College Catalog Policy

Central Community will establish an official College Catalog. The official Central Community College Catalog will be published online to ensure the Central Community College stakeholders have access to the information within.

Required sections and items in the catalog are established by state and federal law and best practices informed by College Cabinet in collaboration with experts within and outside of the College.

College Catalog Procedures

The College Catalog is published each year and amended as needed to conform with best practices and/or expectation changes in Federal and state law, accreditation, and other governing bodies.

The College Catalog contains a myriad of important procedures, guidelines and information directly impacting most credit students. It includes information about the following items which are reviewed by the area's designated Vice President or otherwise designated by the College President.

The College Catalog contains vital information about the College, administration, instruction, student services, financial aid and credit award requirements, and course listings.

All students, staff, faculty, and administration should regularly review the catalog to become familiar with the contents.

The catalog year that a student enrolls at Central is the governing document for the student unless the student options to move to a more current catalog. Catalogs expire after 5 years. If a student remains enrolled longer than 5 years at the institution, they will be placed in the most recent Catalog and expected to meet the current Catalog's requirements. In the rare case where major changes or updates are required to a published and unexpired catalog, affected students will be notified via their CCC email or other official communication methods.

Common Textbook Procedure

The standard at the College is to have a common textbook(s) per course.

College Cabinet approved 11/2/2023

Central Community College's Credit System Policy

Central Community College (CCC) awards credit on the semester-hour system. The terms "credit," "credit-hour," "hour of credit," or "hour" are used interchangeably with the term "semester-hour."

A credit hour is a unit measurement used to ascertain the educational value of course work offered by the institution to students enrolling in such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. Credit/contact time ratio guidelines for semester are outlined in Nebraska state statute 85-1503.

Credit/Contact Time Ratio	
1:15	Classroom Hour
1:30	Academic Transfer, General Education & Academic Support Lab Hour
1:45	Vocational Laboratory & Clinical Hour
1:45	Practicum Hour
1:60	Cooperative Education/Internship
	Independent (directed) Study - Credits will be assigned according to the practices of assigning credits to similar courses.

In addition, the Federal Credit Hour Definition includes a minimum of two hours of out-of-class student work each week per semester or quarter hour of credit [34CFR 600.2 (11/1/2010)].

In the College Catalog, procedures, guidelines, and information will be published online to be available to all students, community members and other stakeholders.

Contact Hours Policy

All credit courses are scheduled to meet or provide a set of numbers of contact time. The College will establish a procedure that clearly states the expectations for contact hours.

Free Speech Policy

Central Community College will establish rules to follow state and federal laws allowing free speech expressions of opinion and fact for employees, students, and members of the public.

CCC will designate public forums at physical areas on college owned campuses and centers. These public forums are sometimes referred to as Free Speech Zones. Public forum areas are designated to ensure the right to free speech may be exercised while not disrupting instruction nor limiting or denying educational, employment access, benefits, nor work opportunities. Those exercising freedom of speech may not limit or deny access to business of the College.

Religion/Association Policy

All members of Central Community College have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with college policies, procedures, and guidelines.

Student organizations have the right to affiliate members who subscribe to organizational tenets, beliefs and/or principles if all recognized organizations also abide by the College's non-discrimination policy.

Inquiry and Discussion Policy

It is the policy of CCC to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

Posting and Literature Distribution Policy

CCC supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the CCC community and are consistent with the CCC's mission, vision, and values.

A procedure for posting and literature distribution is located under the Code of Student Conduct.

Public Forum/Free Speech Zone Procedure and Contact Information

In compliance with CCC's Free Speech Policy, college owned campuses and centers provide public forums/free speech zones to individuals or groups upon making a request to the contact person(s) at each location. With the nature of college activities and various events, there may alternative locations available beyond the identified areas below. Note: other instructional locations not owned by CCC may have different public sites and procedures.

Contact each location to make arrangements to access the public forums/free speech zones at the phone numbers listed below.

Guidelines may be further developed to support the right to free speech at CCC.

Columbus Campus Free Speech Zones

> **Contact information:**
> Associate Dean of Students at 402-562-1405 or Campus President at 402-562-1211
>
> **Indoor**
> Student Center Area 124 & North Education Area 931
>
> **Outdoor**
> Gazebo outside South Residence Hall & North side of Fine Arts Building. Additional locations may be identified by the Campus President, Associate Dean of Students, or Physical Plant Director as temporary free speech areas based on inclement weather or the location of the activity being held on campus.

