by the college CEO.

Innovation and Experimentation

Faculty who are interested in experimental approaches to classroom instruction are requested to confer with their division assistant dean and the appropriate Academic Dean prior to application of new methodology to make them aware of the intent to modify previous patterns. During the conference issues related to rationale for the new approach, discussion of supporting research related to new methodologies, assessment of resources needed to support experimental methods and methods for evaluating the new approaches should be reviewed. Evaluation of innovative experimental teaching methods are reviewed with a focus upon minimizing any negative impact of student evaluation of instruction.

Scholarship and Creative Work

Scholarship and creative work appropriate to the various fields are to be recognized in performance review.

Teamwork and Collaboration

Teamwork and collaboration appropriate to the various fields (such as interdisciplinary courses, CE/CS offerings, professional development, and so forth) are to be recognized in performance review.

Standard Evaluation Form

A standard form will be used for reporting the faculty member’s performance for the rating period. This form will include space for written evaluations of each area of the PPE, will provide a legend explaining the descriptive rating categories for the overall performance evaluation, will provide space for an overall written evaluation and
recommendations for improvement, and will provide spaces for the signatures of the faculty member, the Division Assistant Dean, and the appropriate Academic Dean. Signed copies of the completed form will be made available to the faculty member, and for the files of the Division Assistant Dean and the personnel file which is maintained by Human Resources.

**Descriptive Performance Ratings**

The following descriptive performance ratings will be used for a summary evaluation to recognize both outstanding and marginal performance as well as those appraised as degrees of good or satisfactory:

- **Consistently Exceeded Expectations of Job Requirements (EE)** – Job performance was continuously performed in an exceptional manner. Contributions significantly and consistently exceeded expectations and requirements based on established success criteria, with exceptional quality, quantity and timeliness of work. Consistently achieved outstanding results well beyond those expected of the position, and helped achieve KCTCS strategic objectives and goals.

- **Met and Frequently Exceeded Job Requirements (ME)** – Job performance consistently met and frequently exceeded the expectations and requirements for the position based on established success criteria. Contributions consistently met and frequently exceeded expected criteria for quality, quantity and timeliness of work. Frequently achieved results beyond those expected for the position.

- **Fully Met Job Requirements (M)** – Job performance consistently met the expectations and requirements for the position based on established success criteria. Contributions occasionally exceeded expected criteria for quality, quantity and timeliness of work.

- **Some Improvement Needed to Meet Job Requirements (NI)** – Certain job duties were performed capably; however, improvement in quality, quantity, and/or timeliness of work is required in order to fully meet expectations and requirements for the position based on established success criteria. A Performance Improvement Plan may be developed by the employee. Performance will be evaluated again in six months. Significant and immediate improvement in quality, quantity and/or timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action procedures.

- **Did Not Meet Job Requirements (F)** – Performance throughout the rating period did not meet the job requirements and expectations for the position based upon established success criteria. A Performance Improvement Plan will be immediately developed by the supervisor to facilitate improvement by the employee. Performance will be re-evaluated based on the Performance
Improvement Plan and the evaluation goals in at least three months, in six months, and again thereafter if determined necessary. Significant and immediate improvement in quality, quantity and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action.

**Evaluation of Areas of the PPE**

The standard form will provide opportunity for a written evaluation of performance in each active area of the Performance Planning and Evaluation form. Possible active areas are:

- Teaching Activities – Job Responsibilities
- Student Guidance – Advising Activities
- Internal Service
- External Service
- Professional Development Activities
- Educational Leadership

Written evaluations are required in any active area where performance is judged to be either 1) exceptional or 2) less than expected. Written judgments should be explicit in delineating outcomes (performance) which indicate that the individual faculty member is exceptional or less than expected. Written evaluations are encouraged, but optional, in any active area where performance matches expectations.

**Overall Written Evaluation and Recommendations for Improvement**

The standard form will provide a space for a written overall evaluation of performance and recommendations for improvement. A written overall evaluation is required. Recommendations for improvement are required if performance in any active area of the PPE has been judged as less than expected. In this situation, specific activities which would help the faculty member improve performance should be listed in this space.

**Role of Division Assistant Dean and the Academic Deans**

The Division Assistant Dean, using the various inputs described above, evaluates each faculty member in the division using the Performance Planning and Evaluation form (PPE). In the overall performance rating process, the Division Assistant Dean and the President select the evaluation category which best describes the judgment about the faculty member’s overall performance. While relative weighting among any and all of the activities of a faculty member will be based on the PPE, the determination of an overall judgment of performance will not be mathematically based on weighting of PPE categories or numerical ratings. Rather, a summative judgment is made taking into consideration the PPE and expectations, unique opportunities...
pursued, quantity and quality of efforts made, and significance of the faculty member’s overall contribution to meeting the goals of the division and the College.

The Division Assistant Dean will recommend an evaluation to the President. The President shall review and finalize performance evaluations recommended by the Division Assistant Dean or other administrative personnel of the College. A conference will then be held between the President, the appropriate Academic Dean, and the Division Assistant Dean to discuss the rating of each individual and to attempt to resolve any differences in judgment. There will be only one official rating, that being assigned by the President. Following the conference and after consultation with the appropriate Academic Dean to review overall faculty performance of each faculty member, the Division Assistant Dean will meet with each individual faculty member in the division. This meeting will focus on the faculty member’s performance as reflected in the PPE for the review period. The Assistant Dean will discuss the various inputs used, the written evaluations of the individual areas of the PPE, the overall performance review rating, and any appropriate recommendations on how to improve performance in areas needing improvement. The official rating will be communicated to the faculty member by the Division Assistant Dean during this meeting.

**Biennial Ratings**

The performance of non-tenured faculty will be reviewed annually. At the discretion of the college president/CEO, faculty members with a faculty rank of Associate Professor or higher who were reviewed and rated in the top three categories (EE, ME, or M) during the first year of the biennium have the option to carry forward an M for second year of the biennium or to be reviewed annually.

Faculty members at a rank of Associate Professor or higher who receive a rating below the middle rating during the first year of the biennium shall be reviewed during the second year of the biennium.

**Appeals**

The faculty member will be provided opportunities for appeal. The President will annually appoint a Faculty Performance Review Appeals Committee to hear appeals to the President made by a faculty member, who, after a conference with the President, remains in disagreement with the rating received. After an appropriate hearing, the Committee will make a recommendation to the President and the President will accept or reject the recommendation of the Committee and advise the faculty member of the decision. If the faculty member remains in disagreement with the decision, the faculty member may appeal to the KCTCS Chancellor for a hearing before a committee appointed by the Chancellor. This committee will meet in a central location to hear the appellant, the President, and the Division Assistant Dean. The committee will make a recommendation to the Chancellor whose decision will be final.
Schedule

The schedule for the review and evaluation process will be distributed by the President.

Performance Planning and Evaluation

The practice of reaching agreement with each faculty member on the distribution of effort for the ensuing academic year will be continued during the Spring Semester. The Division Assistant Dean with the advice of the faculty of that unit will recommend the distribution of the faculty effort and other resources among the major functions for the ensuing year, taking into account instructional needs, indicated enrollment trends, potential resources available and any other relevant indicators. This recommendation on distribution of effort for each division will be forwarded to the appropriate Academic Dean and then to the President. In any case of disagreement that is not readily resolved, the decision of the President will be final. The Division Assistant Dean will formalize with each faculty member an agreement on the distribution of effort expected of each faculty member in each major function in the PPE for the upcoming academic year.

Information assembled in the process of evaluating each faculty member should be utilized by the Division Assistant Dean and/or the President in assisting the faculty member in a program of self-improvement in relation to the faculty member’s anticipated responsibilities for the forthcoming year. After the completion of the performance review process, the appropriate Academic Dean (and other faculty or staff members) may also be involved in assisting the faculty member in a program of self-improvement.

Note: Recommendations for improving these instructions or the faculty performance review process should be forwarded in writing to: President Julian, Bluegrass Community and Technical College.

Copies of the KCTCS Performance, Planning, and evaluation form is available online at: [http://www.kctcs.edu/businessservices/FORMS/](http://www.kctcs.edu/businessservices/FORMS/) under Human Resources.
GUIDELINES FOR REQUESTING CONSIDERATION FOR MERIT BONUS
(2007-2008)

The following document lists criteria and examples for merit bonus consideration at Bluegrass Community and Technical College for teaching faculty, librarians, and counselors.

For a faculty member to be considered for merit bonus, he/she must have received the highest ratings in all aspects of his/her PPE, including classroom instruction. The overall PPE rating must be an EE for merit bonus consideration. *(See Sec. IV, KCTCS PPE Form HR91)*

Faculty who believe they meet one or more of the criteria listed on the attached sheets, or others who wish to make a nomination, should complete and submit the Merit Bonus Application form by **April 25, 2007** to the appropriate division Assistant Dean, the Vice President of Learning Support and Academic Affairs, and the President.
Criteria and Examples for Merit Bonus

(Full-time Teaching Faculty)

For a faculty member to be considered for merit bonus, he/she must have received the highest ratings in all aspects of his/her PPE, including classroom instruction. The overall PPE rating must be an EE for merit bonus consideration. *(See Sec. IV, KCTCS PPE Form HR91)*

**NOTE:** Faculty are encouraged to submit one (no more than two) activities for consideration for merit bonus. Explanations should be complete and clearly articulate the significance of the activity.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Examples (Not Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>The faculty member excels in the teaching/learning process.</td>
<td>• Developed of a “hybrid” teaching model incorporating a significant online component to classes while still meeting in a classroom at least once per week. Extensive documentation provided to assess the effectiveness of this approach.</td>
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<td></td>
<td>• The faculty member has demonstrated innovative approaches that led to documented improved results in the teaching/learning process (non-repeatable for similar projects);</td>
<td>• Developed audio/video materials to enhance classes.</td>
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<td>• The faculty member has demonstrated consistently superior teaching while maintaining high academic standards in the classroom; evidence of such performance rests with the faculty member and must include documentation other than the student evaluations and self-reported PPE information; i.e., observations by assistant dean, coordinator, and/or peers; pre-test/post-test assessment.</td>
<td>• Course architect for on-line, state of the art, innovative course which served as a state model.</td>
</tr>
<tr>
<td>Recognition and Distinction</td>
<td>The faculty member has brought special recognition and distinction to the academic discipline the college, the system, or the community.</td>
<td>• Invited to present at a regional, national, or international professional conference.</td>
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<td></td>
<td>• The faculty member has been recognized for outstanding service to the college, system, or community.</td>
<td>• Granted significant regional or national research fellowship.</td>
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<td>• Published a book in one’s academic discipline that advances knowledge or has a positive effect on teaching/learning.</td>
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<td>• Published article or articles in a peer reviewed journal.</td>
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<td>• Received significant state/ national academic or industry recognized teaching award.</td>
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<td>• Received System wide <em>New Horizon Award</em>.</td>
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<td>Leadership</td>
<td>The faculty member has performed in a superior manner in significant educational leadership related to the mission of the College or his/her role as a Bluegrass Community and Technical College faculty member.</td>
<td>• Elected as an officer in a state, regional, or national professional organization.</td>
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<td>• Chaired a significant system or state committee or work group.</td>
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<td></td>
<td>• Provided leadership on College, system, regional, or national level that created a positive impact.</td>
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</table>
| Leadership (con’t)                                                                 | • Chosen for a significant national standards review board.  
|                                                                                   | • Provided leadership which led to a significant academic or industry recognized external program certification. |
| Academic Achievement                                                             | • Completion of a degree higher than that required for employment. (ONLY when completion of the degree is not a condition of employment).  
|                                                                                   | • A second master’s degree in a different discipline.  
|                                                                                   | • 18 graduate hours in a second teaching field.  
|                                                                                   | • A doctoral degree.  
|                                                                                   | • Significant, professionally-recognized certifications related to teaching field. |
| The faculty member has completed a significant academic achievement that will benefit the College. |                                                                                  |
| **Curriculum/Project**                                                            | • A new degree, diploma, or certificate program is developed and implemented.  
|                                                                                   | • Significant articulation agreements with other colleges/universities leading to bachelor degrees are developed and implemented. |
| The faculty member develops and implements a new degree program/option or College/division service; this project must receive prior written approval from the appropriate Dean of Academic Affairs and must be completed and implemented before the faculty may request consideration for a merit bonus. |                                                                                  |
| **Grants/Scholarships**                                                           | • Primary writer of substantial grant and/or P.I./co-P.I. of a grant like the Title III grant for the Transfer Center or NSF grant for the KITCenter. |
| The faculty member takes major responsibility for a substantial, externally-funded (outside the College or system) grant, has had the grant funded, and has made significant progress in successfully implementing the grant. |                                                                                  |
| • The faculty member takes major responsibility in establishing and successfully implementing a student scholarship fund. |                                                                                  |
| “Major responsibility” refers to the situation where, without that person’s contribution, the grant or scholarship would not have been funded and successfully implemented. |                                                                                  |
Criteria and Examples for Merit Bonus

(Librarians)

For a librarian to be considered for merit bonus, he/she must have received the highest ratings in all aspects of his/her PPE, including classroom instruction. The overall PPE rating must be an EE for merit bonus consideration. *(See Sec. IV, KCTCS PPE Form HR91)*

*NOTE: Faculty are encouraged to submit one (no more than two) activities for consideration for merit bonus. Explanations should be complete and clearly articulate the significance of the activity.*

<table>
<thead>
<tr>
<th>Criteria</th>
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<th>Examples (Not Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Activities</td>
<td>The member excels in librarianship.</td>
<td>• Developed and/or used a variety of AV materials, simulation games, or computer programs especially adapted to learning objectives.</td>
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<td></td>
<td>• The librarian has demonstrated innovative approaches that led to documented improved results in the teaching/learning process or information management/delivery (non-repeatable for similar projects);</td>
<td>• Developed and used techniques that significantly improve retention and achievement.</td>
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<tr>
<td></td>
<td>• The librarian has demonstrated consistently superior librarianship while maintaining high standards in the library; evidence of such performance rests with the librarian and must include documentation other than the student evaluations and self-reported PPE information; i.e., observations by Library Director and/or peers; pre-test/post-test assessment.</td>
<td>• Developed and used an independent study approach or learning modules.</td>
</tr>
<tr>
<td>Recognition and Distinction</td>
<td>The librarian has brought special recognition and distinction to the discipline, library, college, system, or community.</td>
<td>• Invited to present at a regional, national, or international professional conference.</td>
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<td></td>
<td>• The librarian has been recognized for outstanding service to the college, system, community.</td>
<td>• Received significant award from professional/community organization.</td>
</tr>
<tr>
<td>Leadership</td>
<td>The librarian has performed in a superior manner in significant educational leadership related to the mission of the College or his/her role as a Bluegrass Community and Technical College librarian.</td>
<td>• Elected as an officer in a state, regional, or national professional organization.</td>
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<td></td>
<td>• Chaired a significant system or state committee or work group.</td>
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<td></td>
<td></td>
<td>• Provided leadership on College, system, regional, or national level that created a positive impact.</td>
</tr>
<tr>
<td>Academic Achievement</td>
<td>The librarian has completed a significant academic achievement that will benefit the College.</td>
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<td>● Completion of a degree higher than that required for employment. (ONLY when completion of the degree is not a condition of employment).</td>
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<tr>
<td></td>
<td>● A doctoral degree.</td>
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<td>● Significant, professionally-recognized certifications related to the library field.</td>
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<tr>
<td>Curriculum/Project</td>
<td>The librarian develops and implements a new program or library service; this project must receive prior written approval from the Learning Resource Center Director and must be completed and implemented before the faculty may request consideration for a merit bonus.</td>
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<tr>
<td></td>
<td>Developed and implemented a successful online bibliographic instruction module that was used by faculty as part of the curriculum and included pre-test and post test assessments.</td>
<td></td>
</tr>
<tr>
<td>Grants/Scholarships</td>
<td>● The librarian takes major responsibility for a substantial, externally-funded (outside the College or system) grant, has had the grant funded, and has made significant progress in successfully implementing the grant.</td>
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<tr>
<td></td>
<td>● The librarian takes major responsibility in establishing and successfully implementing a student scholarship fund.</td>
<td></td>
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<tr>
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<td>“Major responsibility” refers to the situation where, without that person’s contribution, the grant or scholarship would not have been funded and successfully implemented.</td>
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<td></td>
<td>● Primary writer of substantial grant and/or P.I./co-P.I. of a grant like the Title III grant for the Transfer Center or NSF grant for the KITCenter.</td>
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</tbody>
</table>
Criteria and Examples for Merit Bonus

(Counselors)

For a counselor to be considered for merit bonus, he/she must have received the highest ratings in all aspects of his/her PPE, including classroom instruction. The overall PPE rating must be an EE for merit bonus consideration. (See Sec. IV, KCTCS PPE Form HR91)

