

# 2025-2026 Faculty Reminders

## A. [Faculty Guide](#):

1. The Faculty Guide serves as a central archive of essential documents outlining the roles, responsibilities, expectations, and formal policies and procedures key to all NICC faculty members.

## B. [Quality Faculty Plan \(QFP\)](#):

1. Linked in the Faculty Guide, the QFP is the faculty-developed plan that outlines the formal onboarding and ongoing credentialing requirements for an NICC faculty member.

## C. [The Employee News Hub](#):

1. A one-stop shop for most NICC information – announcements, updates, upcoming professional development opportunities, wellness initiatives, HR, Café, etc. Check it out daily!

## D. Professional Development:

1. Several Professional Development opportunities have been scheduled during Common Hour throughout the upcoming academic year. Click the link below to view the current list of 2025-2026 events.

 [PD Events for 2025-2026](#)

## E. Review of Faculty Responsibilities:

### 1. Faculty Non-Teaching Workshop Day:

- a) Scheduled for **Monday, October 20**. (Mandatory for all full-time faculty, encouraged for part-time and adjuncts) More details to come.

### 2. Workloads/Schedule:

- a) Tentative workloads were sent with the contracts through e-trieve. If changes are made to your workload, you will receive a copy for approval through your e-trieve inbox.

### 3. Office Hours:

- a) Please be sure to post your office hours on your syllabus and/or outside your office. Full-time faculty are expected to schedule and hold a minimum of five office hours per week. These hours may be held in person and/or via Zoom, depending on the format(s) of the courses you are teaching. If you are teaching both in-person and online courses, office hours should be offered in both formats to support all students.

### 4. Syllabi:

- a) Syllabi must be completed and published in your Brightspace course using Simple Syllabus. Students are required to have access to both the syllabus and the course guide within Brightspace.

## 5. Class Absence/Cancellation/Needed Subs:

- a) If you are unable to attend class due to illness, planned absence, or the need for a substitute, please contact your dean and/or the Academic Assistant as soon as possible. Whenever possible, speak directly with someone—please do not rely solely on leaving a voicemail.

Additionally, post an announcement in Brightspace and make every effort to notify your students in advance.

**Please note:** Classes are no longer canceled due to weather. If a campus or center experiences a late start or closure, instructors are expected to move the class to Zoom or assign an alternative learning activity.

## 6. Brightspace Grades and Attendance:

- a) All faculty are expected to keep their Brightspace gradebook and attendance records up to date on a weekly basis. This applies to all courses, including those that utilize third-party platforms such as MyMathLab or Connect. While grades may appear within those external systems, they must also be accurately maintained in Brightspace to ensure consistent access for both students and the college.

## F. Accessibility Services, Accommodations, and Testing

1. You can access the Accessibility Services Faculty Handbook at the following link:

 [Accessibility Services Faculty Handbook](#)

The handbook includes our processes, frequently asked questions, and additional helpful sections for you to review at your convenience. As always, we welcome you to reach out or schedule an appointment with us—in person, via Zoom, by email, or by phone. We're here to support you!

## G. Learning Centers:

1. Please take a moment to introduce your students to the NICC Learning Centers. The Learning Centers provide free tutoring—both face-to-face and online—for all students, in all subject areas. Consider offering a brief tour of the Learning Center or inviting a staff member to speak to your class about available services. You can also share the webpage below or direct students to search for “Learning Center” in MyCampus:

 [NICC Learning Center Website](#)

## H. Google Calendars:

1. To maximize our collective efficiency and ensure clear communication regarding schedules, the consistent and professional use of Google Calendar is now required for all employees. Please ensure your Google Calendar accurately reflects your work commitments and availability. This includes blocking time for meetings, dedicated work, and any time you are unavailable (e.g., out of office).

When scheduling, use Google Calendar to invite all relevant participants, providing comprehensive event details, including an agenda, if needed.

Active engagement with shared team calendars is also crucial for coordinated efforts. Your commitment to these practices significantly enhances our teamwork and productivity.

## I. Recruitment

1. Recruitment Event Schedule. Faculty may be asked to participate in an event or meet with a student on campus or via Zoom. Please work with the High School Partnership Staff if called upon, and welcome our guests and prospective students when we see them on campus. Link to upcoming events:

 [Campus Visits and Recruiting Events](#)

## J. High School Partnerships

1. Concurrent courses must be aligned with on-campus courses. Faculty are asked to meet with concurrent faculty each year to ensure alignment of course materials and key assessments. Discipline and course-specific meetings will be scheduled to help facilitate this requirement. In addition, faculty may be contacted by high school partnerships staff to meet with new concurrent faculty and/or to conduct class site visits.
2. **High School students must now opt in (same as on-campus) to release information** (most typically to a parent/guardian).
  - a) HS concurrent and PICC students are registered through contractual agreements with high schools and therefore, academic information may continue to be shared with directly related high school administrators (such as Counselors, Curriculum Directors, Principals, Instructors related to the content) without a release form. The high school also has the autonomy to share academic information directly with parents/guardians.
  - b) If a parent or guardian is seeking information directly from College staff or faculty, the student **must** have a release of information form on file for them. Student services staff may verify release information as needed.
  - c) Students may be directed to the eform: Release of Information to complete OR the [HSP Student/Parent Handbook](#) and paper form on page 9 if they do not have this on file and would like to request it.

