



# **POLICIES & PROCEDURES HANDBOOK**

**UPDATED STATE BOARD  
FOR  
COMMUNITY COLLEGES & OCCUPATIONAL EDUCATION  
POLICIES AND PROCEDURES  
ARE ON THE INTERNET  
[HTTP://WWW.CCCS.EDU](http://www.cccs.edu)**

**MEMBERS OF THE STATE BOARD  
FOR  
COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION**

**Ms. Barbara McKellar, Chair  
Ms. Patricia A. Erjavec, Vice Chair  
Ms. Wanda Cousar  
Ms. Ledy Garcia-Eckstein  
Ms. Jennifer Hopkins  
Ms. Bernadette (Bernie) Marquez  
Mr. Jerry Nickell  
Mr. John Trefny  
Ms. Tamra J. Ward  
Mr. Michael Milhausen, SFAC Representative  
Mr. Shawn Olsen, SSAC Representative**

**Ms. Nancy McCallin, President**

**MEMBERS OF THE  
TRINIDAD STATE JUNIOR COLLEGE ADVISORY COUNCIL**

**Mr. Harry Sayre, Chair  
Ms. Fran Villani, Vice Chair  
Ms. Norma Murr, Secretary  
Dr. Julie Ford  
Mr. Rudy Gonzales  
Mr. Russ Johnson  
Mr. Jim Robertson**

**Ms. RuthAnn Woods, President  
Trinidad State Junior College**

**EQUAL OPPORTUNITY STATEMENT**

Trinidad State Junior College does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Affirmative Action Officer and Title IX and 504 Coordinator, Berg Building, Room 218, Trinidad State Junior College, Trinidad, Colorado 81082, (719) 846-5534, or Director of Affirmative Action for the Colorado Community College, 9101 E. Lowry Blvd., Denver, CO 80230-6011, (303) 620-4000, or to the Office for Civil Rights, U. S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

Revised: 01/08

## P R E F A C E

**The Trinidad State Junior College Policies and Procedures Handbook has been compiled as a reference and resource manual for College staff. The Handbook contains a number of relevant policies and procedures which pertain primarily to exempt contractual employees at the College. These policies and procedures have been established by both Trinidad State Junior College and the State Board for Community Colleges and Occupational Education. The contents in this Handbook are intended to serve the best interests of Trinidad State Junior College, its faculty, administration, staff and students. Furthermore, it is the College's intent to continually review and revise these policies and procedures to reflect changes in the operation of the College and the Colorado Community College System. It should be noted that both State Board and Trinidad State Junior College policies and procedures are continuously subject to change, and the College reserves the right to change policies and procedures at its discretion.**

**As a State System College all State Board for Community Colleges and Occupational Education policies and/or state legislative action will take precedence over local institutional policy. Also, all personnel matters relating to classified staff are governed by the Rules and Regulations of the Colorado State Personnel System. The latest copy of the Rules and Regulations of the Colorado State Personnel System is on file with the Office of the Vice President for Administrative Services. All employees have access to the above Rules and Regulations and any other written College or Board policy. Trinidad State Junior College affirms its adherence to the above policies in all personnel practices as they apply to all employees.**

**TABLE OF CONTENTS  
POLICIES AND PROCEDURES  
OF TRINIDAD STATE JUNIOR COLLEGE**

**1.0 DOCTRINE**

<b>1.1</b>	<b>Academic Freedom and Responsibility .....</b>	<b>7</b>
<b>1.2</b>	<b>Philosophy and Purposes .....</b>	<b>8</b>

**2.0 ORGANIZATION**

<b>2.1</b>	<b>Governance .....</b>	<b>9</b>
<b>2.2</b>	<b>Administrative Structure.....</b>	<b>11</b>
	<b>TSJC Organizational Chart .....</b>	<b>12</b>
<b>2.4</b>	<b>Instructional Division Structure .....</b>	<b>13</b>
<b>2.9</b>	<b>Standing and Special Committee Guidelines.....</b>	<b>14</b>
<b>2.10</b>	<b>By-Laws for the Student Affairs Committee .....</b>	<b>17</b>
<b>2.11</b>	<b>By-Laws for the Curriculum Committee .....</b>	<b>19</b>
<b>2.14</b>	<b>Campus Grievance Committee .....</b>	<b>21</b>
<b>2.15</b>	<b>By-Laws for the Campus Safety Committee.....</b>	<b>29</b>
<b>2.16</b>	<b>By-Laws for the Assessment and Improvement of Student Learning Committee.....</b>	<b>33</b>
<b>2.17</b>	<b>By-Laws for Strategic Planning/Monitoring Committee.....</b>	<b>36</b>
<b>2.18</b>	<b>By-Laws for the Technology Committee.....</b>	<b>38</b>

**3.0 COLLEGE PERSONNEL**

<b>3.1</b>	<b>Appointment and Re-employment Exempt and Contractual Faculty and Administrators .....</b>	<b>40</b>
<b>3.2</b>	<b>Hiring Procedures for Exempt, Contractual Staff .....</b>	<b>42</b>
<b>3.3</b>	<b>Employee Benefits .....</b>	<b>48</b>
<b>3.4</b>	<b>Equal Opportunity .....</b>	<b>50</b>
<b>3.10</b>	<b>Faculty Job Description .....</b>	<b>51</b>
<b>3.11</b>	<b>Faculty (Part-time) Guidelines, Duties and Responsibilities .....</b>	<b>55</b>
<b>3.15</b>	<b>Faculty Upgrading and Re-Credentialing Policy .....</b>	<b>57</b>
<b>3.16</b>	<b>Faculty Evaluation/Pay Plan .....</b>	<b>61</b>

**Table of Contents**

**Page Two**

	<b>Part I - Overview of Ranking Plan .....</b>	<b>61</b>
	<b>Part II – Pay Increases.....</b>	<b>62</b>
	<b>Part III – Overload Pay .....</b>	<b>62</b>
	<b>Part IV - Faculty Evaluation Plan .....</b>	<b>62</b>
	<b>Part V – Faculty Promotion Plan.....</b>	<b>73</b>
<b>3.17</b>	<b>Exempt Staff Salary .....</b>	<b>76</b>
<b>3.18</b>	<b>Faculty Provisional to Nonprovisional Status.....</b>	<b>78</b>
<b>3.21</b>	<b>Administrative and Professional Contractual Staff</b>	
	<b>    Upgrading and Re-Credentialing Policy .....</b>	<b>82</b>
<b>3.24</b>	<b>Drug Abuse Prevention Program .....</b>	<b>83</b>

**4.0 STUDENTS**

<b>4.1</b>	<b>Student General Regulations.....</b>	<b>85</b>
<b>4.2</b>	<b>Emergency Procedures for Students with Disabilities .....</b>	<b>126</b>
<b>4.3</b>	<b>Nonfederal Work Study .....</b>	<b>127</b>
<b>4.4</b>	<b>Independent Study/Alternatives Delivery Courses .....</b>	<b>128</b>

**5.0 ADMINISTRATIVE PROCEDURES**

<b>5.1</b>	<b>Emergency Closures.....</b>	<b>131</b>
<b>5.2</b>	<b>Unauthorized Absence Policy .....</b>	<b>132</b>
<b>5.3</b>	<b>Absence from Work .....</b>	<b>133</b>
<b>5.4</b>	<b>Leave Request Policy .....</b>	<b>134</b>
<b>5.5</b>	<b>Faculty Personal Leave Policy .....</b>	<b>135</b>
<b>5.6</b>	<b>Sexual Harassment Policy .....</b>	<b>136</b>
<b>5.7</b>	<b>Aids Summary Statement .....</b>	<b>142</b>
<b>5.8</b>	<b>Use of College Address Policy .....</b>	<b>143</b>
<b>5.9</b>	<b>Dealing with and Reporting Possible Misconduct in Science .....</b>	<b>144</b>
<b>5.10</b>	<b>Dress Code .....</b>	<b>146</b>
<b>5.11</b>	<b>Pet Policy .....</b>	<b>147</b>
<b>5.12</b>	<b>Alcohol/Drug Free Policy.....</b>	<b>148</b>
<b>5.13</b>	<b>Authorization to Release Information.....</b>	<b>150</b>

**Table of Contents**

5.14 Public Records Policy..... 150  
5.15 Discontinuance Policy ..... 154

**6.0 FISCAL AND FTE REPORTING**

6.1 Institutional Fiscal Structure ..... 156  
6.2 Business Office Procedures Manual ..... 158  
6.3 Communications with Outside Organizations ..... 159  
6.4 Guidelines for Reporting Full-Time Equivalent  
(FTE) Enrollments..... 160

**7.0 EDUCATIONAL SUPPORT**

7.1 Bookstore ..... 161  
7.2 Computer Software Policy ..... 162  
7.4 Catalog ..... 163  
7.6 Textbook Request for Change ..... 164  
7.7 Internet Access ..... 166  
7.8 TSJC Channel 63 and Boyd Facility Access..... 167

**8.0 PUBLIC RELATIONS**

8.1 Public Relations ..... 168

**9.0 BUILDINGS AND GROUNDS**

9.1 Library - Samuel Freudenthal Memorial Library..... 169  
9.2 Use of College Facilities, Shops, Laboratories and Equipment ..... 170  
9.3 Open Flame/Space Heater Policy ..... 171

**10.0 TRAVEL AND TRANSPORTATION**

10.1 Travel Policy..... 172  
10.2 Tobacco Use Policy ..... 173

## **TRINIDAD STATE JUNIOR COLLEGE**

### **1.1 ACADEMIC FREEDOM AND RESPONSIBILITY**

- 1. Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. Responsibility and academic freedom are inseparable and must be considered simultaneously.**
- 2. The faculty is entitled to freedom in the classroom to discuss his/her subject but should be careful to present various view points related to the subject and avoid introducing controversial or other matter which has no relationship to the subject.**
- 3. When the classroom faculty member speaks or writes as a private citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. The faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.**
- 4. Both the protection of academic freedom and the requirements of academic responsibility apply not only to full-time faculty, but also, to all others who exercise teaching responsibilities.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **1.2 PHILOSOPHY AND PURPOSES**

**Education is the very foundation of a good citizenship. It is the principal instrument in awakening the individual to cultural values, in preparing him/her for professional training and in helping the individual to adjust normally to the environment. It is doubtful that any person may reasonably be expected to succeed fully in life if he/she has desire and capability but is denied the opportunity of an education. Such an opportunity, where the public has undertaken to provide it, is the right which must be made available to all on equal terms.**

**Guided by this philosophy, Trinidad State Junior College is committed to the following instructional objectives:**

- 1. To provide opportunity to acquire the essential skills of communication, understanding of the major fields of human experience and achievement, opportunity to develop independent critical judgments and the capacity to recognize the problems and to solve them;**
- 2. To provide guidance to enable each student to discover his/her aptitudes, to assist him/her in the choice of a vocation, to advise him/her in the use of leisure time and to assist him/her in necessary personality adjustment;**
- 3. To provide liberal educational opportunities for students who have not made a decision concerning their career choices;**
- 4. To provide for students to fulfill the lower division requirements of a college education in liberal arts or the professions at minimum expense and under qualified faculty;**
- 5. To provide vocational-technical training for specific trades and industries;**
- 6. To provide continuing education for members of the community through special programs and offerings and courses in academic, vocational, cultural and recreational activities.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **2.1 GOVERNANCE**

#### **The State Board for Community Colleges and Occupational Education (SBCCOE)**

The State system of community colleges is under the governance, management and jurisdiction of the State Board for Community Colleges and Occupational Education which is possessed with that authority and delegated those duties in H.B. 1237 (1986 legislation) concerning the Powers and Duties of the State Board.

The Board consists of eleven members, nine of whom are appointed by the Governor with the consent of the Senate. The tenth and eleventh members of the Board are respectively, a faculty member and a student at a College within the system of community colleges. The term of these latter offices is for one year, and these two members of the Board serve in an advisory capacity without the right to vote. The Board members appointed by the Governor each serve a four-year term representing all geographic areas of the State. No member of the Board may be appointed for more than two full consecutive terms.

The current members of the Board are:

**Ms. Barbara McKellar, Chair**  
**Ms. Jennifer Hopkins, Vice Chair**  
**Ms. Wanda Cousar**  
**Ms. Patricia A. Erjavec**  
**Ms. Bernadette (Bernie) Marquez**  
**Mr. Jerry Nickell**  
**Mr. David Taylor**  
**Mr. John Trefny**  
**Ms. Tamra J. Ward**  
**Mr. Michael Milhausen, SFAC Representative**  
**Mr. Shawn Olsen, SSAC Representative**

**Ms. Nancy McCallin, President**

Revised: 10/07

**Governance - The College Council**

Page Two

**The College Advisory Council**

The College Advisory Council of Trinidad State Junior College is a seven member Council appointed by the State Board and comprised of residents from the College's service area. Terms of members appointed to the Council shall be four years. The present members of the Trinidad State Junior College Advisory Council are:

**Mr. Harry Sayre, Chair**  
**Ms. Fran Villani, Vice Chair**  
**Ms. Norma Murr, Secretary**  
**Dr. Julie Ford**  
**Mr. Rudy Gonzales**  
**Mr. Russ Johnson**  
**Mr. Jim Robertson**

**Ms. RuthAnn Woods, President**  
**Trinidad State Junior College**

**The College President**

The President of Trinidad State Junior College is the chief executive and administrative officer of the College. The duties and responsibilities of the President are defined in Policy BP 3-25.

**The Colorado Commission on Higher Education (CCHE)**

Effective June 30, 1985, the General Assembly established a central policy and coordinating board for higher education in the state of Colorado known as the Colorado Commission on Higher Education (CCHE), referred to in this article as the "Commission".

The duties and powers delegated to the Commission apply to all state-supported institutions of higher education, including, but not limited to, all post-secondary institutions in the state supported in whole or part by state funds, and including junior colleges and community colleges, extension programs of the state-supported universities and colleges, local district colleges, and area vocational schools and specifically the Regents of the University of Colorado and the institutions it governs. The governing boards and institutions of the public system of higher education in Colorado, including the University of Colorado, are obligated to conform to the policies set by the Commission within the authorities delegated to it in House Bill 1187. (1985).

The Commission consists of nine members appointed by the Governor with the consent of the Senate.

Revised: 10/07

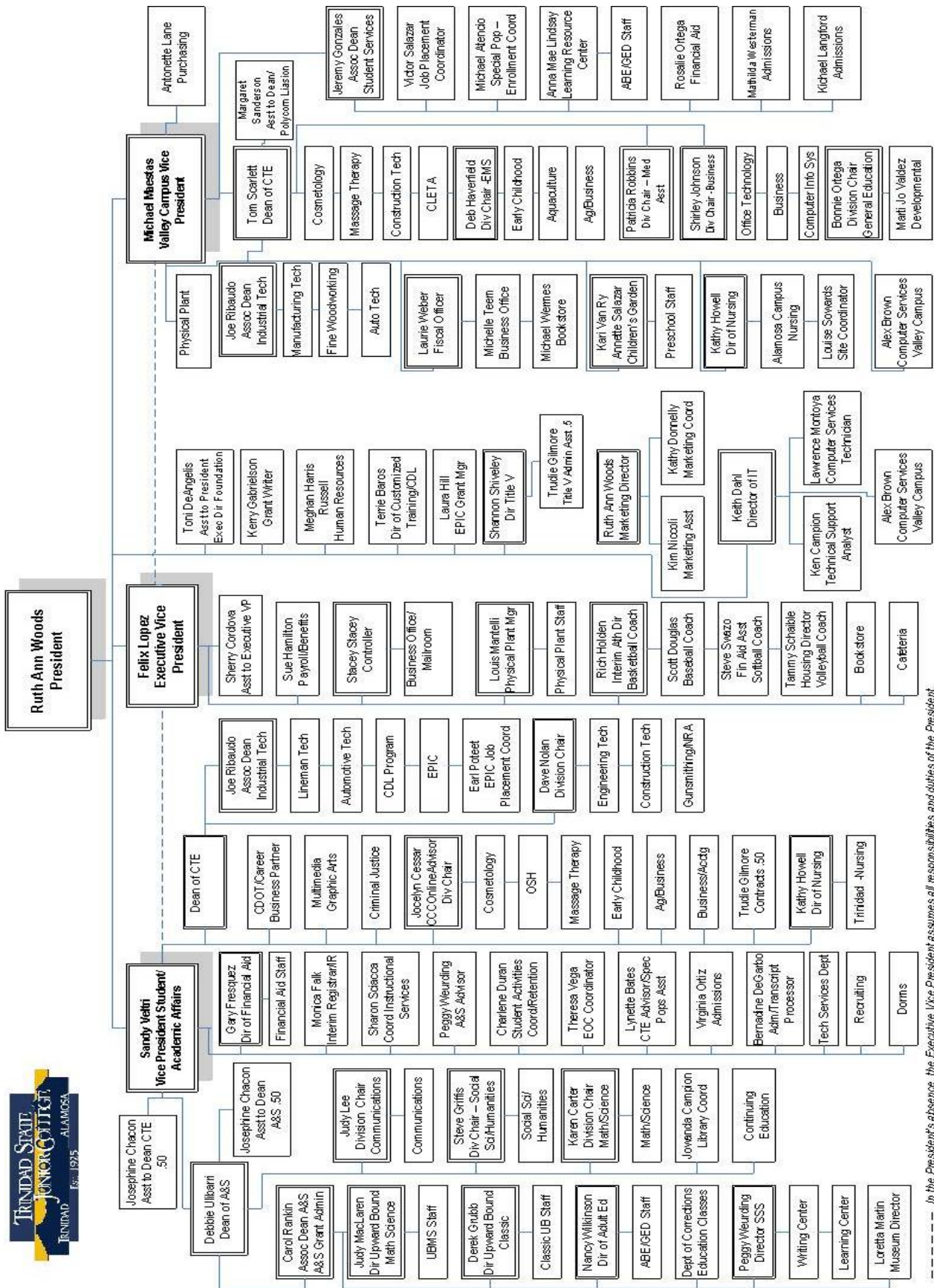
**TRINIDAD STATE JUNIOR COLLEGE**

**2.2 ADMINISTRATIVE STRUCTURE**

**Cabinet to President**

**Executive Vice President**  
**Vice President – Valley Campus**  
**Vice President Student/Academic Affairs**  
**Dean of Career & Technical Education**  
**Associate Dean of Industrial Technology**  
**Dean of Career and Technical Education – Valley Campus**  
**Assoc Dean of Student/Instructional Services**  
**Dean of Arts and Sciences**  
**Associate Dean of Arts and Sciences**  
**Director of Title V/Daniels Fund**  
**Director of Financial Aid**  
**Human Resources Coordinator**  
**Marketing Coordinator**  
**Asst to the President/Director of Development and College Relations**  
**Grant Writer**  
**Coordinator of Instructional Services**  
**Director of Institutional Research/Registrar**  
**Faculty Senate Representatives**  
**Representative for Administrative Computer Services**

Revised: 10/06



----- In the President's absence, the Executive Vice President assumes all responsibilities and duties of the President.

## **TRINIDAD STATE JUNIOR COLLEGE**

### **2.4 INSTRUCTIONAL DIVISION STRUCTURE**

**The instructional divisions at Trinidad State Junior College are structured and supervised under the auspices of two Deans at the Trinidad Campus - the Dean of Arts and Sciences and the Dean of Career and Technical Education, and one Dean at the TSJC Valley Campus - Dean of Instruction/Student Services. Specific program areas are designated by the College President and the administrative staff within two broad instructional areas of academic transfer and vocational.**

**In accordance with BP 3-20, all faculty are notified of their respective program area assignments. Faculty are assigned to program areas based on their working over 50 percent within that specific program area.**

## TRINIDAD STATE JUNIOR COLLEGE

### 2.9 STANDING AND SPECIAL COMMITTEE GUIDELINES

#### Definition

A Standing Committee is formed by the institution to provide a vehicle in the formal organization by which the faculty and staff can study and assist in making recommendations for policies and procedures relative to institutional concern. A Standing Committee shall have a continuous life acting in accordance with the guidelines and the By-laws as determined by the Committee. The recognized Standing Committees at Trinidad State Junior College are the Student Affairs, Curriculum, Campus Grievance, Campus Safety, and Assessment and Improvement of Student Learning, Technology.

#### Responsibilities

1. Continuous study and long-range planning on matters of general concern within the parameters or scope of the Committee as stated in the By-laws and guidelines of the Committee.
2. Recommendations to the administration on the need for new policies or procedures or changes in existing procedures or policies. Recommendations or applications of existing policies to specific problems affecting the general welfare of the institution may also be made.
3. Dissemination of information to the staff and, when necessary, assessment of staff opinion.

#### Membership

Membership on each Committee shall be by Presidential appointment. All segments of the full-time, exempt, and contractual staff will be represented on Committees. Volunteers and those individuals possessing expertise deemed necessary to provide productive contributions may be utilized as members. Membership on each committee shall be for staggered terms with some carry-over members each term to establish continuance and stability.

#### Operation

Each Committee shall review the existing set of By-laws and revise them as needed, following the documented procedures set forth by each committee. These By-laws shall establish parameters of responsibilities and provide details for the functions of the Committee. Each Committee shall maintain a complete record of its activities on file with the appropriate administrative office.

## **Standing Committee Guidelines**

### **Page Two**

#### **Designated Committees**

The Committees listed below will act within the broad guidelines established here with their specific responsibilities and modes of operation to be described in their respective By-laws.

##### **1. Student Affairs**

The Student Affairs Committee - a College Standing Committee - shall deal with matters relative to student life and welfare, coordinating their activities with the Office of Student Services and the Student Association. Admission policies, social life, dormitory living, financial aid appeals, in-state tuition determination, and regulation of student conduct are examples of matters of concern to this Committee. It is the responsibility of the Student Affairs Committee to conduct hearings on any formal student grievance(s). The Director of Financial Aid will be a permanent member of this Committee. Committee membership and operational guidelines for this Committee are specified in Section 2.10 of this document.

##### **2. Curriculum Committee**

The Curriculum Committee - a College Standing Committee - shall work with concerns related to instruction, including curriculum development, methodology, class scheduling, class standards and grading and evaluation and improvement of instruction. This committee shall not participate in evaluation of any specific staff member. Committee membership and operation guidelines for this Committee are specified in Section 2.12 of this document.

##### **3. Campus Grievance**

The Campus Grievance Committee - a College Standing Committee - shall serve as stated in Step II of the State Board Policy BP 3-50, provide for fair and prompt internal resolution of complaints pertaining to a policy, procedure or established practice in force at Trinidad State Junior College. The Affirmative Action Officer will serve as a permanent advisory member to this Committee. The responsibilities, Committee membership and operational guidelines for this committee are specified in section 2.14 of this document.

##### **4. Campus Safety Committee**

The Campus Safety Committee - A College Standing Committee - shall concern itself with matters relative to campus safety, including such items as safety management, safe work conditions, and safe classrooms and laboratories. Committee membership and bylaws for this Committee are specified in Section 2.15 of this document.

**5. Assessment and Improvement of Student Learning Committee**

**The Assessment and Improvement of Student Learning Committee - A College Standing Committee - shall concern itself with matters relative to student learning. Annual review of student assessment data collected, creating recommendations regarding student learning efforts, developing strategies to increase student learning efforts, and producing an annual report on student learning are examples of matters of concern to this Committee. Committee membership and by-laws for this Committee are specified in Section 2.16 of this document.**

**6. Strategic Planning/Monitoring Committee**

**The Strategic Planning/Monitoring Committee – a College Standing Committee – shall concern itself to create and develop the strategic plan for the College and to develop measurements to evaluate and monitor and revise, as necessary, the progress of the College toward the goals set out in the strategic plan. Committee membership and by-laws for this Committee are specified in Section 2.17 of this document.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **2.10 BY-LAWS FOR THE STUDENT AFFAIRS COMMITTEE**

#### **ARTICLE I. NAME, STATUS, AUTHORITY**

The name of this Committee shall be the Student Affairs Committee, with the status of a Standing Committee, formed by Trinidad State Junior College to deal with matters relative to campus student life and welfare.

It is the responsibility of the Student Affairs Committee to conduct hearings on any formal student complaints, including appeals relating to financial aid or in-state tuition determination.

The authority of this committee is established by the Trinidad State Junior College President and its duties and actions are advisory in nature.

Recommendations will be made to the College administration relative to the need for new procedures or policy, need for change in existing procedures or policy, and/or application of existing policies to specific problems which affect student life and welfare.

#### **ARTICLE II. MEMBERSHIP AND METHODS OF SELECTION**

The membership of the Student Affairs Committee shall consist of seven persons, including the Director of Financial Aid as a permanent, advisory member of the Committee. Each year during the fall meeting, a student member of the Committee will be appointed for a one-year term. Terms of membership shall be staggered for the remaining five members. Two members shall be appointed on even numbered years and the other three members shall be appointed on odd number years. All five faculty/staff members shall serve a two-year term on the committee.

The Committee Chairperson and Committee members are to recommend to the President the names of persons to serve on the Committee. The President of the College has the responsibility to make the final appointments.

#### **ARTICLE III. OFFICERS AND DUTIES**

The officers of the Student Affairs Committee shall be a Chairperson and a Secretary. Each shall be chosen by the Committee during the fall semester and each shall serve a one-year term.

The Chairperson shall call and conduct Committee meetings.

The Secretary shall record minutes and disperse a copy of the minutes from each meeting to Committee members and to the President of the College.

**ARTICLE IV. MEETING**

**The Student Affairs Committee shall meet once per semester at a time and day to be determined by the Committee.**

**The Chairperson may call special Committee meetings as necessary. Each member of the Committee shall be notified of the time and place of the special meeting. The time, date and place of regular meetings shall be published to students, faculty and staff through the college bulletin, the college newspaper - The Trojan Tribune - and by notice from the Student Association.**

**All regular meetings are open to any member of the College community.**

**ARTICLE V. MEETING - PROCEDURES - QUORUM - VOTING**

**Meeting procedure for the Student Affairs Committee shall be according to Robert's Rules of Order.**

**Four members of the Committee shall constitute a quorum.**

**A simple majority of Committee members present shall be required for approval of any motion brought before the meeting.**

**ARTICLE VI. RECOMMENDATION PROCEDURE**

**The areas of concern related to a particular matter which is before the Student Affairs Committee will be communicated to the College department most directly involved with or responsible for the area of concern. This communication will be accompanied by a request for reaction and/or input. Input may be in writing or by conference with the Committee.**

**With this information, and with due consideration, the Committee will make recommendations as defined in Article I to the College administration.**

**ARTICLE VII. AMENDMENTS**

**Alterations, amendments or repeals of these By-laws may be made by the Student Affairs Committee members at any regular or special meeting.**

**Any alterations, amendments or repeals of these By-laws must be submitted by the Committee member to the Committee and approval shall require a majority vote of the full Committee.**

## TRINIDAD STATE JUNIOR COLLEGE

### 2.11 BY-LAWS FOR THE CURRICULUM COMMITTEE

#### ARTICLE I. NAME, AUTHORITY

The name of this Committee shall be the Curriculum Committee with the status of a Standing Committee of the College.

The authority of this Committee is issued by the President of Trinidad State Junior College and is advising in nature.

#### ARTICLE II. PURPOSE

The Committee shall discuss and provide recommendations on matters of continuous concern about the College's curricula: accretion and attrition of courses and/or programs; appropriate input on program reviews; course prerequisites and course standards; proposed changes in general education, Colorado Guaranteed Transfer Curriculum, and Colorado Community College Numbering System; guidance in syllabi development and improvement, and whether all programs and/or courses conform to the College's educational philosophy and objectives of "achieving total quality education, that is, excellence in teaching and learning."

#### ARTICLE III. RESPONSIBILITIES

1. Continuous curricular and programmatic study and long-range planning concerning college programs.
2. Recommendations to the administration of the need for new programs and/or courses submitted for review; new policies (or revisions of policies) on prerequisites and/or course standards; need for syllabi development and improvement; need for revision of the CGTC and/or general education curriculum and recommendations on policies (existing or proposed) on specific curricular problems that will have an impact on student learning at the College.
3. Dissemination of Curriculum Committee deliberations to all faculty and staff.

#### ARTICLE IV. MEMBERSHIP AND METHODS OF SELECTION

The membership of the Curriculum Committee shall consist of at least seven (7) voting members representing all segments of the full-time faculty at the College. The faculty representative to the System Faculty Curriculum Council shall be a voting member to the committee. The President or his/her designee shall serve as an Ex-Officio permanent member. Two students shall serve on the Committee Ex Officio, one each from the career and technical and academic disciplines. The Dean of Arts and Sciences and the Dean of Career and Technical Education shall give appropriate input when requested and on "as needed basis." Membership will be staggered so that the Committee will have some carry-over membership. Members shall serve three-year terms. The Committee will solicit volunteers at the beginning of each fall term from the full-time staff.

By-Laws for the Curriculum Committee

Page Three

Committee vacancies shall be filled by the Chairperson, with the approval of the Committee and the President of the College.

**ARTICLE V. OFFICERS AND DUTIES**

The Chair shall be chosen from the membership within the Committee during fall semester and will serve a one-year term. The Chair shall call and conduct meetings.

The Chair shall arrange for the recording and dispersal of the minutes.

**ARTICLE VI. MEETINGS**

The Curriculum Committee shall meet as needed during the academic year.

The Chair may call special meetings as necessary. Each member of the Committee shall be notified of the time and place of the special meeting.

All meetings are open to any member of the College community.

**ARTICLE VII. MEETING PROCEDURE - QUORUM - VOTING**

Meeting procedure for the Curriculum Committee shall be according to Robert's Rules of Order.

A simple majority of the voting members of the Committee shall constitute a quorum.

A simple majority of Committee members present shall be required for approval of any motion brought before the meeting.

**ARTICLE VIII. RECOMMENDATION PROCEDURE**

Proposals approved by the committee are forwarded to the College President for consideration and action as appropriate. In the event a proposal is not recommended for approval, it will be returned to the originator with suggestions.

**ARTICLE IX. AMENDMENTS**

Alterations, amendments or repeals of these By-laws must be submitted to Committee members in writing seven (7) days prior to being voted on and approval shall require a majority vote of the Committee.

Approved: 2/94

Edited: 10/04

## TRINIDAD STATE JUNIOR COLLEGE

### 2.14 CAMPUS GRIEVANCE COMMITTEE

#### Historical Overview

The Campus Grievance Committee, heretofore known as the Campus Grievance Review Committee, was established as a permanent College Standing Committee during the 1981-82 College academic year.

The Faculty Senate annually recommends to the President, for consideration, the name of up to five contractual staff members - two who represent the vocational staff, two who represent the academic staff and one who represents the administration and the classified staff - who are considered for membership on the Campus Grievance Committee.

Upon receiving the recommendations for committee members, the President then appoints up to five members to the Campus Grievance Committee. The length of their membership to the Committee was originally determined by drawing straws: two members were appointed for three years, two members were appointed for two years, and one member was appointed for one year. Thereafter, the terms of members appointed to the Committee shall be for three years.

