

## AGENDA ITEM

Chapter 3 policies-Instructional policies

### RECOMMENDED DIRECTIVE:

The named Board Policies are as follow:

BP 3302        Maintaining Contact Hours

BP 3110        Special Awards

BP 3111        Attendance

### Discussion:

Policies and procedures are living documents that change as the needs and priorities of the college evolve. While the core purpose of a policy may stay the same, its details should be reviewed and updated regularly to stay relevant and aligned with the college's goals. As such, the office of the Vice President for Instructional Affairs continues to work with appropriate offices, Curriculum committee, and relevant committees to review policies and procedures relating to Instructional Affairs.

On May 30, 2025, the Executive Committee (EC) was presented the following policies for review and endorsement:

| Board Policy                      | Amendments or Deletions | Remarks   |
|-----------------------------------|-------------------------|---|
| BP 3302-Maintaining Contact Hours | Amendments              | <p>Clarification on contact hours and the responsibility of the instructor on making up for missed contact hours.</p> <p>Changes are:</p> <ul style="list-style-type: none"><li>• Instructors are required to meet the full number of instructional contact hours assigned to a course, whether delivered in a residential (face-to-face) or online format. These contact hours are essential for achieving the designated student learning outcomes and maintaining the academic integrity of the course.</li><li>• If an instructor is unable to conduct one or more scheduled class sessions—whether due to illness, emergencies, or other approved reasons—the missed contact hours must be made up. All make-up plans will follow the course syllabus for the course as approved by the Instructional Coordinator.</li></ul> |

|                               |      |  |
|-------------------------------|------|--|
| BP 3110- Special Awards       | none | <ul style="list-style-type: none"> <li>Presented as is</li> </ul>  |
| BP 3111- Classroom Attendance | none | <ul style="list-style-type: none"> <li>Presented as is.</li> </ul> |

**ACTION TAKEN:**

\_\_\_\_\_Approved as presented

\_\_\_\_\_Approved w/modifications

\_\_\_\_\_Disapproved

\_\_\_\_\_Deferred to a later meeting

**VOTE:**

\_\_\_\_aye \_\_\_\_nay \_\_\_\_abstain

Date\_\_\_\_\_