## K. Department of Instructional Innovation and Design (DIID)

### 1. Brightspace Support:

- a) The DIID Team is here to support you with Brightspace and a wide range of instructional design and teaching resources. To connect with a member of the team, simply email [online@nicc.edu](mailto:online@nicc.edu). You can also chat with our chatbot 24/7 on Brightspace homepages.

**Please note:** the Peosta Office has relocated to the 136 Office Suite, Room 136E.

### 2. Training Opportunities:

- a) Multiple training opportunities on various topics will be held throughout the year. Keep an eye on MyCampus and the monthly DIID Newsletters to learn more about this year's offerings. You'll also find a variety of helpful tutorials in the [Brightspace Knowledgebase](#). If there are specific topics you'd like training on, we welcome your suggestions—just email us at [online@nicc.edu](mailto:online@nicc.edu).

### 3. Web Accessibility in Brightspace:

- a) Please be mindful of the Panorama accessibility indicators in your Brightspace course and continue working toward making your content accessible for all learners. If you need support in converting

non-accessible content into accessible formats, the DIID Team is here to help. As a reminder, the college is required to comply with the revised Title II regulations of the Americans with Disabilities Act (ADA). This includes ensuring that all web content and mobile applications—whether developed internally or provided through third-party tools—meet WCAG 2.1 Level A and Level AA success criteria and conformance requirements.

## **L. Courses/Curriculum**

### **1. Program Reviews for 2025-2026**

- a) All CTE programs and Arts and Sciences disciplines conduct a program/discipline review every five years. For the upcoming 2025-2026 academic year, the following programs and disciplines are scheduled to conduct their review.

- (1) Administrative Office Associate/Management
- (2) Carpentry
- (3) Computer Numerical Control (CNC) Machinist Technician
- (4) Construction Business Management
- (5) Dental Assisting
- (6) Industrial Maintenance Technician
- (7) Respiratory Care
- (8) Communications

## **M. Curriculum Changes to current ed plans and course guides**

1. Please aim to submit all course guides and education plan changes as early in the academic year as possible. The Curriculum Committee meets regularly from September through April, with the final meeting to approve changes for the 2026–2027 academic year scheduled for late January.

To access current program education plans, course guides, submission forms, and instructions, visit [Curriculum on the Google Drive](#).

Early submissions help ensure timely review and approval—thank you for your attention to this important process.

## **N. IDEA End of Course Survey/Evaluation**

1. NICC uses the IDEA Course Assessment for end-of-course evaluations. All faculty are asked to set aside approximately 20 minutes near the end of each course to allow students time to complete the online evaluation. You will receive a unique IDEA evaluation link to share with your students during this time. Thank you for supporting student feedback and continuous improvement.

## **O. Financial Aid Attendance/Enrollment Verification and Final Grading**

1. Please pay close attention to all emails from Student Services, as they often contain time-sensitive information related to enrollment and attendance reporting.

Enrollment Verification is especially important, as it directly affects student financial aid. It is critical that you report this information by the deadline provided by the Financial Aid Office—please be sure to add it as a to-do on your calendar. Additional instructions will be sent soon by Randy Mashek in Financial Aid.

**Please note:**

- Enrollment Verification for financial aid is separate from the College's requirement to record daily attendance in Brightspace.
- You will also receive an email from Karla Winter, Registrar, with details on Final Grade reporting, VA attendance, and the College's Refund Policy.
- Be sure to review emails regarding the Attendance Timeline (Y/Z codes) that are sent after the first class meeting, as well as the financial aid reporting deadlines that follow.

Timely and accurate reporting is essential to supporting our students and maintaining compliance—thank you for your attention to these responsibilities.

## **P. Report IT (Found on MyCampus)**

### **1. Incident of Concern and Academic Integrity Forms**

- All incidents of concern (disruptive or offensive behavior, violations involving college policies, and incidents involving academic integrity (cheating, plagiarism, etc.) must be reported using these electronic forms.
- The form will be routed to the appropriate party, and a follow-up will be made depending on the nature of the concern.
- Some reports may warrant an action by the Dean or other College personnel, while others may be settled informally between the student and the instructor.
- To access either form, go to My Campus and type in either *Incident of Concern* or *Academic Integrity* and then click on the widget to open the form.

### **2. Medical Incidents and Reporting Procedures**

- If you witness and/or respond to a medical incident involving a student, visitor, or college employee, complete the Medical Incident Report and forward it to the Dean's Office within twenty-four (24) hours. (Earlier is best, whenever possible)

### **3. Early Alert Referral Process**

- Please make a personal effort to reach out to students in your courses who are not attending or who appear to be struggling. If your outreach is unsuccessful, we encourage you to complete the Early Alert Referral form so that Student Services staff can provide additional support and help the student get back on track. The Early Alert form can be found in your Brightspace course under "More Tools" or on MyCampus by searching for "Early Alert Referral." Early Alerts should be submitted early and often—please don't wait until midterm or until it's too late for the student to make meaningful progress. Timely referrals can make a significant difference in a student's success.