NOTE: Faculty are encouraged to submit one (no more than two) activities for consideration for merit bonus. Explanations should be complete and clearly articulate the significance of the activity.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Examples (Not Inclusive)</th>
</tr>
</thead>
</table>
| Counseling/Teaching       | The counselor excels in counseling and the teaching/learning process.                                                                                                                                         | • Developed and/or used techniques which facilitate student growth (i.e., career development and self-help groups).  
• Developed and/or used a variety of AV materials, simulation games, or computer programs especially adapted to learning objectives.  
• Developed and used techniques that significantly improve retention and achievement.  
• Developed a significant outreach activity which projects a positive image of the College into the community. |
|                           | • The counselor has demonstrated innovative approaches that led to documented improved results in recruitment, personal development, and/or retention of students (non-repeatable for similar projects);  
• The counselor has demonstrated consistently superior counseling and teaching skills to students and teaching faculty; evidence of such performance rests with the counselor and must include documentation beyond student/peer evaluations or self-reported PPE information; i.e., observations by assistant dean, and/or peers; pre-test/post-test assessment;  
• The counselor has demonstrated innovative approaches which lead to documented improved results in the teaching/learning process (non-repeatable for similar projects). |                                                                                                                                                                                                                                                                                                                                                      |
| Recognition and Distinction| The counselor has brought special recognition and distinction to the discipline, counseling function, college, system, or community.                                                                      | • Invited to present at a regional, national, or international professional conference.  
• Received significant award from professional/community organization.  
• Granted significant regional or national research fellowship.  
• Published a book in one’s discipline that advances knowledge or has a positive effect on teaching/learning.  
• Published article or articles in a peer reviewed journal.  
• Received System wide New Horizon Award.                                                                                                                                                                                                                                                                                              |
| Leadership                                                                 | ● Elected as an officer in a state, regional, or national professional organization.  
|                                                                            | ● Chaired a significant system or state committee or work group.  
|                                                                            | ● Provided leadership on College, system, regional, or national level that created a positive impact. |
| Academic Achievement                                                      | ● Completion of a degree higher than that required for employment. (ONLY when completion of the degree is not a condition of employment).  
|                                                                            | ● A second master’s degree in a different discipline.  
|                                                                            | ● 18 graduate hours in a second teaching field.  
|                                                                            | ● A doctoral degree.  
|                                                                            | ● Significant, professionally-recognized certifications related to teaching field. |
| Curriculum/Project                                                        | Developed and implemented a new curricular series to improve student success. |
| Grants/ Scholarships                                                      | ● The counselor takes major responsibility for a substantial, externally-funded (outside the College or system) grant, has had the grant funded, and has made significant progress in successfully implementing the grant.  
|                                                                            | ● The faculty member takes major responsibility in establishing and successfully implementing a student scholarship fund.  
|                                                                            | “Major responsibility” refers to the situation where, without that person’s contribution, the grant or scholarship would not have been funded and successfully implemented. |
|                                                                            | Primary writer of substantial grant and/or P.I./co-P.I. of a grant like the Title III grant for the Transfer Center or NSF grant for the KITCenter. |
Merit Bonus Application

For a faculty member to be considered for merit bonus, he/she must have received the highest ratings in all aspects of his/her PPE, including classroom instruction. The overall PPE rating must be an EE for merit bonus consideration. (See Sec. IV, KCTCS PPE Form HR91)

Name:______________________________________ Date:_______________________

Check one:     ___ Teaching Faculty           ___ Librarian              ___ Counselor

List one or two, at the most, of the Merit Bonus Criteria that you are submitting for consideration:

Explain clearly the specific activity/event that you feel meets the above selected criteria:

________________________________________

Signature of person submitting this request

Copy To: Appropriate division Assistant Dean, the Vice President of Learning Support and Academic Affairs, and the President
Evaluation Forms

Evaluation forms to be used in the current evaluation period will be available in each division suite and the library. The following areas of activity have separate evaluation forms:

- Student Evaluation of Instruction
- Student Evaluation of Faculty Advising
- Student Evaluation of Counselors

Faculty also evaluate the following:

- President
- Vice Presidents
- Deans
- Division Assistant Deans
- Program/Area Coordinators
- Division Colleagues
- Director of Learning Resource Center
ACADEMICS

MISSION

With student learning at the center of all our endeavors, Academics at Bluegrass Community and Technical College promotes an inclusive, student-centered learning community to provide open access to excellence in teaching and learning. Academics offers educational services through the eleven academic divisions, the Learning Resources Center, and our academic support services.

Academics promotes quality teaching and life-long learning for students and faculty at the College’s six campuses, our online campus, and our various outreach centers.

Vice President of Academics

The Vice President of Academics is the chief academic officer of the College. The specific responsibilities of the Vice President of Academics are described in writing in an official job description on file at the College. The Vice President of Academics is responsible for the overall operation of the academic unit of the College. Working collaboratively with the faculty, administrators and staff, the Vice President of Academics provides leadership in the planning, development, implementation, and evaluation of the instructional units of the College. The Vice President of Academics is a key collaborator in the College’s strategic planning efforts.

The Vice President of Academics reports to the President of the College who evaluates the Vice President annually.

General Responsibilities:

Leadership:
- To provide leadership to the academic unit consistent with the mission of the College.
- To promote academic integrity and create an effective teaching and learning environment.
- To participate in professional organizations and professional development opportunities.

Communication:
- To maintain effective communication in the academic arena among all units of the College, University System, other educational institutions, and the community at large.
- To maintain open communication channels with the leaders in the academic unit (e.g., convene regular meetings with division chairs and other academic personnel).
Faculty:
- To be responsible, with the faculty and division chairs, for the recruitment and retention of full-time, part-time, and voluntary faculty, as well as staff personnel supporting the instructional unit.
- To promote the professional development of faculty.
- To coordinate with the President and Division Chairs the development of the faculty Distribution of Effort Agreement forms.
- To work with the President, Division Chairs, and academic leadership to facilitate the faculty promotion and tenure process.

Students:
- To facilitate effective academic processes and procedures that foster student success.

Instructional Programs:
- To be responsible for the development, implementation, and evaluation of academic programs.
- To be responsible, with the Division Chairs, for the preparation and evaluation of the schedule of classes.
- To facilitate and participate in the evaluation processes related to the Academic program and personnel.
- To ensure that institutional effectiveness efforts are implemented throughout the Academic unit.
- To identify computer and information technology needed to enhance the Academic unit.
- To provide leadership for academic support and academic services as defined by the College (support and services may include library, off-campus, regional campuses, learning resource centers, development programs, and community education/community service).

Budget:
- To formulate and implement an annual budget related to the goals and operational needs of the academic unit.
- To provide leadership in the development of grant proposals.

Administrative:
- To provide leadership in strategic academic planning and to prepare institutional reports as requested by internal and external sources.
- To ensure compliance with KCTCS and College policies and procedures.
- To provide leadership in accountability and institutional effectiveness.
- To assume other duties and responsibilities as assigned by the President.
Academic Divisions and Programs - 2008-2009

**Allied Health**
*Trish Miller*, Assistant Dean
330 Oswald Building, Cooper Campus
*Dianalee Crone*, Division Office Manager

Dental Assisting
Dental Hygiene
Dental Lab
Medical Assisting
Nuclear Medicine

Phlebotomy
Radiography
Respiratory
Surgical Technology

**Behavioral Sciences**
*Pat Lefler*, Assistant Dean
201 A/ T Building, Cooper Campus
*Ginger Porter*, Division Office Manager

Interdisciplinary Early Childhood Education
Para-educator
Teacher Preparation

Psychology
Family Studies
Student Development and Counseling

**Business**
*Jenny Jones*, Assistant Dean
103, Regency Campus
*Shannon Bentley*, Division Office Manager

Accounting
Business, Marketing and Management
Economics

Medical Information Technology
Office Systems Technology

**Computer Science and Information Systems**
*Debbie Holt*, Assistant Dean
201 A/T Building, Cooper Campus
*Ginger Porter*, Division Office Manager

Computer Information Systems
Information Management and Design

Information Technology

**History, Languages, and Social Sciences**
*Greg Feeney*, Assistant Dean
230 Maloney Building, Cooper Campus
*Jocasta Gardner*, Division Office Manager

Anthropology
Chinese
Communications
Criminal Justice
French
Geography
GIS
History

Japan Studies
Journalism
Political Science
Sign Language
Social Work
Sociology
Spanish
Humanities  
**Ben Worth,** Assistant Dean  
101 A/T Building, Cooper Campus  

**Nancy Dixon,** Division Office Manager  

Classical Languages  
Developmental Writing  
ESL  
English  

Manufacturing Industrial Technology  
**Paul Turner,** Assistant Dean  
111 M Building, Leestown Campus  

**Joanel Robinson,** Division Office Manager  

Electrical Engineering  
Electrical Technology  

Mathematics and Statistics  
**Vicki Partin,** Assistant Dean  
118 Maloney Building, Cooper Campus  

**Tonya Spivey,** Division Office Manager  

Mathematics  
Statistics  

Natural Sciences  
**Chad Mueller,** Assistant Dean  
303 Oswald Building, Cooper Campus  

**Phyllis Mulcahy,** Division Office Manager  

Biological Sciences  
Chemistry  

Environmental Science Technology  
Physics/ Astronomy  

Nursing  
**Carolyn Lewis,** Assistant Dean  
A 242, Leestown Campus  

**Jerilyn Hanks,** Division Office Manager  

Licensed Practical Nurse  
Medication Aide  

Registered Nurse  
Nurse Aide  

Trades and Technology  
**Mike McMillen,** Assistant Dean  
112 M, Leestown Campus  

**Joanel Robinson,** Division Office Manager  

Architectural Technology  
Auto Body  
Auto Technology  
Carpentry  
Civil Engineering  
Cosmetology  

Computer Aided Design  
Fire/ Rescue Horticulture  
HVAC  
Machine Tool  
Masonry  
Welding
**Division Assistant Dean**

The Assistant Dean (this title will be used throughout the College for the role previously designated as Division Chair), serves as chair of the division faculty in the development by the division of policies in regard to such matters as the implementation and revision of programs and courses. The Assistant Dean assists the President, or the President’s designee, in the preparation of the class and teaching schedule for the division. The Assistant Dean presides over all divisional meetings, except as the Assistant Dean may delegate this function, and is an ex-officio member of all divisional committees. The Assistant Dean has administrative responsibility for implementing the division’s program within the limits established by the regulations of KCTCS, policies of the KCTCS Senate, and the rules and regulations of the College.

The Assistant Dean shall be responsible for advising the President on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure, after consultation with the tenured faculty of the division.

The Assistant Dean shall assist with the periodic evaluation of members of the division by procedures and criteria established by KCTCS, the College itself, and divisional faculties. The chief academic officer shall make recommendations to the President, who shall make final decisions about such evaluations.

The Assistant Dean shall be responsible for preparing for the President, or the President’s designee, the budget request for the division. The Assistant Dean also is responsible for advising the President, or the President’s designee, as to salaries and salary changes for members of the division.

In connection with the Assistant Dean’s major administrative functions, the Assistant Dean shall seek the advice of members of the division, individually or as a group, or of advisory committees that the Assistant Dean may appoint.

The Assistant Dean speaks for the division. In the event that the Assistant Dean feels it necessary to depart from the opinion of the division faculty, the Assistant Dean must communicate the divisional faculty opinion as well the Assistant Dean’s recommendation or advice, stating reasons for differing from the divisional faculty opinion, and notify the divisional faculty of such action.

The Assistant Dean shall be appointed for a term of three years and normally shall serve for no more than three consecutive terms. Reappointment beyond the third term may occur under exceptional circumstances when it is deemed to be in the best interest of the College and has been recommended by a faculty advisory committee.

Search committees shall operate under procedures prescribed by the President after consultation with the KCTCS Senate Rules, if applicable.
Procedures to Follow in the Appointment of an Assistant Dean:

1. Search committees, including at least one student, for assistant deans of divisions are appointed by the President after consultation with at least the tenured faculty members of the concerned division(s).

2. A search committee shall provide the faculty members of the concerned division with an opportunity for:
   a) recommending possible candidates for the division,
   b) meeting with any seriously considered candidates reviewed by the committee,
   c) expressing opinion(s) to the committee about the candidates whom they have met.

3. A search committee is expected to maintain confidentiality with respect to its work and considerations.

4. According to KCTCS’s policy on affirmative action, no candidate shall be accorded preferential treatment or discriminated against.

5. It is the role and responsibility of the search committee exclusively to make the final recommendations on candidates with supporting rationale to the President who appointed the committee.

6. Recommendations of the search committee shall be transmitted to the KCTCS Chancellor and Board of Regents through the normal administrative channels, i.e. the search committee (after consulting with at least tenured faculty members of the division) shall make a recommendation to the College President, who in turn makes a recommendation to the Chancellor. The Chancellor will then forward the recommendation to the KCTCS President and Board of Regents.

7. Recommendations on the appointment or reappointment of an Assistant Dean of a division shall be accompanied by written statements from at least the tenured members of the division.

8. When vacancies occur in Division Assistant Dean positions, the Chancellor shall request a recommendation from the College President, as well as a committee which includes faculty representation from that division. Acting appointments shall be for a maximum term of one (1) year; however, reappointments may be made after a satisfactory review. All appointments of acting officers shall be reported to the Board of Regents.
Program/ Area Coordinators
(KCTCS Administrative Policies and Procedures Section 1.5.6.8)

The program/area coordinator is the coordinating representative of a specific technical program (program coordinator) or a specific discipline area (area coordinator). The specific responsibilities of the program/area coordinator are determined locally and described in writing in an official job description on file at the college and in the System Office. In all colleges, however, the program/area coordinator is responsible for the day-to-day operations of the program/area and collaboratively with the faculty, division chairperson, and the chief academic officer, chief business officer, chief student services officer, and chief community and economic development officer. The program/area coordinator assists in the planning and effectiveness evaluation, development, and implementation of goals for the specific program/area. The program/area coordinator is a key individual in the program/area institutional effectiveness process.

The program/area coordinator works collaboratively with the division chairperson and program/area faculty with reporting channels to the chief academic officer. The program/area coordinator is evaluated during the regular college performance review period.

General responsibilities may include:

Leadership:
• To provide leadership in the program/area consistent with the mission of the college.
• To promote an effective teaching and learning environment.
• To promote the use of academic support and academic services fostering student success within the program/area.
• To maintain an active program advisory committee (technical programs only).

Communication:
• To encourage effective communication within the program/area, division, and college.

Faculty:
• To be responsible, with the faculty and division chairperson, for the recruitment and retention of qualified full-time, part-time and volunteer (when appropriate) faculty, as well as staff (when appropriate) within the program/area.

Students:
• To encourage academic processes and procedures that foster student success within the program/area.
• To participate in the student evaluation of instruction within the academic program/area.

Instruction:
• To be responsible, with the faculty, division chairperson, and chief academic officer, for the overall maintenance and enhancement of a quality academic program/area.
• To be responsible, with the faculty, for curriculum development, implementation of goals, and evaluation of the academic program/area.
• To be responsible, with the division chairperson, for the preparation of the schedule of classes.
• To actively use evaluation reports for the ongoing program effectiveness review and enhancement.

Budget:
• To be responsible, with the division chairperson, for ensuring that budget request and expenditures are related to the goals and operational needs of the program/area.

Management:
• To be responsible, with the division chairperson, for the preparation of institutional reports as requested by internal and external sources.
• To promote compliance with the local college and KCTCS policies and procedures.
• To assume other duties and responsibilities as assigned by the president/CEO and chief academic officer.
• To maintain program data and complete program reviews.

Qualifications:
• Commitment to the mission of the comprehensive community and technical college
• Full-time faculty member
• Record of successful experience as an instructor
• Personal and professional integrity
• Commitment to team leadership
• Effective interpersonal and communication skills
Bluegrass Community and Technical College
Procedures to Follow in the Appointment of a Program/Area Coordinator

### Time Table

<table>
<thead>
<tr>
<th>Time Table</th>
<th>Procedures</th>
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<tbody>
<tr>
<td>February 1-15</td>
<td>1. The Division Assistant Dean will solicit and receive input from program/area faculty for coordinator positions.</td>
</tr>
<tr>
<td></td>
<td>2. The Division Assistant Dean will provide a written summary of the input received on recommendations for the coordinator position to the appropriate Academic Dean.</td>
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<tr>
<td>February 16-28</td>
<td>3. A final written recommendation will be submitted from the appropriate Academic Dean to the President with a copy to Division Assistant Dean.</td>
</tr>
<tr>
<td>March 15</td>
<td>4. The President will notify the individual of the appointment to the position of program/area coordinator. The Academic Deans and Assistant Deans will be copied.</td>
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</table>

### Terms of Appointment

The term of appointment for a program/area coordinator, general education coordinator, or writing center coordinator will be three years unless otherwise indicated in the appointment. External program accreditation cycle may determine length of term.

The terms of appointment for a program in which there is one full-time faculty shall be ongoing unless otherwise indicated in the appointment.

Terms are renewable at the discretion of the President.

Approved by Assistant Deans January 26, 2006/ President’s Cabinet January 30, 2006
Program Advisory Committees

Community Participation

In keeping with the educational purpose of the College, the College seeks the advice and cooperation of the community in working toward common goals resulting in the assessment and planning of educational services and programs.

The objectives of educational programs and the needs of students can best be met by the inclusion of individual members from the community who will assist in researching, planning, and promoting effective and viable programs in community college technical education. This input is vital to administrators and educators.

Advisory Committee Role and Functions

The Program Advisory Committee is an advice-giving body assisting the program in meeting the needs of the community in a manner consistent with existing College regulations and within the stated philosophical purposes of the College.

