



# **Northwest Indian College Faculty Handbook**

**Approved by the Faculty March 14<sup>th</sup>, 2008**

Updated August 6, 2008 based upon Administrative Team input

Accepted October 8, 2008 by NWIC Board of Trustees as a guide for faculty



**EMERGENCY PROCEDURES & CONTACT INFORMATION AT A GLANCE**

(Note that additional information regarding safety and security appears later in this handbook as well as in the *Northwest Indian College Safety and Security Manual*.)

**According to the *Northwest Indian College Safety and Security Manual* (page 7), the following steps should be followed in the event of an emergency:**

1. Call 911 and state the following:
  - a. Nature of the emergency
  - b. Your name
  - c. Phone # from which you are calling
  - d. Your location, building number (see addresses below)
2. Contact the NWIC Crisis Management Team - (same information reported)
3. Students can contact Student Support Services staff in an emergency as stated in the new draft of the "Student Handbook", page 6 (same information reported)
4. Unusual Incident/Injury Report Forms are available in the College Human Resources Office and should be completed by college staff, students, Crisis Management Team or Dean for Student Life as dictated by the incident.

**Emergency Telephone Numbers:**

911 Dispatch Center for Whatcom County.....911  
 NWIC Crisis Management Team:  
     Vice President for Administration (Dave Oreiro).....x 4249 (direct: 392-4249)  
     Human Resources Director (Larry Robinette).....x 4268 (direct: 392-4268)  
     Maintenance & Facilities Manager (Jon Davis)...x 4292 (direct: 392-4292, cell: 360-303-7332)  
 NWIC Human Resources .....x 4268 (direct: 392-4268) or x 4230 (direct: 392-4230)  
 Lummi Law & Order.....(360) 384-2266  
 Student Support Services (student medical emergencies & other crises) x 4335 (direct: 392-4335)

**Addresses of the Main Campus:**

**Main Campus Address (on the NWIC North Lummi Campus, and where mail is to be received):**

Northwest Indian College  
 2522 Kwina Rd.  
 Bellingham WA 98226  
 (360) 676-2772 (Switchboard)  
 (Note: You may reach any campus number directly by dialing 392 plus the extension number.)

**Other Main Campus Addresses (for visitor and emergency response purposes):**

Early Childhood Development Center (Child Care Center, Building 18)  
 (NWIC South Lummi Campus)  
 4165 Lummi Shore Drive  
 Bellingham, WA 98226

Kwina Classroom/Office Complex (Kwina Building, Building 15)  
 (NWIC South Lummi Campus)  
 2451 Kwina Road  
 Bellingham, WA 98226

Lummi Library  
4226 Lummi Shore Road  
(NWIC North Lummi Campus)  
Bellingham, WA 98226

Student Residence & Dining Hall (Building 19)  
(NWIC South Lummi Campus)  
4165 Lummi Shore Drive  
Bellingham, WA 98226

Sandy Point Fish Hatchery  
4122 Germaine Rd.  
Sandy Point  
Bellingham, WA

Seaponds Fish Hatchery at Lummi Bay  
Haxton Rd.  
Lummi Reservation

NWIC Construction Trades Building  
2588 Lummi View Drive  
Bellingham, WA

### **STAFF/FACULTY DIRECTORY INFORMATION**

Please contact the NWIC switchboard or go to the website, [www.nwic.edu](http://www.nwic.edu), for the latest faculty and staff directory.

### **EXTENDED SITE INFORMATION**

Please contact the Extended Campus Site Coordinator at ext. 4287 for the latest information on site staff.

### **ORGANIZATIONAL CHART**

Please contact the Human Resources office at ext. 4230 for the most current organizational chart.

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 Preamble: This Northwest Indian College Code of Ethics for Employees has been developed with input from representatives of the constituency groups at NWIC and developed and proposed by the Personnel Policy Committee. It is meant to be educational and aspirational to show all members of the College community the climate that we foster, and express the ethical standards and guidelines for the conduct of all Northwest Indian College Employees. It also informs the public of the standards of ethical conduct for which employees are responsible. ....25  
 Employees of Northwest Indian College have a responsibility to ensure that they are familiar with this Code of Ethics, understand its application to the conduct, and adhere to its principles. Employees should also be familiar with other sources of information that will assist them in making informed decisions. These include the law, policies and agreements that are relevant to their work. ....25  
 The NWIC Code of Ethics includes examples of the applications of the ethical principles. While the examples are intended to provide further guidance and assistance, no part of the code can substitute for the active process of ethical decision-making. In instances of ethical demands or dilemmas where a simple or direct application of this Code is not possible, employees should seek clarification and assistance. ....25  
 For the purpose of this document, definitions are provided in Appendix A in the Personnel Policy manual. Recommendations for addressing ethical concerns are provided in Appendix B of the Personnel Policy manual. ....25  
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## SECTION 1: WELCOME

Welcome to Northwest Indian College

You have been hired to teach a class or classes because what you can offer compliments the ideals around which the College is built. The fact that you are here indicates your willingness to incorporate Indian culture and perspectives into the courses you teach, and your commitment to the community development, which these courses of education represent.

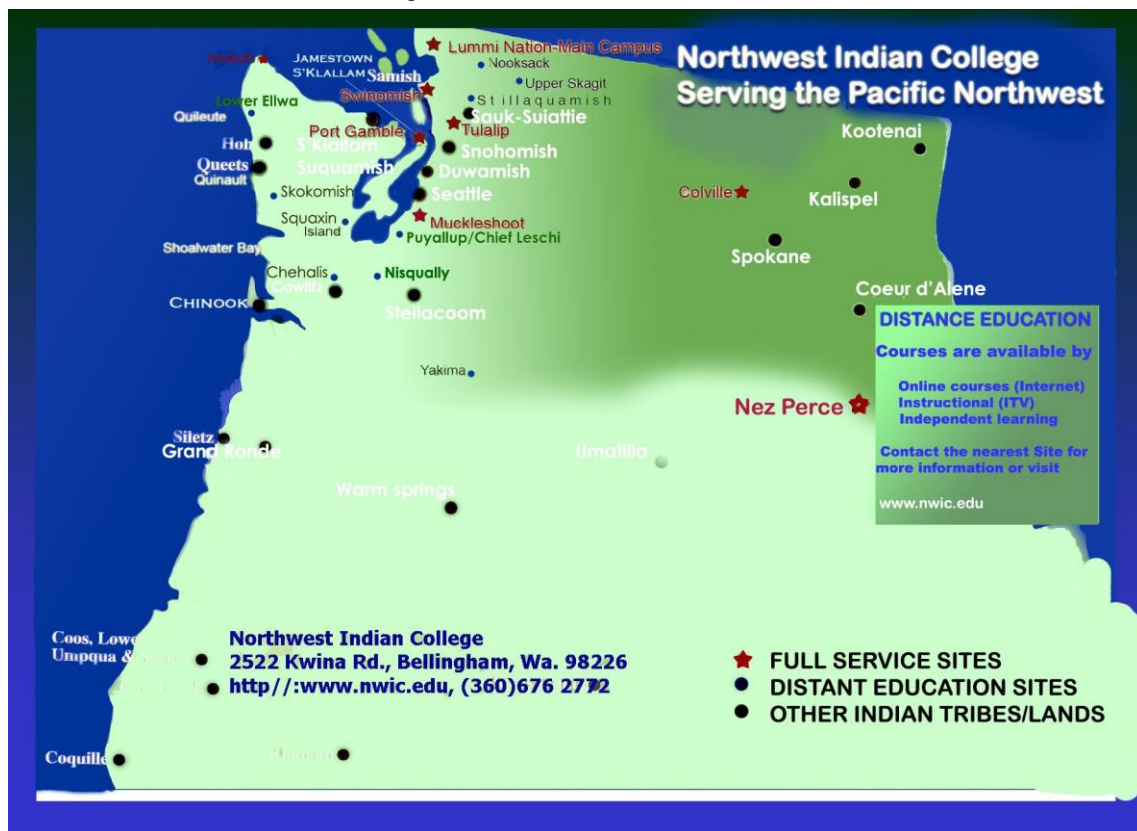
### Purpose, Arrangement and Updating of this Handbook

This handbook is designed to be of use to faculty members at the main Lummi Campus of Northwest Indian College as well as those at each of the extended campus sites. Please note that in general, the information presented here applies to the college as a whole, but that some information specifically applies to either the main campus or the sites (e.g., personnel contact information). Time sensitive material in the Faculty Handbook, including the directory and calendar information, will be updated annually in September at the beginning of each academic year.

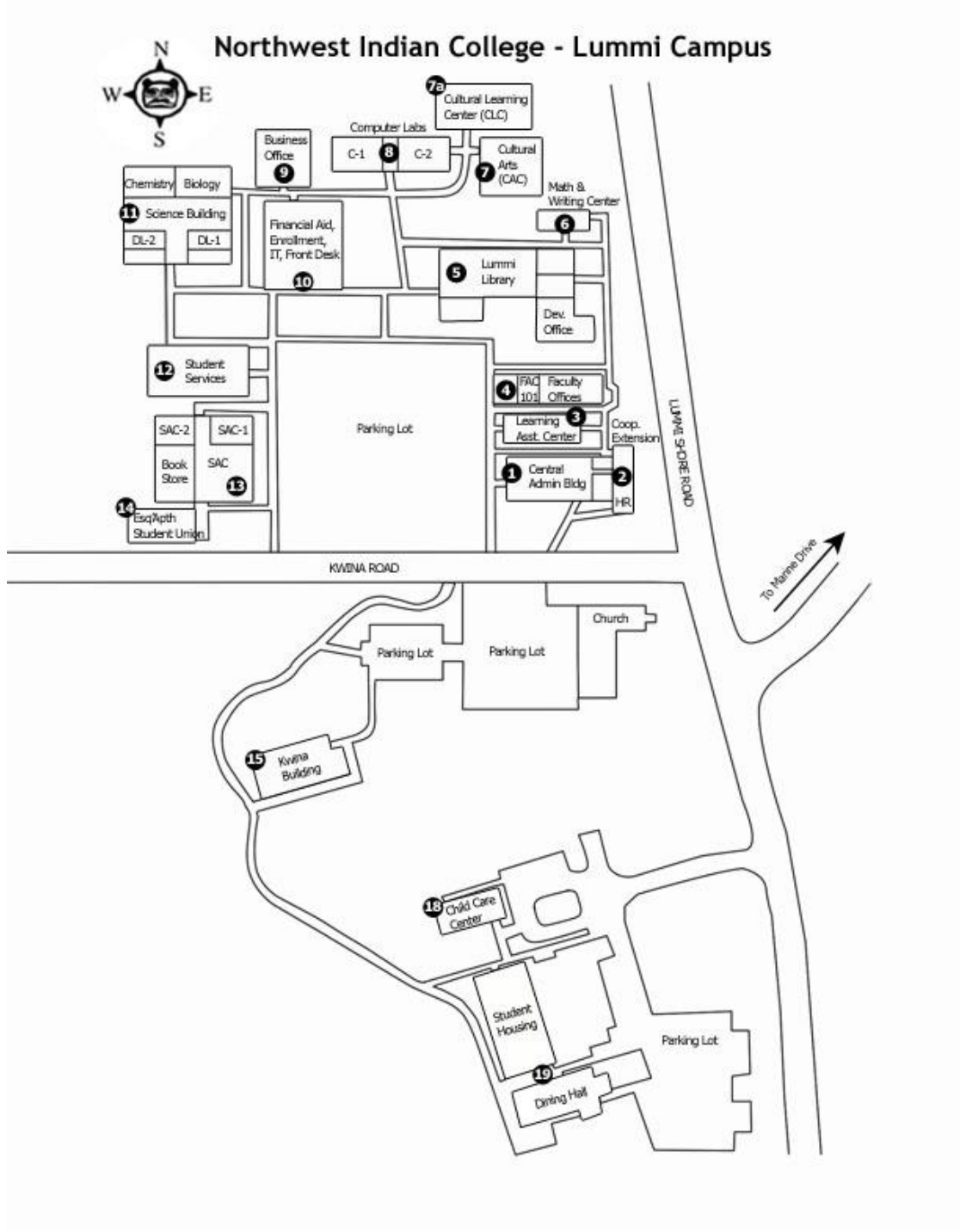
### Maps, Addresses, Parking and Lost & Found Information

This section contains maps of the NWIC service area, the main Lummi campus of NWIC, parking information and useful addresses.

