



Business Department Faculty Handbook

Bachelor of Science in Business Administration

Specialization Options:

Management, Accounting, Tribal Management, & Entrepreneurship

Business Department Faculty

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Message from the Department Chair

Welcome to the Business Department handbook. Throughout this handbook, you will find information that is important for you to review to better understand the business department and students. We recommend that you read the information available and contact the department chair should you have any questions or need further clarifications on the department and the college policy and procedure.

Sincerely yours,

Dr. Ahmed Al-Asfour

Policies and Procedures

The business department of Oglala Lakota College adopts the same policies and procedures set forth by Oglala Lakota College. The faculty handbook is located on the OLC website. For detailed information including quick links please go to

[file:///C:/Users/Abrahams/Downloads/Faculty_Staff_Handbook%20\(1\).pdf](file:///C:/Users/Abrahams/Downloads/Faculty_Staff_Handbook%20(1).pdf).

IMPORTANT GO-TO PEOPLE AND CONTACT INFORMATION

Business Office Information

Business Office Manager –Maria (Mia) Albers

Phone (605) 455-6016

Email malbers@olc.edu

Business office documents including mileage can be found on the OLC website

http://warehouse.olc.edu/local_links/business/docs/

Mileage Chart

| | PHCC | PSCC | WKCC | ENCC | EWCC | PRCC | OCC | LCCC | PCCC | PW | RC | Boundry |
|------|------|------|------|------|------|------|-----|------|------|----|-----|---------|
| PHCC | | 28 | 45 | 35 | 30 | 54 | 72 | 36 | 19 | 7 | 95 | 40 |
| PSCC | 28 | | 17 | 63 | 32 | 26 | 44 | 53 | 45 | 21 | 88 | 33 |
| WKCC | 45 | 17 | | 80 | 33 | 26 | 44 | 54 | 62 | 38 | 85 | 30 |
| ENCC | 35 | 63 | 80 | | 71 | 87 | 107 | 47 | 52 | 40 | 102 | 47 |
| EWCC | 30 | 32 | 33 | 71 | | 26 | 44 | 20 | 19 | 26 | 131 | 76 |
| PRCC | 54 | 26 | 26 | 87 | 26 | | 18 | 47 | 45 | 46 | 100 | 57 |
| OCC | 72 | 44 | 44 | 107 | 44 | 18 | | 65 | 63 | 63 | 81 | 39 |
| LCCC | 36 | 53 | 54 | 47 | 20 | 47 | 65 | | 16 | 42 | 125 | 70 |
| PCCC | 19 | 45 | 62 | 52 | 19 | 45 | 63 | 16 | | 23 | 111 | 56 |
| PW | 7 | 21 | 38 | 40 | 26 | 46 | 63 | 42 | 23 | | 88 | 0 |
| RC | 95 | 88 | 85 | 102 | 131 | 100 | 81 | 125 | 111 | 88 | | 0 |

Human Resource Information

Human Resource Director – Faith Richards

Phone (605) 455-6029

Email frichards@olc.edu

Human Resource Documents can be found on the OLC website

http://www.olc.edu/administration/human_resources.htm

Payroll Information

Payroll Officer- Holly Provost

Phone (605) 455-6008

Email hprovost@olc.edu

Timesheets are due to the business office Tuesday of the pay week. However, timesheets must be approved by your department chair prior to submission.

<http://www.olc.edu/academics/faculty.htm>

Retention and Registrar

Director of Student Retention – Leslie Mesteth

Phone (605) 455- 6044

Email lmesteth@olc.edu

Registrar- Bessie LeBeau

Phone (605) 455-6033

Email blebeau@olc.edu

Helpful links for the registrar department including how to post grades and add/drop can be found on the OLC website http://www.olc.edu/student_services/registrar.htm

Technical Support

Director of Technology- Cliff Delong

Hotline: (605) 455-1713

Email- cdelong@olc.edu

Other contact information including how to obtain your virtual existence and issues with Jenzabar or webmail can be found on the OLC website

http://www.olc.edu/administration/tss/tech_support_services.htm

Woksape Tipi Library

Director- Michelle May

Phone (605) 455-6064

Email mmay@olc.edu

Helpful links including how to obtain a library card and academic library and archive recommendations are on the OLC website