Grand Island Campus Free Speech Zones

> **Contact Information:**
> Associate Dean of Students at 308-398-7541 or Campus President at 308-398-7400
>
> **Indoor**
> In the event of inclement weather, the Student Center will be designated with the specific area to be identified by the Associate Dean of Students or their designee.
>
> **Outdoor**
> The designated free speech area on campus is outside the south 100 – 200 wing entrance, at least 25 feet from the doorway, to not obstruct passage.

Hastings Campus Free Speech Zones

> **Contact Information:**
> Associate Dean of Students at 402-460-2185 or Campus President at 402-461-2400
>
> **Indoor**
> Two indoor areas are free speech zones:
>
> East side hallway of the Dawson Building and/or inside the West entrance to the Hall Student Union.
>
> **Outdoor**
> As various events may take place outdoors and could be in various outdoor locations on campus, please contact a college office (listed below) for identification of the specific area and/or appropriate and reasonable accommodations (table or chair(s) etc.

Kearney Center Free Speech Zones

> **Contact Information:**
> Director of Student & Enrollment Services at 308-338-4027 or Vice President of Community & Workforce at 308-338-4002
>
> **Indoor**
> In the event of inclement weather, the hallway between rooms 119 and 122 will be designated with the specific area to be identified by the Director of Student and Enrollment Services or their designee.

Outdoor
The designated free speech area on campus is on the grass between the main entrance and the south entrances to the building, at least 25 feet from the doorways, to not obstruct passage.

Examples of unprotected speech

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual's protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or denying educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include endangering someone or threatening them; inciting violence; using "fighting words" directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational or employment access, benefits and/or opportunities.

Free Speech Procedures for Students Within the Classroom, College Property and online

Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

Most online speech by students not involving Central Community College networks or technology will be protected as free expression and not subject to sanction under the Student Code of Conduct, with two notable exceptions:

1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals".
2. Speech posted online about the Central Community College or its community members that causes a significant disruption.

Board reaffirmation: pending
Cabinet reaffirmation: 11/2/2023

General Education Policy

Central Community College will establish required general education core, sometimes referred to as groups or subject areas, which introduce students to knowledge and skills that enable students to fulfill educational and occupational goals while at the same time enlightening students about social and cultural aspects of being a productive member of society. Each subject area will be defined along with student learning outcomes. The College will establish guidelines to ensure courses qualify to meet each subject area.

Each award type will have a required and defined number of general education credit hours designated by general education groups or subject areas which must be met to achieve the specific academic award.

Academic Award Policy

Central Community College will establish the following award types in accordance with state, federal and accreditation requirements:

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- Associate Degree of Nursing
- Program specific Diplomas
- Program specific Certificates

The College will establish procedures that set minimum requirements for each award level to include general education subjects at the associate degree and diploma levels. The College will also establish procedures to efficiently manage and measure the effectiveness of awards which include creation of new awards or programs and closing awards and programs. Creation of new or closing associate degrees requires College Cabinet and Board approval. Creation of new or closing diplomas and certifications requires College Cabinet approval.

General Education Procedures

Central Community College has established the following general education core in accordance with the Board's General Education Policy.

Group A: Communications

Students will receive and express information, ideas, and opinions in an effective and clear manner to a variety of audiences utilizing multiple formats and styles of communication.

Student Learning Outcomes

Graduates are prepared to:

- communicate a purpose to an audience.
- organize information to express ideas clearly.
- apply critical thinking skills.
- incorporate information from sources ethically and effectively.
- apply rules of standard English in written and oral communications.

Group B: Critical Thinking and Problem Solving

Students will use critical thinking and logical problem-solving techniques to research and evaluate information, analyze problems, formulate conclusions, and communicate results.

Student Learning Outcomes

Graduates are prepared to:

- investigate and evaluate information.
- analyze problems.
- formulate conclusions.
- report results.

Group C: Life and Career Skills

Students will develop the necessary interpersonal, intrapersonal, and professional skills to be successful in ever-changing life and work environments.

Student Learning Outcomes

Graduates are prepared to:

- demonstrate life and work balance skills and concepts.
- demonstrate interpersonal and intrapersonal skills.
- acquire job readiness skills.
- conduct self with professional and ethical behavior.
- acquire entrepreneurial and intrapreneurial mindset.

Group D: Information & Technology Literacy

Students will use digital technology, communication/networking tools, social networks appropriately to access, manage, integrate, evaluate, and effectively present information in an increasingly technological society.

Student Learning Outcomes

Graduates are prepared to:

- exhibit technology literacy.
- demonstrate technology skills.

Group E: Global Awareness

Students will develop a sensitivity to and awareness of global issues from a cultural, historical, aesthetic, and philosophical context.