### NWIC Service Area Map



# Lummi Campus Map



## Legend to the Lummi Campus Map

### North Campus:

- Building 1: Central Administration Building (Offices of the President, Vice Presidents and their staff)
- Building 2: Human Resources and Cooperative Extension Office
- Building 3: Learning Assistance Center
- Building 4: Faculty Building (FAC) and Coast Salish Institute (also referred to as the "two-story building")
- Building 5: Lummi Library, Development Office and Center for Service Learning (LIB2)
- Building 6: Math & Writing Center
- Building 7: Cultural Arts Center (CAC)
- Building 7a: Cultural Learning Center (CLC) (also known as the "Log Building")
- Building 8: Computer Labs & Instruction
- Building 9: Business Office (Business & Accounting, BAC)
- Building 10: Administration Building (Front Desk/Reception/Switchboard, Enrollment Services, Financial Aid and Information Services)
- Building 11: Science Building and Distance Learning Center
- Building 12: Student Services
- Building 13: Student Activity Center (SAC), Bookstore and Anna's Kitchen
- Building 14: Student Union (Esq'alph)

### South Campus:

- Building 15: Kwina Classroom/Office Complex (Kwina Building)
- Building 16: (not yet constructed)
- Building 17: (not yet constructed)
- Building 18: Early Childcare Education Center (Child Care Center)
- Building 19: Student Residence & Dining Hall

## Extended Campus Instructional Site Maps

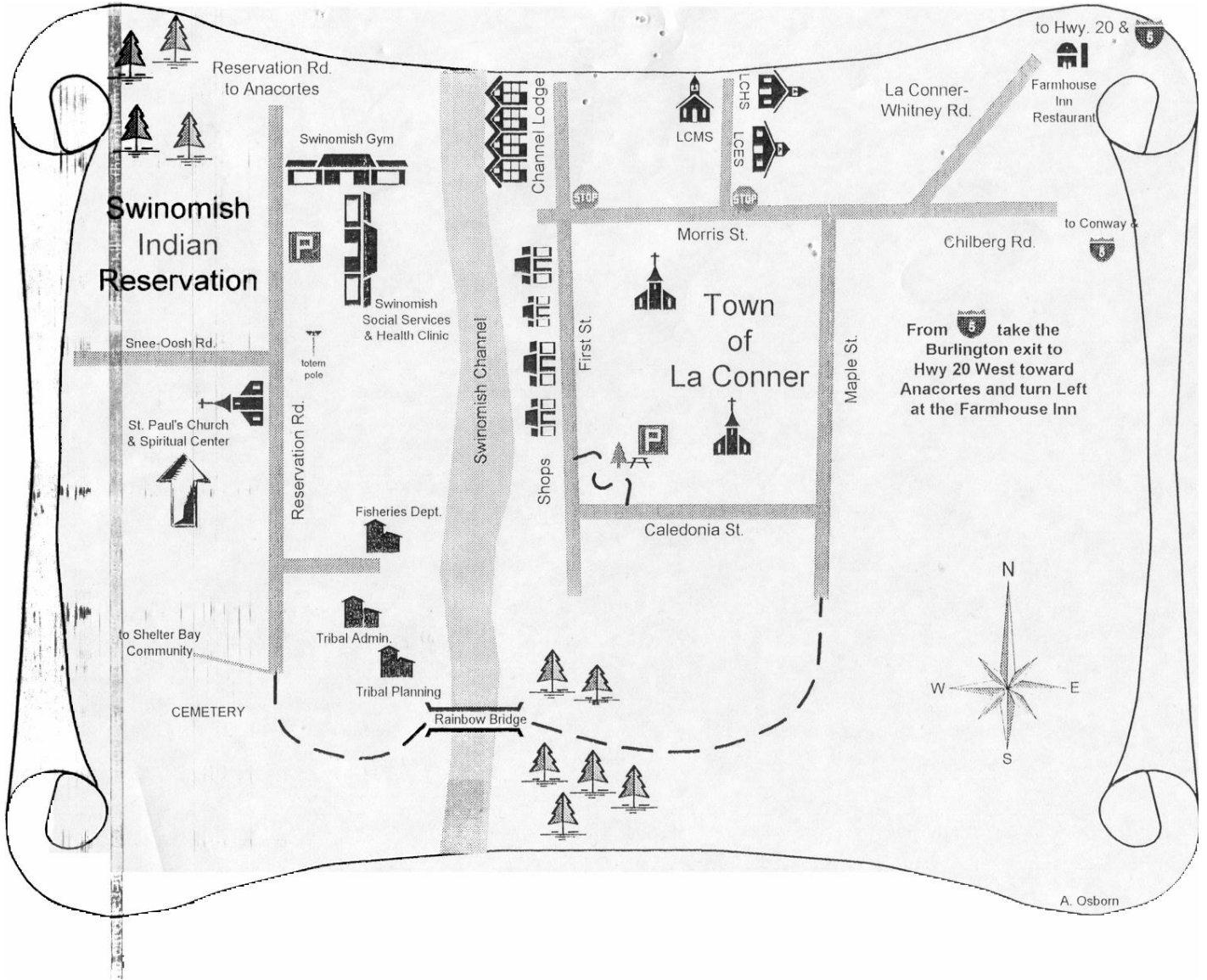
Unless you find the information you need below, please check with the appropriate site manager for details regarding site maps and directions. (A NWIC Extended Campus Instructional Site Directory is available from the Extended Campus Site Coordinator)

**Colville** (The Colville Extended Campus Instructional Site is located in a single building near the Head Start Program area. Please contact the Colville Site Manager for additional information.

**Muckleshoot** (Please contact the Muckleshoot Site Manager for information.)

**Nez Perce** (Nez Perce has two instructional locations, one in Kamiah and another in Lapwai. The Kamiah location is in the Wa'a'yas Building [the tribal community center]. The Lapwai location is on the corner of A Street and Parade Avenue. Please contact the Nez Perce Site Manager for additional information.

**Swinomish** (A map of the Swinomish Site is provided below. Please contact the Swinomish Site Manger for additional information.)



**Tulalip** (Please contact the Tulalip Site Manager for information.)

**Port Gamble** (Please contact the Port Gamble Site Manager for information.)

## Addresses

Although all campus mail is received at the main NWIC address (2522 Kwina Rd., Bellingham, WA), other addresses may be required for various circumstances (e.g., guiding a visitor to the proper location or emergency response in the event of 911 calls). See EMERGENCY PROCEDURES & CONTACT INFORMATION AT A GLANCE at the beginning of this document for addresses for other facilities on the main Lummi Campus. For other addresses, also see **Error! Reference source not found.**

## Parking at the Main Lummi Campus

Free parking is provided at the entrance to the main (north) Lummi campus and across Kwina Road at the north end of the main (south) Lummi campus. Marked spaces are provided for the use of handicapped persons, elders, and college vehicles. Vehicles left overnight or over the weekend on college property may be subject to towing. NWIC assumes no liability for vehicles parked in the campus parking lot.

### Extended Campus Instructional Sites

Contact the site managers for details.

## Lost & Found

The main campus Lost & Found is located at the Front Desk (reception and switchboard) in Building 10 on the Lummi Campus. For extended campus instructional sites, contact the appropriate site manager.

# SECTION 2: OVERVIEW OF NORTHWEST INDIAN COLLEGE

## About Northwest Indian College

Northwest Indian College's Main Campus is located within the Lummi Nation, in Washington State, and began in 1973 as the Lummi Indian School of Aquaculture. In 1983, the Lummi Nation chartered the Lummi Community College. In 1988, Lummi Community College was granted accreditation by the Northwest Association of Schools and Colleges. In 1989, to serve other tribes throughout the nation, Lummi Community College became Northwest Indian College. Today, NWIC is one of 35 tribal colleges and universities within the United States and Canada, and the only regional tribal college serving students at a number of extended campus sites. The main Lummi campus has other notable historical aspects. The building that currently houses the Lummi Library was originally built in 1931 as the Lummi Day School to provide education to Lummi students who formerly were sent to boarding school at distant locations. This was the second such day school, built to replace the original Lummi Day School, which was built in 1910. Prior to becoming the Lummi Library, the school also served as the location for various other tribal offices.

## Northwest Indian College Mission Statement

Through education, Northwest Indian College promotes indigenous self-determination and knowledge.

## Cultural Considerations

Northwest Indian College originated through the efforts of the Lummi Nation and currently maintains extended campus instructional sites at several other tribal communities. In addition, the college counts amongst its former and current students and employees representatives of nearly one hundred or perhaps more Native American Tribes, each with their own unique cultures, values and histories.

Because tribal colleges are so unique when compared with non-Native academic institutions, and because of Northwest Indian College's origins and diversity, a number of cultural considerations apply here that may not be encountered at other academic institutions that have not emerged from and developed to serve tribal communities.

Many of these considerations may represent new concepts and experiences for NWIC faculty members, especially those who are non-Native or who have previously had limited experience and interactions with Native American peoples and communities. The ability and willingness to learn from and work with others with diverse assumptions, values and goals will contribute significantly to the ongoing and future success of Northwest Indian College.

## Teaching and Learning Philosophy

The educational philosophy of Northwest Indian College is based upon the belief that the opportunity of post-secondary education must be provided within the Native American community.

Northwest Indian College is committed to the belief that self-awareness is the foundation necessary to achieve confidence, esteem, and a true sense of pride; to build a career; to create a "self-sufficient" life style; and to promote life-long learning. It is also committed to the belief that a self-awareness program must include a study of Native American culture, values, and history.

Note that some teaching and learning materials are available from the NWIC website by selecting "Faculty/Staff," "Assessment," and "Cultural Resources" <<http://ww2.nwic.edu/faculty/assessment/Cultural%20Resources.htm>>.

## Strategic Plan

In January of 2003, President Cheryl Crazy Bull established a college-wide strategic planning process overseen by a committee comprised of constituency representatives. The result of this work is presented in the *Northwest Indian College Strategic Plan 2004-09*.

Northwest Indian College is a 1994 land-grant institution designated by the U.S. Congress and as such is the recipient of special grant funds to support the land-grant mission and philosophy of education, extension and research.

## Additional Goals of the College

1. To provide excellent educational programs and services in a Native American college environment on reservations throughout the Northwest.
2. To provide developmental and continuing education courses, certificate programs, associate and baccalaureate degrees to meet the academic, vocational and cultural needs of Native American communities.

3. To provide educational programs and services using a variety of technological delivery systems to instructional sites on Native American reservations.
4. To provide support services that assist students in achieving success in their academic, career, cultural and personal goals.
5. To provide learning experiences that respect individual values, promote individual growth, and enhance and preserve the cultural traditions of Native American communities.
6. To engage in research and provide technical support to tribal governments and organizations or employers consistent with available resources and community needs.

### Memberships

Northwest Indian College is a member of the American Indian Higher Education Consortium (AIHEC), the American Association of Community Colleges, the National Association of State Universities and Land Grant Colleges, Washington Campus Compact and the American Council on Education.

### Accreditation

Northwest Indian College (NWIC) was granted full accreditation by the Northwest Commission on Colleges and Universities effective September 1993. The Veterans Administration (VA) and the Washington State Higher Education Coordinating Board for the administration of financial assistance have approved the College's educational programs for eligible students. However, the Washington State Higher Education Coordinating Board has determined that Northwest Indian College is exempt from the Washington State Degree Authorization Act. The college's accreditation was reaffirmed in a full-scale evaluation in 1998. At the time of publication of this handbook, the College was engaged in the self-study for reaffirmation of its accreditation as an associate degree granting institution. The College is a candidate for accreditation at the four year degree granting level.

## SECTION 3: ORGANIZATION

### Positions & Personnel

Please contact the Switchboard for a current staff/faculty directory.

Please contact the Human Resources office for a current organizational chart.

### Line of Authority/Chain of Command

The NWIC Line of Authority is detailed in Section 1 of the *Northwest Indian College Personnel Policy Manual*. For faculty, this may relate to chain of command issues regarding a range of topics including the following:

- Emergencies
- Unusual Incident/Injury Reports
- Mid-Quarter Attendance & Satisfactory Progress Verification
- Communication & Requests
- Reporting Issues Related to:
  - Facilities (e.g., custodial and maintenance issues)
  - Equipment (problems and other requests) regarding:
    - Computers & Network
    - ITV (Interactive TV equipment and system)
    - Photocopiers
    - Presentation equipment (VCR and DVD players)

- Telephones
- Vehicles

For faculty, the next person in the line of authority would be their immediate supervisor. This may be a Dean or Division Director.

Additional line of authority and chain of command information is presented under the following topics:

- Emergency closure phone tree (for contacting employees regarding snow or icy road closures, see Emergency Closure Phone Tree)
- Emergency notification (e.g., for accidents, injuries, environmental emergencies, etc.; see Emergencies & Safety)

## Benefits

Section 9 of the *Northwest Indian College Personnel Policy Manual* contains details regarding employee benefits.

## SECTION 4: PROGRAMS OF STUDY & COURSES

All courses and programs of study of Northwest Indian College are described in the current catalog and other college publications such as quarterly schedules.

The following is a list of the approved programs of study and the individuals assigned to review the associated curricula in addition to consideration by the Curriculum Committee. Note that lead faculty members have been identified by the Dean of Academic for each of the departmental codes for NWIC courses. They are the faculty members who should be consulted with regard to proposed additions or changes to curriculum in their field of expertise.

Bachelor of Science, Native Environmental Science

- Director of Science and Science Faculty

Associate of Arts and Sciences Degree (Direct Transfer Agreement)

- Native American Studies – Director, Coast Salish Institute
- Native Oksale Education – Teacher Education Faculty
- General Direct Transfer – Student Services Advisor

Associate of Science Transfer Degree

- Life Sciences – Director of Science and Science Faculty

Associate of Applied Science - Transfer Degree

- Early Childhood Education – ECE Faculty

Associate of Technical Arts Degree

- Chemical Dependency Studies – CD Faculty
- Information Technology – Computer Tech Faculty
- Individualized Program – Individualized Studies Faculty

Certificate

- Computer Repair Technician – Computer Tech Faculty
- Individualized Program – Individualized Studies Faculty
- Native American Studies – Director, Coast Salish Institute
- Native Art – Student Services Advisor
- Web Page Development – Computer Tech Faculty
- Professional Technical Studies
  - Casino Gaming Technician – Student Services Advisor
  - Office Professions – Student Services Advisor

Award of Competency



- Computer Repair Technician – Computer Tech Faculty

## Definitions of Courses & Credits

Academic credit is a measure of the total time commitment required of a typical student in a particular course of study.

