Appendix E
10-24-11
Regular Board Meeting

# 1.0.000

# INTRODUCTION

# SECTION I: INTRODUCTION


I.1.0000 INSTITUTIONAL GOVERNANCE

I.2.0000 HISTORY AND ACCREDITATION

I.3.0000 PHILOSOPHY

I.4.0000 MISSION OBJECTIVES

I.5.0000 INSTITUTIONAL GOALS

I.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE

I.7.0000 COMMITTEES

# I.0.0000 INTRODUCTION

## I.1.0000 INSTITUTIONAL GOVERNANCE

### 1.0010 BOARD OF TRUSTEES

This is a ten-member board appointed by the Tribal ~~Council~~ Council~~consisting of two representatives from each of the following: the Tribal Council, Tribal Programs, Business and Industry, Students and the Local Service Agencies~~. The purpose of the Turtle Mountain Community College Board of Trustees shall be to advance and promote educational, economic and other opportunities on the Turtle Mountain Band of Chippewa Indian Reservation by seeking out and appointing competent Tribal members to serve as Directors of the College and thereafter to serve as a resource for advice to the aforementioned Board.

### 1.0020 BOARD OF DIRECTORS

This is a five member elected board which is the policy making body of the Turtle Mountain Community College. The Board~~It~~ is charged by the Tribe with the responsibility for providing community college instruction for residents within the Corporation who are qualified for admission, according to the standards prescribed by the Corporation establishment and operation of the college campus within the corporation; and the custody of and responsibility for the property of the Corporation and the management and control of said corporation. ~~oversight and control of the college and shall have the legislative responsibility of formulating public policy for community college education in the service area.~~

## I.2.0000 HISTORY AND ACCREDITATION

### 2.0010 HISTORY

Turtle Mountain Community College (TMCC) is one of the original six tribal colleges that were established by various Indian Tribes in the early 1970's. The Turtle Mountain Chippewa Tribe chartered the college in November, 1972. The TMCC is located in north central North Dakota in the historical wooded, hilly, and lake-filled area known as the Turtle Mountains. In addition to being the home of the Turtle Mountain Chippewa, the area is the home of the world-renowned International Peace Garden.

In its brief history the College has emerged as a leader among this nation's 36 tribal colleges. Its origin was humble. For the first few years the College operated out of two offices on the third floor of a former Catholic Convent. For a short period the College operated out of the basement of an abandoned Indian Health Service facility. In 1977, the College moved into an abandoned tribal building and a BIA facility that had been moved to Belcourt's main street by a tribal member who had converted the building to a café and dance hall. It was on Belcourt's main street that the College later purchased and renovated several old buildings and as funding became available built a series of primarily metal buildings.

In May 1999, the College moved to a new campus and a new facility. The new facility is located 2 ½ miles north of Belcourt. TMCC's new main campus includes a 124,000-square/ foot~~ft~~ building located on an approximately 123-acre site. The new facility includes state of the art technology, a fiscal area, general classrooms, science, math and engineering classrooms, labs, library and archives, learning resource center, faculty and student services area, gymnasium and mechanical systems, an auditorium with seating capacity for 1000, Career and Technical Education building, and a new Student Center. The former main campus in Belcourt has twelve buildings that provide 66,000 square feet of space. Both campuses are being used for college or community use. The Anishinabe

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Indent: Left: 0.94"

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** normal-TMCC Catalog, Indent: Left: 0.94", Space After: 0 pt, Line spacing: single, Pattern: Clear

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

Learning, Cultural & Wellness Center is located 1.5 miles North of Belcourt on BIA # 7.The Center is a beautiful and symbolically powerful site. The Center consists of 102.5 acres of spectacular natural beauty & ponds, with OX Creek running through the area.

The three campuses house all college functions with the exception of some off-campus community responsive training programs. TMCC is a commuter campus and maintains no residence halls. ~~Include description of Anishinabe campus.~~

Since its beginning the cCollege has grown from a fledgling institution serving less than sixty students per year, to its current status of serving over 650 full time equivalents and approximately 250 pre-college adults. Indeed, TMCC has demonstrated success in enrolling and graduating students. The College serves the tribal community in other ways too. Its many programs are helping to build local capacity to effect positive systemic change by improving all levels of educational achievement of tribal members and public and private economic sustainability of the Turtle Mountain Band of Chippewa Indians.
~~A growing awareness that more college-educated tribal people were needed to provide necessary and effective services on the Turtle Mountain Chippewa Reservation led to efforts in the 1960's to bring college courses to the reservation. Efforts by local Indian citizens for comprehensive, quality, higher education service, culminated in the application for, and approval of, a charter from the Tribe to establish the Turtle Mountain Community College in 1972. Funding was sought and gained in terms of a Higher Education Act- Title III, Developing Institutions grant through North Dakota State University-Bottineau Branch to administer an accredited college program on the Turtle Mountain Reservation.~~

~~The College maintained affiliate relationships with North Dakota State University- Bottineau Branch from 1973-1979, and with Mayville State College for mutual institutional assistance, to strengthen the quality and broaden the range of curricular services offered.~~

~~As presently organized, course offerings encompass a basic two-year college program of studies acceptable for transfer, employment oriented one and two-year programs, and vocational offerings in designated fields.~~

Turtle Mountain Community College is a member of the American Indian Higher Education Consortium (AIHEC), which consists of Indian controlled colleges banded together to support mutual development activities. The college is eligible for services in Resource Development, Curriculum Development, Research and Data Assistance, Cooperative Education programming and Human Resource Development, through AIHEC's development office.

**2.0020 ACCREDITATION**

The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) accredits the College. ~~TMCC volunteers to seek accreditation.~~ Accreditation is not a requirement but is important to the College. According to the NCA Handbook of Accreditation the cCommission states that, "Accreditation is both a process and a result." As a process, it is a form of peer review in which educational institutions establish a set of criteria and procedures by which they and their fellows are judged. As a result, it is a form of certification by which the quality of an educational institution, as defined by the accreditation body's criteria, is affirmed."

The College received initial candidacy for accreditation in 1978. In April of 1980, the College received its first biennial visit to review progress and development. As a result of this visit, TMCC was granted continued Candidate Status for an additional two years. The College received a team of North Central Association evaluators for a second biennial visit in April of 1982. The team's report a-gain recommended the College be continued in Candidate Status at the Associate Degree granting level.

**Formatted:** Font: Arial, 10 pt
**Formatted:** Font: 10 pt, Font color: Auto
**Formatted:** Indent: Left: 0.94"
**Formatted:** Font: (Default) Arial, 10 pt
**Formatted:** Font: (Default) Arial, 10 pt
**Formatted:** Font: (Default) Arial, 10 pt
**Formatted:** Font: (Default) Arial, 10 pt
**Formatted:** Indent: Left: 0.94"
**Formatted:** Font: (Default) Arial, 10 pt

In April of 1984, a team of evaluators visited TMCC, and in August, of that year, the North Central Executive Board granted the cCollege accreditation. In April of 1989, a team of evaluators visited TMCC to determine if TMCC was continuing to meet the accreditation criteria. On August 25, 1989, the cCommission voted to continue the accreditation of TMCC. In October of 1993, NCA sent a team of evaluators to review the Ccollege's request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the College receiving full accreditation. In April 2001, The HLC granted full accreditation for the first baccalaureate degree, a Bachelor of Elementary Education. The HLC of NCA granted TMCC its second ten years of accreditation in 2003.