The first Chairperson of the Committee was elected by the members of the Committee. After the first Campus Grievance Hearing, the position of Chairperson is to be rotated among the Committee members.

The purpose of naming the Campus Grievance Committee to the College's Standing Committee Structure is to assure that the intent of BP 3-50, Step II is followed. Furthermore, this Committee vehicle will provide for fair and prompt internal action at Trinidad State Junior College to resolve complaints pertaining to policy, procedure or established practice in force at the College and to expedite the processing and resolution of these disputes without resorting to outside local, state or federal agencies.

#### 1. Definition

- a. The Campus Grievance Committee shall be composed of two (2) full-time contractual academic staff persons, two (2) full-time contractual vocational staff persons and one (1) full-time contractual administrative or classified staff person. The Affirmative Action Officer shall be an ex-officio member of the Committee.
- b. There shall be three (3) alternate members of the Committee who can be called upon to serve in such cases as illness of one of the members or in cases

when one of the members may be a party to a grievance. The alternate member will replace the Committee member from the particular area of representation as the permanent member.

- c. The members of the Committee shall serve for the duration of their terms. In such cases that a member leaves employment at the College, this vacancy will be filled by Presidential appointment. The appointed member will be selected from the same area as the former member to assure full representation of the College staff. The appointed member will serve until the expiration of that term to which s/he was appointed.
- d. Of the members first appointed, two (2) members shall be appointed for three (3) years, two (2) members for two (2) years and one (1) member for one (1) year. Thereafter, terms of members appointed to the Committee shall be for three (3) years.
- e. Upon expiration of such terms, the Campus Grievance Committee shall recommend to the President the names of not less than three (3) full-time contractual staff members, to fill each vacancy, assuring the representation of minorities, women, and/or handicapped individuals and assuring that the full-time staff members are from the same area as those members whose terms are expiring.
- f. From this listing of at least three (3) full-time contractual staff members who are recommended to fill a vacancy, the President will appoint the new member(s) to the Committee who are then designated to fill the membership of the Committee.
- g. **Chairperson:** The Chairperson is responsible for convening the Committee and shall preside over the grievance hearing. After each Grievance proceeding, the Chairperson's position shall be rotated among the Committee membership. Alphabetical order of the surnames of the Committee members shall be the criteria used to select the next Chairperson in the rotation.
- h. The Committee reserves the right to recommend amendment and/or modification of these procedures as the need arises; however, authority to amend these procedures is reserved to the President. Any modification and/or amendment of these procedures must be prospective only; may not take effect during the time a grievance is in progress; and must be consistent with the intent of BP 3-50.

2. Purpose

- a. To serve as the Campus Grievance Committee as stated in Step II of the State Board Policy BP 3-50;
- b. To provide for fair and prompt internal action at Trinidad State Junior College, within the time limits stated in BP 3-50, to resolve complaints pertaining to a policy, procedure or established practice in force at the College;
- c. To expedite the processing and resolution of those disputes not requiring the application of all possible elements of Due Process, while at the same time providing those elements of Due Process essential to "fundamental fairness;"
- d. To allow reasonable opportunity for internal review and resolution of the matter without resorting to outside local, state or federal agencies.

3. Sequential Procedure

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Step I of Policy BP 3-50, s/he may refer the grievance to the Campus Grievance Committee by filing a written grievance with the Affirmative Action Officer. The Affirmative Action Officer shall promptly transmit the written grievance to the Chairperson of the Campus Grievance Committee. The Committee shall be deemed to be in receipt of the written grievance on the date it is filed with the Affirmative Action Officer.
- b. Upon filing of a written grievance with the Campus Grievance Committee, through the Affirmative Action Officer, the grievant shall have a hearing with the Committee.
- c. The hearing will be open unless the grievant or the respondent requests that the hearing be closed.

All formal proceedings of the Campus Grievance Committee, including the hearing provided by this paragraph, shall be recorded by a stenographer or a recording machine and be retained in the Office of the President or the President's designee. Upon request and at his/her own expense, if any, the grievant, respondent or any party-in-interest, as those expressions are defined in BP 3-50, may obtain a copy of the minutes or recorded transcript of the hearing.

**Campus Grievance Committee**

**Page Four**

A grievant and the respondent shall have the right to choose a non-attorney campus colleague to represent him/her at the hearing provided by this paragraph.

- d. Upon receipt of the written grievance from the aggrieved, the Chairperson will convene the Campus Grievance Committee at the earliest possible time, within three (3) working days (excluding holidays and vacation time) to review the Grievance statement and to determine the time when the hearing will be held.

The Chairperson will notify all parties in writing as to the designated time, place and date of the meeting.

- e. All proceedings hereunder, which comprise all proceedings under Step II of BP 3-50, shall be completed within fifteen (15) calendar days, unless the time period is extended by mutual consent of the parties or by the Campus Grievance Committee, if good cause exists to extend the time period.

**4. Issues**

- a. At the hearing, the Campus Grievance Committee shall consider only the specific violation(s), misinterpretation(s) or inequitable application(s) of Trinidad State Junior College policy(ies), procedure(s) or established practice(s) alleged in the written grievance filed with the Committee in accordance with paragraph 3.a. of this policy and BP 3-50, Step II.
- b. If the grievant protests or objects to any procedure adopted or followed by the Campus Grievance Committee or believes that the Committee's procedures are in violation of this policy or BP 3-50, such protest or objection shall be made a part of the record to be transmitted to the College President, the System President and the State Board at Steps 3, 4 and 5 of BP 3-50. Written protests of the Committee's procedures may be filed with the Committee at any time during the pendency of BP 3-50, Step 2. Oral objections may be made at the hearing. Protests of or objections to the Committee's procedures shall not be deemed to be a separate grievance under BP 3-50 nor shall a separate grievance proceeding be commenced to resolve any protest or objection. If the College President concurs with the grievant's protest of or objection to the Committee's procedures, they may, with the consent of the grievant, remand the substantive grievance to the Committee for further proceedings. The Board may consider procedural protest or objections, at its discretion, pursuant to BP 3-50, Step 5.

5. **Burden of Proof**

- a. **The burden of proving the allegation of the grievance shall rest upon the grievant. Any disputed allegations of fact material to the grievance shall be proved by a preponderance of the evidence.**

6. **Hearing Process**

- a. **The Chairperson of the Campus Grievance Committee shall preside over the proceedings.**
- b. **The Committee members shall have the right to question anyone directly who participates in the proceedings.**
- c. **The order of presentation of information:**
  - 1) **Grievant presents an opening statement (limited to ten minutes).**
  - 2) **Respondent presents an opening statement (limited to ten minutes).**
  - 3) **Grievant continues presentation, calling witnesses, if desired.**
  - 4) **Respondent and Committee have the right to ask questions of/cross-examine the grievant and/or witnesses.**
  - 5) **Respondent continues presentation, calling witnesses, if desired.**
  - 6) **Grievant and Committee have the right to ask questions of/cross-examine the respondent and/or witnesses.**
  - 7) **Grievant has opportunity to present closing remarks.**
  - 8) **Respondent has opportunity to present closing remarks.**
  - 9) **At the conclusion of the closing remarks by both parties, the Committee may request additional information.**
  - 10) **After Steps 1-9 of this subparagraph 6.c. have been completed, the Committee shall deliberate in closed session to consider the grievance, the response and all relevant evidence presented at the hearing.**

**7. Report of the Campus Grievance Committee**

- a. At the conclusion of the hearing process, the Committee shall, within three (3) working days, issue a written statement.
- b. The Committee's written statement shall consist of the recommendation(s) of the Committee for internal resolution of the grievance.
- c. Copies of the written statement shall be provided to the grievant, the respondent and to the President or the President's designee.
- d. The Chairperson of the hearing is responsible for delivery of the written statement to all parties.
- e. Upon issuing the written statement signed by each Committee member, the Campus Grievance Committee shall have concluded its assignment.

**8. Recommendation(s)**

- a. The recommendation(s) of the Campus Grievance Committee shall be arrived at in a fair and impartial manner based solely on the relevant evidence presented to the Committee.
- b. The recommendations of a majority of the Committee shall be the conclusions of the Committee, although a minority report may be submitted to the Committee and College President within (five) 5 calendar days after to Committee's recommendation and be made a part of the record.
- c. The Committee may:
  - 1) concur with the grievant and make appropriate recommendations;
  - 2) concur with the respondent and make appropriate recommendations;
  - 3) find that the grievance is untrue because the grievant failed to carry his/her burden of proving by a preponderance of the relevant evidence presented to the Committee the truth of material allegations of fact set forth in his/her grievance and disputed by the respondent. If the Committee finds that the grievance is untrue, it may recommend that the matter shall be considered closed;

- 4) find that the grievance does not allege a grievable matter within the meaning of BP 3-50 I.A. and II.A. and recommend that the matter shall be considered closed;
- 5) recommend review of any appropriate College policy, procedure and/or established practice. The Committee shall have no right to establish any College policy or to change any existing College policies;
- 6) refer the grievance to the appropriate Standing College Committee with appropriate recommendations;
- 7) make any other recommendation(s) which the Committee deems appropriate.

9. Resolution

- a. If a satisfactory resolution is not reached as outlined in Step II of BP 3-50 and subparagraph b. of this paragraph 9, the grievant may appeal the Committee's recommendations to the President in accordance with Step III of BP 3-50. The appeal shall be initiated by filing with the President a written notice or memorandum stating that the grievant is appealing the Committee's recommendation. The notice or memorandum shall be filed not later than one (1) working day after the grievant receives the Committee's recommendation.
- b. If a satisfactory resolution is reached, all parties shall sign a written statement to that effect and the matter shall be considered closed.

10. Prescribed Times for Completion of BP 3-50: Steps 1-4

Unless extended by the mutual consent of the parties or, where relevant by the Campus Grievance Committee for good cause shown, Steps I-IV of BP 3-50 shall be completed within the following time periods:

- a. Step I shall be completed within ten (10) calendar days after the date on which the grievance is filed with the respondent and/or party(ies)-in-interest.
- b. Step II shall be completed pursuant to this policy within fifteen (15) calendar days after the date on which Step I is completed.
- c. Step III shall be completed within five (5) calendar days after the date on which Step II is completed.

- 1) **The College President shall meet with the grievant and respondent within three (3) working days after receipt by the President of the Campus Grievance Committee's recommendations and record of hearing.**
  - 2) **The College President shall issue his/her written decision within two (2) working days after the meeting provided in subparagraph 1 of this paragraph.**
- d. Step IV shall be completed within fifteen (15) calendar days after the date on which Step III is completed.**
- 1) **The grievant shall file with the System President a notice or memorandum appealing the President's decision within three (3) working days after the date on which Step III is completed.**
  - 2) **Unless an opportunity to present an oral summary to the Council is requested, the System President shall mail its written decision to the parties specified in BP 3-50, Step IV within fifteen (15) calendar days after the date on which Step III is completed.**
- e. Consent to requests on extensions of time shall not be unreasonably withheld. Such requests shall be granted when, because of intervening weekends, holidays, vacation time or prior commitments, compliance with the calendar and/or working day time limits set forth herein is impracticable. Such requests shall also be granted as may be necessary to accommodate the System President's schedule if an opportunity to summarize the case to the Council is sought at BP 3-50, Step IV.**

**TRINIDAD STATE JUNIOR COLLEGE**

**2.15 BY-LAWS FOR THE  
CAMPUS SAFETY COMMITTEES  
TRINIDAD CAMPUS AND VALLEY CAMPUS**

**BY-LAWS FOR TRINIDAD CAMPUS SAFETY COMMITTEE**

**ARTICLE I. NAME, STATUS, AUTHORITY**

The name of this Committee shall be the Campus Safety Committee, with the status of a Standing Committee, formed by Trinidad State Junior College to deal with matters relative to safety. Matters of safety, which will be considered by the Committee include work place safety, classroom safety, and safety management. The listing of matters to be considered may be amended as the need arises. The TSJC Valley Campus shall establish a standing Campus Safety Committee and develop by-laws for that campus.

The authority of the Campus Safety Committee is issued by the Trinidad State Junior College President and is advising in nature. Recommendations relative to the need for new procedures and policy, need for change in existing procedures or policy, and/or application of existing policies to specific areas or problems affecting safety will be made to the College President.

**ARTICLE II. MEMBERSHIP AND METHODS OF SELECTION**

The membership of the Campus Safety Committee shall consist of nine members. The four permanent members shall be the President, Vice President for Administrative Services, Dean of Student Services and the Director of Buildings and Grounds. The remaining five committee members will be appointed by the President and will consist of two faculty, one classified staff, one professional exempt staff, and one student. Members shall serve two-year terms. Members' terms will be staggered so that the Committee will have some carry-over membership.

**ARTICLE III. OFFICERS AND DUTIES**

The officers of the Campus Safety Committee shall be a Chairperson and a Secretary/treasurer. Each shall be chosen from membership within the Committee during fall semester and each will serve a one-year term. The Chairperson shall call and conduct Committee meetings. The Secretary/treasurer shall record minutes and disperse a copy of minutes of each meeting to Committee members.

**ARTICLE IV. MEETINGS**

The Campus Safety Committee shall meet a minimum of once per semester at a time and day to be determined by the Committee. Each member of the Campus Safety Committee shall be notified of the time and place of each regular meeting.

**By-Laws for the Campus Safety Committee (Trinidad Campus)**

**Page Two**

The Chairperson may call special meetings as necessary. Each member of the Campus Safety Committee shall be notified of the time and place of all special meetings. All regular and special meetings are open to any member of the College instructional and administrative staff.

**ARTICLE V. MEETING PROCEDURE - QUORUM - VOTING**

Meeting procedure for the Safety Committee shall be according to Robert's Rule of Order.

**ARTICLE VI. RECOMMENDATION PROCEDURE**

Once a recommendation has been determined, the recommendation shall be forwarded to the President of the College for consideration.

**ARTICLE VII. AMENDMENTS**

Alterations, amendments or repeals of these By-laws may be made by the Campus Safety Committee members at any regular or special meeting.

Any alterations, amendments or repeals of these By-laws must be submitted by a Committee member to the Campus Safety Committee and approval shall require a majority vote of the Campus Safety Committee.

**BY-LAWS FOR VALLEY CAMPUS SAFETY COMMITTEE**

**ARTICLE I. NAME, STATUS, AUTHORITY**

The name of this Committee shall be the Campus Safety Committee, with the status of a Standing Committee, formed by Trinidad State Junior College to deal with matters relative to safety. Matters of safety, which will be considered by the Committee include work place safety, classroom safety, and safety management. The listing of matters to be considered may be amended as the need arises.

The authority of the Campus Safety Committee is issued by the Trinidad State Junior College President and is advising in nature. Recommendations relative to the need for new procedures and policy, need for change in existing procedures or policy, and/or application of existing policies to specific areas or problems affecting safety will be made to the College President.

**ARTICLE II. MEMBERSHIP AND METHODS OF SELECTION**

The membership of the Campus Safety Committee shall consist of five members. The permanent member shall be the Vice President of the TSJC Valley Campus. The remaining four committee members will be appointed by the President and will consist of two faculty, one classified staff and one student. Members shall serve two-year terms. Members' terms will be staggered so that the Committee will have some carry-over membership.

**ARTICLE III. OFFICERS AND DUTIES**

The Vice President of the TSJC Valley Campus shall serve as Chairperson of the Campus Safety Committee. The Chairperson shall call and conduct Committee meetings. Minutes shall be recorded and a copy of minutes of each meeting will be dispersed to Committee members.

**ARTICLE IV. MEETINGS**

The Campus Safety Committee shall meet a minimum of once per semester at a time and day to be determined by the Committee. Each member of the Campus Safety Committee shall be notified of the time and place of each regular meeting.

The Chairperson may call special meetings as necessary. Each member of the Campus Safety Committee shall be notified of the time and place of all special meetings. All regular and special meetings are open to any member of the College instructional and administrative staff.

**ARTICLE V. MEETING PROCEDURE - QUORUM - VOTING**

**Meeting procedure for the Safety Committee shall be according to Robert's Rule of Order.**

**ARTICLE VI. RECOMMENDATION PROCEDURE**

**Once a recommendation has been determined, the recommendation shall be forwarded to the President of the College for consideration.**

**ARTICLE VII. AMENDMENTS**

**Alterations, amendments or repeals of these By-laws may be made by the Campus Safety Committee members at any regular or special meeting.**

**Any alterations, amendments or repeals of these By-laws must be submitted by a Committee member to the Campus Safety Committee and approval shall require a majority vote of the Campus Safety Committee.**

**TRINIDAD STATE JUNIOR COLLEGE**

**2.16 BY-LAWS FOR THE  
ASSESSMENT AND IMPROVEMENT OF STUDENT LEARNING COMMITTEE**

**ARTICLE I - NAME**

The official name of this committee shall be Assessment and Improvement of Student Learning hereafter referred to as the COMMITTEE.

**ARTICLE II - PURPOSES**

The purposes of this COMMITTEE are:

To enhance the continuous improvement of student learning at Trinidad State Junior College through analysis and publication of information about student learning..

To annually review all student assessment data collected and analyses developed by TSJC.

To create recommendations regarding the breadth and depth of the assessment of student learning efforts at TSJC.

To develop strategies to increase, if needed, the assessment of student learning efforts and activities at the institution.

To generate recommendations to the President about needed budget requirements, planning activities, or new research directions.

To serve as a communication catalyst on assessment of student learning to Trinidad State Junior College.

To support institutional policy relating to assessment of student learning.

To produce an annual report on student learning.

To ensure the on-going generation and analysis of, and publication about student learning at TSJC.

**ARTICLE III - ORGANIZATION**

The COMMITTEE operates in accordance with the Trinidad State Junior College Rules and Regulations for standing committees.

**ARTICLE IV - MEMBERSHIP**

**Section 1:** Membership of the COMMITTEE shall be a non-discriminatory partnership composed of individuals whose experience and abilities represent the academic, vocational, developmental, community/continuing education areas, student services, and the Alamosa campus.

**Section 2:** Membership will consist of a maximum of 15 COMMITTEE members, including ex-officio members. Membership of the COMMITTEE should be a balanced representation of the academic, vocational, developmental, community/continuing education areas, student services and the Alamosa campus.

**Section 3:** Representatives from the Vice President of the TSJC Valley Campus, the Deans of Career and Technical, Director of Student Services/Financial Aid, and the Director of Student Support Services will participate as ex-officio members. Other persons whose involvement would enhance the purpose of the COMMITTEE may participate as ex-officio upon invitation.

**Section 4:** Members of the COMMITTEE shall be appointed to a two-year term with no member eligible for more than one consecutive reappointment.

**Section 4.1:** At the end of the initial-two year period, the members will serve either a one or two year reappointment. Half of the members will be reappointed for one-year appointments and half of the members will serve for two years.

**Section 5:** A membership year shall be from July 1 through June 30.

**Section 6:** Unless otherwise approved by the COMMITTEE, any member missing three consecutive meetings will be removed from the committee.

**Section 7:** All COMMITTEE members will be appointed by the President from recommendations of the COMMITTEE.

**ARTICLE V - OFFICERS**

**Section 1:** Officers shall be the chair and vice-chair. The Chair is responsible for scheduling and chairing all meetings. The Vice Chair substitutes for the Chair when the he/she is unavailable.

**Section 2:** All officers shall be elected annually by a quorum of members present at the first meeting of the academic year.

**Section 3:** Nomination of officers may be made by the standing officers or by the COMMITTEE at large.

**Section 4:** In the event that an officer cannot complete the term, a special election will

be held at the next scheduled meeting to elect a replacement for the remainder of the term.

#### **ARTICLE VI - MEETINGS**

**Section 1:** A simple majority of the current membership shall constitute a quorum.

**Section 2:** The COMMITTEE will meet at least four times annually:

**August -** a) to discuss the budget and strategic plans items implemented in the current fiscal year to meet the needs discovered in the student assessment process, b) set calendar for the rest of the year, and c) develop a program of work for the year and other appropriate items.

**Fall -** Discussion of assessment results, analysis, and findings from the previous academic year, including a discussion of any additional assessment activities that should be implemented and other appropriate items.

**Winter -** A final discussion of the assessment results, including additional recommended activities, and an initial discussion of the recommendations to be made to the President for changes in budgets or strategic plans for the next year to correct the findings of the assessment results and other appropriate items.

**March -** Develop final recommendations to the President for changes to be made in the budgets, planning, assessment activities, and other items. The COMMITTEE will review the draft of the final Improvement of Student Learning report to be disseminated to faculty by June 30.

#### **ARTICLE VII - FINANCES**

**Section 1:** The COMMITTEE'S meeting expenses will be the responsibility of the President.

**Section 2:** The President will designate a budget of \$2,000 annually for meeting supply, publication, and dissemination expenses of this COMMITTEE.

#### **ARTICLE VIII - AMENDMENTS**

**Section 1:** The bylaws may be amended by a two-thirds vote of any existing quorum.

**2.17    By-Laws**  
**Strategic Planning/Monitoring Committee**

**ARTICLE I - NAME**

The official name of this committee shall be Strategic Planning/Monitoring Committee, hereafter referred to as the COMMITTEE.

**ARTICLE II - PURPOSES**

The purposes of this COMMITTEE are:

To create and develop the strategic plan for the college;

To develop measurements to evaluate and monitor and revise as necessary, the progress of the college toward the goals set out in the strategic plan;

**ARTICLE III - ORGANIZATION**

The COMMITTEE operates in accordance with the Trinidad State Junior College Rules and Regulations for standing committees.

**ARTICLE IV - MEMBERSHIP**

**Section 1:** Membership of the COMMITTEE shall be a non-discriminatory partnership composed of individuals whose experience and abilities represent the academic, vocational, developmental, community/continuing education areas, student services, physical plant, and the Alamosa campus.

**Section 2:** Membership will consist of a maximum of 17 COMMITTEE members. Membership of the COMMITTEE should be a balanced representation of all areas of college operation.

**Section 3:** Members of the COMMITTEE shall be appointed to a three-year term with no member eligible for more than one consecutive reappointment.

**Section 5:** A membership year shall be from July 1 through June 30.

**Section 6:** Unless otherwise approved by the COMMITTEE, any member missing three consecutive meetings will be removed from the committee.

**Section 7:** All COMMITTEE members will be appointed by the President from recommendations of the COMMITTEE.

**ARTICLE V - OFFICERS**

**Section 1:** The Chair is responsible for scheduling and chairing all meetings.

**Section 2:** All officers shall be elected annually by a quorum of members present at the first meeting of the academic year.

**Section 3:** Nomination of officers may be made by the standing officers or by the COMMITTEE at large.

**Section 4: In the event that an officer cannot complete the term, a special election will be held at the next scheduled meeting to elect a replacement for the remainder of the term.**

**ARTICLE VI - MEETINGS**

**Section 1: A simple majority of the current membership shall constitute a quorum.**

**Section 2: The COMMITTEE will meet at least twice per semester.**

**ARTICLE VII - FINANCES**

**The COMMITTEE'S meeting expenses will be the responsibility of the President.**

**ARTICLE VIII - AMENDMENTS**

**The by-laws may be amended by a two-thirds vote of any existing quorum.**

**TRINIDAD STATE JUNIOR COLLEGE**  
**2.18 BY-LAWS FOR THE**  
**TSJC TECHNOLOGY COMMITTEE**

**ARTICLE I. NAME, STATUS, AUTHORITY**

The name of this Committee shall be the TSJC Technology Committee, with the status of a Standing Committee, formed by Trinidad State Junior College to deal with matters relative to college technology. Matters of Technology, which will be considered by the Committee include current usage of campus technology, future of campus technology, classroom technology requirements, and technology standards. The listing of matters to be considered may be amended as the need arises.

The authority of the TSJC Technology Committee is issued by the Trinidad State Junior College President and is advising in nature. Recommendations relative to the need for new procedures and policy, need for change in existing procedures or policy, and/or application of existing policies to specific areas or problems affecting safety will be made to the College President.

**ARTICLE II. MEMBERSHIP AND METHODS OF SELECTION**

The membership of the TSJC Technology Committee shall consist of twelve members. The five permanent members shall be the IT Director, Dean of Career and Tech (Trinidad Campus), Dean of Career and Tech (Alamosa Campus), Dean of Instruction and the Title V / Grant Coordinator. The remaining seven committee members will be appointed by the President and will consist of two faculty from each campus, one classified staff, one professional exempt staff, and the Audio Visual Manager. Members shall serve two-year terms. Members' terms will be staggered so that the Committee will have some carry-over membership.

**ARTICLE III. OFFICERS AND DUTIES**

The officers of the TSJC Technology Committee shall be a Chairperson and a Secretary/treasurer. Each shall be chosen from membership within the Committee during fall semester and each will serve a one-year term. The Chairperson shall call and conduct Committee meetings. The Secretary/treasurer shall record minutes and disperse a copy of minutes of each meeting to Committee members.

**ARTICLE IV. MEETINGS**

The TSJC Technology Committee shall meet a minimum of once per month at a time and day to be determined by the Committee. Each member of the TSJC Technology Committee shall be notified of the time and place of each regular meeting.

**By-Laws for the TSJC Technology Committee**  
**Page Two**

The Chairperson may call special meetings as necessary. Each member of the TSJC Technology Committee shall be notified of the time and place of all special meetings. All regular and special meetings are open to any member of the College instructional and administrative staff.

**ARTICLE V. MEETING PROCEDURE - QUORUM - VOTING**

Meeting procedure for the TSJC Technology Committee shall be according to Robert's Rule of Order.

**ARTICLE VI. AMENDMENTS**

Alterations, amendments or repeals of these By-laws may be made by the TSJC Technology Committee members at any regular or special meeting.

Any alterations, amendments or repeals of these By-laws must be submitted by a Committee member to the TSJC Technology Committee and approval shall require a majority vote of the TSJC Technology Committee.

**Adopted: 9/07**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.1 APPOINTMENT AND RE-EMPLOYMENT** **EXEMPT AND CONTRACTUAL FACULTY AND ADMINISTRATORS**

#### **CONTRACTS FOR APPOINTMENT**

All contracts for appointment are approved by the President of the College pursuant to C.R.S. 23-5-117 (H.B. 1187) and BP 3-10, Employment of State System College Personnel. The affirmative action hiring procedures for full-time, exempt and contractual staff are described in Trinidad State Junior College Policy 3.2 which follows this item.

#### **CONTRACTS FOR APPOINTMENT PROCEDURE**

1. The Office of the President prepares Appointment and Employment Forms, as appropriate, for all part-time and add-on contracts.
2. Full-time contracts are prepared by the Office of the President after discussion and review with the appropriate Vice President and/or Dean. Appointment and Employment Forms for full-time contracts are prepared by the Office of the President.
3. The President signs contracts for appointment and other employment agreements, as appropriate, and transmits the approved Appointment and Employment Forms to the Payroll Office for processing.
4. All faculty contracts for re-employment are based on the provisions contained in BP 3-20.

#### **SUMMER CONTRACTS FOR FACULTY**

Summer term contracts for continuing nine-month faculty are based upon institutional needs. Furthermore, the College is not obligated to employ full-time faculty during the summer term. In the event that summer term contracts are issued, these contracts are prorated according to number of credit hours taught, depending on availability of funds.

**ADD-ON CONTRACTS**

**1. DEFINITION**

**An add-on contract is a written agreement for temporary service for a specified time period to perform a specific task(s). An add-on contract is offered based on the needs of the College and at the discretion of the appropriate administrator. Based on the above definition there shall be no expectation of continued employment or an extension of the add-on contract.**

**2. ISSUANCE**

**Add-on contracts may be issued to non-classified regular and limited full-time contracted Trinidad State Junior College employees as defined in BP 3-10, Employment.**

**3. TERMS AND CONDITIONS**

**Add-on contractual employees will be compensated at a rate of pay reflective of the professional tasks to be performed for the College; have no rights or expectations of continued employment under an add-on contract; are not eligible to participate in the collateral benefit program, except as required by law and/or State regulations; and are subject to termination by the College or by the employee with or without cause.**

## TRINIDAD STATE JUNIOR COLLEGE

### 3.2 Section I. HIRING PROCEDURES FOR EXEMPT, CONTRACTUAL STAFF

In the event of a position vacancy, a formal search and screen process shall be used. However, dependent on circumstances (ie. available pool of applicants, timeliness that the position needs to be filled, etc.) the following options exist at the discretion of the Appointing Authority: direct appointment, limited search and screen, national search and screen.

#### A. Job Description and Advertisement

1. Job descriptions and advertisements for vacancies shall be constructed to accurately describe the position to be filled, indicating the qualifications required to fill the position.

Input shall be by the appropriate administrator or faculty member, consulting with the Affirmative Action Officer to insure nondiscrimination.

2. Trinidad State Junior College staff shall be notified of all position openings. Announcements will be placed in the campus mailboxes, on the bulletin board adjacent to the College Business Office or sent via campus e-mail.
3. Job vacancy announcements will be sent to Placement Offices at universities and colleges, Affirmative Action Officers, Colorado Division of Employment and/or other agencies on the College mailing list, insuring that agencies, which have direct contact with minorities, are on the mailing list, when an external search is desired.
4. Purchased advertisements should be brief versions of position announcement. This written advertisement should be cleared with the Affirmative Action Officer. The Public Information Office is responsible for contact with the local, regional or national papers, supplying them with information and proper requisition of purchase. Local, regional or national newspaper advertisement should consist of a three-day ad and possibly comparable radio spots.

All such advertisements should include the statement that Trinidad State Junior College is an Equal Opportunity Employer/Institution.

#### B. Applications

1. All written applications, which state compliance with the listed qualifications and duties, should be submitted to:

Affirmative Action Office  
Trinidad State Junior College  
Campus Box 328  
600 Prospect Street  
Trinidad, CO 81082

or

AAO  
TSJC Valley Campus  
1011 Main Street  
Alamosa, CO 81101

## Hiring Procedures

### Page Two

2. **By the closing date, which is listed on the position announcement, all applicants must submit:**
  - a. **a formal letter of application stating compliance with the listed qualifications and duties;**
  - b. **a resume or vita;**
  - c. **College transcripts or a placement file including transcripts;**
  - d. **a list of three (3) names and telephone numbers of current references who are knowledgeable of the applicant's work performance.**
3. **If the position is open internally only, the applicants must submit a letter of application listing qualifications.**

#### C. Screening of Applicants

1. **The Affirmative Action Officer will convene the Search Committee, which will consist of, at a minimum, the Division Chairperson and/or department personnel. The President, or his designee, selects the committee(s) after consultation with the position supervisor and the Affirmative Action Officer. The Committee is usually comprised of the supervisor and administrator, an A & S faculty member, a CTE faculty member and a classified staff member.**
2. **The entire Search Committee will meet to complete the following:**
  - a. **Review the job description:**
    - 1) **Qualities required in successful candidate;**
    - 2) **Qualities desired in successful candidate;**
    - 3) **Questions to be asked during the interview, and the most acceptable answers;**
    - 4) **The process to be used during the interview.**
  - b. **Screen Applicants:**  
**Each member of the Search Committee will carefully review all completed applications giving due considerations to women and/or minorities who have the proper credentials. Each member will then complete the Affirmative Action Screening Forms, to be on file with the Affirmative Action Office. The top candidates, as recommended by the Search Committee, are invited to the campus for interview.**

c. Schedule a date for the interview(s):

The Search Committee Members coordinate calendars and identify a date to interview the finalists. Generally, the interviews range in length from 30 to 45 minutes per finalist. The Affirmative Action Officer will coordinate the interviews with the President's (or designee's) calendar.