In this context the committee serves in an advisory capacity to the faculty and administration so the program may reflect as nearly as possible the needs of the total service area in relation to the capabilities of graduates from the College. It works directly with the Program Coordinator and other faculty and staff members in that particular technical program.

Operational Definition

Generally, the Program Advisory Committee will consist of a representative group of citizens selected in accordance with their particular knowledge and experience as it pertains to the academic program.

Committee Limitations

No advisory committee will serve in an administrative or policy-making stature. The administrative and policy powers of the College rest with the President and appointed personnel. However, the advice given to the College very often results in changes in administrative policies and procedures regarding a particular program.

Committee Leadership

The leadership of the Program Advisory Committee ordinarily will be exercised by the College program faculty. The members of the committee may organize themselves into a structure which suits their particular needs. Generally, this structure consists of a chair, vice chair, and secretary. The Program Coordinator or delegate should serve one of these major roles. The chair will call meetings to consider reports of progress in developing the program and to seek advice on actions for improvement or further development. After all possible facts and insights have been gathered from
committee members, the fundamental responsibility of leadership in the development of the College programs rests with the President and faculty.

**Functions of the Advisory Committee**

The functions of the Program Advisory Committee will vary in scope resulting from the special qualities, needs and objectives of the program which it advises. However, these are accepted areas in which advisory groups have been found to be most useful:

1) systematically assess and identify business and industrial program needs.

2) provide community-wide interpretation of program needs.

3) provide advice regarding curricular changes.

4) advise on continuing education/community service needs in the College service area.

5) assist the College by providing information regarding the program.

6) identify potential students.

7) assist in placing cooperative education students and graduates.

8) contact official agencies, voluntary organizations, social and civic organizations and churches in order to establish supportive relations and resource development.

9) promote the College program, philosophy and concepts throughout the community.

10) provide the program faculty and administration with an evaluation of how well the program objectives are being met.

* *These areas are not exclusive, but simply clarify possible functions.*

**Membership**

An advisory committee should consist of approximately five to seven community members and all full-time faculty members in the program. It should be small enough for each member to speak freely and to have the opportunity to make contributions, yet large enough for adequate representation of the College constituency in its service area.

Community members are appointed by the President based upon recommendations from the Program Coordinator. Membership will generally be for a two-year period with reappointment possible by mutual agreement.
The committee may recommend varying lengths of appointment to the President as it seems advisable.

In making appointments, the President will seek a balanced representation on the committee of citizens from business, industry and government agencies, and others where appropriate. There should be a current student member on each committee as well as a graduate of the program when possible. Membership also should take into consideration the equal opportunity posture of KCTCS and consideration of the specific geographic service area of the College.

**Committee Meetings**

Advisory committees generally begin their meetings during the fall semester of the academic year. The fall meeting provides opportunity for identifying new members and reestablishing priorities for the academic year.

The number of meetings held will vary with the type of committee. However, the committees shall have at least two formal meetings each year. The committees may meet more than twice a year because of the issues that they consider.

The chair should receive consensus from the members on frequency and the schedule of meetings to be held during the academic year.

The committee chair should refer to the “Guidelines for the Initial Meeting” when planning the first committee meeting agenda. (See *Program Advisory Committee Handbook*.)

**Minutes of Meetings**

*It is the responsibility of the chair to make certain the secretary keeps a record of all pertinent committee action.* The secretary of the Program Advisory Committee should keep all the minutes of the meetings in writing to document all suggestions of the members along with actions taken. These minutes should be prepared and distributed in a timely manner. Each member of the advisory committee should be provided with a copy of the minutes. Copies should be sent to the President, the Academic Vice President, and the Academic Deans.

**Forming A New Program Advisory Committee**

In establishing a new advisory committee, the following guidelines should be followed:

1) Formulation of a definite written plan which specifies the major relational lines, purposes of the committee, scope of concern, and the relationship of the committee to the President and other College personnel.

2) Approval of the plan by the President.
3) Canvassing, screening, and recommending names of potential committee members by the program faculty to the President.

4) Approval of the committee membership by the President.

5) Invitations on behalf of the College faculty by the President.

6) Initial meeting of the new Advisory Committee for orientation by the President and program faculty.

Faculty Recruitment

Procedures for Faculty Recruitment

As directed by the President and the Academic Vice President at Bluegrass Community and Technical College, advertisements are placed in various publications to announce faculty vacancies or anticipated vacancies at Bluegrass Community and Technical College. The following are media may be used for these announcements:

- The Lexington Herald-Leader
- The Chronicle of Higher Education
- Diverse Issues in Higher Education
- The Community College Times
- Community College Week
- Inside Higher Education

In addition to the above newspapers, announcements are mailed to:

- Bluegrass Community and Technical College Affirmative Action Mailing List (includes approximately 180 colleges and schools with large minority enrollments)
- Historically black churches in the Lexington metropolitan area
- Latino/ Hispanic Association members/ churches in the area
- Prior applicants (those who have applied during the last year)
- Current Bluegrass Community and Technical College part-time faculty in areas advertised.

A detailed announcement is also placed on the Bluegrass Community and Technical College web page. An online application process is now in place. To enhance recruitment, the College may choose to advertise in special journals or mailing lists as requested by the divisions, i.e., Radiologic Technology, The ABNF Journal (Official Journal of the Association of Black
Advertising for regular full-time faculty positions are typically given a deadline date of 30 days from the published date of the advertisement. Temporary full and part-time faculty positions are advertised as "open until filled."

**Hiring Procedures for Faculty**

The Academic Vice President’s office is responsible for maintaining the academic credentials for all College faculty. The office answers inquiries about teaching vacancies. Human Resources accepts applications for full-time and part-time positions. The process used in hiring full-time and part-time faculty is different. When applications are received, they are designated as part- or full-time as advertised in search process, placed in the part-time faculty pool, or, if requested by candidates, placed in both pools. Positions are advertised and hired according to College policy. Applications for part-time positions remain on file for selection purposes as needed. All faculty, whether full-time or part-time, must meet SACS credential criteria.

**Credentials Requirements** (in keeping with SACS guidelines)

**General Education and Transfer Course Faculty**

1. Must have completed 18 graduate semester hours in the teaching discipline and hold at least a Master’s degree, or
2. Must hold the minimum of a Master’s degree with a major in the teaching discipline.

**Technical Faculty**

1. Must hold at least an Associate degree coupled with documented work experience (Typical credentials are at least a Bachelor’s degree plus documented work experience.), and
2. Must hold the appropriate certifications and/or licenses required by the position.

**Technical Faculty Teaching in a Program Leading to a Certificate or Diploma**

1. Must hold the appropriate certificate and/ or license required by the position and/ or
2. Must have adequate, documented experience in the discipline

**Developmental Faculty**

1. Must hold at least a Bachelor’s degree in a discipline related to the teaching assignment, and
2. Must have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

Full-time Faculty

1. Full-time faculty vacancies are advertised, and candidates screened as described in the Bluegrass Community and Technical College Faculty Handbook.

2. A file is created in Human Resources for each applicant for a full-time faculty position. A SACS Credential Information Form (SACS-CIF) is placed in each file and is used to record the receipt of a letter of application, resume, application form, three letters of reference and official transcripts documenting teaching credentials required for the proposed teaching assignment. If a candidate has earned additional degrees beyond the qualifying degree, these transcripts are also required.

3. After the advertised closing date, applicant files are grouped by position and prepared for review. The search may be extended or re-opened to ensure that the candidate pool is adequate in number, provides diversity, and represents candidates who are well qualified for the advertised position.

4. The Search Committee chair responsible for the position is notified that files are available for review.

5. The Search Committee members review all applicant files to determine if the candidates meet the requirements for the position. Credentials are recorded on the SACS-CIF form. Questions regarding possible credentials exceptions should be clarified prior to the interview. Only candidates who meet the requirements for the position are considered.

6. Potential candidates are selected for interview.

7. Prior to each finalist’s interview with the appropriate Academic Dean, a second evaluation of credentials will be completed by the Chair of the search committee. A condition for employment in the hiring agreement will be that the candidate provide any items missing from the personnel file.

8. The interview process continues as described in this handbook under Procedure Used in Faculty Search Committees.

9. One of the finalists may be selected to be hired at this time or the search may be continued or re-opened.
10. Candidates are notified of selection or non-selection at the completion of the hiring process.

**Part-time or Temporary Faculty**

1. Coordinators interviewing part-time faculty will collect the following application information from all prospective candidates prior to hiring:
   a) Cover letter of application
   b) Faculty application for employment
   c) Resume
   d) Copies of official transcripts that document teaching credentials required for the proposed teaching assignment. If there are additional degrees above the qualifying degree, these transcripts are also required. If official transcripts are not immediately available, unofficial transcripts may be accepted temporarily.
   e) Documentation of needed licensure, certification or necessary qualifications.
   f) Three current letters of reference. Telephone reference checks may substitute when time constraints limit procurement of letters.

2. Coordinators and Division Assistant Deans will validate and document part-time faculty credentials prior to hiring.

3. The Academic Vice President’s office is notified that a candidate for a part-time position has been screened for hiring. If an exception to the SACS credential requirements is needed, a ruling should be obtained from the appropriate Academic Dean prior to hiring.

4. To be rehired for additional teaching assignments, the faculty member must have a complete personnel file. Personnel in the Academic Vice President’s office will notify Division Assistant Deans at midterm if files are incomplete.

5. The maximum teaching load is 12 credit hours for each semester and 6 credit hours for each summer term.

*This policy becomes effective August 1, 2001. Part-time faculty hired prior to August 1, 2000, have only one required letter of reference in permanent files.*
Procedure Used in Faculty Search Committees

1. Search committees are appointed in as early as possible in the Spring. The President or designee meets with the chair of each committee to give the charge.

Composition of committee:
- Division Assistant Dean, Search Committee chair
- Program Coordinator
- Faculty from inside the Division
- One person from outside the Division
- One student (for interviews only)

Teaching faculty should serve on librarian and counselor committees. Other members may be appointed to ensure diversity (ethnic, gender, etc.).

Note: The Search committee should ensure that all applicants interviewed meet minimum criteria for the position.

2. The committee should select at least three or four applicants to be interviewed. The President or Academic Vice President may recommend candidates to be interviewed.

3. Applicants should be given a topic or a list of topics from which to prepare a mini-teach. The mini-teach should be approximately 15 minutes in length.

4. Questions for applicants should be discussed and appropriately organized. The Search Committee prepares a group of questions to ask of each candidate during the interview process.

5. The Division Office Manager should set up interviews, coordinate schedules, set-up room, etc., unless otherwise assigned. Interviews shall be coordinated with the President’s/ Dean’s calendars.

6. After interviewing, the committee should recommend to the President the list of candidates that would be acceptable (two or more required), listing strengths and weaknesses. The committee will not rank the candidates.

7. The position should be filled only if there are acceptable candidates. The committee should recommend only those with good instincts for teaching and learning, who understand the community college mission, and who are a good match for the College.
8. Prior to submitting names to the President, the chair of the Search Committee must make reference checks. Reference checks may include current or past employers, as well as references listed by the applicant. The chair of the Search Committee should work with the appropriate Academic Dean as necessary to ensure that hiring policies are followed.

9. The President is responsible for hiring all faculty and staff at the College and will make the final decision.

Note: Diversity is valued at Bluegrass Community and Technical College and while ethnic diversity (emphasis on African-Americans) is important, diversity also includes differences in backgrounds, opinions, and expressions, all of which contribute to an inclusive learning community and shall be considered in the hiring of faculty at Bluegrass Community and Technical College.

Guidelines for Faculty Candidate Interviews

1. Introduction of candidate

2. Introduction of committee members

3. Candidate self-introduction matching self with the position

4. Candidate’s choice of which to do first (a) or (b)
   a) Mini-teaching session or
   b) Interview – questions from committee members

5. Candidate’s opportunity to ask questions

6. (Each committee member should indicate willingness to answer any questions within his/her domain.)

7. Explanation of PPE responsibilities and employee benefits will be discussed by the Academic Dean or designee (during or after the interview).

8. Expression of gratitude to the interviewee for coming for the interview.

9. Completion of the “Faculty Interview Evaluation” form which may be used as reference when discussing final recommendations for positions(s).

Notes:
- The Academic Dean shall approve all applicant credentials prior to inviting for interviews.
- The President may interview any candidate being interviewed and should be consulted when scheduling dates and times.
English Language Proficiency

Initial Appointment Assessment

Full-Time Faculty
All full-time faculty shall have an oral interview session with a Search Committee and present a “mini-teach” in the discipline on a topic selected by the committee. The President or appropriate Academic Dean may interview each candidate providing another opportunity to assess oral communication.

Part-Time Faculty and Instructional Specialists
All part-time faculty and instructional specialists shall have an oral conference/interview with the academic Program/Area Coordinator prior to employment. The Division Assistant Dean or program/area full-time faculty member(s) may interview the candidate providing another opportunity to assess oral communication.

Periodic Assessment
Student evaluation of instruction, annual performance evaluation, and frequent communication with faculty, staff, and administrators shall provide for continuous assessment of language proficiency.

Foreign Language Instructors
Faculty and instructional specialists who teach foreign language courses are not included in this assessment process.

Unsatisfactory Assessment
English language proficiency shall be used in the decision-making process for hiring all potential faculty members and instructional specialists. If a current faculty member or instructional specialist receives an unsatisfactory evaluation due to language, the named individual shall have one (1) semester to demonstrate his/her ability. If a faculty member or instructional specialist receives a second unsatisfactory evaluation, his/her employment shall be terminated consistent with the KCTCS Administrative Policy 2.5.2.10 English Language Assessment.
Faculty Load

The load of each faculty member will reflect the philosophy of a comprehensive community and technical college and will include teaching, advising, internal service, external service, professional development, and educational leadership. The Division Assistant Dean, with the approval of the President will develop with the faculty member a written statement of responsibilities and assignments. Distributions of effort or assignments within the four broad areas of responsibility will vary with both faculty members and divisions. The normal teaching load for faculty members is fifteen (15) credit hours per semester. It is expected that in classes with laboratories involving extensive contact hours, a commensurate adjustment in teaching load will be made. Consideration should be given to a person who teaches a variety of courses or to the faculty member who can effectively teach a large number of students. Faculty members are expected to maintain regular office hours for consultation with students and are encouraged to take an active role in College and community life through work with committees and civic groups.
**Academic Policies and Procedures**

**Expectations Regarding Faculty Members**

Bluegrass Community and Technical College expects that faculty carry out their duties in a professional, ethical and collegial manner that enhances the mission of the College.

**Instructor’s Absence**

The College does not provide substitute faculty and discourages any cancellation of classes. If a faculty member must be absent from class, he/she should notify the Program/Area Coordinator, the Division Assistant Dean, and the class in advance. The faculty should let the Coordinator and Assistant Dean know what arrangements have been made for the class. If an emergency occurs and students are not notified days in advance that the class is canceled, the faculty should call the Division Office Manager with necessary information. This will allow the Division Office Manager to prepare a message to put on the classroom door to notify students of the instructor’s absence. Then the Coordinator and For classes meeting at extended/ off-campus sites, faculty should notify the appropriate contact person at that site as well as the Program/Area Coordinator and Assistant Dean.

**KCTCS Policy on Academic Freedom**

*Source: KCTCS Administrative Policies and Procedures 2.9.1.2 (5-14-04)*

It is the policy of the Kentucky Community and Technical College System to maintain and encourage, within the law, full freedom in inquiry, discourse, teaching, research, and publication; and to protect members of the academic community against influences, from within or without, which will restrict them in the exercise of these freedoms in the faculty members’ areas of scholarly interest. Teachers and students will be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate, and express their dissent without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the Kentucky Community and Technical College System.

In their roles as citizens, faculty members and students have the same freedoms as other citizens, without institutional censorship or discipline, although they should be mindful that accuracy, forthrightness, and dignity befit their association with the Kentucky Community and Technical College System and their positions as persons of learning. When faculty members or students speak or write as citizens, they should indicate that they are not speaking for their college or the Kentucky Community and Technical College System.

KCTCS faculty members who feel their rights have been violated may file an appeal through the KCTCS Senate Advisory Committee on Appeals as outlined in the KCTCS Policy Manual. Students who feel their rights have been violated may file an appeal through the proper channels as outlined in the Code of Student Conduct Handbook.
2.2.1 **Information about course content:** A student has the right to be informed in reasonable detail in writing by the first or second class session, or in the introductory materials for a distance learning course, about the nature of the course and to expect the course to correspond generally to its official description.

2.2.2 **Information about course grading criteria:** A student has the right to be informed in writing by the first or second class session, or in the introductory materials for a distance learning course, about the criteria to be used in evaluating the student’s performance, a course grading system that includes specific expectations with relative weights, and to expect that the grades described in the **KCTCS Catalog** will be used.

2.2.3 **Contrary opinion:** A student has the right to take reasoned exception to the data or views offered in the classroom and laboratory without being penalized. A student may appeal the fact of guilt for all three faculty sanctions listed in 2.3.2.1. Also, a student may appeal the severity of the sanction of a failing grade for the course.

