MANCHESTER
COMMUNITY
COLLEGE

FACULTY HANDBOOK
2011-2012

Office of the Dean of Academic Affairs

MANCHESTER COMMUNITY COLLEGE
FACULTY HANDBOOK
2011-2012

Table of Contents

D. POLICIES AND PROCEDURES

E. RESOURCES

F. FREQUENTLY ASKED QUESTIONS

G. SAMPLE FORMS

H. APPENDICES

I. <u>WELCOME LETTER</u>

Dr. Joanne Russell,
Dean of Academic Affairs

Dr. Pamela Mitchell-Crump
Associate Dean of Academic Affairs
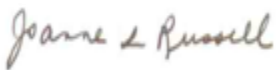
Welcome to Manchester Community College and to the Academic Affairs Division. We are committed to excellence in teaching and value your engagement in the teaching and learning process with our diverse student body. Our college learning goals define the knowledge we consider essential for all MCC students:

- Intellectual and Practical Skills
- Knowledge of Human Cultures and the Physical World
- Personal and Social Responsibility
- Integrative Learning
- Self Awareness and Life Skills

This Faculty Handbook is a resource for you to use as a resource tool to assist you in your work with our students and the entire MCC campus community.

Thank you for your dedication and commitment to teaching and best wishes for a prosperous 2011-12 academic year.

Sincerely,

Joanne L. Russell, Dean

Pamela Mitchell-Crump, Associate Dean

II. Divisions and Program Information

Business, Engineering and Technology Division (BET)

Catherine Seaver, Division Director

Beverly Ferrigno – Secretary
LRC A224, 860-512-2620
bferrigno@mcc.commnet.edu

Accounting/Business and Paralegal Department
Theresa Janeczek – Department Chair
Office: LRC A255, 860-512-2626
tjaneczek@mcc.commnet.edu

Paralegal
Nance Kriscenski - Program Coordinator
Office: LRC A205, 860- 512-2642
nkriscenski@mcc.commnet.edu

Engineering and Technology
Steve Moore - Department Chair
Office: AST C122, 860-512-2653
smoore@mcc.commnet.edu

Computer Programming and Network Department
Richard Gnall – Department Chair,
860-512-2643, LOWE L218f
rgnall@mcc.commnet.edu

Information Management and Technology Department
Susan Barzottini – Co-Department Chair
860-512-2639, LRC A204
sbarzottini@mcc.commnet.edu
Carla Adams – Co-Department Chair
860-512-2652, LRC A209
cadams@mcc.commnet.edu

Liberal Arts Division (LA)

Michael Stefanowicz, Division Director

Brenda St. Peter - Secretary
AST T304; 860-512-2660
bstpeter@mcc.commnet.edu

Communications Department
Robert Kagan – Department Chair
Office A213, 860-512-2687
RKagan@mcc.commnet.edu

English Department
David Caldwell – Co-Department Chair
Office: L218d, 860-512-2689
DCaldwell@mcc.commnet.edu
Jeanine DeRusha - Co-Department Chair
Office L251, 860-512-2670
JDeRusha@mcc.commnet.edu
Diana Hossain – ESL Acad. Disc. Coordinator
Office: Tower T409, 860-512-2678
dhossain@mcc.commnet.edu

Multimedia and Graphic Arts Department
Ed Hogan - Program Coordinator
 Office: A257, 860-512-2672
EHogan@mcc.commnet.edu

Music Department
Deborah Simmons – Program Coordinator
Office: AST D235, 860-512-2674
dsimmons@mcc.commnet.edu

Math, Science and Health Careers Division (MSHC)

Marcia Jehnings, Division Director

Beverly Ferrigno – Secretary
LRC A224, 860-512-2700
bferrigno@mcc.commnet.edu

Allied Health Programs

- Health and Exercise Science
  Andrew Paterna - Program Coordinator
  Office: LRC A232, 860-512-2708
  apaterna@mcc.commnet.edu

- Occupational Therapy Assistant
  Margaret Moriarty - Program Coordinator
  Office: LRC A227, 860-512-2719
  mmoriarty@mcc.commnet.edu

- Physical Therapist Assistant
  Richard Clark – Advisor
  Office: LRC A230, 860-512-2715
  rclarck@mcc.commnet.edu

Respiratory Care
Nancy LaRoche–Shovak - Program Coordinator
Office: LRC A235, 860-512-2714
Nlaroche-shovak@mcc.commnet.edu

- Surgical Technology, A.S.
  Richard Clark – Program Coordinator
  Office: LRC A230, 860-512-2715
  rclark@mcc.commnet.edu

- Therapeutic Recreation/Gerontology
  Joan Jakiela – Program Coordinator
  Office: LRC A228, 860-512-2705
  jjakiela@mcc.commnet.edu

Departments

- Biology/Science
  Sharale W. Golding – Co-Department Chair
  Office: LRC A222, 860-512-2739
  sgolding@mcc.commnet.edu

- Mathematics
  Paul Edelen – Co-Department Chair
  Office: LOWE L219b, 860-512-2736
  pedelen@mcc.commnet.edu
  Jana Sime – Co-Department Chair
  Office: AST T413, 860-512-27232,
  jsime@mcc.commnet.edu

- Physical Sciences
  Jeremiah Sawma – Co-Department Chair
  Office: LOWE L218c, 860-512-2730
  jsawma@mcc.commnet.edu
  Sharale Walker-Golding – Co-Department Chair
  Office: LRC A222, 860-512-2739
  sgolding@mcc.commnet.eu

Social Science and Hospitality Division (SSH)

Division Director, Christopher Paulin

Brenda St.Peter – Secretary
AST T304; 860-512-2750
bstpeter@mcc.commnet.edu

Anthropology/Psychology/Student Development/ Social Science/Sociology/Sign Language Department
Jean Wynn - Co-Department Chair
Office D222, 860-512-2784
jwynn@mcc.commnet.edu
Lucy Hurston, Co-Department Chair
Office T307, 860-512-2791
lhurston@mcc.commnet.edu

Criminal Justice
Donna Nicholson - Co-Department Chair
Office A244, 860-512-2756
dnicholson@mcc.commnet.edu
Joseph Fairchild - Co-Department Chair
Office D232, 860-512-2795
jfairchild@mcc.commnet.edu

Disability Specialist/Speech Language Pathology Assistant
Eileen Furey - Program Coordinator
Office T403, 860-512-2792
efurey@mcc.commnet.edu

Drug and Alcohol Recovery Counselor
Barbara Fox - Program Coordinator
Office T306, 860-512-2769
bfox@mcc.commnet.edu

Early Childhood Education
Beth Reichert - Program Coordinator
Office T305, 860-512-2793
breichert@mcc.commnet.edu

Economics/Geography/History/Political Science
Guocun Yang - Department Chair
Office T402, 860-512-2782
gyang@mcc.commnet.edu

Hospitality Department
Jayne Pearson - Department Chair
Office A256, 860-512-2785
jpearson@mcc.commnet.edu

Social Services Department
Diane Freeman - Program Coordinator
Office T511, 860-512-2781
dfreeman@mcc.commnet.edu

III. Organizational Chart

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Administrative Assistant          Associate Dean Academic Affairs          Dean Academic Affairs          Administrative Assistant
Sandi Browne                      Pamela Mitchell-Crump                    Joanne Russell                 Karyn Case
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Secretary — Brenda St. Peter

Secretary — Beverly Ferrigno

Assistant to the Dean of Academic Affairs — Lolita Wynter

Division Director of Center for Business & Technology — Catherine Seaver

Division Director of Math, Science, & Health Careers — Marcia Jehnings

Division Director of Liberal Arts — Mike Stefanowicz

Division Director of Social Science & Hospitality — Christopher Paulin

Director of Library — Randy Fournier

Director of Academic Support Center — Brian Cleary

Director of Transitional Programs (Interim) — Jason Scappaticci

Director of Cooperative Education — Bob Henderson

Director of Educational Technology & Distance Learning — Bonnie Riedinger

Secretary — Marilyn Haney (1/2 time in Library)

Reference Librarians — Library Associates

Secretary (1/2 time) Academic Support Center — Marilyn Haney

Secretary — Marie Lamarre

Perkins Grant/College Career Pathways — James Balcome

Administrative. Assistant. — Elaine Lindroth

Educational Technology Assistant — Sarah Calvert

Educational Technology Assistant — Jessie Lee Mraz

IV. 2011-2012 Academic Calendar

FALL SEMESTER, 2011

Thursday	August 25	Fall semester begins
Thursday, Friday	August 25, 26	Professional days
Monday	August 29	Fall Classes Begin
Monday	September 5	Labor Day (College closed)
Monday	October 10	Columbus Day (College closed)
Monday	October 24	Last day to make up incompletes
Monday	November 7	Last day to drop classes w/o penalty
Tuesday	November 8	Election Day (no classes)*
Wednesday	November 23	Thanksgiving recess begins (no classes)*
Thursday	November 24	Thanksgiving Day (College closed)
Friday	November 25	No classes*
Monday	November 28	Classes resume
Monday	December 12	Last day of classes
Tuesday	December 13	Final exams begin
Monday	December 19	Final exams end
Thursday	**December 22**	**Final grades due (by 12:00 p.m.)**
		Fall semester ends

SPRING SEMESTER, 2012

Monday	January 16	Martin Luther King Day (College closed)
Tuesday	January 17	Spring semester begins
Tuesday, Wednesday	January 17, 18	Professional days
Thursday	January 19	Classes begin
Monday	February 20	Presidents' Day (College closed)
Monday	March 19	Last day to make up incompletes
Monday	March 19	Spring recess begins (no classes)*
Monday	March 26	Classes resume
Monday	April 2	Last day to drop classes w/o penalty
Thursday, Friday	April 5, 6	Spring weekend (no classes)*
Friday	April 6	Good Friday (College closed)
Monday	May 7	Last day of classes
Tuesday	May 8	Final exams begin
Monday	May 14	Final exams end
Thursday	**May 17**	**Final grades due (by 12:00 p.m.)**
Thursday	May 31	Commencement
Friday	June 1	Spring semester ends.

*Administrative offices open.