**D. Oral Interview**

1. The Search Interview Committee will conduct an interview with each of the selected candidates. The Affirmative Action Officer or designee will serve as moderator.
2. The Affirmative Action Officer/designee monitors the interview to see that the candidate's civil rights are not violated; that each interview is conducted in the same manner, so that the applicant will not be placed in a situation of advantage or disadvantage in relation to the other applicants; in general, to maintain the institution's policy of non-discrimination.
3. An oral interviewer shall disqualify himself/herself from rating a candidate if he/she does not believe that the candidate can be rated fairly.
4. Prior to the beginning of the oral interview a candidate may, without prejudice, challenge for cause any member of the Interview Committee. If there is an objection, the interviewer will not be allowed to participate in the interview or rating of that individual.
5. The Affirmative Action Officer will conduct exit interview surveys to determine that the interview process has been conducted in compliance with the Affirmative Action Program.
6. After each candidate is interviewed by the committee, they will be interviewed by the president or his designee.

**E. Recommendation for Employment**

1. The Search Committee recommends to the President the qualified candidate(s) for employment.

## **Hiring Procedures**

### **Page Four**

- 2. At the direction of the President, the Affirmative Action Officer, or designee, shall check references of the qualified candidate(s) prior to any position being offered.**
- 3. The President makes the appointment after consultation with the Search Committee, the Affirmative Action Officer and appropriate others.**
- 4. The President, pursuant to C.R.S. 23-5-117, (H.B. 1187) and BP 3-05, Employment of State System College Personnel approves all personnel actions.**

### **F. Notification of Applicants**

- 1. The successful applicant is notified of hiring by standard form letter, which is signed by the College President.**
- 2. Applicants, who are not hired, are notified that the position has been filled by standard form letter, which is prepared by the Affirmative Action Officer.**

### **G. Internal Auditing**

- 1. The Search Committee will submit to the Affirmative Action Officer an Affirmative Action Data Sheet listing:**
  - a. The applicant(s) recommended, the gender and ethnic background of the successful applicant and a summary of strength and weaknesses and selection criteria used to select the successful applicant.**
  - b. All persons interviewed, but not selected, their gender and ethnic background and the criteria used to indicate why they were not selected.**
- 2. The Affirmative Action Officer will maintain a complete file of all job interviews conducted at the institution.**

**Section II. HIRING PROCEDURES - STATE PERSONNEL SYSTEM**

**Trinidad State Junior College abides by the Rules and Regulations of the Colorado State Personnel System, as amended to reflect for various approved pilot programs, concerning appointments and promotions to permanent position in the State Personnel System, as stated in Chapter 4 – Employment and Status. This process determines relative eligibility of candidates within the Colorado State Personnel System. The President is designated as the College's Appointing Authority for the employment of State Classified Personnel.**

**The Oral Interview Committee will conduct the interview in accordance with Colorado State Personnel System regulations. Members of the Oral Interview Committee will consist of the President or designee, the departmental supervisor and/or other departmental personnel selected by the Vice President for Administrative Services along with members of the College's Affirmative Action Committee. The College's Affirmative Action Officer or designee will serve as moderator for each interview.**

**Section III. PROCEDURES ON INTERNAL AND EXTERNAL ANNOUNCEMENTS  
AND  
DEFINITION OF FULL-TIME AND PART-TIME PERSONNEL**

The College will announce openings both internally and/or externally in order to establish a qualified pool of applicants for each position.

**Definitions:**

**1. DEFINITION OF FULL-TIME CONTRACTED PERSONNEL**

All full-time contracted personnel are contracted for at least 40 hours a week.

**2. DEFINITION OF PART-TIME CONTRACTED PERSONNEL**

The definition of part-time contractual personnel at Trinidad State Junior College will be defined as less than 40 hours per week.

**3. EXTERNAL ANNOUNCEMENTS**

External announcements are made outside the College throughout the area, region and nation and are sent to placement offices at universities, colleges, the Colorado Division of Employment and/or other agencies on the College mailing list. All full-time and part-time employees are eligible to apply for external announcements.

**4. INTERNAL TRINIDAD STATE JUNIOR COLLEGE ANNOUNCEMENTS**

All full-time employees or part-time employees are eligible to apply when internal Trinidad State Junior College position announcements are made.

(Work-study employees are not eligible.)

## TRINIDAD STATE JUNIOR COLLEGE

### 3.3 EMPLOYEE BENEFITS

#### Public Employees Retirement Association (PERA)

Colorado statute provides that Trinidad State Junior College employees are participants with the State of Colorado in a retirement program provided through PERA. Contribution rates for 2004-05 are: employee, 8.0 percent; employer 10.15 percent. Details are available at the campus Business Office or by contacting:

PERA  
1300 Logan  
Denver, CO 80203  
Phone: (303) 832-9550

#### Life, Health and Long Term Disability Insurance

SBCCOE has adopted a group insurance plan, which provides resources to purchase life, health, dental and long-term disability security for full-time contractual staff and their dependents. Health coverage is afforded dependents at the option and expense of the employee. A handbook is prepared specifying the programs, details and options are provided to each employee. The Payroll Office should be consulted for full details.

#### Worker's Compensation

The employees of the College are covered for Worker's Compensation under the Colorado State Workmen's Compensation program.

#### State of Colorado Liability Insurance Program

The State of Colorado Automobile Liability Insurance Program covers the employee's use of state vehicles and provides secondary to private automobiles when used for institutionally approved travel. The policy's coverage includes bodily injury, property damage, and fire.

The State of Colorado Blanket Liability Program, Non-Auto Policy provides for general liability and errors and omissions for employees in the performance of their job-related duties. The limits of coverage are \$150,000/600,000/600,000.

The State of Colorado Blanket Property Program provides a blanket program covering the perils of Fire, Extended Coverage and Vandalism and Malicious Mischief.

All incidents that are covered under any of the above insurance programs should be reported immediately after the occurrence to an employee's immediate supervisor, and to the Business Office in order to obtain the necessary reporting forms.

## **Employee Benefits**

### **Page Two**

**The State of Colorado Insurance Programs do not provide coverage for non-job related incidents and/or private property.**

### **Tax Sheltered Annuities**

**Employees of Trinidad State Junior College may participate in a variety of tax sheltered annuities and authorize payroll deductions in one of three companies which offer tax sheltered annuity plans. State of Colorado Plans are also available. The employee pays the total cost for participation in this program. Details are available at the Trinidad State Junior College Business Office.**

### **Tuition Scholarships**

**Requests for tuition scholarships in accordance with Policy BP 3-60 for Trinidad State Junior College courses are to be made to the immediate supervisor to be transmitted with recommendation to the President for approval. Responsibility to assure adherence to the board policy will be with the immediate supervisor who must sign off for each course taken.**

**All employees are encouraged to develop job skills and abilities, which will benefit the employee as well as the college. Full-time employees are eligible to enroll in state-funded credit courses at any state system community college at no cost or reduced cost, subject to the following criteria:**

**The course must be job related, applicable to a degree or career enhancing. Full-time employees are eligible for a tuition scholarship for up to nine credit hours per fiscal year (Fall, Spring, Summer).**

**Part-time, non-benefited employees are scholarship eligible for up to three credit hours per fiscal year. The part-time employee must be employed during the semester for which scholarship application is made. Scholarships for benefited and non-benefited employees are limited to in-state tuition rate. It is the responsibility of the employee to register for COF or pay the difference of the COF stipend. The difference for non-resident and on-line tuition as well as fees and book are the responsibility of the employees. The employee tuition scholarship is not available to an employee who receives financial aid for the class.**

**The Employee Scholarship Form is available on the common drive at *T:/Employee Scholarship* or from the TSJC Educational Foundation Office. Forms must be complete at the beginning of the semester in which the course is being offered/taken. Failure to submit in a timely manner could result in the tuition scholarship being denied.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.4 EQUAL OPPORTUNITY**

**The total Campus Community of Trinidad State Junior College shares the responsibility of exercising good faith efforts to ensure equal educational and employment opportunities for all students and employees. It is the responsibility of each staff member to assure appropriate compliance on all issues.**

**The faculty and staff will:**

- 1. Attend workshops or seminars conducted on the TSJC campus to ensure implementation of the Equal Opportunity/Affirmative Action Program;**
- 2. Provide encouragement and/or career counseling to prepare all students, especially underrepresented and special populations, for educational and employment opportunities commensurate with their abilities; and**
- 3. Exemplify the spirit and intent of the Program in their recommendations for employment of staff for their respective organizational units.**

**It is the responsibility of those who believe they have been the subject of discrimination on one or more of the following grounds - race, color, religion, gender, national origin, age, or disability - to notify the Affirmative Action Officer and file a completed Grievance Form.**

**It is the responsibility of each employee who suspects some type of discrimination in a College practice, procedure, or policy to inform the Affirmative Action Officer who will investigate and recommend appropriate action.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.10 FACULTY JOB DESCRIPTION**

Each member of the teaching faculty at Trinidad State Junior College is primarily accountable for effective instruction. Full-time faculty will have a minimum of a 40 hour work week in keeping with the requirements for all State employees. (BP-3-80). Each full-time faculty member is required to spend a minimum of 35 hours on-campus for instruction, advising, and office hours. The remaining 5 hours may be performed either on or off-campus with approval of the appropriate dean. Every instructor's most fundamental obligation is to meet all classes on time and to provide the full period of instruction designated by the schedule. Class dismissal is appropriate only in emergencies and with prior approval of the appropriate Dean.

The normal faculty teaching load is 30 credit hours per academic year for arts and sciences and 30+ credit hours for career and technical faculty. See the faculty pay plan (3.16) for details on the overload pay process.

Additionally, the maintenance of a sound educational and learning environment requires every instructor to perform the following duties:

1. **Maintain a thorough current knowledge of his/her subject matter and to keep informed of growth and developments in his/her respective field through professional reading, formal study, professional memberships, attending workshops, seminars, working in current technology, and continuing his/her education.**
2. **Must have documentation of knowledge and skills related to teaching adults, teaching methodology, curriculum development and evaluation or documented plan for obtaining such knowledge and skills.**
3. **Become familiar with the philosophy and purposes of Trinidad State Junior College, to keep informed of modern educational philosophy and to strive for continued improvement in the effectiveness of instructional techniques and the use of current instructional materials.**
4. **Accept responsibility for conformance with directives and policies issued by the State Board for Community Colleges and Occupational Education and Trinidad State Junior College and be cognizant of the colleges and Board Policies and Procedures which effect the faculty member's employment.**
5. **Develop and implement a system of appropriate student evaluation which includes keeping each student informed about his/her progress in each course. Implement an approved assessment plan to include assessment, evaluation, data collection and submission and use the data for improvement.**

6. Evaluate student achievement and submit grade reports, census reports, attendance reports, and other required documents according to established deadlines.
7. Review and select appropriate textbooks with consideration for unbiased language and illustrations.
8. Understand the student group to be served and to adapt methods of teaching to meet the needs and abilities of the students.
9. Meet and hold all scheduled classes for the specified minutes or hours designated in the published schedule and College Catalog (as approved by the State Board for Community Colleges and Occupational Education).
10. Serve his/her assigned advisees by advising them in scheduling classes appropriately and interpreting for them the total College program, the orientation program, regulations, policies and procedures. Advisees are to be referred to appropriate personnel when their problems extend beyond the instructor's knowledge or competence.
11. Recognize his/her primary responsibility is to the College and to his/her faculty position as a full-time contractual employee. Any other full-time or part-time employment is secondary to the full-time contractual College responsibilities and may be precluded, especially when such adversely affects his/her performance as a College instructor.
12. To understand the importance of census and withdrawal dates and assure that students are properly enrolled, dropped or withdrawn by the census or withdrawal dates.
13. Distribute and explain current syllabi, providing each student with a current course syllabus containing information from the course content guide. Syllabi should follow the TSJC syllabus template. Syllabi shall be reviewed and updated annually and should reflect the current adopted textbook and latest syllabus format. Current syllabi are to be submitted in electronic form to the office of the appropriate Dean where they are kept on file.
14. Prepare and submit for approval to the appropriate Dean, Program Renewal/Revision when appropriate.
15. Participate in professional activities such as curriculum development, committee assignments, in-service training, recruiting, student orientation, registration, retention, graduation, advising, and career counseling.
16. Be cognizant of his/her image as a representative of the College and to endeavor to maintain exemplary standards of professional conduct and ethics appropriate to the position.

## **Faculty Job Description**

### **Page Three**

- 17. Assist in promoting and interpreting the College in a positive manner to the community through individual contacts within the community and through cooperation with the Office of Public Information.**
- 18. Post, hold, and file with the appropriate Dean office hours, which state the time of the faculty member's availability to students. Should a situation occur due to scheduling conflicts, the faculty member must receive written approval from the appropriate Dean to amend his/her office hours.**
- 19. Hold final examinations or classes during the last final week of classes. Exceptions must be agreed upon by the instructor, in consultation with the appropriate Dean, with written consent of the appropriate Dean. Final examination days are regular contract days and faculty are expected to meet with students during those class times.**
- 20. Obtain prior approval from the appropriate Dean for any permanent changes to the official class schedule.**
- 21. Obtain prior approval from the appropriate Dean for special activities off campus, such as student field trips and athletic events. All instructors involved will receive notice a reasonable time prior to the absence of students.**
- 22. Be in attendance and on campus during all of the College's contracted days. Make prior arrangements and receive approval in writing from the appropriate supervisor for leave and travel by completing the proper forms prior to leave or travel.**
- 23. Attend and participate in varied College-related activities, not only those activities within one's own area of specialization.**
- 24. Attend general instructional meetings and designated division meetings.**
- 25. Turn in all keys and grade records to appropriate Dean's office when leaving the college. Grade books showing the class grades, including final grades, and attendance throughout each term are legal records and must be retained. While employed at the college, instructors must keep the written grade books themselves. When on extended leave (sabbatical, etc.) department personnel should have access to these records in order to answer questions that might arise during the instructor's absence.**

## TRINIDAD STATE JUNIOR COLLEGE

### Course Syllabus Content

Below is the information that should be included in your course syllabus. The course title should also be used in the heading of the syllabus.

1. Instructor's name, office location, phone number, e-mail address and office hours.
2. Semester/year
3. Course title\*, number\*, and credit hours\*
4. Clock hours, including a breakdown of lecture and lab components, if applicable.
5. Catalog description, including prerequisites\*
6. Policies:
  - Attendance – State class or any program-specific attendance policy.
  - Withdraw – It is the student's responsibility to withdraw from a class. Faculty are not obligated to withdraw students after Census Date.
7. Objectives (Competencies)\*
8. Assessment, grading, and evaluation procedures
9. Method of conducting class (lecture, demonstration, hands-on lab work)
10. Required text(s) and supplies
11. Integration of critical skills (Each course should contain up to all five of the critical skill areas selected for emphasis by CCCS. These skills are: critical thinking, reading, written communication, technology, and math.)
12. Course outline\* and schedule of topics (by days or weeks)
13. Census Date and the following statement: *Census date is the last date to drop a class without penalty.*
14. Withdrawal Date and the following statement: *This is the last day that a "W" can be assigned as a grade.*
15. TSJC Mission Statement - *Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternate approaches to education, providing quality instruction, and promoting lifelong learning.*

\*Should be obtained from CCCNS website, <http://www.cccs.edu/ccns/Home.html>

Revised: 7/06

**TRINIDAD STATE JUNIOR COLLEGE**  
**3.11 INSTRUCTORS (PART-TIME)**  
**GUIDELINES, DUTIES AND RESPONSIBILITIES**

**Guidelines**

The College employs qualified part-time instructors to perform a specific instructional task for a specific period, usually one semester. For that period, the part-time instructor is paid at a per credit hour rate with no fringe benefits. No guarantee of continued employment is provided or implied.

A pool of part-time instructors may be recruited through classified advertising in area newspapers. Respondents will be interviewed by the appropriate dean/assistant or associate dean, and selected based upon qualifications and needs of the institution.

Staff development opportunities for part-time instructors at Trinidad State Junior College are made available through in-service activities. Participation in additional staff development activities will be determined on an individual basis by the appropriate dean/director, based upon need and funding availability. The Staff Orientation Program at Trinidad State Junior College is an integral activity of staff development at the College. Part-time instructors will be oriented by the supervising dean, director, coordinator, etc. This orientation may be done in groups or individually as the situation warrants.

Evaluation for all faculty will be conducted at Trinidad State Junior College on a regular basis. Part-time instructors will be evaluated during their first semester of employment by student evaluation and a classroom observation or conference by/with a supervisor. Continuing part-time instructors will be evaluated by students and classroom observation or conference by/with supervisor a minimum of once per year.

Workload guidelines for adjunct instructors will be less than .75 of a full teaching load based on division. This maximum may be raised, with prior approval from the President. Teaching assignments at all system colleges will be included, when known, in the total load calculation as set forth in the adjunct employment agreement.

Adjunct instructor records will be maintained as follows: All payroll information will be obtained by and maintained by the TSJC Payroll Department. All personnel (deans, directors, etc., and their administrative assistants) responsible for hiring adjunct instructors will become familiar with the "Faculty Management Module" when making hiring decisions, and each adjunct instructor will complete an "Adjunct Personnel Record" form, and the "Oath of Loyalty" form. The adjunct instructor will also provide a current resume and transcripts. A file of these original documents will be prepared for the President's Office, and the appropriate Dean/Director will maintain a copy of each file. Adjunct instructors will be required to submit a course syllabus for each course taught, unless the course is an existing course and, in this case, existing course syllabus may be used.

## **Instructors (Part-Time) Guidelines, Duties and Responsibilities**

### **Page 2**

#### **Duties and Responsibilities:**

**In general, the part-time instructor is responsible for organizing and conducting those learning activities charged to him/her. The specific responsibilities include, but are not limited to, the following:**

- 1. To plan the instruction, in consultation with the appropriate College staff, and, to follow the existing or prepare a new course syllabus.**
- 2. To assure that syllabi for each class to be taught are on file in the appropriate Dean's office. Syllabi shall be reviewed and updated annually and should reflect the current adopted textbooks.**
- 3. To assure that students are properly enrolled, dropped or withdrawn by the census or withdrawal dates.**
- 4. To distribute and explain current Syllabi.**
- 5. To conduct instruction at the time and for the number of hours required for each course.**
- 6. To maintain records of student attendance and performance.**
- 7. To evaluate student achievement and to submit grade reports and other required documents. Implement an approved assessment plan to include assessment, evaluation, data collection and submission and use the data for improvement.**
- 8. To supervise assisting personnel such as teacher's aides, tutors and others when necessary.**
- 9. To become familiar with the Trinidad State Junior College Part-time Instructors' Handbook which contains College policies, procedures and additional information; this handbook is available in the appropriate Dean's office.**
- 10. To attend appropriate in-service and pre-service training as assigned.**
- 11. To return keys and grade book to the appropriate Dean at the end of each semester.**

Revised: 8/04

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.15 FACULTY UPGRADING** **AND** **RE-CREDENTIALING POLICY**

Trinidad State Junior College is a comprehensive degree-granting, public institution of higher education. Full-time faculty members are expected to improve and upgrade themselves continuously throughout employment at Trinidad State Junior College.

All full-time faculty must have on file with their Dean, a Professional Development Plan. This plan, to be updated annually, must include information concerning the faculty member's continuous efforts to be directed toward attainment of advanced degrees.

Staff development activities of each full-time faculty member at Trinidad State Junior College must be directed, at a minimum, to the acquisition, from a regionally accredited college or university, of the specified educational degrees noted below. The basic educational degrees set-forth below, are generally regarded as minimum standards for faculty.

#### **ARTS AND SCIENCES FACULTY**

Master's Degree

#### **CAREER AND TECHNICAL EDUCATION FACULTY**

Associate Degree

Bachelor's Degree

Trinidad State Junior College faculty members who have acquired the specified educational degrees cited above will then direct their staff development activities to the acquisition of a relevant Master's Degree or Doctoral Degree, as approved, and/or approved staff development activities to enhance their background through the pursuit of the following listed activities:

#### **ARTS AND SCIENCES FACULTY**

Continued education, as necessary,  
to remain current in teaching field(s)

Workshops, seminars and related educational  
activities required to enhance or acquire  
knowledge and skills necessary for continued  
effective teaching performance

**CAREER AND TECHNICAL EDUCATION FACULTY**

**Continued education, as necessary, to  
maintain the appropriate occupational credential  
and to remain current in teaching field(s)**

**Workshops, seminars and related educational  
and occupational activities required to enhance  
or acquire knowledge and skills necessary for  
continued effective teaching performance**

**Courses from a regionally accredited college or university, clinics, work experience, seminars and workshops, with the prior approval of the respective Dean, may apply toward advancement provided the faculty member demonstrates that the activity undertaken is for professional advancement in compliance with the TSJC salary plan.**

**Vocational instructors desiring credit for the purposes of credentialing, re-credentialing or licensure must have approval of the appropriate Dean or Assistant/Associate Dean.**

**Furthermore, it is the responsibility of each individual faculty member to acquire and/or maintain required credentials and licenses. If in doubt as to the acceptability of a course, occupational experience, seminar or workshop, vocational faculty members should contact the appropriate Dean.**

**It is acknowledged herein that full-time Trinidad State Junior College faculty members are provided certain tuition benefits pursuant to Board Policy 3-60 Employee Benefits Policy.**

**Staff development opportunities for full-time faculty at Trinidad State Junior College are made available through in-service activities. Participation in additional staff development activities will be determined on an individual basis by the appropriate dean/director, based upon need and funding availability. The Staff Orientation Program at Trinidad State Junior College is an integral activity of staff development at the College. All new full-time faculty will receive orientation by the appropriate supervisor according to established procedures spelled out in the New Staff Orientation Handbook.**

**TRINIDAD STATE JUNIOR COLLEGE  
FIVE-YEAR  
PROFESSIONAL DEVELOPMENT PLAN**

**NAME** \_\_\_\_\_ **PROGRAM AREA** \_\_\_\_\_

**PLAN PERIOD** \_\_\_\_\_ to \_\_\_\_\_

**CREDENTIAL RENEWAL DATE** \_\_\_\_\_  
(Occupational Education Faculty)

**PERSONAL ASSESSMENT**

Strengths:

Areas of Improvement:

**PROFESSIONAL DEVELOPMENT GOALS**

Prioritized five-year goals:

\_\_\_\_\_  
Faculty Member Date

**APPROVAL**

\_\_\_\_\_  
Division Chair Date

\_\_\_\_\_  
Dean Date

8/98

Year

Objectives/Activities

Approval

**One**

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

-----Review-----

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

**Two**

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

-----Review-----

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

**Three**

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

-----Review-----

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

**Four**

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

-----Review-----

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

**Five**

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

-----Review-----

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

## TRINIDAD STATE JUNIOR COLLEGE

### 3.16 FACULTY EVALUATION/PAY PLAN

#### PART I - FACULTY RANKING PLAN

##### I.A. Overview of Ranking Plan

1. The titles of Professor, Associate Professor, and Assistant Professor will be applied to all full-time teaching faculty.
  - a. If a faculty member is hired at TSJC, who has earned the rank of Assistant Professor, Associate Professor or Professor at another Colorado Community College System school during the preceding three years, they shall retain that rank as faculty members at TSJC. They shall be employed under provisional conditions.
  - b. If a faculty member who returns to TSJC, after having previously earned the rank of Assistant Professor, Associate Professor or Professor at TSJC within three years, they shall retain that ranking as a faculty member at TSJC. They shall be employed under provisional conditions.
  - c. An earned ranking as Assistant Professor, Associate Professor or Professor shall be retained regardless of whether a faculty member who has earned that ranking is working under a full-time or part-time contract.
2. Teaching experience required for the ranking of Professor or Associate Professor may be at any level and may be full time, an equivalent in part-time, or a combination thereof.
3. Occupational (non-teaching) work experience may be substituted as a portion of the earned degree requirement for Professor or Associate Professor ranking. Three years of appropriate work experience form one "experience unit". An Associate degree plus two experience units or a Baccalaureate degree plus one experience unit equate to a Masters degree for ranking purposes. Up to three experience units may be used in this substitution process. One-year certificate or comparable training, and three experience units equate to a Master's degree ranking, when advanced degree programs are not available in the specific discipline.
4. There are no limitations on the number of "open positions" for any ranking level, except no more than 50% Professor positions.
5. All details of any part of this plan (such as procedures, percentages, cutoff values, etc.) are subject to revision upon a simple majority vote by the entire faculty or changes in Board policy and then approval by the College President and System President.

6. New hires may be placed at any rank depending upon qualifications at the discretion of the TSJC administration.

**I.B. Requirements for the rank of Professor**

1. An earned Masters degree or equivalent.
2. Ten years of teaching experience.
3. Evidence of "above standard" teaching performance (see III.B for details for in-house faculty).

**I.C. Requirements for the rank of Associate Professor**

1. An earned Masters degree or equivalent.
2. Seven years of teaching experience.
3. Evidence of above standard teaching performance (see III.C for details for in-house faculty).

**I.D. Requirement for the rank of Assistant Professor**

1. Minimum full-time employment qualifications.

**PART II – PAY INCREASES**

1. The faculty salary pool for salary increases shall be determined on an annual basis.
2. This salary increase plan shall apply to full time faculty. Those faculty on half or three-quarter contracts shall also benefit from this plan on a pro-rata basis.

**PART III – OVERLOAD PAY**

Both Arts and Sciences and Career & Technical Education divisions will receive overload pay each semester after the census date for all FTE's taught in excess of 7.5 annualized FTE for the semester. Independent study overload is paid at the current in-state tuition rate per credit hour, per student.

**PART IV - FACULTY EVALUATION PLAN**

The following is the Trinidad State Junior College Faculty Evaluation of Job Performance in compliance with State Board Policy BP 3-31. The evaluation process will be for fall and spring semester only. The summer semester will not be evaluated in this process. There will be four principle factors in the evaluation process of faculty performance. Compliance with State Board and System policies will be most important.

**Faculty Pay Plan**

In accordance with BP 3-31, the four principle factors in the evaluation process are weighted as follows: teaching effectiveness 65%, service to the college 20%, professional development 10% and service to the community 5%. Compliance with State Board and System policies is a requirement of all State employees; noncompliance will be an overall negative factor in a faculty member's evaluation. Outcome of the Faculty Evaluation Process will result in a performance rating of: Outstanding, Exceeds Expectations, Meets Expectations, and Fails to Meet Expectations.

The overall evaluation process will be as follows: Student Evaluations and Unscheduled Supervisor Evaluations of Instruction will be used to measure Teaching Effectiveness. A scheduled conference between the instructor and their supervisor will take place where the instructor will provide information, in bulleted format, concerning Service to the College, Professional Development, Community Service. This documented information will be provided by the instructor to the supervisor 1 week prior to this conference. Supervisors will conduct Faculty Job Performance Evaluations every contract period with a frequency as follows:

**Provisional instructors:** Student Evaluations of two classes and Unscheduled Supervisor Evaluations of Instruction will be administered during both the fall and spring semesters between the start of the 4th week and end of the 8th week of the semester. The results of these evaluations will be averaged together when determining the final evaluation rating. Service to College, Professional Development, and Community Service evaluations, using the bulleted narrative information provided by the instructor, will be conducted during the scheduled conference between the instructor and their supervisor. This meeting will take place between the start of the 9th week and end of the 12th week of the spring semester. The bulleted narrative information will be for the past 12-month period and should include a brief summary of how these activities affected the College. The burden of proof is the responsibility of the instructor.

**Non-Provisional instructors:** Student Evaluations of two classes and Unscheduled Supervisor Evaluation of Instruction will be administered during either the fall or spring semester at the discretion of the supervisor between the start of the 4th week and the end of the 8th week of the semester. Service to College, Professional Development, and Community Service evaluations, using the bulleted narrative information provided by the instructor, will be conducted during the scheduled conference between the instructor and their supervisor. This meeting will take place between the start of the 9th week and end of the 12th week of the spring semester. The bulleted narrative information will be for the past 12-month period and should include a brief summary of how these activities affected the College. The burden of proof is the responsibility of the instructor.

A written report of the conference between the faculty member and their supervisor, along with their rating, will be provided to the faculty member by their supervisor before the end of the 14 week of the spring semester. The faculty member shall have 1 week in which they may respond to the evaluation report. The college president will review any appeal by a faculty member of the formal evaluation report.

**Note: Supervisors will reserve the right to evaluate an instructor with greater frequency if circumstances warrant it. Multiple evaluations will be considered and averaged for one outcome.**

Teaching Effectiveness  
Part 1: Student Evaluations

Thoughtful student evaluations of instruction can help improve teaching effectiveness. Students will carefully evaluate their instructor's performance in each course. Students will evaluate the instructor's apparent knowledge of the subject matter and as well the organization of classroom presentations. Other examples of teaching effectiveness that the students will be evaluating are appropriateness of the textbook, assignments, and exams. After addressing several areas of evaluation, the student will be asked to give an overall rating of the instructor. Non-provisional instructors will have a minimum of one student evaluation per year and provisional instructors will have a minimum of two student evaluations each semester. All student evaluations will then be taken into consideration when determining the rating of the instructor in this area.

Summary of Student Evaluations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teaching Effectiveness  
Part 2: Unscheduled Supervisor Evaluation of Instruction

The supervisor will observe the faculty member in the classroom/laboratory/shop and evaluate his/her instructional performance. The mandatory frequency is as follows: provisional instructors – once each semester, non-provisional instructors – once per year. The supervisor reserves the right to evaluate an instructor with greater frequency if circumstances warrant it. Some examples of the indicators used for evaluation are knowledge of subject matter, class organization, student participation, and effective use of time. Some examples of criteria used to evaluate instructors in laboratory/shop situations are appropriateness of lab/shop activities, cleanliness of area, adequate safety measures, and supervision of students.

Summary of Unscheduled Observation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Teaching Effectiveness - Notes and Summary of Student and Supervisor Evaluations:

\_\_\_\_\_  
\_\_\_\_\_

Rating of Teaching Effectiveness:

\_\_\_ Fails to Meet Expectations \_\_\_ Meets Expectations \_\_\_ Exceeds Expectations \_\_\_ Outstanding

Service to the College

The professional responsibilities of the faculty member are evaluated during the scheduled conference of the faculty member with his/her supervisor. Service to the college will be discussed and evaluated during this conference. The instructor is required to present certain kinds of documentation for this evaluation such as syllabi for all classes taught, grade records, attendance records and a list of advisees. Instructors are required to perform certain services for the college. These services include meeting and maintaining all courses assigned, keeping regular office hours, meeting with and advising assigned advisees, actively participating in assigned campus committees, and other duties as assigned. The faculty member may add information concerning additional service such as sponsoring college activities, updating departmental catalog, working on departmental budgets, course development, program development, etc.