**Total time** consists of three components: 1) Time spent in class; 2) Time spent in laboratory, studio, field work, or other scheduled activity; and 3) Time devoted to reading, studying, problem solving, writing, or preparation.

One credit is given for the following types of courses:

- **Lecture Course** - 10 contact hours per quarter for credit and up to 20 hours outside work implied.
- **Laboratory or Studio Course** - at least 20 contact hours per quarter for each credit with 10 hours outside work implied.
- **Independent Study Course** - at least 30 hours per quarter of work for each credit.
- **Internships** - (*including internship, work experience, practicum, or field work*) at least 40 hours of work per quarter.
- **Continuing Education Unit (CEU)** - at least 10 contact hours for each unit with no outside work implied. Continuing Education Units (CEU's) have only pass/no pass grading and do not apply toward a degree or certificate.

## Curriculum Committee Considerations

The primary function of the Curriculum Committee is to review and make recommendations regarding the academic curriculum of the Northwest Indian College.

The Curriculum Committee Chair maintains the committee handbook and other materials (agendas, minutes, six-month reports, etc.) on NWIConline (Moodle) at <<http://online.nwic.edu/>>. An older website for the committee may be accessed through a link on the NWIC Faculty Home Page at <<http://ww2.nwic.edu/faculty/>>.

Please consult the *Curriculum Committee Handbook* for additional details.

## Course Numbering System

Courses are numbered relative to the college-degree applicability of the course:

0-99 are designed to meet the pre-college, a vocational , or self improvement needs of students

100-199 are normally designed for first year college students

200-299 are normally second-year courses

300-399: third year courses

400-499: fourth year courses

Students with appropriate background or permission of the instructor may enroll in courses beyond their class standing (i.e. first year students in 200-499 courses, second year students in 300-499 courses, etc.).

## Course Schedules

Quarterly course offerings will be scheduled in two-year cycles to coincide with the programs of study listed in the current catalog.

## Changes in Course Schedules

The Vice President of Instruction and Student Services, based upon a recommendation from the appropriate division administrator, must approve any changes to the course schedule (such as time, day, location and instructor).

## Assessment at Northwest Indian College

Northwest Indian College is dedicated to student excellence. Assessment of student learning is an essential step toward student excellence. Assessment is a systematic process of gathering, interpreting, and using information regarding student performance and perceptions for the purpose of improving student learning and the quality of academic programs. Currently, NWIC is developing formal processes to assess student learning at the college-wide, program and course levels. The College maintains several resources regarding assessment at NWIC at <http://ww2.nwic.edu/faculty/assessment/assessment.htm> (and available by following the "Faculty" and "Assessment" links on the NWIC website).

Faculty members are involved with assessment at a variety of levels, including the development and implementation of assessment in their courses as well as at the broader program and college levels; facilitation of student assessment of course outcomes (through the student evaluation process), and the review of assessment strategies with regard to Curriculum Committee work (see the Curriculum Committee Considerations section in this document and the Curriculum Committee website for further details).

## Writing Across the Curriculum

NWIC Faculty members have determined that writing skills should be encouraged within all classes, referred to as writing across the curriculum or writing enriched curriculum.

Guidelines:

- 1) Writing is encouraged across the curriculum.
- 2) Instructors are encouraged to include a statement in the syllabus about what types of writing assignments that may be required.
- 3) Instructors are encouraged to explain to students what writing goals best meet the needs of a particular subject area.
- 4) Instructors are encouraged to promote a student's independent and creative thinking and writing.
- 5) Instructors are encouraged to have students collaborate on writing ideas and on editing each other's work.
- 6) Instructors are encouraged to always give specific, positive comments about something in a student's writing and avoid the vague generalities.
- 7) Instructors are encouraged to show students that it is all right to make mistakes, that is part of the learning process, and that mistakes are signposts to guide improvement.
- 8) Whether or not writing is graded students is up to the instructor, but instructors are encouraged to grade students who are nearly ready for graduating with an Arts and

Sciences transfer degree. Students need to know before graduation how their writing compares with the typical college junior.

- 9) Writing enriched courses do not have a specific amount of writing required. As a guide, instructors may assume that such courses require approximately two pages of finished writing for every credit or three to four pages of journal type writing for every credit. Division Chairs/Coordinators and the Curriculum Committee may advise instructors about the amount of writing required for a course in order for it to be classified as writing enriched. **Once a course is labeled *writing enriched* in the catalog, each instructor teaching that course must create his/her syllabus to reflect the writing enriched characteristics.**
- 10) Instructors will try to meet each quarter to discuss writing issues and concerns, to share writing ideas and to bring examples of student's writing (with their permission).

## Service Learning

Service learning is curriculum-based volunteer work that serves the greater community as well as reinforces the course material. It is a combination of volunteer work with an established community partner and classroom instruction. The process focuses on critical, reflective thinking as well as personal and civic responsibility.

"Service Learning increases the capacity of schools and communities to engage students in active learning and service. Service learning is a teaching method that enriches learning by engaging students in meaningful service to their schools and communities. Students apply academic skills to solving real-world issues, linking established learning objectives with genuine needs. Through service learning students apply critical thinking and problem solving skills to concerns such as hunger, pollution, and diversity." (National Leadership Council)

See the Center for Service Learning for more details or to find a community partner that works for your class.

## SECTION 5: ACTIVITY CALENDARS

### Academic Calendar & Friday Meetings Schedule

The current academic calendar and Friday schedule (regarding meetings and work involving staff, faculty members and administration) are available through the NWIC website by selecting "Faculty/Staff," then "Academic Calendar" or "Friday Schedule."

### Holiday Schedule

A holiday schedule is distributed each year to indicate planned college closures in observance of the following holidays:

- New Year's Day (January 1<sup>st</sup> of each year)
- Treaty Day/Martin Luther King, Jr. Day (3<sup>rd</sup> Monday in January)
- President's Day (3<sup>rd</sup> Monday in February)
- Memorial Day (4<sup>th</sup> Monday in May)
- Independence Day (July 4<sup>th</sup> of each year)
- Labor Day (1<sup>st</sup> Monday in September)
- Veteran's Day (November 11<sup>th</sup>)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Native Family Day (4<sup>th</sup> Friday in November)
- Christmas Eve (December 24<sup>th</sup>)

- Christmas Day (December 25<sup>th</sup>)
- New Year's Eve Day (December 31<sup>st</sup>)

Additional information regarding holidays and leave is contained in Section 10 of the *Northwest Indian College Personnel Policy Manual*, including maternity and paternity leave (Section 10.9).

The holidays that are observed at extended campus instructional sites may differ from those listed above.

Course and faculty schedules are detailed elsewhere in this handbook.

## SECTION 6: FACULTY INFORMATION

Additional details regarding the faculty appear in Section 2 of the *Northwest Indian College Personnel Policy Manual*.

### Faculty Definitions & Membership

Northwest Indian College employs a range of definitions regarding "faculty" in the broad sense, which are listed in the glossary and which appear in the following sections. The Faculty Roundtable consists of those with a full-time faculty contract or for whom over 50% of their time involves classroom instruction.

Currently the faculty select through a voluntary process, three or four individuals who represent their concerns and interests to the College Administration through the Dean and Vice President of Instruction and Student Services. These individuals are also available to assist any individual faculty member who feels they need support in dealing with any particular issue.

### Faculty Orientation

Currently, there is no formal and regular process for faculty orientation. However, an electronic *Faculty Orientation Handbook* is available at <http://ww2.nwic.edu/faculty/facdocs/facultyorientationhandbook.htm>. This page and its contents will continue to be developed and expanded, and contains the information and resources helpful to the faculty at NWIC:

- NWIC Strategic Plan
- NWIC Personnel Policy Manual (available as a set of 14 downloadable PDF documents)
- Faculty Cultural Competencies (Sept. 14, 2006)

New faculty members will be provided telephones, e-mail addresses and a mail slot in the Front Desk (reception and switchboard) area in Building 10. Faculty members may contact their immediate supervisors for guidance and assistance in locating or obtaining the following:

- Keys for office, instructional buildings and classrooms
- Long distance telephone code)

### Faculty Meetings

Faculty Roundtable meetings are held four times a quarter to address issues pertinent to faculty. They typically occur on Fridays or otherwise as announced by email.

Currently, members lead faculty meetings on a voluntary basis.

## Faculty Contracts

At the time of hire, new instructors are to submit the following to the Human Resources Office: official transcripts from all colleges they have attended, current resume, and W-4 form. Other documents such as the I-9 verification of citizenship as well as benefit forms are also required to complete the employee's HR package.

The most recent full-time and pro-rate faculty contract available from Human Resources (FY07) includes the following expectations and requirements with regard to faculty positions (in addition to other contract details not presented below):

1. The faculty member is expected to function as an outstanding role model for students, demonstrating a positive work ethic with good work habits (including attendance and punctuality), a lifestyle free of illegal drugs and responsible use (or abstinence from) alcohol, consistent with Board policy.
2. In the event of an unavoidable tardiness or absence, the faculty member is expected to notify the administration in time to inform students prior to the scheduled start of the class.
3. The faculty member is expected to establish and maintain high standards for student performance within each class, as well as to provide positive motivation and encouragement by providing ample opportunity for students to experience and achieve success within the classroom setting.
4. Full-time and pro-rata faculty agree to be available for teaching/advising assignments in the day, evening and/or individual studies (distance learning) programs and will post a schedule of at least 10 office hours per week to be available for consultation with students. The official workweek is 40 hours with a minimum campus commitment of 35 hours per week. The pro-rate faculty obligation of office hours and campus commitment is correspondingly reduced.
5. Contracts administered for a new hire at NWIC are required to fulfill a probationary period of 90 days. Eligibility for benefits takes place at the date of hire.
6. Faculty members are provided three (3) days of sick leave upon acceptance of this contract and after the completion of fall quarter will earn sick leave at the rate of one (1) day per month up to a maximum of nine (9) days per academic year. Unused sick leave may be accumulated up to a maximum of 30 days and there is no cash out program for unused sick leave upon resignation, termination or retirement. For pro-rata faculty a day is defined as their campus commitment for the day missed.
7. Faculty members are required to be flexible in meeting the need of how a course is delivered. Courses may be in daytime, but may include evening courses, Independent Study, satellite [ITV] and other types of instruction delivery.

## Full-time & Pro-Rata Faculty

Instructors given full-time or pro-rata faculty contracts form the "core" of the faculty team. They are the ones responsible for the on-going development and success of the academic and vocational programs. They teach most of the courses required in their respective programs and provide academic advisement to students enrolled in their programs.

Full-time and pro-rata faculty members receive salary and benefits based on the Faculty Salary and Benefit Schedule approved by the Board of Trustees. Core faculty members may be requested to serve on various committees by the Dean of Academics, the Vice President of Instruction and Student Services, or the President.

### **Core Faculty Job Description**

Under the general supervision of the Vice President for Instruction and Student Services or designee, the faculty prepare students for transfer into four-year institutions, assist students to complete academic goals, provide training for occupational and vocational jobs and work with students to complete the requirements of the NWIC baccalaureate program. They are responsible for the development and success of the academic programs within their areas of expertise. Acknowledging the cultural perspective of the students, faculty members use a variety of methods to convey necessary knowledge and skills and to develop student self esteem. Faculty members determine the rate at which material will be presented, and the criteria with which to assess the success of each student in assimilating new knowledge and developing new skills. Faculty members submit necessary reports. Faculty members provide academic advisement to students within their programs.

### **DUTIES**

In addition to what appears in faculty contracts, faculty members are required to...

1. Design classes within their area of expertise as required. Prepare Course Outline, (new courses) and course syllabi including description, outline of learning objectives, course goals and objectives, criteria for assessment of students, reading lists and bibliographies.
2. Order textbooks and supplies in advance of courses taught following college timelines.
3. Create an environment and a presentation style and pace in which learning is enhanced. Adjust style, cultural perspective, and methods of teaching as necessary to maximize learning by students while maintaining the academic integrity of the course. Model appropriate behavior within the academic setting through punctuality, attendance, courtesy and demeanor.
4. Maintain an awareness of reporting requirements and how your actions affect the students, especially in such areas as: enrollment, attendance and grades. Make all reports accurately and in a timely fashion.
5. Provide academic advising to students. Arrange for tutoring as necessary. Help students set academic goals and retain focus on those goals. Help students determine an appropriate pace of completion of their academic programs.
6. Maintain 10 hours of office availability each week.
7. Accepting the cultural focus of the college, participate in faculty and administrative dialog when necessary to smooth procedural functioning, maximize placement of students in four-year institutions, or enhance student completion of vocational programs. Act as member of committees as assigned.
8. May be required to prepare departmental budgets and recommend departmental purchases.

9. May be required to review and evaluate academic programs within the scope of their knowledge and expertise and to suggest changes, additions and improvements.
10. May be required to teach an evening class, telecourse, or independent learning courses.