2.2.4 **Academic evaluation:** A student has the right to receive a grade based only upon a fair and just evaluation of performance in the course as measured by the standards presented at the first or second class session or in the introductory materials for a distance learning course. Grades determined by anything other than the instructor’s good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, gender, disability, national origin, political affiliation, sexual orientation, or activities outside the classroom that are unrelated to the course work.

2.2.5 **Academic records:** A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student’s consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

2.2.6 **Evaluation of student character and ability:** A student has the right to have character and ability evaluated only by individuals with a personal knowledge of the student. Records containing information about a student’s character and ability shall indicate when the information was provided, by whom, and the position of the individual providing the information.
Syllabus

Students must be provided a written syllabus at the first or second class meeting.

Syllabus Guidelines

Instructions: The following items must be completed for each course syllabus for courses offered at the Bluegrass Community and Technical College. Division Assistant Deans or Program/Area Coordinators should be consulted if any questions arise.

- Course Identification (Department Prefix and Number)
- Course Title
- Instructor’s Name
- Instructor’s Office Number (Full-Time Faculty)
- Instructor’s Office Hours
- Instructor’s Phone / e-mail
- Coordinator’s Name/ Office/ e-mail (Part-time Faculty)
- Division Assistant Dean/ Office/ Phone/ e-mail

Course Description – Use the official course description, including prerequisites or co-requisites, as written in the current Bluegrass Community and Technical College Catalog.

Objectives – This section of the syllabus is designed to inform the student in broad terms of what is expected of the student. These broad statements should define for the instructor and the student the general outcomes desired. Course objectives are those adopted by the program/area and must be the same for all sections of the course. Program/Area Coordinators have been assigned responsibilities for directing full- and part-time program faculty in the preparation of course syllabi and ascertaining consistency of course objectives. Faculty should contact the Program/Area Coordinator for the approved objectives.

Instructional Materials – This section should list the required texts and materials, plus any recommended texts and materials.

Instructional Modes To Be Used – This section indicates the types of instructional techniques that will be used in the classroom. Any anticipated field trips, required outside seminars, lectures, etc., should be noted in this section. It may also indicate the resources available to the students to help them meet the specific course objectives. The availability and location of tutors, computer-assisted instructional materials, World Wide Web assignments, audiovisual materials, texts on reserve, would be helpful.
**Class Procedures** – Many faculty desire students to follow specified procedures and policies regarding the style of written assignments, retention of corrected papers, acceptance of late assignments, make-up work, etc. Any specific directions or procedures that the students must follow should be noted in this section of the syllabus.

**Course Requirements** – Those elements of the course that are required including examinations, lab experiences, attendance, and other graded assignments such as presentations, papers, homework, quizzes, and clinicals must be listed.

**Grading Criteria** – The method of evaluation is always of great concern to students. An instructor should state the criteria for each letter grade. Whatever the method of evaluation, one should explain the method chosen in detail so the students understand how their final grade will be determined.

Some faculty require a student to complete a certain number of specific course objectives for a “C”, and additional objectives for a “B” or an “A”. Others require the student to complete the objectives with a certain degree of proficiency for a “C”, a higher degree for a “B” and still a higher degree for an “A”. Some use a point system as the basis for the grade.

The policy for assigning a “W” grade must be stated. The College rule on withdrawal from class is on page 100.

Policies on cheating and plagiarism, which address grading criteria, must also be stated. The College rules on academic offenses and disposition of cases of academic offenses begin on page 104.

**Course Outline** – A course outline, specifying units and topics, must be included.

**General Education Competencies** – The syllabus for all general education courses must include the appropriate learning outcomes, the across-the-curriculum competencies, and the method of evaluation of each of these competencies. The Program/Area Coordinator will provide the appropriate information.
THE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:

- Course Title, Prefix and Number
- Instructor’s Name, Office, Phone, email, Office Hours, (w/five hours in-office availability)
- Coordinator’s Name/ Phone/ e-mail
- Division Assistant Dean/ Phone/ e-mail
- Official Course Description including Prerequisites/Co-requisites
- Program/ Area Approved Course Objectives
- Course Requirements
- Grading Scale
- Course Outline
- Textbook/ Supplies (if applicable)
- Attendance Policy
- Late Work Policy
- Make-up Work Policy
- Withdrawal Policy
- *Gen. Education Learning Outcomes
  - Communicate Effectively
  - Think Critically
  - Learn Independently
  - Examine Relationships in Diverse and Complex Environments
- *Instructional Objectives (Evaluation of Competencies)

*All syllabi for general education courses must include these items.

Suggested Inclusions
- Special Accommodation Statement
- Reference to Students Rights and Responsibilities
- Plagiarism/ Cheating Penalties
- Written Work Policy

INSTRUCTOR: ____________________________
(Signature)

REVIEWED: ____________________________
(Signature of Program/Area Coordinator)  Revised 10/08

DATE: ____________________________
Absences
Source: Rules of the KCTCS Senate section V: 2.0.3.1

A written statement of the attendance policy will be included within each course syllabus. Attendance may or may not be required. If attendance is required or serves as a criterion for a grade in a course, the policy shall be clearly defined in the syllabus.

Absences from regularly scheduled classes resulting from the activities of a college-sponsored organization or event must be authorized by the president (or designee). The faculty member(s) supervising the activity or event shall notify instructors of the authorized absence. The student shall be responsible for the course work missed as a result of the authorized absence and must make arrangements to complete that work in accordance with the course syllabus. The instructor shall, if feasible, give the student an opportunity to make up the work missed and shall not in any case arbitrarily penalize the student for the absence.

Midterm Progress
Source: Rules of the KCTCS Senate Section V: 3.0.4

Students may request mid-term grades for courses in which they are enrolled. The grades shall be provided by the official midterm date for that course.

Final Examinations
Source: Rules of the KCTCS Senate Section V: 2.0.3.4

Each instructor shall determine if a final examination is appropriate to the course. If a final examination is to be given, it will be administered during the examination period as scheduled in the official college calendar for the academic term, i.e. the 16th week of a semester. Except for courses offered on Saturday/Sunday, the first day for final examinations will be preceded by one calendar day during which no classes or examinations will be scheduled.

With prior approval from the Academic Dean, faculty may use the final examination period for regular classroom instruction. If the 16th week of the semester is to be used for instruction, the instructor shall indicate this in the course syllabus.

Bluegrass Community and Technical College Best Practice Policy
Approved by the Academic Affairs Leadership Team November 2007

- Faculty are encouraged to give students a final assessment (e.g., a test, paper, or project), which normally takes place or is due during the established time of the finals week unless approved by the Assistant Dean; and
- Faculty remain fully engaged in the college community, including holding office hours, throughout finals week.
**Final Exam Conflicts**
Source Rules of the KCTCS Senate Section V: 2.0.3.4.1

Any student with more than two examinations scheduled on one day shall be entitled to have an examination rescheduled. All petitions for rescheduling must be made in writing to the instructor no later than one week prior to the last class meeting.

Final examinations may be administered other than the regularly scheduled times only with the recommendation of the division chairperson and the approval of the college president (or designee).

If rescheduling of an examination presents a conflict, the student shall be entitled to take the examination at the originally scheduled period or at another time during the examination week by mutual agreement with the instructor. If the conflict cannot be resolved among the instructors, the academic dean will resolve the issue.

**Conflict with Regular Instruction**
Source: Rules of the KCTCS Senate Section V: 2.0.3.4.2

Scheduled final examinations take precedence over regular classroom work during the final examination period.

**Grading System**
Source: Rules of the KCTCS Senate Section V: 3.0.1

Results of work will be recorded as follows:

- **A** Represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.
- **AU** Audit. It has no value in computing the grade point average.
- **B** Represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
- **C** Represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
- **D** Represents the minimum achievement for credit. It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
- **E** Represents unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points for each credit hour in non-remedial and
non-developmental courses. Credit may only be obtained by repeating the entire course. (See V, 1.0.1.2)

**F** Represents an unsatisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade "F" in a course shall not be able to continue into the next sequential course(s) unless the student meets the requirements for entry into the course by some other means. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course.

**I** Incomplete - Means that part of the coursework remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory.

The instructor and student will contract requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from "I" to an "E".

Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the grade I is reported, shall include: (1) the name and number of the student; (2) the course number and hours of credit; (3) semester or session and year of enrollment; (4) signature of the instructor; (5) a brief statement of the reason(s) for recording the incomplete grade; and (6) an adequate guide for removal of the incomplete grade. In the instructor’s absence, the division chairperson or the designee shall forward to the president or designee the appropriate letter grade to replace the incomplete grade.

**MP** The grade of "MP" (Making Progress) may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade "MP" has no value in computing grade point average.

**P** Represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of "P" in a course shall be eligible to continue into the next sequential course(s). (See Section V, 3.21; Section V, 3.7). The grade of P may be assigned by the Community College/Technical College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average (See Section VII, 2.4).

**W** Represents a withdrawal from a course without completing course requirements. A "W" grade shall not be assigned unless the student has officially withdrawn in the manner prescribed by the college.
A student may withdraw from a course up to and including the date of mid-term at his/her discretion. The mid-term date for courses that meet for the entire semester is the official date listed in the college calendar. The official mid-term date for courses that meet for less than the full semester shall be noted in the course syllabus.

At the discretion of the instructor, a "W" grade may be assigned after the mid-term date, and through the last class day of the semester or session. The course syllabus will note the conditions under which a faculty will assign a "W" grade during this faculty discretionary period. (See Section VII, 2.2). An instructor shall not assign a "W" grade unless the student has officially withdrawn in the manner prescribed by the college.

The College Appeals Board may assign the grade of "W" in cases involving a violation of student academic rights (See Section VII, 7.0). In cases involving a violation of student Academic Offenses, the Board may assign a grade of "W" if the instructor refuses to accept a recommendation of the Appeals Board with respect to an appropriate sanction (See Section VII, 6.2).

**Recording “I” Grades**

Bluegrass Community and Technical College is required to maintain a file record of Incomplete grades reported in courses. To accomplish this, a special form is used upon which the required information is recorded. One form is used for each student receiving the “I” grade. Forms are available in the division suites.

**Posting of Grades**

The KCTCS’s Legal Counsel has advised that posting grades is a violation of the Privacy Act when the student is identified by name, social security number or any other method which would identify the student. Faculty may, however, post grades if they develop some procedure which does not identify the student.

**Grade Reports**

Full- and part-time faculty must enter grades for each student into the PeopleSoft following the directions provided by the Registrar. All faculty entering grades directly into the student information system should print two copies of the grade report and submit these to the division office managers, as the divisions are required to maintain file copies of all grades. Grades should be submitted as soon as possible after the scheduled final exam, but no later than noon on the Monday following the end of final examinations for the semester or the date specified by the Registrar for summer sessions.
Records

Grade books plus any graded materials not returned to the students must be maintained on file for at least one calendar year.

Changing Grades

An individual faculty member may change a mark once it has been reported to the Registrar’s Office within one year of the date of the original grade by forwarding to the Registrar a copy of the grade change form. Special Circumstance Grade Report forms are available from the Division Office Manager. Reports of all grade changes are sent by the Registrar to the student and the Division Assistant Dean.

Unauthorized Class Attendance

Persons whose names do not appear on the class roll should not be permitted to attend any class session -- this includes children, friends, spouses, et cetera. Faculty should be consistent in implementing this policy.

Policy for Children on Campus

Bluegrass Community and Technical College seeks to maintain a friendly, professional environment conducive to the productivity of faculty and staff and to the education of students.

Under currently crowded circumstances, special care must be taken to ensure an effective working and learning environment. For this reason faculty, staff, and students should make appropriate primary plans as well as alternate plans for the care of their children outside the Bluegrass environment.

For faculty and staff, visits by children to the campus should either be infrequent emergency situations cleared in advance with a supervisor or division assistant dean, or short visits to familiar employees.

For students, visits by children are appropriate only when brief business is to be conducted on campus. Children must remain with their parents at all times.

Neither students nor faculty may bring children to class, as this impacts the teaching/learning environment for everyone in the classroom. A student who brings a child to campus forfeits the opportunity to attend class that day, as the child can neither be brought into the classroom nor left unsupervised.
To prevent misunderstandings, policies regarding children on campus should be included in faculty, staff, and student handbooks. Information should be communicated at all student, staff, and faculty orientations and at the college wide meeting at the start of the academic year.

Timing of reminders is equally important, as these can prevent “emergencies” arising from forgetting the policy. Faculty and supervisors should reiterate the policy about children on campus at the outset of the semester and at least a week in advance of public school holidays so that student, faculty, and staff parents can remember and implement their alternate plans. It may also be helpful to encourage discussion regarding alternate plans so that parents can become aware of a variety of options.

**Student Counseling Services**

Student Counseling Services offers brief counseling for personal concerns and problem resolution and academic and career/life planning counseling. Faculty counselors are available to assess individual student needs, provide assistance and support, and make appropriate referrals when necessary. Services provided to students are free and confidential. Students are encouraged to schedule an appointment, or are welcome on a walk-in basis depending on faculty counselor availability.
Academic Offenses

Plagiarism, Cheating and Falsification or Misuse of Academic Records
Source: KCTCS Code of Student Conduct Section 2.3 (also in Rules of the KCTCS Senate, Section VII: 3.1)

Students shall not plagiarize, cheat, or falsify or misuse academic records.

2.3.1.1 Plagiarism
Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were one’s own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student’s own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term “material” refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student’s own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student’s work, the student must consult the instructor before submitting the work.

2.3.1.2 Cheating
Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one’s academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

2.3.1.3 Student Co-Responsibility
Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

2.3.1.4 Falsification or Misuse of Academic Records
The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic
offense. As used in this context, “academic record” includes all paper and electronic versions of the partial or complete academic record.

Disposition of Cases of Academic Offenses
Source: KCTCS Code of Student Conduct (also in Rules of the KCTCS Senate VII: 5.2)
Responsibility of the Instructor and Division Chair*

2.5.2.1 Responsibility of the Instructor
Within ten (10) calendar days of the occurrence of an alleged student academic offense the instructor shall submit in writing to the division chair* a description of the activity that resulted in the accusation of academic dishonesty and the sanction implemented when a failing grade is assigned. (Copies of letters shall be forwarded to the chief academic and student development officers.)

An instructor shall notify the student in writing of the academic offense, explain the sanction, and inform the student of her/his right to appeal the fact of guilt and/or severity of the sanction when a failing grade is assigned.

If the student appeals the severity of the sanction and/or the fact of guilt, the instructor may confer with the appropriate division chair* to determine appropriate sanctions for the student. All academic misconduct actions must be reported to the chief academic officer for record keeping purposes.

2.5.2.2 Responsibility of the Division Chair*

The division chair shall attempt to resolve all cases referred by student appeal to the satisfaction of the instructor and the student. If the division chair upholds the decision of the instructor, the student may appeal, in writing, within ten (10) calendar days of notification of the division chair’s decision, to the chief executive officer or designee.

* Bluegrass Community and Technical College uses the term Division Assistant Dean.

Rights of the Student

The student may appeal: (1) the determination of his/her guilt; (2) the severity of the sanction if the sanction assigns a failing grade for the course. The appeal must be filed in writing with the instructor’s division chair* within 10 working days after the date that the student receives notification of the sanction.

The student shall have the right of class participation and attendance during the consideration of any appeal.
Penalties for Academic Offenses

For instances of academic dishonesty related to earning grades (violations 2.3.1.1 – 2.3.1.3), the instructor may implement any of three sanctions:

a. a failing grade for the specific assignment; and/or

b. a reduced grade for the course; and/or

c. a failing grade for the course.

The specific sanction depends upon the weight of the assignment in satisfying the requirements for the course.

If an instructor chooses the sanction which assigns a failing grade for the course, the instructor shall notify the division chair, the chief executive officer or designee, and the registrar. For more information about the role of college personnel in the process, refer to section 2.5.2 in the KCTCS Code of Student Conduct.

The instructor may also recommend that the student be suspended for any academic offenses (as defined in KCTCS Code of Student Conduct, sections 2.3.1.1, 2.3.1.2, or 2.3.1.3).

Any student found guilty of a second academic violation shall be expelled from the college and shall not be allowed to enroll at any of the other KCTCS colleges for one academic year.

The minimum sanction for misuse or falsification of an academic record (violation 2.3.1.4) including the omission of information or attempted falsification or other misuse of academic records as described in section 2.3.1.4, is suspension for one semester.

Academic Ombud

The Academic Ombuds are charged with consideration of student grievances in connection with academic issues. Ombuds are appointed for the Cooper, Leestown, and Danville/Lawrenceburg campuses. Service as an Ombud is considered academic leadership.

Functions
The Office of Ombud provides a mechanism for handling issues for which no established procedure exists or for which established procedures have not yielded a satisfactory solution. It is not intended to supplant the normal processes of problem resolution (communication between the student and the instructor and then the division assistant dean, or between the instructor and the division assistant dean). In some cases where there is a clear need to achieve a solution more quickly than normal procedures provide, the Ombud may seek to expedite the normal processes of resolution.
Jurisdiction
The authority of the Academic Ombud is restricted to issues of an academic nature involving students on one hand and faculty or administrative staff on the other, explicitly governed by Sections VII of the Rules of the KCTCS Senate (also in Section II of the KCTCS Code of Student Conduct.)

