



▪ROLE OF SHARED GOVERNANCE ▪

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3. The Curriculum and Instruction Committee may take one of the following actions:

- A. approval;
- B. rejection accompanied with reasons;
- C. table approval for further study;
- D. approval with changes

4. Faculty members are encouraged to attend the Curriculum and Instruction Committee meetings to voice their opinions of proposed curriculum changes.

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The following advisory committees are composed of citizens from within the College district and the surrounding region. They have regular meetings and make various recommendations to the appropriate College official concerning their areas of interest. They are appointed by invitation with approval of the President of the College:

1. Accounting/Business
2. Cardiac Diagnostic Medical Sonography
3. Automotive Services/Auto Collision Technology
4. Certified Nursing Assistant/Medical Assisting
5. Computer Information Systems
6. Construction Management Technology
7. Cosmetology
8. Criminal Justice
9. Dental Assisting
10. Digital Media Technology
11. Early Childhood Education
12. Electronics Technology
13. Emergency Medical Services
14. Heating and Air Conditioning
15. Surgical Technology
16. Nursing
17. Welding

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PRESIDENT

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October 9, 2024

DATE

ADOPTED: APRIL 1, 1980

AMENDED: JANUARY 10, 1985; JULY 15, 1996; SEPTEMBER 14, 2001; MAY 5, 2016; **OCTOBER 9, 2024**

CROSS REF.: BOARD POLICY 2710; 3220

OBJECTIVES

1. to provide opportunities for students to further their athletic skills and abilities;
2. to furnish laboratory experiences for those wishing to major in physical education and coaching;
3. to develop unity and school spirit among the student body through intercollegiate athletics (for both participants and nonparticipants);
4. to serve as a means for building personal relationship skills and character among the student body;
5. to serve as a public relations tool for the College and to provide a means through which the general public can identify with the College;
6. to develop teams in all sports that can successfully compete with other colleges in the Great Rivers Athletic Conference and other Illinois community colleges;
7. to develop and improve athletic facilities to the point that they are recognized as among the best in southern Illinois; and
8. to promote good health and fitness among the student body.

SUGGESTED PROCEDURES FOR OBTAINING OBJECTIVES

1. employ an athletic director and coaches who are knowledgeable in the sports they represent and who are capable of dealing with and relating to potential College athletes;
2. provide adequate resources to secure quality personnel and to make the athletic program successful; this includes funds for travel, recruiting expenses, and publicity;
3. allocate adequate funds for facility improvements;
4. develop a conditioning program for athletes during fall and spring semesters each year;
5. coordinate the athletic program with other areas of the College, e.g., physical education, adult education, etc.
6. undertake a joint effort among all College constituents to establish student participation in the athletic program through the following:
  - A. strive to schedule games to avoid conflicts with high schools;
  - B.

# Athletic Program





In case of injury in practice or competition in intercollegiate athletics, this award will not be canceled. John A. Logan College reserves the right to cancel this award in the event of an injury to the recipient occurring other than during practice or competition in intercollegiate athletics.

It is further understood that this tender is subject to all NJCAA rules. This written statement describes the only arrangement between the prospective student and John A. Logan College.

By signing this form, the recipient agrees to practice and participate at the direction of the athletic department in the sport for which this award is being tendered.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Student

\_\_\_\_\_  
Director of Athletics

\_\_\_\_\_  
Office of Financial Aid

\_\_\_\_\_  
Provost

In accordance with Board Policy No. 3362 (Drug and Other Substance Abuse, Including Alcohol), the President may approve the use of alcoholic beverages for special events held on the College campus. It is anticipated that such events will be ~~se~~ formal activities where a ~~sid~~own meal is served in the conference and banquet center area. It is further anticipated that such events may be sponsored by the foundation of the College. The following guidelines are subject to change and interpretation by the President

1. Any sign posted inside or outside a building on the campus of John A. Logan College must be neatly and tastefully prepared and must be approved by an appropriate College official with that official's signature or an official stamp on the bottom right-hand corner or other appropriate area of the sign.
2. Appropriate College officials are the Associate Dean for Student Activities and Cultural Events, associate deans, assistant provosts, and the provost.