### **Part-time Faculty**

Part-time faculty members form the cadre that present classes to meet college and community needs and desires and to present the elective and personal development classes needed to provide a rounded education for students.

Salary for part-time faculty members is based on the number of hours taught in the quarter, and varies with the mode of instruction. See P/T salary schedule.

Many part-time faculty members teach at other instructional sites. Their duties may include assisting students with registration, financial aid and enrollment forms.

## **SECTION 7: FUNCTIONS—FACULTY ROLES & RESPONSIBILITIES**

The *Northwest Indian College Personnel Policy Manual* and *Northwest Indian College Safety and Security Manual* contain information regarding faculty roles and responsibilities, some of which is presented in this handbook for ease of reference. Also see **Error! Reference source not found.** for additional faculty responsibilities.

### **Faculty Workload**

#### **Current Faculty Workload**

Full-time faculty members are required to carry a workload of 15 credits per quarter.

The academic work year for full-time faculty members will be, at minimum, 171 days, scheduled between mid-September through mid-June. The specific calendar will be approved by the Northwest Indian College Board of Trustees and published in the Northwest Indian College Catalog and quarterly class schedule. The Vice President for Instruction and Student Services will specify additional faculty workdays for non-classroom duties.

Full-time faculty members are expected to be available to teach during the day and evening program. The full-time faculty workweek consists of 40 hours per week (35 of which must involve their presence on campus) for class assignments, office hours, preparations and other assigned duties. Each faculty member is required to post a schedule of these activities, which includes a minimum of 10 office hours, distributed throughout the week, to be available to meet with students outside of class. Faculty members are to submit their schedules to the Vice President for Instruction and Student Services and the Dean of Academics each quarter.

Full-time faculty members are expected to become involved in and provide for extra curricular student activities to take an active interest in the life of the tribal community, and to remain current in their professional field.

#### **Guidelines for Faculty Workload**

Full-time instructors:

- **15 credit hours per quarter**, regardless of the number of students enrolled in a class. Classes vary in size, with the majority of classes being generally small. Additional work assignments may include additional compensation at the discretion of the Vice President of Instruction and Student Services.
- **A maximum of three (if core courses) to four (if including non-core) course preparations**, with course preparation being equivalent to the number of courses being taught, regardless of the number of sections or modalities involved in the delivery of those courses. Core courses are those that are required for graduation. For example...
  - If a course is to be taught during a single quarter by a single instructor online, in the First Year Experience section combined with another course as a block class, and in another separate section for Independent Learning, then that is counted as one course preparation.
  - Or, if that course is taught online only, that involves one course preparation.
- **When team-teaching occurs** (First Year Experience teachers, for example), *the total amount of time* contributed by the instructors should be considered in the instructors' overall workload (as when one instructor consistently visits another's classroom).
- **On-line courses** are considered to be part of the instructor's overall workload.
- **Minimum of 10 hours** of posted office hours to be available for student help.

Prior to each quarter, faculty members are required to prepare copies of their work schedules complete with office hours (10 per week), class times, and locations to be posted on the office doors and e-mailed to the Dean of Academics and the Vice President of Instruction and Student Services.

- **Each full-time faculty member** has an official workweek of 40 hours with a minimum campus commitment of 35 hours per week. This includes teaching assignments, prep work, office hours, meetings, in-services, travel time to other sites, etc.

It is the responsibility of administration to determine when to cancel a class because of low enrollment. Faculty and site coordinators should inform the Dean or Vice President if extenuating circumstances would influence a course cancellation decision.

Should a class be cancelled due to lack of enrollment, the teacher may be reassigned to teach another class in his/her discipline, or possibly to work on a project in which the teacher has expertise.

## Academic Freedom & Responsibility

In order to promote the condition whereby both the students and the instructor may have the freedom to search for the truth and its free expression, Northwest Indian College adopts the following principles expressed by the American Association of University Professors:

1. The College instructor is entitled to freedom in the classroom in discussing his/her subject matter, but he/she should be careful not to introduce into his/her teaching controversial subject matter, which has no relation to his/her subject.
2. The College instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When an employee of the College speaks or writes as a citizen,



he/she should be free from institutional censorship or discipline, but his/her special position in the College community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge their profession and their institution by their utterances. Hence, he/she should show respect for the opinions of others, and should indicate that he/she is not an institutional spokesperson.

In addition, Northwest Indian College adopts a policy of respectful practice and responsibility regarding cultural information, which requires all instructors and students to refrain from:

1. Inappropriate use of culturally sensitive information, especially spiritual information;
2. Unauthorized commercial or other exploitive use of tribal/cultural information;
3. Unauthorized infringement of individual, family, or group ownership rights for songs, stories, or other information; and
4. Potential conflicts or harm resulting from cultural research, specifically coming from inappropriate interpretation of cultural information, inappropriate intrusions into community life, and breaches of confidentiality and friendship (adapted from Tribal College Journal, Fall 1996, p. 19).

### **Code of Ethics for Employees**

Approved by the Board of Trustees, December 16, 2003

Preamble: This Northwest Indian College Code of Ethics for Employees has been developed with input from representatives of the constituency groups at NWIC and developed and proposed by the Personnel Policy Committee. It is meant to be educational and aspirational to show all members of the College community the climate that we foster, and express the ethical standards and guidelines for the conduct of all Northwest Indian College Employees. It also informs the public of the standards of ethical conduct for which employees are responsible.

Employees of Northwest Indian College have a responsibility to ensure that they are familiar with this Code of Ethics, understand its application to the conduct, and adhere to its principles. Employees should also be familiar with other sources of information that will assist them in making informed decisions. These include the law, policies and agreements that are relevant to their work.

The NWIC Code of Ethics includes examples of the applications of the ethical principles. While the examples are intended to provide further guidance and assistance, no part of the code can substitute for the active process of ethical decision-making. In instances of ethical demands or dilemmas where a simple or direct application of this Code is not possible, employees should seek clarification and assistance.

For the purpose of this document, definitions are provided in Appendix A in the Personnel Policy manual. Recommendations for addressing ethical concerns are provided in Appendix B of the Personnel Policy manual.

## **Faculty Evaluations**

### **Performance Evaluations**

Section 6.10 of the *Northwest Indian College Personnel Policy Manual* (Performance Evaluation) describes the various types of faculty evaluations at NWIC.

The purpose of faculty evaluation is to assess teaching performance and the individual's overall commitment to achieving the mission of the college. The current NWIC Faculty Evaluation form contains the following general areas in which successful faculty members demonstrate competency include:

- **Instructional Skills:** The faculty member will be accountable for an effective instructional delivery, command of the subject matter, and conducting classes that promote maximum student learning.
- **Instructional Materials and Development:** The faculty member will be accountable for maintaining and developing instructional materials and methods that effectively enhance maximum student learning.
- **Professional Responsibilities:** The faculty member will be accountable for his/her work schedule as assigned.
- **Professional Relationships:** The faculty member will be accountable for maintaining high professional standards in all relationships with colleagues, associates and students.
- **Faculty Classroom Evaluation:** The faculty member will be accountable for one satisfactory classroom performance evaluation. The evaluation of the instructor's performance on the characteristics [in this section of the Faculty Evaluation] is based upon actual classroom observation.
- **Faculty Self-Evaluation:** This section of the Faculty Evaluation contains question intended for each individual to assess her/his own progress and achievement in three areas: professional development, instruction skills and relationship with colleagues.

All faculty members will receive a written evaluation at least once every three years. The original copy will be placed in their official personnel file In Human Resources. Part-time evaluations will be the first year. (All faculty evaluations - 1<sup>st</sup> year.)

### **Peer Review of Teaching**

In addition, faculty members are required to select a faculty partner with which they will complete a peer review of teaching process each year. This involves the use of the "Peer Review of Teaching" form (which is available from the NWIC Assessment website), a pre-observation meeting, a classroom observation session, consideration of course materials, and other comments the intent of which is to give consideration to commendations and recommendations regarding teaching. Each faculty member should complete this form for another faculty member, the final copy of which is to be provided to the Dean of Academics.

### **Student Course Evaluations**

Once each quarter, in the 8<sup>th</sup> week of the quarter (or 5<sup>th</sup> week for summer quarter), instructors of all classes are to allow students class time to complete student course evaluations. These evaluations allow instructors to receive meaningful feedback, and contribute to assessment at NWIC.

Student responses to the evaluation topics are confidential in that instructor's will not see them in a way that the student will be identified. The Dean of Academics will review the student evaluations. Responses will be tabulated onto a master sheet, which will be returned to the instructor along with a summary of written comments. A copy of the results will be made available to the division administrator and a copy placed in the employee's personnel file.

Specific instructions regarding student course evaluations for extended campus site managers; for face-to-face, ITV (Interactive TV), and online instructors; and for independent learning and distance learning instructors will be provided by the Assessment Coordinator each quarter.

## Safety & Security Considerations

Faculty members are expected to contribute to maintaining the safety and security of the campus environment. This includes responsibilities involving emergency and other unusual circumstances as well as maintaining the security of personal valuables and campus facilities and their contents where necessary and possible.

For additional information regarding security considerations, please consult the *NWIC Safety and Security Manual* or contact your immediate supervisor.

Additional information regarding emergency and safety issues is available in the NWIC Emergency Procedures brochures.

## Ordering Textbooks

NWIC has a brick-and-mortar bookstore on campus, but recently switched to the use of an online bookstore system for students to order their textbooks (available at <http://bookstore.mbsdirect.net/nwic.htm>). The physical bookstore continues to stock some titles particularly for core courses, as well as other campus-related products, coffee, snacks, etc.

Important Note: Faculty members are not responsible for ensuring that students have textbooks. Students have their own options and responsibilities for acquiring their textbooks. These include obtaining them by themselves or with assistance of a main campus or site representative; obtaining them from the NWIC online bookstore or other source; obtaining copies from the Lummi Library where available (some may be reserve copies for in-library use only); or viewing copies in Student Services (where available).

Each quarter, instructors need to order the textbooks they will use no later than **eight** weeks before the quarter in which the book(s) will be used for instruction. The following checklist contains the steps required for doing so:

1. Check with instructors teaching the same classes on-line and at the sites to see which textbook(s) they are using. Ideally, all instructors will use the same books for the same courses. However, this is not always the case, and the following steps indicate how to select and order textbooks.
  - a. Note that you may need to request an examination, review or desk copy of a textbook from the publisher if you wish to review that text prior to taking the next steps, or to have a copy for your own personal use when teaching. Please plan ahead to do this, as it may take several weeks to receive an exam copy. In some cases, these may be provided free of charge for the book and the shipping and handling. If not, please read part b below.
  - b. If you cannot obtain a free copy of your intended textbook, you may need to pay a minimal charge for an examination, review or desk copy, or for shipping and handling for a free copy. Or, you may need to pay full purchase price as well as shipping and handling for your desk copy. If so, you may need to pay these costs yourself for later reimbursement from college funds. This will involve the need to complete a Purchase Requisition form with the purchase information, a receipt for your costs, and the necessary account code and administrative signature (e.g., that of the Dean of Academics).

2. Confirm that the textbook you intend to use is still in print and available from the publisher or some other source (e.g., Amazon.com or other online bookstore such as barnesandnoble.com). If it is not, you need to identify an alternate text that is currently available from the publisher or find a way to acquire and distribute course materials (e.g., purchase used copies from an online source for later reimbursement and distribution to students).
3. Obtain all the necessary textbook information:
  - a. Title of text
  - b. Author
  - c. Edition
  - d. Publisher
  - e. ISBN-10 or ISBN-13 number<sup>1</sup> (*required, and the most important part of the text information*)
4. Obtain a copy of the *Northwest Indian College Textbook Request Form* (which may be requested from [books@nwic.edu](mailto:books@nwic.edu)).
5. Complete a copy of the request form for each text you intend to use and each course in which you may use it, and return the completed forms to [books@nwic.edu](mailto:books@nwic.edu) (i.e., the Administrative Assistant to the Vice President of Instruction and Student Services).
6. If necessary, contact the Bookstore Manager to provide any special instructions or information for students ordering the textbooks you have chosen.
7. Notify Student Services of your textbook selections to allow them to obtain copies for student use.
8. Later on, you will likely be asked to review textbook lists to confirm that your selections have in fact been recorded and processed correctly to ensure their availability to students at the beginning of the quarter.

## Course Syllabi

A course syllabus (plural: syllabi) is the document containing the outline and summary of topics to be covered in a course as well as other information regarding the course and its instructor. The syllabus is developed by the instructor teaching the course and should be updated each quarter the class is taught. Some information in a syllabus may change from quarter to quarter, such as the instructor's office hours, assignment due dates, etc. However, each syllabus is based on the course syllabus template (see syllabus template posted on Curriculum Committee section of NWIC online).

It is the responsibility of the instructor to submit a syllabus for each course to be taught to the Dean of Academics and Vice President of Instruction and Student Services on a quarterly basis. Students should be provided a copy of the course syllabus at the beginning of the quarter.

Copies of course syllabi are also required for various Curriculum Committee procedures, which includes the information indicated in the syllabus template.

1. Course title
2. Course number

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<sup>1</sup> These refer to the International Standard Book Number, which may consist of 10 (ISBN-10, since 2001) or 13 (ISBN-13, since 2007) digit.

