



Board of Governors Policy Manual

Board Policy Instructional Programs

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Reviewed: October 2023



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Policy 6000

Instructional Programs

General Overview

The Board of Governors of Mid-Plains Community College (MPCC) shall promote the highest standard for instructional programs, performance of faculty, and service to students.

The Board of Governors shall delegate to the President or designee, the responsibility to have appropriate course syllabi and determine appropriate term length, hours and dates of course offerings.

Amended: March 2012



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Policy 6110

Instructional Programs

Instructional and Service Priorities

Mid-Plains Community College (MPCC) endeavors to provide educational services to meet the needs of all students and to that end offers the following instructional and service priorities:

1. Applied technology and occupational education and, when necessary, foundations education
2. Transfer education, including general academic transfer programs, or applied technology and occupational programs which may be applicable to the first two years of a bachelor's degree program, and, when necessary, foundations education
3. Public service, particularly adult continuing education for occupations and professions, economic and community development focused on customized occupational assessment and job training programs for businesses and communities, and avocational and personal development courses
4. Applied research

Amended: August 2017; October 2023

Legal Reference: Nebraska State Statute [85-962](#)



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Policy 6111

Instructional Programs

Right to Change, Discontinue Programs

Acceptance of registration by the Mid-Plains Community College (MPCC) and admission to any instructional program therein does not constitute a contract or warranty that the MPCC will continue indefinitely to offer the instructional program in which a student has enrolled. MPCC expressly reserves the right to (1) change, (2) phase out, or (3) discontinue any instructional program.

It shall be within the authority of Executive Administration to make decisions regarding the changing of instructional programs which do not require the sanction of the Coordinating Commission for Postsecondary Education and to make recommendations or proposals to the MPCC Board of Governors regarding the phasing out or discontinuance of instructional programs. The Board of Governors reserves the authority to phase out or discontinue instructional programs. Once the Board of Governors has authorized the discontinuance of a program, the program will be discontinued only when currently enrolled students have had a reasonable opportunity to complete the program.

The listing of courses contained in any MPCC catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. MPCC expressly reserves the right to:

1. Add to or delete courses from its offerings,
2. Change times or locations of courses or programs,
3. Change academic calendars without notice,
4. Cancel any course for insufficient registrations, or
5. Revise or change rules, charges, fees, schedules, course requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of MPCC.

Adopted: July 2001

Amended: February 2014; July 2018

Legal Reference: Nebraska Revised Statute 85-1511



Board of Governors Policy Manual

Policy 6200

Instructional Programs

Instructional Program Review Guidelines

The Board of Governors shall receive program reviews on all programs offered at Mid-Plains Community College (MPCC). Such review shall include the following data and shall be conducted as follows:

- A. A count of the average number of formal awards made for each instructional program for the previous five years.
- B. The average number of student semester credit hours per Full Time Equivalent (FTE) faculty and the Reimbursable Educational Units (REU's) for each instructional program for the previous five years.
- C. Each instructional program shall be evaluated at least once every seven years and presented to the Board prior to submitting to the Coordinating Commissions for Post Secondary Education.
- D. Such other data as may be requested by the Board of Governors shall be provided.
- E. Programs with low enrollments, graduates, or student FTE shall be reviewed annually by the Board of Governors.
- F. Additional information to be used in projections of program viability may include but not limited to:
 1. Specific needs of the State of Nebraska relative to the program offered and the effect discontinuance of the program would have upon access to programs of the type being reviewed.
 2. Trends and projections of degrees and student credit hour production
 3. Current student demand.
 4. Performance of graduates on placement tests and the ability of such graduates to obtain employment or admission for advanced study.
 5. Support for the program in terms of instruction, equipment, supplies, library resources, and physical facilities.
 6. The relationship of the program to the role and mission of the institution which offers the program.
 7. Pertinent accreditation standards and laboratory restrictions.
 8. The cost of continuing the program or the cost savings if such program is eliminated.

Amended: February 2014; August 2017; October 2023



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Policy 6210

Instructional Programs

Intercollegiate Athletics

The Mid-Plains Community College (MPCC) shall comply with all National Junior College Athletic Association, Nebraska Community College Athletic Conference, and National Intercollegiate Rodeo Association rules and regulations and Federal and State law.

All athletic association and conference affiliations shall require the approval of the Board of Governors. Any athletic programs, which are to be added to or deleted from the existing programs, shall require Board of Governors approval.

Amended: March 2012; October 2023



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Policy 6300

Instructional Programs

Intellectual Property

Definitions:

Intellectual Property. Intellectual property includes anything that is patentable, copyrightable, or otherwise marketable. This includes, but is not limited to, inventions, books, articles, study guides, syllabi, workbooks or manuals, bibliographies, instructional packages, tests, video or audio recordings, films, slides, transparencies, PowerPoint presentations, charts, other graphic materials, photographic or similar visual materials, film strips, multimedia materials, online course work, three-dimensional materials, exhibits, and computer software. Intellectual property is intended to apply to all creative works regardless of the media in which they are distributed or the nature of their technological manifestations, now known or later developed.

Ownership of Intellectual Property:

When intellectual property is developed on the employee's own initiative, outside the scope of the employee's Mid-Plains Community College (MPCC) responsibilities, and without any reliance on MPCC support, MPCC will not claim ownership rights for that intellectual property.

Where the intellectual property bears a reasonable relationship to the employee's employment at MPCC, prior to creating the intellectual property, a written agreement must be entered into with the President or designee.

If the intellectual property is to be copyrighted or patented, the employee and MPCC shall enter into a contract specifying topics including but not limited to sharing ownership, royalty payments, costs, marketing, etc. Prior to creating the intellectual property, the employee shall disclose in writing to the President the employee's intention to develop any intellectual property that has commercial applications and for which there is intent to copyright or patent the intellectual property.

When the intellectual property bears a reasonable relationship to the employee's employment responsibilities at MPCC, the employee and MPCC shall jointly own the intellectual property rights.

If the intellectual property is to be copyrighted or patented, the employee and the College MPCC shall enter into a contract specifying topics including but not limited to sharing ownership, royalty payments, costs, marketing, etc.

Prior to creating the intellectual property, the employee shall disclose in writing to the President the employee's intention to develop any intellectual property that has commercial applications and for which there is intent to copyright or patent the intellectual property. The parties shall negotiate a reasonable agreement sharing revenue related to the intellectual property.



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Policy 6300

If the employee who developed the intellectual property departs from employment with MPCC, it is understood that a copy of the intellectual property shall remain with MPCC and MPCC shall have a non-exclusive, royalty free license thereto, when it is determined by MPCC that such intellectual property is necessary to carry out the educational purposes of MPCC. Since the employee also jointly owns the intellectual property, the employee may take a copy with them for their future use.

Adopted: March 2007

Amended: February 2014; October 2023