<http://library.olc.edu/content.php?pid=576348>

Textbook Information

OLC Bookstore- (605) 455-6075

McGraw Hill Rep – Mary Neuwoehner

Phone (800) 742-6576

Email- mary.neuwoehner@mheducation.com

Cengage Rep- Shelly Kendall

Phone (800) 225-4904 Ext 74577

Email shelly.kendall@cengage.com

Pearson Rep- Bethany Sexton

Phone (800) 228-7854 ext 3793

Email Bethany.sexton@pearson.com

Education Centers

Oglala Lakota College, Piya Wiconi

Box 490, Kyle, SD 57752

Phone 605-455-6000

Oglala Lakota Nursing Program

Box 861, Pine Ridge, SD 57770

Phone 605-867-5856

Center Director- Michelle Bruns mbruns@olc.edu

Eagle Nest College Center

Box 476, Wanblee, SD 57577

Phone 605-462-6274

Center Director- Georgia Rooks grooks@olc.edu

East Wakpamni College Center

Box 612, Batesland, SD 57716

Phone 605-288-1834

Center Director- Colleen Provost cprovost@olc.edu

LaCreek College Center

Box 629 Martin, SD 57551

Phone 605-685-6407

Center Director –Keeley Clausen kclausen@olc.edu

Pahin Sinte College Center

Box 220, Porcupine, SD 57772

Phone 605-867-5404

Center Director

Pass Creek College Center

Box 630, Allen, SD 57714

Phone 605-455-2757

Center Director- Roberta Wounded Head rwoundedhead@olc.edu

Pejuta Haka College Center

Box370, Kyle, SD 57752

Phone 605-455-2450

Center Director –Steph Sorbel ssorbel@olc.edu

Pine Ridge College Center

Box 1052, Pine Ridge, SD 57770

Phone 605-867-5893

Center Director –Shirley Brewer sbrewer@olc.edu

Oglala College Center

Box 19, Oglala, SD 57764

Phone 605-867-5780

Center Director- Donna Red Ear Horse dredearhorse@olc.edu

Wounded Knee College Center

Box 230, Manderson, SD 57756

Phone 605-867-5352

Center Director- Elizabeth Gibbons egibbons@olc.edu

He Sapa College Center

127 Knollwood Dr., Rapid City, SD 57701

605-342-1513

Center Director- Shirley Lewis slewis@olc.edu

Cheyenne River College Center

Box 100, Eagle Butte, SD 57625

Phone 605-964-8011

Center Director- David West

Glossary of Acronyms

BOT- Board of Trustees
CRCC- Cheyenne River College Center (Eagle Butte)
ENCC- Eagle Nest College Center (Wanblee)
EWCC- East Wakpomni Callege Center (Batesland)
HSCC- He Sapa College Center (Rapid City)
IRB- Institutional Review Board
LCCC- LaCreek College Center (Martin)
PCCC- Pass Creek College Center (Allen)
PHCC- Pajuta Haka College Center (Kyle)
PRCC- Pine Ridge College Center
PSCC- Pahin Sinte College Center (Porcupine)
PW- Piya Wiconi (Administrative buildings near Kyle)
PWO- Piya Wiconi Okolakiciye
WCCC- White Clay College Center (Oglala)
WKCC- Wounded Knee College Center
VC- Virtual Campus

Places to Eat

Kyle:

Angie's Burrito's

Food Stop

Prairie Ranch Resort

Martin:

Bingo's

Dairy Queen

Subway

Pine Ridge:

Lakota Café

Pizza Hut

Subway

Taco Johns

Rapid City:

Everything

Gas Stations

Batesland

Hermosa

Kyle

Martin

Oglala

Pine Ridge

Rapid City

Sharps Corner

Scenic

Wanblee

Map of the Reservation



OGLALA LAKOTA COLLEGE

Classroom Observation of Teaching/Evaluation

INSTRUCTOR:

OBSERVER:

COURSE:

CENTER: _____ DATE: _____

Full Time Faculty, Yes/No _____ Adjunct Faculty, Yes/No _____

(Session observed is checked on the attached Syllabus)

Explanation:

This observation is intended to serve as a record of what went on in one class by this instructor. What were the objectives of the instructor on this day? What did he/she do? What did the observer think about it and what suggestions could he/she offer? Finally, what did the instructor think of these observations and suggestions?