When a problem falls partly within the Ombud’s jurisdiction and partly within the jurisdiction of some other office, the Ombud shall cooperate with the relevant other office in seeking a solution. However, the Ombud’s authority in effecting a solution shall extend only to those aspects of the issue falling within the jurisdiction of that office as defined above.

Jurisdictional disputes involving the Academic Ombud and other offices that cannot be resolved through negotiations shall be referred to the President.

Decision to Accept a Case
When an issue to be resolved is brought to the Academic Ombud, the Ombud shall first determine if the issue falls within his or her jurisdiction, as defined above. If it does not, the Ombud shall refer the person presenting the issue to the proper authority to deal with it. If the issue does fall within his or her jurisdiction, the Ombud shall determine if efforts have been made to adjudicate the issue through normal channels and procedures. Where such channels and procedures exist and have not been utilized, the Ombud shall recommend their use, unless there is compelling evidence that they will not effectively resolve the issue.

The Academic Ombud shall investigate each issue falling within his or her jurisdiction to determine:

a. whether it is deserving of extended attention; and
b. the priority of attention which it should be accorded by the Ombud's office.

Procedures
When the Academic Ombud determines that an issue merits his or her attention, the Ombud shall contact the parties involved to determine the background of the issue and areas of disagreement. With this information in hand, the Ombud shall seek to determine alternative means of achieving an equitable resolution and propose to the conflicting parties those solutions which appear to offer the greatest promise of mutual satisfaction. Normally the investigatory and mediation activities shall be conducted informally and need not involve confrontation of the conflicting parties. However, the more formal procedures and direct confrontation of the parties involved may be utilized if circumstances dictate that these will produce a more effective resolution.

If the mediation efforts are unsuccessful, the Academic Ombud shall refer the case to the College Appeals Board in writing if the complainant wishes to
pursue the issue. At the request of the Appeals Board, the Ombud shall appear before it to offer testimony or shall prepare a written report of the case.

**Liaison**
The Academic Ombud shall maintain close liaison with the chief academic and student development officers, the KCTCS Affirmative Action Officer and other such officials who have responsibility and concern for the academic governance of students. However, the Ombud shall not violate the rights of students or other parties involved in cases brought to the Ombud through the disclosure of any information communicated in confidence.

**Records and Reports**
The Academic Ombud shall retain a record of all accepted cases. In cases involving discrimination (including sexual harassment), a summary of the case shall be sent to the Affirmative Action Officer. The Ombud shall review all files at the end of the term of office and should destroy any files of resolved cases five years old or older. If not destroyed, then all names should be removed. The decision not to destroy a file ought to be based on criteria such as a resolution possibly serving as a precedent for similar cases in the future. All unresolved cases more than one year old and never forwarded to the Appeals Board shall be destroyed. The Ombud shall present annually a report of activities to the Faculty Council, the Student Government Association and the President and may offer recommendations for changes in rules, practices or procedures to achieve more harmonious and effective governance of student academic issues.

At the request of the Faculty Council, the Ombud shall prepare reports or submit recommendations on specific matters. The Ombud may report directly to the Faculty Council or the President, any member of the President’s Cabinet, Student Government Association, Deans, Division Assistant Deans, or other appropriate persons on problems which the Ombud feels deserve their early attention.

**Qualifications of the Academic Ombuds**
Ombuds must be veteran members of the faculty (tenured or at the associate professor level or above) or members of the emeriti faculty. Beyond this, the qualifications should be those permitting the faculty member to perform the functions of the office with fairness, discretion and efficiency. It is important that the person be regarded by students as one who is genuinely interested in their welfare and sympathetic to their problems. It is equally important that the person be temperate in judgment, judicious in action, and persistent in seeking to achieve prompt and equitable solutions to the problems brought to him or her. Frequently the success of the Ombud depends upon his/her ability to utilize informal channels of communication and action; therefore, that person should be one able to develop and maintain cordial personal relations with a wide variety of students, faculty and members of the administrative staff. Above all, the person must be one of unquestionable integrity and resolute commitment to justice.
Selection Procedure
The President, with the advice of the division Assistant Deans, shall appoint a Search Committee consisting of the following members: 1) two faculty members; 2) three students chosen by the Student Government Association; and, 3) a member designated by the President who shall serve as Chair of the Search Committee. Committee members shall be broadly representative of the College community.

The Search Committee shall solicit nominations for the Academic Ombud from students, faculty and administrators, and shall, for each position, nominate no more than three to the President.

Should the office of Academic Ombud be vacated prior to the expiration of the normal term of office, a new appointment shall be made to fill the unexpired term using the same procedures as described above.

Conditions of Employment
The term of office for each Academic Ombud shall be ten months beginning August 1. The Ombud shall be eligible for reappointment. The ombud on the Cooper will receive a six-hour reassignment each semester.

The portion of service devoted to the duties of Academic Ombud shall be separately evaluated from his/her other academic duties for purposes of merit evaluation by the President and shall be proportionately weighed in assigning an over-all merit rating.

The conditions of employment will be negotiated through the Office of the President or through other channels designated by the President.

General Education Coordinator

a. Works with Institutional Effectiveness and Planning on data collection and interpretation regarding general education courses; shares this data with area coordinators.

b. Works with faculty on program development issues in general education courses (cross-disciplinary courses, cross-cultural courses, new courses needed to meet the needs of changing student population or changing requirements).

c. Works with representative of four-year colleges and universities; receives information from four-year colleges and universities concerning AA/AS and pre-baccalaureate matters; disseminates information to appropriate personnel at the College.

d. Analyzes general education course offerings each semester and recommends to Division Assistant Deans courses to be added. Reviews the
planned Schedule of Classes to avoid conflicts in general education course offerings.

e. Meets periodically with Area Coordinators to review goals and/or assess progress toward goals; develops measures of program effectiveness for AA/AS and pre-baccalaureate courses.

f. Facilitates progress toward goals by making recommendations to appropriate faculty, administrators, or committees.

g. Updates AA/AS curriculum sheets

h. Works with faculty and the Institutional Effectiveness and Planning on AA/AS five-year program reviews and on annual accountability reports.

i. Serves as a resource person for graduation requirements and substitution or waiver requests for AA/AS degree and Chairs the General Education Committee.

Curriculum Development Flowcharts and Forms

Please see http://www.bluegrass.kctcs.edu/employees/faculty_council/curriculum/ for curriculum development flow charts and appropriate forms.

Policy for Offering a Course for the First Time

Each proposal to offer a course listed in the KCTCS Catalog for the first time at Bluegrass Community and Technical College must be approved by the appropriate Academic Dean before the course can be listed in the Schedule of Classes.

After receiving notification of approval from the Academic Dean, the Program/Area Coordinator schedules the course.

Policy for Offering a Selected Topics Course

Each proposal to offer a Selected Topics course on a given topic must be approved by the appropriate Academic Dean, in consultation with the Division Assistant Dean, before the course can be listed in the Schedule of Classes. The Procedure for Offering a Selected Topics Course is listed below.

To allow adequate time for curriculum development, one topic can be taught under a Selected Topics number for up to two calendar years. At the end of the first year, the program/area faculty should determine if there is a continuing need for the course. If such a need exists, program/area faculty should consult with their Division Assistant Dean and Curriculum Review Committee representative about the process for proposing a new course and the deadlines
for gaining approval by the end of the second year. The new course must be approved through the College and KCTCS curriculum approval process.

Procedure for Offering a Selected Topics Course

a. The faculty member proposing to teach a Selected Topics course develops a proposed syllabus and submits it to the Program/Area Coordinator.

b. The Program/Area Coordinator completes the Request to Offer a Selected Topics Course form and submits the form and syllabus to the division Curriculum Review Committee.

c. The division Curriculum Review Committee reviews the Request to Offer a Selected Topics Course form and the syllabus for appropriateness of course and completeness of syllabus and determines possible duplication with other division offerings. The Committee records its recommendation on the Request to Offer a Selected Topics Course form and submits the form and syllabus to the Division Assistant Dean.

d. The Division Assistant Dean reviews the information from the division Curriculum review Committee, records his/her recommendation on the Request to Offer a Selected Topics Course form, and submits the form and syllabus to the appropriate Academic Dean.

e. The appropriate Academic Dean approves or disapproves the request, records the decision on the Request to Offer a Selected Topics Course form, and notifies the Division Assistant Dean, Program/Area Coordinator, faculty member proposing the course, and Scheduling Coordinator.

f. After receiving notification of approval from the appropriate Academic Dean, the Program/Area Coordinator schedules the course.

Guidelines on World Wide Web Accessibility

The World Wide Web serves as a primary information source for many individuals. Given that Bluegrass Community and Technical College encourages faculty and staff to develop websites for helpful access by members of a growing web community, the College sets forth the following guidelines for web page accessibility.

Standards. Bluegrass Community and Technical College endorses guidelines established by the World Wide Web Consortium (W3C), adopting these as the standard for Web accessibility.

Section 508 standards delineated in the Federal Rehabilitation Act align with the W3C guidelines, providing a useful blueprint for determining accessibility. Effective January 1, 2004, new, revised, and first priority Web pages published
or hosted by Bluegrass Community and Technical College must comply with W3C standards.

Web pages existing prior to this accessibility initiative should also be adapted for compliance. All efforts to achieve compliance should be documented.

Where information on legacy Web pages may not through reasonable effort be provided, the content must be made available to any individual needing access. The unit originating the web information bears responsibility for providing that access—either by revision or, in cases of undue financial or administrative burden, by an appropriate alternative format.

**Priorities.** Core institutional information should receive priority in the accessibility initiative. Such information includes registration, advising, admission, catalogs, student services, and course information. Units with web sites containing core institutional information should establish priorities for ensuring access according to frequency of use. The following guidelines are suggested:

First priority

- The top 20% of Web pages most frequently used (according to numbers of hits or as logically assessed by the unit). Each unit should determine the top 20% of Web pages used and other high priority pages.

- Pages required for participation, funding, disability-related services, or other key pages

- Web pages specifically requested for access as part of a formal accommodation request. These should be made accessible as soon as possible, or an alternative that communicates equally effectively must be provided.

Facilitation of Access

Each college Web site must include two contact links for users having trouble accessing the site’s content. Typically this would be the division Content manager and/or maintainer and the college’s web coordinator. Web pages should also contain dates of publication and last update.

Individuals testing access to Web pages should use a variety of browsers and evaluation tools. Assistance is available in the College’s Technology Resource Center
Access to Web Courses

Faculty teaching online courses or Web-enhanced courses should screen and adjust the components of the course for accessibility based on W3C guidelines. This includes Web sites, PowerPoint slides, multimedia, and other features.

Perform a Manual Check
The teacher/designer of an online course should perform usability checks before the course or resources are made available to students. Try turning off graphics to judge whether a student using a screen reader or text only browser will have a similar experience to any other student.
To turn off graphics:
- In Internet Explorer, Tools - Options - Advanced tab - Multimedia - uncheck show pictures. Apply.
- Click the Refresh icon on your browser window.

Faculty will be asked to provide documentation that their course has been screened and to include in their online syllabi and courses an accessibility statement containing contact information. (Example: “Bluegrass Community and Technical College’s mission includes providing access to a diverse community and offering an inclusive, student-centered environment. Individuals having disabilities that impact access to this web site or online course should contact [email address of the web site developer/maintainer or online instructor] or [email address of accessibility listserv].”) Such documentation will be kept on file as evidence of the College’s good faith effort to ensure accessibility and as certifying material with which to respond to the Kentucky Virtual College’s accessibility surveys.

Exceptions

Where compliance is not possible, exceptions to this policy may be reviewed by the College’s Web Technology Committee, chaired by the Director of Information Technology Services.

Resources

How People with Disabilities Use the Web
http://www.w3.org/WAI/EO/Drafts/PWD-Use-Web/

Creating accessible online courses
http://64.233.169.104/search?q=cache:gsbNJqEkslsJ:conference.merlot.org/2003/presentations/MIC03_Edmonds.access.ppt+w3c+guidelines+online+classes&hl=en&ct=clnk&cd=3&gl=us
References to KCTCS Policies and Procedures

KCTCS policies and regulations can be found in the *Administrative Policies and Procedures* (APP) or the KCTCS Board of Regents Policies (BOR), located online at http://www.kctcs.edu/employee/policies/. The following is an abbreviated index of topics found in these documents.

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Academic Services

**Learning Resource Center**

**Learning Resource Center Director**

Under the general direction of the Academic Vice President, the Learning Resource Center Director is responsible for the management of library and information services, provides leadership to the College and community, and promotes an environment for academic achievement. The Director guides the planning, development, implementation, and assessment of library and information services and is a major participant in the College’s strategic planning efforts.

The Learning Resource Center Director reports to the Academic Vice President who evaluates the Director.

Professional librarians hold faculty rank and have tenure eligibility.

General Responsibilities:

**Leadership:**

- To direct the organization and management of library and information services, and library personnel.
- To promote use of current technologies for information access.
- To participate in professional organizations and professional development opportunities.

**Planning, Implementation and Evaluation:**

- To assess the information needs of the College, relating to academics.
- To implement a plan to provide quality library and information services.
- To assess library services with respect to accreditation standards.
- To collaborate with teaching faculty to develop library and information services to meet curriculum needs.

**Standards and Ethics:**

To comply with professional standards and ethics that are in accordance with state regulatory statutes and/or American Library Association (ALA) standards.

**Purpose**

The goal of the Learning Resource Center of Bluegrass Community and Technical College is to provide resources and services to support the instructional programs of the College. The Learning Resource Center provides information and materials, equipment and services needed by students and faculty. Activities range from book circulation to computerized bibliographic searching, from library instruction to media production.
Catalog: Voyager

Library catalogs for Bluegrass Community and Technical College and the University of Kentucky Libraries are available online via Voyager. The Library provides on-campus access to Academic OneFile and other periodical databases, as well as to Kentucky Commonwealth Virtual Library databases.

Collection

The library is responsible for the acquisition of learning resources materials and equipment. Faculty in academic programs that acquire materials should check with the Technical Services Librarian to ensure that purchases are not unnecessary duplications.

1. Orders: Faculty are encouraged to make recommendations for purchases throughout the year. When making a request, faculty should give as much information about the book or audio-visual material as possible; if possible, include a copy of an advertisement, publisher's blurb, or review. Requested materials will be ordered within 30 days, subject to availability of funds. Materials ordered for reserve are automatically rushed. Four to six weeks are normally required for a book to be ordered, received, and processed. The faculty making the request will be notified when titles are available. Generally the library does not order textbooks.

2. Audiovisuals: The library collection includes a variety of audiovisual materials, including slides, audiotapes, cd’s, videos, models, dvd’s, and software.

3. Periodicals: The library subscribes to approximately 200 journals, magazines, and newspapers. Generally the library cannot add periodical titles without canceling existing subscriptions because of the limited budget. However, if a periodical is essential to a program, faculty should request it. Criteria for selection include subject, index availability, frequency, format, price, and availability elsewhere on campus.

4. Reserves: Required reading from library books and journals should be placed on reserve. Faculty can put a desk copy of a text on reserve.

Faculty can put material on reserve by leaving the item and a Reserve Request Form with the Public Services Technician. Requests for reserve material should be submitted at least one week in advance.

Faculty who put a number of items on reserve throughout the semester should talk to the Public Services Technician about setting up a course notebook or making special arrangements to put materials on reserve quickly.

The Learning Resources Center will also assist faculty in putting materials on electronic reserve.
Circulation

Faculty may check out books for 90 days and audiovisuals for 14 days from the library, subject to recall if requested by another library user. Faculty may check out periodicals and reference books overnight.

Faculty are not charged overdue fines but will be charged the purchase price for lost materials.

Audiovisual Equipment (Cooper Campus)

To reserve audio-visual equipment faculty should contact the Media Specialist or submit an Equipment Reservation Form. The date, time, room number and building where equipment is needed must be included with the request.

Requests for equipment should be submitted at least two days in advance. Reservations for video equipment should be made as far in advance as possible.

Equipment on carts or requiring set-up will be delivered to classrooms and picked up from classrooms. All other portable equipment (i.e., cassette players, boom-boxes, easels, digital cameras, etc.) must be picked up and returned to the Media Center by the faculty member.

Before faculty can take audio-visual equipment off campus, they must fill out an Off-Campus Equipment Reservation Form. This form is required to insure the equipment.

Faculty should inform Media Center personnel immediately if equipment is not working properly.

Media Services

The Audio-Visual Services Manager can arrange media production for classes or public relations activities. Personnel can produce a variety of formats, including slides, videos, originals for overhead transparencies, audiotapes, cd’s, digital photographs, camera-ready copy for print materials, posters, PowerPoint presentations, and web pages.

Interlibrary Loan

For books and journal articles not in the library, faculty may request the Bluegrass Community and Technical College library to borrow through interlibrary loan. Turn-around time for filling an interlibrary loan request may range from a few days to several weeks. To request interlibrary loan service faculty should fill out an Interlibrary Loan Form available at the library circulation desk or use the online form located on the LRC’s website.

Library Instruction
The library staff provides a variety of instructional programs, from a quick introductory talk to an in-depth lesson in the use of specialized reference works and media. The librarians will tailor instruction to specific classes upon request. (For additional information, visit the online LRC Faculty Guide)

**Student Counseling Services**

Student Counseling Services offers brief counseling for personal concerns and problem resolution and academic and career/life planning counseling. Faculty counselors are available to assess individual student needs, provide assistance and support, and make appropriate referrals when necessary. Services provided to students are free and confidential. Students are encouraged to schedule an appointment, or are welcome on a walk-in basis depending on faculty counselor availability.