Service to the College - Notes and Summary:

---

---

---

---

---

---

---

Rating of Service to the College:

     Fails to Meet Expectations         Meets Expectations         Exceeds Expectations         Outstanding

Professional Development

The purpose of this component of the evaluation is to recognize and encourage faculty in that part of their job, which is not evaluated by the Instructional Evaluations (by students and supervisors) or the Professional Responsibilities to the College components. In this area, the following may be included, but not limited to: continuing education, completing an advanced degree, new work experience, publications, professional affiliations, research, and attending, presenting, or organizing workshops and conferences.

In this part of the evaluation, the faculty member writes a narrative outline of his or her professional development during the previous 12 month period. These items should be bulleted. A short narrative should be included documenting how these activities impacted his/her own development, his/her students, the department, and the college. Each item referenced must be documented in some way (i.e., the burden of proof rests with the faculty member).

Supervisors will evaluate the professional development work by comparing the faculty member’s work to those of faculty in similar assignments. The goal is to highlight individual differences. Effort, outcomes, and appropriateness will all be considered in assigning percentage.

**Professional Development - Notes and Summary:**

---

---

---

---

---

**Rating of Professional Development:**

**Fails to Meet Expectations        Meets Expectations        Exceeds Expectations        Outstanding**

**Community Service**

The purpose of this component of the evaluation is to recognize and encourage faculty to actively participate in the community. This can include any community activities that positively expose TSJC to the community.

In this part of the evaluation, the faculty member again writes a narrative outline of his/her work done during the prior calendar year. These items should also be bulleted. A short narrative should be included documenting how these activities impacted his/her own development, his/her students, the department, and the college.

**Community Service - Notes and Summary:**

---

---

---

---

---

**Rating of Community Service:**

**Fails to Meet Expectations        Meets Expectations        Exceeds Expectations        Outstanding**

**Overall Faculty Evaluation - Notes and Summary:**

---

---

---

---

---

---

---

---

---

---

**OVERALL RATING:**

Fails to Meet Expectations  Meets Expectations  Exceeds Expectations  Outstanding

**Appeal Procedure:**

A faculty member may appeal a formal evaluation report to the college president within 10 days of receiving the evaluation.

**Faculty Member Signature:**

I have received and read the above performance evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I  agree  disagree\* with the overall performance evaluation/rating and have received a copy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*Employee must explain his/her disagreement in writing and may attach additional comments to this form.

**RATIONALE FOR FINAL EVALUATION PERFORMANCE RATINGS**

Each part of the evaluation has a percentage value. To meet a particular performance rating faculty members will have to meet the cumulative performance requirements below (see percentages assigned to each part of the evaluation):

- Fails to Meet Expectations 0% to 69%
- Meets Expectations 70% to 89%
- Exceeds Expectations 90% to 100%

**Outstanding** A rating of Exceeds Expectations, a recommendation by the supervisor, and approval of the College President

**GENERAL GUIDELINES FOR USE OF EVALUATION INSTRUMENT**

- Use Student Evaluation Instrument to evaluate part 1 of teaching effectiveness. These are to be distributed to all students in the instructor's class. Using the data collected, determine the portion of the total percentage value for this component (32.5%) the instructor accumulated.
- Use Unscheduled Supervisor Evaluation of Instruction Instrument to evaluate part 2 of teaching effectiveness. Using the data collected, determine portion of the total percentage value for this component (32.5%) the instructor accumulated.
- Use Service to the College Instrument to evaluate the service to the college component in determining percentage accumulated (20% possible).
- Professional Development and Community Service scores are to be determined by supervisor using the narratives provided by the instructor (10% and 5%, respectively).
- Use Faculty Evaluation Plan Form to accumulate all data from other instruments and narratives to formulate final evaluation performance rating.
- The average of all the responses shall constitute the instructor's score.
- Final evaluating ratings must be in place by the deadline date set by the Vice President for Administrative Services, which is after commencement and before June 30. Thus appeals must be timely to be effective. The deadline shall be announced each academic year.

Trinidad State Junior College  
Teaching Effectiveness  
**Part 1: Student Evaluation Instrument 32.5%**

Thoughtful student evaluations of instruction can help improve teaching effectiveness. Complete the instructor and class information on the Scantron form. Evaluate your instructor by marking your responses on the Scantron form for each statement about your instructor's performance in the course.

Use the following grading criteria:

A = 5            B = 4            C = 3            D = 2            F = 1

If a question does not apply to the class, please leave it blank. Blank responses will not count in the instructor's average. **PLEASE DO NOT SIGN YOUR NAME.** Your response will be combined and summarized with those from the others in the class and will be discussed with the instructor. Written comments are extremely important in the evaluation of the instructor.

1. The instructor handed out a course syllabus, explained it to me and I understood the course expectations.
2. The instructor's presentations seemed well planned and organized.
3. The instructor explains important ideas clearly and reviews when necessary.
4. The instructor teaches the course in an interesting and informative manner.
5. When appropriate the instructor uses instructional aids effectively and makes use of the technology.
6. The instructor encourages me to think critically.
7. When appropriate the instructor encourages me to use additional learning resources.
8. The textbook(s) and other material required for the course are used appropriately.
9. The instructor encourages questions and participation in the course.
10. Examples and illustrations are used effectively.
11. The outside assignments are appropriate for the course.
12. Test questions are directly related to the course objectives, instruction and assignments.
13. The instructor provides help when requested during class time.
14. The instructor shows evidence of a command and knowledge of the subject matter.
15. The instructor maintains appropriate control of the class.
16. The instructor meets classes as scheduled.
17. The instructor is available during posted office hours.
18. The instructor starts class/lab at the designated time.
19. The instructor ends class/lab at the designated time.

The next question must be answered:

20. Using the above ratings, my overall evaluation of this instructor is:

If you like, take a moment to turn over your Scantron card and write a few sentences describing this instructor's strengths and/or any areas that might need improvement.

Teaching Effectiveness

Part 2: Unscheduled Supervisor Evaluation of Instruction Instrument (32.5%)

The supervisor will observe the faculty member in the classroom/laboratory/shop and evaluate and report his/her instructional performance using the following form. The mandatory frequency is as follows: provisional instructors – once each semester, non-provisional instructors – once per year. The supervisor reserves the right to evaluate an instructor with greater frequency if circumstances warrant it. The measure for this component is the average of the scores for all the questions rated, i.e. sum of ratings divided by the number of questions rated. The instructor will be rated using a scale of 1 (having been observed) and 0 (not having been observed). The numbers will be added together and divided by the total number of items considered.

INSTRUCTOR \_\_\_\_\_ EVALUATOR \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

SEMESTER AND YEAR \_\_\_ DATE \_\_\_\_\_ TIME OF OBSERVATION \_\_\_\_\_

- |     |   |          |
|-----|---|----------|
| 1.  | Shows evidence of knowledge and skills required to effectively teach in the program or discipline | 1. ____  |
| 2.  | Shows evidence of having prepared for class   | 2. ____  |
| 3.  | Uses effective teaching methods/techniques for the subject  | 3. ____  |
| 4.  | Uses class time effectively   | 4. ____  |
| 5.  | Presents material in an organized and interesting manner  | 5. ____  |
| 6.  | Attempts to stimulate student participation   | 6. ____  |
| 7.  | Teacher/Student rapport is evident  | 7. ____  |
| 8.  | Instructor uses instructional aids where appropriate  | 8. ____  |
| 9.  | Instructor treats students respectfully   | 9. ____  |
| 10. | Instructor encourages students to think for themselves  | 10. ____ |

The items below are to be completed for laboratory/shop observations

- |     |  |          |
|-----|--|----------|
| 11. | The lab/shop is clean, orderly, and prepared for instruction.    | 11. ____ |
| 12. | All students have appropriate lab/shop activities or assignments | 12. ____ |
| 13. | Student work is appropriately supervised                         | 13. ____ |
| 14. | Adequate safety measures are enforced                            | 14. ____ |

Additional notes and summary:

---

---

---

---

---

I have received a copy of this evaluation:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Instructor

Service to the College (20 %)

Instructor \_\_\_\_\_ Evaluator \_\_\_\_\_ Date \_\_\_\_\_

The professional responsibilities are evaluated during the scheduled conference of the faculty member by his/her supervisor. The faculty member will be ranked on a scale of either 0 (non-performance) or 1 (acceptable performance). The measure for this component is obtained by counting the number of ones then dividing by the total number of items. Additional service will be counted as additional items.

**Required Documentation**

The instructor is required to present all of the following documentation for this evaluation:

A schedule of fall and spring classes taught and enrollment in each. \_\_\_\_\_

Copy of posted office hours \_\_\_\_\_

A current course syllabus for all classes taught in fall and spring.  
Each syllabus must be on file electronically in the appropriate dean's office for all courses taught during the current evaluation period. Each syllabus must contain all information as outlined in the TSJC syllabus content guide. \_\_\_\_\_

Grade records \_\_\_\_\_

Attendance records \_\_\_\_\_

List of advisees \_\_\_\_\_

Required Service to the College

Each faculty member must:

Meet with each advisee each semester to schedule classes and discuss career goals. \_\_\_\_\_

Meet and teach all courses as assigned. \_\_\_\_\_

Post and maintains regular office hours. \_\_\_\_\_

Meets deadlines for faculty reports and grades. \_\_\_\_\_

Assure that all students are properly enrolled, dropped, or withdrawn by the appropriate date. \_\_\_\_\_

12. Actively participate in campus committees. \_\_\_\_\_

13. Work to actively recruit students. (How was this done?) \_\_\_\_\_

14. Follow the approved TSJC/System policies and procedures. \_\_\_\_\_

15. Actively participate in development of fall schedule. \_\_\_\_\_

16. Actively participate in development of spring schedule. \_\_\_\_\_

17. Regularly attend scheduled meetings. \_\_\_\_\_

18. Properly advise students as evidenced by advising data collected. \_\_\_\_\_

Advising Data from Advising Evaluation Survey: \_\_\_\_\_

**Additional Service to the College**

The faculty member may add information concerning additional service such as sponsoring college activities, updating departmental catalog, working on departmental budgets, course development, program development, etc.

\_\_\_\_\_  
Signed \_\_\_\_\_ Instructor Date \_\_\_\_\_

Revised: 10/02

**PART V - FACULTY PROMOTION PLAN**

**V.A. Promotion Process**

1. Faculty may apply for promotion to their supervisor by February 1 of each year. Their supervisor will review the materials for completeness and, within 10 working days, forward the application to the chair of the Faculty Promotion Committee for action. Upon receipt of the application, the Chair shall schedule a review and send notice of the time and place to the faculty member within 10 working days.
  - a. A faculty member who has fulfilled the criteria for promotion to a ranking may apply for and be granted approval for that ranking without passing through lower ranks. They may skip a level if all of the requirements for the level being applied for have been satisfied.
2. The faculty member shall appear in person to present their request to the Committee at the review scheduled for this purpose.
3. Promotion is subject to availability of funds.
4. If the promotion is denied, the Committee will provide a written explanation of the denial.
5. If the promotion is denied, the applicant must wait one calendar year before applying again.
6. If the promotion is denied, the applicant may appeal to the Faculty Promotion and Appeals Committee only if there is new information to present.
7. If the promotion is approved, it goes to the College President for ratification.

**V.B. Promotion to Professor**

1. A faculty member who has completed one academic year of employment at TSJC and who has met the required educational and teaching experience criteria, outlined in §2 below, may apply for promotion to the rank of professor.
2. The letter of application, addressed to the appropriate supervisor, will include all the following:

- a. evidence of an earned Master's degree or equivalent;
- b. evidence of ten years' teaching experience;
- c. evidence of an above standard score on the previous two semesters' student evaluations at TSJC;
- d. evidence of an above standard rating on the previous two semesters' Professional Responsibilities Evaluations at TSJC.

**V.C. Requirements for Promotion to Associate Professor**

1. An assistant professor who has completed one academic year of employment at TSJC and who has met the required educational and teaching experience criteria may apply for promotion to the rank of associate professor.
2. The letter of application, addressed to the appropriate supervisor, will include all the following:
  - a. evidence of an earned Master's degree or equivalent;
  - b. evidence of seven years' teaching experience;
  - c. evidence of an "above standard" score on the previous two semesters' student evaluations at TSJC (above standard means above the sub-standard cutoffs);
  - d. evidence of an above standard rating on the previous two semesters' Professional Responsibilities Evaluations at TSJC.

**V.D. Faculty Promotion and Appeals Committee**

1. The Promotion and Appeals Committee will meet, as needed, to certify promotions and to hear appeals from those who have been denied promotion.
2. The Faculty Promotion and Appeals Committee will be filled by alternating the Dean of Arts and Sciences, the Dean of Career and Technical Education, and the Dean of Instruction/Student Services - SLV. Each dean will serve during alternate years. The deans not serving as committee member that year will serve as ex-officio to the committee. In addition, committee members will include two administrators; two academic instructors; and two vocational instructors. The dean serving as committee member for that year will chair the committee and vote in the event of a tie. The President of the college shall appoint both administrators; the Faculty Senate shall nominate and vote for each of the four faculty members.

- 3. The Committee shall keep minutes of all meetings. All votes shall pass upon a simple majority and fail upon less than a simple majority, including a tie vote. The Chair may optionally cast a vote for tie votes only.**
- 4. The initial committee will be set up with staggered one- and two-year terms for each category. Thereafter, all members except the chair shall serve two year terms and shall not be eligible for re-appointment for one year following their term of office.**
- 5. If a member of the Committee requests a promotion or appeal, that member will temporarily suspend membership for that review only.**
- 6. The Committee may devise its own rules for operating; a unanimous vote including the Chairperson shall be required.**

**V.E. Procedure for Promotion Appeals**

- 1. All appeals must be made in writing to the Committee Chair (the dean serving as committee member during that year) requesting an appeal and stating the reason(s) for the appeal. Appeals must be submitted by the first Monday of April and require that the appellant have new information to present.**
- 2. Upon receipt of the request for an appeal, the Committee chairperson will schedule a review to take place within 30 days. The chairperson shall notify the appellant and all committee members of the time and place of the review within 10 working days of receipt of the written appeal.**
- 3. Appellants must represent themselves at the review.**
- 4. Promotion Appeals require new evidence beyond what the Committee saw at the Promotion request (IV.A).**
- 5. Following the review, the Committee will meet in closed session to deliberate and finalize their decision.**
- 6. The Chairperson shall notify the appellant of the Committee's decision, in writing, within 5 working days.**
- 7. All appeals decisions of the Committee are final. There are no appeals beyond it.**

## TRINIDAD STATE JUNIOR COLLEGE

### 3.17 EXEMPT STAFF SALARY

#### Initial Placement

Initial salary of a newly hired exempt employee on the Trinidad State Junior College Exempt Staff will involve placement consistent with the formal educational level attained by the staff member, a comprehensive analysis of the staff member's records to place the employee at a salary level; 1) comparable to other employees with similar work experience and background, 2) institutional needs, 3) and based upon market supply and demand constraints.

Salary increases may be granted, if funds are available, based upon actions of the State Board for Community Colleges and Occupational Education.

Salary Formula for Summer Faculty and Part-Time Instruction. This chart reflects number of students based on one-credit hour.

### TSJC Adjunct and Overload Salary Schedule

<b>Lecture Academic and Vocational - 3 credits</b>									
10	9	8	7	6	5	4	3	2	1
\$400.00	\$375.75	\$351.70	\$327.65	\$303.60	\$279.55	\$255.50	\$231.45	\$154.30	\$77.15
<b>Laboratory Academic - 3 credits</b>									
10	9	8	7	6	5	4	3	2	1
\$500.00	\$461.55	\$423.20	\$384.85	\$346.50	\$308.15	\$269.80	\$231.45	\$154.30	\$77.15
<b>LLB Academic - 3 credits</b>									
10	9	8	7	6	5	4	3	2	1
\$450.00	\$418.65	\$387.45	\$356.25	\$325.05	\$293.85	\$262.65	\$231.45	\$154.30	\$77.15
<b>Lab Vocational - 3 credits</b>									
10	9	8	7	6	5	4	3	2	1
\$400.00	\$375.75	\$351.70	\$327.65	\$303.60	\$279.55	\$255.50	\$231.45	\$154.30	\$77.15
<b>LLB Vocational - 3 credits</b>									
10	9	8	7	6	5	4	3	2	1
\$400.00	\$375.75	\$351.70	\$327.65	\$303.60	\$279.55	\$255.50	\$231.45	\$154.30	\$77.15

<b>Lecture Academic and Vocational - 4 credits</b>								
	8	7	6	5	4	3	2	1
	\$400.00	\$366.25	\$332.55	\$298.85	\$265.15	\$231.45	\$154.30	\$77.15
<b>Laboratory Academic - 4 credits</b>								
	8	7	6	5	4	3	2	1
	\$500.00	\$446.25	\$392.55	\$338.85	\$285.15	\$231.45	\$154.30	\$77.15
<b>LLB Academic - 4 credits</b>								
	8	7	6	5	4	3	2	1

	\$450.00	\$406.25	\$362.55	\$318.85	\$275.15	\$231.45	\$154.30	\$77.15
<b>Lab Vocational - 4 credits</b>								
	8	7	6	5	4	3	2	1
	\$400.00	\$366.25	\$332.55	\$298.85	\$265.15	\$231.45	\$154.30	\$77.15
<b>LLB Vocational - 4 credits</b>								
	8	7	6	5	4	3	2	1
	\$400.00	\$366.25	\$332.55	\$298.85	\$265.15	\$231.45	\$154.30	\$77.15

<b>Lecture Academic and Vocational - 5 credits</b>							
	6	5	4	3	2	1	
	\$400.00	\$343.75	\$287.60	\$231.45	\$154.30	\$77.15	
<b>Laboratory Academic - 5 credits</b>							
	6	5	4	3	2	1	
	\$500.00	\$410.45	\$320.95	\$231.45	\$154.30	\$77.15	
<b>LLB Academic - 5 credits</b>							
	6	5	4	3	2	1	
	\$450.00	\$377.15	\$304.30	\$231.45	\$154.30	\$77.15	
<b>Lab Vocational - 5 credits</b>							
	6	5	4	3	2	1	
	\$400.00	\$343.75	\$287.60	\$231.45	\$154.30	\$77.15	
<b>LLB Vocational - 5 credits</b>							
	6	5	4	3	2	1	
	\$400.00	\$343.75	\$287.60	\$231.45	\$154.30	\$77.15	

Summer Gunsmithing instructors who are brought in from outside the area are to be paid at a rate of \$920 to \$1,000 per week, plus benefits.

Revised 5/07

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.18 FACULTY PROVISIONAL TO NONPROVISIONAL STATUS**

State Board Policy 3-20 states, “Employees shall serve a provisional period from the date of employment until the completion of employment under three consecutive full-year regular contracts. The provisional period may be extended for one additional year, but not to exceed four years, if the college president determines the additional time should be allowed.”

The procedure for removal of faculty from provisional to nonprovisional status at Trinidad State Junior College follows:

- No later than January 15 of each year, the President’s Office will provide the appropriate Dean with a list of provisional faculty who are on the third consecutive full-year regular contract.
- No later than March 1, the appropriate Dean will submit to the President’s Office the following recommendation forms: Faculty Recommended for Non-Provisional Status, BP3-20 Removal from Provisional Status Recommendation File, and an updated resume.
- No later than April 1, the President will notify the faculty member of decision to remove the faculty member from provisional status or to extend provisional status for an additional year, or not to renew the provisional employee’s contract.

**Revised: 8/05**

**Trinidad State Junior College  
Trinidad, CO 81082**

**BP 3-20 Removal from Probation  
Recommendation File**

**NAME:**

**RESUME:** (Attached)

**Summary of Evaluations:**

**Written Recommendation:**

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**Trinidad State Junior College  
Trinidad, CO 81082**

**FACULTY RECOMMENDED**  
**FOR**  
**NONPROBATIONARY CONTRACTS**

**College:**

**Full Name:**

**Current Position:**

**Since:**

**Part-time Service:**

**Highest Degree:**

**Field:**

**Institution:**

**Year:**

**Gender:**

**Ethnicity:**

**Significant Professional Accomplishments:**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.21 ADMINISTRATIVE AND PROFESSIONAL CONTRACTUAL STAFF** **UPGRADING AND RE-CREDENTIALING POLICY**

**Trinidad State Junior College is a comprehensive degree-granting public institution of higher education. Full-time administrative and professional contractual staff members are expected to improve and upgrade themselves continuously throughout their employment at Trinidad State Junior College.**

**Staff Development activities of each full-time administrative and professional contractual staff member at Trinidad State Junior College must be directed, at minimum, to the acquisition, from a regionally accredited college or university, of the specified educational degrees noted below. The basic educational degree expected for all administrative personnel, is a Master's Degree. The basic educational degree expected for all professional staff is a Bachelor's Degree. Trinidad State Junior College full-time administrative and professional contractual staff members who have acquired the specified degree, will then direct their staff development activities to the acquisition of a relevant advanced degree, as approved, and/or approved staff development activities to enhance their background through the pursuit of the following listed activities:**

- 1: Continued education, as necessary, to remain current in administrative field(s).**
- 2: Workshops, seminars, and related educational activities required to enhance or acquire knowledge and skills necessary for continued effective administrative performance.**
- 3: Continued education, as necessary, to maintain or acquire the appropriate credential or license to remain current in administrative field(s).**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **3.24 DRUG ABUSE PREVENTION PROGRAM**

The United States Higher Education Amendments of 1986 (S. 1965) requires colleges to certify that they have a drug abuse prevention program in operation that is determined by the institution to be accessible to any officer, employee, or student at the college. The effective date of this new provision is July 1, 1987.

Trinidad State Junior College is cognizant of the requirement cited above and that abuse of drugs and alcohol poses a serious potential threat to students and employees of the College. Accordingly, the College has established a Drug Abuse Prevention Program, accessible to all staff and students of the College, to address the prevention and treatment of drug/alcohol abuse for all members of the College community.

#### **Trinidad State Junior College Drug Abuse Prevention Program**

- 1. The Dean of Students coordinates an ongoing educational program and activities for the prevention and abuse of drugs and alcohol. The educational program and activities include public awareness programs, printed materials, workshops, seminars, lectures and publicity concerning the prevention and abuse of drugs and alcohol.**
- 2. The Career and Counseling Center maintains an up-to-date referral service to outside community/area agencies which are knowledgeable in the treatment of drug and alcohol abuse and related problems.**
- 3. Trinidad State Junior College complies with the Drug-Free Work Place Policy required by federal law and State Board Policy BP 3-24.**

**Representative agencies include, but are not limited to, the following:**

- a. Crossroads Managed Care  
1004 Carbon Place  
Trinidad, Colorado 81082 846-4153**
- b. Las Animas County Alcohol and Drug Safety Program  
Courthouse  
Trinidad, CO 81082 846-4384**
- c. Las Animas County Public Health Clinic  
412 Benedicta Avenue  
Trinidad, CO 81082 846-2213**
- d. Las Animas County Social Services Department  
204 South Chestnut  
Trinidad, CO 81082 846-2276**

**Drug Abuse Prevention Program**

**Page Two**

- e. **Parkview Chemical Dependency Programs**  
**56 Club Manor Drive**  
**Pueblo, CO 81008 545-5408**
  - f. **Alcohol-Drug Treat Referral Treatment**  
**1-800-966-DRUG**
  - g. **Trinidad Police Department**  
**2309 E. Main Street**  
**Trinidad, CO 81082 846-4441**
  - h. **Saint Luke's Hospital Drug Recovery Center**  
**601 East 19th Avenue**  
**Denver, CO 80203 869-2280**
4. **The Trinidad State Junior College administration, in cooperation with the program activities cited above, is committed to ensuring that the privacy of the individual(s) is maintained in matters relating to the prevention and treatment of drug and alcohol abuse.**

**Edited: 7/92**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **4.1 STUDENT GENERAL REGULATIONS**

#### **HUMAN RIGHTS POLICY (NON DISCRIMINATION)**

Trinidad State Junior College does not discriminate on the basis of race, color, religion, national origin, handicapped, age, or sex. The College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the College shall promote equal opportunity and treatment through a positive and continuing affirmative action program. Assignments of rooms in College housing are made in accordance with the policies on non-discrimination.

#### **STUDENT EDUCATIONAL RIGHTS AND PRIVACY ACT**

Records at Trinidad State Junior College are considered confidential. Records will be released to faculty and professional staff for authorized College related purposes. Student academic records are released only with written consent by the student or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974. Transcripts may be withheld because of outstanding financial obligations to Trinidad State Junior College.

Certain items of student information have been designated by Trinidad State Junior College as public or directory information: name, address, telephone number, date and place of birth, dates of attendance, most recent previous educational institution attended, major field of study, degrees and awards received, participation in officially recognized activities and sports, home address, and photographs.

Currently enrolled students may withhold disclosure of directory information by notifying the Dean of Student Services, in writing, each academic year, that he/she does not want the directory information released for that period of time. Trinidad State Junior College will honor the request, and all or any portion of the information that the student requests to be withheld will be confidential. Trinidad State Junior College assumes that unless a student specifically requests directory information be withheld, he/she is approving the directory information for disclosure.

#### **STUDENT AFFAIRS**

Trinidad State Junior College is committed to the principle of providing equal opportunity to prospective and current students in all areas of student functions. The College is committed to the concept of non-discrimination as defined in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Therefore, the College will make a good faith effort to provide equal opportunity to students in its policies and procedures with regard to:

- Recruitment and admission of students.
- Financial aid, scholarships, loans, and work-study programs.
- Institutionally recognized student organizations.
- Physical education programs and recreational activities.
- Student regulations.
- Employment of students and recruitment of off-campus employers and other student related issues.
- Faculty advisors and guidance personnel will encourage women and minorities to consider a wide range of occupations, not only upon admission, but also after matriculation.
- Curriculum requirements and credits required for graduation will be set without regard to sex.

Student General Regulations

- Individual departments are responsible for implementing procedures to insure that women and minorities have the opportunity to apply for any position for which they believe themselves to be qualified, not confining themselves to those customarily sought by the protected classes.
- And that all students are provided with the opportunity to develop leadership skills, particularly women and minorities who have not assumed such positions.

The students are encouraged to:

- Designate representatives of the Student Association to attend workshops to become familiar with the Affirmative Action Program.
- Encourage protected class members to participate in all College sponsored activities.
- Notify the of the Affirmative Action Officer incidents of employee or student conduct that demonstrates racists, sexist, or other bias detrimental to the attainment of the goals and objectives of the Program.
- Report the use of materials, which contain racists, sexist, or other biases, which might cause adverse impact.
- Offer suggestions for the attainment of the goals of equal opportunity.

### ADMISSION POLICIES

Admission to Trinidad State Junior College is open to all Colorado high school graduates, non-graduates of high school who are sixteen (16) years of age or older, and any other person who can profit from the instruction. Admission to Trinidad State Junior College does not assure acceptance of any individual student in a particular course or program. In the event that an applicant does not meet the requirements for a particular program, Trinidad State Junior College advisors will advise the student of special courses or programs available to them. All admissions are also subject to space availability.

Non-high school graduates are strongly urged to take the General Education Development (GED) Test and earn a high school equivalency certificate. State Department of Education, and potential employers recognize this certificate. On November 5, 1990, the Omnibus Budget Reconciliation Act of 1990, Public Law 101-508, (OBRA) was enacted. Higher Education Act of 1965, as amended (HEA), requires that students requesting financial aid show the ability to benefit by passing an independently administered examination approved by the Secretary of Education, if they are to receive any form of financial aid.

### OUT-OF-STATE STUDENTS

Trinidad State Junior College welcomes applications from out-of-state residents. Past academic achievements may be considered in determining admission.

All of the applicant's credentials should be on file in the Admissions Office not later than the first day of classes.

### CHANGE IN TUITION CLASSIFICATION

A student classified as "Out-of-State" may request a change in tuition classification. The procedures require that a student must submit a petition for a change from "out-of-state" to "in-state" tuition status. The tuition classification officer must request and maintain adequate documentation to support any applicant's claim for change in status.

Student General Regulations

Page Three

## **APPEAL PROCEDURES**

When a decision is rendered and the student is not in agreement with the decision, the student may appeal the decision to the "Tuition Classification Panel". The petitioner (student) will be required to present supporting documentation to a panel of institutional representatives for review and resolution. The student will be notified of the decision made by the appeals panel and the reasons behind the decision, the decision of the appeals panel in final.

## **DEADLINES**

Students have until census date of the enrolled semester to submit a petition for change in Tuition Classification. Once the petition is submitted, the College will respond within 30 days with a decision.

## **FOREIGN STUDENTS**

Trinidad State Junior College is authorized under Federal law to enroll non-immigrant alien students.

Foreign students seeking admission to Trinidad State Junior College should submit an Application for Admission and an English Translated Transcript indicating graduation from High School, which is equivalent to the twelfth grade in the United States.

English proficiency is not a requirement for admission to Trinidad State Junior College. However, all foreign students regardless of nationality, citizenship, or status under U.S. immigration regulations for whom English is a second language, must demonstrate proficiency in English prior to enrollment in academic courses. The College does not use the TOEFL test as proof of English proficiency. Most entering students are required to take the Foreign Students English Placement Test. This rule does not apply to a few countries, like England, where English is both the language of instruction and the first language of the country. There is no question of the validity of the English spoken in any country; however, the College reserves the right to require any admitted student to take the Foreign Students English Placement Test.

Any student not demonstrating adequate proficiency will be required to enroll in the Intensive English Program for Foreign Students. Students, who are in need of elementary training, or desire to study ONLY English, are recommended to attend Trinidad State Junior College's English as a Second Language (ESL) Program.

## **FOOD SERVICE**

Food Services are provided in the Sullivan Student Center Dining Area. Students who live in the dormitory are required to participate in the meal plan.

## **PARKING REGULATIONS**

Parking is available in various lots and on the street around Trinidad State Junior College.

### **RESTRICTED PARKING AREAS INCLUDE:**

- "YELLOW"    Curbs indicate No-Parking areas.
- "RED"        Curbs indicate Fire-Safety zones and tow-away zones.

## **Student General Regulations**

### **Page Four**

- "BLUE"      Curbs are handicapped zones, which are marked as such, and reserved for individuals who have handicapped stickers on their cars.
- "WHITE"      Curbs indicate fifteen (15) minute parking or less; or reserved for staff.

Violators in any of the above areas will be ticketed. Habitual violators will be towed away at the owner's expense, as ample parking is available in lots and on the street. Individuals who park in red fire zones are subject to immediate towing without a warning or ticket.