3. Credits
4. Course description
5. Prerequisites (if any)
6. Other requirements (if any, e.g., student class standing or declaration of program of study)
7. College Outcomes ("As a result of this course students will be able to... [insert a college outcome]")
8. Course Outcomes ("As a result of this course students will be able to... [insert a course outcome]")
9. Outline/schedule of topics

Syllabi also may include the following information:

1. Meeting details
2. Instructor information
3. Textbooks or other instructional materials
4. Course policies
5. Assessment (methods of student evaluation)
6. Grading

## **Ordering Instructional Supplies & Equipment**

The Individualized Studies Program Assistant II assists the faculty with ordering disposable instructional supplies (e.g., pens, staples, file folders). Please contact her with your requests.

For larger non-disposable purchases (such as overhead projectors, computer supplies, etc.), contact your supervisor for approval of such expenditures.

## **Grades & Records**

Grading information is available in the NWIC Catalog as well as from Enrollment Services, which also provides grade rosters and instructions for submitting grades.

### **Recording Attendance & Grades**

Faculty members are instructed to record attendance, and mid-term and final grades using JICS (the NWIC networked computer recordkeeping system). They are also instructed to submit periodic enrollment roster updates to track student attendance and progress throughout the quarter.

Attendance records are to be maintained by all instructors and students are expected to attend all classes. The dean or director assigned to evaluate a faculty member may collect the attendance records for review during the faculty evaluation process. In the event of illness, personal emergency, or participation in college sponsored activity, the student must notify the instructor and arrange to complete assignments.

### **Class Rosters**

Class rosters are distributed to Lummi campus instructors at the end of the first week of the quarter and to all instructors the second, fifth and eighth week of the quarter. Students who are attending the class but whose names do not appear on the roster should be informed to contact the Student Records Office immediately. Students who are not attending but who have not officially withdrawn will remain on the roster. Instructors should pay careful attention to ensure that their class rosters are accurate by the time grade rosters are distributed.

## **Grade Rosters**

Grade rosters are distributed to instructors the tenth week of the quarter and are due in the Student Records Office by 4:30 pm on the Monday following the last day of the quarter. Instructors are provided with instructions for issuing grades along with a list of available grade symbols.

## **Confidentiality of Student Records**

### **FERPA (Family Educational Rights and Privacy Act)**

Student records are assured confidentiality under the Family Educational Rights and Privacy Act (FERPA) of 1974. Directory information consisting of name, address, telephone number, program of study, period of enrollment and degrees, certificates and awards or other honors received may be released to any inquirer, unless the student submits a written request to the Student Records office preventing any or all directory information to be released. All other information regarding the student's permanent record is considered confidential and cannot be released without the student's written permission. Students may inspect their educational records by appointment with the Registrar.

### FERPA Overview:

1. You are responsible for protecting student data in your possession.
2. Educational records may not be released without the written consent of the student.
3. Individual directory information may be released without written consent, except when the student has requested nondisclosure of directory information, in which case this information may not be released. See the list below for what constitutes directory information.
4. NWIC employees may access and use private educational records only as necessary to conduct official business that is related to the educational interests of the student.
5. Always take appropriate measures to ensure that student records are protected.
6. If in doubt, do not release information about a student. Refer requests to Enrollment Services.
7. If you have questions about FERPA, contact Enrollment Services.

At Northwest Indian College, "directory information" is comprised of the following items:

- name
- address
- telephone number
- program of study
- period of enrollment
- degree(s)
- certificate(s)
- honors/awards

### FERPA Guidelines for Faculty Management of Student Records

1. Faculty/staff must take reasonable precautions to safeguard access to student information. These precautions include shredding documents, not sharing computer ID's and passwords, not allowing others to do work under your ID's and passwords, and not leaving the student information system up running and accessible when away from the workstation.
2. Student data may be shared among NWIC faculty/staff as necessary to carry out the responsibilities of their position; however, take precaution to ensure the security of the student data being shared.
3. Faculty/staff should refer requests for information from the education record of a student to the proper educational record custodian, e.g., Enrollment Services, Admissions, and Financial Aid.
4. Faculty/staff should not display student grades publicly in association with names, social security numbers, or other personally identifiable information. If grades are posted, use only a coding method agreed upon mutually by the entire class, which does not include personally identifiable information. The list should be randomly generated, i.e., displayed in such ways that it doesn't appear to be in alphabetical order by student name.
5. Faculty/staff should keep only those individual student records necessary for the fulfillment of his/her specific responsibilities. Private notes of a faculty or staff member concerning a student and intended for faculty or staff members own use are not part of the student's educational record.
6. Faculty/staff should keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker.
7. Faculty/staff may not obtain an official transcript on behalf of a student or third party.

8. Faculty/staff should understand that only the appropriate educational record custodian may release information about a student's educational record to a third party outside NWIC.

Additional information regarding FERPA is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Shredders are available to faculty members at various locations, and may be used to destroy confidential materials prior to their disposal.

## **Running Start & Confidentiality**

The Running Start Program is a statewide program that allows eligible high school juniors and seniors to enroll in college courses, tuition free, and earn college credits that also apply toward high school graduation requirements. Special confidentiality conditions apply to Running Start students, which may be obtained from Student Services

## **Class Meeting Considerations**

### **Class Duration and Scheduling**

One class hour is 50 minutes in length, giving a 10-minute break between classes. Generally, classes are scheduled to begin and end in one-hour or half-hour blocks of time.

### **Class Start Time & Late Arrivals**

Classes are expected to start and run as scheduled. Faculty members should establish policies regarding late arrival by students and include these policies in their syllabi.

### **Disruptive Behavior in the Classroom**

If disruptive behavior occurs in the classroom, an instructor has the authority to ask those involved to leave the classroom for the remainder of the class period. Additional information regarding this subject is provided in the *Northwest Indian College Safety and Security Manual* under the heading of "Faculty Did You Know?"

## **Cancellations & Closures**

### **Class Meeting Cancellations**

All classes are required to meet for the specified hours. Approval for canceling a class must be obtained from the Dean of Academics. If an instructor is not able to meet the class, the instructor should arrange for another instructor to take the class. If a substitute instructor cannot be found, the instructor should schedule a makeup session at another time during the quarter. All absences and substitute instructors should be reported as soon as possible to the Dean of Academics or Vice President for Instruction and Student Services.

If possible, faculty members should also attempt to notify their students of class cancellations. This may be accomplished by posting this information to the course site at NWIConline (Moodle), by e-mailing the students or by phoning the students (student telephone numbers may be obtained for such purposes by contacting Enrollment Services).



## College Closures

### Emergency Snow & Adverse Weather Procedures

**WHERE TO FIND OUT:** Generally after 6:30 a.m. employees and students may tune in to the following radio stations, television stations or websites:

- a. KAFE (104.3 FM) <<http://www.kafe.com/>>
- b. KGMI (790 AM) <<http://www.kgmi.com/>>
- c. KISM (92.9 FM) <<http://www.kism.com/>>
- d. KPUG (1170 AM) <<http://www.kpug1170.com/>>

**OR**

- a. KIRO 7 (Seattle)
- b. KOMO 4 (Seattle)
- c. KING 5 (Seattle)

**OR**

- a. Northwest Indian College <[www.nwic.edu](http://www.nwic.edu)>
- b. Bellingham Herald Newspaper <[www.bellinghamherald.com](http://www.bellinghamherald.com)>

### Emergency Closure Phone Tree

(for contacting NWIC employees regarding snow or icy road closures)

**Vice President for Administration**, as directed by the President, will contact:

1. **Lummi Law and Order** to get information regarding the road conditions. Or, if the VP is driving to the College and realizes that the road conditions are not safe, he will start making the appropriate calls to start the process.
2. **Radio and TV Station(s)** – (Radio: KAFE 104.3 FM, KGMI 790 AM, KISM 92.9 FM and KPUG 1170 AM; TV: KIRO 7 Seattle, KOMO 4 Seattle and KING 5 Seattle)
3. **President**
4. **President's Assistant**
5. **Employees under his supervision**

<b>President's Assistant</b> Contact all directory under the President's supervision.	<b>Vice President for Instruction &amp; Student Services</b> Contact all directly under the Vice President's supervision.
<b>Directors</b> Contact all under their supervision.	<b>Directors &amp; Deans</b> Contact all under their supervision.

Note that each division may have a unique system by which to contact their employees.

Please see the NWIC Emergency Procedures brochures for additional information.

### Academic & Other Advising

#### Academic Advising

Faculty members contribute to academic advising of students at NWIC. Please contact your supervisor or Student Services for additional details.

## Advising—Student Clubs & Organizations

Northwest Indian College has the following student clubs and organizations, which are overseen by the Activities and Leadership Coordinator:

- American Indian Business Leaders (AIBL)
- American Indian Science and Engineering Society (AISES), NWIC Chapter
- Drama
- Intramural Athletics
- Language and Culture Club
- Phi Theta Kappa International Honor Society (PTK)
- Ski & Boarding

In addition, the Associated Students of Northwest Indian College (ASNWIC) annually elect a Student Executive Board to represent the interests of students at all NWIC campuses. This student leadership body works with the Leadership Coordinator and the college clubs and organizations.

Faculty members volunteer to serve as advisors, and receive a stipend for their efforts. Faculty members advise students regarding their activities. Near the start of the academic year, all clubs and organizations submit club or chapter membership information and a budget request to support their proposed activities for the year. Clubs may hold fundraisers in order to raise funds for conferences and events.

Advisors are provided with documents explaining any membership requirements (for National organizations). Student officers should be encouraged to read and follow these.

Should there be a need for funds above and beyond the allocated amount, request can be made for these additional funds from the Student Executive Board.

Faculty members should submit an annual report of club and chapter activities to the Leadership Coordinator.

## Other Meetings & Training

Section 1.6 (Collegiality) of the *Northwest Indian College Personnel Policy Manual* deals with serving on committees and attending meetings. Additional details follow.

## Committee Meetings

The following standing committees currently exist at NWIC:

1. Academic Standards Committee
2. Curriculum Committee (whose membership, functions, requirements, meeting schedule, etc. are described in the *Curriculum Committee Handbook*)
3. Graduation Agenda Committee
4. Holiday & Celebration Committee
5. Scheduling Committee
6. Student Retention Committee
7. Technology Committee
8. Tutoring Committee (associated with the Math & Writing Center)

For more complete information on committees and teams please contact one of the Deans or Division Directors.

Others committees may come into existence on an ad hoc basis, and may exist only for a short term until their primary purpose has been accomplished (e.g., 25<sup>th</sup> Anniversary Committee, to plan for the 25<sup>th</sup> anniversary of Northwest Indian College's inception).

### **Friday Meetings**

Fridays typically are reserved for meetings and work involving staff, faculty and administration. Generally speaking, Northwest Indian College does not provide face-to-face classroom instruction on the main Lummi campus on Fridays, although some laboratory and field activities do take place on Fridays.

The Friday meetings may involve a variety of activities such as updates from the President, self-study work related to accreditation by the Northwest Association of Schools and Colleges, in-service training and other work. Required in-service training days may be included in faculty contracts. In-service days are determined and posted in the academic calendar approved by the Board of Trustees.

Unless otherwise specified (based on quarterly activity schedules and other communications from administration) or when excused by their supervisors, all employees are expected to attend the Friday meetings.

### **Commencement Activities**

Once a student has graduated from NWIC, he or she is eligible to participate in commencement activities, which are held each year at the end of the Spring Quarter at the Wex'liem Community Center at the Lummi Reservation. Faculty members play a significant role in this very important event in the lives of our students, and are encouraged strongly to participate.

## **SECTION 8: FACULTY DEVELOPMENT**

Faculty members may participate in a range of development activities at NWIC and elsewhere. Faculty members should contact their supervisors for additional information regarding funding to support these activities. Section 11 of the *Northwest Indian College Personnel Policy Manual* addresses employee development.

### **Conferences & Workshops**

Faculty members are encouraged to stay abreast of changes in their fields and to expand their understanding of the communities in which they work. For this reason, the College faculty development program may be available to assist in paying the expenses of attending appropriate workshops and conferences. Resources within the respective divisions including grant or departmental budgets may be available for training in your discipline. In addition, the College seeks grants for general faculty development. Contact the Division Administrator for faculty development applications.

### **In-service Training**

Required in-service training may be included in full-time and pro-rate faculty contracts. In-service days are determined and posted in the academic calendar and approved by the Board of Trustees. Faculty members from each academic discipline are encouraged to serve on the in-service committee. These may take place on Fridays (see the section on Friday Meetings for additional details.)

## Procedures Training

Various types of training are available to NWIC faculty. These include training in the use of the following:

- ITV equipment
- Jenzabar
- JICS
- Moodle (for online instruction and other college work)

## Other Training

Faculty members may be interested in seeking other training opportunities to assist in their professional activities. These may include a variety of topics, and may involve on-campus and off-campus training sessions.

# SECTION 9: INSTRUCTIONAL MODALITIES

NWIC serves students on the main Lummi campus, at a number of extended campus instructional sites and elsewhere. To accomplish this, NWIC offers instruction through a variety of different delivery methods or modalities, as detailed below.

## Individualized Studies

This is a program at NWIC, which includes learning contracts, independent learning, individualized degrees and credit for prior learning (life and job) experience.

