



CENTUREON INSTITUTE

Academics Policy

PURPOSE

This policy has been put in place with the purpose of assuring the quality of instruction, evaluation and procedures related to academics and faculty.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the Director of Education.

IMPLEMENTATION

The implementation of this policy is delegated to the school's academic personnel.

APPLICABILITY

This policy applies to the instruction and curriculum of all programs provided by the institution.

EFFECTIVE DATE

July 1, 2021 /

POLICY

1. Employee and Faculty Handbook
2. Student Academic Policies
3. Adherence to COE Standards
4. Academic Department Meetings
5. Teaching Methodologies
6. Assessment Methods
7. Curriculum Development
8. Curriculum Evaluation
9. Syllabus and Lesson Plan Standards
10. Standardized Rubrics
11. Work-Based Activity Plans
12. Media Services Plan
13. Student Advising
14. Academic Surveys - Feedback from Students and Graduates
15. Occupational Advisory Committee Recommendations
16. Faculty Hiring and Orientation
17. Faculty Supervision
18. Faculty Class Observation - Evaluation
19. Faculty Annual Review

1. Employee and Faculty Handbook

New faculty members receive the Employee and Faculty Handbook at the time of orientation. The handbook contains a section dedicated to faculty members with regulations about instruction at our institution. Updates to this publication are notified to all employees via email.

2. Student Academic Policies

Student academic policies are published in Centureon Institute's catalog available at the institution's public website.

3. Adherence to COE Standards

Centureon Institute is committed to follow The Council on Occupational Education (COE) standards set forth for academics.

4. Academic Department Meetings

Academic Department meetings are conducted on a quarterly basis as described in the *Policies and Procedures Manual* following the *Academic Meeting Guidelines*.

5. Teaching Methodologies

Teaching methodologies are a combination of theory presentation with hands-on/practical skills. Theory is reviewed/presented by course instructors and put into practice by students while the class session is being conducted.

6. Assessment Methods

The assessment that demonstrates the skills learned are based in three elements:

- *Quizzes and Multiple-Choice Tests* – Theory knowledge is assessed through quizzes and multiple-choice tests for each competency learned.
- *Practical Demonstrations* – Students perform the practical skills learned while the instructor evaluates as per curriculum guidelines (practical evaluation forms).
- *Final Examinations* – A final test evaluates the student learning on the theory aspects of the course.

7. Curriculum Development

Curriculum design is assigned by the Director of Education to a selected group of faculty members of the institution. The prepared curriculum is presented at an Academic Quarterly Meeting for review by peers and final approval by the Director of Education.

8. Curriculum Evaluation

Each program curriculum is reviewed on an annual basis by the Academic Department to ensure provides students with the expected knowledge and skills. The revisions are conducted following the *Annual Program Review Form*. Documentation of the reviews are saved electronically as an exhibit for use at accreditation visits.

9. Syllabus and Lesson Plan Standards

Syllabi and Lesson Plans follow a standardized format in order to ensure methodologies of instruction and evaluation at Centureon Institute are qualitatively and quantitatively consistent.

10. Standardized Rubrics

Centureon Institute curriculum follows standardized rubrics for activities that carry a grade in order to maintain a consistent and equitable evaluation method.

Theory Tests Rubric: Students must answer correctly 70% of questions in order to pass. Grading follows the general grading scale published in the catalog and syllabi.

Practical Demonstrations: Students must demonstrate have mastered the skills assessed in order to achieve a passing grade. The grading scale is included in each evaluation form.

11. Work-Based Activity Plans

A work-based activity plan is provided to students prior to starting an externship. The work-based activity plan addresses the requirements to be met in order to successfully complete the externship portion of the program. The plan includes a description of the experiences, objectives, competencies and skills to be evaluated.

12. Media Services Plan

Centureon Institute's *Media Services Plan* is included in the school's *Policies and Procedures Manual* under the Learning Resources section.

13. Student Advising

Student advising is conducted for students in need of academic performance improvement. A *Student Advising Form* is used to document the activity by the instructor and saved in the student file as permanent record.

14. Academic Surveys: Feedback from Students and Graduates

The academic department reviews student and graduate surveys on a quarterly basis. Results of these surveys are presented in the *Academic Quarterly Meetings*. Survey results indicating issues related to specific subjects or faculty members are addressed and documented in a timely manner by an assigned supervisor.

15. Occupational Advisory Committee Recommendations

Recommendations provided by Occupational Advisory Committees are presented to the academic personnel by the Director of Education at the *Academic Quarterly Meetings*. Documentation of the recommendation presented, and actions taken are documented in the corresponding *Academic Quarterly Meeting* minutes.

16. Faculty Hiring and Orientation

Hired faculty must comply with the minimum requirements as specified in the *Faculty Job Description* and with any licensing or certifications necessary for the subject areas to be taught. New faculty members are interviewed by the School President as well as by the Director of Education. New personnel receive a faculty orientation provided by a senior faculty member following the *New Faculty Orientation Form*. The signed orientation form is kept in the new faculty member file. The orientation covers all aspects of instruction, academic policies, class management, and available instructional resources.

17. Faculty Supervision

Faculty are supervised by the Director of Education or a senior faculty member of the institution. Supervisors are responsible to maintain a close watch on their direct reports, assess their student surveys and feedback, as well to establish any corrective actions when needed.

18. Faculty Classroom Observation - Evaluation

Faculty are evaluated on an annual basis following the *Faculty Evaluation - Class Observation Form*. Classroom observations are conducted by a senior faculty member assigned by the Director of Education. The class observation results are reviewed at the *Annual Performance Review* meeting with their direct supervisor. Any suggestions, improvement plans, or any action items agreed are included as part of the annual performance evaluation documentation. Follow-up meetings are scheduled when faculty require improvement in their teaching abilities. Documentation is stored in the faculty file, as well as follow-ups needed until any under-performing area is found to be solved to the supervisor's satisfaction.

19. Faculty Annual Review

A performance review is conducted annually for all employees (including faculty members) by their direct supervisor according to the *Annual Employee Review Form*. A *Staff Development Plan* for the

following 12 months is also completed during the evaluation meeting. Both documents are permanently included in the employee's file.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Academics*". Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.