APPROVED BY THE COLLEGE SENATE:

The term "College closed" means that no classes will be held and no College services will be available. The "no classes" dates do not apply to Continuing Education classes. *Please note: start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogues.*

V. <u>Faculty Evaluation</u>

Full-Time Faculty

Section 1 – Criterion
The criterion for the evaluation of professional staff members shall be the quality of the performance of professional responsibilities as provided in Article X of the Faculty Contract.

Section 2 – Periodic Evaluation
1. There shall be periodic evaluation by the employer of all members of the bargaining unit as follows:

    a) in each of their first two appointment periods;
    b) once in every three years thereafter for those on standard appointments;
    c) once in every five years thereafter for those holding tenured appointments.

2. The list of professional staff members to be evaluated in accordance with this schedule in an academic year shall be published at each college by October 1.

3. This provision notwithstanding, the Board or its representative may initiate more frequent evaluation as appropriate. A professional staff member may also request more frequent evaluation, which request shall not unreasonably be denied.

4. The professional staff member shall be notified in advance of the period (not to exceed two weeks) during which a classroom visitation for the purpose of evaluation is to occur.

Adjunct Faculty

The system process is as follows:

1. Adjunct faculty is to be evaluated in accordance with the following guideline:

    a) The first semester of teaching
    b) The third semester of teaching
    c) Every fifth semester thereafter

2. The evaluation consists of the following:
    a) Faculty Development Review Plan (FDRP) summary student evaluation
    b) FDRP instructional observation form
    c) Overall performance rating to be completed by the Dean or designee

The FDRP process for faculty can be accessed at the Connecticut Community College website:
http://www.commnet.edu/emprel/facultyplan.asp

To explain what this means here at Manchester Community College:

1. You will be evaluated the first semester that you teach here, the third semester and then every fifth semester thereafter.
2. The process includes the **Faculty Development Review Plan (FDRP)** instructional observation form. In most cases your class will be observed by the Program Coordinator or Department Chair who hired you, or by an appropriate faculty member. Our full-time faculty is all also observed using the same form, by their supervisor, the Division Director.
3. The process also includes consideration of the **student evaluations of faculty** which are currently done each semester (also used with full-time faculty).
4. The third part of the evaluation of adjunct faculty includes **consideration of "other" factors**. This part is most likely to be used if there are unusual factors which would not show up in either the classroom observation or the student evaluations and may include such factors as holding all scheduled classes, timely submission of syllabi and grades, and other requirements of the faculty contract.

The Process at MCC:

1. The Department Chair or Program Coordinator will discuss the adjunct faculty member to be evaluated, with the Division Director, in order to go over previous student evaluations of the faculty member's work, and any other items of significance (if, for example, there had been student complaints in addition to the student evaluations; or if the faculty member has contributed substantially to curriculum development).
2. The Department Chair, Program Coordinator, or appropriate faculty member will observe the faculty member's class (after appropriate discussion with the faculty member).
3. The Department Chair or Program Coordinator will discuss the evaluation with the Division Director and make a preliminary recommendation of a rating ("satisfactory" or "unsatisfactory") for the Division Director and Dean to approve.
4. The Department Chair or Program Coordinator will meet with the adjunct faculty member to discuss the classroom observation; student evaluations; and overall evaluation. At that time, the faculty member being evaluated will have the opportunity to clarify or add any additional information.
5. The Department Chair or Program Coordinator will submit the evaluation to the Division Director and Dean for final approval, with the overall performance review form attached.

As always, any adjunct faculty member (whether during an evaluation semester or not) should feel free to discuss any issues with the Department Chair, Program Coordinator, or Division Director.

The evaluation process, both for Adjunct and for full-time faculty, provides opportunities for structured conversations about teaching. The shared conversation often leads both the evaluator and the faculty member being evaluated to have the opportunity to experience new ideas and methods and to become energized and renewed in thinking about how best to teach.

VI. <u>Promotion/Tenure – Deadlines and Procedures</u>

Procedure for Promotion – Faculty and Community College Professionals

Eligibility – Article XII, Section 3 of the collective bargaining agreement provides that "the normal expectation for promotion is after three (3) years of service.   Prior service on full-time special appointments which the employer determines are similar shall be credited."

*October 1, 2011	President's Office will publish a list of individuals eligible for promotion.
October 1, 2011	Human Resources Offices will provide promotion applications to eligible staff.
December 15, 2011	Evaluations of individuals scheduled for evaluation and applying for promotion to be received in the Human Resources Office.
*January 5, 2012	Applications due in President's Office.
*March 1, 2012	Promotion Committee recommendations due in President's Office. Promotion Committee must inform each applicant, <u>in writing</u>, of the recommendation made.
Late-March, 2012	President meets with Promotion Committee to discuss intended selection of promotion recipients.
*April 15, 2012	Each applicant is informed of the President's decision.

*Contract Dates

When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.

Procedure for Tenure – Faculty and Community College Professionals

Eligibility -Will have **completed six years of full-time** employment by September 1, three years of which must be in current job function. (Service as Educational Assistant or Lecturer shall not count toward the six-year requirement unless the Board determines that all or a portion of such service should count).

*October 1, 2011	President's Office will publish a list of those eligible for tenure consideration.
October 1, 2011	Human Resources Office will provide Tenure applications for eligible staff.
*November 1, 2011	Applicants for Tenure submit applications to their supervisors.
December 1, 2011	Evaluations due in President's Office.
*December 15, 2011	Supervisors' recommendations due in President's Office. Supervisors must inform each candidate, in writing, of the recommendation made and inform each individual for whom a standard appointment is recommended, in writing, of areas needing improvement, where appropriate.
*March 1, 2012	Tenure Committee submits recommendations to the President and informs each candidate, in writing, of the recommendation made.
March 5, 2012	Deans are informed of Committee and Supervisor recommendations and are requested to make their recommendations to the President.
March 12, 2012	Deans' recommendations due in President's Office. In the event that an individual is not recommended for tenure, the Dean shall inform the individual, in writing, of areas needing improvement, where appropriate.
Mid-March 2012	President meets with Tenure Committee to discuss intended selection of tenure recipients.
*April 1, 2012	Each applicant is informed of the President's decision.

*Contract Dates
When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.

VII. Sabbatical Leave – Deadlines and Procedures

Procedure for Sabbatical Leave – Faculty and Community College Professionals

Eligibility – Must have completed **six consecutive years of full-time service**. Applications submitted during sixth year. A supplemental letter in the collective bargaining agreement states that the Board may consider sabbatical leave applications from unit members who have worked in the system twenty or more hours per week for at least ten years.

*October 18, 2011	Applications made available to staff.
*November 1, 2011	Applications for Sabbatical due to supervisors.
November 15, 2011	Applications due in President's Office from supervisor.
*December 15, 2011	Sabbatical Committee recommendations due in President's Office.
January 5, 2012	Deans provided with Committee and Supervisor recommendations.
January 12, 2012	Deans' recommendations due in President's Office.
January, 2012	President meets to discuss intended recommendations with the Sabbatical Leave Committee.
*February 1, 2012	President submits recommendations to the Chancellor.
*April 1, 2012	Chancellor and subcommittee of presidents select the recipients.

*Contract Dates

When contract or board established deadline dates fall on a holiday or weekend, the deadline should be considered the close of business of the first business day following the deadline.

VIII. <u>Adjunct Offices</u>

There are three offices set aside for adjunct faculty. One is an enclosed, private, multiple-station office (in the LRC, B-212) and two which provide multiple open carrels (AST T417, AST T518 and LOWE L244). All adjuncts are welcome to use ANY of these offices. The enclosed office in the LRC has a punch-button code lock; your Division Director can tell you the code. All adjuncts have access to phones, computers, printers, and a place to meet with students, in these offices.

IX. <u>Travel Procedure</u>

In accordance with current state policy, faculty wishing to travel for professional reasons must first obtain permission from the Division Director, Dean and President whether or not there is a cost to the College. Faculty should provide their Division Director with the dates, place and purpose of travel, and indicate whether or not professional development funds will be requested. The Division Director shall make a recommendation to the Dean of Academic Affairs, who shall make a recommendation to the President if out of state travel is being requested. The Division Director shall notify the faculty member once the President has approved the request.

Faculty should then provide the Assistant to the Dean (LRC B112 or lwynter@mcc.commnet.edu) with the information needed to complete the Travel Authorization (TA) Form (CO-112). After the TA is signed by the faculty member and Division Director, it is forwarded to the Dean of Academic Affairs for approval, and then to the Business Office for Processing.

Travel Procedure – Continued

Upon completion of the travel, the faculty member must submit receipts of expenses to the Assistant to the Dean who will prepare an Employee Payroll Reimbursement Form (CO-17XP-PR) for the faculty and Division Director's signature.

Note: Faculty planning to use their personal car for traveling is required to have a copy of their "Declaration of Insurance" page from their current insurance policy on file in the Business Office (Lowe L165).

Travel and Reimbursement Guides for submitting documentation can be found at the following links in the MCC Website Form Depot and Outlook Public Folders:

Travel Guide Links
- Outlook:\\Public Folders\All Public Folders\Manchester\Divisions and Departments\Academic Affairs Processes\Travel & Reimbursement Process
- http://www.mcc.commnet.edu/students/depot/TRAVEL-AUTHORIZATION-REQUEST-Guide-10-11.pdf

Reimbursement Guide Links
- Outlook:\\Public Folders\All Public Folders\Manchester\Divisions and Departments\Academic Affairs Processes\Travel & Reimbursement Process
- http://www.mcc.commnet.edu/students/depot/REIMBURSEMENT-REQUEST-GUIDE.pdf

B. Technology Resources

I.   Help Desk

As a general rule, please contact the technology helpdesk at 860-512-3456 (off campus) or x3456 (on campus) or ma-helpdesk@mcc.commnet.edu for technology related questions or problems. You can also contact the help desk to inquire about the Microsoft Office Suite Home Use program, so you can work with MS Office on your home computer. The help desk also offers assistance with MyCommnet login issues. Visit their website: http://www.mcc.commnet.edu/offices/irt/

II.   MyCommNet

MyCommNet is the community college system portal to access your courses in Blackboard, library resources, MCC e-mail and the faculty self-service. You will use your NetID and password to log onto myCommNet at: http://my.commnet.edu/. For 24/7 support, please call 866.940.1928 or go to http://www.commnet.edu/portal/help/

III. Blackboard

The online course management system used throughout the Connecticut Community College System is Blackboard. Through the summer of 2012, the version used is Blackboard Vista v 8.04. Every course section (CRN) taught at the College is given a Blackboard shell.