### Independent Learning Courses

Independent Learning courses (assigned the section code "IL") are for students who cannot attend courses on campus or at one of the NWIC sites. They include self-paced learning units. Students communicate with their IL instructors via phone, fax, e-mail, U.S. Mail, or face to face. To be eligible to take IL courses, students must complete an application, signed by an advisor. Please contact NWIC Individualized Studies for additional information, such as the Independent Learning Student Handbook or information for faculty members who teach IL courses.

### Continuous Enrollment

Some classes are specified as Continuous Enrollment, such as Adult Basic Education (Career Enhancement or Developmental Education Courses), Continuing Education (CEU) courses, and Independent Learning (IL) courses. Students should check the quarterly schedule regarding registration dates and times, but may enter these classes anytime during the first three weeks of fall, winter and spring quarters and during the first two weeks of Summer quarter.

### Learning Contracts

These courses (assigned the section code "LC") can be offered when a class in a specific area of interest is not available. They are prepared with participation of a student, a faculty member, and the staff of NWIC Individualized Studies. When a student registers for these classes, that student is entering into an individual contract with the instructor where the instruction may be offered using various modalities. Learning Contract courses can be print-based or include on-line discussion groups and assignments, meetings with the faculty member, weekly teleconferences, projects to be completed, or videotapes. Courses numbered 189/289 by definition involve learning contracts between a student and an instructor. Contact the Individualized Studies department for further information including paperwork that is necessary for learning contracts.

## Continuing Education

Northwest Indian College provides non-credit educational opportunities for Native Americans throughout the Northwest. Students receive Continuing Education Units (CEU's) for completion of courses and, in some cases, certificates of completion. The range of programming includes cultural, wellness, community service and professional development. Pre-service and in-service training is provided in Health Care, Social Services, Education, Law Enforcement and Small Business Management. CEU's do not meet requirements for degrees or vocational certificates. They are not credits.

Northwest Indian College is approved by the Washington State Board of Education to provide clock hours for in-service to teachers, and by the Washington Department of Alcohol and Substance Abuse to provide CEU's for certified chemical dependency counselors. These services are offered through the Department of Continuing Education (i.e., Outreach and Community Education).

Through the efforts of the Continuing Education Department, the College sponsors and co-sponsors a variety of conferences and seminars on topics relevant to Native American communities. Examples include an annual conference on recovery and prevention, the annual Native American Women and Girls conference, an International Salish and Neighboring Language conference and other events focusing on diabetes prevention, eldercare, and hazardous materials incident response.

NWIC Training programs were established by NWIC in response to a growing number of requests from tribal communities for professional development courses and customized vocational training. NWIC is committed to work with tribal organizations to improve and strengthen the skills of the tribal work force by offering intensive, fast-tracked executive leadership, professional development, and vocational training courses designed to meet specific needs within tribal communities.

The training programs can help students reach individual career goals. NWIC can offer large training conferences or workshops and classes on-site within tribal communities. Courses are also available via distance learning technology including video conferencing and on-line courses. Training courses are available as academic credit, certificates or continuing education to meet students' specific requirements. Advisors are available to help select appropriate courses and assist in the process of creating a successful independent learning experience. Students who have access to the campus or instructional sites are encouraged to combine regular classes and telecourses with learning contract courses.

## Distance Learning & Teaching Modalities

Northwest Indian College recognizes that not all students can attend regularly scheduled classes. Distance learning courses were designed with such students in mind. There are three modes of distance learning courses available. Currently NWIC instructors are utilizing K-20 videoconferencing (ITV), online learning and individual learning contracts to meet student needs.

**ITV** is a live two-way interactive videoconferencing experience delivered by the Distance Learning Center (DLC) to extended campus sites. ITV instruction originates from the main campus, and is delivered to sites with videoconferencing capabilities. Instructors and students can see and hear one another live through the use of cameras, microphones, monitors and voice activation. Since NWIC utilizes the K-20 network for videoconferencing, any other site that is connected to the network can participate with prior approval and coordination.

The Distance Learning Support Specialist (Karen Julius) is responsible for ITV scheduling, and takes care of all scheduling for courses presented over ITV. For additional ITV meetings, the *ITV*

*Meeting Scheduling Form* should be completed and submitted to the Distance Learning Center well in advance of the proposed meeting date to ensure that the K-20 Education Network will be available for the proposed use. Please contact the Distance Learning staff for details.

**Online Learning** is a web-based application accessed via the Internet. Students can participate in online courses if they have a computer, Web browser and access to the Internet. Some courses are delivered completely online, while others utilize the Web as a supplement to materials delivered in a traditional classroom setting. Students communicate with instructors by e-mail, phone, or fax.

## SECTION 11: LIBRARY SERVICES

The following information about the library may assist you in becoming familiar with the resources and facilities offered by the library to the faculty and students at Northwest Indian College. The library collection also reflects the library services to the general public and the Lummi Tribal School Library. Please consult the *Library Manual* for additional details.

### Library Hours

The library is open from 8:00 p.m. to 5:00 p.m., Monday through Friday all year long, excluding Federal and NWIC holidays. When college classes are in session the library will also be open until 8:00 p.m. two evenings. Please call the library at 360-676-2772 Ext. 204 for specific days.

Occasionally the library will stay open extra hours for classes meeting outside normal business hours. This must be arranged for in advance.

### Lummi Library Mission Statement

The mission of the Lummi Library is to provide up-to-date, comprehensive library services for Northwest Indian College (NWIC), Lummi High School, the Lummi Tribal School and the Lummi community. While the library's priority is to support the Lummi educational institutions, it also has an obligation to provide comprehensive material on Native American culture that is not provided for in other libraries in Whatcom County. This cultural emphasis also meets the philosophy, mission and goals of NWIC to "build a true sense of pride" and a 'self-sufficient' lifestyle through education and cultural awareness."

### Goals of the Library

- To support the curriculum and programs offered at NWIC.
- To support the curriculum of the Lummi High School and Lummi Tribal School.
- To provide research resources for Pacific Northwest Indian Tribes, with an emphasis on the history and culture of the Lummi Indian Nation.
- To provide information on Native Americans across the United States and Canada, since NWIC has students from numerous and varied tribal affiliations.
- To provide general reference and reading materials for the Lummi community.

### Library Orientation

Please come and find out what the library has to offer you and your students in your particular area of study. The library staff will host tours of the library or orientation sessions. Please make arrangements by contacting Library staff (ext. 4214).

If updated or new materials need to be ordered for your section, please talk to a librarian.

Please tell the Director of Library Services if some materials are too old to meet the needs of students taking your class. Also, suggest newer materials to replace these items, if you can.

Please feel free to mention if some materials are too old to meet the needs of students taking your class.

Special computer orientation for hands-on learning to use the Internet, the Library Catalog and the library's electronic online databases (i.e., Proquest, Ethnic NewsWatch, Basic Biosis, etc.) need to be set up ahead of time for groups of three or more.

Access to all electronic online databases can be made without passwords on campus. If you or your students need to access them from home, you need user ID's and passwords

Individual orientations for faculty members or students may also be arranged.

If you have distance learning students, please see a librarian to arrange services for them.

## **Policies for Library Materials**

### **Borrowers:**

Everyone must fill out a card and show identification that has your current address on it. You will not receive an actual card, but will be put in the computer system.

Books and periodicals may only be checked out for the quarter by special permission.

### **Other borrowing privileges:**

As a faculty member you also have access to materials at Whatcom Community College Library and at Western Washington University. You must get an ID Card from student services to show at these institutions.

### **Interlibrary loans:**

The library is a member of OCLC-WLN and can borrow books from other libraries for you. These items can take up to four weeks to obtain so come early in the quarter. You are responsible for any fees (some libraries charge for borrowing materials) including overdue fines and lost item charges.

### **Presentation equipment:**

Northwest Indian College administrators, faculty, staff and Head Start faculty who are enrolled patrons in good standing with the Lummi Library may check out the following equipment: Overhead projectors, multimedia projectors, audiocassettes, slide projectors and projection screens. Please make reservations for check out ahead of the time you will need to use any equipment by calling the library. You may schedule up to one quarter in advance. Borrowers are responsible for replacing lost equipment or repairing damaged equipment. At this time, the Lummi Library does not provide training in the use of this equipment.

Please **DO NOT** let someone else borrow materials and equipment that is checked out in your name. If you do, you may be responsible for paying for lost or damaged materials or equipment.

Computers for online research are available upstairs. There are also two computers and a printer in the basement for doing homework assignments.

The library has a microfiche for use in the library.

**Other Services:**

The library has photocopy matching for personal photocopying. The charge is five cents per page. Any large photocopying projects for classroom activities should be done at the reception desk in building 10.

Laminating small wallet size cards cost fifty cents. Larger items cost \$1.50 per foot.

**Faxes:**

Work-related faxes are free, and personal faxes cost \$2.00. If you plan to receive faxes at the library, please tell the people sending them to put your name and phone number on the fax, so the staff knows who the fax is for. The library fax number is 360-733-3385. Please notify the staff if you are expecting a fax.

**Library Forms:**

The appendices section of the *Library Manual* has five forms to use for library services. Included in the forms are:

- Suggestions or Comments for the Lummi Library.
- Material request for purchases for the library
- Request for a periodical Article
- Request for a Book Found on Athena (for distance students and faculty.
- Request for Material Purchases for Distance Sites

## **SECTION 11: PROCEDURES & PAPERWORK**

### **Purchase Requisitions & Purchase Orders**

A purchase requisition (or "PR") is a document used to generate a purchase order (or "PO") for institutional purchases or to request reimbursement for personal expenses incurred in the course of college-related activities. The purchase order is the document resulting from the completion of a purchase requisition and is presented to a vendor as tender for goods or services. The vendor subsequently bills NWIC in order to receive a check in payment for those goods or services.

Purchase requisition forms may be obtained from the Bookstore Manager or the Vice President or Dean, and must be signed by your direct supervisor who will assign a budget code for the expenditure.

For purchases required for club or chapter activities, an approval signature is required of the student president of the club or chapter as well as of the faculty advisor.

### **Photocopying**

The NWIC Copy Center is located at the Front Desk (reception and switchboard) area in Building 10. Faculty members may request photocopying by completing a request form at the Copy Center. Photocopiers for faculty use are also available at other locations on campus, including Building 4.

### **Facilities**

#### **Room Scheduling**

#### ***Classrooms & the Log Building (Cultural Learning Center):***



Please e-mail "Rooms" <[rooms@nwic.edu](mailto:rooms@nwic.edu)> if you need to schedule a classroom or the Log Building on the Lummi campus. The Administrative Assistant to the Vice President of Instruction and Student Services is responsible for scheduling for these rooms.

### **Boardroom**

Please contact the Executive Assistant to the President if you need to schedule the Boardroom on the Lummi campus. If the Executive Assistant is unavailable, the Administrative Assistant to the Vice President of Instruction and Student Services or the Title III Program Assistant may assist you.

### **Maintenance & Custodial Issues**

Please contact the Maintenance and Facilities Manager for any maintenance or custodial issues or questions regarding any of the Lummi campus buildings.

### **Classroom, Common Areas & Vehicle Etiquette**

Please leave the classrooms, other common areas and college vehicles in a clean and orderly condition for the benefit of others. It is not the responsibility of the maintenance and custodial staff to clean up after faculty-related activities.

### **Travel Procedures and Paperwork**

Faculty members may travel for college-related purposes either on their own, with other college employees or with students. All travel using college vehicles must conform to the NWIC insurance coverage.

In all cases, faculty members wishing to travel for work-related purposes, including with students, are required to make all the necessary arrangements, follow proper procedures, and ensure that all required paperwork is completed.

See SECTION 15: EQUIPMENT ACCESS, USE & REPAIRS for details regarding the use of college-owned vehicles.

## **Faculty Travel**

Faculty travel involves a number of procedures and associated documents. The following documents provide information on proceeding with travel by faculty:

- *Recommended Travel Process* (filename: Travel Procedures.pdf)
- *Northwest Indian College Travel Advance Instructions* (filename: Travel Advance Instructions.pdf)
- *Northwest Indian College Instructions for Closing Your Travel Advance* (filename: Travel Closing Procedures.pdf)

Faculty members should notify their supervisors when they wish to travel for work-related purposes, and may make arrangements to use college vehicles as detailed in SECTION 15: EQUIPMENT ACCESS, USE & REPAIRS. If faculty members wish to use their personal vehicles for work-related travel, they should consult with their supervisors for details regarding how they may obtain reimbursement for mileage.

In all cases where faculty members may be traveling for work-related purposes, with college funding, with students, etc., there are procedures and paperwork required before and after travel. See below for additional details.

The DETS Program Assistant can assist faculty with travel arrangements, including setting up air travel, hotel accommodations, and filling out travel documents (see above)

### **Course-related Travel with Students**

Faculty members should use college vehicles for field trips associated with their courses. In such cases, the usual rules for vehicle use apply. Unlike travel with students for extracurricular purposes, adult students accompanying faculty members on course-related travel do not need to complete any travel-related paperwork (i.e., *Mid-Quarter Attendance & Satisfactory Progress Verification Form*).