~~Turtle Mountain Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The College received initial candidacy for accreditation in 1978.~~

~~In April of 1980, the College received its first biennial visit to review progress and development. As a result of this visit, Turtle Mountain Community College was granted continued Candidate Status for an additional two years.~~

~~The college received a team of Higher Learning Commission of North Central Association evaluators for a second biennial visit in April of 1982. The team's report again recommended the college be continued in Candidate for Accreditation Status at the Associate Degree granting level.~~

~~In April of 1984, a team of evaluators visited Turtle Mountain Community College and recommended Accreditation Status to Turtle Mountain Community College for five years. In August of 1984, the College was granted full Accreditation status by the Higher Learning Commission of North Central Association of Colleges and Schools Executive Board. In April of 1989, the college was again visited by a team of evaluators to determine if continued accreditation should be granted. Members of the Team concluded that the college met continued accreditation criteria and made this recommendation to the full Higher Learning Commission. On August 25, 1989, the commission voted to continue accreditation of Turtle Mountain Community College. In October 1993, Higher Learning Commission of North Central Association of Colleges and Schools sent a team of evaluators to review our request for continued accreditation. As a result, the College was granted ten years of accreditation with a focus visit to occur in the spring of 1996. The focus visit resulted in the College receiving full accreditation. As a result of the Focused Review Team's visit of November 27-28, 2000, in May 2001, the college's Elementary Education Program was instituted at the bachelor's level and in 2006 the college's Secondary Science Education Program received accredited status at the bachelor's degree level.. The next comprehensive visit will occur in the year 201304.~~

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

## I.3.0000 PHILOSOPHY

### 3.0010 PHILOSOPHY

Turtle Mountain Community College is a tribal community college with obligations of direct community service to the Turtle Mountain Band of Chippewa Indian Tribe. Under this unifying principle the college seeks to maintain, seek out and provide comprehensive higher education services in fields needed for true Indian self-determination.

#### THE SEVEN TEACHINGS OF THE ANISHINABE PEOPLE

The philosophical foundation of the college is embedded in the system of values that stem from the heritage and culture of the Anishinabe people and expressed in the Seven Teachings of the Tribe.

1. To cherish knowledge is to know **WISDOM.**
2. To know love is to know **PEACE.**

3. To honor Creation is to have **RESPECT.**
4. **BRAVERY** is to face the foe with integrity.
5. **HONESTY** in facing a situation is to be honorable.
6. **HUMILITY** is to know yourself as a sacred part of the Creation.
7. **TRUTH** is to know all of these things.

## I.4.0000 MISSION OBJECTIVES

### 4.0010 INSTITUTIONAL MISSION STATEMENT

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Band of Chippewa Indian Reservation focusing on general studies, undergraduate education, vocational education, direct scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, and student body exerting leadership within the community and providing service to it.

## I.5.0000 INSTITUTIONAL GOALS

### 5.0010 INSTITUTIONAL GOALS

Turtle Mountain Community College hereby establishes the following goals:

01. A learning environment stressing the application of academic concepts to concrete problems;

02. Academic preparation for learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Tribe;

03. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns, needs, and to serve as a contributing member toward its maintenance and betterment;

04. A curriculum wherein Indian tribal studies are an integral part of all courses offered as well as history, values, methods, and culture of the Western society;

05. Continuous assessment of institutional programs and student academic achievement for the purpose of continuous improvement of student learning;

06. Baccalaureate, Associate of Arts, Associate of Science, Associate of Applied Science degrees and certificate programs of study;

07. Cooperation with locally Indian-owned businesses and stimulation of economic development for the service area;

08. Continued independent accreditation; and

09. Community service and leadership.

## I.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE

### 6.0010 MODEL OF EXTERNAL AND INTERNAL ADMINISTRATION

### 6.0020 DESCRIPTION OF CHART ITEMS

.01 BOARD OF TRUSTEES - This is a ten member board appointed by the Tribal Council. ~~consisting of two representatives from each of the following groups: Tribal Council, Tribal Programs, Business and Industry, Students and Local Service Agencies.~~ Its purpose is to advance and promote educational opportunities on the Turtle Mountain Indian Reservation by seeking out and appointing competent tribal members to serve as resources to the board.

.02 BOARD OF DIRECTORS - This is a five member elected board. ~~The members form the policy making body of the Turtle Mountain Community College. It is charged with the oversight and control of the college and shall have the legislative responsibility of formulating public policy for community college education in the service area.~~The Board is charged by the Tribe with the responsibility for providing community college instruction for residents within the Corporation who are qualified for admission, according to the standards prescribed by the Corporation establishment and operation of the college campus with the Corporation; and the custody of and responsibility for the property of the Corporation and the management and control of said corporation.

.03 PRESIDENT - The President ~~implements policies decided on by the Board; is responsible for coordinating practices consonant with Board policy decision; and is the representative of the staff, students, and other administrative officers.~~of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies. He/she may delegate to subordinate officers of the College such of his/her powers as he/she may deem desirable to be exercised uder his/her supervision and direction.

.04 VICE-PRESIDENT - This position is under the direct supervision of the President. The Vice-President assists the President in carrying out the institutions policies; and is responsible for supervising and coordinating special projects and initiatives for the college.

.05 COMPTROLLER - The Comptroller is the chief financial officer of the institution with responsibility for all fiscal policies as well as supervisory responsibility for business office staff. The Comptroller is under the direct supervision of the President.

## I.7.0000 COMMITTEES

### 7.0010 LONG RANGE PLANNING AND SELF-STUDY COMMITTEES

.01 MISSION ~~AND GOALS~~ COMMITTEE – The institution's mission is ~~has~~ clear, ~~and~~ articulated publicly, and ~~stated purposes consistent with its mission and~~ appropriate to an institution of higher education. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion one of the Higher Learning Commissions five criteria for accreditation

.02 ~~INSTITUTIONAL EFFECTIVENESS COMMITTEE~~INTEGRITY COMMITTEE– The institution ~~has effectively organized the human, financial, and physical resources necessary to accomplish its purposes.~~fulfills its mission ethically and responsibly. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion two of the Higher Learning Commissions five criteria for accreditation

.03 ~~EDUCATIONAL PURPOSES COMMITTEE~~ACADEMIC PROGRAMS-QUALITY, RESOURCES, AND SUPPORT COMMITTEE – The institution ~~is accomplishing its educational and other purposes.~~provides high quality academic programs, wherever and however its offerings are delivered (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortia arrangements). The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion three of the Higher Learning Commissions five criteria for accreditation

.04 ~~FINANCIAL RESOURCES~~ACADEMIC PROGRAMS-EVALUATION AND IMPROVEMENT COMMITTEE – The institution assures the quality of its academic programs and evaluates their effectiveness through processes designed to promote continuous improvement. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion four of the Higher Learning Commissions five criteria for accreditation ~~can continue to accomplish its purposes and strengthen its educational effectiveness.~~

.05 ~~INSTITUTIONAL RELATIONSHIPS COMMITTEE~~RESOURCES AND PLANNING COMMITTEE – ~~The institution demonstrates integrity in its practices and relationships.~~The institution's resources are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion five of the Higher Learning Commissions five criteria for accreditation

~~.06 ASSESSMENT SUPPORT STRUCTURES COMMITTEE – The institution demonstrates collective/shared values in the assessment of student academic achievement.~~

**7.0020 INSTITUTIONAL COMMITTEES**

Turtle Mountain Community College (TMCC) enacts regulations to ensure faculty and staff the right to participate effectively in shared governance, and to ensure the right of TMCC faculty/staff committees to assume primary responsibility for making recommendations in the areas of curriculum, academic standards, services provided for students; and in their primary professional duties.