Faculty who include an online component in their courses should use Blackboard as the starting point for online course materials, either putting those materials into Blackboard or linking to those materials from their Blackboard course shell.

Students who have registered for a course are automatically given access to that course's Blackboard shell. Students who drop a course are automatically denied access to that course shell. Students will have access to their Blackboard site two weeks before the start of each term. If you do not want students to have access until the first day of class, you may use the selective release tool to hide your course. Visit the documentation page for instructions. Students have access to their Blackboard courses for 11 weeks after the end of the semester.

Documentation and tutorials on Blackboard are available on the ETDL web page and in the Blackboard Orientation and Faculty Resources site listed on your "My Blackboard" page. Faculty should contact the Educational Technology and Distance Learning department at sandbox@mcc.commnet.edu for assistance with Blackboard.

Information about Blackboard can be found online at:

- the ETDL web page at: http://www.mcc.commnet.edu/students/resources/distance.php
- the ETDL Wiki at: http://mccetdl.pbworks.com/
- the Instructional and Informational Technology Training web page at: http://www.commnet.edu/academics/iitt/

Accessing Your Blackboard Course

Log into myCommNet

You will use myCommNet, the community college system portal, to access your courses in Blackboard. You will use your NetID to log onto myCommNet.

Be aware that Blackboard is not compatible with every version of every browser. You can check to see whether your web browser will work with myCommNet and Blackboard by going to http://ct-cc-blackboard-vista-student-troubleshooting.pbworks.com/Browser+and+Java+Settings

The link to myCommNet is located at the bottom of the MCC web page **http://www.mcc.commnet.edu** under this icon:

myCommNet

Be sure to bookmark the **myCommNet url (http://my.commnet.edu)** on your browser so you can access myCommNet even if the MCC web site is down.

Follow this link for instructions on how to log on and use myCommNet: http://www.commnet.edu/portal/

Working in Blackboard

When you log into myCommNet, you will be on your Home page. To access Blackboard, click on the Blackboard icon in the upper right corner of your myCommNet homepage or go to the Faculty tab and click on the Blackboard link.

Once you log in, you will see a listing for every section you are teaching under Course List. To develop your class, you will work in the **Build** tab area, adding items such as your syllabus, assignments, online discussion tool, etc. Once you have added content to your class, it is a good idea to check what your course will look like to your students by going to the **Student View** tab. When you are teaching your course, you will work in the **Teach** tab area, which is where you can communicate with your students via discussions or journals and post student grades for assignments or exams.

Blackboard Backups

You should always have a backup copy of all material that you have uploaded to Blackboard.

To back up your entire course shell at once, start in the Build tab, go to Manage Course and select Backup. Once the backup has been made, write down the .bak ID number so you can find your backup file. To download your backup to your office computer, start in the Build tab, go to the File Manager, navigate to the course folder (one level up from your section), click the checkbox next to your backup (use the ID number to identify your backup file), and click Download to save the backup file to your computer.

Blackboard courses are accessible to faculty for one year. After that, they are purged from the system.

You may copy content from one semester to the next. Instructions are available on the ETDL documentation web page: http://www.mcc.commnet.edu/students/resources/distanceDocumentation.php

Blackboard Assistance for Students

Students can access tutorials and documentation on the ETDL web site (http://www.mcc.commnet.edu/students/resources/distanceStudentVista.php#7) and in the Orientation site on their "My Blackboard" page. Students are also welcome to attend orientation sessions ETDL offers at the beginning of the semester. The schedule is listed on the ETDL training web page. If you would like help introducing Blackboard to your on-ground class, contact sandbox@mcc.commnet.edu to request assistance. Classroom visits are scheduled during regular business hours as staff members are available.

 All students with valid e-mail addresses who have registered for a hybrid or online course receive an e-mail message with a link to the ETDL student web page.

 Technical troubleshooting assistance for students is available 24/7 at: http://www.commnet.edu/portal/help/

Blackboard – Continued

1. Make sure you have typed your Net ID and password correctly. Passwords are case sensitive and you will not be able to log on if your cap lock key is on.
2. Look for help on the Browser Tune-up Page & use the Check Browser tool.
3. Use a recommended browser (http://ct-cc-blackboard-vista-student-troubleshooting.pbworks.com/Browser+and+Java+Settings)
4. Try clearing your browser's cache.
5. Follow instructions below for specific problems and help information

myCommNet Troubleshooting

Students who forget their NetID passwords may use the web reset utility at:www.commnet.edu/netid/password.aspx.

Faculty and staff (or students if the web reset fails) must come in person to either the MCC Help Desk (room L204) or Registrar's Office for a reset. Please have valid ID available. The Registrar's office can also remotely reset faculty passwords via fax. The fax form and information about resetting passwords are at: http://www.mcc.commnet.edu/offices/irt/netID.php

For other technical help with myCommNet, call the MCC Help Desk at Ext. 3456.

Blackboard Troubleshooting

If after successfully logging into myCommNet you have difficulty accessing Blackboard from within myCommNet:

Call the ETDL Sandbox at x2857 or e-mail sandbox@mcc.commnet.edu .
Evenings and weekends, refer to the myCommNet/Blackboard support page.

Whenever you call the Help Desk or the ETDL Sandbox, be sure to provide your name and Banner ID number, the name, subject and number of your course and the full CRN (for example: CSC B101 Introduction to Computers, CRN 20059,) the type of computer you are using (Mac or PC), the browser you are using (for example: Internet Explorer or Mozilla Firefox) as well as the browser version, a clear description of the problem and the troubleshooting steps you may have already taken.

Contact Information for Troubleshooting and Consultations:

Blackboard Troubleshooting & Educational Technology Assistance: Consulting and course design assistance is available upon request in the ETDL Sandbox or in your office. Contact sandbox@mcc.commnet.edu to set up an appointment or if you have Blackboard or educational technology questions.

Office & Classroom Technology, MyCommNet & e-mail Troubleshooting: If you have technical problems with your office computer or the instructor's station, projector, or computers in your classroom contact the IT Help Desk at Ext. 3456. The Help Desk can also assist you with e-mail problems and MyCommNet password resets and log-in difficulties.

After normal business hours, 24/7 Blackboard and MyCommNet assistance is available at:
http://www.commnet.edu/portal/help/ .

Teaching Online

If you are interested in teaching hybrid or fully online courses, discuss your proposal with your supervisor. Preparation for online teaching includes introductory Blackboard workshops, enrollment in iTeach, the Connecticut Community College System's fully online, 9-week faculty training workshop, and consultation with the MCC distance learning course designer.

IV.   Hardware & Software for Classrooms

New technology proposals should be considered during the development of your department's action plan each spring. Large-scale proposals, such as the purchase of many computers or the repurposing of a classroom, should be discussed with your supervisor before submitting the proposal. The *Educational Technology Proposal Form* should be electronically submitted to your Division Director as soon as proposals have been incorporated into the action plan, but no later than March 1 for the next academic year. Proposal approval is contingent on availability of resources and the proposal's relevance to the strategic plan.Emergency or vital unanticipated needs that arise after this deadline should be discussed with your supervisor. A Division Director must approve and request all classroom installation requests given to IT. For answers regarding how-to questions or work-stopped issues such as error messages or broken equipment in classrooms, faculty should contact the Help Desk directly at x3456 or ma-helpdesk@mcc.comment.edu.

V.   Educational Technology & Distance Learning

The department of Educational Technology and Distance Learning provides services to faculty interested in using technology to enhance teaching and learning. Whether you need help troubleshooting Blackboard technical questions, want to learn effective online teaching strategies or need to learn how to set up RSS feeds for your on-ground course, the ETDL staff can help. Please contact the Sandbox at (860) 512-2857 or sandbox@mcc.commnet.edu

VI.   E-mail

The **MAIN way** in which you will be communicated with by (President, Dean of Academic Affairs, Associate Dean, Division Director, Department Chair, or Program Coordinator) for both **official and unofficial communications is by MCC campus e-mail** (if you are not sure of your e-mail address or how to use it, ask at your division office or contact the MCC Helpdesk via phone (860-512-3456) or email (helpdesk@mcc.commnet.edu).

We do this for **three reasons**:

1. It is easier for adjuncts to view e-mail (which they can see from anywhere) than to physically get to campus to check their on-ground mailbox (though of course, you should continue to check that also, since you will receive your teaching contracts, are likely to get messages from students there, or occasional bulky mail). E-mail can be accessed off campus through Outlook Web Access: www.mail.commnet.edu
2. It allows us to make sure that adjuncts receive the important messages which are sent to distribution lists such as this one, to adjunct faculty; or the "All Points" one; or a division list.
3. It allows us to adhere to the governor's mandate that all state business which can be done electronically, should be done electronically, to avoid the additional expenses of paper and mailing costs. Following this practice also allows the college to remain faithful to the Strategic Plan initiative to implement "green practices" wherever possible.

a. Outlook Web Access (OWA)

You can use the Outlook Web Access server to access your Exchange mailbox via a web browser. Once connected you will have full access to read your e-mail, manage your calendar, schedule meetings, access your contacts, etc.

Please note that in order to log into OWA from off-campus, you must first initialize your account by logging into the campus network from on-campus.

Logging On

1. Open Internet Explorer.
2. Type http://www.mail.commnet.edu/
3. From the section labeled "**Client,**" select one of the following:
    Premium (Recommended for Broadband [Cable/DSL] users): The premium client provides all Outlook Web Access features.
    Basic (Recommended for Dial-Up users): The basic client provides fewer features than the premium client but offers faster performance. Use the basic client if you're on a slow connection.
4. Enter your full E-Mail address (e.g. jdoe@mcc.commnet.edu) into the "**E-Mail Address:**" field.
5. Enter your Network password into the "**Password:**" field (remember it is case sensitive).
6. Click the "**Log On**" button.
7. Upon your successful connection, the following window will be displayed in your current browser
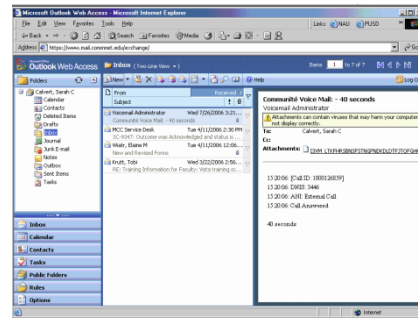
Email - Continued

Opening & Reading Messages
(By default OWA displays a reading pane on the right side of the screen.