### **VETERAN EDUCATION AND SERVICES**

Trinidad State Junior College has been approved for veterans' training under Chapter 35 Title 38 (DEA) USC, Title 10 USC, Chapter 106, Chapter 30 Title 38, and Chapter 32, Title 38. The Director of Financial Aid serves as Trinidad State Junior College certifying official.

Standards of Progress are set forth for veterans and eligible students receiving benefits under Chapter 30, 32 and 35, Title 38, United States Code in compliance with V.A. Regulations 14253, 14277 and Title 10 USC, Chapter 106. The policy for all "W" grades at TSJC will be the same for veterans as for all students who are attending.

### **ADULT EDUCATION**

For many years, Trinidad State Junior College has assumed a position of leadership among community colleges in meeting the educational needs of adults. Each year, hundreds of adults register for one or more courses for vocational and academic improvement, vocational and a vocational enrichment, and cultural awareness. The goal of Trinidad State Junior College in extended studies classes and community service programs is to provide an opportunity for adults and the traditional student to continue their education to the extent of their abilities and desires.

### **BOOKSTORE**

The Bookstore is located in the Sullivan Student Center. The Bookstore is open for students and staff from 7:30 a.m. to 4:00 p.m., including lunch hours, Monday through Friday. The Bookstore also maintains special hours during registration. The Bookstore makes every effort to supply the students with required books and learning materials.

Gifts, souvenirs, and clothing are also available in the Bookstore.

### **USE OF COLLEGE FACILITIES, SHOPS, LABORATORIES, AND EQUIPMENT**

Trinidad State Junior College exists to provide instructional activity to students. The facilities of the College are to be used for the specific purpose of instruction for students and the direct support of the instructional activities. College facilities are not to be used in such a way as to conflict with the educational mission of the institution.

Requests for use of College facilities are to be directed to the Office of Instructional Services. That office will assess the appropriate charges and issue written notification of the time and date of the approved scheduling of the facility.

## Student General Regulations

### Page Five

The facilities are not available for use by employees or students for any type of personal benefit or monetary gain. Employees are not to assume that they have the authority to grant to other employees, staff or students, permission to use the College shops, laboratories, equipment, or facilities for personal use or gain of any type.

Use of College facilities for preparation of instructional materials is permissible and in instances where no direct cost to the College is incurred, use may be allowed for the convenience of the employee with the approval of a proper administrative authority. Equipment, materials or supplies are not to be removed from the College campus without specific prior approval of the administration.

### DINING HALL

The Dining Hall is capable of providing catering and conference services in addition to preparing regular meals for Trinidad State Junior College students. Sodexo Food Service Management, in charge of the Sullivan Student Center Dining Room, offers meals seven (7) days per week for dormitory students, commuters, and visitors. Commuters can purchase a coupon book for reduced meal prices or a lunch ticket, which is good for five (5) lunches. All meals purchased are "All-You-Can-Eat", so we ask that no food or drink be removed from the dining room.

	Breakfast	Lunch	Dinner
Sunday	Brunch 11:30 am - 1:00pm		5:00pm - 6:30pm
Monday	7:00am - 8:00am	11:30am - 1:00pm	5:00pm - 6:30pm
Tuesday	7:00am - 8:00am	11:30am - 1:00pm	5:00pm - 6:30pm
Wednesday	7:00am - 8:00am	11:30am - 1:00pm	5:00pm - 6:30pm
Thursday	7:00am - 8:00am	11:30am - 1:00pm	5:00pm - 6:30pm
Friday	7:00am - 8:00am	11:30am - 1:00pm	5:00pm - 6:00pm
Saturday	Brunch 11:30 am - 1:00pm		5:00pm - 6:00pm
Continuous Service Grill	7:00am - 9:00am and during Lunch and Dinner Monday through Friday. Grill closed on weekends.		

\*During school break, hour changes will be posted in the Sullivan Student Center dining room.

### STUDENT LIFE

**GET A LIFE...Student Life!** The Office of Student Life is designed to serve an ever-changing energetic and enthusiastic student population at Trinidad State Junior College. To uniquely compliment the historical educational mission of the College, the Office of Student Life strives to enhance and enrich the academic experience and provide students with opportunities to participate fully in extra-curricular and co-curricular activities and programs. Each area under the auspices of Student Life has a specific mission, but one common goal: to provide quality and beneficial services to the student body and college community.

The Office of Student Life embraces and fosters the fact that a student's primary goal is to gain a quality college education, but we also believe students should get the TOTAL college experience. Students are afforded the opportunities to pursue leadership opportunities, participate in decision-making, and explore personal interests. Student Life provides all these and many more opportunities through Student Government, clubs and organizations, student activities and awareness programs. The Office of Student Life fosters growth and development that is essential to a positive and memorable college experience, and encourages students to become active, involved and responsible members of the college community.

## **Student General Regulations**

Page Six

Areas in the Office of Student Life include Student Government Association, Student Activities, Sullivan Student Center, Clubs and Organizations, Intramural Sports, Residence Halls/Housing and Dining and Food Services.

### **RESIDENCE HALLS**

Accommodations for campus living are available for both men and women in the residence halls. The College maintains four (4) residence halls. A \$100 deposit for the fall 2005 academic year is required with the application for space in the residence halls. A \$150 deposit for the spring 2006 academic year is required with a new application for space in the residence halls. Any unused portion of the deposit shall be mailed to the student after the student checks out of the assigned room. Students residing in the dormitories **MUST** purchase the meal plan.

### **LIBRARY**

The Samuel Freudenthal Memorial Library serves the students, staff and faculty of the Trinidad and San Luis Valley campuses. The library has approximately 55,000 volumes, 164 periodical titles and 4 newspapers.

The library has five dedicated connections to the TSJC, which may be accessed from any computer on campus (URL: <http://cwshared.carl.org>).

The library has a computer lab with eight workstations that provide Internet, e-mail, and word processing capabilities. There are also several research databases available via the Internet for students including SIRS Researcher; NEWSBANK, and EbscoHost. The library also has videotape-viewing room for student use, and video and audio collections.

The library is a member of the CLC (Colorado Library Card) program and the Arkansas Valley Regional Library Service System. The library can also borrow items through interlibrary loan.

### **LIBRARY FALL & SPRING SEMESTERS HOURS**

<b>MONDAY-THURSDAY</b>	<b>8:00 a.m. to 9:00 p.m.</b>
<b>FRIDAY</b>	<b>8:00 am to 5:00 pm</b>
<b>SATURDAY</b>	<b>1:00 pm to 5:00 pm</b>
<b>SUNDAY</b>	<b>5:00 pm to 9:00 pm</b>

Holiday, vacation, and summer session schedules are posted in advance in the library. The library's phone number is: (719) 846-5593.

### **STUDENT ADVISEMENT**

Trinidad State Junior College provides qualified advisors to assist students with planning proper programs in vocational and academic studies. Any student who desires assistance of any type should inquire in Berg Administration Building, Room 201.

**Student General Regulations**  
**Page Seven**

The advisors, along with other staff members, participate in the Orientation Program at the beginning of each year to help acquaint new students with the Trinidad State Junior College campus and college life.

Students are encouraged to meet with their assigned advisor at the beginning of each semester. Advisors are available throughout the academic year.

Scholarship information to other colleges and universities is also available in Berg 201.

**CURRICULUM ADVISEMENT**

Trinidad State Junior College staff assumes a genuine interest in the individual traits, abilities, and personal welfare of its students. The College provides an opportunity for students to explore their interests and capacities, to attain worthwhile career objectives, and to establish means of accomplishing those objectives. The interest of College staff in advising students in curricular courses and programs is not separate or distinct from other College functions. Since the College is not large, it is possible for faculty members to get to know individual students and to take a personal interest in a student's problems and achievements. This friendly interest on the part of the faculty helps students adjust to college life.

**PERSONAL AND SOCIAL ADVISING**

Each student is assigned to an advisor. These advisors will assist students with program planning and articulate the requirements and opportunities within their chosen vocations. Both full and part-time students are expected to consult with an advisor on all matters of curriculum and program choice.

The advising staff will assist students in identifying interest and aptitudes. Students are encouraged to contact an advisor for personal and educational counseling.

Various tests, including the ACT, Accuplacer/COCIS provide an indication of a student's aptitude, interests, and the level of achievement in basic skills. The meanings of these tests in terms of educational, vocational, and personal planning are discussed on an individual basis with students.

**STUDENT SUPPORT PROGRAM**

Student Support Services at Trinidad State Junior College helps students stay in college and meet their educational goals. The following services are provided at no extra charge to students:

- Tutoring and study group assistance for any TSJC course.
- Supplemental Instruction with student-led review sessions for some of the most challenging courses at TSJC.
- Drop in assistance in completing writing assignments for any course.
- Drop in assistance for all levels of mathematics.
- State-of-the-art computer lab for word processing, assessment, and computer based learning.
- Guidance in identifying a major field of study and defining career goals.
- Advising and visits (all expenses paid) to assist in transferring to a four-year college or university.

Student Support Services is located above the library.

### SPECIAL POPULATIONS

Trinidad State Junior College is an Equal Opportunity institution that is committed to the educational pursuits of all, including members of special populations. The term "special populations" includes individuals with handicaps, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions. To serve these individuals, Trinidad State Junior College offers services through the Special Populations Student Services Program.

### EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center at Trinidad State Junior College is one of five in the State of Colorado. It is a Federally funded program in which the efforts are aimed toward serving the "nontraditional" student, generally meaning those individuals returning to school after a long absence, and also those with dependents. The Program's criteria is threefold: 1) low-income; 2) first-generation (those whose parents do not have a four-year college degree); and 3) neither. Each participant receives information about postsecondary education, admissions, and financial aid guidelines and opportunities. Clients will also be given intensive assistance in filling out forms, initial direction in selecting the most appropriate course of studies for the client, and extensive follow-up of progress toward completing the educational objectives of the participant.

### COMPUTER LABORATORIES

The Computer Center provides the following computing facilities and services:

- A. Computer laboratories are available to faculty, staff, and students who require computer time for teaching/learning functions, including all academic and occupational areas of study.
- B. Normal hours of operation in the Computer Center are Monday through Friday from 8:00 a.m. to 5:00 p.m. Special permission is required to extend normal hours of operation. The Computer Center is located in Room 202 in the Davis, with labs located in the Davis, Berg, Library, Mullen, and Banta.

### TRINIDAD STATE JUNIOR COLLEGE COMPUTER SOFTWARE POLICY

#### 1. Copyright Law on Licensed Software

- A. It is illegal to duplicate software purchased except for one additional copy of each piece of software for protection against damage.
- B. Infringement of a copyright law is subject to large fines against the institution and possibly against the individual(s) responsible.
- C. The Colorado Attorney General's Office has stated that software should be treated as any copyrighted material. Accordingly, duplication is permissible only with written permission of the author or manufacturer with payment of license fees, if applicable.

## Student General Regulations

### Page Nine

2. **Trinidad State Junior College Computer Software Policy - Trinidad State Junior College recognizes the value of computers and software in a teaching, learning, and working environment and will not restrict the lawful use of programs provided by the college, employees, or students. The college does not condone the illegal duplication of software. The following stipulations shall apply in this policy:**
  - A. **Trinidad State Junior College purchases or licenses the use of copies of computer software from a variety of outside companies. It does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. Therefore, computer software will not be copied except for one (1) additional copy for security from damage.**
  - B. **Trinidad State Junior College employees or students shall use software only in accordance with license agreement(s).**
  - C. **The installation of software, at any site, shall require the approval of the appropriate Dean and a valid license must be recorded and on file in the designated office. Computer software will not be copied unless license fees for multiple copies have been paid.**
  - D. **Computer software, which requires a specific operating system, will not be approved for purchase unless the appropriate Dean for the specific personal computer approves the required operating system.**
  - E. **Trinidad State Junior College employees or students learning of any misuse of software or related documentation within the college shall notify the appropriate Dean action.**
  - F. **Trinidad State Junior College Policy is that Software shall not be copied:**
    1. **Beyond one (1) copy for security damage.**
    2. **Unless permission has been granted by manufacturer in writing to do so.**
    3. **Unless license fees for multiple copies have been paid.**
    4. **Software requiring a specific operating system will not be approved for purchase unless the required operating system is approved for the specific microcomputer.**

## ATHLETICS

The athletic program at Trinidad State Junior College exists for the purpose of furthering the physical development and educational aspirations of student athletes. Each athlete must understand that the College's first commitment is in assisting the athlete to receive a quality education and to obtain his/her degree. The athletic program is an integral part of the College, not a separate program unto itself.

Because of the high profile of collegiate athletics, all athletes at Trinidad State Junior College are expected to represent the College in the highest manner of academic pursuit, good citizenship, and appropriate behavior.

To further the educational growth and physical development of athletes, the following principles will be strictly adhered to:

## **Student General Regulations**

### **Page Ten**

- 1. Programs should be organized and conducted so that the education, health and welfare of the student athletes receive first priority.**
- 2. Programs should be organized and conducted with attention given to the needs and interests of all students, the spectator, the participants and other coordinating auxiliary activities.**
- 3. Intercollegiate athletic programs should compliment the basic physical education classes and/or programs.**
- 4. Athletic programs should be organized in a manner appropriate to meet the needs, resources, and circumstances of Trinidad State Junior College.**

### **COLLEGE OPPORTUNITY FUND (COF)**

**THE College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible Colorado undergraduate students. The stipend pays for a portion of total in-state tuition when a student attends a Colorado public institution or a participating private institution.**

**Eligible undergraduate students must apply, be admitted and enroll at a participating institution beginning with the fall semester of the 2005-06 academic year. New and continuing students are eligible for the stipend.**

**Qualifying student may use the stipend for eligible undergraduate classes. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the General Assembly.**

**For more information or to register for COF, please go to the Students Services Office in Berg Building, Room 201.**

### **FINANCIAL AID**

**The following information has been prepared to provide students with a better understanding of the financial aid programs at Trinidad State Junior College. The purpose of financial aid is to assist those eligible students who, without such aid, would be unable to pursue their educational goals. The primary responsibility to meet college costs lies with the student and the student's family, with financial aid from the college being a supplementary source of financing.**

**The amount of need-based financial aid offered to a student cannot exceed the student's documented financial need. A student's financial need is determined through a uniform needs analysis of the students and/or family's income, assets, etc., as in comparison with the anticipated costs of the student's education. Financial aid records are classified confidential and are treated accordingly. Students are encouraged to seek additional information on financial aid from the Financial Aid Office.**

### **FINANCIAL AID AWARDS**

- 1. All financial aid awards are made in compliance with the policies, guidelines and regulations as set down by the state and federal governments and Trinidad State Junior College.**
- 2. Awards may consist of one or a combination of the various financial aids.**

## **Student General Regulations**

### **Page Eleven**

- 3. Financial Aid recipients are notified of their award by mail, online or in person (providing an award has been made). Award estimates will NOT be made!**
- 4. Funding of all financial awards is contingent upon the State and Federal funding of the financial aid programs at Trinidad State Junior College.**
- 5. All students who receive financial aid must meet the standards of satisfactory progress. The standards are spelled out in the General Information Publication available on request from the Financial Aid Office.**

### **SATISFACTORY ACADEMIC PROGRESS**

**In order to meet satisfactory academic progress requirements for terms in which assistance was received, financial aid recipients must:**

- 1. Maintain a minimum term grade point average of 2.0 or above for all classes attempted; and**
- 2. Successfully complete a minimum of 75% of attempted credit hours for the term. Students taking 3 or less credit hours must complete all hours attempted.**

**Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each term. Credit hours attempted through consortium agreements will be included in the review of this criterion. Students who fail to meet either or both of these criteria will be placed on financial aid probation or suspension according to the following guidelines and will be notified in writing of their status.**

### **QUALITATIVE MEASUREMENT**

**Each institution will define assigned grades and their interpretations.**

- 1. Grade symbols of A, B, C, D earned during the Fall, Spring and Summer will be considered acceptable for courses completed and Satisfactory Academic Progress consideration. S and P (credit) grades will be assigned the equivalent value of a 2.00 GPA.**
- 2. Grades of F, I, W, IP, AW, and AU earned during the Fall, Spring and Summer will not be considered acceptable for Satisfactory Academic Progress.**
- 3. Students who received an incomplete grade (I) are responsible for notifying the Financial Aid Office if the incomplete grade has been removed. Students can be made aware of this by statements in the Financial Aid Handbook, via a web site or within probation and/or suspension letters. Refer to individual college catalogs as to when the "Incomplete" grade will be changed to a failing grade should the student not complete the course as agreed to in the Incomplete Grade Contract.**

### **QUANTITATIVE MEASUREMENT**

**A student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours successfully completed.**

- Good Standing: Student is eligible to receive all types of aid.**
- Probation: Student will continue to receive aid, but will be monitored closely and must meet good standing criteria by the end of the probation term.**
- Suspension: Student is not eligible to receive financial aid (federal, state or, at times, institutional).**

<b>Hours successfully completed result in the following Satisfactory Progress Status</b>			
<b>ENROLLMENT</b>	<b>GOOD STANDING</b>	<b>PROBATION</b>	<b>SUSPENSION</b>
18	14	13 – 3	Less than 3
17	13	12 – 3	Less than 3
16	12	11 – 3	Less than 3
15	12	11 – 3	Less than 3
14	11	10 – 3	Less than 3
13	10	9 – 3	Less than 3
12	9	8 – 3	Less than 3
11	9	8 – 3	Less than 3
10	8	7 – 3	Less than 3
9	7	6 – 3	Less than 3
8	6	5 – 3	Less than 3
7	6	5 – 3	Less than 3
6	5	4 – 3	Less than 3
5	4	3	Less than 3
4	3	NA	Less than 3
3	3	NA	Less than 3
Less than 3 credits	Number of	NA	Less than number

**MAXIMUM TIME LENGTH**

Federal regulations require that institutions establish a maximum time period or maximum number of credit hours in which a student should complete an educational degree and/or certificate if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational degree and/or certificate in the time frame indicated below. If a student changes a course of study, the attempted hours under all courses of study are included in the calculation of attempted and earned hours. Transfer credit hours are included in the calculation of allowable maximum time length. All attempted credit hours, whether or not financial aid was received for the credit hours, must be evaluated when determining the maximum time length for financial aid consideration.

**For Example:**

**Associate Degree:** This program requires a minimum of 60 credit hours. Students must complete their program by the time they have attempted 90 credit hours.

**Certificate:** The College offers a number of eligible Certificate programs each requiring a specific number of credit hours for completion. Students enrolled in Certificate programs must complete their program by the time they have completed 150% of the number of credit hours required for the specific program.

**Example:** A student, who is enrolled in a 24 credit Certificate program, must complete that program by the time he or she has attempted 36 credit hours.

**Student General Regulations**  
**Page Thirteen**

According to clarification from the U.S. Department of Education, up to 30 credit hours of "for credit" remedial coursework or English as a Second Language (ESL) courses are allowed when determining enrollment status. Further, those same credits are not required to be included when calculating the quantitative measurement, based upon 150% of the credit hours required for program completion, provided that such exemption is defined in policy. Therefore, as a policy statement of the Community Colleges of Colorado, up to 30 credit hours of remedial/ESL credits will not be included in the calculation when determining if the student has exceeded the maximum time length (150% of the hours required) for the declared program of study provided that the courses are not applicable to the declared program of study.

Payment of aid is allowed for repeated courses. However, these courses will be counted toward students' maximum time length.

**FINANCIAL AID PROBATION**

The Financial Aid Office will evaluate each financial aid recipient's academic progress each term. Each semester-end evaluation will include a GPA review as well as an assessment of the student's completion of the credit hours attempted for that term. Students will be placed on financial aid probation;

1. If they fail to successfully complete at least 75% of the credit hours and/or
2. If they earn a term GPA below 2.0 and/or
3. If they have attempted 125% of the maximum allowable credit hours for their current program.

Students are eligible for payment of aid during the probation term. Students are not able to appeal probation.

If at the end of the probationary term, under 1 and 2 above, students successfully complete 75% of their attempted hours with a minimum term GPA of 2.0, they will automatically be removed from financial aid probation. Students placed on probation under number 3 above will remain on probation until they attempt more than 150% of the credit hours required for graduation under their program of study. Students will be suspended from financial aid at that time. Please see FINANCIAL AID SUSPENSION, 3 below.

Students who do not successfully complete the required 75% of their attempted credit hours or who achieve less than a 2.0 term GPA during the probationary term will be subject to financial aid suspension.

**FINANCIAL AID SUSPENSION**

Financial aid recipients will be suspended from receiving additional financial aid if they attempted 3 or more credit hours within a term and completed less than 3 credit hours. This includes students who withdraw from all enrolled credit hours in a semester. If enrolled in less than 3 credit hours, students will be suspended from receiving additional financial aid if they complete less than 100% of their attempted credit hours. For all other financial aid recipients, suspension from additional financial aid consideration occurs if for two consecutively enrolled terms:

**Student General Regulations**  
**Page Fourteen**

1. They fail to complete 75% of the credit hours they attempt and/or
2. If they earn less than a 2.0 term GPA and/or
3. If they have reached 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

**APPEALS**

Each institution is required to have a Financial Aid Appeal Committee and a secondary process for students to appeal the primary decision of the Financial Aid Appeal Committee. All decisions made at the secondary level are final.

A student may appeal when they do not meet the GPA standard or the 75% minimum completion rate. These appeals must be submitted to the Financial Aid Office with supporting documentation attached. Appeals may be filed for mitigating circumstances, such as:

1. Medical problems (family illness).
2. Family emergency (death of a family member).
3. Other documented extenuating circumstances beyond the student's control.

A student appealing for:

1. Extension of the maximum allowable credit hours for the currently enrolled program, or
2. Funding for an additional degree and/or certificate, may be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirements and/or the educational purpose of a subsequent degree and/or certificate.

An appeal form can be obtained from the Financial Aid Office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances.

The Financial Aid Director will initially review and make a decision about the appeal. If the student wishes to appeal that decision, he/she may make a written request to have the appeal reviewed at a secondary level. The college determines the structure for the secondary review level.

Students with approved appeals will be notified in writing and will be placed on Probation for the term in which the appeal was approved. Students with denied appeals will be notified in writing of the decision and of the reinstatement process.

**REINSTATEMENT**

A student who has been terminated may request reinstatement of eligibility after completing one term of a minimum of 6 credit hours at his or her own expense, (without the assistance of federal, state or institutional money) meeting the satisfactory academic progress requirements, and repaying any overpayment that he or she may have received. Once these criteria are met, the student must submit a

written request to the Financial Aid Office for a review of their satisfactory academic progress eligibility status.

**TSJC RETURN OF TITLE IV FUNDS**

When a Title IV aid recipient completely withdraws from Trinidad State Junior College prior to the end of the term, a refund of the aid will be calculated. The calculation will be based on the number of days attended compared to the total number of days in the semester. Withdrawal after 60% of the term is not subject to the return calculation. Aid used for tuition, fees, books, and room/board, will be refunded by both the student and the college.

The withdrawal date will need to be determined in order to calculate the amount to be returned. This will be the date the student began the withdrawal process with the Student Services Office, or otherwise provide the institution with notification of intent to withdraw. If the student drops without any notification, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity. If the withdrawal process was not begun because of illness, accident, or similar circumstance beyond the student's control the institution will determine the appropriate withdrawal date. If at the end of the semester the student receives all W's, F's or a combination, then again, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity.

The college will return to the Title IV programs, the amount based on the standard calculation. That amount is now due to the college by the student. Additionally, the student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original amount). Students have 45 days to repay their portion. After 45 days, the college will notify the Department of Education The student will then be ineligible for Federal Title IV aid at any post-secondary institution until the overpayment is repaid. The loan amounts the student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount.

**Example: A student received a Pell Grant for \$1563 for full time enrollment of 12 credit hours. Student charges for the term totaled \$726.20. The student completed 30 calendar days of the 111 days of the term.**

Original Pell Award .....	\$1563.00
Student withdraws after attending 30 calendar days (30/111) Percentage of Title IV aid earned 27%	
Amount of Title IV aid earned .....	\$422.01
Pell award-Amount of Title IV aid unearned (Title IV aid to be returned) .....	\$1140.99
Institutional Charges incurred by student .....	\$726.20
Percentage of Title IV aid unearned .....	73%
Institutional Charges unearned .....	\$530.13

Title IV Aid to be returned by student (Original award- institutional charges = student amount x percentage unearned / 2 = total amount student must repay) ( $\$1563 - \$726.20 \times 73\% = 610.86 / 2 = \$305.43$ ) \$305.43

Pell Funds to be returned to the Department of Education by the institution..... \$530.13

The order of return of Title IV funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Federal Pell Grant
- Federal SEOG

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Financial aid policies not listed here are available in the Financial Aid Office or online.

### THE SEMESTER SYSTEM AND THE CREDIT HOUR

The College operates on the semester system. Two 15-week semesters constitute a normal academic year.

The basic unit of academic study is the "credit hour." One credit hour represents one 50-minute period of lecture or discussion, or two 50-minute periods of academic laboratory, or one and a half hours of vocational laboratory, during each week of the instructional period. (For example, the typical semester class is 3 credit hours, which represents three 50-minute periods of lecture or discussion during each week of the semester, for a total of 45 such periods in a typical 15-week semester). The number of credit hours assigned to a course varies.

### CONVERSION OF CREDIT HOURS

Although Trinidad State Junior College operates on the semester system, a number of other colleges and universities operate on the quarter system. If you are transferring to or from a quarter hour college, you will need to be aware of the conversion of credit hours. To convert quarter hours to semester hours, multiply the number of hours times  $2/3$ , as the example below shows: Conversion of quarter hours to semester hours ( $9 \text{ quarter hours} \times 2/3 = 6 \text{ semester hours}$ ).

### FULL-TIME AND PART-TIME ENROLLMENT

A student who registers for 12 or more credit hours within a semester is a full-time student. A student who registers for fewer than 12 hours within a semester is a part-time student.

A student enrolled in an academic program may not register for more than 21 credit hours without permission from his or her advisor and the approval of the appropriate Instructional Dean. A student enrolled in a vocational/occupational program may not register for more than 28 credit hours without permission from his or her advisor and the appropriate Instructional Dean.

**GRADE POINT AVERAGE (GPA)**

The scholastic standing of students at Trinidad State Junior College is indicated by letter grades, which have the following interpretation:

GRADE EARNED	QUALITY POINTS EARNED
A - Superior	4 credit points per credit hour.
B - Good	3 credit points per credit hour.
C - Average	2 credit points per credit hour.
D – Deficient, but passing	1 credit point per credit hour.
F - Failure	0 credit points per credit hour.
S - Satisfactory	0 credit points per credit hour.
U - Unsatisfactory	0 credit points per credit hour.
I - Incomplete	0 credit points per credit hour.
W - Withdrawal Passing	0 credit points per credit hour.
AU - Audit	0 credit points per credit hour.

**AN INCOMPLETE GRADE MUST BE REMOVED NO LATER THAN THE END OF THE SUCCEEDING SEMESTER. FAILURE TO REMOVE AN INCOMPLETE GRADE WILL RESULT IN A GRADE OF “F” ON A STUDENT’S TRANSCRIPT IN PLACE OF THE INCOMPLETE GRADE.**

Grades of “AU”, “I”, “S”, “U”, and “W” are not assigned quality points and are not computed into the grade point average.

The computation of a student’s grade point average takes into consideration the grades received for successful completion of classes, the quality points earned for those classes, and the total number of completed credit hours.

EXAMPLE:	Grade Earned	Credit Hours	Grade Points	Quality Points
Sociology 251	B	3	X 3	= 9
Biology 111	A	5	X 4	= 20
English 121	C	3	X 2	= 6
History 201	W	3	X 0	= 0

Total credit hours completed (11). Total quality points (35). The grade point average (GPA) is computed as follows:

**GPA = Total Quality Points (35), divided by total credit hours earned (11), 35/11= 3.1818 GPA.**

**CUMULATIVE GRADE POINT AVERAGE**

To compute the cumulative GPA, add the number of credit hours earned for each semester completed, then add the total quality points earned for each semester. Divide the total quality points by the total credit hours earned.

Example:

<u>Semester</u>	<u>Earned Hours</u>	<u>Quality Points</u>
Fall	15	40
Spring	13	32
	<u>28</u>	<u>72</u>

$72/28 = 2.57$  cumulative GPA.

A cumulative grade point average of 2.000 is required to graduate with a degree or certificate.

### CHANGE OF GRADE

A change of grade or removal of an "I" (Incomplete) from a student's transcripts is initiated by the instructor of record. Students are encouraged to contact their respective instructors concerning these transactions.

### FINAL EXAMINATIONS

Final exams are given the last full week of classes during regular class times.

### ATTENDANCE

The Instructor is encouraged to take roll at the beginning of every class period. The Student is expected to attend all announced class periods, including, but not limited to the first day of class and the last day of class for any semester. The Student should be in his or her seat by the previously announced time the class period begins, attend the entire class period and not leave the room until dismissed by the Instructor.

If the Student is absent from any class for three contact hours and such absences are unexcused, his or her final grade for the course may be reduced by one letter grade. If the Student has been absent for six or more contact hours and such absences are unexcused, he or she may be dropped from the class entirely.

Absence, for any reason, does not relieve the Student of the responsibility of completing all of the work for the course to the satisfaction of the Instructor.

Definitions:

Contact hour: A contact hour is fifty minutes of clock time.

Class period: That period of time during which the Instructor meets with the Student in a classroom, lab or other educational setting, beginning and ending at previously announced times. It may include one or more contact hours.

Excused Absence:

1. Any absence caused by travel to and attendance of any function approved by a coach of a recognized college sport or sponsor of an approved campus club by a current team or club member.

- 2. Any absence caused by illness if the student presents a written statement from a certified health care provider.**
- 3. Any other reasonable excuse acceptable to the Instructor.**

### **DROPPING COURSES**

A class may be dropped by a student within the first 15% of the class (census date) without penalty or without an assigned grade. After the census date, but before the last 15% of the class, the instructor will assign a grade of "W". During the last 15% of a class, grades of A, B, C, D or F is to be assigned unless the Vice President for Instruction consents to a "W".

Before the beginning of each semester the census date and the date marking the last 15% of the semester will be announced. For short-term classes, instructors should get the census date and a date marking the last 15% of the class from the appropriate dean. Instructors should include these two dates on their syllabus.

A grade of "W" may be given provided the student presents to the Student Services Office a completed withdrawal form signed by the appropriate instructor/advisor.

The polity for all "W" grades will be the same for veterans as well as all other students who are attending Trinidad State Junior College.

### **REPEATING COURSES**

A student who earns a grade of D, F, or U may repeat the course once for the purpose of improving the grade point average (GPA). The highest grade earned is entered on the transcript and will be counted in calculating the cumulative grade point average (GPA). Duplicate credit is not granted for repeating a course.

### **WITHDRAWAL**

To leave the College in good standing, a student should first consult with his/her advisor and the Chief Student Services Officer. He/she must then secure written clearance from each of his/her instructors, the program advisor, the Librarian, Business Office, an Advising Center Counselor, and the Financial Aid Office. When written clearance from the above individuals or offices is obtained, the signed clearance document is to be returned to the Student Services Office.

