Students and faculty alike begin their association with the college through the Office of Instruction. The office is responsible for activities in three major areas: student academic affairs, curriculum oversight, and faculty hiring and evaluation.

### Current Student Academic Services
- **Course Substitutions**—Reviews course substitution requests to determine whether the content meets the human and cultural diversity requirements.
- **Course Reinstatements**—Reviews course reinstatement requests to determine if approval is warranted.
- **Grade Appeals**—Gathers all documents related to a grade appeal and reviews all materials presented to determine whether a final grade was fairly applied.

### Curriculum
- **Institutional Accreditation**—Leads the college’s accreditation effort by the implementation and development of a comprehensive process through its completion per the Higher Learning Commission’s (HLC) continued accreditation process(es).
- **Institutional Assessment**—Includes overseeing the assessment committee’s work as well as assuring its successful involvement in the HLC Academy for the Assessment of Student Learning.
- **Focused Programs/Services: Wordshop, Service Learning, SENCER, and Learning Communities**—Oversees and assures program quality via partnering and guiding faculty coordinators and participants.
- **IAI/ICCB & Curriculum Review**—Facilitates the review and approval of all curricula taken in fulfillment of the general education requirements through ICCB and IAI. This includes, but is not limited to, the review of course syllabi for each academic term.

### Faculty
- **Contracts/Special Assignments**—Assures the timely generation, review and approval of contracts related to the OI’s departments.
- **Evaluation**—Evaluates and meets with all part-time, tenure-track, and post-tenure faculty per the requirements of the governing UBAs for the purpose of ensuring adherence to CCC performance goals, FoE recommendations and continuous implementation of assessment practices. S/he is also responsible for the biannual and annual evaluation of all reporting staff.
- **Hiring**—Interviews and recommends for hire of all part-time and full-time faculty to meet the needs of the instructional services of the departments s/he oversees.
- **Post-Tenure Review**—Organizes, facilitates and oversees the process by which eligible tenured faculty members undergo post-tenure review.
- **Tenure**—Organizes, facilitates and oversees the process by which new and continuing tenure-track faculty pursue tenure via Board-approved and UBA guidelines.

### Administration
- **Budget**—Monitors (via review) and approves all expenditures in her/his budget as well as the budgets of those departments that report to the OI.
- **Grants**—Directs and assures that all performance measures are met for all grants under the Office of Instruction’s purview.
- **Scheduling**—Develops the semester schedules for fall, spring, and summer. This includes mini/special terms.