1. What were the Instructor's goals and objectives for this day? _____

a.) How were the goals and objectives articulated to the observer and to the students?

2. Description of Activities (Be as complete as possible since this is the basis for later comments and

discussions):

a.) The Instructor's activities:

b.) The Students' activities:

3. What were the best aspects of the class as you, the observer, saw them?

4. How did the activities observed help in fulfilling the objectives for this class? (Be specific as to the

activities and the objectives they served.)

5. What suggestions can the observer make to this instructor?

6. Other information of note on this instructor's performance:

a.) Was there evidence of planning and organization of this class? Yes _____ No _____

Comments:

b.) Were important ideas clearly explained? Yes _____ No _____

Comments:

c.) Did the instructor demonstrate mastery of the course content? Yes _____ No _____

Comments:

d.) Was class time well used? Yes _____ No _____

Comments:

e.) Did the instructor encourage critical thinking and analysis? Yes _____ No _____

Comments:

f.) Did the instructor encourage relevant student involvement in the class? Yes _____ No _____

Comments:

g.) Did the instructor allow students to express a viewpoint different from his/hers? Yes_ No_

Comments:

7. Was the instructor on-time for this class? Yes _____ No _____

8. Did the instructor stay for the designated class time? Yes _____ No _____

Comments:

9. How would you describe the attitude of students in the class towards the instructor?

10. How well did the instructor adapt his/her material and lecture to reservation life?

11. Was the instructor informed of the date of this class observation/evaluation in advance?

Yes _____ No _____

12. Was there a follow-up conference between the observer and the instructor?

Yes _____ (Date) No _____

13. Do you believe that your visitation was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process?

Yes _____ No _____

14. Indicate the number of students that were present for this class: _____

a.) Total number of students enrolled in this class: _____

b.)

INSTRUCTOR'S COMMENTS:

1. Do you as an instructor feel this was a representative and appropriate enough class session to be observed? YES/NO

Comments:

2. Do you recommend an additional an additional evaluation? YES/NO

If yes, explain:

SIGNATURES:

Date:

Instructor

Date:

Evaluator

c.c. Instructor's File

Attachments: Course Syllabus
Attendance Sheet

**Business Department
Individual Course Assessment**

Course Name/Number:

Location:

Semester:

Instructor:

#Students Attempted Course:

#Students Completed Course:

#Students Pass w/”C” or Better:

%Successfully Completed:

Textbook/Supplemental Materials Recommendations:

Course Recommendations/Proposed Changes:

Business Department
Course Assessment Which Requires Artifact
w/Syllabus

Course Name/Number:

Location:

Semester:

Instructor:

#Students Attempted Course:
w/"C" or Better:

#Students Completed Course:

#Students Pass

%Successfully Completed:

Artifact:
to Course Objectives:

Desired Outcome:

Rubric Demonstrating Artifacts Relevance

Course Goal:

| How was goal addressed? | How was goal assessed? | Recommendations |
|-------------------------|------------------------|-----------------|
| | | |

Course Objectives:

| | Objective | Assessment Method | Desired Result | Corrective Action |
|----|-----------|-------------------|----------------|-------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | . | |
| 4. | | | . | |
| 5. | | | | |
| 6. | | | . | |
| 7. | | | | |
| 8. | | | . | |

Weekly Objectives:

| Review Weekly Objectives: | Recommendations: |
|---------------------------|------------------|
| Week 1- | |

| | |
|----------|--|
| | |
| Week 2- | |
| Week 3- | |
| Week 4- | |
| Week 5- | |
| Week 6- | |
| Week 7- | |
| Week 8- | |
| Week 9- | |
| Week 10- | |
| Week 11- | |
| Week 12- | |
| Week 13- | |
| Week 14- | |
| Week 15- | |

Textbook/Supplemental Materials:

Online manual in course room (Modules)

SIR (Student Evaluations) Information

Oglala Lakota College

ADJUNCT FACULTY CONTRACT

| | | | | | | |
|--|--------------|-------------|------------|--------------|--|----------------------|
| This contract confirms the condition of your employment as a part-time instructor for the | | | | | | Semester. |
| Dates of Employment: | From: | | To: | | | |
| Course Title & Number: | | | | | | |
| Center: | | Day: | | Time: | | Credit hours: |