**Writing Center (Cooper Campus)**

The Writing Center, located in 150 Moloney Building, Cooper Campus, provides students with free professional help on writing assignments in any discipline. Established in Spring 1994, the Center supports all Bluegrass Community and Technical College faculty who make writing assignments.

Instructional tutors assist students on a drop-in basis with planning, drafting, revising, editing or word processing. Students who have difficulty in taking essay exams, in outlining oral presentations, or in overcoming writer’s block may also get advice and help. Although tutors may assist with record keeping and providing input on future operations, their primary responsibility is to work one-on-one with students learning how to write more effectively and accurately.
College Operational Policies and Procedures

Information Services/ Visitor’s Information Center/ Mailroom

For specific information refer to the web at:
http://www.bluegrass.kctcs.edu/fa/information_services/

Contact:
Francis A. Roberts III (Tri), Vice President
Regional Campuses and Outreach
2659 Regency Rd.
Lexington, KY 40503
859-246-6556

Outgoing and Interoffice Mail Room Procedures

All Outgoing (off Campus) Mail must be labeled with the originating department. This will ensure that if an address is invalid the package will be returned to the correct sender.

Some departments are doing this with an address label, others use a stamp, and yet others just simply write the name of the department upon their package above the return address.

In an effort to further assist processing, we have created a color coded system for select departments. These selected departments send many mass mailings a semester, if your office needs to be added to the color coding system please contact Virginia Cisenius for further assistance.

- Admissions = Dark Green
- Records = Orange
- Financial Aid = Dark Blue
- Student Billing = Purple
- Institutional Advancement/Effectiveness = Red
- Advising and assessment = Yellow

Each Office/Department must use some form of return address identification. If sending return envelopes (envelopes the sender will return to the college) with a mailing, be sure to include not only the applicable campus address but also identify the originating department, as conveyed above.

Signature Required Mail
If a package is being delivered to your campus requiring a signature receipt, please direct the Delivery Courier to the correct area, do not automatically sign for the package if it does not belong to you or your department. Sending the Courier to the correct location or campus will ensure that the package is processed as quickly as possible.
Interoffice Mail
When sending interoffice mail please place it in the appropriate locations as follows:
- AT Building room 205 on the Cooper Campus
- Center Building room 111C on the Leestown Campus
- Room 143 on the Lawrenceburg Campus
- Room 101 on the Regency Campus
- Room 103 on the Danville Campus

All interoffice mail must be legibly labeled with:
- Date sent
- Sent from (sender’s name)
- Deliver to (recipient’s name)
- Campus (where recipient is located)
- Department (where recipient is located)
- Building (where recipient is located)
- Room number (where recipient is located)

If you do not have this information contact the receiver to ensure it is correct before you send your parcel.

The Mailroom continues to receive mail that is undeliverable due to lack of pertinent identification. We are creating an UNDERLIVEABLE AS ADDRESSED box; all unidentifiable or incorrectly addressed mail will be placed in this box. Remember, if you are sending interoffice mail to a colleague within the district or at the System’s office you must include: NAME OF RECEIVER (FIRST AND LAST), DEPARTMENT, ROOM NUMBER and CAMPUS. IF THESE THREE ITEMS ARE NOT LISTED, YOU ARE IN JEOPARDY OF YOUR PACKAGE NOT ARRIVING AT ITS INTENDED DESTINATION.

Parcels
Parcels can be delivered via the courier if the parcel can fit easily within a green courier bag. If the parcel is too large to fit easily into a green courier bag, one can submit a work order with M and O via ITES and it will be delivered to the specified campus.

Display Case (Cooper Campus) Policy and Procedure

a. College-wide displays, i.e., multicultural display, program and miscellaneous displays

b. Duration of displays
   o The duration of displays is one to four weeks.

c. Opening/locking the display case
   o The Visitor Information Center should be contacted to open and lock the display case. Maintenance and Operations work orders should be completed to request materials for set-up (tables, backdrop, and others).

e. Display case reservations
   o The use of the Cooper Campus Display Case will be limited to faculty, staff, and/or registered student organizations of the College. Reservations should be made through Virginia Fairchild (56265).
Equipment

Equipment will not be removed from the premises without prior approval from the President.

When moving equipment or furniture from one location to another, a memorandum should be sent to the Budget Officer, for equipment inventory purposes, with the following information:

1. Brief description of item
2. Original location
3. New location
4. College property number (items $1,000 or more have tags)
5. Serial number
6. Name of individual responsible for the relocation of item(s)

Facilities Usage Policy

Due to the heavy demands on a limited amount of facility space, Bluegrass Community and Technical College will hereby enforce the following policy regarding the usage of facilities.

Bluegrass Community and Technical College facilities shall be used for educational, cultural, charitable, or other purposes as determined by the President in accordance with the regulations of the KCTCS Board of Regents and the Rules of the Senate of the System. Bluegrass Community and Technical College procedures for reserving facilities follow this section.

Procedures for Reserving Rooms

All Campuses

For external organizations and non-college sponsored business or events, KCTCS requires proof of liability insurance and the completion of a facilities rental request form. A rental fee is charged to external organizations.

These forms and requests for Cooper, Regency, and Winchester campuses will be handled by Marilyn Childre (56374) (marilyn.childre@kctcs.edu).

These forms and requests for Danville, Lawrenceburg, and Leestown campuses will be handled by James Poole (56635) (james.poole@kctcs.edu).

To reserve a room for college-related business meetings or events:

Cooper Campus
Division Office Managers are responsible for reserving meeting rooms OB 210 and 246 for use during normal operating hours (Monday - Friday, 8:00 a.m. – 5:00 p.m.).

For classroom availability, email or call Jocasta Gardner (56322).
Email or call Virginia Cisenius (54650) to reserve the AT and Oswald Building lobbies, auditorium, and conference rooms OB 210 and OB 246.

**Danville Campus**
For classroom or conference room availability, email or call Glenda Branam (56829) or Judy Southerland (56883).

**Lawrenceburg Campus**
For classroom or conference room availability, e-mail or call Dianna Barkley (56804) or Rhonda Wheeler (56811).

**Leestown Campus**
For classroom availability, e-mail or call Jeanette Dodson (56741).

Email or call Virginia Cisenius (54650) to reserve the Board Room, Student Center, or CCD Conference Room (N121).

**Regency Campus**
For classroom availability, e-mail or call Shannon Bentley (56555).

To reserve Room 116 conference room, e-mail or call Shannon Bentley (54555) or Virginia Cisenius (54650).

**Winchester Campus**
For classroom or conference room availability, e-mail or call Sheila Simpson (56676), or Arlene Ross (56595) or Joy Trent (56596).

**Field Trips**
A few days prior to the field trip, send an email to Marilyn Childre at marilyn.childre@kctcs.edu with subject: "Field Trip" and include the following:

-- Purpose of field trip and related course
-- Destination
-- Date of travel
-- Departure and return times
-- Mode of travel
-- Drivers of BCTC vehicles (must be a BCTC employee, full-time or part-time and must have completed the Driver Certification form (FM80) for approval--go to KCTCS Forms Page/ www.kctcs.edu/businessservices/FORMS/
-- Student listing (also note those who will be riding in the BCTC vehicles)

Upon return from the field trip, please send a copy of the same email crossing out the students who did not actually go on the field trip, but were initially listed. This is for insurance purposes.
Keys

Each faculty member will need to obtain a number of keys for accessing the building, office suite, office, labs, etc.

Cooper Campus

Each key requires completion of a key request form, available from Marilyn Childre (OB 202 B). Please email her, marilyn.childre@kctcs.edu, with your room needs, and she will respond when your key request form is signed and ready for pick-up. Upon completion of the key request form, take it to the UK Key Shop to obtain the key(s). The UK Key Shop is located in the back portion of the Donovan Hall dorm off Rose Street.

Danville Campus Contact Gail Vaughn (56862).

Lawrenceburg Campus Contact Rhonda Wheeler (56811) or Dianna Barkley (56804).

Leestown Campus Contact David Lynn (56740), S-107.

Regency Campus Contact Shannon Bentley (56555).

Winchester Campus Contact Sheila Simpson (56676), Arlene Ross (56595) or Joy Trent (56596).

Parking

Cooper and Leestown Campus

Information on parking and parking permit application is available in the Human Resources Office, 208 Oswald Building. For parking maps, go to http://www.bluegrass.kctcs.edu/parking.

Danville, Lawrenceburg, Winchester, and Regency Campuses

See parking information and parking maps at http://www.bluegrass.kctcs.edu/parking

Smoking Policy

Pursuant to Kentucky Administrative Regulation, this policy concerning smoking at Bluegrass Community and Technical College is issued: “Except for outdoor designated smoking areas, this College is a non-smoking institution.”

Non-smoking means that the use of cigars, cigarettes, and pipe smoking is prohibited in the buildings.

The outdoor designated smoking areas for Cooper Campus are as follows:

Oswald Building: patios off the first floor, on both the north and south sides of the café
Moloney Building: north side (Cooper Drive side) patio partially enclosed by semi-circular concrete wall.

AT Building: area outside the northeast (KET side) entrance of the building.

Regency: outside picnic table

Leestown: designated smoking areas at each building

Regional Campuses check with campus contact

Employees, students, and visitors to the College are asked to note that receptacles for discarding smoking waste are in place in these areas for their use and convenience and for maintaining the pleasant appearance of the College.

Safety and Security

For a comprehensive listing of safety and security college plans, i.e., Crisis Management Plan, Chemical Hygiene Plan, Bloodborne Pathogens Plan, etc., go to the BCTC safety website at http://www.bluegrass.kctcs.edu/safety. Print out the Emergency Procedures Guide for your quick desktop reference for emergency call numbers and instructions for various emergency situations, such as emergency evacuation, assisting people with disabilities in an emergency, bomb threats, intruder, tornados, earthquakes etc.

Please review the plans and become familiar with them and what actions you will need to take when an emergency arises for your safety and those of your students.

First Aid Kits

Cooper Campus—Division suites, Records Office, 203 Oswald Building, Maintenance and Operations Office-128 Oswald Building.

Danville Campus—Administrative Office suite, faculty area, industrial area

Lawrenceburg Campus—Room 143 and the M&O Office, Room 130.

Leestown Campus—Building A-Room A219, Building B-Room B105, Building C-Room C119, Building M-Room M130.

Regency Campus—Outside of Room 111.

Winchester Campus—Administrative suite.

General Guidelines

a) If the emergency occurs in the classroom, the instructor of the class assumes responsibility for carrying out the emergency procedures.
b) If the emergency occurs outside the classroom, the first college employee on the scene assumes responsibility for carrying out the emergency procedures.

c) The emergency number is 911 for Police, Fire and Ambulance assistance.

d) A report of all accidents/emergencies, etc., should be filed within 24 hours. Report forms are available in the Human Resources Office, 208 Oswald Building and online at http://www.kctcs.edu/businessaffairs/FORMS/#HumanResources under the Facilities Management Forms-Accident Report Form (FM84). A copy of the report is to be submitted to the Dean of Operations, 202-B Oswald Building, Cooper Campus. If the accident or emergency involves a College employee, a copy should also be sent to Human Resources, 208 Oswald Building.

e) Procedures apply to accidents or emergencies which occur on campus, including leased facilities and other off campus/extended campus sites.

**Specific Procedures**

a. The faculty/staff member should:

1) Call 911;

2) Stay with the victim until emergency treatment personnel arrive; (employees are advised not to transport the victim under any circumstances) and,

3) Determine the identity of victim and provide data to emergency personnel.

b. Student Affairs Office personnel will contact the student’s family or relatives of the victim and arrange for transportation as needed.

For BCTC employees: In case of injury, notify your supervisor immediately; failure to notify your supervisor could result in denial of benefits. The supervisor reports occupational injuries that occur in the workplace to Workers Compensation, by calling 502-564-2226 or 1-888-860-0302 (8:30 a.m.-4:30 p.m.). If injury occurs during the evening hours or weekends, the injury must be reported at the beginning of the next working day. The employee may select the physician or medical facility to render care. Request that medical bills be sent to Human Resources, 208 Oswald Building, 470 Cooper Drive, Lexington, KY 40506-0235.

An Accident Report Form (FM84) should be completed and is found in the Facilities Management Forms page on: http://www.kctcs.edu/businessaffairs/FORMS/#HumanResources

*In addition, the First Report of Injury (IA-1) must be completed within three (3) working days (contact Cooper HR Office). This report must be completed even if the employee does not plan to visit a doctor.*

A copy of the Accident Report Form must be submitted to HR and to the Dean of Operations.
Snow-Inclement Weather

The cancellation or delay of classes announcements will normally be made by 6:00 a.m. through the local media. The latest information will be available online at http://www.bluegrass.kctcs.edu/marketing/severe_weather/

Vehicle Reservation and Use

The following guidelines and restrictions apply to all vehicle reservations at Lexington Campuses (Cooper and Leestown).

- All vehicle reservations will be controlled through the “reservation agents” at each campus where the reservation list, keys and gas cards are maintained. Cooper Campus: (859)246-6278   Leestown Campus: (859)246-6273
- All reservations are on a “first-come, first-served” basis.
- Vehicles may be reserved for official use only.
- The individual checking out the vehicle will be responsible for the keys and gas card. This individual will also be responsible for completing the vehicle usage log maintained in each vehicle.
- All drivers will be required to keep a driver certification form, along with a copy of their current driver’s license and a copy of their insurance card on file with the Vehicle Reservation Agents. The insurance card is for any official use of your personal vehicle. Driver certification forms must be renewed every three (3) years.
- Overnight vehicle reservations are not permitted unless approved by the Vice President for Finance and Administration or designee.
- Vehicles may not be reserved for more than three consecutive days unless approved by the Vice President for Finance and Administration or designee. (This is due to a limited number of vehicles available.)
- Vehicles may not leave the State of Kentucky unless approved by the President or the Vice President for Finance and Administration or designee. The preferred method of transportation for out of state trips is through commercial vendors or via your personal vehicle. You will be reimbursed according to KCTCS travel reimbursement procedures and guidelines. This is also due to a limited number of vehicles available.
- Family members, guests or students are not allowed to drive official vehicles due to insurance liability limitations.
- All vehicles are to be returned, with a full tank of gas, to their designated parking area. Upon return of the vehicle, any accumulated trash should be removed.
- All gas receipts are to be returned to the “reservation agent.”
- In the event of an accident, it is your responsibility to notify the responsible authorities. You will be required to obtain a copy of a police report and to return it to the “reservation agent.”
- Drivers will also be responsible for payment of vehicle citations or moving violations.
- Drivers should advise the reservation agent if you determine there is any kind of mechanical problem with the vehicle.
- Violation of these guidelines and procedures may result in the loss of driving privileges and/or disciplinary action.
- Use of a cell phone is prohibited while vehicle is in motion.
Communications and Marketing

The Office of Communications and Marketing is responsible for building, enhancing and protecting the image of Bluegrass Community and Technical College. This is achieved by communicating the mission of the college through a variety of methods that reach internal and external audiences including publications, events, media contacts and relationship-building.

The office serves as a central contact point and manages the College’s official communication and marketing strategies, public relations, media relations, publications and photography needs.

Corporate and Community Development

Mission
To be responsive and accountable to our community by providing quality workforce education, planning, evaluation, and assessment services.

Overview
Corporate and Community Development is one of 16 similar groups that exist within KCTCS to promote Community and Economic Development in the Commonwealth. It is comprised of four functional areas:

Assessment Center
The Assessment Center at BCTC provides services for local business and industry as well as individuals. The staff conducts profiles, job analysis, testing, and assessment services in a variety of mediums – written, computer based, audio, and video. Industries are assisted in selecting, developing, and administering appropriate test instruments to evaluate applicant or incumbent worker skills. Licensing and certification exams are included as part of the center’s services. Examples include Automotive Service Excellence (ASE), Department of Insurance (DOI), and American Association of Medical Assistance (AAMA). Being a certified ACT center, individuals can be tested for licenses in social work, nuclear medical technician, and nutrition, in addition to a variety of WorkKeys assessments. The Assessment Center also administers GED testing throughout the district.

Continuing Professional Education
CCD’s Continuing Professional Education department is committed to providing career relevant professional training to those professionals that need to stay up to date in their chosen field. Our courses are customized to fit the needs of those professionals, are approved by the Commonwealth of Kentucky for licensing purposes, and can be delivered on campus or on site. Much of the work in Continuing Professional Education is in partnership with our BCTC faculty in an effort to support the graduates of our programs after they are employed in the community. Professions served include Master and Journeyman Electricians, HVAC Technicians, Dental Hygienists, Dental Lab Assistants, and Childcare professionals. Plans are in place to expand those professions served.
**Workforce Training**

CCD supports the economic development of the region by providing a mechanism to continually up-skill the workforce of Bluegrass companies. The Workforce Training department provides customized training to business and industry within the BCTC district regardless of the size of the organization. Many times the training can be done for credit, leading current employees to pursue a credential with BCTC. CCD also helps companies meet their educational needs by obtaining funding to offset the cost of training, either through the local Workforce Investment Board, KY WINS, or Bluegrass State Skills grants. Courses delivered can in a variety of areas: Technical (e.g., welding, fluid power, CAD, blueprint reading, etc.), management (e.g., supervisory skills, dealing with conflict, performance appraisals, etc.), or process (e.g., Lean Manufacturing, Total Quality Management, Six Sigma, etc.).