- c. Instructional materials posted by faculty on classroom bulletin boards do not require approval. Postings on bulletin boards reserved for College offices, departments, clubs do not require approval from Student Activities; reserved boards are the responsibility of the respective office, department or club. Boards may be reserved with approval from the Associate Dean of Student Activities and Cultural Events.
- d. Once postings are approved, the individual may post on bulletin boards in classrooms and in the halls except for those boards that are reserved for College offices, departments or clubs. Student Activities is not responsible for posting materials. Postings will be approved for 30 days or until the day after a date specific event that the posting promotes. Postings must be hung with thumbtacks or push pins not staples. Student Activities will remove postings when they expire.

All College personnel are requested to comply with this administrative policy and to assist in its implementation in an effort to provide an orderly and informative campus environment.

(Original signed by President Robert L. Mees)  
PRESIDENT

April 12, 2012 \_\_\_\_\_  
DATE

ADOPTED MAY 8, 1987  
AMENDED NOVEMBER 20, 1987; JULY 1, 1996; APRIL 12, 2012  
CROSS REF: BOARD POLICY 7210

Committee, named by the athletic director with the advice and consent of the administration of the College, provides the primary source of initial consideration of nominees to the Volunteer Hall of Fame. Criteria for consideration for selection to the Volunteer Hall of Fame follows.

1. Special Criteria

An athlete satisfying one of these specific criteria will be nominated to the John A. Logan College Hall of Fame by the athletic department after a ~~five~~ year waiting period:

- A. ~~professor~~ member of the United States Olympic Team; and
- E.







Professional Consulting and  
Outside Employment

Administrative Procedure 813

## Classroom Contact Hour Calculation

## Administrative Procedure 314

Credit hours are established in accordance with Section 1501.309 of the System Rules Manual of the Illinois Community College Board. Credit hours for courses for which ICCB credit grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.

Lecture/Discussion Courses: Lecture/discussion-oriented instruction will be assigned as follows: Required per Credit Hour

		Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
1	1 classroom contact hour = 50 minutes	15	750	1:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

Laboratory/Clinical Laboratory-Oriented Instruction. Courses in which students participate in laboratory/clinical laboratory-oriented instruction will be assigned one semester credit hour or equivalent for each 30 classroom contact hours (1500 minutes) of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

Laboratory/Clinical Laboratory-Oriented Instruction (1 credit hour = 1500 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours
	100 minutes up to 150 minutes	15	1500 up to 2250	2:1 up to 3:1

\*total minutes of instruction remain the same for courses with modified start/end dates.

Note: Programs leading to licensure and/or that are governed by a program accrediting body may require clinical laboratory-oriented instruction up to 60 classroom contact hours (3000 minutes; 4:1 ratio) for each one semester credit hour.

Nonclinical Internship, Practicum, or On-the-Job Supervised Instruction. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75 contact hours (3750 minutes) per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.

Classroom Contact Hour Calculation

Administrative Procedure 314

Nonclinical Internship, Practicum, On-the-Job Supervised Instruction (1 credit hour = 3750 minutes of instruction per semester)				
Credit Hour	Classroom Contact Hours Required per Credit Hour	Weeks in Semester	Total Minutes of Instruction*	Ratio Classroom Contact Hours to Credit Hours

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The function of the Learning Resource Center is to provide resources and services to support the instructional programs of the College. In its supportive role the LRC provides these services.

1. Orientation and Training
  - a. orientation of students, faculty, and staff to the LRC
  - b. faculty/staff development activities
2. Reference and research assistance to students, faculty, staff and community
  - a. individual reference assistance
  - b. on-line data base searching
  - c. bibliographic instruction (classroom and individual)
3. Circulation of Materials
  - a. registration of borrowers (library cards)
  - b. charging out materials
  - c. over-due notices
  - d. book reserves service
  - e. copy machines
  - f. microfilm/fiche reader/printer
  - g. computer workstations and printers
  - h. government documents
  - i. audiovisual material
4. Interlibrary Loan Services
  - a. state and nationwide library sharing
  - b. online catalog
  - c. transmission of periodical articles
5. Production of
  - b. assisting students with use of equipment
  - c. Test proctoring for makeup tests, second chance, spaced and alternate course work

(ORIGINAL SIGNED BY PRESIDENT) \_\_\_\_\_  
 PRESIDENT  
 AUGUST 31, 2018  
 \_\_\_\_\_  
 DATE

ADOPTED APRIL 1, 1980  
 AMENDED JANUARY 10, 1985; OCTOBER 22, 1996; AUGUST 15, 2006; DECEMBER 7, 2015; AUGUST 31, 2018



PHILOSOPHY, MISSION AND GOALS

We would propose the following statement of Philosophy, Mission and Goals be adopted for training at the College.