### **Extracurricular Travel with Students**

Students at Northwest Indian College travel throughout the year to attend several events off campus with faculty members or other employees of the college. The following documents, available from Student Services, apply to student travel:

- *Student Travel Policy* (filename: Travel\_Student\_Travel\_Policy.doc)
- *Acknowledgement of Responsibility* (to abstain from drug and alcohol use while on travel) (filename: Student\_Travel\_Responsibility\_Drug\_Alcohol.doc)
- *Mid-Quarter Attendance & Satisfactory Progress Verification NWIC Student Travel* (filename: Travel\_Mid\_Quarter\_Progress\_Attendance.doc)

Faculty members are not always required to accompany students traveling for extracurricular purposes under the aegis of the college, e.g., where funding for students, but not faculty, may be available. Such situations are evaluated on a case-by-case basis by Student Services staff.

Please consult with Student Services staff for information regarding proper procedures to follow in the event of student behavior issues during travel.

## **Enrichment, Grants & Research**

### **Enrichment—Speakers & Events**

Procedures for the invitation of guest speakers for curriculum enrichment purposes are currently being developed at NWIC. Interested faculty members may consult their supervisors for guidance with regard to extending invitations to guest speakers. It is advisable to consult with supervisor and other staff (e.g., those of the Coast Salish Institute) regarding the reputation, credentials, credibility and integrity of proposed guests. To assist in planning and carrying out such events, a draft *Guest Speaker Request* form is available from the Coast Salish Institute, and a draft guest speaker itinerary is available from the Science Director.

Section 5.7 of the *Northwest Indian College Personnel Policy Manual* contains other information regarding campus visitors.

### **Permission to Pursue Grants for Research & Other Activities**

In order to pursue grant funds from outside sources (e.g., for classroom enrichment or research projects) please contact the Vice President for Research and Sponsored Programs.

The Vice President of Instruction and Student Services will provide with you a request form, which needs to be approved before the grant proposal is submitted.

## Process for Voluntary Resignation & Retirement

Details regarding separation of employment are contained in Section 12 of the *Northwest Indian College Personnel Policy Manual*.

Faculty members with regular contracts are expected to continue employment until the end of the contract. If this is not possible the individual should give notice at least a month before the beginning of a new term. A full quarter lead-time is preferred.

Faculty members should submit a letter of resignation to the Human Resources Department with CCs to the President, Vice President of Instruction, and Dean of Academics.

During the last week of employment Human Resources will schedule an exit interview. Other exit requirements include return of keys, equipment, and completion of any outstanding work. Final checks will not be released to a faculty member until all grades have been submitted

## SECTION 12: COMMUNICATIONS

### Computers & Network

Information Services can assist with the use of faculty computers and the college network.

### E-mail

All faculty members are provided individual e-mail addresses. The "Faculty" e-mail distribution group <[Faculty@nwic.edu](mailto:Faculty@nwic.edu)> is intended for faculty members to conveniently communicate with one another, but also includes some administrative recipients. All faculty members are included on this e-mail distribution group, including full-time, pro-rata, part-time, administrators and the instructional division administration (Dean of Academics and Vice President for Instruction & Student Services).

Other employees of the college also have e-mail addresses, and faculty members may reach them via e-mail by typing in their names in the "to" field of their campus e-mail program.

An "Allstaff" e-mail distribution group also exists, and may be used to communicate with all of the college employees when necessary and appropriate.

On-campus e-mail access is available to all faculty members. Those wishing to access the college e-mail system when off campus may do so by using their Internet browser to access Microsoft Outlook Web Access at <<http://mail10.nwic.edu/exchange/>>.

### Telephones

Telephone numbers (including cell phone and fax numbers) are included in the main campus directory available from the NWIC switchboard. Note that the main switchboard/reception staff regularly update this list and distribute it via email.

Northwest Indian College uses a telephone system by Interconnect Systems <[www.interconnectsys.com](http://www.interconnectsys.com)>. Customer Support is available at <<http://www.interconnectsys.com/support.htm>>. The Maintenance & Facilities Manager and Front Desk (reception and switchboard) staff also are able to assist with many questions and issues regarding campus phones. Long distance codes may be provided to faculty.

The following actions are available on campus phones by pressing the corresponding button (of the array of 18 possibilities):

TR/CONF	LINES	(unassigned)
SPEAKER	LINES	(unassigned)
PROGRAM	CALL BACK	(unassigned)
VOLUME UP	PICK UP	(unassigned)
VOLUME DOWN	FWD to VMS	(unassigned)
HOLD	VOICEMAIL SYSTEM	(unassigned)

## Checking Voicemail Off Campus

You may check your voicemail when off campus by following these steps:

1. Dial your direct line number. This is your four-digit extension number (e.g., 1234) preceded by the three-digit exchange ("392-"), for example: 392-1234.
2. Let your phone ring until you hear your voice message on the line and enter \* (star) while you hear your voice message.
3. Then select #, which lets you continue.
4. Then select # again, which will allow you to access your voicemail box.
5. Continue to follow the prompts as necessary.

The Maintenance & Facilities Manager can provide further assist with the use of faculty telephones.

## Faxes

Fax numbers for the main campus and extended campus instructional sites are included in **Error! Reference source not found.** and **Error! Reference source not found.**

Faculty members teaching classes in the DL-1 or DL-2 rooms of the main Lummi campus may wish to have students send faxes to them via the Distance Learning fax number. The Kwina Building also has ITV capabilities and a fax machine, where students could send materials to their ITV instructors teaching in the Kwina Building.

Fax services also are available in the Lummi Library.

## FedEx

A FedEx request form is available from the Front Desk (reception and switchboard) staff in Building 10.

## Media and External Relations

The Director of Development is responsible for corporate and NWIC Foundation relations, manages the front page of the college website, works with the media, and should be contacted in the event that any off-campus publicity of campus events is desired.

## ***Squol Quol* (and other tribal newsletter/paper) Submissions**

Submissions to the *Squol Quol*, the newspaper of the Lummi Nation, may be submitted to the Director of Development. The Executive Assistant to the President, sends out regular e-mail notifications of deadlines for submissions.

Please route all requests for submission of articles to local tribal newspapers and newsletters through the site managers and the Director of Development.

## Letters & Other Communications to Non-College Entities

Section 6.2 of the *Northwest Indian College Personnel Policy Manual* (Conditions of Employment, Media) states that "Employees of the College are not permitted to speak to any mass media organization on matters concerning the college such as fund raising, college policies, other employees, future planning, or proprietary information without requesting and receiving approval from the appropriate College official."

This is generally the College President but individuals may contact the Director of Development for guidance.

## NWIC Letterhead

An electronic NWIC letterhead is available for official purposes.

## NWIC Website

Northwest Indian College maintains a website at <[www.nwic.edu](http://www.nwic.edu)>. It contains a variety of information and resources of value to NWIC students and employees, which are detailed below

### Faculty Home Page

This Faculty home page, which is available at <<http://ww2.nwic.edu/faculty/>>, is the location for information on:

- Assessment
- Lummi Campus Room Schedules
- *Faculty Orientation Handbook*
- Syllabi and Schedules
- Online Teaching and Learning (i.e., a link to NWIConline/Moodle)
- Bush Grant Replenishment Grant Requests
- First Year Experience Information
- Previous course schedules

### NWIConline (NWICmoodle or Moodle)

NWIConline, also referred to as NWICmoodle or Moodle (available at <<http://online.nwic.edu/>>) is used for a variety of resources such online course content for online courses and to supplement regular face-to-face courses, and college resources for Curriculum Committee, accreditation standards information, etc.

## SECTION 13: OTHER COLLEGE HANDBOOKS & MANUALS

The following additional college handbooks or manuals are available at NWIC:

- *Safety and Security Manual*
  - *Emergency Procedures brochures*
- *Faculty Orientation Handbook*
- *Independent Learning Student Handbook*
- *Library Manual*
- *Personnel Policy Manual* (available on the NWIC website)
- *Student Handbook*
- *Athletic Handbook*

## SECTION 14: RESOURCES

### Faculty & Staff ID Cards

Staff, faculty members and students can go to Enrollment Services, fill out a card and have their photo taken for the faculty and staff identification cards. In order to process the photographs, Enrollment Services needs ten photographs per page. In the beginning of the quarter these may be done at least once a week. As the quarter progresses and fewer cards are requested (and fewer photographs taken), it may take longer to obtain your identification card.

Your ID card may allow you to obtain educational discounts at local vendors (including Home Depot, Farmer's Insurance, and others).

### Native History Book List

A Native History Book List was developed during the summer of 2006 as a result of several meetings of core faculty, and is available from the NWIC website by selecting "Faculty/Staff," "Assessment," and "Cultural Resources" <<http://ww2.nwic.edu/faculty/assessment/Cultural%20Resources.htm>>.

### Lummi Fitness Center

Northwest Indian College employees are also eligible to use the Lummi Fitness Center at a reduced rate. Payroll deduction is also available for that fee.

### Western Washington University Resources

Faculty members at Northwest Indian College are eligible to use the Western Washington University Library, the Outdoor Center, the Lakewood facility (including sailboats) and other WWU facilities upon presentation of a valid Northwest Indian College employee identification card.

## SECTION 15: EQUIPMENT ACCESS, USE & REPAIRS

### Photocopiers

See SECTION 11: PROCEDURES & PAPERWORK and SECTION 11: LIBRARY SERVICES for details regarding photocopying equipment.

### Presentation Equipment

Some information regarding access to presentation equipment (overhead projectors, multimedia projectors, audiocassettes, slide projectors and projection screens) is presented in SECTION 11: LIBRARY SERVICES.

Additional presentation equipment (VCR and DVD players) is available in many classrooms. The Distance Learning staff can assist with the use of that equipment.

### ITV Equipment & System

The Distance Learning staff can assist with the use of the ITV equipment and system.

### College Vehicles

Several college-owned vehicles are available for use by faculty members for work-related purposes, and may be reserved by contacting the following individuals:

- Student Services for the white College vans

- Accounting Campus Cashier for the Maroon Express van and the Silver Taurus
- Administrative Assistant to the Vice President for Instruction and Student Services for the Excursion (The Program Assistant for Title III and the Construction Office Program Assistant can assist if necessary.)

Prior to using any college-owned vehicle, faculty members will be required to provide several types of information, including a photocopy of a current valid driver's license. The individuals responsible for reservations for each vehicle will provide the required paperwork. Once the required paperwork is completed, faculty members may obtain a gas card to obtain fuel for the college vehicle they use.

### **College Boat**

Northwest Indian College owns a boat that may be used for field trip, research and other purposes. Contact the Vice President for Administration and the Science Director for details.

### **Repairs**

Requests for repairs of equipment should be directed to the Administrative Assistant to the Vice President for Instruction and Student Services.

## **SECTION 16: ACADEMIC SUPPORT FOR STUDENTS**

### **Academic Support:**

Faculty members at Northwest Indian College should encourage their students to use the available academic support mechanisms. The **Math and Writing Center** located in Building #6 is the primary tutoring and study hall facility on Campus. Hours are posted on the door. The **Lummi Campus Library** is available to students Monday through Thursday from 8:00 am to 7:00 pm and on Sunday from 12:00 pm to 6:00 pm. The **Learning Assistance Center** (Building #3) has tutoring for developmental (below 100 level) math and English from 3:00 pm to 7:00 pm on Mondays and Wednesdays and from 3:00 pm to 5:00 pm on Tuesdays and Thursdays.

Computers for student use are available at various locations on the main NWIC campus, including the Lummi Library, computer labs, and Distance Learning Center (where laptops are available during class times).

## GLOSSARY

The following glossary consists of terms commonly encountered by faculty members during the regular course of their work at NWIC.

A glossary of additional terms was developed during the summer Of 2006 as a result of several meetings of core faculty, and is available from the NWIC website by selecting "Faculty/Staff," "Assessment," and "Cultural Resources" <<http://ww2.nwic.edu/faculty/assessment/Cultural%20Resources.htm>>.

**ABE** – See **Adult Basic Education**

**Adult Basic Education (ABE)** – This is essentially preparation for the General Equivalency Diploma (GED).

**AIHEC** - American Indian Higher Education Consortium. AIHEC was founded in 1972 by the presidents of the nation's first six Tribal Colleges, as an informal collaboration among member colleges. Today, AIHEC has grown to represent 34 colleges in the United States and one Canadian institution. AIHEC's mission is to support the work of these colleges and the national movement for tribal self-determination. Cheryl Crazy Bull, the current President of NWIC, also serves as the President of the Board of Directors for AIHEC. For additional information, go to <<http://www.aihec.org/>>.

**AISES** - American Indian Science and Engineering Society – AISES is a private, nonprofit organization that nurtures building of community by bridging science and technology with traditional Native values. Its mission is to increase substantially the representation of American Indian and Alaskan Natives in engineering, science and other related technology disciplines. NWIC is host to a chapter of AISES. For additional information, go to <<http://www.aises.org/>>.

**American Indian College Fund** - A Native-operated organization, and the nation's largest provider of private scholarships. Many NWIC students receive funding from the fund. For additional information, go to <<http://www.collegefund.org/>>.

**blue slip** - Otherwise known as Permission for Late Registration form and available from Enrollment Services. It is the only NWIC form printed on blue paper. Students who start classes after the first Friday of the quarter must get the instructor of each class they enter late to sign a blue slip. Students will also complete an add/drop form that lists any classes they want to add or drop.