The Turtle Mountain Community College's Shared Governance Constitution is based on the core values of:

1. Informed decision-making;
2. Clarity of operations and decision making;
3. O~~0~~pen lines of communication between all components and members of the TMCC community;
4. Accountability, ~~and~~;
5. Mutual respect and trust and;~~.~~
6. Seven Teachings of the Anishinabe people.

This shared involvement in the decision making process does not necessarily imply total agreement nor does it abrogate the ultimate decision making responsibility of TMCC's President and the Board of Directors.

TMCC ~~urtle Mountain Community College~~ has developed a committee approach to addressing areas of concern, developing needed policies and acting as a review board for various areas of the College. Committee membership has ~~also~~ proven to be beneficial to the staff and faculty of

TMCC. In many cases, this process has provided the setting for the staff and faculty to learn about different ~~areas and~~ facets of the college. In addition, this process provides the opportunity for the staff and faculty to have input into the total operation of the college. The committees that are currently functioning are the following: President's Administrative Committee, Retention ~~cruitment~~ Committee, Recruitment Committee, Academic Standards~~Affairs~~ Committee, Supervisor's Committee, Evaluation Development, Admissions and Financial Aid Committee, Faculty Committee, Staff Committee Scholarship Committee, Curriculum Committee,~~Special Review Committee, and Peer Review~~ Assessment Committee.

.01 PRESIDENT'S ADMINISTRATIVE COMMITTEE - The charge of this committee is to provide input to the P~~p~~resident on a number of topics and issues as they pertain to the College. These include such issues as programs to be designed and implemented; funding of programs; communicating program status and progress to members and departments represented on the committee; to accept, review and make recommendations for proposals to be submitted to federal, foundation, tribal, or state funding agencies; budgetary decisions and recommendations; policy development as this pertains to staff, faculty, and students; accept information from the Academic Standards Committee, evaluate the information and make recommendations regarding action to the President who will subsequently make recommendations to the Board; and, to provide a means of effective communication throughout the college. In most instances, the input from this committee will be through recommendations, but in some~~certain~~ instances, and at the discretion of the President. T~~t~~his committee may have a vote in deciding and issue.

~~assist the president in the budgetary and decision-making processes encompassing the entire college. The committee will review funding and program proposals before they are submitted to the appropriate agencies. Personnel matters will also be a consideration for the committee.~~

.02 RETENTION~~CRUITMENT~~ COMMITTEE - The Retention committee has the responsibility of fostering and assisting in the development of student retention ~~and recruitment~~ initiatives. These initiatives include but are not limited to the following:~~This committee has a responsibility to develop and monitor all recruitment activities which include the following: (1) develop a recruitment plan, (2) review all recruitment publications, (3) develop a visitation calendar, (4) plan on-campus recruiting visitations, (5) prepare and present recruitment budget.~~ (1) Ddevelop and implement a retention plan, (2) prepare and present retention budget, (3) work closely with the recruitment committee in planning recruitment initiatives. The retention committee will meet with the recruitment committee at least twice ~~2 times~~ each year, once in the fall semester and once in the spring semester.

.03 RECRUITMENT COMMITTEE: The Recruitment committee has the responsibility of fostering and assisting in the development of student recruitment initiatives. These initiatives include but are not limited to the following: (1) Ddevelop a recruitment plan, (2) review all recruitment publications, (3) develop a visitation calendar, (4) plan on/off-campus recruiting initiatives, (5) prepare and present recruitment budget. The recruitment committee will meet with the retention committee at least twice~~2 times~~ each year, once in the fall semester and once in the spring semester.

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Normal (Web), Indent: Left: 1", Hanging: 0.25"

**Formatted:** Normal (Web), Indent: Left: 1", Hanging: 0.25"

**Formatted:** Normal (Web)

.043 ACADEMIC STANDARDS COMMITTEE - This committee has thewill have responsibility for the following areas: (1) academic programs, (2) curriculum development, (23) approval of new courses, and course changes, and approval of curriculum changes (34) academic standards, (54) probation and suspension, (645) academic bankruptcy, and (756) guidance for Dean of Academic Programs when requested.

.054 SUPERVISOR'S COMMITTEE - This committee is to provide the setting for members to share ideas and seek guidance in problem solving in their areas of supervision. This committee will make program and personnel recommendations to the President's Administrative Committee.

.065 EVALUATION DEVELOPMENT COMMITTEE - The charge of this committee is to develop and recommend to the President's Administrative Committee evaluation instruments and procedures. This will result in a formal evaluation program for all the employees of Turtle Mountain Community College.

.076 ADMISSIONS AND FINANCIAL AID COMMITTEE - This committee will be responsible for the following areas: (1) Admissions Appeal Panel, (2) Financial Aid Appeal Panel. The committee members will approve admission policies and financial aid policies and procedures.

.087 FACULTY COMMITTEE - This committee is made up of all full-time college faculty. Its purpose is will be to discuss matters that deal strictly with instruction. The committee works to meetings will strengthen camaraderie among faculty and will be a time to shares new ideas and methods. During the first month of the academic year, a coordinator for the Faculty Committee will be selected by the faculty.

.09 STAFF COMMITTEE – This committee is made up of all Full-time staff (non-faculty college employees). Its purpose is will be to discuss matters that deal strictly with staff. The committee works tomeetings will strengthen camaraderie among staff and will be a time to shares new ideas and methods. During the first month of the academic year, a coordinator for the staff committee will be selected by majority vote of all full time staff. The coordinator will serve on the President's Administrative Council as a staff representative.

.08 SPECIAL REVIEW COMMITTEE - The President's Administrative Committee will serve as a Special Review Committee. The function of this committee will be to accept information from the Academic Standards Committee, evaluate the information and make recommendations regarding action toward members of the student body to the President of the College. The President will then make recommendations to the Board.

.1009 SCHOLARSHIP COMMITTEE – The scholarship committee will reviews scholarship applications, (for other than Title IV PELL and College Work Study), and to determine who will receive those scholarships that do not have someone named as the recipienare not specifically identified by t by the benefactor /grantor. If an individual is named and is not enrolled, the committeey will select a new awardee, where allowed and appropriate.

11 CURRICULUM COMMITTEE – Develops and recommends policies and procedures for college-wide curricular standards, reviews catalog offerings and degree requirements, and initiates discussions on future curricular matters.

~~10~~ 12 ASSESSMENT COMMITTEE: - This committee directs and organizes assessment of student learning, reviews and evaluates all assessment instruments and results, ensures that the results of assessment are used to improve student learning, and continually improves and updates the assessment process.