GEN ED E.1: Humanities

Student Learning Outcomes

- demonstrate an awareness of a broad range of works or concepts as a reflection of specific cultures, times, and/or places.
- correlate a work or concept to its cultural contexts.
- interpret the impact of a work or concept on the human condition.
- analyze a work or concept and its influence on the individual and society.
- explain how a work or concept connects to global issues/concerns.

GEN ED E.2: Social Science

Student Learning Outcomes

- correlate relationships between individuals and global society.
- demonstrate an understanding of modern society in light of past and present events and issues.
- interpret the impact of global awareness on a person's environment.
- analyze objective data from various disciplines to draw conclusions about global issues.

- explain the social responsibilities necessary to become a civic-minded global citizen.

General Education Course Listing Procedure

Central Community College will publish a list of approved general education courses in the official college catalog which is published online.

General Education Core Requirements per Degree Procedures

Per Board policy, Central Community College has established the following general education core requirements for each academic award.

General Education Core Requirements

All graduates with an Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS) or Associate Degree of Nursing (AND) will complete at least 15 credits of General Education from the following groups.

- GEN ED Group A: Communications 3 credit(s)
- GEN ED Group B: Critical Thinking and Problem Solving 3 credit(s)
- GEN ED Group C: Life and Career Skills or D: Information & Technology Literacy or E: Global Awareness 3 credit(s)
- GEN ED Group A, B, C, D or E 6 credit(s)

Subtotal: 15 credits

AA and AS students will have additional general education credit hour requirements. Other academic awards may also require additional general education courses above the minimum required credits.

General education requirements are established in the program development procedure and shared in the College Catalog.

Approved by College Cabinet 10/11/2011

Revision approved by College Cabinet *PENDING*

Award Type & Minimum Standard Procedures

Central Community Specific award requirements are published in the official College Catalog online.

Central Community offers the following academic award types:

Note: All courses must carry a course number of 1000 or higher to be applied toward a degree, diploma, or certificate.

Associate of Arts and Associate of Science Degrees

The Associate of Arts (AA) and the Associate of Science (AS) Degrees provide a comprehensive education within the academic transfer program at CCC. Courses are intended to transfer to a 4-year institution. AA and AS degrees require a minimum of 60 credit hours.

Associate of Applied Science Degree

The Associate of Applied Science (AAS) Degree provides a comprehensive education in a specific occupation. Its main purpose is to prepare students to begin their career upon completing the degree. Minimum requirements for an Associate of Applied Science (AAS) degree are 60 semester-hours of credit, including 15 credits in general education or equivalent competencies. Programs may require more credits with approval from the College Cabinet.

Associate Degree in Nursing

The Associate Degree in Nursing (ADN) program is to provide students with the foundation of nursing knowledge, skills and professional attitudes required for the safe, competent and comprehensive practice of professional nursing through diverse theoretical and clinical opportunities. Its main purpose is to prepare students to begin their career as a registered nurse upon completion of the degree. The minimum requirements for the Associate Degree in Nursing degree is 64 semester hours of credit, including 22 credits in general education. See ADN General Education Groups for more information.

Diploma

The diploma provides the basic skills needed to enter a career field or to a 4-year transfer program. The minimum requirements for a diploma are 30 semester credit hours, including 9 credits in general education. Diplomas are nested within associate degree programs. Specific requirements vary for each program and are listed within the

corresponding academic program. Students should be able to complete a diploma in 2 semesters of full-time study.

Certificate

The certificate recognizes students who have acquired a specific occupational skill by completing a specific set of courses. The minimum requirements for a certificate are 12 semester hours of credit in a declared skill area. No more than 25% of a certificate may be duplicated from another certificate in the same or another program. Exceptions must be approved by the Chief Academic Officer. Certificates, like diplomas, are nested within associate degree programs. Students should be able to complete a certificate in 1 semester of full-time study.

Laddering philosophy

Central Community College has established an academic award laddering philosophy which builds from a certificate or certificates to a diploma to an associate degree. Academic award laddering encourages students to progress through successive credentials while carrying forward course credits. Students may earn multiple certificates, one diploma and one associate award per program. Students may not earn multiple associate degrees in the same program.

New Program Procedure

Conduct feasibility study including market demand in Central's service area or within Nebraska, must demonstrate a need of 10 graduates in associate program per year for at least next 5 years, establish a financial budget, credential requirements for instructors (pt or ft), recruitment strategy for students, support of industry leaders/owners, and so on.

Once determined by the Vice President of the Division and the Vice President of Innovation and Instruction that a new award is feasible and in the best interest of the College and Community the proposal must be approved by CCC's Educational Services, College Cabinet, and the Board of Governors. In most cases, the regional accreditor, the Higher Learning Commission, has established a pre-approval process that must be followed. The Nebraska Coordinating Commission must also approve the program. If there is a programmatic accreditation, the process for that agency must be followed as well.

