

**CLOVER PARK TECHNICAL COLLEGE
POLICY & PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY	
4	2	CLASS CONDUCT AND MANAGEMENT	Adopted 1992	Revised 1999 2004 2012

POLICY

Students and staff shall conduct themselves within all college-related learning environments in accordance with standards outlined in WAC 495C-120, college policy or any college documents detailing expected student and staff behavior, including but not limited to the CPTC Student Handbook, college catalog, program policies and individual course syllabi. College-related learning environments are defined as those areas in which formal and informal instruction and learning are occurring, i.e., classrooms, online courses, and library and other public spaces on campus.

Staff and administration have a responsibility to ensure that policies and procedures are adopted that allow for an appropriate learning environment to be maintained and to act in accordance with established procedures to prevent and/or address behavior that negatively impacts that learning environment.

PROCEDURE

A. **Students:** See Student Code of Conduct ([WAC 495C-120](#)), Student Handbook, college catalog, program policies and individual course syllabi for detailed expectations regarding student conduct and related procedures. Appropriate procedures shall be followed when addressing inappropriate student conduct including, but not limited to:

1. Established student progressive disciplinary processes;
2. Contacting security if necessary;
3. Utilizing the services of the Behavioral Intervention Team when appropriate.

Staff and Faculty: See Chapter 2, Human Resources, of the college's Policies and Procedures for specific policies related to staff behavior. Additionally, faculty are expected to maintain the highest standards of professionalism with their students and as representatives of their industries and of the College, including, but not limited to, the following:

1. Use professional and respectful language and tone in the classroom;
2. Demonstrate respect for all college staff, faculty, and students;
3. Provide quality education in all classes;
4. Be on time and prepared for class, college, and community activities;
5. Recruit and maintain an active advisory committee as appropriate;
6. Interact with industry professionals and advisory committee members as appropriate; and
7. Obtain and/or maintain industry accreditation for program when applicable.

B. Student success comes first. Faculty are expected to model this value, including but not limited to:

1. Applying student-centered teaching practices;
2. Understanding the practices of universal design and disability accommodation;
3. Understanding and adapting to the diversity within the classroom, and helping students learn to work in diverse environments;
4. Recommending students for scholarships and other recognitions;
5. Encouraging students to participate in Associated Student Government and clubs; and
6. Being aware of and encouraging students to use available resources.

C. Faculty members are expected to embrace technology and to be on the leading edge of both teaching technologies and the latest techniques and practices of their industries, including, but not limited , to:

1. Using college system tools for managing the class roster and entering grades;
2. Encouraging students to use the college's student email system and online tutoring option;
3. Developing their own computer literacy skills, and being able to use multiple teaching and productivity tools and software, including learning management systems, course delivery software, etc.; and
4. Staying current with their industries by studying, going back into industry work during breaks or summers, and seeking specialty certifications.

D. Faculty are essential members of the College community and will demonstrate that commitment through various college-related activities, including but not limited to:

1. Supporting the College mission, vision, and goals;
2. Serving on committees, including tenure, curriculum, and others;
3. Attending and contributing to all-staff, division, and department meetings, recruitment activities (including program information sessions for prospective students), and graduation ceremonies; and
4. Seeking out opportunities to represent the College in the community.

APPROVAL:	
Public Forum Date: _____	11-6-12
Committee: By: _____	(signed) JR Tuttle Date: _____
President Approval: _____	(signed) John Walstrum Date: _____
_____	2-26-13