### **ACADEMIC PROBATION AND SUSPENSION**

**Probation.** If at the end of any given semester a full-time student's cumulative grade point average falls below 2.0, he or she will be placed on academic probation for the ensuing semester. A student placed on academic probation will be prohibited from participation in all extracurricular activities.

**Academic Suspension.** If a student on academic probation fails to raise his or her GPA to at least 2.0 by the end of the probationary semester, he or she will be placed on academic suspension. A student placed on academic suspension will be prohibited from enrolling in College courses, and participating in College activities or residing in College Residence Halls. In order for suspension to be lifted, the student must obtain

**Student General Regulations**  
**Page Twenty**

a determination from the Academic Standards Committee that he or she is able and ready to resume his or her studies at an acceptable level of performance.

The Academic Standards Committee shall consist of one representative from each of the following areas: Student Services, Instruction and Student Body.

**ACADEMIC HONESTY**

Academic dishonesty will not be tolerated and is grounds for compulsory withdrawal, suspension, or disenrollment.

Academic dishonesty includes, but is not limited to, "cheating" and "plagiarism." "Cheating" means assisting another student, receiving assistance from another student, or relying on any unauthorized assistance, whether provided orally, in writing, or by other means, in the course of taking tests or examinations, conducting research for or writing research papers, carrying out laboratory experiments, preparing projects, or meeting any other course requirement. "Plagiarizing" means intentionally presenting the words or ideas of others as if they were the student's own, or unintentionally presenting them as such without proper attributions.

Instructors are authorized and required to make use of all reasonable means to deter, prevent, and detect academic dishonesty. If in the considered judgment of his or her instructor a student is determined to have committed an act of academic dishonesty, the instructor has the right to impose a penalty commensurate with the severity of the infraction. Penalties may include assigning a failing grade to the particular course requirement, lowering the student's grade for the course, failing the student for the course as a whole, or suspending the student for a defined period of time. If the instructor decides to suspend or disenroll, he or she should bring the matter to the attention of the Chief Student Services Officer.

A student who believes that he or she has been wrongfully charged with committing an act of academic dishonesty may appeal, in writing, to the appropriate instructional Dean. The student will present evidence supporting his or her appeal, and the instructor will be permitted to respond. The decision of the Dean is final.

**SCHOLASTIC STANDARDS COMMITTEE - GRADE APPEAL**

Students should resolve all grade disputes with the instructor of record. If the grade cannot be resolved, the student may request a hearing with the Scholastic Standards Committee.

**Procedure:** A student may appeal an award of a grade if the student has reason to question the validity of a grade received in a course. The student shall file notice of such appeal, in writing, with the appropriate Instructional Dean before the end of the third week of the semester following the completion of the course.

The Instructional Dean, or his/her designee, shall commence proceedings within five working days to convene the Scholastic Standards Committee. The Scholastic Standards Committee shall consist of one representative from each of the following areas: administration, faculty, and students.

The appropriate Instructional Dean shall set a date, time, and place to hear the appeal. The hearing will be arranged expeditiously, and the student is expected to present evidence pertaining to the request for a change of grade. The faculty member will be given an opportunity to respond to the student's presentation. The

appropriate Instructional Dean shall prepare, or cause to be prepared, in writing, the decision of the committee within one workday of the decision. The decision of the Scholastic Standards Committee is final.

### **REQUIREMENTS FOR GRADUATION**

Trinidad State Junior College awards the Associates of Arts (A.A.) Degree, Associate of Science (A.S.) Degree, Associate of General Studies (A.G.S.) Degree, Associate of Applied Science (A.A.S.) Degree, and various Certificates. The following graduation requirements generally apply for each degree or certificate conferred:

A. To be eligible for the Associate of Arts (A.A.) Degree, Associate of Science (A.S.) Degree, Associate of General Studies (A.G.S.) Degree or the Associate of Applied Science (A.A.S.) Degree granted by Trinidad State Junior College, the student must:

1. Fulfill the curricular requirements of the degree program as outlined in the College Catalog and State Board for Community Colleges and Occupational Education policies.
2. Complete common core of general education courses as prescribed by the program selected.
3. Have earned a minimum cumulative grade point average 2.0000.
4. Have completed a minimum of fifteen (15) semester hours at Trinidad State Junior College.  
Note: Students who complete all required courses in the appropriate areas with grades of “C” or better, will have their transcript stamped “core transfer program completed.” When a student has not satisfactorily completed the core courses prior to transfer, the receiving institution will review and accept courses on a course-by-course basis in relation to college or university requirements.

B. To be eligible for a Certificate granted by Trinidad State Junior College, students must:

1. Fulfill the curricular requirements of the occupational program pursued as outlined in the College catalog.
2. Have earned a minimum cumulative grade point average 2.0000.
3. Have completed a minimum of fifteen (15) semester hours at Trinidad State Junior College.

**Credit Not Earned at TSJC** In designated programs, a student may obtain exemption from certain requirements by demonstrating competence through testing.

### **SCHOLASTIC ACHIEVEMENT LIST**

Students who excel in their courses of study at Trinidad State Junior College may qualify to be named to the Scholastic Achievement List.

### **APPLYING FOR GRADUATION**

All students must apply for graduation to be considered a candidate for graduation from a degree or certificate program at TSJC. Students may complete graduation requirements anytime during a specific term; however, the official graduation date that is posted on the student's transcript is the last day of full-term classes for the appropriate term. TSJC holds one formal graduation ceremony for all three terms. This is held at the end of spring semester.

It is recommended that the student schedule an appointment with the advisor for verification of eligibility for graduation at the beginning of the semester in which the student will complete his/her program of student. The student should review the following areas with his/her advisor:

1. Confirm that the major and area of study is correct for the Current Academic Program;
2. Confirm that all transfer credit and Credit for Prior Learning that applies to the student's current program has been posted on the transcript;
3. Confirm with the advisor that all course substitutions and/or waivers that were previously discussed have been approved and posted to the student's record;
4. Complete and submit and Application for Graduation upon appropriate verification of eligibility as outlined in: (A) for fulfilling curricular requirements for an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree or Associate of Applied Science Degree; or in (B) for fulfilling curricular requirements for a Certificate.

The Application for Graduation Form must be completed and returned to the Office of the Registrar, Berg 210, prior to the following Graduation Application Deadlines:

1. Summer 2005      June 1, 2005
2. Fall 2005         September 1, 2005
3. Spring 2006      December 15, 2005

Applications for Graduation are available from the following areas: Registrar's Office, Student Services Office, or [www.trinidadstate.edu](http://www.trinidadstate.edu) web page.

### **GRADUATION HIGHLIGHT- PRESIDENT'S RECEPTION**

Prior to Commencement, the students in the TSJC graduating class are guests of the President and his family at the President's reception. The reception is open to the graduates and their families.

### **GRADUATION FEE**

- Graduating students will be assessed \$20, which will be applied to their accounts if not paid at the time of application. This fee covers regalia, diploma, mailing, and two transcripts.
- Graduates not participating in the ceremonies will also be charged \$20. This covers diploma, mailing, and two transcripts.
- Distance learners and OSH will be charged \$7.50. This covers diploma and two transcripts.
- There will be no charge for Business Ag, CLETA, nurse aide, EMT certificates, and other mini certificates. See Gloria Coke, Berg 210, for more information.

## **Student General Regulations**

**Page Twenty-Three**

### **HONOR GRADUATES**

Any student who has been approved to go through Commencement Exercises and is due to receive an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, or Associate of Applied Science Degree while maintaining a cumulative grade point average of 3.85-4.0 through the Fall semester preceding Commencement Exercises will receive a Gold Cord. Any student who has been approved to go through Commencement Exercises and is to receive an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, or Associate of Applied Science Degree while maintaining a cumulative grade point average of 3.65-3.8499 through the Fall semester preceding Commencement Exercises will receive a Silver Cord.

### **PHI THETA KAPPA (PTK) HONOR GRADUATES**

Phi Theta Kappa is recognized by the American Association of Community and Junior Colleges as the only official honor fraternity for two-year colleges. PTK recognizes and encourages scholarship among college students. PTK provides opportunity for stimulation of interest in continuing academic excellence, for the development of leadership and service, and for lively fellowship of scholars. The Gamma Xi Chapter, the oldest PTK Chapter in Colorado, was chartered at Trinidad State Junior College in 1937. Students will be invited to join Gamma Xi chapter if they perform academically as follows: A grade point average of 3.5 must be obtained during a semester in which a student is enrolled in a minimum of 12 college-level credit hours. A cumulative 3.5 GPA must be maintained to retain membership. Membership is open to all students without regard to their status as candidates for a degree. PTK members in good standing are permitted to wear the PTK gold stole at graduation indicating their participation in the Honor Fraternity.

### **DEAN'S LIST**

Students who enroll in twelve or more college credit hours and earned a grade point average between 3.500 and 3.999 are recognized on the Dean's List

### **PRESIDENT'S LIST**

Students who enroll in twelve or more college credit hours and earned a 4.000 grade point average are recognized on the President's List.

### **TRINIDAD STATE JUNIOR COLLEGE FIREARMS POLICY**

Colorado House Bill No. 1245, effective April 15, 1989, states that it is unlawful for anyone to bring, or cause to bring, any weapon in or on the grounds, and buildings of any educational institution, public or private.

**POLICY STATEMENT**

No person may have on his/her person any unauthorized firearm, ammunition, explosive device, or illegal weapon as defined in the Statute, on campus, in dormitories, or any facility used by the College, or any sanctioned activity.

**AUTHORIZED USE**

The College Gunsmithing Department and Colorado Law Enforcement Training Academy shall develop procedures and regulations pertaining to the use of firearms as part of the only recognized programs of instruction, which require access to a firearm as an integral part of the instructional program.

Conditions under which firearms will be allowed on the Trinidad State Junior College campus:

1. To present an authorized public demonstration or exhibition pursuant to instruction in conjunction with an organized school or class. Students must obtain prior written approval from the appropriate dean.
2. To participate in an authorized extra-curricular activity or athletic team.
3. Specified repair or modification work.
4. Use at the Trinidad State Junior College Prator Gun Range.
5. By authorized law enforcement officers while in performance of their duties.
6. For purpose of storing firearms in a College vault.
7. Instructional purposes in the Gunsmithing or CLETA programs.

**SANCTIONS**

Persons in violation of this policy shall be subject to appropriate action under disciplinary policies and procedures in effect at Trinidad State Junior College.

**PET POLICY**

To protect all students that suffer from allergens, pets are not allowed on TSJC property. This includes offices, classrooms and common areas.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The classroom instructor is responsible for controlling the conduct of the class, the demeanor and behavior of the students, and exercising classroom discipline, subject to accepted College standards and practices.

Trinidad State Junior College expects students to maintain standards of personal integrity that are in harmony with the educational goals and mission of the College; to observe national, state, and local laws and

**Student General Regulations**  
**Page Twenty-Five**

College regulations; and to respect the rights, privileges, and property of other people. Principles of academic honesty, respect for diversity, and proper classroom behavior are expected of all students.

**STUDENT RIGHTS** - As members of the College community, students can reasonably expect the following:

1. Students have the right to freely exercise their full rights as citizens. The College affirms the right of students to exercise their freedoms without fear of College interference for such activity.
2. Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, national origin, age, or handicap.
3. Students have the right to information relating to maintenance of acceptable academic standing, graduation requirements, and course objectives and requirements
4. Students have the right to fair and impartial treatment in regard to academic evaluation, academic discipline, and general discipline.

**STUDENT RESPONSIBILITIES**

Students have an obligation to know and follow the regulations of the College. Violations will form the basis for College intervention or disciplinary action. The following actions are prohibited:

1. Any dishonesty such as cheating, plagiarism or knowingly furnishing false information to the College;
2. Obstruction or disruption of teaching procedures;
3. Physical or verbal abuse of any person which is related to College affairs or conduct, which threatens or endangers the health or safety of any such person;
4. Disorderly conduct or lewd, indecent or obscene conduct or expression;
5. Violate classroom safety regulations;
6. Tardiness or excessive absences, including leaving early and/or returning late from College vacation (break) periods;
7. Unacceptable behaviors or conduct toward instructors, other students or specified College programs.

**STUDENT EXPECTATIONS**

Enrollment at Trinidad State Junior College is voluntary. Admission confirms the obligations of performance and behavior, which the College believes appropriate. As a member of the College community, students are held accountable not only for civil and criminal laws, but College Standards as well. Enrollment does not confer either immunity or special considerations with reference to civil and criminal laws.

Students may be accountable to both civil and College authorities for acts which constitute violations of law as well as violations of College rules and regulations. Disciplinary action by the College will not be subject to challenge or postponement on the grounds that criminal charges involving the same incident have been

## **Student General Regulations**

### **Page Twenty-Six**

dismissed, reduced, or are pending in civil or criminal court. In addition, the College reserves the right to pursue disciplinary action if a student violates a standard and withdraws from the College before administrative action is final.

All persons on College property are required, for reasonable cause, to identify themselves upon request of College officials acting in the performance of their duties. Acting through its administrative officers, the College reserves the right to exclude those deemed detrimental to its well-being or incompatible with its function as an educational institution.

Trinidad State Junior College guidelines attempt to balance the student's needs and the needs of the College community. If an individual is found in violation of the Student Code of Conduct, the College's primary interest will be to help that individual avoid further inappropriate behavior and become a responsible member of the College community. However, if an individual fails to correct inappropriate behavior, or if the violation of The Student Code of Conduct is serious, the College will have no choice but to consider taking disciplinary action that may, in some cases, lead to suspension or expulsion from the College. There are some behaviors that will not be tolerated because they threaten the safety and violate the basic purpose of the College community or the personal rights and freedoms essential to other members of the community.

Listed below is the Student Code of Conduct for which action may be taken if a violation occurs, together with the range of penalties for the first offense.

1. **Non-violent intentional obstruction, disruption, or interference with teaching, disciplinary proceedings, or other College activities, including its public service functions or other authorized activities on the College premises. (Penalty Range: Official Reprimand - General College Discipline - Disciplinary Probation)**
2. **Non-violent willful obstructions or interference with the freedom of movement of students, College officials, employees, and invited guests to all facilities of the College. (Penalty Range: Official Reprimand - General College Discipline - Disciplinary Probation)**
3. **Disorderly conduct or lewd, indecent, or obscene conduct or expression on property owned or controlled by the college or at any function sponsored or supervised by the college. (Penalty Range: Official Reprimand - General College Discipline - Disciplinary Probation)**
4. **Physical abuse of any person on property owned or controlled by the College or at any function sponsored or supervised by the College, or conduct that threatens or endangers the health or safety of any such person. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
5. **Harassment and/or hazing in all forms, which includes, but not limited to striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person with intent to punish or injure, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
6. **Prohibited entry to, or use of College facilities, defined as unauthorized entry or use of College property or facilities for illegal purpose or purposes detrimental to the College. (Penalty Range: Probation - Suspension - Disciplinary Dismissal - Expulsion)**
7. **Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud the College. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**

## **Student General Regulations**

### **Page Twenty-Seven**

- 8. Theft or willful damage to College property and the private property of students, College officials, employees, and invited guests, when such property is located upon or within College buildings, facilities, or grounds. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
- 9. Possession of firearms, explosives, dangerous chemicals or other dangerous weapons within or upon the grounds, buildings, at college sponsored activities or any other facilities of the College. (Gunsmithing students must abide by the firearms policy of the College). (A dangerous weapon is an instrument that is designed to or likely to produce bodily harm. Weapons may include, but are not limited to, B-B. guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, or switch blades. A harmless, instrument designed to look like a firearm, explosive, or assault another person, is expressly included within the meaning of a firearm, explosive, or dangerous weapon). (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
- 10. Sale, distribution, use, possession, or manufacture of illegal drugs, or inhalants, (including paint and glue) within or upon the grounds, buildings, or any other facilities of the College. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
- 11. Use of, being under the influence of illegal or dangerous drugs, sniffing of paint or glue, or sale, distribution, use, consumption of fermented malt beverage (Beer) or intoxicating liquors are prohibited within or upon the grounds, buildings, at college sponsored functions, or in state owned or leased vehicles or other facilities of the College when such possession, use, or distribution is a violation of federal, state, or local law. (Penalty Range: Probation - Suspension - Disciplinary Dismissal)**
- 12. Off-Campus: Physical abuse of any person, or conduct that threatens or endangers the health or safety of any person, or conduct which interferes with the public or private rights of citizens, when it is determined that the continued presence of the student would clearly constitute a threat or danger to the College Community. (Penalty Range: Suspension - Disciplinary Dismissal - Expulsion)**
- 13. Leaving children unattended in campus buildings or on campus grounds. (Penalty Range: Official Reprimand, Probation, Suspension)**
- 14. Aiding or encouraging others in community, or initiating others to commit any act of misconduct. (Penalty Range: Probation, Suspension or Disciplinary Dismissal)**

**The administration of student discipline at Trinidad State Junior College is a responsibility shared by students, faculty, and administrative staff.**

**In situations where the behavior of the student(s) may require the intervention of the College administration, the Chief Student Services Officer will provide one of three possible hearings where the student(s) may voice their point of view.**

**Note that disciplinary action will not take effect until the conclusion of the hearing, unless the student poses a threat to the health, safety, and/or welfare of the College.**

**The College reserves the right to temporarily suspend or impose other sanctions while conducting a disciplinary investigation.**

### **DISCIPLINARY PROCEDURES**

Procedures are designed to afford certain procedural protection to any student alleged to have committed an infraction of the Student Code of Conduct that warrants disciplinary action. Such discipline, which is separate from criminal proceedings, may be imposed for misconduct apart from academic performance. Procedures are outlined in the Student Handbook.

### **FREEDOM OF EXPRESSION**

Trinidad State Junior College considers freedom of inquiry and discussion essential to a student's educational development. Thus, the College encourages students to engage in discussion, to exchange thought and opinion, and to speak, write or publish freely, in accordance with the guarantees and limitations of our state and national constitutions. The College believes this broad principle is in keeping with the history and tradition of our country and is a cornerstone of education in a democracy. The College endeavors to develop in its students a realization that all citizens not only have the right but the obligation to inform themselves regarding various problems and issues and to formulate viewpoints regarding these issues. However, in discharging their right and obligation of citizenship, students must also recognize their responsibilities to other individuals, to the College, and to the State and nation. Consequently, responsible conduct and expression consistent with the objectives of the College are expected.

### **PEACEFUL ASSEMBLY**

Trinidad State Junior College acknowledges the rights and privileges of individuals or groups to gather on public property for the purpose of peaceful assembly. The College expects the rights and privileges of all persons to be respected at such gatherings.

The College requires that persons engaged in such assemblies on campus will conduct themselves in a manner that will not impair the health of any individual, disrupt the normal conduct of College affairs, or damage or destroy property.

Persons planning or initiating such assemblies to be conducted on the Trinidad State Junior College campus are requested to identify their group in advance to the appropriate College personnel through the office of the President or his designee and state the purpose of their proposed assembly. Areas may be reserved, if advisable, for the accommodation of such assemblies. Arrangements for any assembly, which involves the use of College buildings not available for general use, must be made with the appropriate person. The organization sponsoring a speaker, or conducting an assembly, assumes the responsibility for maintaining the College policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. College security can be requested to assure the rights of all concerned are protected.

Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a College building or facility, by one or more persons whose conduct is peaceful and conducts himself in accordance with the College rules, practices, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of College business or regularly scheduled events, infringe on the rights of others, endanger their health and safety, or damage or destroy property.

Any act by the student demonstrators which interferes with the rights of others, disrupts or impairs the normal functioning of the College, damages or destroys property, or impairs health or safety, is grounds for

suspension or dismissal from the College. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner, which interferes with educational functions. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate temporary suspension and arrest under applicable city and state laws.

### **TRINIDAD STATE JUNIOR COLLEGE STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

#### **Campus Policies Regarding Student Right-to-Know (SRK)**

Students and employees are to report criminal actions or other emergencies occurring on campus to the Dean of Students, Berg 201. The College campus is open under normal work hours, as defined (8:00 am - 5:00 pm). After hours, College personnel have limited access to facilities as needed. Any student or College personnel desiring use of College facilities beyond the normal work hours must obtain written approval for use of facilities from the Office of Instructional Services, Room 217.

College residence halls are open under normal work hours, as defined (8:00 am - 5:00 pm). After hours, only College resident students have accessibility with hall keys. Anyone desiring to visit any dormitory must contact the appropriate residence hall supervisor.

The College provides a public safety guard who maintains contact with the Trinidad Police Department. Students and staff are encouraged to report any crimes to the Chief Student Services Officer and the Trinidad Police Department.

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board"). The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal law). The College has adopted the following Drug and Alcohol Abuse Prevention Program:

#### **Trinidad State Junior College - ALCOHOL/DRUG-FREE POLICY**

(This will apply to all students, employees and guests including those over 21).

Providing a positive environment in which students can study and live securely and comfortably is a priority in TSJC's residence halls. The halls support and encourage social activities, but these are secondary to the rights of students to live in an atmosphere that supports academic success and personal well-being. Alcohol and drug use negatively impacts the hall environment. Consequently, the following policies address the use of drugs and alcohol in the halls.

Alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions which could lead to suspension from residence halls or total expulsion from campus.

The sale, dispensing, use or possession of illegal drugs (including marijuana) in residence halls or on school grounds, is in violation of State and Federal Laws. Exceptions to the rule would be a medical physician's prescribed medication.

- TSJC students are expected to comply with state law regarding the purchase, possession, and consumption of alcoholic beverages and illegal drugs.

## **Student General Regulations**

### **Page Thirty**

- **The sponsor of a social event could be held liable in a civil suit if state or local laws are violated (i.e., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).**
- **A violation of the residence hall alcohol/drug policy or state law will result in disciplinary action.**
- **Alcohol/drug violations within a residence hall room will result in student conduct hearings with the residence hall council for all involved.**
- **Arrest for underage possession and consumption of alcohol or illegal drugs may result in the issuance of a summons and complaint followed by immediate release from police custody. The police also may choose to refer the student to housing/ college discipline rather than take formal police action.**
- **Residence hall students are expected to abide by federal, state, and city laws and ordinances with respect to the use of dangerous drugs and narcotics.**
- **Students who break these laws will receive no immunity from arrest or prosecution because they live in the residence halls.**

**Note: Special permission may be obtained by organizations renting the facilities. Information is available in the Executive Vice-President's Office.**

### **STANDARDS OF CONDUCT**

**Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property, or use as a part of College activities.**

### **LEGAL SANCTIONS FOR VIOLATION OF THE STANDARDS OF CONDUCT**

**Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.**

**PENALTIES THAT MAY BE IMPOSED BY THE COLLEGE**

**Students and/or employees who violate the above standard of conduct will be subject to disciplinary sanctions. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.**

**CONSTITUTION OF THE STUDENT BODY  
OF  
TRINIDAD STATE JUNIOR COLLEGE**

**PREAMBLE**

We, the students of Trinidad State Junior College, do hereby recognize that, as students of this institution, we have certain responsibilities and privileges. These responsibilities and privileges are essentially ours because of the nature of our situation. They are dictated by the needs of the entire student body and institution. In order to more clearly define the responsibilities and privileges, we do hereby establish this Constitution of the Students of Trinidad State Junior College.

**ARTICLE I**

**SECTION I**

The name of the governing body of Trinidad State Junior College shall be the Student Leadership Team of Trinidad State Junior College.

**SECTION II**

The officers of the Student Leadership Team shall be the President, Vice-President, Chief Business Officer, Executive Secretary, Student Affairs Officer, Internal Affairs Officer, Judicial Officer, and Corresponding Secretary. Primary and Secondary SSAC Representatives shall serve in advisory roles to the Executive Council and shall have no vote in Executive Council. All officers of SGA must have 2.000 cumulative grade point average upon assuming the respective office and must maintain a 2.000 GPA and be enrolled as a full-time student (12 hours) during their tenure in office.

**SECTION III**

The SLT shall consist of two chambers, the Executive Council and the Student Senate. Executive power and policy matters shall be vested in the Executive Council. Executive power shall include representation at special occasions, meeting with administration on matters concerning the general welfare and policies of the college and the student body, and execution of matters enacted within the council and by the student senate.

Legislative power shall be vested in the Student Senate. Legislative matters shall include approval of journals and budgets, hearing and deciding impeachment cases on members of both senate and executive council and advising executive council on matters of importance to the membership. Student senators, SSAC representatives and executive council members have one vote in the senate. The SGA president will only vote in case of a tie.

**Student General Regulations**  
**Page Thirty-One**

**SECTION IV**

All fee paying students are members in good standing and are eligible for all benefits of the SGA.

**ARTICLE II**

**SECTION I**

The Student Leadership Team, as duly constituted representatives of the college, shall be empowered to supervise Student Activities and entertainment, make and enforce decisions involving the general welfare of the student body and/or any group therein.

**SECTION II**

The Student Leadership Team shall be vested with the power of the student body and seriously consider proposals which may diverge from the traditions and customs of student life at Trinidad State Junior College. The course of action on such proposals shall be decided by a majority vote of the Student Leadership Team Committee. Any independent action of the Students, upon presentation of a completed petition, shall be submitted, and shall be required to act upon any new proposal.

**SECTION III**

The advisor(s) shall have no vote.

**SECTION IV**

Upon exercise of veto power of the Administrative Council, a two-thirds vote of the Student Leadership Team shall override said veto.

**ARTICLE III**

**SECTION I**

**Specific Judicial Powers:** The Student Leadership Team shall decide the penalty to be meted out for any infraction of the policy by groups of chartered organizations of Trinidad State Junior College.

All controversies concerning the general student body, or a specific group of individuals within it, shall be submitted to the Student Leadership Team for decision. A majority vote of the Student Leadership Team is needed for decision. All decisions handed down by the Leadership Team, which do not satisfy the parties concerned may be appealed to the Administrative Council of the College.

**SECTION II**

**The Disciplinary Standards Committee shall include two (2) student members—the Judicial Officer and primary SSAC Representative.**

**SECTION III**

**The Student Leadership shall approve all expenditures of student funds.**

**SECTION IV**

**All students at Trinidad State Junior College shall be guaranteed all rights stated in the Constitution of the United States of America.**

**A R T I C L E IV**

**SECTION I**

**Elections for the sophomore officer in SLT will be held the first Tuesday of April, and elections for the freshman positions and other vacancies will be held on the second Tuesday of September of the Fall semester.**

**SECTION II**

**Clubs and organizations must elect senators to the SLT and submit those names to the Office of Student Life by the end of the third week of the Fall Semester. All club and organization senators must meet the same criteria as officers in the executive council.**

**SECTION III**

**Whenever a vacancy shall occur in the Executive Committee, the Executive Committee shall fill the vacancy, subject to the approval of the nominee by majority of the Student Leadership Team.**

**SECTION IV**

**Any person holding an elected or appointed office in the Student Leadership Team who is negligent in performing his/her prescribed duties shall be removed from office and a vacancy declared. A three-fourths (3/4) vote of the voting members of the Student Leadership Team shall be necessary to determine negligence of duty.**

**ARTICLE V**

**SECTION I**

**The first meeting of the full Student Senate is the fourth full week of the fall semester. The Executive Body, along with the SLT, shall decide when to hold regular meetings at said meeting of the full Student Leadership.**

**SECTION II**

**Attendance by senators to the SLT shall be required. Any regular member having more than three (3) absences per semester shall be dropped after warning of the third absence. Any club whose senator has been dropped from the SLT must appoint a new senator within the (10) days of notification of the dismissal of the old senator. If the club fails to do so, the club will be dropped from the Association and then the club must petition to be recognized as an organization as per Article VI, Section I. All regular scheduled meetings of the Student Leadership Team shall be open to any member of the College administration, staff, faculty or student body of Trinidad State Junior College. The only exception shall be persons expelled by the Student Leadership Team for specific reasons.**

**SECTION III**

**To have a regular meeting of the Student Leadership, a quorum must be present. A quorum shall consist of a simple majority of the Executive Council.**

**ARTICLE VI**

**SECTION I**

**The Student Leadership may grant recognition to any group of students who wish to organize in the form of a charter, after they meet the following requirements:**

- A. They must submit a petition of intent to establish a club or organization.**
- B. They must have a faculty or administrative sponsor.**
- C. They must elect officers.**
- D. Select a representative to attend Student Leadership meetings.**
- E. Submit a copy of their constitution to be kept on file with the Student Government.**

**SECTION II**

**Chartered organizations that have been granted recognition by the Student Leadership will have the following privileges:**

- A. The right to hold meetings on campus.**
- B. The right to hold and/or sponsor social activities on campus.**
- C. The privilege of conducting fund-raising campaigns on campus.**
- D. The right to utilize the raffle license.**

**SECTION III**

**The Student Government will also recognize a faculty senator. This member shall be designated to the SGA by the Faculty Senate Committee. The named person shall be entitled to all rights provided to other senators to include the power of a vote.**

**ARTICLE VII**

**SECTION I**

**Any amendments to this Constitution may originate from the Student Leadership and/or in the general student body.**

**SECTION II**

**The proposed amendments to become part of this Constitution must be approved by a two-thirds (2/3) majority of the entire ballots received from fee-paying students.**

**Upon being passed, Amendments to this Constitution will be stated under Article IX Amendments and the necessary changes to the Constitution then made.**

**ARTICLE VIII**

**The By-Laws shall be initiated to cover specific cases and situations. These by-laws are subject to change by a two-thirds (2/3) vote of the Student Leadership.**

**BY-LAWS**

**The by-laws are presented as a guide to Student Leadership as a list of written student policies on which to base decisions of Trinidad State Junior College Student Leadership Team.**

**DUTIES OF STUDENT GOVERNMENT ADVISORY OFFICERS:**

Each officer in the TSJC SLT Executive Council is responsible for attending, participating and working in the production of Student Activities' programs and events. Each officer must keep office hours and be available for students and the Director of Student Life. These responsibilities will not be waived for any officer. Disciplinary authority for Executive Council members shall rest with the Coordinator of Student Activities and an appointed Review and Oversight Committee.

- **PRESIDENT:**  
The President (sophomore) is the primary officer of the SLT. The president serves as the official representative of the student body at special events and occasions as invited by the President and administration of the college. The president presides over all SLCT meetings, serves as official spokesperson of SLT chief student liaison to the college's administration, and is ex-officio of all committees.
- **VICE PRESIDENT:**  
The Vice-President (sophomore) shall assume the duties of the president in his/her absence or removal from office. The vice-president is the executive chair of all committees, standing and appointed. The vice-president shall serve as Sergeant-at-Arms for all meetings, shall maintain order and serve as Election Commissioner when appropriate.
- **STUDENT AFFAIRS OFFICER:**  
The Chief Student Affairs Officer (freshman) shall serve as the liaison for student services and student life matters. This office will serve on the College's Student Affairs Committee and work directly with the Dean of Student Services and Director of Student Life on policies, concerns, and projects that affect the welfare/and or services of students at Trinidad State Junior College.
- **EXECUTIVE SECRETARY AND CORRESPONDING SECRETARY:**  
The Executive Secretary (sophomore) shall keep the minutes and records of all SLC meetings and shall type minutes and file them with the Dean of Student Services' Office and the SLT Advisor. The Executive Secretary shall keep records of position responsibilities and office hours.