**Performance Metrics**

A sample of performance metrics for the 2007/2008 fiscal year *:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Businesses Served</td>
<td>539</td>
</tr>
<tr>
<td>Assessments provided</td>
<td>7825</td>
</tr>
</tbody>
</table>

* Based on preliminary data provided by KCTCS

**Institutional Effectiveness and Strategic Planning**

The institutional effectiveness office will work closely with college leadership to ensure that goals are linked to the 2006-2010 Strategic Plan and strategies are set annually, that appropriate evaluation and assessment of progress is conducted routinely, and that the results of the evaluation and assessment are used to facilitate improvement and make resource investment decisions.

For specific information refer to the web at: [www.bluegrass.kctcs.edu/fa/iesp/](http://www.bluegrass.kctcs.edu/fa/iesp/)

**Contact:**

Karman K. Wheeler, Assistant Vice President, Institutional Effectiveness and Strategic Planning
(859) 246-6567
[karman.wheeler@kctcs.edu](mailto:karman.wheeler@kctcs.edu)

**Institutional Research**

The Office of Institutional Research provides the timely, accurate reporting of data and information to all units of the College and to external entities as needed. Its primary purposes are to facilitate the collection, analysis, and interpretation of institutional data and to provide information to support strategic planning, decision making, and the greater mission of Bluegrass Community and Technical College.

For specific information refer to the web at: [www.bluegrass.kctcs.edu/fa/ir/](http://www.bluegrass.kctcs.edu/fa/ir/)

**Contact:**

Larry Iaquinta, Assistant Director of Institutional Research
(859) 246-6565
[larry.laquinta@kctcs.edu](mailto:larry.laquinta@kctcs.edu)
**Finance and Operations**

**Mission**
Our mission is to support the College mission through the provision of business, planning, research, training, and financial services. We strive to help faculty and staff do their jobs and seek continuous improvement. Primary among our functions is serving students through the provision of specific business and financial services. While we are primarily a business service unit, we see ourselves as intricately linked to the academic function of the institution. Consequently, we believe we have a role to play in ensuring that our College environment is inviting, healthy, and conducive to learning.

In partnership with the Kentucky Community and Technical College System (KCTCS), we also seek to ensure that public funds are used wisely and that assets are protected appropriately.

**Functional Units of Finance and Operations**
The Finance and Operations unit was formed to focus on the centralization of functions, the clarification of roles and responsibilities, strengthening the ties between planning and budgeting, and on enhancing student/customer service.

**Budgeting**
For specific information refer to the web at: [www.bluegrass.kctcs.edu/fa/budget/](http://www.bluegrass.kctcs.edu/fa/budget/)

Contacts:

Mindy Huang  
Director of Budgeting  
(859) 246-6636  
[mindy.huang@kctcs.edu](mailto:mindy.huang@kctcs.edu)

Lisa Bell  
Vice President of Finance and Operations  
(859) 246-6564  
[lisag.bell@kctcs.edu](mailto:lisag.bell@kctcs.edu)

Karen Manley  
Budget Analyst  
(859) 246-6372  
[karen.manley@kctcs.edu](mailto:karen.manley@kctcs.edu)

**Student Billing and Accounts Receivable**
Cooper Campus, 215 Oswald Bldg.  
Leestown Campus, Bldg. C-126.  
Hours of Operation: Monday – Friday, 8:00am – 5:00pm.

For specific information refer to the web at: [bluegrass.kctcs.edu/fa/studentbilling/](http://bluegrass.kctcs.edu/fa/studentbilling/)

Contacts:

Craig Dundon  
Director of Student Billing/Accounts Receivable  
(859)246-6640  
[craig.dundon@kctcs.edu](mailto:craig.dundon@kctcs.edu)

Susan Shelton  
(859)246-6275  
[Susan.shelton@kctcs.edu](mailto:Susan.shelton@kctcs.edu)
Purchasing and Accounts Payable
Leestown Campus, Bldg. C-126.
Hours of Operation: Monday – Friday, 8:00am – 5:00pm.

For specific information refer to the web at: www.bluegrass.kctcs.edu/fa/purchasingaccounts_payable/

Contacts:
Tammy Horn, Director of Purchasing
(859) 246-6637
tammy.horn@kctcs.edu
Frank Dalzell, Purchasing
(859) 246-6279
frank.dalzell@kctcs.edu

Kim Dennis, Pro-Card Coordinator
(859) 246-6639
kimberly.dennis@kctcs.edu
James Poole, Receiving/Inventory Manager
(859) 246-6635
james.poole@kctcs.edu

Amy Spears, Travel, Employee Reimbursement, Check Requests
(859) 246-6276
amy.spears@kctcs.edu

Maintenance and Operations
The “maintenance department” of Bluegrass Community and Technical College provides support services for maintaining a well functioning and safe facility that is conducive to a quality learning and work environment for all who encounter the college. The maintenance department will conduct all its business in a manner that is integral to the overall mission of the community college and provide assistance to all who require the services of the maintenance department.

For specific information refer to the web at: www.bluegrass.kctcs.edu/fa/mo/

Contact:
Michael Ball, Director of Maintenance & Operations
(859) 246-6512
michael.ball@kctcs.edu
Chuck Cummins, Asst. Supervisor
(859) 246-6743
Charles.cummins@kctcs.edu

Facility Planning and Energy Management Leestown Campus, Bldg. S-107.

For specific information refer to the web at:
www.bluegrass.kctcs.edu/fa/facility_planningenergy_management/

Contact:
David Lynn, Director of Facility Planning/ Energy Management
(859) 246-6740
david.lynn@kctcs.edu
**Human Resources and Payroll**
Cooper Campus, 208 Oswald Hours of Operation: Monday – Friday, 8:00am – 4:30pm.

For specific information refer to the web at: [www.bluegrass.kctcs.edu/fa/hr/](http://www.bluegrass.kctcs.edu/fa/hr/)

Contact:
Deborah L. Cox  
Assistant Vice President, Human Resources & Payroll  
(859) 246-6810  
deborrah.cox@kctcs.edu  
Human Resources Fax (859) 246-4633  
Payroll Fax (859) 246-4699

**Professional and Organizational Development**
The mission of POD unit is to provide leadership, service and support to the faculty and staff of the Bluegrass Community & Technical College by promoting quality and excellence through professional and organizational development activities.

For specific information refer to the web at: [http://www.bluegrass.kctcs.edu/hr/pd/](http://www.bluegrass.kctcs.edu/hr/pd/)

Contact:
Barbara Hoskins, Director of Professional Organizational Development  
Leestown Campus – B 109  
(859) 246-6585  
Fax (859) 246-4658  
barbara.hoskins@kctcs.edu
Information Technology Services

Mission Statement

Provide leadership, direction, and support for the telecommunications and technology related initiatives of the faculty, staff, and students of the Bluegrass Community and Technical College.

Vice President (CIO) of Information Technology Services

Under the general direction of the President, the Vice President of Information Technology Services is responsible for Bluegrass Community and Technical College strategic technology planning and overseeing the direction of IT operations throughout the district.

IT Director of Information Technology Services

Under the general direction of the Vice President of ITS, the IT Director is responsible for the daily operations and management of specific campuses within the District. The three Bluegrass support sectors are divided as follows: 1. Leestown/Winchester campuses. 2. Cooper/Regency campuses and 3. Lawrenceburg/Danville campuses.

IT Support Specialist

Under the general direction of the IT Director, the IT Support Specialist is responsible for the daily technical support activities for the students, faculty and staff of Bluegrass Community and Technical College.

Web and Distance Learning

Under the general direction of the Vice President of ITS, the Web Manager is responsible for the daily operations of the Bluegrass Community and Technical College website, BlackBoard facilitation and the Technology Resource Center.
Multiculturalism and Inclusion

The Vice President of Multiculturalism and Inclusion creates and initiates multicultural programs in an effort to promote awareness, understanding, and appreciation of the value of cultural diversity among the faculty, staff and students. The Multiculturalism and Inclusion Office also works with recruitment, retention, community outreach, and administrative communication.

Multiculturalism and Inclusion Community Advisory Council

The Advisory Council was formed in 2008 and consists of external (community) and internal (College personnel) members to assist and respond with issues relative to the needs and observations made by the community.

Membership
Advisory Council membership will change every 2 years with the VP of Multiculturalism and Inclusion serving as chair. The staff assistant to the department serves as secretary. The council meets quarterly.

Function
a. Advise and aid the department of Multiculturalism and Inclusion with concerns, issues, and challenges affecting the community in central Kentucky.

b. Seek and recommend possible sources that promote and/or enhance the mission of the College with respect to its under-represented student body.

c. Create an on-going collaboration between the community and Bluegrass Community and Technical College.
Regional Campuses and Outreach

Bluegrass Community and Technical College offers day and evening courses at several extended campus sites in Lexington, Danville, Lawrenceburg, Winchester, Georgetown, Lancaster, and the Kentucky Horse Park. The sites in Lexington are the Regency Campus located at 2659 Regency Road (859-246-6555) and the Downtown Education Center located at 120 West High Street (859-253-9603). The Danville Campus is located at 59 Corporate Drive (859-246-6860 or locally at 859-239-7030). The Lawrenceburg Campus is located at 1500 Bypass North, US 127 (859-246-6846 or locally at 502-839-8488). The Winchester-Clark County Campus is located at 2020 Rolling Hills Lane (859-246-6596 or locally at 859-737-3098). Georgetown classes are offered at Toyota and Royal Springs Middle School Center for Life-Long Learning (502-570-6357). Lancaster classes are located at 67 Public Square (859-246-6860 or locally at 859-239-7030). The Equine Studies Classes at the Kentucky Horse Park are located at 4089 Iron Works Parkway (859-246-6222).

Visit the website at www.bluegrass.kctcs.edu and click on the campus of your choice for driving directions.

Weekend College

Students have the opportunity to complete general education courses that can fulfill requirements for the Associate degree. Classes are offered on a Fall/Spring sequence on Saturday morning and afternoon, and Sunday afternoon. NOTE: Health technology classes are not available in the Weekend College program.

For more information, call 859-246-6555.
Resource Development

Overview
Office of Development provides institutional leadership that maximizes support and gifts from the private sector for Bluegrass Community and Technical College. The Development Office identifies and cultivates prospective donors, manages and participates in the solicitation of donors, enlists community volunteers, receives gifts and ensures proper recording and stewardship of gifts.

Mission
To enhance the level of achievement and excellence at Bluegrass Community and Technical College by increasing private funding to meet the needs for higher education and workforce development in the Bluegrass region.

Operations
The Director of Development develops, manages, coordinates and monitors all internal and external development functions, policies and procedures associated with soliciting, receiving, recording, processing, and reporting privately funded gifts to Bluegrass Community and Technical College. The Director manages the effective stewardship of private gifts working closely with the College’s Finance Office and the KCTCS’ Development Office. The Director of Development also oversees the Alumni program and manages gift accounts.

Alumni Affairs

Alumni Association
The Bluegrass Community and Technical College Alumni Association exists to promote the best interests and welfare of the Bluegrass Community and Technical College; to fully acquaint the membership of the Association with the progress and needs of their Alma Mater; to assist in interpreting the work and services of Bluegrass Community and Technical College to the people of the Commonwealth of Kentucky and the nation; and to encourage loyalty to the Bluegrass Community and Technical College by forming closer bonds of fellowship among its alumni.

Alumni Board
The Bluegrass Community and Technical College Alumni Board was created to conduct the affairs and business of the Association. The Board consists of the:

1. officers of the Association
2. the immediate past president
3. a member of the Student Government for the current year
4. the President of the College
5. a representative from each of the College’s locations

The Board of Directors meets once each quarter.
Grants

Director of Grants
The Director of Grants identifies funding sources, disseminates grant information, assists faculty and staff with grant writing, serves as a liaison with grantor agencies, is responsible for reporting activities, monitors account establishment, provides budget preparation assistance and follow-up, and monitors funds.

Information on policies and procedures for grant development, writing, and submission are posted on the college web site at http://www.bluegrass.kctcs.edu/BL/IACD/GrantsDevelopment/
Student Development and Enrollment Management

In the Student Development unit, the departments that provide student services include: Admissions, Advising and Assessment Center, Disability Support Services, Financial Aid, Records and Registration, Retention, Talent Search, Upward Bound, Transfer Center and First Year Experience. Each of these areas has certain responsibilities to deliver comprehensive services to the student population of the College.

Functional responsibilities are outlined below and also available in the Bluegrass Community and Technical College Online Catalog and Schedule of Classes. General descriptions of positions in the Student Development unit are also below.

Mission Statement

The Student Development Unit will advance the mission of Bluegrass Community and Technical College by providing high quality services, facilitating the holistic development of students and fostering an inclusive college community that promotes student success.

Vice President of Student Development and Enrollment Management

Under the general direction of the President, the Vice President of Student Development and Enrollment Management is the chief administrative officer for the personal and co-curricular development of all students. The specific job responsibilities of the Vice President of Student Development and Enrollment Management are described in writing in an official job description on file at the College. As the chief student affairs officer, the Vice President provides knowledgeable and effective leadership to the campus, staff, and students, and works with other members of the College to provide a campus environment that promotes academic achievement, retention, personal and social growth, and development for a diverse and dynamic student population. The Vice President of Student Development and Enrollment Management is viewed as a major participant, along with the Deans and Vice Presidents of Academics and Finance and operations, in the decision and information processes of the College. The Vice President is a key collaborator in the College’s strategic planning efforts.

The Vice President reports to the President of the College who evaluates this position annually.

General Responsibilities:

Leadership:
- To provide on-campus leadership in concert with other members of the College’s administrative team.
- To provide input in the formulation and interpretation of federal, state, and system policies affecting Student Affairs.
• To facilitate adherence to all policies and procedures under the locus of student affairs.
• To provide leadership in the community (e.g., civic affairs).
• To provide strong leadership for students and student related issues.
• To participate in professional organizations and professional development opportunities.
• To promote academic integrity and create an effective learning environment.

Student Services Staff:
• To provide primary supervision and direction for: financial aid, student recruitment, orientation, admissions, records and registration, transfer services, academic advising, judicial affairs and other duties as assigned by the President.
• To promote the professional development of student services personnel.
• To provide a systematic and constructive process of performance review for all student services personnel.

Program Planning, Implementation, and Evaluation:
• To assess the internal campus and external environment in order to develop compatible, dynamic programs, services, and activities to meet College and unit goals.
• To implement goals and initiatives by involving appropriate staff members in all phases of the planning process.
• To conduct an ongoing evaluation of all Student Affairs programs and services to ensure their effectiveness.

Budget and Fiscal Management:
• To match campus resources and the goals and operational needs of Student Affairs in an environment of fiscal constraints.
• To be an advocate for funding to support Student Affairs.

Technological Changes in Student Affairs Administration:
• To identify computer and information technology needed to enhance the delivery of student services.

Accountability:
• To apply outcome assessment techniques to monitor the effectiveness of student services provided.

Associate Vice President of Student Development and Enrollment Management

The Associate Vice President of Student Development and Enrollment Management has a key leadership role in the Student Development Unit and may represent the Vice President when that individual is unavailable.

The Associate Vice President has the major responsibility for the College’s First Year Experience Program and for leading the efforts of the institution with multiple retention strategies. The Associate Vice President is responsible for administration of the
following units: Student Activities, Student Employment Services, Study Skills and Tutoring, Academic Advising, the Early Alert Retention System and the administration of student disciplinary issues on the Cooper, Regency, and Winchester campuses.

The Associate Vice President will be instrumental in serving on various committees of the institution and will play an important role in the overall development of both student affairs and the policies of the institution.

**Associate Dean of Student Development**

The Associate Dean of Student Development is responsible for the administration of the following units: Upward Bound, Talent Search, Ready to Work, Work and Learn, Disability Support Services, student services for regional campuses (Danville, Lawrenceburg, Leestown and Winchester) and administration of student disciplinary issues on the Danville, Leestown, Lawrenceburg campuses as well as the Georgetown and Lancaster sites. The Associate Dean reports directly to the Vice President and plays an important role on the Student Development leadership team. The Associate Dean also represents the Student Development unit by serving on various college committees.

**Admissions**

*Director*

The Director of Admissions oversees the entire operation of general admissions, international admissions, selective admissions, and recruitment. The Director compiles and provides admissions statistical data and information to faculty, staff and prospective students; oversees the process of selecting students for the seven associate degree health programs; serves as a member of the Admissions Committee and all health program admissions subcommittees at the Cooper and Leestown campuses; assists with registration and orientation programs; makes final decisions on residency petitions; facilitates the Freshman Parent orientation programs; makes final decisions on residency petitions. The Director of Admissions serves as a contact and resource for information for those seeking admission to Bluegrass Community and Technical College; recruits prospective students to the College; informs them of available resources, activities, policies and procedures; and assists them with the admissions process. The Director serves as a member of the administrative staff and serves on institutional committees as assigned.