1. Select the desired message you wish to read. The message will display in the reading pane
2. Double click on the message to read the message in a new window.

Reply, Reply to All, Forward
After reading (in the reading pane) or opening a message, you can to reply back to the sender, reply to all individuals that the message was sent to (including the sender), or forward the message on to a new person.

(Note: The following can be completed within the message window or the tool bar.)

Reply
1. Open the email message.
2. From the message toolbar, click the **Reply** button.

Reply to All
1. Open the email message.
2. From the message toolbar, click the **Reply to All** button.

Forward
1. Open the email message.
2. From the message toolbar, click the **Forward** button.

Sending a New Mail Message
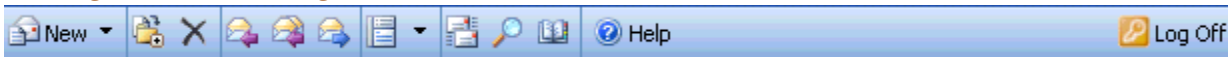
1. Click on the **New** button. A new mail message will now open in a separate window.

You have three options for adding an email address in the address fields (To, CC, or BC).

2. Type the address into the desired address field.
3. Use the "Check Names" button to locate the address of a name entered into the address field.
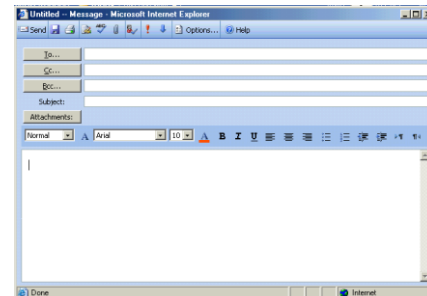
Email - Continued

Using the Global Address Book
1.   Open a new message.
2.   Click on the **To** button.
The "Find Names" window will now open.
3.   Type in either the first, last or both first and last name into the corresponding fields.
4.   Click on the **Find** button.
Any names matching the field descriptions will appear in the results window.
5.   Click on the desired name.
6.   Click on the desired field address button (To, Cc, or Bcc).
7.   Close the Find Names window.
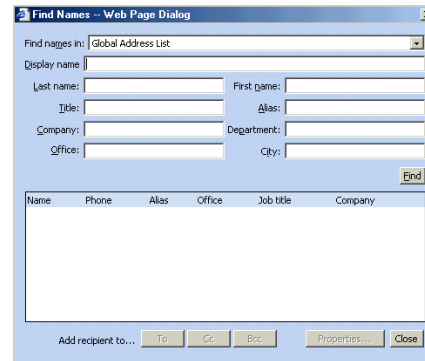
Adding an Attachment
1.   Open a new mail message.
2.   Click on the paper clip button (located on the toolbar).
The Attachment Web Dialog window will now open.
3.   Click on the **Browse** button.
4.   The Choose File window will open.
5.   Locate and select the file that you wish to attach.
6.   Click **Open**.
The Choose File window will now close and the Attachment window will again be in view.
7.   Click on the **Attach** button.
The file will now be added to the "Current file attachments" field.
8.   Close the Attachment window.
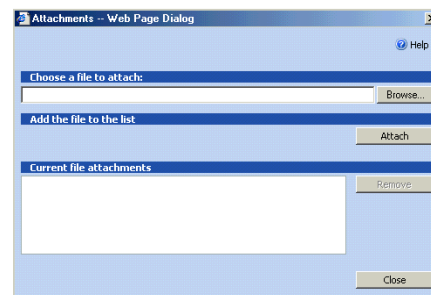
Email - Continued

Spell Checking the Message

From inside the e-mail message.

1. Click the **Spell Check Icon** on the tool bar. The Spelling dialog box window will display.
2. Select a language in the Spelling Language drop box.
3. Click the **Check Document** button.
The Spell Checker will begin checking the document.
4. Make the appropriate changes to your e-mail message.
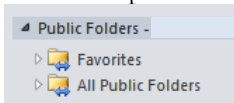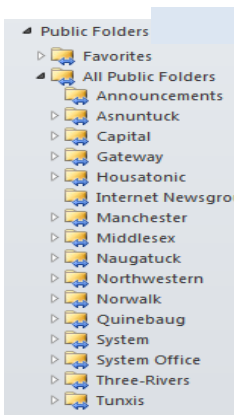5. Click the **Close** button when finished.
6. Send the document.

Source: http://www.mcc.commnet.edu/students/resources/pdf/OutlookWebAccess.pdf
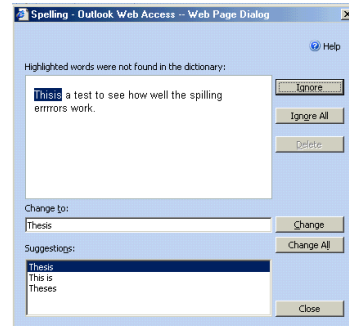
B.   Public Folders

To see the Public Folders

Outlook

1. Within Outlook, click on the Public Folders drop-down arrow to expand the menu.
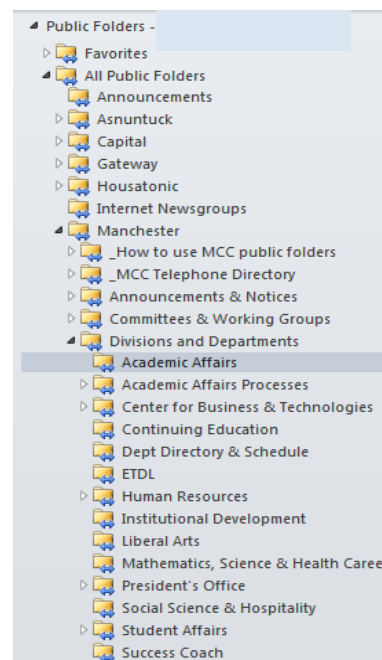
2. Click the drop-down arrow next to "All Public Folders" to expand the menu.

3. Look for the folder "Manchester"

and expand that folder to see all the high-level topics.

4. Expand a high level topic folder to see content of interest.

23

5. Click on a folder to see its contents.

6. Click on the items on the right like you would for email messages to see contents.

7. To return to a normal Mail view, click the drop-down arrows to collapse the folders.

Source: http://www.mcc.commnet.edu/students/resources/pdf/IntroductionToMCCPublicFolders.pdf

VII.   Web For Faculty (Banner)

Administrative functions at the College (except human resources/payroll) are handled through the Community College System's Banner administrative system. This includes functions such as student course registrations, student drops or withdrawals, official class rosters, and end-of-semester grade submission. Every faculty member who teaches at the College is given an account on Banner and new faculty are notified of how to access their account by the Registrar's Office. It is possible to access most Banner functions through the web using the Banner Web for Faculty interface, often simply called Faculty Self Service, which can be accessed at http://my.commnet.edu/ using your account to login. You will be able to view your official class roster and lookup student contact information here. You must use Faculty Self-Service to enter your final grades at the end of the semester.

Accessing Roster and Student Info on Faculty Self-Service

a. **Class Roster**
Rosters can be accessed online via Faculty Self-Service, http://my.commnet.edu/.
This process provides up-to-minute information on class enrollments, student status, and grades. Directions to access your roster are below. If you have problems with your ID number, please contact the Division office. If you have problems with your PIN number, please contact the Registrar's office at 512-3220.
Type the web address, *http://my.commnet.edu/*

Under SECURED INFORMATION, click on login. (Login requires an ID and PIN number.)

- Click on Manchester Community College.
- Click on Faculty Services.
- Click on Summary Class List.
- Scroll to the bottom of the page.
- Click on Printable Class List. (A printable list will appear on the screen.)
- To print, click on the printer Icon.

Student Status

Student status is noted on your roster as follows:
RE or RW – student is registered for the class and the date of registration is shown.

AU – student has signed up to audit the class. This status allows participation in class activities without being required to meet examination requirements. This status must be elected within the first four weeks of the course. Once elected, the status may not be change.

Add and Drop

Add and Drop continues through the first few days of each semester. During this time your class rosters may change. Please use this online format to verify a student's status in class. No student should be allowed to remain in class who does not appear on your roster. Refer these students directly to the Registrar's Office.
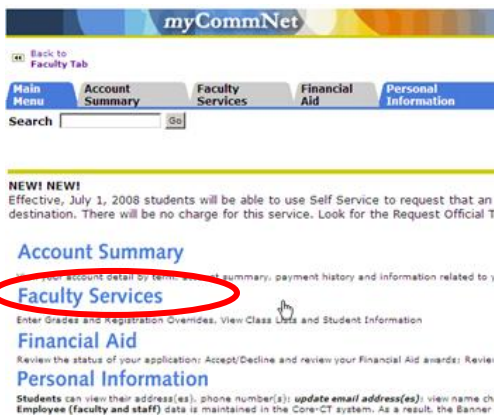
After a certain date, students will need to fill out and submit the "Late Add form" to add a class or adjust their schedule. This form is available in the Division offices

b.   E-mailing Entire Class

1. In MyCommNet, under the Faculty tab, go to "Faculty Self-Service."
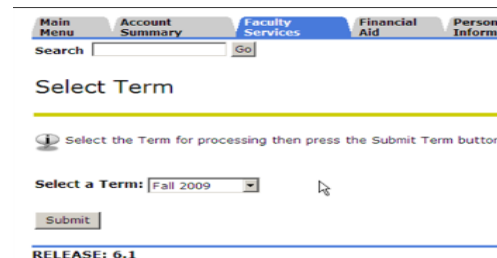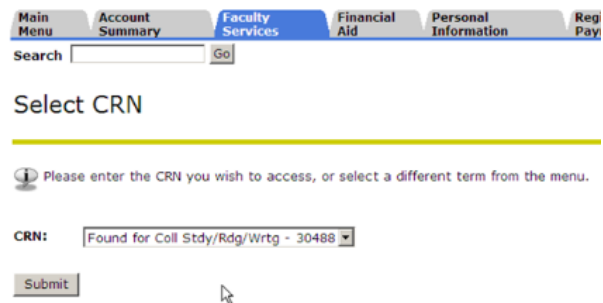

