HIED 653.01W Community College Instructional Leadership
COURSE SYLLABUS: Summer 2025

INSTRUCTOR INFORMATION

Instructor: Anissa Guerin, Ph.D.
Office Hours: Please contact me via email to schedule an appointment
University Email Address: anissa.guerin@etamu.edu
Preferred Form of Communication: Email
Communication Response Time: 24-36 hours (excluding holidays and weekends)

COURSE INFORMATION

Textbooks required:

- Myran, G., Baker, G., Simone, B. & Zeiss, T. (2003). Leadership Strategies for Community College Executives. Washington DC: Community College Press.

- Nevarez, C. & Wood, L. (2010). Community College Leadership and Administration: Theory, Practice and Change. New York, NY: Peter Lang Publishing.

- *Recommended: American Psychological Association. (2019). Publishing manual of the American Psychological Association (7th ed.). Washington, DC: Author.*

- *Assigned online readings will be available on the HIED 637 course shell.*

Course Description

This course provides an in-depth exploration of organizational, leadership, and learning theories as they pertain to instructional leadership within the community college context. Emphasis is placed on the practical application of these theories and the development of effective leadership strategies for academic leaders such as deans, division chairs, and department chairs. Key topics include curriculum development, instructional organization, resource allocation, and faculty development—focusing on strategies that enhance teaching and learning within two-year institutions.

The *syllabus/schedule are subject to change.*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Interpret and evaluate organizational theories

- 1.1. Describe and explain the nature of organizational structure and behavior.
- 1.2. Explain how organizations operate within a community college context.

2. Interpret and evaluate leadership theories

- 2.1. Differentiate between leadership and management roles in higher education.
- 2.2. Analyze leadership strategies and decision-making techniques.
- 2.3. Identify and examine the roles and responsibilities of instructional leaders.

3. Demonstrate an understanding of instructional processes

- 3.1. Analyze theories of learning and student development.
- 3.2. Evaluate instructional strategies and related ethical principles.
- 3.3. Identify and assess procedures for student and program evaluation.
- 3.4. Examine practices for curriculum development and instructional coordination.

4. Demonstrate an understanding of personnel development strategies

- 4.1. Design and propose a comprehensive faculty development plan.
- 4.2. Analyze faculty evaluation systems and incentive structures.

5. Demonstrate an understanding of resource development and management

- 5.1. Explain principles of fiscal and material resource administration.
- 5.2. Describe effective human resource management and the use of human capital in community college settings.

<p align="center">**COURSE REQUIREMENTS**</p>

Instructional/Methods/Activities
- A serious commitment to mastery of the content and make a contribution to the learning community that the instructor will facilitate. An online course inherently requires students to be active, reflective, and self-directed learners.
- Assigned readings, as noted in this syllabus, as well as extensive outside reading in applicable literature. This reading will serve as a basis for online discussion. Late submissions **WILL NOT** be accepted.)

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Student Responsibilities

- **Check D2L Regularly**: Log in multiple times each week to access announcements, course materials, assignments, and updates.
- **Engage Consistently**: Actively participate in discussions, group work, and individual assignments. Your insights contribute meaningfully to the learning environment.
- **Meet Deadlines**: Complete and submit assignments by the stated due dates. Late submissions may not be accepted without prior communication and approval.
- **Follow APA 7th Edition Guidelines**: All written work must adhere to APA 7th edition formatting and citation standards unless otherwise instructed.
- **Maintain Academic Integrity**: Submit original work and avoid plagiarism. Properly cite all sources and ideas that are not your own.
- **Communicate Promptly**: Notify the professor in advance if you encounter challenges that may impact your participation or ability to submit work on time.
- **Model Professionalism**: Treat classmates and the instructor with respect in all interactions, including emails, discussion posts, and group work.

Tips for Success

- **Set a Weekly Routine**: Designate time each week to complete readings, engage in online discussions, and work on assignments.
- **Log Into D2L Frequently**: Aim to check the course shell at least 3–4 times per week to stay current on all updates and requirements.
- **Participate with Purpose**: Offer thoughtful, reflective responses in discussion boards and actively engage with peers' ideas.
- **Stay Organized**: Use a planner or digital calendar to track assignments, deadlines, and key course milestones.
- **Apply Instructor Feedback**: Use feedback provided on assignments to strengthen your future work and deepen your understanding of the course content.
- **Utilize Campus Resources**: Access the writing center, library services, tech support, and other university resources to support your success.
- **Prioritize Well-Being**: Balance coursework with self-care. Reach out if personal or professional circumstances affect your participation.

GRADING

Final grades in this course will be based on the following scale:

Letter Grade Breakdown

- **A** = 180–200 points (90%–100%)
- **B** = 160–179 points (80%–89%)
- **C** = 140–159 points (70%–79%)
- **D** = 120–139 points (60%–69%)

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- **F** = 119 points or below (Below 60%)

Assessment Breakdown

- **Final Project** – 100 points (50%)
- **Discussions (4 total @ 25 points each)** – 100 points (50%)
- **Total** – 200 points (100%)

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

COURSE AND UNIVERSITY PROCEDURES/POLICIES

As your professor, I am committed to providing timely and constructive feedback on all written assignments, including discussions, projects, and other submissions. My goal is to return feedback within one week of the due date.

In the event of an unexpected delay (e.g., illness or professional travel), I will communicate my availability and revised response timeline via a course announcement in D2L.

Please review the Course Requirements section for the full late submission policy. Note the following important points:

- Assignments submitted after the deadline may not receive qualitative comments and may be graded alongside the next assignment.
- **Students are responsible for notifying the professor** via email if an assignment is submitted late. A brief explanation is required for the delay.
- **No extra credit opportunities** are available in this course.

Staying current with due dates is essential for receiving full support and feedback throughout the term.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf.

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Student Disability Services

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Nondiscrimination Notice

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and East A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East A&M Supports Students' Mental Health

The Counseling Center at East A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.tamuc.edu/counsel**

Mental Health and Well-Being
The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

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AI use policy [Draft 2, May 25, 2023]

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

Summer Term II: July 7-August 7
All work is due Sundays at 11:59 PM (CST) unless otherwise noted.

Week	Dates	Assignments Due
Week 1	July 7 – July 13	• Introduce Yourself & Discussion Post #1 **Due: July 13**
Week 2	July 14 – July 20	• Discussion Post #2 **Due: July 20**
Week 3	July 21 – July 27	• Discussion Post #3 **Due: July 27**

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Week 4	July 28 – August 3	• Discussion Post #4 **Due: August 3**
Final Week	August 4 – August 7	• Final Research Project **Due: Thursday, August 7**

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