Duties:

1. Submit attendance after each class using Jenzabar per class (i.e., 15x3=45 contact hours).
2. Complete midterm grades on Jenzabar and submit copy to District Director.
3. Complete final grades using Jenzabar and submit signed copy to Registrar (Piya Wiconi) by specified deadline
4. Clarify discrepancies between Instructor and Registrar records.
5. Incomplete contracts should be submitted to Registrar's Office with Final Grades
6. Submit all required department and course level assessments to the department chair when grades are due.
7. Attend meetings, professional development trainings, and orientations for Adjunct instructors as requested.
8. Notify Department Chair, Center Director's and students of any class cancellations or rescheduled courses
9. Submit mileage in timely manner.
10. Submit signed contract by the end of the first week of classes.
11. Promote Student Success.

Information:

1. This contract is contingent on approval by the VP for Instruction in accordance with established policy, including felony exclusion.
2. This contract is contingent on sufficient enrollment and the unavailability of a full time instructor.
3. Adjunct Faculty traveling from *home to the site of instruction*, for the purpose of instructing a class, *will be paid mileage for the entire round trip*. In the instance the adjunct faculty

travels from their work site, the adjunct faculty will be paid for the additional mileage beyond their work commute.

4. Mileage accrued during the fall semester for August and September must be submitted by the end of the fiscal year (September 30). This will result in loss of mileage. Mileage for Adjuncts in Rapid City will not be paid if they live within the RC municipality.
5. Adjunct instructors are expected to be available to students one hour outside of class time for every three hours of instruction.
6. Adjunct instructors are expected to follow departmental assessment plan, submit all required assessment data to the Department Chairs.

Agreement:

1. I accept academic direction from appropriate instructional division staff and non-academic direction from

Center Staff where my class is held.
2. The Employer has established a mandatory random drug testing program, and by signing this employment contract,

the employee is subject to the conditions of the substance abuse policy as set forth and prescribed in the attached Oglala Lakota College Substance Abuse Policy. #62-120. A fully executed employment contract requires the employee sign the acknowledgement page of the Substance Abuse Policy and the Employee Contract #61-350
3. I agree to be evaluated by students in my class and appropriate staff.
4. I agree to submit my attendance weekly via Jenzabar.
5. I will make up any classes missed due to inclement weather, holidays or illness at a time agreeable to students and centers. All classes will be made up before makeup week.
6. I will notify academic department chairs of any missed and made up classes.
7. I agree that excessive absences or unprofessional conduct as determined by the Vice President of Instruction

are grounds for immediate termination of this agreement.
8. I agree to turn in course level assessment such as course level data, artifacts or as required by the academic department, along with grades before or on the required deadline date.
9. I agree that all departmental assessment processes are followed and that data is valid.
10. I understand that I will not receive my payment until grades and departmental assessment requirements are turned in.
11. This agreement is predicated upon the College having sufficient enrollment to warrant holding a class in the

course(s) indicated above. In addition, any adjunct instructor may be replaced by a full time faculty member in the event the full time faculty member needs the course to fulfill academic load requirements. All appointments are made subject to the provisions of the Administrative Rules and OLC Policies as approved by the Board of Trustees, and final assignment of instructional duties by the Vice President of Instruction.

| | | | |
|---|--|--|--|
| | | | |
| Adjunct/Faculty Signature Date | | Authorized OLC Signature Date | |
| Name (Type or Print): | | | |
| SSN: | | | |
| Address: | | | |
| Phone | | Cell Phone: | |
| Email: | | | |

VP Office Use Only:

Approved Instructor: _____ Yes _____ No

Administrative Assistant to VP for
Instruction

Account #: _____

(Contract not valid until signed by VP Office) Vice President for Instruction

Non-Associate BS/BA: \$481.33 x _____ Associate BS/BA: \$515.33 x _____

8 years or more BS/BA: \$549.33 x _____

Masters: \$515.33 x _____

Masters:

\$583.33 x _____

Masters:

\$621.33 x _____

PhD.:

\$549.33 x _____

Ph.D.: \$621.33 x _____

Ph.D.:

\$651.33 x _____

Graduate Course:

\$783.33 x _____

A signed W-4 and I-9 form must be on file or attached before this contract is valid.

New Form 1/17/14