2. Click on "Faculty Services

3. ."Click on "Summary Class List."
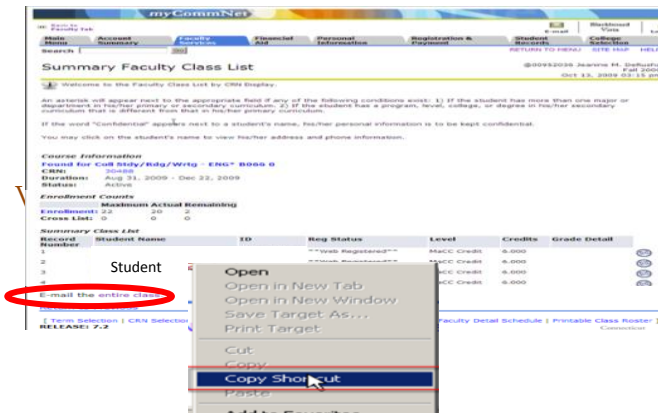

4. Select the term and click "Submit."

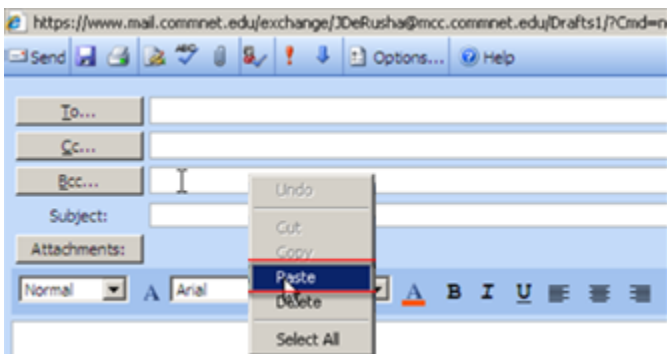5. Select the course and click "Submit."
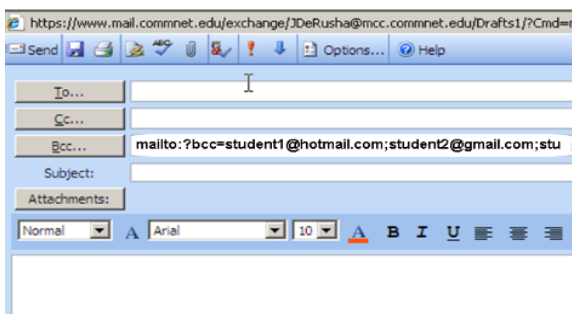
Web for Faculty (Banner) – Continued

6. A list of your current students should come up. As you scroll down, you'll see "Email the entire class." **Right-click** on this link and click on "Copy short-cut."
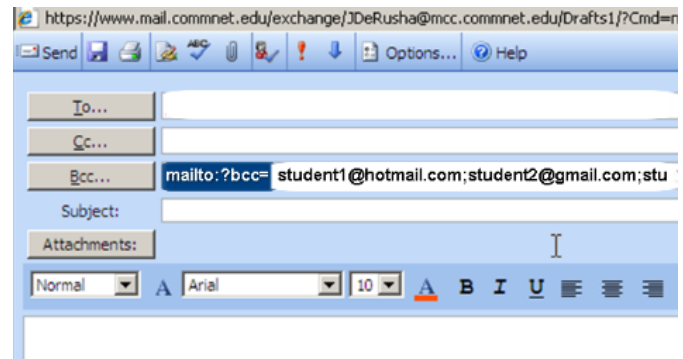

7. In OWA (Outlook Web Access), in a new message, **right-click** in the "Bcc" text box (blind courtesy copy) and click "Paste."
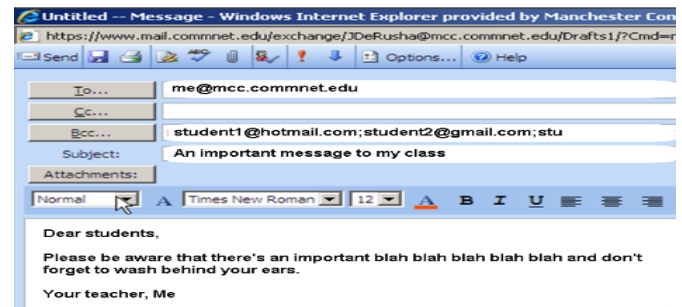

8. The e-mail addresses will appear in the Bcc line.

9. Go to the beginning of the Bcc list and delete "mailto. . . " all the way up to the "=" sign.

10. Enter your own e-mail address in the "To" line. This way, your students' e-mail addresses will not be divulged to the entire class. Enter your subject, your message, and click "Send.

26

Source: http://www.mcc.commnet.edu/students/resources/pdf/EmailingStudents.pdf
A video is also available online: http://www.mcc.commnet.edu/students/resources/EmailingStudents.swf

Other Information
Grades will be processed online using Web for Faculty. Information on grading can be found on our web site at www.mcc.commnet.edu/campus offices/registrar/faculty. Information on granting incomplete grades is also on this web site as well as an Incomplete Grade form.

C. Classes and Course(s)

I.   Faculty/Cancellation of Classes

Adjunct Absence Policy

It is the expectation of Manchester Community College that our faculty (full and part-time) meet with their classes each scheduled class period, for the duration of the class time period for the entire term of the semester in which they have a contract to teach. Regular attendance of our adjuncts is important to the College and for our students in order to provide consistency in instruction and continuity for each class for which they are enrolled during a given semester. Thus, we expect our adjuncts to maintain a constant presence through stable class attendance.

Adjunct faculty are expected to be available at reasonable times to confer with students outside of class. MCC recommends one (1) office hour per 3 credit class. The days, times and designated location of adjunct office hours should be stipulated in your syllabus as well as on the Faculty Information Sheet. This sheet also identifies specific areas on campus where office hours can be held.

On the rare occasion when an emergency arises and you are unable to hold your class, please call and notify one of the staff in Academic Affairs and Department of Public Safety-if applicable. It is essential that you actually speak to an individual. Do not leave a message!

    Academic Affairs staff may be called in the following order:
1.   Brenda St. Peter (860-512-2750/2660) – Social Science & Hospitality; Liberal Arts
2.   Beverly Ferrigno (860-512-2700/2620) – Mathematics, Science & Health Careers; Business & Technologies
3.   Sandi Browne (860-512-2605) – Associate Dean's Office
4.   Lolita Wynter (860-512-2606) – Dean's Office

PS: If you are calling before 8:00 a.m. or after 4:00 p.m., you must also call the MCC Campus Police at

Faculty/Cancellation of Classes – Continued

860-512-3680 so that a sign can be placed on your classroom door. An email should also be sent to the Associate Dean (pmitchell-crump@mcc.commnet.edu), your Division Director and Department Chair.

An email must also be sent to the students and an appropriate assignment must be provided to members of the class. Adjunct may not arrange for class coverage without approval of the Department Chair and Division Director. The Associate Dean of Academic Affairs must also receive an email regarding the absence and reason for the absence.

It is important to note that missing one class for a once-a-week class is the equivalent of one week of class time.

If you know that you will be away for more than one day during the term of your contract on days that you are scheduled to teach, other than on official college business, you should not accept an offer to teach during a given semester.

Effective Spring 2011, if you are absent from class on more than one occasion your pay may be adjusted for any missed classes. Unreported absences will be considered unsatisfactory performance and will be reflected in your evaluation for the semester. Excessive absences may result in you not being offered future employment at Manchester Community College.

Off Campus and Weekend Classes
Faculty should also notify the Continuing Education Office at 512-2803 for credit extension courses (Summer, College by Design and Winter Intersession) offered through Continuing Education. Where feasible, students will be notified by phone by the Continuing Education office.

Cancellation of Classes Because of Weather
The College administration is responsible for canceling classes because of weather conditions. Faculty should check the MCC Website at www.mcc.commnet.edu or voice mail for cancellations. Students may call 512-3004 for recorded announcements re: cancellations. In addition, notice of class cancellation is given by local radio stations and TV in their "no school" announcements (WTIC-AM & FM, WRCH, WZMX, WVIT-Channel 30/TV, WTNH-Channel 8/TV, and WFSB-Channel 3/TV).

II.   Ordering Books - Textbook Desk/Copies

Contact the Department Chair or Program Coordinator for procedures on obtaining desk copies of textbooks or contact the publisher directly.

III.   Audit

An audit status allows students not wishing credit to sit in on a course. This status allows students to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers and other work critiqued, but faculty members are not required to grade an auditor's course work. A student may not register as an "audit" student until after registration has ended and students wishing to take the course for credit have enrolled by the last day of registration. A student may not repeat an audit in the same course. A student who wishes to change from credit to audit status must request this from the Registrar's office within the first four weeks of the course. Full tuition and fees are charged for courses audited. *Financial aid does not cover audited classes.*
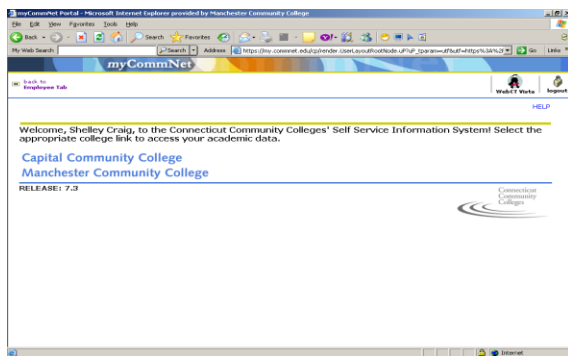
IV. Registration Override

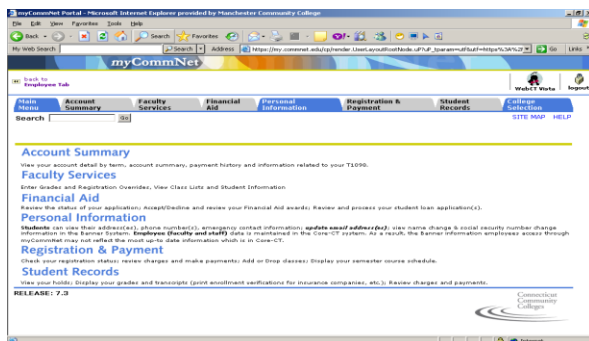## Directions to assign registration permission slips

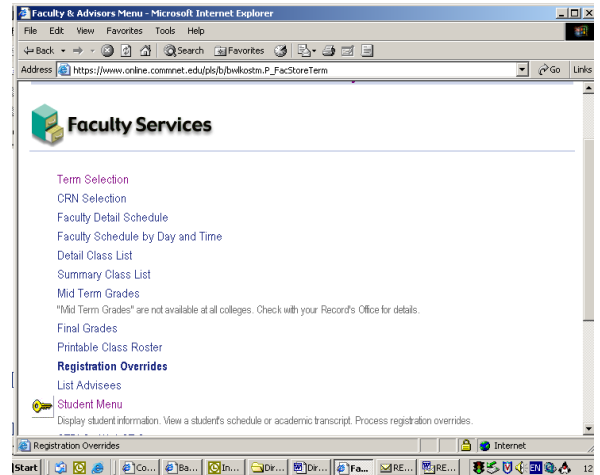1. Go to faculty and Advisor Self-Service and click where indicated.