# Turtle Mountain Community College
## Self-Study Goals

**Through its Self-Study, the Turtle Mountain Community College (TMCC) will accomplish the following goals:**

1. **Reaffirm accreditation of TMCC by the North Central Association of Colleges of the Higher Learning Commission with no follow-up requested;**

2. **Assess institutional growth and progress since the last TMCC self-study process in 2000-2003 and visit of 2003;**

3. **Assess the extent to how TMCC achieves its Mission;**

4. **Assess the institutional integrity at all levels;**

5. **Assess our academic programs to document that educational goals have been soundly conceived and fully implemented in compliance with accreditation criteria;**

6. **Assess student learning in the classroom as well as at the program and degree level;**

7. **Assess the efficiency of the use of resources throughout TMCC systems, both in fiscal and human terms and to engage the TMCC community in an assessment of institutional climate, goals, planning and operations;**

8. **Provide a comprehensive and analytical portrait of TMCC, define unmet challenges, clarify and illuminate opportunities, and make focused and constructive recommendations.**

I continue to work with faculty on all academic issues for TMCC, and attend all required TMCC meetings when asked to do so.

**Faculty agreed on this wordage (at end of added change) "in TMCC Policies" to complete the front page of this policy.**

**VI.0.000**
**FACULTY**

**This document is not intended to be a contract of employment or an offer of employment**

~~**(suggestion from faculty is to eliminate the following)**~~
~~**Turtle Mountain Community College can deviate from any of the described policies at any time at its sole discretion.**~~

~~**Turtle Mountain Community College is free to modify, revise or revoke this series of documents at any time without notice to the employee, and**~~

~~**The employees of Turtle Mountain Community College are considered to be 'at will employees' who can be terminated at any time for any reason.**~~

**(Add)**
Faculty appointments are professional appointments accomplished through contracts between individual faculty members and TMCC. Policies in this section are considered to be part of the terms of faculty contracts and, where applicable, supersede policies described elsewhere ~~in this manual~~ in TMCC Policies."

Appendix A
10-24-11
Regular Board meeting

**To:** TMCC Board of Directors

**Subject:** Brief Summary and Justification for Tuition Waivers for Basketball Athletes

**From:** Ray Parisien Sr. TMCC Athletic Director, Pete Davis, Head Men's Basketball Coach, and Daniel Henry, Head Women's Basketball Coach

**Brief Summary of the 2010-2011 Season:** The season went by extremely fast. Seems like only yesterday, Coach LaFromboise was struggling with only five (5) players on his team, and Coach Davis was giving a lot of thought as too who he should cut. At any rate, the season progressed and so did the numbers.

**Women's Season:**

As stated above, numbers were a factor in our win-loss record. The first semester, Coach LaFromboise was competing in the NIAC and Mon Dak conferences with 5 or 6 players. A few of the girls had little or no previous basketball experience. The second semester was a lot better. The team numbers grew to 10 to 12 players. At this point, TMCC became very competitive and our team was beginning to be recognized. The season ended with a **2nd place** finish in the NIAC Crossover tourney, a **2nd place** finish in the NIAC Conference, and ending the season with a **National AIHEC Championship**. **Zena Parisien, Mandee Keplin, and Kayla Gillis were all selected NIAC All-Conference players**. The season ended with 15 wins and 13 losses. Coach LaFromboise must be commended for the fine job he did in the 2010-2011 season.

**Men's Season:**

Coach Davis also must be commended for the fine job he did with our boys. His season record of 10 wins and 18 losses was not indicative of how well the team played. Many, if not most of the games were really close. Numbers (athletes) were never really a problem for the men's team. Whenever you have to cut and re-cut to narrow your team down to 12 players, it is a good situation to be in. The men ended up in **3rd place** in the NIAC Crossover tourney, and **3rd place** finish for the season in the NIAC Conference. **Mike Lenior Jr. and Ryder Parisien were selected NIAC All-Conference players.** and their banners along with the women's banners are proudly displayed in our gymnasium for generations to come.

**Season Summarization:**

I was satisfied with the quality of play and quality of coaching that ensued here at the TMCC. To be truthful, we did extremely well, considering our program lacked any revenue for scholarships. But, the dedication of everyone involved with the program from the players, coaches, administration, and of course the fans, made it all worth the effort. TMCC has been invited to participate in the NIAC Conference indefinitely. We should be very competitive this upcoming season. In fact, I would wager a NIAC Championship, and placing in the top three brackets in the invitational tournaments.

I should mention, that there is a "buzz" around the community about this past season. The community really enjoyed the games and are looking forward to this upcoming season. Towards the end of the 2010-11 season, our fan base was increasing and the crowds were cheering loudly for our men and women athletes. It is no secret that the other coaches/teams enjoyed playing here at our college. This is evident by the number of calls and request to schedule games and by the number of teams willing to come here this year for our first annual "Shoot-Out Tournament." This was a positive way to close out the season.

**The 2011-2012 Season:**

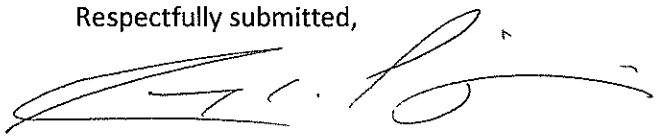
We will have three pre-season scrimmages. One at home and two on the road. We will be in five tournaments this year. They are: Circle of Nations Classic in Wahpeton, United Tribes Invitational, Bismarck State Classic, Cross-over Tournament, and our own Turtle Mountain "Shoot-Out". We will have eleven home games and Eleven games on the road, not including the above mentioned tournaments. We have one more year commitment with the NIAC Conference and an invitation to join the Mon Dak Conference. In speaking with Buster Gilliss, the NJCAA Commissioner and Athletic Director at Bismarck State College, he recommended that we join the Mon Dak next season and still play in the NIAC Conference. This invitation is tempting. The pro's are: the opportunity to play in the Mon Dak tournament and the opportunity to go to the NJCAA National Tournament. The chance for some of our athletes to be recognized as All-American or Honorable Mention. The con's are: We would have to join the National Junior College Athletic Association and thus, some of our men and women athletes would not be eligible for Mon Dak play because of their eligibility. This would not be a problem for NIAC, but some games, they would be eligible to play and some games they would not be eligible. I'm not quite sure how many this would affect, but it wouldn't be many. At the Fall NIAC meeting in Plymouth, MN. Mr. Dan Hovestol, President of the NIAC conference stated that the NIAC conference was researching the possibility of adding 4 or 5 teams from Canada into our league. They included Red River College of Winnipeg, MB., Assiniboine College of Brandon, MB., Mennonite College of Manitoba, and 2 other additional colleges. This would increase our conference to 10 teams and would surely create a good play-off situation; not to mention the possibility of holding this tournament here in the Turtle Mountains. I should mention, that we have become affiliates with CyberSports Live, for those of you that are not familiar with this program; this allows TMCC basketball games to be monitored live on the web whether the games are played here in our own auditorium or at all away games. It all boils down to positive exposure for our athletes and for our college and we are achieving that through various avenues.