**book order** – See **textbook order**

**book request** – See **textbook request**

**Campus Safety Authority** – This is referred to in the *Northwest Indian College Safety and Security Manual*, and indicates those individuals charged with overall authority with regard to safety and security matters at NWIC; essentially, the Crisis Management Team.

**census date** - The last day for 100% refund for official withdrawal from classes and drop a class without it appearing on the transcript. If a student fails to drop classes by this date, they will be charged for those classes.



**COMPASS** - A placement test administered to incoming NWIC students to evaluate their skill levels in reading, writing and math to help determine what courses they should take upon beginning studies at NWIC. See the NWIC for additional details (under "Testing and Placement").

**Continuous Enrollment** - See SECTION 9: INSTRUCTIONAL MODALITIES.

**course drop** - It is always best for a student to drop a class formally rather than to stop showing up in silence. Students who just don't show up are graded accordingly. The last day to drop courses without penalty is generally the Friday of the third week of the quarter. See the quarterly schedule for additional details.

**course evaluation (Curriculum Committee)** – Courses are periodically reviewed for a number of reasons. The *Curriculum Committee Handbook* contains information regarding course review requirements, which involve the use of a "Course Evaluation Form."

**course evaluation (student)** - Students are asked to evaluate each of their courses. This provides NWIC administration and instructors with feedback valuable for retention purposes and for future effective teaching. (Also see "Student Course Evaluations" elsewhere in this handbook.)

**course review (Curriculum Committee)** – See **course evaluation (Curriculum Committee)**

**Crisis Management Team** – This is the NWIC body that consists of the Vice President for Administration, Human Resources Director and Maintenance & Facilities Manager.

**DETS** – See **Diabetes Education for Tribal Schools**

**Diabetes Education for Tribal Schools** –This is a program of the National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) to develop curriculum intended to decrease the rising incidence and prevalence of diabetes in American Indian and Alaska Native communities. Northwest Indian College is a participant in this program.

**Distance Learning (DL)** - Distance learning courses were designed with students who cannot attend regularly scheduled classes in mind. There are three modes of distance learning courses available. Currently NWIC instructors are utilizing K-20 videoconferencing (ITV), online learning and individual learning contracts to meet student needs.

**DL** – See **Distance learning**

**Faculty Roundtable** – The Faculty Roundtable includes those individuals with a full-time faculty contract or for whom over 50% of their time involves classroom instruction.

**Faculty, core** – The core faculty consists of full-time and pro-rata faculty.

**Faculty, full-time** – Full-time faculty members are those NWIC employees who have been contracted 100% of full-time as "faculty" on an annual basis. Most full-time faculty members are assigned to teach primarily, although some may not teach courses and instead may support faculty activities, such as assessment. Some full-time faculty members may have administrative responsibilities as part of, or in addition to their teaching duties.

**Faculty, part-time** – Part-time faculty members (also referred to as adjunct faculty) are hired on a quarter-to-quarter basis, almost always to teach specific courses during any given quarter.

Not all part-time faculty members are employees of NWIC. Some may be paid directly by tribes or other entities.

**Faculty, pro-rata** – Pro-rata faculty members differ from full-time faculty members in having less than a 100% full-time annual contract and for whom a definition of the calculation of Full-Time Equivalent (FTE) faculty position would apply.

**Faculty, teaching** – Teaching faculty are those who teach a course at NWIC in any given quarter. They may include employees who do not have faculty contracts but who have teaching assignments either as part of their regular duties or as a supplement to their contracts. These may include people otherwise considered as administrators or other college specialists for whom teaching does not comprise the largest part of their work at NWIC.

**FAFSA** – Free Application for Federal Student Aid (for students). Contact Financial Aid or <[www.fafsa.com](http://www.fafsa.com)> for additional details.

**fast track** - "Fast Track" courses are short-term intensive courses of academic instruction that may start at different times in the quarter, up to as late as the last week in the quarter. For example, regular for-credit courses in Chemical Dependency Studies may be offered in a workshop format over the course of several days rather than an entire academic quarter. Other Continuing Education and training instruction also may be described as "fast-tracked," as indicated in the current Catalog.

**FERPA** - Family Educational Rights and Privacy Act of 1974 – FERPA (also referred to as the Buckley Amendment) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, including NWIC. For additional information, go to <<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>>.

**FTE faculty position** – See **Full-time equivalent faculty position**

**FTE student** – See **Full-time equivalent (FTE) student**

**Full-time equivalent faculty position** – This refers to a pro-rata faculty in which case a definition of the calculation of Full-Time Equivalent faculty position would apply. For example, a full-time faculty member is required to carry a workload of 15 credits per quarter up to a maximum of 20 Credits (according to the full-time faculty schedule approved by the Board of Trustees 10/5/89 and available from Human Resources. A pro-rata Faculty member would be a percentage of that requirement. So, a pro-rata Faculty member teaching 5 credits per quarter would be a 0.33 FTE.

**Full-time equivalent (FTE) student** – This refers to a student definition used for purposes of per capita financial support to approved institutions to allocate annual grant monies to participating tribal colleges and for other purposes. It is calculated the same was as the ISC (Indian Student Count), but includes non-Native students.

**FYE** - First Year Experience; Northwest Indian College offers the First Year Experience courses to help students in their first year of college succeed in an environment that respects, honors and acknowledges Native perspectives and values. Additional details are presented in the NWIC Catalog and quarterly course schedules. A First Year Experience information sheet is available from the NWIC Faculty Home Page.

**grade change form** – Obtained from Enrollment Services, this form must be used to change an "Incomplete" grade to a permanent letter grade. This can also be used to change a grade

that was entered in error or entered before a student has completed their coursework for any reason.

**hybrid** - A form of course delivery (modality) where 50% of the course contact time is face-to-face or ITV and 50% of the course contact time is through online learning.

**IL** – Section code for **independent learning courses**

**independent learning courses** – See SECTION 9: INSTRUCTIONAL MODALITIES.

**independent study** - This is synonymous with Independent Learning and can be either an Independent Learning course or a Learning Contract.

**Indian Student Count** – This means a number equal to the total number of Indian students enrolled in each tribally controlled college or university and is calculated as the quotient of the sum of the credit hours of all Indian students so enrolled, divided by twelve. It is defined in the Tribally Controlled College and University Assistance Act of 1978, Title 25, U.S.C. §1801(a)(7), and each tribal college or university is required to maintain 51% Indian enrollment to maintain the status of a tribal college or university.

**Individualized Studies (program)** - This is a program at NWIC, which includes learning contracts, independent learning courses, individualized degrees and credit for prior learning (life and job) experience.

**instructor of record** – In team-teaching situations where two or more faculty members may be involved in the instruction during a course, only one—the instructor of record—will be responsible for submitting attendance and grade information to Enrollment Services.

**ISC** – See **Indian Student Count**

**ITV** – See **Interactive TV** (Also see **Polycom** and **Telecourse**)

**Jenzabar** - A company that provides software, strategies and services to colleges and universities. This is a computerized system that NWIC uses for student registration, enrollment, grading, advising and related purposes, and which is associated with JICS (see below). For additional information, go to <<http://www.jenzabar.net/>>.

**JICS** - Jenzabar Internet Campus Solution (i.e., an networked computer recordkeeping system used at NWIC for student registration and for reporting attendance, grades and, eventually, other information).

**K-20 Education Network** - A Washington State videoconferencing system used to deliver instruction via ITV.

**land grant** – This term is applied to colleges and universities that Congress designated as having a formal relationship with the Federal Government through the U.S. Department of Agriculture (USCA) to provide practical education in the agricultural and mechanical arts and associated disciplines. Land grant status was first bestowed by Congress by the First Morrill Act of 1862 (the "1862 land grant institutions"), where the term "land grant" derived from the grants of land that were given to institutions to fund their operations. The Second Morrill Act of 1890 led to the establishment of additional land grant institutions to serve African-American populations, the Historically Black Colleges and Universities (HBCUs) or "1890 land grant institutions." From the 1960s to the 1980s institutions in the U.S. territories and the District of Columbia were awarded land grant status by Congress and are known as the "1862 land

grant institutions," or "Insular land grants." Following work by the American Indian Higher Education Consortium (AIHEC), the 29 existing tribal colleges and universities (TCUs) were given Congressional land grant status under the Equity in Educational Land-Grant Status Act of 1994. Since then four additional TCUs have received land grant status, while one has gone out of operation, for a current total in 2007 of 32 land grant TCUs, the "1994 land grant institutions," or "1994 institutions," or simply, "the 1994s." Northwest Indian College is a "1994 land grant institution." This status provides access to federal funding through the USDA in several areas including teaching, extension (outreach) and research. Land grant institutions share the common goal of providing practical education to all peoples of various races and social classes. Tribal land grant institutions are unique in terms of their goals as related to Native American populations. For additional information, go to the First Americans Land-grant College Organization & Network (FALCON), "The Original Land Keepers" at <<http://stemrc.aihec.org/FALCON/default.aspx>>

**late registration** - The last date during each quarter when a student may enroll in courses without special permission from their instructor(s).

**late start** - One of five options currently available using JICS for recording student attendance information. Otherwise, undefined, but assumed to mean a student who for some reason has started the course late.

**learning contracts (LC)** – See SECTION 9: INSTRUCTIONAL MODALITIES.

**LIBC** – Lummi Indian Business Council, i.e., the governing body of the Lummi Nation.

**Memorandum of Agreement** - A document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The purpose of an MOA is to have a written understanding of the agreement between parties. (Also see **MOU**.)

**Memorandum of Understanding** - A legal document describing a bilateral or multilateral agreement between parties. NWIC has MOU's with various other entities. (Also see **MOA**.)

**MOA** – See **Memorandum of Agreement**

**Moodle** - A free software learning (course management) system; used at NWIC for online learning and other college work (including committee work). (Also see **NWIConline** and **NWICmoodle**.)

**MOU** – See **Memorandum of Understanding**

**NWICmoodle** – Synonymous with NWIConline. (Also see **NWIConline** and **Moodle**.)

**NWIConline** – Synonymous with NWIC Moodle, this is the NWIC online instructional system that utilizes the Moodle software learning system. It may be accessed through the NWIC website, and contains online courses and other college content (e.g., materials related to committee work). (Also see **Moodle** and **NWICmoodle**.)

**OL** – Section code for online courses.

**online bookstore (NWIC)** - Northwest Indian College has established a relationship with MBS as the College's primary bookseller. MBS is an online bookstore.

**online bookstore (Other dealers)** - Students can buy their books, often at a discount, through other online bookstores like amazon.com, cheapbooks.com and halfprice.com.

**online course** - web-based application accessed via the Internet. Students can participate in online courses if they have a computer, Web browser and access to the Internet. Students communicate with instructors via e-mail, fax or phone.

**PO** – See **Purchase order**

**Polycom** - Name of the camera equipment used in our ITV mode of course delivery to sites.

**PR** – See **Purchase requisition**

**Purchase Order** - A document resulting from the completion of a **purchase requisition** and presented to a vendor for goods or services. The vendor subsequently bills NWIC in order to receive a check in payment for those goods or services.

**Purchase requisition (PR)** - A document used to generate a **purchase order (PO)** for institutional purchases or to request reimbursement for personal expenses incurred in the course of college-related activities.

**resident students** - Resident students are those enrolled as members of a federally recognized tribe or Alaska Native Corporation or who are covered by the Jay Treaty and have provided NWIC with such documentation.

**Running Start** - The Running Start Program is a statewide program that allows eligible high school juniors and seniors to enroll in college courses, tuition free, and earn college credits that also apply toward high school graduation requirements.

**site** – An extended campus instructional (or extension) site, part of the NWIC extended campus system, which includes: Colville, Muckleshoot, Nez Perce (pronounced "purse" NOT "pierce," Port Gamble, Swinomish and Tulalip.

**Squol Quol** – The Lummi Community monthly newspaper is the *Squol Quol*. Copies are available in the NWIC Library and in the entrance to Building 10 at the beginning of each month.

**Student Life** – Term that refers to students and their experiences in the NWIC Student Residence and Dining Hall building.

**TC** – See **Telecourse**

**TCU's** – Abbreviation for Tribal Colleges and Universities.

**telecourse** - A course delivered using ITV equipment and K-20 videoconferencing.

**textbook order** (student) - Students may order their books from MBS, NWIC's online bookstore, through bookstores like Barnes & Noble, or through websites like <[www.cheapbooks.com](http://www.cheapbooks.com)> or <[www.amazon.com](http://www.amazon.com)>. Students would do well to order their books at least a week and a half before the quarter begins.

**textbook request** (faculty) – See "Ordering Textbooks" under "Functions—Faculty Roles & Responsibilities" elsewhere in this handbook.

**TRIO** - The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college

students, and students with disabilities to progress through the academic pipeline from middle school to post baccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects and a dissemination partnership program to encourage the replication or adaptation of successful practices of TRIO projects at institutions and agencies that do not have TRIO grants. For additional information, go to <http://www.ed.gov/about/offices/list/ope/trio/index.html>.

**weather-safe area** – Interior walls of lower floors, and interior areas such of restrooms and halls as opposed to windows and exterior doors. These are the areas that faculty members should guide students and others to in the event of dangerous environmental emergencies.