A. Philosophy

John A. Logan College is dedicated to the concept that education is important for upgrading basic skills of area employees; for training in new technology; for retraining of unemployed workers; and for customized productivity training for business and industry leaders.

Within the financial limits of the College's ability to acquire grants and to maintain a solid financial base, it will endeavor to provide low cost traditional and nontraditional educational opportunities whenever, wherever, and however they are needed to provide a productive work force for the region.

B. Mission

We are a diverse learning and teaching community committed to improving individual life and society through high quality, accessible educational programs and engaged learning opportunities.

C. Goals

- to foster an environment where diverse individuals, groups, and views are valued;
  - to provide programs and services for lifelong learning that create and enhance
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## B. Facilities

If College facilities are to be used, they should be scheduled through the Facility Scheduling Office. Fees for use of facilities will be established in accordance with College policy. (See Facilities Usage Board Policy No. 7210.)

## C. Staffing-General

Faculty or staff selected to provide training must, first of all, be qualified to teach the programs offered. Second, it is important to involve as many of the College staff in these programs in order to develop a substantial pool of interested and qualified training staff. This will help insure that we can respond to a need quickly.

## D. Staff Selection

Generally, the selection, training, and evaluation of faculty teaching training programs will be handled by the workforce development and adult education department through normal College procedures. The workforce development and adult education office will coordinate the hiring process through the department chairs, the associate deans, the dean for academic affairs, and the human resources office in an effort to select qualified faculty who are interested in participating in the work force training program. In addition, personnel from business and industry and individuals from the general public will be actively recruited to supplement the pool of teachers available at John A. Logan College. John A. Logan College faculty participating in work force training programs on off-campus must teach on their own time.

## E. Conflict of Interest

A full- or part-time employee of John A. Logan College will not provide training to an entity within the College district without the training being arranged by the College's workforce development office.

## F. Staff Compensation

All personnel utilized to lead or conduct these programs will be compensated under a contractual service agreement. The president is authorized to approve fee schedules for customized training programs.

- (1) Compensation for on-campus grant training programs should be established at a range of \$14 to \$65 per hour. Prep time, if necessary, should be established at \$35 per hour for the first-time training is delivered. No preparatory compensation should be paid for subsequent training sessions covering the same subject matter. The amount of prep time necessary to teach the course will be determined by the workforce committee.
- (2) Compensation for off-campus grant training programs, which is primarily for business and industry, should be established at \$14 to \$100 per classroom hour. The instructional fee includes consultation time, meetings, customizing, and necessary travel. Prep time should be established at \$35 per hour for the first time the training is delivered. Prep time will not be required for subsequent training programs covering the same subject matter. The amount of prep time necessary will be determined by the work force committee. Other grants may dictate the rate of pay in the grant. In such instances

- (3) Compensation for industrial training done through private contractual arrangements will be based on the fair market value. The fair market value is normally determined by the type of training, the amount of prep time, the availability of teachers, and the expertise required. In this area, the fair market value is normally \$100 per hour plus prep time. Prep time is situation dependent and will be determined by the workforce committee.
- (4) The total amount of extra compensation which one can earn from training programs for performing work outside of the regular job duties is limited to 20% of the employee's regular, monthly salary for each month.

### FUNDING

Once the program is approved, a budget must be prepared showing sources of funding and projected expenditures. The Business Office should be involved in this process to determine documentation and audit requirements as well as obtain necessary billing information at that time.

It should be the goal of the training staff to price programs so as to include a 30% margin above direct



Customized

The Learning Resource Center will publish educational material and establish training to educate faculty and staff about the provisions of US copyright law and to provide more specific guidance for those seeking to use copyrighted material. Information will be published on copyrighted material already licensed by the College and on sources of non-copyrighted materials for educational use. However, it is the responsibility of the user to determine the copyright status of materials or works used.