**Conclusion:**

The requirements will become more stringent if we join the Mon Dak Conference. We would have to upgrade some of our outdated equipment and memberships in to NJCAA would be mandatory. Scheduling home and away games with the Williston Tetons would be required. In addition, recruitment and athletic scholarships would play a major role in determining the quality of athletes that

we put on our roster. TMCC cannot expect to be competitive year after year by depending solely on local players. We've been fortunate to entice some quality ball players the past two years, but by the same token, we've lost some of the best players in the state to colleges we must compete against. We should be able to offer something too these athletes for attending TMCC and representing our college through athletics. By offering tuition waivers and/or reimbursement of tuition paid, allows TMCC to enter into this realm of competitiveness and it levels the playing field to a certain extent. It's certainly an exciting time for our College and things can only get bigger and better as we move forward as a program. It is definitely a positive image for TMCC. This is evident by the number of potential athletes willing to come play here at our college and the support the community is displaying. As mentioned time and time again, the inclusion of basketball here at the Turtle Mountain Community College will definitely be a magnet for increased enrollment , but some form of scholarships is needed to solidify the progress we are making. This is what we are requesting tonight.

Respectfully submitted,



Ray Parisien, TMCC Athletic Director 10/24/11

## Tuition Waivers

### ELIGIBILITY

- Must be enrolled in 12 semester credits or more
- Must maintain a 2.0 or better cumulative grade point average (GPA)
- Must be a team member of good standings with the TMCC basketball program
- Must be in compliance with the attendance requirements of their instructors

### WHO MAY APPLY

- Athletes who are in good academic/social standing
- Active member of the TMCC basketball program
- TMCC does not discriminate due to race, religion, or national origin

### RECIPIENT REQUIREMENTS

- Recipient must display and maintain good character, positive attitude, be responsible, good work ethic, self-esteem, dependability, truthfulness, good moral attitudes, and display leadership qualities at all times
- Willingness to be a representative of the TMCC upon request of administration

### AWARD / AMOUNT

- Eligible recipients mayl be awarded partial or full tuition waivers per semester
- Eligible recipients will receive one half of the tuition waiver at midterm and the other half of the tuition waiver at the end of the semester
- TMCC Business Office will issue / disperse the recipient's funding relevant to the waiver(s)

### INELIGIBILITY

- Cumulative GPA falls below a 2.0 average at the end of the first semester
- Recipient does not enroll in 12 or more credits for the second semester
- Recipient continually displays unacceptable social or moral behavior that is not conducive to leadership qualities necessary for all athletes

### STIPULATIONS

- TMCC Athletic Director (AD) or his designated representative will monitor grades and attendance on a weekly basis and brief the coaching staff of recipient's status per request.
- *Unexcused absences, and / or training violations will be grounds for monetary deduction and or suspension of tuition waivers per recommendation of designated coach.
  *Unexcused absence will result in a $50.00 deduction for every time recipient is absent
  From practice or scheduled athletic activities.

## BUDGET

### (A) MEN

| | |
|---|---|
| Minimum of eight (8) full tuition waivers: | $8,000 |
| or | |
| Maximum of eight (8) full tuition waivers and four (4) half waivers: | $10,000 |

### (B) WOMEN

| | |
|---|---|
| Minimum of eight (8) full tuition waivers: | $8,000 |
| or | |
| Maximum of eight (8) full tuition waivers and four (4) half waivers: | $10,000 |

| | |
|---|---|
| **Total A and B:** | $16,000 |
| Or | $20,000 |

**TURTLE MOUNTAIN COMMUNITY COLLEGE**

**2011-2012 MEN & WOMEN BASKETBALL SCHEDULE**

**October**

| | |
|---|---|
| **Saturday, October 1st.** | **First day of practice** |
| Saturday, October 15th. | **(H)** Scrimmage w/ MAFB (Minot) 1:00/3:00 M/W. |
| Saturday, October 22nd. | @ Scrimmage w/ MAFB (Minot) 1:00/3:00 M/W. |
| Wednesday, October 26th. | @ Scrimmage w/ Lake Region College, Devils Lake M/W. |
| Saturday, October 29th. | **(H)** Assiniboine College, Brandon, 2:00/4:00 M/W |

**November**

| | |
|---|---|
| **Tuesday, November 1st.** | **First Game Allowed** |
| Saturday & Sunday, Nov. 5th. & 6th. | @ Circle of Nations Classic, NDSCS, Wahpeton, ND (TBA) M/W. |
| Tuesday, November 8th. | **(H)** Trinity Bible College, Ellendale, ND. 6:00/8:00 M/W. |
| Friday & Saturday, Nov. 11th. & 12th. | @ AFLBC, Plymouth, MN. 6:00/8:00 & 12:00/2:00 M/W. |
| Friday, November 18th. | @ Trinity Bible College, Ellendale, ND. 6:00/8:00 M/W |
| Saturday, November 26th. | **(H)** United Tribes Tech. College, Bismarck, ND. 6:00/8:00 M/W. |
| Monday, November 28th. | **(H)** Bismarck State College, Bismarck, ND. 6:00/8:00 M/W. |
| Tuesday, November 29th. | **(H)** Dakota College, Bottineau, ND. 6:00/8:00 M/W. |

**December**

| | |
|---|---|
| Friday & Saturday, Dec. 2nd. & 3rd. | @ UTTC Classic Tourney, Bismarck, ND. (TBA) M/W. |
| Wednesday, December 7th. | @ Lake Region College, Devils Lake, ND. 6:30/8:30 M/W. |
| Friday & Saturday, Dec. 9th. & 10th. | @ Bismarck State ClassicTourney, Bismarck, ND. (TBA) M/W. |
| Monday, December 12th. | @ Dakota College, Bottineau, ND. 6:00/8:00 M/W. |
| Wednesday, December 14th. | **(H)** Northland College, Thief River Falls, MN. 6:00 (Women) |
| | **(H)** Minot Air Force Base, Minot, ND. 8:00 (Men) |

**January**

| | |
|---|---|
| Friday & Saturday, Jan. 6th. & 7th. | @ NIAC Crossover Tourney. Bemidji, MN. (TBA) M/W. |
| **Friday & Saturday Jan. 13th. 14th.** | **(H) Turtle Mountain Shoot-Out (TBA) Men and Women** |
| | **(BSC, UTTC, Dakota College, and TMCC)** |
| Friday & Saturday Jan. 20th. & 21st. | @ Oak Hills College, Bemidji, MN. 8:00 & 12:00 noon. Men Only. |
| Monday, January 23rd. | **(H)** Lake Region College, Devils Lake, ND. 6:00/8:00 M/W. |
| Friday & Saturday Jan. 27th. & 28th. | @ St. Cloud Tech. St. Cloud, MN. 6:00/8:00 & Noon/2:00 M/W. |

**February**

| | |
|---|---|
| Friday & Saturday Feb. 3rd. 4th. | **(H)** Crossroads College, Rochester, MN. Fri. 6/8 & Sat. 1/3 M/W |
| Monday, February 13th. | **(H)** NDSCS, Wahpeton, ND. 6:00 / 8:00 M/W |
| Thurs. Fri. & Sat. | **Northern Intercollegiate Athletic Conference (NIAC) Play-Offs** |
| Feb. 16th 17th & 18th | **Tournament. Location & Times (TBA)** |

Appendix B
10-24-11
Regular Board meeting

# TURTLE MOUNTAIN COMMUNITY COLLEGE

==========

## MONTHLY REPORT

Submitted by: Jim Davis, President

Month: October 2011

Department: President's Office

Brief Description/Goals of Department: The department has the overall responsibility for fulfilling the mission, goals, and activities for the TMCC.