## **Q. Field Trips/Travel and Reimbursement:**

- Field trips are scheduled in an effort to provide educational experiences unavailable in the program setting. All field trips are required to have supervisor pre-approval. Travel costs and responsibility for payment are determined on a trip-by-trip basis by the supervisors in related areas. Students participating

in a field trip are required to abide by the Student Conduct Code and College requirements for documentation.

Faculty choosing to participate in field trips must follow the policy and procedure of [Field Trip Request Notification and Approval](#).

2. The [travel and reimbursement policy](#) has been revised. For those of you who submit travel reimbursement forms, please note: Travel Expense Reports must be submitted within 30 days of when the expense was incurred or the employee returns from travel. Requests submitted beyond 30 days will not be reimbursed.

## **R. Common Hour Schedule:**

1. NICC has designated **Tuesdays and Thursdays from 12:00–1:00 p.m.** as **Common Hour**. No on-campus classes are scheduled during this time to allow for college-wide engagement. Each day is reserved for specific events, meetings, and professional development opportunities. You can view the full schedule at the following link: [\[2025-2026 Common Hour Schedule\]](#)

## **S. Crisis Fund:**

1. The NICC Crisis Fund is available to provide financial support to students experiencing urgent or dire need. If you become aware of a student in crisis, please refer them to the NICC Counseling staff at their campus for assistance. Stay tuned for more information on how you can help support the NICC Crisis Fund and make a difference in the lives of our students.

## **T. Complaints:**

1. NICC is required to maintain a log of all complaints or concerns expressed by students, employees, or community members. If you receive a verbal or written complaint, please document it and forward it to your dean. You may also complete the formal Complaint Form located in MyCampus by searching for "Complaint." Accurate documentation helps ensure concerns are addressed appropriately and in accordance with college policy.

## **U. Emergency Management and Response:**

1. Faculty are asked to review and share the emergency procedures posted in each classroom with their students. If you have any concerns regarding student or classroom safety, please contact your department dean or Teresa Kurash in Operations.

To access the full Emergency Procedures and Policies, use the Google Drive search function or click the link below to go directly to the **Emergency Preparedness Plan** folder. This folder includes drill information, emergency contact details, and classroom response guides for each campus: [Emergency Preparedness Plan Folder](#)

## **V. Committee and Event Involvement:**

1. As a faculty member, your involvement in committees and college events plays a vital role in the success of our college community and, ultimately, our students. All full-time and part-time regular faculty are required to serve on at least one committee. Adjunct faculty are encouraged to participate as their

schedules allow. NICC offers a variety of opportunities to get involved, including several formal committees, informal working groups, and college-wide activities.

To explore available opportunities and learn more, visit the College Committees site:

 [College Committees site](#)

## **W. Important Dates:**

1. First Day of Fall Classes – Thurs., Aug 21
2. Labor Day Holiday – Mon., Sept. 1 (no classes)
3. Fall Fest in Calmar – Thurs., Sept 4
4. Faculty Non-Teaching Workshop Day – Mon, Oct. 20 (no classes)
5. Thanksgiving Holiday Break – Wed. – Sun., Nov. 26 – 28 (no classes)
6. Finals – Mon.-Wed., Dec. 15 – 17
7. Faculty Non-Teaching Work Days – Thurs.-Fri., Dec. 18-19
8. Fall Grades due – Fri., Dec. 19 by 5 p.m.
9. Spring 2026 Convocation: January 5, 2026 (Calmar), January 6, 2026 (Peosta)

## **X. Faculty Onboarding courses:**

### **1. FAC 102 Quality Course Design with Brightspace**

*\*\* Quality Course Design with Brightspace is required to be completed by the end of the second year. Faculty will gain access to the content as part of their Brightspace onboarding.*

### **2. FAC 103 New Teacher Workshop**

*\*\*New Teacher Workshop - During or just after FT and adjunct faculty members' 1st year*

*\*\*New Teacher Workshop and Teaching Methods Workshop are required for all full-time, part-time, part-time-regular, adjuncts, and clinical instructors.*

- a) One session required. Click on the desired session to access the required registration form. Course seats are limited, so register early.

(1) Online:

(a) [FAC 103](#) February 3-April 13, 2026

(b) [FAC 103](#) June 2-August 3, 2026

### **3. FAC 104 Teaching Methods**

(Must have completed FAC 103 or have had the course waived) - 1 session required.

*\*\* Teaching Methods Workshop - During or just after FT and adjunct faculty's 2nd Year*

- a) Click on the desired session to access the required registration form. Course seats are limited, so register early.

(1) Online:

- (a) [FAC 104](#) September 16-November 10, 2025
- (b) [FAC 104](#) May 26-July 21, 2026