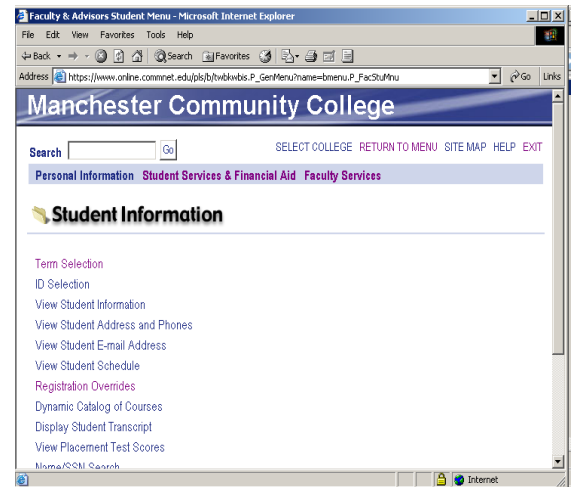2. Click on Manchester Community College.
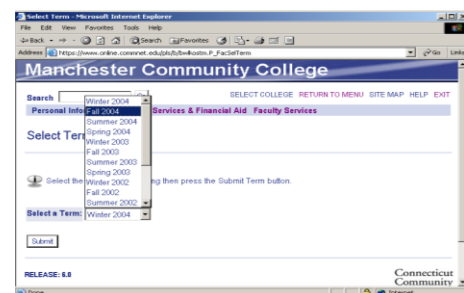

3. Click on Faculty Services.

4. Click on Registration Overrides.

5. Click on Term Selection.

6. Select the term ex: Fall 2004 then click submit.

Registration Override - Continued

7. Then Click on Student Menu again.
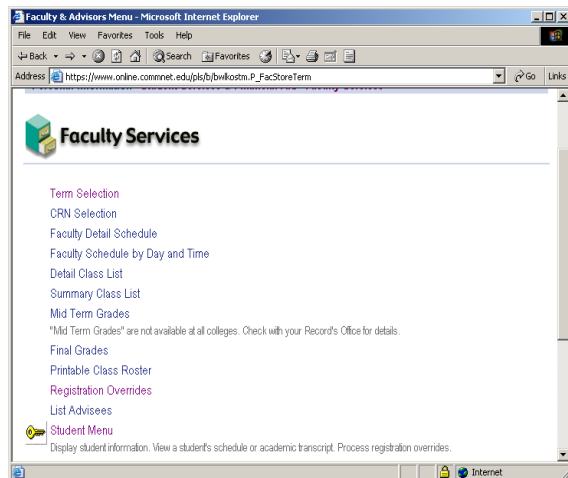
8. Click on ID Selection which will bring you to this screen. Enter either the student's name or Banner ID and then click Submit.
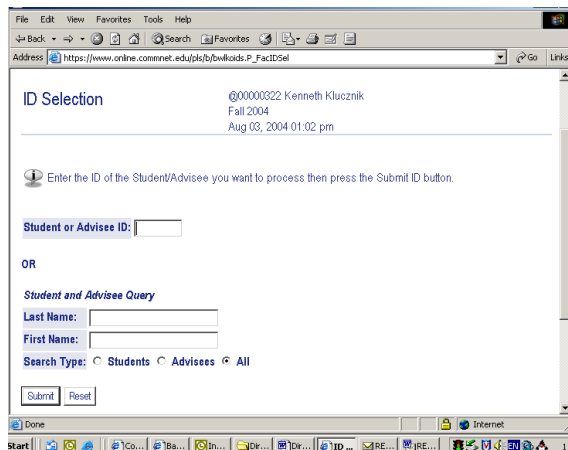
9. It will ask to verify that this is the correct student, if it is click Submit.
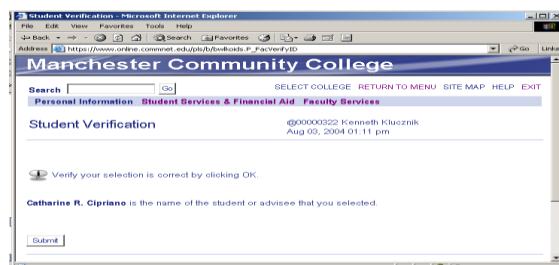
10. Then select the correct registration override:
    a. **MaCC Capacity Overload** will allow the student to over enroll into your course. Only use when you have reached your maximum enrollment.
    b. **MaCC Permission Req. Override** is used only to allow a student to register for a course that has Instructor approval. If the student has not met the prerequisites for the course this is <u>not</u> the option to use.
    c. **MaCC Pre-requisite Waiver** is used to waive prerequisites, co-requisites, and time conflicts. Click submit once you have made your selection.
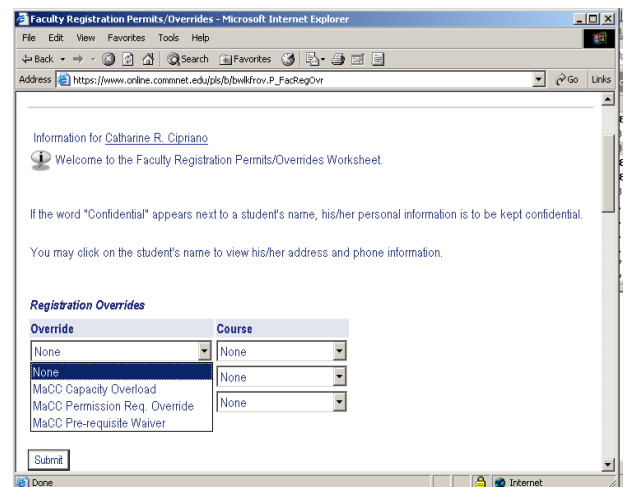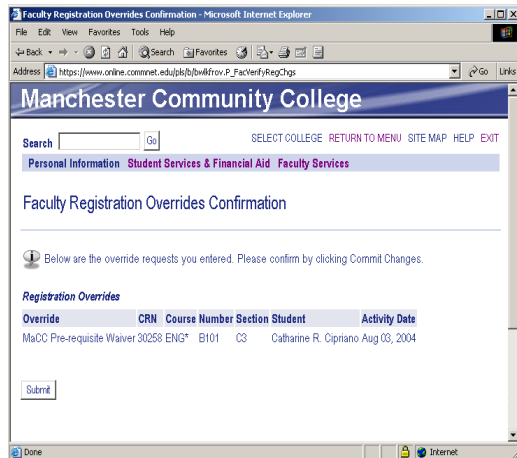
11. Then click on the correct CRN. Submit.
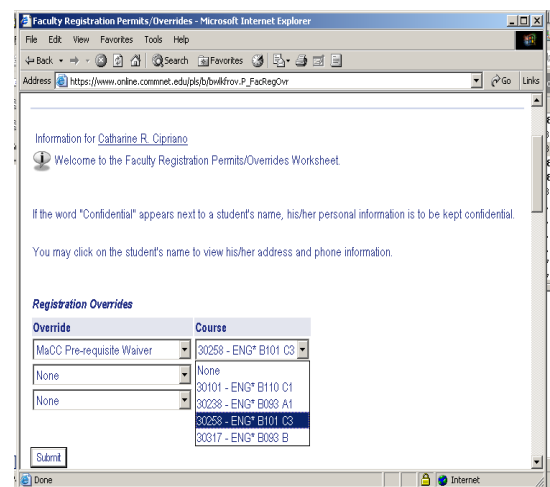
Registration Override - Continued

12. **Verify the override, the CRN, and student are correct. Click Submit.**

13. **You are done.**

V.   <u>Grades</u>

a.   Entry

Grades and Grade Points

A	outstanding	4.0 grade points
A-	outstanding	3.7 grade points
B+	above average	3.3 grade points
B	above average	3.0 grade points
B-	above average	2.7 grade points
C+	average	2.3 grade points
C	average	2.0 grade points
C-	average	1.7 grade points
D+	below average	1.3 grade points
D	below average	1.0 grade points
D-	below average	0.7 grade points
F	failure	0.0 grade points
W	withdrawn	0.0 grade points
I	incomplete	grade to be computed upon completion of course
N	no grade	0.0 grade points. Student has not attended class, no basis for a grade.

Grades – Continued

b. Grade Changes

Purpose

To officially notify the Registrar's Office that a student's recorded grade has been changed.

Policy

It is the policy of the College to keep accurate records of student grades.

> **Approval is given for:**
>
>> *Changing "I" grade to letter grades "A" through "F."
>> *Changing miscalculated grades.

Procedure:

a) **Faculty Member:**

  1. Fully completes Grade Change Form. The course CRN#, Student Name and Banner I.D. must be included on the form. This form is available in the Division Secretaries (Brenda St. Peter or Beverly Ferrigno) offices, not the Registrar's office.
  2. Submits form to Division Director for approval.
  3. Notifies student of grade changes not approved.
  4. If in disagreement with Division Director's decision, may appeal to Dean of Academic Affairs.