Monthly Activities:

1. Our annual audit began today, October 17, 2011 and is being conducted by Brady-Martz from the Grand Forks Office. We anticipate having a report presented at the December meeting in Grand Forks.
2. Phase II Parking Lot may have to be put on hold until next spring due to, once again, our efforts to attract bidders or those willing to provide a quote to us. I will be receiving a recommendation from our Engineers on this.
3. I had a discussion with the Administrative Council on holding some classes in the Dunseith area for students from that area. This would help with accessibility and affordability for these students. This may be done as early as the Winter Term 2012.
4. I have drafted a questionnaire to be distributed to our local community to assess the training and curricular needs of the community. We will be distributing this in early 2012 as a planning tool for what we need to do starting the academic year 2012-2013.
5. In my visit to the Little Big Horn College in Crow Agency, MT earlier this month, we discussed how they address students not being able to afford college. What they do is allow students to work off their tuition once it gets to a certain level. We will have more discussions on this in the next couple of months.
6. We received notice from the Department of Education for the formula funding under Title III for this coming year. Under Formula A, the amount is $643,383.00; and under Formula B, the amount is $1,247,523.00. This is good news. But, Congress is attempting to zero this out in the future. I am sure we will be addressing this at our next Board of Directors meeting of AIHEC.
7. I was at the Little Big Horn College in MT. to visit their student and administrator leadership training initiative they have had going on for four years. Both administrators and students speak highly of what they are doing. We will design and implement something similar to this starting the Fall Term, 2012. Resources will need to be found to do this.
8. I attended a 2.5 day session on Developing Major Gifts and it was a very enlightening conference with individuals from various parts of the county and foreign countries. Indiana University's Fundraising School sponsored this event. A very valuable manual was given as part of this training. In calendar year 2010, $290.89 billion was given to charity. Seventy-three percent of that came from individuals.

9. I submitted a proposal/letter in the amount of $50,000 to the Tribe for scholarships for our students. I believe this is a good investment on the part of the tribe and hopefully we will receive the funding.
10. I submitted a revised proposal to the Shakopee Tribe for a donation in the amount of $250,000 for three initiatives. Hopefully I will be able to meet with the Tribe on this request sometime this calendar year.

Highlights/Successes: The highlight was the awarding of the Title III funding from the U.S. Department of Education. The "Developing Major Gifts" training was excellent and something we will immediately use in our fundraising initiatives.

Challenges during October: There were few challenges except for the Phase II Parking Lot Project. Most likely we will complete this project in the late Spring or early Summer of 2012.

Anticipated travel in November:

1. "Wealth Transfer" meeting in Fargo on November 7, 2011. This is a report that has been prepared and will be released that day on the transfer of wealth in ND and how organizations may be able to access that wealth. ND is projecting in the coming years to have some $55 billion to transfer from the estates of individuals.
2. NDATC Board of Directors meeting in Bismarck on Tuesday, November 8, 2011. Part of this meeting will be to discuss future state funding and writing a proposal to the AIHEC for our (ND TCU Presidents) continued efforts to receive more state funding. We will be asking AIHEC (though a particular Foundation) to support us in our work with the state legislature and the Governor's Office in the development of strategies to receive more state funding for our non-beneficiary students.

Jld.10.17.11

Appendix C
10-24-11
Regular Board Mee

# Board Report

October 24, 2011
Human Services Director
Bill Gourneau

**NEW** n a number of new hires in the past month. These positions have been advertised
e region through the newspapers, radio station, TMCC web site, and job service. The hiring
*Th* have worked diligently to review applications and make recommendations to the President.
thires are as follows:

| | |
|---|---|
| Learning Center Project (DOE): | Cathy Gladue |
| Tracking Specialist (DOE): | Doris Greenwood |
| Tracking Specialist (Title III - COOP) | Anthea Jeanotte |
| Academic Readiness Director | Erica Azure |
| Upward Bound Academic Advisor | Jody Delong |
| Computer Support Specialist Inst. | Marlin Allery |
| Project CHOICE Case Manager | Joyce Eckert |
| Nursing Faculty | Gloria Belgarde |
| Nursing Faculty – Clinical | Aleta Delorme |

**EMPLOYMENT OPPORTUNITIES:**

TMCC still has a number of vacancies that will be filled shortly. The following is a list of those vacancies:

| Position: | Closing date: |
|---|---|
| Vice President | Until Filled |
| Comptroller | Until Filled |
| Math Instructor | Until Filled |
| Financial Aid Officer | Until Filled |
| Placement Facilitator– Project CHOICE | Until Filled |
| Nursing – Adjunct | Until Filled |
| Basic Education Teacher – Youthbuild | Until Filled |
| Small Acreage Development Director | Until Filled |
| English/Reading Instructor – DOE | Until Filled |
| Outreach/Transition Counselor PT – Voc Rehab | Until Filled |
| Counselor – Voc Rehab | Until Filled |
| Counselor – Voc Rehab | Until Filled |
| Graphic Product Specialist | Until Filled |
| Education Technology Specialist – Title III | Until Filled |

**PERSONNEL POLICY:**

The following are the Personnel Policy corrections for proposed changes as reviewed and made by the Board. These changes reflect the corrections and changes made at the special Board Policy meeting on September 28th. Listed below are only those areas addressed rather than the whole Personnel Policy section:

**EMPLOYEE ~~DEFINITIONS~~ CATEGORIES**

1. ADMINISTRATORS: Upper level administrators are those positions under contract, and ~~devise strategies and assist the President and Administrative Council in the formulation of policies (to be approved by the Board) to ensure these objectives are met. This~~ include

the ~~positions of~~ President, Vice-President, Comptroller, and Human Resource Director. ~~These positions assist the President in the direct operations of the College. (Clarify for IPEDS and for staff—does this fall in line with the lines of authority/org chart)~~

2. FULL-TIME FACULTY: Faculty appointments are professional appointments accomplished through contracts between individual faculty members and TMCC. Faculty contracts consist of 198 days which constitute the academic year. The functions of a full-time faculty member are divided into the four categories: teaching, advising, scholarship and service to the college and the community. Faculty full-time Teaching Credit Load is a minimum 12 credit hours-maximum credit load 15/16 hours. The duty and primary professional responsibility of all full-time faculty is to the college, faculty must not engage in any other enterprises on a regular basis when such practices are in direct conflict with their services to the college.

3. ADJUNCT FACULTY: Part-time faculty members are hired to teach one or more courses. They are required only to meet their classes during prearranged times and attend meeting with Dean or Academic Programs as scheduled. The activities of part time faculty are coordinated and evaluated by the Dean of Academic Programs. Part time faculty are coordinated and evaluated by the Dean of Academic Programs. Part time faculty members are on contract in accordance with number of credits taught. Contracts are renewed each term.