There are three instances in which copyrighted works may be used when the copyright is held by a third party:

1. License the use of material (e.g., course packs);
2. Obtain permission from the copyright holder;
3. Use under the "Fair Use" Provision of Title 17, Section 107 of the United States Code

Whenever using copyrighted material, the best practice is to seek approval for use of the material or license the use of the work. Asking for permission often results in permission being granted without charge as long as the material is used within certain guidelines (i.e., distributed to a limited audience, used for a limited amount of time, etc.). Less preferable is to license the use of material through the

These four factors must be considered in each case where fair use is to be claimed. In addition to these factors, there are other considerations that must be considered. This is especially true of online usage of copyrighted material.

Other considerations when looking at fair use claims include the following:

1. Whether or not there is a method, or a market, for requesting or purchasing the right to use copyrighted materials;
2. Whether or not the ownership of copyright is easily determinable;
3. Timeliness;
4. The guidelines established by the conference on Fair Use (CONFU); and
5. The provisions enacted in the TEACH Act regarding fair use and distance learning.

When it is still unclear whether a work may be used under the "fair use" provision, it is best to obtain permission from the copyright holder.

Faculty and staff are encouraged to attend training sessions and learn more about copyright law in order to ensure legal use of copyrighted materials

Original signed by President Robert L. Mees  
President

April 9, 2010

PURPOSE

The purpose of this directive is to establish procedures for items that are lost or found on the John A. Logan College campus, including the extension centers in DuQuoin and West Frankfort.

The Campus Police Department provides a location to store/house items that are lost or found on campus. It is the responsibility of Campus Police to attempt to contact the owner of said property and reunite them with the property and ensure posts/signs are posted around campus instructing students of the procedures for lost and found items.

PROCEDURE

- 1) When items are brought to Campus Police as a lost item, it will be logged in the "Lost and Found Log" indicating the date and location of where the item was found.
- 2) When an individual reports a lost item to Campus Police, the Lost and Found Log should be checked to see if the item had been turned in. If it is not found, the information will be added to the log with a description of the item, where it may have been lost, and a contact number for the individual reporting the lost item.
- 4) Unclaimed items will be placed in the Lost and Found cabinet in the Campus Police Department. The items will be held through the end of the following semester.
- 5) At the end of the following semester, unclaimed items will be discarded in an appropriate manner. A record of that disposal will remain in a "Lost and Found" file within the Campus Police Department.

ORIGINAL SIGNED BY PRESIDENT RON HOUSE  
PRESIDENT

SEPTEMBER 2019  
DATE

ADOPTED SEPTEMBER 2019  
AMENDED  
CROSS REF:

In order to clarify the College's protocols regarding closures, the following definitions have been developed. While these definitions are intended to guide the College's decisions, circumstances may arise in which a combination or alternate definition may be implemented.

A. Class Cancellation

Students are not required to attend lectures, tests, or other sanctioned activities that require a physical presence on campus.

B. Suspended Operations

All campus offices are closed. Staff and faculty are encouraged to avoid campus. Essential employees must report to work if notified by their supervisor

C. Total Closure

All classes are cancelled, all campus operations are suspended, and all personnel are prohibited from being on campus, except emergency personnel needed to maintain life, safety, and security, of JALC property.

\_\_\_\_\_  
PRESIDENT

JULY29,2021  
DATE

ADOPTED      JULY29,2021  
AMENDED  
REVIEWED  
C



Thanksgiving Holiday and Winter Break

Administrative Procedure 66

In accordance with Board Policy 5130, the College will observe Thanksgiving Day, Christmas Day, and New Year's Day as established holidays.

To assist employees in planning personal holiday schedules, the College will officially suspend operations each year in addition to the established holidays as follows:

THANKSGIVING BREAKS SUSPENDED OPERATIONS DAYS

x Wednesday before O

PERATION DAYS

st holiday.

*Kirk E. [Signature]*

PRESIDENT

MARCH 1, 2024

DATE

ADOPTED JULY 1, 2022  
AMENDED MARCH 1, 2024  
REVIEWED  
CROSS REF: BOARD POLICY 5130, HOLIDAYS