Closure of Award Procedure (also known as Teach Out)

When the College decides to terminate an award or awards, the College must follow established guidelines for teach out. This process is established by the Vice President of Innovation and Instruction and typically executed by the division dean or Division Vice President.

Approval for termination of the program or specific awards at the AAS, Diploma, and Certificate levels must be made by the College Cabinet. Program or AAS award terminations requires Board of Governors approval in addition to College Cabinet.

Educational Services Committee should be notified as an informational item prior to vote at College Cabinet.

Guidelines established to ensure students enrolled within a certain period can complete an award in a reasonable period.

Honorary Degree Policy

Central Community College will establish a procedure that allows granting of honorary degrees. The CCC Board of Governors will have final approval of all honorary degrees which may be awarded.

Honorary Degree Procedure

The Honorary Associate Degree will be awarded to an individual who has provided exemplary service and support throughout many years to CCC. A candidate for the Honorary Associate Degree will be an individual who has documented evidence showing outstanding service to support CCC or an individual who has made significant contributions to the development of the college and/or programs.

The College President will accept nominations for the Honorary Associate Degree from full- and part-time employees and members of the CCC Board of Governors. A recipient for the Honorary Associate Degree will be recommended by the College Cabinet for consideration of approval by the CCC Board of Governors. The Honorary Associate Degree will be awarded during an annual graduation ceremony.

Honorary Associate Degrees are not counted for purpose of state or federal reimbursements or audits. The Honorary Associate Degree is not officially recognized on Central Community College's transcripts because academic requirements for earning an honorary degree are not required to be evaluated for equivalencies. Recipients of the Honorary Degree may list the degree on their resume or curriculum vita. The College will maintain a record of all honorary degrees granted.

Instructional Guest Role Procedures

Courses contain protected information including student names, grades, and other information. Therefore, extra care and scrutiny is taken for each request to access courses. All instructional leadership over a specific instructional area have access to view every course and guest roles are not required for these positions. All additional requests for guest access to college courses must be approved by the CAO.

For purposes of team-teaching, instructional support or other reasons agreed to by the faculty person and the associate dean, faculty may request a person be added to their course in the College Learning Management Software. These people must be employees of the college and subject to the same regulations as full-time faculty (FERPA (Family Educational Rights and Privacy Act), technology use policies, etc.)

Guest Role for Accreditation Purposes
Non-CCC employees may be granted access to a Learning Management System Master Course Shell for review for accreditation.

Guest Role for non-CCC employees
There must be a legitimate business or legal reason to access the course that may not be obtained through other means.

If a modification for a course is required, College guidelines should be followed.

Learning Management System course modifications/edits guideline
Modifications to courses may be made only when deemed necessary by the academic leadership of the Division or College. Requests for modifications may be initiated by many areas of the College Administration including Human Resources, Title IX, Disability Services, and so on.

Modifications should only be made when legally necessary or when determined through a grade appeal or similar process. A notification to the faculty member should be made about pending modification as soon as possible, preferably prior to the modification being made as the situation allows.

Social Media Procedures

The College shall maintain an official presence on social media platforms to support the College in accomplishing its mission and achieving its goals and objectives.

In the spirit of maintaining a positive environment for our site visitors, we reserve the right to remove any content from official College-sponsored pages that are inappropriate, inflammatory, or damaging to the College or any individual.

The College, its departments, and individuals in their capacity as college employees are encouraged to use online social media including to enhance instruction; inform constituencies about college activities and developments; build online communities of interested constituents; and provide a way for constituents to keep informed about the College and share thoughts, ideas, and experiences through discussions, postings, photos, and videos. Constituencies may include current and prospective students, alumni, employees, potential donors, community members, and so on.

The college communications office shall maintain College-level social media accounts.

A member of college communications, preferably the marketing manager, will be a social media administrator to oversee social media accounts for all CCC-related social media accounts.

Departments and College staff may develop social media pages under the following terms:

a. Employees must consult and receive approval from their supervisor prior to requesting an account.

b. Departmental social media pages shall have at least two administrators assigned, one of which is a college communications department member. If an administrator leaves the College, he/she shall be removed as a page administrator and another administrator is assigned in their place.

c. It is highly recommended that social media administrators for college social media pages agree to consistently post content to maintain engagement. It is important to remember that social media pages require routine maintenance to be effective.

d. The college communications department reserves the right to request removal or remove any content that is deemed inappropriate, not in the best interest of the College or individuals involved or deemed inactive for an extended period as determined by College Communications. The Vice President with oversight of College Communications will approve all removal of accounts and access.