

Changes to Board Policy Book for 2017-2018

Page #	Change
17	<p>Board Meeting Agendas</p> <ul style="list-style-type: none"> b) Remove “9. Items for Future Agenda” and shift the others items up numerically on the agenda outline
31	<p>Employment Outside of Northeast</p> <ul style="list-style-type: none"> Change title to “Employment Outside of Primary Northeast Contract” Add the word “primary” and “contract” to the last sentence in the first paragraph. This sentence will read “...and work opportunities outside primary Northeast contract, provided the following conditions are met:” a)-Remove the word “outside.”Add “primary job duties of the employee” The statement will read “a) Supplemental employment for full-time employees of the college does not conflict with the primary job duties of the employee and mission and /or needs of Northeast Mississippi Community College.” b) Replace “regular work schedule of employee” with “primary job duties of the employee” The statement will read “b) All outside, supplemental assignments, including supplemental online instruction, are conducted off campus without the aid of college owned materials and supplies and outside of the primary job duties of the employee.” c) Remove this entire sentence and shift bullets below up alphabetically. e) Add “must obtain approval of the immediate supervisor and” after employee and before agrees. Add the word “primary” after between and before duties. The statement will read “e) The employee must obtain approval of the immediate supervisor and agree to cooperate with college administration whenever occasional conflicts occur between primary duties to the college and supplement assignments.”
41	<p>Employee Tuition Waiver</p> <p>Change the second sentence in the second paragraph to “The tuition benefit is limited to the equivalent of six full-time semesters of enrollment for children...”</p>
47	<p>Work Schedules</p> <ul style="list-style-type: none"> Change Teaching Faculty paragraph to “Teaching Faculty - Full-time faculty are expected to be present and accountable 8:00 a.m.-3:00 p.m. Monday through Thursday. Full-Time faculty must participate in division meetings, college committee work, and professional development. Due to the four day instructional schedule, Fridays are extremely important for pursuing all these activities. In order to create a balance between these activities and respect the faculty’s need to donate to classes and advising, the following schedule will be followed: First Friday of each month should be used for Division Meetings, Faculty Development, and Committee Meetings. Third Friday must be kept open on an “as needed” basis. If no meetings are scheduled that require attendance on campus, then a faculty member will have the option of working from home or office. Other Fridays will be used by faculty for working from home or office. Faculty are required to be present and actively involved with recruitment and other special activities of the college. These include NE Now, Science Fair, and Priority Registration Day. An effort will be made to schedule all special activities on the college calendar at least four weeks in advance.
53	<p>Advanced Placement Non-Traditional Credit</p> <p>Change the fourth sentence to “A maximum of 18 semester hours of credit may be granted under this policy. Students enrolled in the MI-BEST program are exceptions to this rule. Upon successful completion of the HSE exam, MI-BEST students may attempt challenge exams for all pathway courses previously completed; they will receive “Z” credit for successful completion of the challenge exams.”</p>
54	<p>Campus Processes – Academic Calendar</p> <ul style="list-style-type: none"> Remove from the first paragraph the sentence “The mandatory examination period is not counted in the minutes of instruction.” Remove from the second paragraph “printed and online version of the Student Handbook and the Student Catalog” The sentence will read “The official Academic Calendar is maintained on the College’s website: In addition, the Academic Calendar is published in the Student Catalog.”

Changes to the Procedure Manual for 2017-18

Page #	Change
25-26	Clarification of dress code policy; please see procedure manual online for specifics.
Addition	All student employees must fill out a Confidentiality Agreement for Student Employees before working on campus each semester.
Addition on 69	<p>Grading and Examinations</p> <ul style="list-style-type: none"> • Change name of “Grade Appeal Policy” to “Forgiveness Grade” • Can only be used for coursework after 1993. Grades before this period are archived and cannot be changed. • Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two consecutive semesters and wish to re-enroll. Under this policy, the student may receive W’s for any courses with D’s or F’s within a single semester. The student will retain credits for any courses in which a grade of C or better was earned. Academic Forgiveness can be granted only once during a student’s career at NEMCC. <p>By Federal regulation, the Financial Aid Office must include all courses attempted in evaluating a student’s satisfactory academic progress. There will be no “automatic” eligibility for aid based on academic forgiveness. A student receiving benefits from Veterans Administration will not be reimbursed for repeating courses that had been passed.</p> <p>This policy applies to NEMCC records only. In case of transfer to another institution, students will be bound by that college’s terms and conditions for accepting transfer credits. All past grade appeals will be kept and forgiveness grade will not be allowed.</p>
63	<p>Class Meeting</p> <ul style="list-style-type: none"> • First paragraph, third sentence. Remove “nor final examinations” and add “or” before “registration.” Add new sentence would read, “This does not include time for passing between classes or registration.”
48	<p>Personal Cell Phones</p> <ul style="list-style-type: none"> • Modify sentence “Cell phones should not be used in the classroom except in cases of emergency or for educational use.”
38	<p>Credentials Required Transfer</p> <ul style="list-style-type: none"> • Add “All technical faculty must hold the national certifications required by MCCB to teach in a specific subject area or obtain required national certification within two calendar years of hire.” • Add “All career faculty must hold the national certifications required by MCCB to teach in a specific subject area or obtain required national certification within two calendar years of hire.” • Remove “in the teaching field” from the sentence: “The minimum academic preparation is an associate’s degree (master’s degree preferred) in the teaching field.”
79	<p>Class Attendance</p> <ul style="list-style-type: none"> • First Paragraph – make second sentence: “Attendance also includes official college activities; however, it is student’s responsibility to see the instructor before activity to make-up work.”
75	<p>Withdrawal Procedure</p> <ul style="list-style-type: none"> • Remove “The last day to withdraw from classes is November 20, 2014 for the fall semester and April 27, 2015 for the spring semester” from the second paragraph. • Change in Procedure for class and college withdrawals, including the addition of fees. Please see procedures manual online for new procedure.
69	<p>Repeat Policy</p> <ul style="list-style-type: none"> • Change policy to: “Repeated courses are automatically excluded by Banner at the end of each semester, leaving only the highest grade to count into the student’s GPA. This excludes all Health Science program classes: DHT, MET, MLT, NUR, PNV, RCT, and RGT.”
Addition	<p>Locked Door Policy – see procedures manual for complete policy</p> <ul style="list-style-type: none"> • As part of a locked door policy, we must also address tardy policies on campus. It is proposed that instructors close and lock the classroom door within the first ten minutes of class. This would give instructors time to take roll, give class procedural instructions and finish technology setup before closing and locking the door. This also provides a time cushion for the tardy student to arrive in class before the door closes and locks. After the door closes, it is at the discretion of the instructor to decide whether or not to let a tardy student into the room. Instructors should therefore include their locked door policy in their syllabi.