4. FULL-TIME STAFF: (Includes 12-month instructors): Employees who are not in a temporary or probationary status who are regularly scheduled to work the organizations full-time schedule (40 hours per week). Employees are eligible for the ~~employers~~ full-time benefit package; and subject to the terms, conditions, and limitations of each benefit program. Full-time employees may be funded from grants and other funding sources. Full-time employees hired for a specific grant will be paid from that grant and are limited to employment for the duration of the grant. See Benefits Table below. ~~Generally, tThey are eligible for the employers full-time benefit package; and subject to the terms, conditions, and limitations of each benefit program. Full-time employees may be funded from grants and other funding sources. Full-time employees hired for a specific grant will be paid from that grant and are limited to employment for the duration of the grant. See Benefits Table below.~~

1. ~~FULL-TIME FACULTY: Employees who are eligible to receive the full benefit package are subject to the terms, conditions, and limitations of each benefit program, with the exception that they are not eligible for annual or sick leave. See Faculty Policy Section VI copy and paste from faculty~~

~~2. FULL TIME ADMINSTRATORS, FACULTY AND STAFF: Generally, tThey Employees are eligible for the employers full-time benefit package; and subject to the terms, conditions, and limitations of each benefit program. Full-time employees may be funded from grants and other funding sources. Full-time employees hired for a specific grant will be paid from that grant and are limited to employment for the duration of the grant. See Benefits Table below.~~

4. PART-TIME: Employees who are scheduled to work less than a full-time schedule. They receive all legally mandated benefits such as Workers Compensation Insurance, Unemployment, and Social Security Benefits. See Benefits Table below.

5. TEMPORARY: Employees hired as interim replacements, to temporarily supplement work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited and definite duration (typically not to exceed 120 working days). Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified, in writing, of a change. While temporary employees receive legally mandated benefits (such as Workforce

## I.6.0000 GOVERNMENT AND ORGANIZATIONAL STRUCTURE

### 6.0010 MODEL OF EXTERNAL AND INTERNAL ADMINISTRATION

### 6.0020 DESCRIPTION OF CHART ITEMS

.01 BOARD OF TRUSTEES - This is a ten member board appointed by the Tribal Council~~, consisting of two representatives from each of the following groups: Tribal Council, Tribal Programs, Business and Industry, Students and Local Service Agencies.~~ Its purpose is to advance and promote educational opportunities on the Turtle Mountain Indian Reservation by seeking out and appointing competent tribal members to serve as resources to the board.

.02 BOARD OF DIRECTORS - This is a five member elected board. ~~The members form the policy making body of the Turtle Mountain Community College. It is charged with the oversight and control of the college and shall have the legislative responsibility of formulating public policy for community college education in the service area.~~The Board is charged by the Tribe with the responsibility for providing community college instruction for residents within the Corporation who are qualified for admission, according to the standards prescribed by the Corporation establishment and operation of the college campus with the Corporation; and the custody of and responsibility for the property of the Corporation and the management and control of said corporation.

.03 PRESIDENT - The President ~~implements policies decided on by the Board; is responsible for coordinating practices consonant with Board policy decision; and is the representative of the staff, students, and other administrative officers.~~of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies. He/she may delegate to subordinate officers of the College such of his/her powers as he/she may deem desirable to be exercised uder his/her supervision and direction.

.04 VICE-PRESIDENT - This position is under the direct supervision of the President. The Vice-President assists the President in carrying out the institutions policies; and is responsible for supervising and coordinating special projects and initiatives for the college.

.05 COMPTROLLER - The Comptroller is the chief financial officer of the institution with responsibility for all fiscal policies as well as supervisory responsibility for business office staff. The Comptroller is under the direct supervision of the President.

## I.7.0000 COMMITTEES

### 7.0010 LONG RANGE PLANNING AND SELF-STUDY COMMITTEES

.01 MISSION ~~AND GOALS~~ COMMITTEE – The institution's mission is ~~has~~ clear~~,~~ ~~and~~ articulated publicly, and ~~stated purposes consistent with its mission and~~ appropriate to an institution of higher education. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion one of the Higher Learning Commissions five criteria for accreditation

.02 ~~INSTITUTIONAL EFFECTIVENESS COMMITTEE~~INTEGRITY COMMITTEE– The institution ~~has effectively organized the human, financial, and physical resources necessary to accomplish its purposes.~~fulfills its mission ethically and responsibly. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion two of the Higher Learning Commissions five criteria for accreditation

.03 ~~EDUCATIONAL PURPOSES COMMITTEE~~ACADEMIC PROGRAMS-QUALITY, RESOURCES, AND SUPPORT COMMITTEE – The institution ~~is accomplishing its educational and other purposes.~~provides high quality academic programs, wherever and however its offerings are delivered (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortia arrangements). The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion three of the Higher Learning Commissions five criteria for accreditation

.04 ~~FINANCIAL RESOURCES~~ACADEMIC PROGRAMS-EVALUATION AND IMPROVEMENT COMMITTEE – The institution assures the quality of its academic programs and evaluates their effectiveness through processes designed to promote continuous improvement. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion four of the Higher Learning Commissions five criteria for accreditation ~~can continue to accomplish its purposes and strengthen its educational effectiveness.~~

.05 ~~INSTITUTIONAL RELATIONSHIPS COMMITTEE~~RESOURCES AND PLANNING COMMITTEE – ~~The institution demonstrates integrity in its practices and relationships.~~The institution's resources are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The committee will meet regularly and will be responsible for ensuring the institution is meeting the objectives of criterion five of the Higher Learning Commissions five criteria for accreditation

~~.06 ASSESSMENT SUPPORT STRUCTURES COMMITTEE – The institution demonstrates collective/shared values in the assessment of student academic achievement.~~

**7.0020 INSTITUTIONAL COMMITTEES**

Turtle Mountain Community College (TMCC) enacts regulations to ensure faculty and staff the right to participate effectively in shared governance, and to ensure the right of TMCC faculty/staff committees to assume primary responsibility for making recommendations in the areas of curriculum, academic standards, services provided for students; and in their primary professional duties.

The Turtle Mountain Community College's Shared Governance Constitution is based on the core values of:

1. Informed decision-making;
2. Clarity of operations and decision making;
3. O~~0~~pen lines of communication between all components and members of the TMCC community;
4. Accountability, ~~and~~;
5. Mutual respect and trust and;
6. Seven Teachings of the Anishinabe people.

This shared involvement in the decision making process does not necessarily imply total agreement nor does it abrogate the ultimate decision making responsibility of TMCC's President and the Board of Directors.

TMCC ~~urtle Mountain Community College~~ has developed a committee approach to addressing areas of concern, developing needed policies and acting as a review board for various areas of the College. Committee membership has ~~also~~ proven to be beneficial to the staff and faculty of

TMCC. In many cases, this process has provided the setting for the staff and faculty to learn about different ~~areas and~~ facets of the college. In addition, this process provides the opportunity for the staff and faculty to have input into the total operation of the college. The committees that are currently functioning are the following: President's Administrative Committee, Retention ~~eruitment~~ Committee, Recruitment Committee, Academic Standards~~Affairs~~ Committee, Supervisor's Committee, Evaluation Development, Admissions and Financial Aid Committee, Faculty Committee, Staff Committee Scholarship Committee, Curriculum Committee,~~Special Review Committee, and Peer Review~~ Assessment Committee.