The Corresponding Secretary (freshman) shall assume the duties in the executive secretary's absences. The corresponding secretary shall serve as keeper of the records for the Election Commission, assist the executive secretary with duties of the SLC and receives and dispenses all correspondences.

- **STATE STUDENT ADVISORY COUNCIL REPRESENTATIVES:**

**Primary:** The primary representative (*freshman or sophomore*) serves the official representative and voice of the student body of TSJC in the State Student Advisory Council. The primary shall serve as parliamentarian of the SLC and shall serve on the Election Commission.

**Secondary:** The secondary representative (*freshman or sophomore*) shall assume the primary position when the primary does not perform the duties of the office, is removed from office, or is elected to a state office. The secondary representative will serve on the Trinidad State Junior College Disciplinary Standards Committee, as well as the SLC finance committee.

**\*TSJC SSAC Representatives** are responsible to the students of the College, and will adhere to the standards set by the SSAC and its Constitution and By-laws. The students of TSJC have given you the honor to represent them and the authority to voice their view and concerns through the SSAC. All TSJC SSAC representatives will keep office hours will work on projects, programs and student activities the same as all other officers of SLC. These positions are filled with perks; therefore, the student body will get their money's worth. SSAC is not for any individual's personal use, but it is a vehicle for the students in Community Colleges of Colorado to have a voice with State Board for Colorado Community Colleges and Occupational Education System. All SSAC Representatives must be residents of the state of Colorado.

- **SPEAKER OF THE STUDENT SENATE:**

The Speaker (sophomore) serves as the leader and chief officer of the Student Senate. This officer serves as presiding officer in all matters brought before this body. He/she will serve as the chief liaison between the SLC and the Student Senate. Impeachment matters and matters regarding violations in the student body constitution will be directed to the attention of the Speaker.

- **COMMUNITY/EXTERNAL AFFAIRS OFFICER**

As a "community college", SLT finds it necessary to have good relationships with members of the college and the community. This officer will serves as the liaison to the community, in promoting student leadership and garners support for various activities and programs. The external affairs officer will also work cooperatively with the College's Public Information and Institutional Development Officers. This office can be held by either a (freshman) or (sophomore).

To be elected as President or Vice President of the Student Leadership Team you must have one year of experience with the SLT at Trinidad State Junior College.

If all previous SGA do not return, amendment will be made for President and Vice President to be elected as freshman or newcomers to the SLT.

## COMMITTEE APPOINTMENTS

The SLC Advisor, in consultation with the SLC President, shall make appointments to College Committees as appropriate. The SLC Executive Council can make special appointments to standing/special committees and projects within Student Life and the Student Leadership Council.

**TERMINATION OF OFFICE** (Article IV, Section IV)

Any person holding an elected or appointed office in the Student Leadership Team, who is negligent in performing his/her prescribed duties or who does not meet the standards as outlined to hold office, shall be removed from office and a vacancy declared

SLT Executive Officers can be removed from office by a two-thirds vote of the elected officers of the SLT. However, should the officer being removed wish to appeal the decision of the Executive Council, then a formal letter must be written to the SLT Advisor, who will then call a special session of the Student Senate to resolve the matter. A two-thirds (2/3) vote of the voting members in good standing of the Student Leadership Council-Student Senate will be needed to determine negligence of duty and/or to sustain or deny the previous vote of the Executive Council.

**PROCEDURE**

- A. Any chartered organization must request the permission of the SLT and Office of Student Life to sponsor any activity or project on campus. Such petitioning should be made through the petition forms available in the SLT office. The earliest date of petitions shall be the determining factor between two or more Student General Regulations conflicting petitions. All available dates for concessions shall be advertised at the beginning of each semester. There will be a limit of one concession per semester unless all dates are not taken.

**DEFINITION OF A PETITION** A Petition shall be a formal written statement circulated by any organization, student, or group of students and presented to the SLT with the signatures of at least twenty-five (25) full-time students for action by the Student Leadership for the entire student body.

- B. Any activities sponsored by the Student Leadership Team shall be governed by the rule that there will be no drinking of alcoholic beverages on campus in accordance with the alcohol policies of Trinidad State Junior College and the Student Leadership Team.

**ELECTION GUIDELINES**

1. Ballots will be a two-part system, where one half of the ballot is kept on file with the voter's name and the second half is placed in the ballot box after the voter has cast his/her secret vote. (The name of the voter will not appear on the second half.)
2. Counting will be comprised of one member of the faculty, the SLT advisor, and the President of the Student Leadership Team.
3. Any person running for office may request to have his/her representative present to witness the ballot counting; however, this witness may not be running for office.
4. Any person running for office may request a recount within twenty-four (24) hours. After this time, the count will be considered official and the election final.

### **STUDENT LEADERSHIP TEAM**

The Student Leadership Team (SLT) represents the interests and welfare of the student body at Trinidad State Junior College. SLT has as its primary purpose the encouragement of student participation in college affairs, involvement in college and student life sponsored events, and promoting and building a strong college community. Student Leadership is dedicated to improving students' academic, social and cultural environments and striving to achieve better interaction among members of the college community. Whether providing premier student activities or leading the State Student Advisory Council, students can always expect and receive excellent student leadership in SLT at TSJC.

### **CLUBS AND ORGANIZATIONS**

All students are invited and encouraged to join a club or organization of their choice. All clubs have open membership to all full and part-time students enrolled at Trinidad State Junior College, Trinidad Campus. If you do not find a club or organization that attracts your interest, then start a new club. To find out more about campus organizations, visit the Office of Student Life located in the Sullivan Student Center.

All club-sponsored activities, on or off campus, must be registered and cleared through the Office of Student Life. An official request form must be filed two weeks prior to the date of the event. All campus approved clubs and organizations must abide by the policies set by the Student Leadership Team, the Office of Student Life, Trinidad State Junior College, the State of Colorado and the United States of America.

**Student General Regulations**  
**Page Thirty-Nine**

**Honor Society Special Organizations**

**Beta Beta Beta Biological  
Honor Society  
Phi Theta Kappa International  
Honor Society  
Co-Curricular Clubs  
Building Trades Club  
Gun Club  
Students in Free Enterprise (SIFE)  
Multi-Media Club**

**All programs/departments are  
encouraged to organize their own club.**

**AmeriCorp  
Black Student Union  
United Campus Ministries**

**Extra-Curricular Clubs  
Adopt-A-Trojan Program  
Pep Band  
Cheerleading  
Choir  
Theatre  
Intramural Sports Teams  
Student Senate**

**THOMAS SULLIVAN STUDENT CENTER**

**The Sullivan Student Center is the center of student activity and student life. It is in the student center that students can relax, socialize and take break from the normal routine. The Student Center is the FUN place and is named in honor the past President of Trinidad State Junior College, Dr. Thomas Sullivan. In 1999-2000 academic year, 8,000 square feet of new space was added. Currently, the Student Center houses the Office of Student Life and Student Center, Student Government Association Office, Director of Food Services Office, the Bookstore, a General Purpose Room, a fully equipped student lounge/game room, dining hall, and two conference rooms.**

**The student lounge/game room, located on the lower level, is equipped with 39" mounted television sets, an air hockey table, pool table, a putting green, shuffleboard, dart boards, and five vending machines that dispense hot and cold beverages, snacks, and frozen foods. It also is equipped with comfortable couches, tables and chairs for group meetings, or comfortable furniture for just hanging out with your friends. Game room hours will be posted each semester, depending on work-study availability.**

Revised: 8/05

## **TRINIDAD STATE JUNIOR COLLEGE**

### **4.2 EMERGENCY PROCEDURES FOR STUDENTS WITH DISABILITIES**

**Faculty will assign a student to each disabled student in classes held on upper floors to assist in the event of emergency evacuation.**

**Approved: 9/95  
Revised: 8/97**

## TRINIDAD STATE JUNIOR COLLEGE

### 4.3 NONFEDERAL WORK STUDY

The following will be the process for hiring of hourly work study students who are not on federal or state work study. These would be the students hired from all other funds of the college, including general funds, auxiliary funds, and federal grants.

The procedure for hiring hourly student employees, excluding federal and state work study, will be as follows:

1. The staff member wanting to hire the student will initiate the paper work by signing a request.
2. The signed request must be sent to the immediate supervisor of the staff member making the request.
3. The immediate supervisor must evaluate the need and, if he/she approves, sign the request to be forwarded to the appropriate Dean or administrator in the chain of command.
4. The request is reviewed by the appropriate administrator (Dean or Vice President). If approved at that level, the request is signed and forwarded to the Vice President for Administrative Services for approval based upon funding availability. (In cases where the Vice President for Administrative Services is making the request, the President must sign for final approval)
5. If approved for hiring, the student must complete necessary paperwork in the business office prior to beginning work.
6. If there is not approval of the request at any level, the request will be denied.

All work hourly student employees must be approved in advance of beginning any work. Staff members employing hourly student employees are responsible for assuring the process is followed. Students hired without the appropriate approval will not be paid so it is incumbent upon the staff member who initiates the hiring to assure completion of the process.

Supervisors of all work study students are responsible for assuring time sheets are submitted in a timely manner to assure payments on the appropriate schedule.

Approved: 8/02

## TRINIDAD STATE JUNIOR COLLEGE

### 4.4 INDEPENDENT STUDY/ALTERNATIVE DELIVERY COURSES

#### INDEPENDENT STUDY COURSE

Some courses in the Trinidad State Junior College catalog may be taken by means of the Independent Study format by students who, due to special circumstances, are unable to attend a regularly scheduled class or to develop a specialized course such as a creative or research project. It should be understood that not all courses, nor all students, are suited for the Independent Study format. Independent study courses are conducted under the direct supervision of a faculty member from the appropriate major area of study. The objectives will be determined in a contractual agreement between the student and the supervising faculty member. The expectation is that at least three hours per week of directed effort on the part of the student is required for each semester credit hour. Enrollment in Independent Study courses requires the approval of the appropriate Division Chair and/or Dean.

#### ALTERNATIVE DELIVERY COURSE

The Trinidad State Junior College curricula include regularly catalogued courses utilizing alternative methods for delivery of instruction. These methods may include, but are not limited to: telecourses, self-paced instruction assisted by technologies, interactive video, microwave transmission, telephone lines, satellite transmission, facsimiles, video tapes, US Mail, electronic blackboard, and web-based, computer-based or computer assisted instruction. The College offers regularly catalogued courses in several major instructional areas through specially prepared study packages. Students enrolled in these courses must enter a contractual agreement with a supervising faculty member. This contractual agreement defines the objectives, evaluative criteria, and a specific course calendar for the completion of the objectives. Students are required to maintain regular, scheduled contact with the supervising instructor throughout the term. Credit is assigned according to the regular credit awarded for the corresponding traditionally delivered course, with sufficient rigor and consumption of faculty resources to justify the credit so assigned. The contractual agreement must be completed before actual instruction begins. Enrollment in Alternative Delivery courses requires the approval of the Division Chair and/or Dean.

**TRINIDAD STATE JUNIOR COLLEGE  
CONTRACTUAL AGREEMENT  
FOR TYPE B INSTRUCTIONAL ACTIVITIES  
(INDEPENDENT STUDY/ALTERNATIVE DELIVERY COURSES)**

DATE: \_\_\_\_\_

Dept. Abbreviation \_\_\_\_\_ Course No. \_\_\_\_\_ Section No. \_\_\_\_\_

Course Title \_\_\_\_\_

Semester Credits \_\_\_\_\_ Estimated Clock Hours \_\_\_\_\_

Date Class Begins and Ends \_\_\_\_\_

Supervising Faculty Member \_\_\_\_\_

Student Name \_\_\_\_\_ Student SS # \_\_\_\_\_

**RATIONALE (Why is it necessary or desirable to offer this class in this format?)**

---

---

---

**LEARNING OBJECTIVES (What will be accomplished?)**

---

---

---

---

---

**TSJC TYPE B INSTRUCTIONAL ACTIVITIES  
CONTRACTUAL AGREEMENT**

**LEARNING SCHEDULE** (When will the learning objectives be accomplished?)

---

---

---

**EVALUATION CRITERIA** (How will achievement of the objectives be measured?)

---

---

---

---

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair /Dean

\_\_\_\_\_  
Date

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.1 EMERGENCY CLOSURE**

**It may be necessary to close the Trinidad State Junior College campus for emergency reasons. The President or designee will notify the media when the campus is to be closed. Day closures will be announced on the local radio between 6:30 a.m. and 8:00 a.m. Evening closures will be announced before 5:00 p.m.**

**TRINIDAD STATE JUNIOR COLLEGE**

**5.2 UNAUTHORIZED ABSENCE POLICY**

**Unauthorized absences will be handled according to provisions in BP 3-60.**

## TRINIDAD STATE JUNIOR COLLEGE

### 5.3 ABSENCE FROM WORK

The direct Supervisor should be notified when there is a need for College staff to be absent from work. The absence notification and reason the individual cannot be at work should be given. If the employee has an emergency and is unable to speak to the direct supervisor concerning the reason for absence, a message concerning the emergency is to be left on the supervisor's voice mail.

It is the responsibility of each individual to submit the necessary leave form to his/her immediate supervisor and to report and receive appropriate approval on all absences from work. It is the responsibility of the supervisor to assure that a leave slip is submitted for absence from work, approved by the supervisor, and submitted to the business office. Absences which do not receive appropriate leave approval are nonreimbursable based on state statutory requirements.

## TRINIDAD STATE JUNIOR COLLEGE

### 5.4 LEAVE REQUEST POLICY

Each employee is responsible to complete and submit the Leave Request Form to his/her immediate supervisor for approval. For exempt, contractual staff, this form is forwarded through the direct Supervisor and appropriate Dean or Vice President prior to leave; for classified staff, this form is forwarded through the direct Supervisor to the Business Office prior to leave.

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.5 FACULTY PERSONAL LEAVE POLICY**

**State Board for Community Colleges and Occupational Education Policy 3-60 specifies, in part, that "With prior approval of the supervisor, a contractual faculty member may be granted up to two days per academic year of personal leave for personal reasons not covered under other leave policies to be taken from sick leave." Faculty personal leave allowable under the above cited Board policy may not be taken on any contractual work day immediately preceding or following an official College holiday or holiday weekend.**

## TRINIDAD STATE JUNIOR COLLEGE

### 5.6 SEXUAL HARASSMENT POLICY

#### Application:

This procedure applies to exempt employees at Trinidad State Junior College. (Employees who are part of the state classified system have similar rights /responsibilities under the state personnel rules and regulations.)

#### Basis:

Policy requires equal employment opportunity as well as affirmative action and references federal laws protecting the rights of individuals regardless of their sex. Sexual harassment of students and employees is prohibited. Employees should know that when a power differential between the individuals involved exists, romantic or sexual relationships may lead to charges of sexual harassment.

#### Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following criteria are met:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of academic status in course, program or activity.
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic educational decisions affecting such individual.
3. such conduct is sufficiently severe, persistent or pervasive to have the purpose or effect of unreasonably interfering with an individual's work/academic educational performance or creating an intimidating, hostile or offensive working or learning environment.
4. matters having sexual connotation which arise as part of the legitimate educational curricula and do not exploit students to a private advantage would not violate college policy unless used in an improper manner.

## **Sexual Harassment Policy**

### **Page 2**

**Examples of sexual harassment may include, but are not necessarily limited to:**

- 1. Physical Assault;**
- 2. Direct or implied threats that submissions to sexual advances will be a condition of employment, work status, promotion, grades, or letter of recommendation;**
- 3. Direct proposition of a sexual nature;**
- 4. Subtle pressure for sexual activity;**
- 5. A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:**
  - (i) Touching, patting, hugging, or brushing against a person's body;**
  - (ii) Remarks of a sexual nature about a person's clothing or body;**
  - (iii) Remarks about sexual activity or speculation about previous sexual experience; or**
  - (iv) The display in the work or educational arena of sexually suggestive objects or pictures.**

### **Procedure:**

**Where a student or employee is uncomfortable with verbal or physical conduct of a sexual nature in the work or learning environment, he/she should ask the other party to stop the offending behavior. Where the student or employee is uncomfortable in discussing the harassing behavior with the individual involved, the student/employee may report the matter to the supervisor of the alleged harasser, the Affirmative Action Officer, or the Vice President of Administrative Services.**

**The following procedures shall govern the internal resolution of complaints received pursuant to Trinidad State Junior College's Sexual Harassment Policy:**

#### **A. Informal Procedures**

**Faculty, staff, and students of Trinidad State Junior College should feel free to raise the issue of sexual harassment with, or to complain of alleged sexual harassment to, the College's Affirmative Action Officer.**

**Generally, informal procedures afford everyone concerned an opportunity to consider several alternative methods for resolving a complaint. If possible, the complaint should be resolved at the lowest point possible. The informal procedure is a resolution of the complaint by the two parties. The specific informal procedure to be followed will be chosen by the complainant.**

- 1. The informal procedure in a sexual harassment case is initiated by an oral complaint. Trinidad State Junior College can only guarantee confidentiality if a complaint is oral. (Because an oral**

complaint does not constitute a disclosable document under the Public Records Act, the allegations contained and parties named in the complaint can be kept confidential.)

2. If anonymity is requested by the complainant during the confidential oral complaint to the Affirmative Action Officer, the identities of neither the complainant nor the respondent will be revealed.
3. Upon receiving an anonymous oral complaint, the Affirmative Action Officer will counsel the complainant regarding sexual harassment, the method of instituting an informal complaint under Trinidad State Junior College's internal procedures, and the process for instituting a formal complaint either internally or externally through the Equal Employment Opportunity Commission or Colorado Civil Rights Commission. However, considerations of fundamental fairness preclude the Affirmative Action Officer and the College from taking any actions against the respondent on the strength of an anonymous complaint.
4. If the complaint does not request anonymity in the oral complaint, or upon being counseled by the Affirmative Action Officer, has elected to withdraw the request for anonymity, the Affirmative Action Officer shall orally notify the respondent of the complaint and allegations and solicit his/her oral response.
  - a. The Affirmative Action Officer shall then attempt to resolve the complaint informally by mediation between the parties.
  - b. If mediation is successful, the matter shall be deemed to be closed and no note will be made in the personnel file of the complainant or respondent. The resolution of the complaint should be evidenced by a jointly signed document which, to preserve confidentiality under the Public Records Act, does not explicitly mention sexual harassment. The document shall be retained by the Affirmative Action Officer to demonstrate compliance with Equal Employment Opportunity Commission guidelines.
  - c. If mediation is unsuccessful, no further action will be taken on the oral sexual harassment complaint. A written complaint must be filed to initiate formal proceedings.

**B. Formal Procedures**

1. A written complaint alleging sexual harassment may be filed with the Affirmative Action Officer whether or not preceded by an oral complaint. A written complaint cannot be anonymous. The College will use its best efforts to preserve the confidentiality of a written complaint.

- 2. A written complaint must be signed by the complainant and must specifically describe the incidents or actions which he/she believes to have been violation of the sexual harassment policy. The complaint must be submitted to the Affirmative Action Officer within 20 working days following the incident, or if the incidents are of a continuing nature, at any time, but within 20 days of the last incident; or if an oral complaint has been submitted in the case, within 20 days after the failure to resolve the oral complaint by mediation.**
- 3. Within 3 working days, the Affirmative Action Officer shall furnish a copy of the complaint to the respondent. The respondent shall furnish a written response to the Affirmative Action Officer within 10 working days of receiving a copy of the complaint.**
- 4. The Affirmative Action Officer shall consider the complaint, the response to the complaint and conduct a brief preliminary investigation of the matters raised therein. The Affirmative Action Officer shall then attempt to resolve the complaint through mediation. (This attempt may be omitted, if the parties so elect, in cases in which mediation failed to resolve as earlier oral complaint.)**
- 5. If mediation is successful, the matter shall be deemed closed and no note of the complaint will be made in the complainant's or respondent's personnel file.**
- 6. If mediation is unsuccessful (or omitted) but the Affirmative Action Officer decides that no additional action is warranted in the matter, the complainant will receive a written statement stating the reason for the Affirmative Action Officer's conclusion, and advising the complainant of his/her right to directly appeal the Affirmative Action Officer's decision to the appropriate administrator. (The identity of the appropriate administrator will depend on the status of the respondent as is more fully set forth in the following paragraph.) The Affirmative Action Officer shall furnish his/her statement to the complainant within 15 working after receiving the respondent's response. The complainant shall file his/her appeal within 3 working days of receiving the Affirmative Action Officer's statement.**
- 7. If the mediation is unsuccessful (or omitted) and the Affirmative Action Officer decides that further action is warranted in the matter, the complaint will be forwarded to the appropriate administrator, as determined by the status of the respondent, within 15 working days after receiving the respondent's response.**
  - a. If the respondent is a member of the full-time, exempt, and contractual staff, the complaint will be directed to the appropriate supervisor.**
  - b. If the respondent is a member of the classified staff, the complaint will be directed to the Vice President for Administrative Services.**
  - c. If the respondent is a student, the complaint will be directed to the Dean of Student Services.**
  - d. If the respondent is someone who is not a member of the college community but for whose actions the College nevertheless bears a certain responsibility, his/her employer will be**

contacted and made aware of the complaint. If the employer fails to act on the complaint, the College will take any corrective measures as it deems appropriate under the circumstances. However, Trinidad State Junior College has only limited authority to impose sanctions on anyone who is neither employed by, nor enrolled in the College.

- 8. Upon receiving the written complaint from the Affirmative Action Officer or an appeal from the complainant, the appropriate administrator shall immediately commence an investigation and, within 30 working days, make a determination whether there is probable cause to believe that sexual harassment occurred. The investigation may include a conference with the Affirmative Action Officer, the complainant, the respondent or any witnesses.**
- 9. If the appropriate administrator decides that there is no probable cause to believe that sexual harassment occurred, both parties shall be informed in writing of the conclusion and the basis for the conclusion. The complainant shall also be apprised of his/her right to appeal the no probable cause decision of two of three administrators: a Dean, the Vice President for Administrative Services, and the Dean of Student Services. The two administrators hearing the appeal shall be those who have not yet considered the complaint. The complainant shall file and appeal within 3 working days of receiving the no probable cause decision. If no appeal is filed, the matter shall be deemed closed.**
- 10. The role of the two administrators hearing an appeal is to review the complaint, response, and other information pertaining to the matter and either:
  - a. concur with the findings of the initial administrator; or**
  - b. disagree with the findings and conclude that there is probable cause to believe that sexual harassment occurred.**
  - c. in performing this role, the two administrators may confer with the Affirmative Action Officer and meet with the complainant, respondent or any witnesses. If the appellate administrators concur with the findings of no probable cause, the matter shall be deemed closed. Both parties shall be informed in writing of their concurrence and the basis for their concurrence within 10 working days after the administrators have received the complainant's appeal.****
- 11. If either the initial administrator, within 30 working days, or the appellate administrators, within 10 working days, find that there is probable cause to believe that sexual harassment occurred, appropriate administrative action will be recommended. Both the complainant and the respondent will be informed in writing of the basis for the conclusion.**
- 12. In the case of professional staff, if the allegations of sexual harassment have been found serious enough to warrant suspension or dismissal, administrative action will be commenced under SP 3 120a. If the allegations are not grave enough to warrant suspension or dismissal, the matter will be referred to the Permanent Campus Grievance Committee, which will hold a hearing in**

accordance with Step II of SP 3 120a and make appropriate recommendations for resolving the complaint. Any such recommendations may be appealed pursuant to Steps III-V of SP 3 120a.

13. In the case of classified staff, if the allegations of sexual harassment have been found grave enough to warrant dismissal or formal discipline under the State Personnel Board Rules and Regulations, proceedings will be commenced according to State Personnel Board Regulations. If the allegations are not serious enough to warrant dismissal or formal discipline, the matter will be referred to the Permanent Campus Grievance Committee, which will hold a hearing in accordance with Step II of SP 3 120a and make appropriate recommendations for resolving the complaint. Any such recommendation may be appealed pursuant to Steps III-V of SP 3 120a.
14. In the case of students, the matter will be resolved in accordance with the College's policies and procedures governing student discipline including those set forth in the Trinidad State Junior College Student Handbook.

The college shall investigate all credible allegations of sexual harassment for their student/ employees, which state a claim under this procedure in a timely manner. The investigation shall determine whether reasonable cause exists to believe that the alleged conduct occurred and whether such conduct constitutes sexual harassment.

If sexual harassment is found to have occurred, the College shall appropriately discipline the employee who is believed to have violated policy or procedure. Further, the person who believes he/she is being discriminated against or harassed in violation of this policy may file a grievance under appropriate procedures.

Retaliation against any person for filing a grievance, participating in, or cooperating with an investigation is prohibited.

Notice of Policy and Procedure for grieving shall be made available to all employees and prominently posted.

Questions or concerns about this Policy should be brought to the Affirmative Action Officer or the Vice President for Administrative Services.

## TRINIDAD STATE JUNIOR COLLEGE

### 5.7 AIDS SUMMARY STATEMENT

Students and/or employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment, or restricted in their access to College services or facilities because of such infection, unless medically-based judgments in individual cases indicated otherwise.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are morally obligated to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Persons who know that they are infected with the AIDS virus are urged to share that information with physicians and college officials. Such information will not be disclosed to anyone unless there has been written approval by the individual concerned to release that information. Then, the information will be released only on a strictly limited, need-to-know basis, to selected responsible college officials, unless the individual consents in writing to other releases of the information.

Approved: Edited: 7/92

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.8 USE OF COLLEGE ADDRESS POLICY**

**The College address, including phone number, at Trinidad State Junior College is solely for the purposes of College programs in accordance with the College's goals and objectives. The College address or phone number is not to be used for personal purposes or personal gain since such use requires expenditure of state resources.**

**The College will not be responsible for mail, information and/or materials sent to a College address in violation of the above policy.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.9 DEALING WITH AND REPORTING POSSIBLE MISCONDUCT IN SCIENCE:**

Each institution which received or applies for a research, research-training or research-related grant or cooperative agreement under the Public Health Service Act must submit an annual assurance certifying that the institution has established administrative policies regarding procedures for dealing with and reporting possible misconduct in Science. The following procedures will be followed to satisfy the requirements of the Public Health Service of the Department of Health and Human Services.

1. Trinidad State Junior College will initiate an immediate impartial process for inquiry into each allegation of misconduct in science. All allegations of misconduct in science will be reported to the Dean of Arts and Sciences and Director of Student Services/Financial Aid who will appoint an inquiry committee composed of three faculty and three administrators to determine if an investigation is warranted.
2. Each inquiry will be completed, including a written report, within 60 days of receipt of an allegation.
3. Detailed documentation of each inquiry will be maintained for at least three years.
4. Within 30 calendar days of the completion of an inquiry, an investigation will be initiated if the inquiry provides sufficient basis for conducting an investigation.
5. Once an investigation is initiated, it will be completed within 120 calendar days.
6. Impartial experts will be selected to conduct any warranted investigation.
7. Precautions will be implemented to guard against real or apparent conflicts of interest in any inquiry or investigation.
8. Individuals affected will receive confidential treatment to the maximum extent possible, a prompt and thorough investigation, and an opportunity to comment on allegations and findings of the inquiry and/or investigation.
9. The Office of Research Integrity at the Department of Health and Human Services will be notified of any investigation to be conducted.
10. The Office of Research Integrity will be notified within 24 hours of obtaining a reasonable indication of possible criminal violations.

## **Dealing with and Reporting Possible Misconduct in Science:**

### **Page Two**

- 11. To substantiate an investigation's findings after the Public Health Service accepts the final report, the documentation will be maintained for at least three years.**
- 12. Appropriate interim administrative actions will be taken to protect Federal funds and ensure that the purposes of the Federal financial assistance are being carried out.**
- 13. Every effort will be made to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed.**
- 14. The College will protect, to the maximum extent possible, the positions and reputations of those persons who, in good faith, make allegations of scientific misconduct, and those against whom allegations of misconduct are not confirmed.**
- 15. The College will impose appropriate sanctions on individuals when the allegations of misconduct have been substantiated.**
- 16. The College will notify the Office of Research Integrity of the final outcome of the investigation with a written report that thoroughly documents the investigative process and findings.**
- 17. Trinidad State Junior College will inform all scientific and administrative staff of the policies and procedures for dealing with and reporting possible misconduct in science and the importance of compliance with those policies and procedures.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.10 DRESS CODE**

**Trinidad State Junior College is a state-funded educational institution that strives to maintain professionalism and exceptional customer service to the citizens it serves. As a public institution, we are frequently in contact with the public and must portray a positive image to the public we serve. Improper attire can project a negative image and diminishes the professionalism of the educational setting. To preserve our professional image, a set of guidelines has been established to address personal appearance and attire in the workplace. These guidelines were designed to promote a spirit of professionalism and customer service. It is the responsibility of the direct supervisor to ensure a professional appearance at all times.**

**Workplace dress may be casual or more formal business attire, depending on the department or office. Supervisors can determine the suitability of clothing within their individual departments. Appearance of Trinidad State Junior College employees is representative of a highly responsible, professional staff that takes pride in its work.**

**Inappropriate wear might include:**

- **Sweats, shorts or cut-offs, jogging suits, torn or ripped clothing, leggings, pajamas, ill-fitting jeans.**
- **Tank tops, halter tops, tube tops, muscle shirts, low-cut or sheer blouses/shirts (without camisole or t-shirt underneath or a jacket).**
- **Over-exposure of tattoos and body piercings.**
- **Clothing with obscene language.**
- **Bare feet - shoes must be worn at all times.**

**Approved: 7/04**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **5.11 PET POLICY**

**In keeping with a safe and unrestricted learning environment, Trinidad State Junior College will put into effect a campus-wide pet policy. The policy will go into effect July 1, 2004.**

**To protect all students and staff that suffer from allergens, pets are not allowed on Trinidad State Junior College property. This includes offices, classrooms and common areas.**

**Exceptions to this rule are guide dogs assisting special needs patrons/employees.**

**Approved: 7/04**

## TRINIDAD STATE JUNIOR COLLEGE

### 5.12 ALCOHOL/DRUG-FREE POLICY

(This will apply to all students, employees and guests including those over 21).

Providing a positive environment in which students can study and live securely and comfortably is a priority in TSJC's residence halls. The halls support and encourage social activities, but these are secondary to the rights of students to live in an atmosphere that supports academic success and personal well-being. Alcohol and drug use negatively impacts the hall environment. Consequently, the following policies address the use of drugs and alcohol in the halls.

Alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions which could lead to suspension from residence halls or total expulsion from campus.

The sale, dispensing, use or possession of illegal drugs (including marijuana) in residence halls or on school grounds, is in violation of State and Federal Laws. Exceptions to the rule would be a medical physician's prescribed medication.