*Associate Director of Admissions (Cooper)*

The Associate Director of Admissions serves as the second senior administrative official for the Office of Admissions. Directly supervises three Admissions personnel. The Associate Director coordinates the process of selecting students for the seven associate degree health programs; oversees the process of communicating admission status to all health program applicants; serves as a non-voting member of all health program admissions
subcommittees on the Cooper campus; presents the credentials of applicants to the admissions subcommittees; manages the notification process via MyBin; and serves as the initial contact for health program admission appeals. The Associate Director serves as the liaison between students and the health program coordinators; compiles reports and statistical information pertaining to health programs; recruits prospective students to the College; informs them of available resources, activities, policies and procedures; assists them with the admissions process and make residency determinations. The Associate Director also updates and maintains the admissions webpage; serves as a member of the Student Development staff as well as serves on institutional committees as assigned.

Associate Director of Admissions (Leestown)

Directly supervises three Admissions personnel at the Leestown campus. The Associate Director maintains the database for all waitlist programs and coordinates the new Student Orientation program. Responsible for monitoring and collecting documentation for Disabled Police and Fire, Foster and Adopted Children and Donavon Scholars tuition waivers. The Associate Director serves as the liaison between students and the waitlist program coordinators; compiles reports and statistical information pertaining to waitlist programs; contacts students of their acceptance into any waitlist program. This position is responsible for serving on the Selective Admission program subcommittee at the Leestown campus. The Associate Director also recruits prospective students to the College; informs them of available resources, activities, policies and procedures; assists them with the admissions process; and make residency determinations. The Associate Director serves as a member of the Student Development staff and serves on institutional committees as assigned.

Assistant Director of Admissions for Recruitment (2)

The Assistant Director of Admissions for Recruitment coordinates all recruitment activities for the College; serves as a contact person for faculty and staff, high school counselors, and other community professional who refer prospective students; coordinates the schedule for College representation at college fairs and programs as appropriate; recruits prospective students to the College; serves as liaison between Student Development and faculty for recruitment opportunities; and meets with students and families to facilitate admission. The Assistants are also responsible for conducting group and/or individual tours of campus. The Assistants maintain an extensive database of all prospective students and notifies program coordinators of students in interested in technical programs. The Assistant Director is also responsible for creating and developing recruitment publications each year. The Assistant Director of Admissions for Recruitment serves as a member of the Student Development staff and serves on institutional committees as assigned.
Advising and Assessment Center

The Advising and Assessment Center works with beginning freshmen to schedule their Orientation, placement testing, and advising services. The Center’s Academic Advisors also advise a portion of transfer, readmitted, and currently enrolled students prior to late registration periods. The Advising and Assessment Center creates and distributes Advisor Directories for both pre-baccalaureate/transfer and technical students. In addition, the Advising and Assessment Center provides advisor training for new faculty advisors, a Faculty Advisor Manual, and an advisor newsletter, Advisor Notes, which is published twice a semester.

Director of Advising and Assessment

The Director is responsible for the overall operation of the Advising and Assessment Centers and coordination of all advising activities. The Director produces the following resources: Advisor Seminars, Advisor Notes, the Faculty Advisor Manual, and Advisor Directories for both pre-baccalaureate and technical students. In addition, the Director coordinates the Master Advisor Program. The Director supervises staff in the Advising and Assessment Centers, which provide academic advising and placement testing to all beginning freshmen students, as well as advise a large portion of continuing students. The Director is also responsible for administration of the institution’s mandatory placement plan, ensuring academic advisors are aware of policies regarding testing and advising students. The Director maintains the institution’s COMPASS testing database and is responsible for producing reports and information regarding testing, advising and course placements. The Director also serves as a member of the administrative staff and serves on institutional committees as assigned.

The Associate Director of Advising and Assessment

Under the supervision of the Director, the Associate Director of Advising and Assessment serves as the second senior administrative official for the Advising and Assessment Centers. The Associate Director oversees the Advising and Assessment Center at the Leestown Campus and is responsible for coordinating all advising services there, including advising beginning freshmen and a portion of continuing students. In addition, the Associate Director assists with the coordination of advising services at the extended campuses, scheduling advising days there as needed. The Associate Director also serves as a member of the administrative staff and serves on institutional committees as assigned.

Professional Academic Advisors

Under the supervision of the Director, the professional academic advisors provide COMPASS placement testing and advising to all beginning freshmen. In addition, each academic advisor carries an advising load of approximately 200 continuing students. Advisors help to develop information for new student
advising sessions and Orientation. The professional academic advisors serve as members of the Student Affairs staff and serve on institutional committees as assigned.

Master Advisors

Master Advisors are faculty advisors who work with the Advising and Assessment Center to provide leadership and coordination for faculty advisors. Master Advisors aid in the creation and distribution of Advisor Directories, Advisor Notes, Advisor Seminars, and related advising materials. In addition, Master Advisors advise students new to the College and a significant number of continuing students during priority registration.

Disability Support Services

The role of Disability Support Services (DSS) is to ensure that students with disabilities are provided equal access to College programs, activities and services as required by law. The Americans with Disabilities Act (ADA) is used as a guide to define disability. Services provided are based on the individual need of each student and may include specialized academic advising, career counseling, supportive counseling, adaptive technology, recorded or electronic textbooks, enlarged, brailled or taped text, note taking, readers, scribes, tutors, testing accommodations, parking permits, and assistance in obtaining additional services through community resources. DSS does not conduct testing to diagnose learning disabilities but will make referrals for such testing.

All services are voluntary and must be requested by the student. Students requesting reasonable accommodations are required to provide documentation of their disability. Students should contact the DSS office for an appointment as soon as possible to discuss documentation requirements, reasonable accommodations and procedures for notifying instructors. It is important that faculty provide accommodations only to those students for whom they have received written notification from the Director of Disability Support Services or a Disability Resource Manager. Students requesting accommodations from faculty should be referred to DSS so that their disability can be documented and assistance be provided to the student and faculty member. Providing accommodations without documentation can put the college at risk.

Director of Disability Support Services

The Director administers the Disability Support Services department for the district, manages departmental budgets, assures compliance with Section 504 and the Americans with Disabilities Act, serves as consultant to the faculty, staff, and administration on disability related issues, reviews disability documentation and determines appropriate accommodations, and provides academic advising and counseling for students with disabilities as needed.
Disability Resource Manager

The Disability Resource Manager coordinates services for students with disabilities. This includes assessing student needs, arranging and implementing accommodations, serving as a liaison between students, staff, faculty, and community agencies, and supervising other disability services staff as assigned.

Disability Resource Manager for the Deaf and Hard of Hearing

The Disability Resource Manager for the Deaf and Hard of Hearing coordinates services for students who are deaf or hard of hearing. This includes scheduling interpreter services, arranging and implementing necessary accommodations, serving as a liaison between students, faculty, and staff, supervising staff and free-lance interpreters, and managing the DHH budget.

Interpreters

Interpreters facilitate communication by using sign language to ensure total communication between deaf or hard of hearing students and faculty, staff, administrators, or other students. They also provide education and support to faculty, staff, and administrators on deafness, hearing loss, and how to work with an interpreter.

Testing Accommodations Coordinator

The Testing Accommodations Coordinator provides testing accommodations for students with disabilities on multiple campuses, coordinates the conversion of textbooks and other course materials into alternate format for students with visual or learning disabilities, and supervises test proctors and student workers as assigned.

Accommodations Coordinator

The Accommodations Coordinator is responsible for facilitating the efficient delivery of academic accommodations for students with disabilities. The Coordinator recruits, hires and oversees the work of many direct service providers such as tutors, scribes, readers, etc.

Early Alert Retention Services (EARS)

The Early Alert Retention Services (EARS) is a service to students, faculty, and advisors to help improve the first year experience and the success rate for incoming freshmen by identifying students who experience difficulty early in the term and offering them assistance. First and second semester freshmen are identified by class and instructor at the beginning of the semester and EARS lists are provided to appropriate faculty. Faculty members may send their attendance/academic concerns to the EARS advisor who then attempts to contact the student by phone and/or college e-mail. If phone contact is made,
the student’s schedule and any problems are discussed and the student is reminded of BCTC services. The EARS advisor also offers to serve as a contact person throughout the year for any additional questions or problems the student may encounter. E-mails sent to the student’s secure college account discuss the faculty member’s concern, make suggestions, and provide contact information for the EARS advisor and the offer of additional assistance. The EARS advisor notifies the referring faculty member of contact results and documents all information. After midterm the EARS advisor serves all faculty and students. Faculty members may refer any student who has suddenly stopped attending class or who needs to withdraw, and the EARS advisor attempts contact. The EARS advisor prepares semester reports of EARS activity. The EARS advisor also serves as a professional academic advisor for fall and spring priority advising and during the summer.

Financial Aid

Director of Financial Aid

The Director of Financial Aid administers financial aid programs for the distribution of student aid funds which include federal, state, institutional, local and privately donated funds and is responsible for the overall management of the Financial Aid Office. The Director is the College authority on financial aid programs (including interpreting, implementing, and complying with regulations, procedures, and eligibility requirements); serves as a member the Student Scholarship Committee; counsels and advises students and their families; oversees utilization and development of technologies; and coordinates the College scholarship program. The Director supervises the Assistant Director, Financial Aid Counselors, and Staff Assistants, serves as a member of the administrative staff, and serves on institutional committees as assigned.

Associate Director of Financial Aid

The Associate Director of Financial Aid is responsible for the successful monitoring and completion of the disbursement reports necessary for aid delivery. The Associate Director serves on the Financial Aid Appeals Committee; designs and conducts student aid workshops; oversees the campus federal work-study program; completes federal refund/repayment calculations; assists with orientation presentations; and maintains the Financial Aid Office web page. The Associate Director also counsels students and parents on the financial aid process and the availability of resources. The Associate Director supervises the office staff assistants, serves as a member of the Student Affairs staff, and serves on institutional committees as assigned.
Financial Aid Counselors

The Financial Aid Counselors implement and direct the awarding of student financial aid to students participating in state and federal aid programs. This includes counseling students and their families; determining aid eligibility; applying federal regulations pertinent to financial aid; directing the disbursement of financial aid; and maintaining records of awards and disbursements. Counselors also monitor student KEES awards, resolve conflicts with the state; track outside/third-party awards making adjustments to aid when necessary to prevent over awards; and conduct student aid workshops. The Financial Aid Counselors serve as members of the Student Affairs staff and serve on institutional committees as assigned.

One Stop

Located on the Leestown Campus, the One Stop Student Service Center gives all BCTC students access to three major offices with one visit or phone call. Admissions, Financial Aid, and Records and Registration are housed in the center to provide great service to our students. The center is staffed with College Service Associates (CSAs) who are trained in all three areas to ensure that each student’s needs are met. Students can apply for admission, apply for financial aid, request a transcript, register for classes, add or drop classes, change their address or program plan, and access their student self-service. The One Stop Student Service Center is located in Building C, Room 170, Leestown Campus.

Records and Registration

Registrar

The Registrar is responsible for the registration process and for the record-keeping of the College. This includes registration, drop/add, fee assessments, and cancellations of enrollment. The Registrar maintains permanent academic transcripts and files, coordinates the evaluation and certification of all graduates and coordinates the development and publication of the Bluegrass Community and Technical College Schedule of Classes. The Registrar supervises the Associate and Assistant Registrar(s) and serves as a member of the administrative staff and on institutional committees as assigned.

Associate Registrar

The Associate Registrar is responsible for supervising the transfer evaluation of collegiate level work as well as military work. This process involves the review of course descriptions by the faculty transfer equivalency coordinators via the Transfer Evaluation Specialist. The Associate Registrar works with faculty and students in submitting substitution/waiver requests for courses when appropriate.
The Associate Registrar performs graduation checkouts for students, oversees the ordering of credentials, and collects and posts all VA and State Employee EEP tuition waivers. The Associate Registrar serves as the second senior administrative official of the Registrar's Office and a member of the Student Affairs staff. They assume committee and administrative duties as assigned.

Assistant Registrar (Cooper)

The Assistant Registrar performs graduation checkouts for students, assists in the ordering of credentials, and serves as a Certifying Official for students receiving Veterans Educational Benefits.

The Assistant Registrar oversees the operation and management of the Student Records Office, serves as a contact for regional campuses regarding records and registration issues and assumes committee and administrative duties as assigned.

Assistant Registrar (Leestown)

The Assistant Registrar performs graduation checkouts for students, assists in the ordering of credentials, and serves as a Certifying Official for students receiving Veterans Educational Benefits.

The Assistant Registrar oversees the student records functions of the One Stop Center, serves as a contact for the regional campuses regarding records and registration issues and assumes committee and administrative duties as assigned.

Student Activities

The Student Activities Coordinator serves as the liaison between the Bluegrass Community and Technical College administration and the BCTC student body regarding student activities on all six BCTC campuses. The coordinator is available to all BCTC student organizations to assist them with executive officer training, faculty advisor training, event planning and fund raising either by individual appointments or through small group workshops. The Student Activities Coordinator also serves as a co-advisor for the Bluegrass College Student Government and manages the Bluegrass Community and Technical College Presidential Ambassador Program.

Student Employment Services

Student Employment Services is comprised of three programs: Cooperative Education, Internship, and Job Placement. Both the Cooperative Education and Internship programs combine classroom experiences with work experiences. Job
Placement assists students and the corporate community with current and future employment needs.

**Study Skills Services**

The Study Skills Specialist is available to all students to assist them with study strategies including time management, test preparation, note taking, memorization techniques, motivation/goal setting, textbook reading and learning styles. Information about tutoring is also provided. The Study Skills Specialist is available for individual academic counseling, small group workshops and seminars, and class presentations.

**Successful Transitions**

Successful Transitions is a support service available to Kentucky Transitional Assistance Program (KTAP) students. The program offers work study, individual counseling, study skills and job skills workshops, life skills instruction, job shadowing opportunities, career counseling and job placement.

**Talent Search**

Talent Search is sponsored by Bluegrass Community and Technical College and funded by the U.S. Department of Education. The program is designed to encourage participants to continue in and graduate from secondary schools and to assist participants in undertaking post-secondary educational programs. Talent Search serves the following counties: Bourbon, Boyle, Clark, Fayette, Jessamine, Scott, and Mercer.

Talent Search offers:
- Financial aid information
- ACT preparation
- Post-secondary school admissions procedures information and assistance
- Career guidance
- Test taking tips
- Individual and small group activities
- Study skills
- GED and alternative education information

**Transfer Center**

The Transfer Center is funded by a Title III Department of Education grant, and is designed to assist students in transferring to four-year institutions.

Transfer Center services are available to all Bluegrass students and include:

- **Individual transfer advising**: On campus, by phone, or email
- **Onsite Four-Year Advising:** EKU, UK, and KSU have transfer advisors located at BCTC to advise students transferring to their institutions

- **Website:** [www.bluegrass.kctcs.edu/sa/transfercenter](http://www.bluegrass.kctcs.edu/sa/transfercenter) offers online appointment scheduling and e-mentoring, as well as information regarding scholarships, course equivalencies, and transfer agreements

- **CONNECTIONS:** An online transfer mentoring program that connects BCTC students with student mentors who have successfully transferred

- **Transfer Scholarships:** Most four-year universities in Kentucky offer transfer scholarships specifically for KCTCS students

- **Events:** Including a Statewide Transfer Fair, Transfer Week, Multicultural Transfer Fair and Four-Year Receptions

- **e-Transfer Centers:** Allow students to explore application procedures, degree requirements, and scholarship (located on all campuses)

- **Computer Lab:** Students can research four-year institutions and complete online applications

- **Transfer Advising:** Throughout the year, training sessions for faculty and staff advisors available through a variety of delivery methods

- **Information:** transfer planners, institutional view books, admissions and scholarship application for four-year institutions

To maximize efforts to serve students in various phases, locations and academic programs, Transfer Center staff members collaborate with others throughout the college regarding outreach and referrals. One of the main services provided by the Transfer Center is Transfer Advising; during these sessions, students receive direction regarding transfer procedures, application processes, and follow-up assistance as needed.

**Upward Bound**

Upward Bound is an educational program sponsored by Bluegrass Community and Technical College and funded by the U.S. Department of Education. The program serves high school students who have the potential to succeed in college and who meet the eligibility criteria. Upward Bound aims to improve academic skills and motivation, thus increasing opportunities for going to college and completing a postsecondary education program.

Upward Bound is a year-round program that serves schools in the following counties: Boyle, Clark, Fayette, Harrison, and Jessamine. During the school year, students receive tutoring and counseling at their schools, and they participate in a monthly program at Bluegrass Community and Technical College. The summer component is a six-week residential program at Bluegrass Community and Technical College that provides students with a wide variety of educational and cultural activities. During the six-week program, students live in the dorms on the University of Kentucky campus.
Compliance with Regulations

Bluegrass Community and Technical College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by KCTCS Affirmative Action contact, Lawrence Fortson, the Director of Diversity and Employee Relations.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Affirmative Action Office, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Kentucky Community and Technical College Affirmative Action Office, or the Director of the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Bluegrass Community and Technical College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the KCTCS Chancellor or the Human Resources Services Director’s Office.

Questions about admission to Bluegrass Community and Technical College should be directed to the appropriate admissions office.
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