.01 PRESIDENT'S ADMINISTRATIVE COMMITTEE - The charge of this committee is to provide input to the P~~p~~resident on a number of topics and issues as they pertain to the College. These include such issues as programs to be designed and implemented; funding of programs; communicating program status and progress to members and departments represented on the committee; to accept, review and make recommendations for proposals to be submitted to federal, foundation, tribal, or state funding agencies; budgetary decisions and recommendations; policy development as this pertains to staff, faculty, and students; accept information from the Academic Standards Committee, evaluate the information and make recommendations regarding action to the President who will subsequently make recommendations to the Board; and, to provide a means of effective communication throughout the college. In most instances, the input from this committee will be through recommendations, but in some~~certain~~ instances, and at the discretion of the President. T~~,~~ this committee may have a vote in deciding and issue.

~~assist the president in the budgetary and decision-making processes encompassing the entire college. The committee will review funding and program proposals before they are submitted to the appropriate agencies. Personnel matters will also be a consideration for the committee.~~

.02 RETENTION~~CRUITMENT~~ COMMITTEE - The Retention committee has the responsibility of fostering and assisting in the development of student retention ~~and recruitment~~ initiatives. These initiatives include but are not limited to the following:~~This committee has a responsibility to develop and monitor all recruitment activities which include the following: (1) develop a recruitment plan, (2) review all recruitment publications, (3) develop a visitation calendar, (4) plan on-campus recruiting visitations, (5) prepare and present recruitment budget.~~ (1) Ddevelop and implement a retention plan, (2) prepare and present retention budget, (3) work closely with the recruitment committee in planning recruitment initiatives. The retention committee will meet with the recruitment committee at least twice ~~2 times~~ each year, once in the fall semester and once in the spring semester.

.03 RECRUITMENT COMMITTEE: The Recruitment committee has the responsibility of fostering and assisting in the development of student recruitment initiatives. These initiatives include but are not limited to the following: (1) Ddevelop a recruitment plan, (2) review all recruitment publications, (3) develop a visitation calendar, (4) plan on/off-campus recruiting initiatives, (5) prepare and present recruitment budget. The recruitment committee will meet with the retention committee at least twice~~2 times~~ each year, once in the fall semester and once in the spring semester.

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** Normal (Web), Indent: Left: 1", Hanging: 0.25"

**Formatted:** Normal (Web), Indent: Left: 1", Hanging: 0.25"

**Formatted:** Normal (Web)

.043 ACADEMIC STANDARDS COMMITTEE - This committee has thewill have responsibility for the following areas: (1) academic programs, (2) curriculum development, (23) approval of new courses, and course changes, and approval of curriculum changes (34) academic standards, (54) probation and suspension, (645) academic bankruptcy, and (756) guidance for Dean of Academic Programs when requested.

.054 SUPERVISOR'S COMMITTEE - This committee is to provide the setting for members to share ideas and seek guidance in problem solving in their areas of supervision. This committee will make program and personnel recommendations to the President's Administrative Committee.

.065 EVALUATION DEVELOPMENT COMMITTEE - The charge of this committee is to develop and recommend to the President's Administrative Committee evaluation instruments and procedures. This will result in a formal evaluation program for all the employees of Turtle Mountain Community College.

.076 ADMISSIONS AND FINANCIAL AID COMMITTEE - This committee will be responsible for the following areas: (1) Admissions Appeal Panel, (2) Financial Aid Appeal Panel. The committee members will approve admission policies and financial aid policies and procedures.

.087 FACULTY COMMITTEE - This committee is made up of all full-time college faculty. Its purpose is will be to discuss matters that deal strictly with instruction. The committee works to meetings will strengthen camaraderie among faculty and will be a time to shares new ideas and methods. During the first month of the academic year, a coordinator for the Faculty Committee will be selected by the faculty.

.09 STAFF COMMITTEE – This committee is made up of all Full-time staff (non-faculty college employees). Its purpose is will be to discuss matters that deal strictly with staff. The committee works tomeetings will strengthen camaraderie among staff and will be a time to shares new ideas and methods. During the first month of the academic year, a coordinator for the staff committee will be selected by majority vote of all full time staff. The coordinator will serve on the President's Administrative Council as a staff representative.

.08 SPECIAL REVIEW COMMITTEE - The President's Administrative Committee will serve as a Special Review Committee. The function of this committee will be to accept information from the Academic Standards Committee, evaluate the information and make recommendations regarding action toward members of the student body to the President of the College. The President will then make recommendations to the Board.

.1009 SCHOLARSHIP COMMITTEE – The scholarship committee will reviews scholarship applications, (for other than Title IV PELL and College Work Study), and to determine who will receive those scholarships that do not have someone named as the recipienare not specifically identified by t by the benefactor /grantor. If an individual is named and is not enrolled, the committeey will select a new awardee, where allowed and appropriate.

11 CURRICULUM COMMITTEE – Develops and recommends policies and procedures for college-wide curricular standards, reviews catalog offerings and degree requirements, and initiates discussions on future curricular matters.

~~10~~ 12 ASSESSMENT COMMITTEE: - This committee directs and organizes assessment of student learning, reviews and evaluates all assessment instruments and results, ensures that the results of assessment are used to improve student learning, and continually improves and updates the assessment process.

# Turtle Mountain Community College
## Self-Study Goals

**Through its Self-Study, the Turtle Mountain Community College (TMCC) will accomplish the following goals:**

1. **Reaffirm accreditation of TMCC by the North Central Association of Colleges of the Higher Learning Commission with no follow-up requested;**

2. **Assess institutional growth and progress since the last TMCC self-study process in 2000-2003 and visit of 2003;**

3. **Assess the extent to how TMCC achieves its Mission;**

4. **Assess the institutional integrity at all levels;**

5. **Assess our academic programs to document that educational goals have been soundly conceived and fully implemented in compliance with accreditation criteria;**

6. **Assess student learning in the classroom as well as at the program and degree level;**

7. **Assess the efficiency of the use of resources throughout TMCC systems, both in fiscal and human terms and to engage the TMCC community in an assessment of institutional climate, goals, planning and operations;**

8. **Provide a comprehensive and analytical portrait of TMCC, define unmet challenges, clarify and illuminate opportunities, and make focused and constructive recommendations.**

I continue to work with faculty on all academic issues for TMCC, and attend all required TMCC meetings when asked to do so.

**Faculty agreed on this wordage (at end of added change) "in TMCC Policies" to complete the front page of this policy.**

**VI.0.000**
**FACULTY**

**This document is not intended to be a contract of employment or an offer of employment**

~~**(suggestion from faculty is to eliminate the following)**~~
~~**Turtle Mountain Community College can deviate from any of the described policies at any time at its sole discretion.**~~

~~**Turtle Mountain Community College is free to modify, revise or revoke this series of documents at any time without notice to the employee, and**~~

~~**The employees of Turtle Mountain Community College are considered to be 'at will employees' who can be terminated at any time for any reason.**~~

**(Add)**
Faculty appointments are professional appointments accomplished through contracts between individual faculty members and TMCC. Policies in this section are considered to be part of the terms of faculty contracts and, where applicable, supersede policies described elsewhere ~~in this manual~~ in TMCC Policies."