Division Director

  1. Approves or disapproves of grade change and requests in accordance with College policy.
  2. Forwards approved request to Registrar.
  3. Returns disapproved requests to the faculty member with appropriate explanation.

c. Incomplete

Purpose: To allow a faculty member to assign a temporary grade when course work is missing and the student agrees to complete the requirements.

Policy: An Incomplete is **a temporary grade assigned by the faculty member when coursework is missing and the student agrees to complete the requirements.** Although a student may request an Incomplete, the faculty member is not required to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time and the student has completed most of the course requirements and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy.

1. A faculty member who assigns an Incomplete shall file a system report form that includes:
   a) a brief description of the requirements to be completed;
   b) the date by which the coursework must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
   c) a statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester. If no grade has been listed, the Registrar will use the default grade of "F".

The faculty member shall keep the original signed form, with copies to the student, the registrar, and such other appropriate parties as the college may identify. The form shall be standard for all colleges. *See Sample forms pages 69 - 71 in the back of the handbook for a sample of the Incomplete form.*

2. **All Incompletes must convert to a letter grade by the end of the following semester**. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete and submit it on a Change of Grade Form to the Division Director for approval. (This form can be obtained in the division offices.) If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

3. Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average.

VI. <u>Withdrawal</u>

Purpose: To allow students to withdraw from a course under certain circumstances without receiving a punitive grade (F) when it is impossible or impractical to continue the course.

Policy: Students who withdraw from a course **during** the first two-thirds of the semester must obtain a withdrawal form from the Registrar's office. The student must return the completed form to the Registrar's Office by the published deadline in order to withdraw without academic penalty. It is also recommended that faculty include this date in their course outline. The Registrar's office will enter a "W" which will appear on the class roster. **NOTE:** A student is not required to obtain an instructor's signature in order to withdraw from a course **during the first two thirds of the semester. After two-thirds** of the semester, if an instructor permits a student to withdraw from the course, the student must obtain a Course Withdrawal Form from the registrar's office or academic division offices to be signed by the instructor. It is the student's responsibility to return the form to the registrar's office by the last day of finals. **It is very important that you include in your course outline what your policy is for students who wish to withdraw after two thirds of the semester.** See the MCC catalog for the complete college policy.

Withdrawal – Continued

Sample: Withdrawal with a "W" grade may be made through the last day of the class. During the college's withdrawal period (see catalogue for the date), you must withdraw through the normal process at the Registrar's Office. After the formal withdrawal date, you must retrieve the withdrawal form from the Registrar's office. John Doe will sign the form up through the end of class on the date listed on the attached schedule (the last day of the class). It is your responsibility to ensure that the form is returned to the Registrar's office and the "W" recorded. If you choose to stop attending class but do not formally withdraw, you will receive an "F" for the course.

The "W", "F" or other grade will be recorded by the instructor at the end of the semester.

c.   Registrar
1. Records approved grade change on student transcript.
2. Files original grade changes in the students file
3. Sends one copy of completed grade change to appropriate division office for distribution by the Division.

VII.   Posting Final Grades

Log on to www.online.commnet.edu; click on the Secured Information area and follow the directions from there. You will need your Banner ID number to login and a unique PIN. If you do not know your Banner ID, contact the Division office. If you have trouble with your PIN number, contact the Registrar's Office at 860-512-3220

1. Click on Faculty and Advisor Self-Service System.

2. Select Manchester Community College.
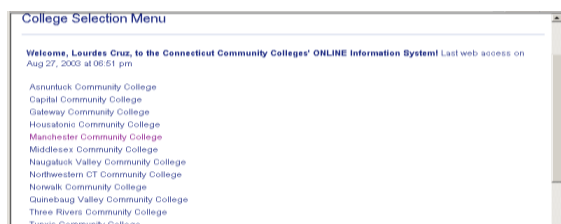
3. Click on Faculty Services.
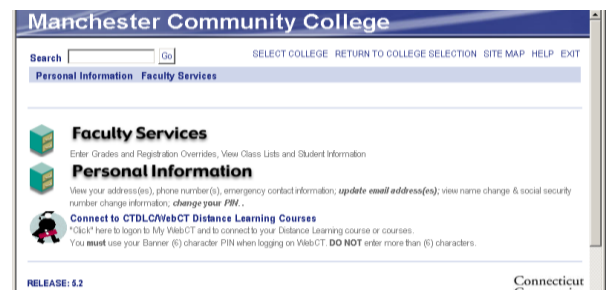
4. Click on Final Grades.
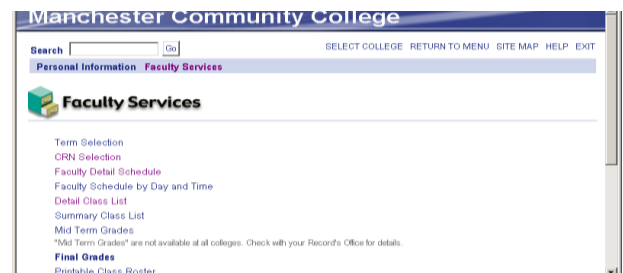
Posting

5. Select the grade for the appropriate student.

6. Once you have completed the entire roster click submit. Please note you have a 30 minute session to enter your grades. If you need to save some of the grades and have not completed the entire grading process click submit to save the changes done so far. Go back later and complete the rest. Remember to submit after every session.

I.   Academic Integrity & Plagiarism

It is the policy of Manchester Community College that each faculty member has the right to set his or her own policy to handle any act/s of cheating or plagiarism. The faculty member's policy should be clearly stated in the syllabus for the course, so that each student knows at the very beginning of the course, the consequences for violating the Student Code of Conduct for Academic Integrity. If a faculty member determines that a student has cheated or plagiarized, it is within the faculty member's rights to exercise one of the options identified below. The faculty member should discuss the intended course of action with their Division Director and with the Office of the Dean of Student Affairs.

Examples of options include:
1) The student can be assigned an "F" for the assignment/exam.
2) The student can be required to redo the assignment/exam.
3) The student can be required to complete an alternate assignment or examination.
4) The student can be failed for the course.
5) An alternate resolution as deemed appropriate.

However, any act/s of cheating or plagiarism is a violation of the Student Conduct Policy (Student Code of Conduct) set forth in the Board of Trustees Policy Manual and may result in additional sanctions as determined by the Office of the Dean of Student Affairs in compliance with the Student Conduct Policy (please refer to the current Student Handbook for more details of the aforementioned Policy).

Please Note:
Faculty members should report in writing or by email any cases of cheating or plagiarism to the Dean of Student Affairs at **GHarris@mcc.commnet.edu** and/or designee (Assistant to the Dean of Student Affairs) at **UVig@mcc.commnet.edu**.. The Office of the Dean of Student Affairs maintains records of student violations of the Student Code of Conduct.

The following statements are in the MCC college catalog, under "Student Responsibilities":
Academic Integrity

Manchester Community College is committed to academic integrity. An academically honest student submits for evaluation only such work, including tests, papers, reports, presentations or ideas that have been written, performed or created solely by that student. On those occasions when the stated rules of a course permit collaborative efforts, the contributions of other individuals and sources should be appropriately acknowledged. It is, at all times, the responsibility of the student to maintain conduct consistent with the concept and definition of academic integrity, including not only the avoidance of plagiarism, but also other actions further outlined under College Policies in the current Student Handbook.

Plagiarism:

Plagiarism is defined by Webster's New Universal Unabridged Dictionary as the act of taking someone else's idea, writing or work, and passing it off as one's own. If you fail to give credit to the source of the material, whether directly quoted or put in your own words, this lack of credit constitutes plagiarism. Whether you take, buy or receive material from the Internet, from a book, from another student or from any other source, and you fail to give credit, you are stealing ideas; you are engaged in plagiarizing. Plagiarism is a serious violation of academic standards and has serious academic

consequences for the student. At the discretion of the instructor, plagiarism may result in failure of the submitted work or failure for the course and as an act of academic dishonesty, may result in additional disciplinary action by the College, as indicated in the current **Student Handbook, College Policies, under the heading "Student Discipline," 5.2.1 Policy on Student Conduct, Section 3 (2) – Academic Integrity and Section 4 – Sanctions**.

II.   Confidentiality and Release of Directory Information

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 of the **Board of Trustees Policy Manual**.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in Section 5.7 Paragraph 4 of the **Board of Trustees Policy Manual**. To do so, a student exercising this right must notify the Registrar's office in writing. The Registrar's office is located in room L157 in the Lowe Building. Once filed, this notification becomes a permanent part of the student's record until the student instructs the college, in writing, to remove it.

A copy of the **Board of Trustees Policy Manual** is available online at http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf.

III.   Family Educational Rights and Privacy Act (FERPA)

FACULTY/STAFF VERSION

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 require Colleges to protect the privacy of student education records. The Act provides for the right of the student to inspect and review education records, and the right of the student to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Unlike in the K – 12 setting, parents of students attending College, regardless of the age of the student, have no rights pertaining to the education records of their sons/daughters.

FERPA – Continued

What rights does FERPA afford students with respect to their education records?

- The right to inspect and review, but not to receive a copy of, their education records within 45 days of the day the College receives a request for access
- The right to request an amendment to the student's education records that the student believes are inaccurate and misleading
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with requirements of FERPA.
  The name and address of the office that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave., SW
  Washington, DC 20202-4605

Who is protected under FERPA?
Students who are currently or formerly enrolled regardless of their age or status in regard to parental dependency. Students who have applied to but have not attended an institution and deceased students do not come under FERPA's protections.

Parents of students termed as "dependent" for income tax purposes may have access to the student's education records at the discretion of the College. A copy of the parent's most recent federal income tax return, on which the parents declared the student as a dependent, must be submitted to the Office of the Registrar to document "dependency". With limited exceptions, FERPA grants to the College the sole discretion whether to grant access to a student's education records, even as to parents and even with the student's express authorization allowing access.

What are education records?

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) which is maintained by the College. A student has the right of inspection to these records.

Education records include any records in whatever medium (handwritten, print, email, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school at which a student was previously enrolled.

What is not included in an education record?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel;
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit;
- Records relating to individuals who are employed by the institution (unless contingent upon attendance);
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment; and

FERPA – Continued

- Records of an institution that contain information about an individual obtained only after that person is no longer a student at that institution, i.e., alumni records.

What is directory information?