- TSJC students are expected to comply with state law regarding the purchase, possession, and consumption of alcoholic beverages and illegal drugs.
- The sponsor of a social event could be held liable in a civil suit if state or local laws are violated (i.e., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).
- A violation of the residence hall alcohol/drug policy or state law will result in disciplinary action.
- Alcohol/drug violations within a residence hall room will result in student conduct hearings with the residence hall council for all involved.
- Arrest for underage possession and consumption of alcohol or illegal drugs may result in the issuance of a summons and complaint followed by immediate release from police custody. The police also may choose to refer the student to housing/ college discipline rather than take formal police action.
- Residence hall students are expected to abide by federal, state, and city laws and ordinances with respect to the use of dangerous drugs and narcotics.
- Students who break these laws will receive no immunity from arrest or prosecution because they live in the residence halls.

**Note:** Special permission may be obtained by organizations renting the facilities. Information is available in the Executive Vice-President's Office.

Adopted: 8/05

## TRINIDAD STATE JUNIOR COLLEGE

### 5.13 AUTHORIZATION TO RELEASE INFORMATION

In order to comply with HIPAA privacy legislation, Trinidad State Junior College has instituted the authorization to release form. The HIPAA law is intended to protect the privacy of all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form. The rule provides a set of basic national privacy standards and fair information practices that provides all Americans with a basic level of protection. For more detailed information on HIPAA please visit: <http://www.hipaadvisory.com/regs/HIPAAprimer.htm>

Although the form is not mandatory, the form **MUST** be completed and signed by the employee prior to releasing any information relating to illness via e-mail or otherwise. Death is not considered medical information as long as it does not reveal specifics on cause of death. Please keep notices as vague as possible to avoid any legal consequences. Employees are encouraged to err on the side of caution when unsure. Any employee, who chooses to complete the form, must have a signed release for all notices except deaths, minus specifics. Forms are available from the President's Office or on the common drive under the forms folder.

## TRINIDAD STATE JUNIOR COLLEGE

### 5.14 OPEN RECORDS REQUEST POLICY

#### Trinidad State Junior College Administrative Policy for Open Records Requests

##### Purpose

Trinidad State Junior College (“TSJC”) has developed this Open Records Request Policy (“Policy”) in order to create a systematic method of managing open records requests.

##### Policy Statement

Pursuant to the Colorado Open Records Act (“CORA”) public records are to be open for inspection by individuals at reasonable times, upon request, unless exempted under CORA. As a public institution, TSJC recognizes the importance of this state policy and the importance of creating an environment of openness with respect to its internal operations. This policy is intended to balance the public’s right to inspect TSJC records with TSJC’s need to protect its records and prevent unnecessary interference with its regular duties in responding to requests.

Effective March 1, 2006, Trinidad State Junior College assures prompt and equitable service to citizens requesting access to public records, including those records created by electronic mail, in accordance with the requirements of C.R.S. 24-72-205. This policy does not apply to criminal justice records. To request copies of records you must complete a Request for Records form. (Attached hereto and made a part this policy.)

Trinidad State Junior College makes all records available for public inspection unless such records are protected from disclosure by state or federal statute, by court order, or unless disclosure of such records would be contrary to the public interest.

##### Custodian of Records

The President’s Office (“Custodian”) shall serve as the official custodian of records for TSJC.

##### Requesting Open Records

All requests should be addressed to the Custodian. The Custodian will immediately forward all requests to the appropriate department or personnel, if necessary.

**All requests must be made in writing.** Faxed or e-mailed requests will not be accepted. The date the request is received by the Custodian will constitute the “date of receipt” for timing purposes.

All requests must be specific as to the records sought. Requests for records will not take priority over previously scheduled work activities or duties of TSJC and its employees.

TSJC reserves the right to levy a reasonable fee for research and retrieval services of requested documents above and beyond the costs for obtaining copies.

## **Responding to Requests for Open Records**

The Custodian will determine if the information requested is subject to inspection under CORA. If it is determined that the requested records:

- are not subject to inspection under CORA, the Custodian will inform the requestor, in writing, that the request is being denied. Access to public records may be denied in accordance with the provisions of the Public Records Act. Reasons for denial of access to public records will be noted in writing on the public records request form and provided in a letter to the requestor;
- are not in TSJC's possession, the requestor will be informed, in writing, that TSJC does not possess the requested records;
- contain information that is partially open to inspection and partially exempt from inspection, TSJC may withhold the record altogether or retract the exempted information and provide the record(s) for inspection;

*\*Note: If the records are requested by a member of the media, the President will be informed.*

The Custodian will make reasonable efforts to ensure requested records are available for inspection within three (3) business days of receiving the request. If the records are not immediately available, or if extenuating circumstances exist, The Custodian will make reasonable efforts to ensure the records are available within ten (10) business days of receiving the request.

Once the records have been located and reviewed, the Custodian will notify the requestor, in writing, via United States Mail that the records are available for inspection.

## **Inspection of Records**

Once the requestor is notified that the records are available for inspection, the requestor must contact TSJC within five (5) business days to arrange a date, time, and place to inspect the records. If within five (5) business days the requestor fails to schedule a time for inspection, the request will be considered abandoned.

Records will be available for inspection during TSJC's normal business hours of 8:00 AM to 5:00 PM, Monday through Friday.

Only the requesting party will be allowed to inspect the records. The records may not be inspected by a representative or any person other than the requesting party. The records may not be removed from the place in which they are reviewed and a representative of TSJC shall be present for all inspections.

The records will be maintained by TSJC for forty-eight (48) hours after the scheduled inspection time at which point the records will be returned to their point of origination.

If the requesting party is unable to inspect the public records on the date scheduled, the requestor must inform TSJC and reschedule a date and time to inspect the records within forty-eight (48) hours of the original scheduled time, or the request will be considered abandoned.

Once a request is considered abandoned, the requestor must submit a new request to inspect any records.

## Electronic Records and Electronic Communications

Records stored on magnetic or optical disk, on tapes, microfilm, and microfiche, are considered public records and open to disclosure. After receiving a written request for records stored in any of the aforementioned media, the Custodian may take any measures necessary, in the Custodian's opinion, to assist the public in copying or inspecting any specific public record(s); including but not limited to: providing portable disk copies or computer files, providing direct electronics access via on-line bulletin boards or other means, providing hard copy printouts, or providing the requested records in any other format deemed appropriate by the Custodian.

*\*Note: Correspondence of any employee, which is in the form of electronic mail, may be a public record under the public records law and may be subject to public inspection.*

## Fees and Charges

The Custodian will charge for any copies, printouts, or photographs requested. A fee will be charged for each standard sized page, per requester. (Standard sized page will be considered 8 ½ x 11). Each standard page will be charged at fifty cents (\$.50) per page. The custodian will also charge a fee for any manipulation of data needed to generate a record in a form not used by TSJC. This fee will not exceed the actual cost of manipulating said data and generating the record. Persons making subsequent request for the same record will be charged the same fee. Payment must be received in advance of releasing requested copies.

Additionally, the Custodian will charge a fee for providing copies of electronically stored public records. TSJC will respond to requests for providing, upon written request, a copy, disk, or printout. TSJC will not allow inspection of electronically stored public records by access to a computer terminal or the use of a private terminal connected to the TSJC's Internet. The fee will be based on recovery of the actual incremental costs of providing the electronic services and products together with a portion of the costs associated with building and maintaining the information system.

Fees and charges for reproduction of records will be standard throughout TSJC for similar items. The Custodian has the authority to waive such fees and charges. However, no one will be charged higher fees than the standard ones listed in this policy. Individual departments may, by administrative rule or action, establish fees for the search, retrieval, and reproduction of records, which are specific to that department.

The standard fees and charges for TSJC are as follows:

### Photocopies

- A fee per standard page is charged for a TSJC employee spending less than fifteen (15) minutes on search and reproduction of documents. A TSJC employee spending more than fifteen (15) minutes on search and reproduction will be charged one dollar (\$1.00) per standard page.
- The actual cost will be charged for documents larger than standard size and maps.

Photocopies	Price
8 ½" x 11" (standard size)	.50
8 ½" x 14"	.75
11" x 17"	1.00

### FAX Copies

- \$2.00 for the first page and \$1.00 for each subsequent page.

## Document Certification/Notary Signature

- \$5.00 for certified copy
- \$5.00 for notary signature

**Duplication of Audio Tapes**

- \$10 per VHS tape
- \$15 for DVD or actual cost incurred

*Note: A deposit in the amount of cost is required at the time the duplication request is made. This deposit is applicable to the total cost of duplication.*

**Trinidad State Junior College does not charge for:**

- Request from members of the College Advisory Council, the College's boards, committees, commissions or other current College staff.

## TRINIDAD STATE JUNIOR COLLEGE

### 5.15 PROGRAM DISCONTINUANCE POLICY

Trinidad State Junior College is committed to the sustained support of courses and programs which fulfill the goals of the Mission Statement of the college. Only programs with low or declining enrollment, decreasing demand for service or clear obsolescence shall be considered for discontinuance. The most important factor in determining continuation of educational programs or courses is service that they provide to the college and the community. FTE and faculty productivity are considered only within this context.

1. When a declining trend or insufficient enrollment has been identified for a specific course or program the Administration shall contact the Division or Department Chair of the course or program. A declining trend will be identified using the following key performance indicators alone or in combination:

- Significant decline in class enrollment throughout the program in two consecutive semesters;
- Retention at the end of the term is less than 50% for two terms;
- A decline in enrollment of 20% or more or consistently low rate of, student success as measured by 20% or more of students in the class receiving grades of D or F in the course; and/or
- Low job placement rates or low industry demand.

2. A Task Force shall be created consisting of the faculty members of the discipline, the respective Division Chair, the appropriate Dean, a representative of the Faculty Senate who is not a member of the division in question, a representative of the Marketing Committee and a student enrolled in the course. The purpose of the Task Force shall be to critically review the course or program for possible discontinuance or to recommend remediation that will result in a viable course or program. This process is intended to provide a summative evaluation of a course or program's viability and may lead to its termination. The Task Force, by consensus, may agree to:

- a) Declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
- b) Devise a process/plan to revitalize the program. A time table to accomplish this goal shall be established by the discipline's faculty with the assistance of the task force and other involved parties. Resources may be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program courses, update of facilities, and re-training of faculty members. Other considerations will include the utilization of Student Support Services to promote student success and retention.

**In accordance with the Trinidad State Junior College Mission Statement, the task force will consider the following factors:**

- **Needs of the community;**
- **Needs of the department as the particular class fits in as part of a program;**
- **Workforce development;**
- **Currency of Program Review;**
- **Core indicators;**
- **Local labor market information through advisory committees and surveys;**
- **FTEs generated by program;**
- **Other funding sources, such as grants or contributions from business and industry;**
- **Percentage of faculty whose skills are current in accordance with programmatic skills inventory surveys;**
- **Percentage of faculty who have updated their skills (staff development, industry externships, conferences, classes, etc.) documented within past three years; and**
- **Special leadership, integration or cross discipline projects in which the program is involved**

**3. If there has not been a significant increase in key performance indicators after two semesters of the implementation of the process the Administration will reconvene the Task Force to determine the appropriate course of action from the following:**

- **Continue the course or program based upon significant progress on task forced identified indicators;**
- **Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate the program;**
- **Accept the program in its current state if it is determined that it serves a community, instructional, or training need;**
- **Create a new plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters;**
- **Make a determination that the program is not appropriately staffed – extend the program with different faculty; and/or discontinue the program.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **6.1 INSTITUTIONAL FISCAL STRUCTURE**

The College's fiscal organization is divided into various operating areas as defined in the Long Appropriations Bill, by common practice, and by recognizing financial constraints. These areas generally can be described by a series of funds which are a self-contained, self-balancing group of activities. The funds so utilized are the educational and general fund, consisting of the educational and related activities, and generally represented by the State of Colorado appropriations; the restricted fund which encompasses activities similar to those in the education and general programs, through a series of grants and contracts, usually is represented by federal and private funds; and the auxiliary enterprise fund, which, in most cases, represents profit making or quasi-profit making activities and which supports the educational and general fund activities.

Each of these funds is further broken down into a series of activities represented by functional programs or by a specific grant or contract. Other minor funds are generally associated with institutional operation and represent such activities as construction funds, loan funds and custodial types of funds. A graphic representation of this structure is set forth below:

#### **EDUCATION & GENERAL**

##### **Revenue:**

- Governmental Appropriations**
- Tuition**
- Other**

##### **Expenditures:**

- Instruction**
- Research**
- Public Service**
- Academic Support**
- Student Services**
- Institutional Support**
- Operations & Maintenance  
of Plant**
- Scholarships**

#### **RESTRICTED FUNDS**

##### **Revenue:**

- Grants & Contracts**

##### **Expenditures:**

- Grants & Contracts**

## **Institutional Fiscal Structure**

**Page Two**

### **AUXILIARY ENTERPRISE**

#### **Revenue:**

**Student Fees**  
**Operating Income**  
**Internal Transfers**

#### **Expenditures:**

**Revolving Funds**  
**Student Activities**  
**Athletics**  
**Cafeteria**  
**Dormitories**  
**Housing**

Each of the funds and the activities within the funds are operated as an independent business, although each fund supports and is interrelated with each other in order to provide all the services required by higher education institutions.

### **Revolving Funds**

Revolving Funds are established in the Auxiliary Enterprise Fund to provide an operating source of funds for various campus activities. Service from these funds will be billed at a nominal rate based upon anticipated operating costs.

The purpose of these funds is to distribute operating costs to those programs using the services and to provide budgetary control and accurate cost data. The revolving funds include transportation, printing and copying, testing, graduation, and a variety of resale accounts used to provide services to, and generate revenues from, the instructional process.

### **Fiscal Controls and Limitations**

Trinidad State Junior College as an agency of the State of Colorado is subject to the various laws, regulations, rules and policies established by the U. S. Government and the State of Colorado. The College will, within the limits of resources available to it, conform to and operate within the intent and letters of these laws, regulations, rules and policies established by governmental and control agents.

Revised: 7/91

## **TRINIDAD STATE JUNIOR COLLEGE**

### **6.2 BUSINESS OFFICE PROCEDURES MANUAL**

The Business Office Procedures Manual contains general business practices by the College in accordance with state and federal legislation.

This manual was prepared for employees to use as a guide for processing the documents required for completion of various business functions of the institution. Detailed instructions are given for the following in the manual:

1. Requisition
2. Bid Procedures
3. Purchase Orders
4. Receiving Reports
5. Warrant Processing
6. Office Supplies and Instructional Materials
7. College Owned Vehicle Policies
8. Travel Policies
9. Long Distance Telephone Calls
10. Employee Duty Reports
11. Work Orders
12. Campus Mail System
13. Print Services
14. Capital Asset Inventory Procedures

Copies of the Business Office Procedures Manual are available on the T-drive. Forms described in the manual are available in the Bookstore.

## **TRINIDAD STATE JUNIOR COLLEGE**

### **6.3 COMMUNICATIONS WITH OUTSIDE ORGANIZATIONS**

**In order to avoid conflict with area business establishments, Trinidad State Junior College will not actively solicit to provide services which can be provided by the private sector. Services may be provided to College related organizations, provided such services are related directly to the function of the organization at the institution and are within the policies and scope of the institution.**

**Services may be provided for non-profit, community service organizations at the established rate or at a no cost rate upon written administrative authorization. Services will not be provided for profit making, religious, or political organizations or individuals, and these groups or individuals will be encouraged to use commercial establishments.**

**Trinidad State Junior College and its employees, when acting in that capacity, may not single out any individual or privately owned firm for preferential treatment. Such activity on the part of the College and/or individual employees, when acting in their official institutional capacity, is strictly prohibited.**

**College employees, clubs or organizations, do not have permission to request funds in the name of the College from any taxing entities, including the County, City or individual businesses, without the prior approval of the College administration. Any such requests for funds must be submitted in writing by an authorized College administrator in order for anyone to consider them to be bonafide College requests for funds.**

**TRINIDAD STATE JUNIOR COLLEGE**

**6.4 GUIDELINES FOR REPORTING  
FULL-TIME EQUIVALENT (FTE) ENROLLMENTS**

The Colorado Commission on Higher Education's (CCHE) "Policy for Reporting Full-Time Equivalent Student Enrollment for 2001" will be used for reporting the institution's FTE enrollment.

Part of the procedure is that a student must be officially enrolled, and the instructor must certify that the student has been attending the class during the first fifteen (15) percent of the regular class.

Any student attending a class whose name does not appear on SIS, screen 107 may not be admitted to that class, unless the student can produce the receipted copy of his/her registration form, or a signed memo from the appropriate Dean of Instruction giving the student permission to attend that class.

## **TRINIDAD STATE JUNIOR COLLEGE**

### **7.1 BOOKSTORE**

The College Bookstore provides educational materials and services for the students and staff of the College and the community.

Requisitions for textbooks and/or materials should be submitted by faculty to associate deans in a timely manner according to established procedures. Requisitions will be signed and submitted to the Bookstore.

Instructors shall notify the Bookstore as far in advance as possible concerning projected enrollments in given programs/courses, and what books and materials will be required. (See Requisitions for Textbooks; Request for Change of Textbook) Adequate inventory stock in all areas can be maintained and the response time to students can be minimized if these procedures are followed.

Publishers will not ship desk copies, answer sheets and other teaching aids directly to the Bookstore. These items should be requested directly from the publisher. If a desk copy is required, a Desk Copy Request Form which is submitted to the publisher is available at the Bookstore.

**COMPLIMENTARY COPIES** - Complimentary copies from publishers and any texts obtained from the Bookstore on a departmental requisition are the property of the department. These texts are not for resale purposes by individual instructors.

The Bookstore maintains the following hours each week: **Trinidad**

**7:30 a.m. - 4:00 p.m.**

**Monday through Friday**

**Alamosa**

**8:am - 4:30pm**

**Monday through Friday**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **7.2 COMPUTER SOFTWARE POLICY**

- 1. Copyright Law on Licensed Software**
  - A. It is illegal to duplicate software purchased except for one additional copy of each piece of software for protection against damage.**
  - B. Infringement of a copyright law is subject to large fines against the institution and possibly against individuals(s) responsible.**
  - C. The Colorado Attorney General's Office has stated that software should be treated as any copyrighted material. Accordingly, duplication is permissible only with written permission of the author or manufacturer with payment of license fees, if applicable.**
- 2. Trinidad State Junior College Computer Software Policy**
  - A. Trinidad State Junior College purchases or licenses the use of copies of computer software from a variety of outside companies. It does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer. Therefore, unless authorized by the software developer, computer software will not be copied except for one (1) additional copy for security from damage. All computer software for administrative computing must be purchased through administrative computing and all software for instructional computing must be purchased through instructional computing.**
  - B. Trinidad State Junior College employees and students shall use software only in accordance with license agreement(s).**
  - C. All hardware and software maintenance at any site, including the installation of software, shall require the approval of the appropriate software license manager and a valid license must be recorded and on file in the appropriate office. Computer software will not be copied unless required license fees for multiple copies have been paid.**
  - D. Computer software which requires a unique operating system will not be recommended for purchase unless the required operating system is approved by the IT Committee and recommended to the appropriate cost code manager.**
  - E. Trinidad State Junior College employees or students learning of any misuse of software or related documentation within the College shall notify the appropriate supervisor for appropriate action.**
  - F. Trinidad State Junior College employees or students who make, acquire or use unauthorized copies of computer software on Trinidad State Junior College computers shall be disciplined as appropriate under the circumstances. Such discipline may include termination for employees or expulsion for the students.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **7.4 CATALOG**

The Trinidad State Junior College Catalog is published Bi-annually. Each department is responsible for carefully editing its course offerings and for making recommendations regarding course additions for deletions. After consultation with the appropriate Dean or Assistant/Associate Dean, an instructor can make recommendations for change.

Information to be included in the entry for each course should contain:

- course number and title\*
- number of credit hours\*
- semester(s) course is offered\*
- prerequisites\*
- current course description\*
- number of laboratory hours (where applicable)

\* Information to be obtained from CCCNS website.

Instructors have the obligation to be cognizant of lower division and upper division requirements for transfer courses in their respective areas of specialization. This knowledge may be acquired by perusal of four year state college and university catalogs, establishing rapport with appropriate department staff throughout the State, and from information compiled and prepared by the College Transfer Articulation Committee through the State Association of Instructional Deans and Vice Presidents. This information is then used by instructors to recommend appropriate courses for each emphasis.

## **TRINIDAD STATE JUNIOR COLLEGE**

### **7.6 TEXTBOOK REQUEST FOR CHANGE**

The usual time for adoption of a new textbook is in the spring, prior to the Fall Semester, of each College academic year. Textbooks may not be changed until the sequence of the course is completed. The process for change of a textbook should be initiated at least one semester prior to the adoption of a new textbook in the event the above schedule is not met. This request for textbooks must be submitted to the College Bookstore by May 1 of each year for summer and fall books and by October 15 for spring books.

**TO IMPLEMENT A CHANGE OF TEXTBOOK, COMPLY WITH THE FOLLOWING PROCEDURE:**

The instructor requesting the textbook change must consult with other instructors using the same textbook. All instructors teaching the same class should agree to the text change.

The instructor requesting the textbook change will complete section A of the Request for Textbook Change Form.

The instructor requesting the textbook change will meet with the bookstore manager to determine the number of current textbooks on hand and obtain the managers input and signature of section B of the Request for Textbook Change Form.

The instructor submits the Request for Change of Textbook Form to the appropriate Assistant/Associate Dean for approval.

Approval or denial of the request will be made by the Associate/Assistant Dean and the appropriate Dean.

The original Request for Change of Textbook Form, approved or denied, will be filed in the Instructional Services Office by the instructional Dean. If the request is denied, reasons for denial will be attached to the request form. The dean will also send a copy to the instructor.

A copy of the signed Request for Change of Textbook Form, if approved, will be sent by the Instructional Services Offices to the Bookstore Manager for implementation.

If the request is approved, the instructor will work with the college bookstore to ensure that a sufficient number of the new textbooks will be available to students at the beginning of the next semester.

Revised: 8/04

**TRINIDAD STATE JUNIOR COLLEGE**  
**REQUEST FOR CHANGE OF TEXTBOOK FORM**

**Section A**

---

**Instructor:** \_\_\_\_\_

**Course Number-Title:** \_\_\_\_\_

**Current Textbook: Title:** \_\_\_\_\_

**Edition:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

**Proposed Textbook: Title:** \_\_\_\_\_

**Edition:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Publisher:** \_\_\_\_\_

**Reason for Change:** \_\_\_\_\_

\_\_\_\_\_

**All Other Instructors teaching the Course Agree to the Change**

\_\_\_\_\_  
**Yes**

\_\_\_\_\_  
**No**

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**

**Section B**

---

**The bookstore management does oppose the textbook change request** \_\_\_\_\_

**The bookstore management does not oppose the textbook change requested** \_\_\_\_\_

**Number of current textbooks in inventory** \_\_\_\_\_

\_\_\_\_\_  
**Bookstore Manager's Signature**

**Section C**

---

\_\_\_\_\_  
**Division Chairperson or Assistant Dean**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Instructional Dean**

\_\_\_\_\_  
**Date**

**Request Approved:** \_\_\_\_\_

**Request Denied:** \_\_\_\_\_

## **TRINIDAD STATE JUNIOR COLLEGE**

### **7.7 INTERNET ACCESS**

#### **Background:**

Internet is provided to Trinidad State Junior College as a part of computer services provided through the Colorado Community College System Computer Services. This service is currently provided to the institution at no additional cost through the administrative computer system and represents an opportunity for institutional and community access to this network.

The designated CCCS Computer Service coordinating administrator is the Vice President for Administrative Services who will supervise and direct implementation of this policy.

#### **Policy:**

Trinidad State Junior College Internet access is available to its faculty.

Trinidad State Junior College Internet access is available to students upon application.

Trinidad State Junior College may provide Internet access to educational, governmental, medical, and community service organizations, and their employees with an agency requirement to access Internet, upon approval of a written agreement between the requesting organization and Trinidad State Junior College. The written access agreement will provide conditions for access, costs, term and related controls to assure that the interests and requirements of Trinidad State Junior College are met.

Trinidad State Junior College may provide Internet access to other individuals at specifically identified locations.

Approved: 12/93

Revised: 11/02

## TRINIDAD STATE JUNIOR COLLEGE

### 7.8 Channel 63 and Boyd Facility Access

#### **Vision Statement:**

To establish channel 63 as the Trinidad community resource of choice for local government and educational programming.

#### **Mission Statement:**

To provide positive educational, and government programming for the Trinidad community (Adelphia Service Area).

#### **Goals:**

1. Develop and provide educational & governmental programming.
2. Develop a faculty/staff production community at all Trinidad State Junior College sites.

#### **Objectives:**

1. The use of Annenberg Satellite programming can be used for teacher recertification, continuing education, and professional development. These programs will be offered on specific dates and times throughout the week.
2. Maintain a cooperative working relationship with Multimedia instructors and their students to help support the video productions for Channel 63(TSJC-TV). If enrollment allows, students will supply 75 percent of the work force on all video productions. A database will be used to provide proper record keeping on all video productions produced for TSJC-TV.
3. Collaborate with various instructors at TSJC each semester to create video programming in their discipline.
4. Collaborate with the Chamber of Commerce to continue the production series of Chamber Chat. This program will be produced at a minimum of once a month.
5. Collaborate with School Dist #1 to continue programming of their board meetings. This program will be produced by students and the technical staff department once a month.
6. Work with government agencies each semester to have them produce their own program with the support of students and the Technical Services support team.

#### **Boyd Facility Access**

Boyd facilities and equipment may be used by faculty, staff, TSJC students, and certified professionals approved by TSJC Technical Services personnel. Students must be enrolled in either RTV-107 or RTV-212, or certified as a professional to use the studio facilities and equipment. Fees are applicable under certain circumstances.

#### **Hours of Operation:**

TSJC Boyd Technology facilities are available Monday through Friday from 8:00 a.m. to 5:00 p.m.

Procedures, rates, and forms for the use of the Boyd facilities and equipment are posted on the T-drive.

Revised: 10/03

## **TRINIDAD STATE JUNIOR COLLEGE**

### **8.1 PUBLIC RELATIONS**

**Public relations at Trinidad State Junior College is the sum total of all the impressions we make, good or bad. These impressions are made through the institution's policies, its performance, its people and its publicity.**

**The public relations efforts of the College must be unified. There must be institution-wide participation in this program. Every individual at the College does not decide whether or not the College will have public relations; each individual simply decides whether the College will have good or bad public relations. Trinidad State Junior College's publicity should provide timely and accurate information in written and spoken form or as demonstrated through news value designed to arouse public interest in and support for the College.**

**The Public Information Office encourages Trinidad State Junior College staff to utilize all avenues of publicity. All information must be submitted through the Public Information Office of the College. After the publicity is released by the TSJC Public Information Office, the various communication outlets will publish or air the publicity items at their discretion.**

**Each staff member is invited to discuss these techniques with the Public Information Office and assist in providing the PIO with factual College information. Staff members are also urged to utilize the Crisis Management Handbook located on the T-Drive.**



## **TRINIDAD STATE JUNIOR COLLEGE**

### **9.2 USE OF COLLEGE FACILITIES, SHOPS, LABORATORIES AND EQUIPMENT**

Trinidad State Junior College exists to provide instructional activity to students. The facilities and equipment of the College are to be used **PRIMARILY** for the specific purpose of instruction for students and the direct support of the instructional activities. College facilities are not to be used in such a way as to conflict with the educational mission of the institution.

Requests for use of College facilities are to be directed to the Instructional Services Office. That office will assess the appropriate charges and issue written notification of the time and date of the approved scheduling of the facility.

The facilities and equipment are not available for use by employees or students for personal benefit or monetary gain. Employees are not to assume that they have the authority to grant to other employees, staff, or students, permission to use College shops, laboratories, equipment or facilities for personal use or gain.

Use of College facilities and equipment for preparation of instructional materials is intended and in instances where no direct cost to the College is incurred, use may be allowed for the convenience of the employee with the approval of a proper administrative authority. Equipment, materials or supplies are not to be removed from the College campus without specific prior approval of the administration.

**TRINIDAD STATE JUNIOR COLLEGE**

**9.3 OPEN FLAME/SPACE HEATER POLICY**

**Open Flame Policy:**

**No open flame is permitted in offices, dorms or classroom, except where the class curriculum dictates.**

**Space Heater Policy:**

**Only space heaters with thermostat controls are permitted on campus. No space heater units with exposed heating element are permitted. Space heaters must be plugged directly in an electrical outlet (no extension cords).**

**No space heaters are PERMITTED in dormitory rooms.**

**Air Conditions are NOT PERMITTED in dormitory rooms.**

## **TRINIDAD STATE JUNIOR COLLEGE**

### **10.1 TRAVEL POLICY**

**The travel policy for Trinidad State Junior College is defined by the Colorado State Fiscal Rules.**

**Employee travel on College business must be approved by utilizing the appropriate forms and documents prior to such travel by the traveler. The Travel and Authorization Form must be completed by the traveler, approved by the appropriate supervisor and submitted to the appropriate dean for approval. All out-of-state travel must be submitted for approval by the President at least 10 days in advance of the proposed travel.**

**The State of Colorado reimburses approved travel in accordance with established reimbursement rates on an after the fact basis. The properly completed Travel Expense Reimbursement forms are to be completed by the traveler and be approved by College officials. The Travel Expense Reimbursement forms are to be submitted to the Business Office for signature along with the traveler's copy of the Travel Request and Authorization forms(s) and/or Out-of-State Travel Request and Authorization form(s), as appropriate.**

**Receipts are required for lodging, registration, and meals. ALL meal reimbursements will be reimbursed on an actual basis. Meal expenses are not to exceed Per Diem amount. Please attach receipts to your travel reimbursement requests; all expenses, including meals require a receipt for reimbursement. All payments for rental cars will be disallowed in expense vouchers unless the rental is justified in advance and approved in advance. Vehicle rental must be obtained only from state-awarded vendor. Further information on travel rules and regulations are available in the Business Office or at the following website: <http://www.colorado.gov/dpa/dfp/sco/rules/rules.htm>**

## TRINIDAD STATE JUNIOR COLLEGE

### 10.2 TOBACCO USE POLICY

It is the responsibility of Trinidad State Junior College to promote a safe and healthy environment for students, employees and public. Accordingly, it is appropriate to prohibit the use of tobacco products on college property.

*"College property"* means all property, whether owned, leased, or rented, including, but not limited to, the following:

- All interior portions of a building used for instruction, administration, support services, maintenance, and storage and any other structure used by the college; except that such term shall not apply to a building primarily used as a residence, ie: Dormitories.
- All vehicles used by the college for the purpose of transporting students, faculty, visitors, or any other persons.

*"Tobacco"* means cigarettes, cigars, cheroots, stogies, periques, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine cut and other chewing tobaccos. shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other forms of tobacco, prepared in such a manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

*"Use"* means the lighting, chewing, and smoking of any tobacco product.