Institutions, at their sole discretion, may disclose information of a student without violating FERPA if it has designated that information as "directory information." For MCC as well as the other Connecticut Community Colleges, directory information includes a student's:

- Name
- Address
- Dates of attendance
- Full time or part time enrollment status
- Awards and honors
- Major/Program of Study
- Graduation date

How does a student authorize release of his or her education records in the form of an academic transcript?

Students must authorize the release of their transcripts by a signed, written request or by completing and signing a transcript request forms available in the Office of the Registrar or on the MCC web page. There is no fee for unofficial transcripts. The receipt of written request via fax with signature to release an education is permissible. Proof of a student's identity may be required.

When is the student's consent NOT required to disclose information?

When the disclosure is:

- To school officials (defined in policy) who have a "legitimate educational interest";
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs;
- In connection with financial aid (this includes veteran's benefits);
- To organizations conducting studies for or on behalf of educational institutions;
- To parents of a dependent student as defined by the Internal Revenue Code;
- To a person in response to a lawfully issued subpoena or court order, as long as the College first makes a reasonable attempt to notify the student. Normally, the College will comply with a subpoena after two weeks have elapsed from the day the subpoena was received;
- In a health or safety emergency;
- To release directory information; and,
- To release the results of a disciplinary hearing to an alleged victim of a crime of violence.

How does increasing technology impact FERPA on our campus?

The use of computerized recordkeeping systems is increasing at a fast pace. We can anticipate that the distribution of electronic data eventually will replace most paper documents and provide much information about students to school officials through desktop terminals. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

Guidelines for Faculty and Staff

- DO keep any personal professional records relating to individual students separate from their education record.
- DO NOT display student scores or grades publicly in association with names, social security numbers, or other personal identifiers.
- DO NOT put papers, graded exam books or lab reports containing student names in publicly accessible places.
- DO NOT access or request information from the student education-record without a legitimate educational interest and the appropriate authority to do so.
- DO NOT share student education record information, including grades or grade point average with other faculty or staff unless their official responsibilities identify their legitimate educational interest in that information for that student.
- DO NOT share student education record information, including grades or grade point average with parents or others outside the College, including in letters of recommendation, without written permission from the student.
- WHEN IN DOUBT, err on the side of caution and do NOT release student related information. Contact your Division Director for Guidance.

IV.   Student Discipline Procedures

1. Purpose

To provide the College Community with clear guidelines and procedures to deal with student disciplinary issues/problems or potential disciplinary issues/problems.

2. Policy

i. Students are expected to abide by the Student Discipline Policy on Student Conduct as outlined in the **Board of Trustees Policy Manual**. Manchester Community College's Student **Conduct Policy (Student Code of Conduct)** is outlined in the **current Student Handbook** copies of which are available in the Division of Student Affairs offices and all Division of Academic Affairs offices.

ii. The **Board of Trustees Policy Manual** is available online at http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf.

iii. **Formal disciplinary problems should be reported in writing or by email to the Dean of Student Affairs at GHarris@mcc.commnet.edu and/or designee (Assistant to the Dean of Student Affairs) at UVig@mcc.commnet.edu and/or in addition you can call to report or discuss the case at 860-512-3203/860-512-3204 and /or in case of a disruptive student and an emergency you can call to report to the MCC Police Department at 860-512-3680 (Emergency: 860-512-3111) as well.**

3. Procedures

   i.   All significant disciplinary problems shall be reported to the Division Director/Supervisor and the Dean of Student Affairs and/or designee, or in an emergency, to the MCC Police Department.

   ii.   Student disciplinary reports may be formal or informal depending upon the nature of the occurrence. The Dean of Student Affairs and/or designee is available for consultation or to review alternative actions.

  iii. **Informal Disciplinary Action**

     a.   Instructors **should inform in writing or by email** the appropriate Division Director/Supervisor and the Office of the Dean of Student Affairs.

     b.   The Division Director/Supervisor shall be notified by the faculty/staff member of all problems and kept informed of all the procedures followed.

     c.   Suggested Progressive Disciplinary Process for Faculty and Staff:
- The faculty/staff member shall clearly state, verbally and in writing, his/her personal expectations for standards of behavior. All faculty/staff should distribute written expectations to students in their course syllabus.
- When an incident occurs, a verbal warning shall be issued to the student whose behavior is unacceptable. Students shall be addressed respectfully at all times and privately if at all possible.
- If the problem is not resolved and the behavior persists, the faculty/staff member may initiate a formal disciplinary referral.

4. **Formal Disciplinary Referrals**

     a.   Should the behavior persist after the verbal warning, the faculty/staff member should forward a written statement of the incident to the Office of the Dean of Student Affairs using the Faculty Complaint Interview Form and/or the Disruptive Student Behavior Referral Report.

     b.   These forms are available in the Faculty Handbook, in all Division offices and the Office of the Dean of Student Affairs. **If you are unable to retrieve the aforementioned forms, please email the Dean of Student Affairs at GHarris@mcc.commnet.edu and/or designee (Assistant to the Dean of Student Affairs) at UVig@mcc.commnet.edu**. This procedure is the avenue available to remove a student from the class/area.

     c.   The Board of Trustees has set forth various categories of Expectations for Student Conduct which should be referred to in any formal complaint. **(5.2.1 Policy on Student Conduct: Section 3: Expectations for Student Conduct) (As outlined in the Current Student Handbook – Copies of which are available in the Office of the Dean of Student Affairs)**.

     d.   Upon receipt of the faculty/staff member's statement the Dean of Student Affairs and/or designee will initiate an investigation including notification to the student in writing that he/she has the right to explain her/his position. The Dean of Student Affairs and/or designee will also confer with the faculty/staff member.

     e.   Preliminary response and/or action taken will be communicated to the faculty/staff member within 24 hours and/or prior to the next class meeting. Subsequent actions taken will be communicated to the faculty/staff member within the context of the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008), within one week of the action being taken. (http://www2.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf)

5. **Emergency Student Disciplinary Problems**
     (Situation in which the faculty/staff member/students feel seriously threatened or endangered).

     a.   The faculty/staff member should immediately contact the MCC Police Department and/or the Office of the Dean of Student Affairs.

     b.   The Police Officer will confirm if the faculty/staff member would like the student to be removed from the area and/or if the faculty/staff member would like a direct warning given to the student. The

    c.   Dean of Student Affairs and /or designee and the Police Officer will issue a direct warning and/or will remove the student from class/area.

    d.   If the student is to be removed, the student will be escorted to the Office of the Dean of Student Affairs or to the MCC Police Department for appropriate action.

    e.   Using the Faculty Complaint Interview Form and/or the Disruptive Student Behavior Report a follow-up written memorandum of the incident is required from the faculty/staff member preferably within 24 hours addressed to the Division Director/Supervisor and the Dean of Student Affairs and/or designee. The MCC Police Department will file separate reports as required per their procedures.

    f.   Preliminary response and/or action taken will be communicated to the faculty/staff member within 24 hours and/or prior to the next class meeting.

    g.   The student who has been removed from the class will be allowed to return to the class subject to the conditions set forth in a Letter (Conditions for Return) issued to the student by the Office of the Dean of Student Affairs. The student is required to bring this letter to the class upon return. A copy of the Letter (Condition**s for Return) will be sent to the faculty member for record**. Subsequent actions taken will be communicated to the faculty/staff member within the context of the Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008), within one week of the action being taken. (http://www2.ed.gov/legislation/FedRegister/finrule/2008-4/120908a.pdf)

V.   <u>Student Course Evaluation</u>

1. Student evaluations of courses (summary data and written comments) are just one of several inputs into the evaluation of faculty, including such things as classroom observations and self-assessment. A faculty member's quality cannot be summarized in a single number.

2. Student evaluations represent student <u>perceptions</u> concerning the instructor. They are not statements of fact about whether an instructor is organized, etc., but they do give us important information about how the students perceive the instructor and thus can give insight into how an instructor is coming across to students.

3. Comments: the comments are read as carefully as the numerical scores. In many cases, they can give helpful insights into the student's thinking.

4. The student course evaluation tab will be activated in MyCommnet each semester to provide students with an opportunity to evaluate courses. Each semester, the tab will be activated at the end of the 9th week until the last day of classes. Student responses are encrypted and it is not possible for a faculty member or any member of the College staff to see an individual student's responses. In addition, only individuals given security access will be able to see the summary course data on each section.

Course Evaluations - Instructions for Students

1. Log into myCommNet.

2. Click the Banner Self-Service link in the upper right corner of the screen.
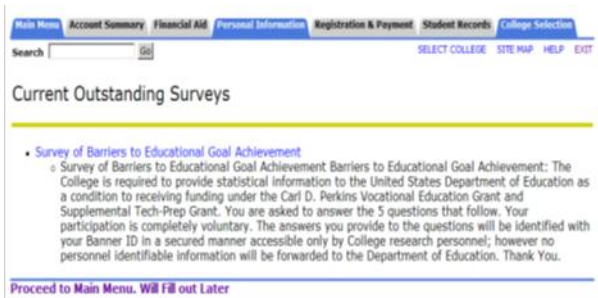
Click on the appropriate College Name. (Necessary only if you have more than one college choice listed)

> **Asnuntuck Community College**
> **Capital Community College**
> **Manchester Community College**
> **Naugatuck Valley Community College**

Student Course Evaluations – Continued

4. Students may encounter outstanding surveys such as the example below. If there are no outstanding surveys, go to step 5.
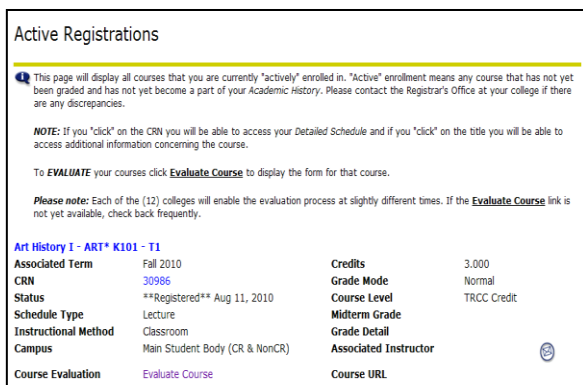
To complete the survey below, click on the survey title. To complete the survey at a later date, click on the Proceed to Main Menu link.
To complete the survey, click on this link.
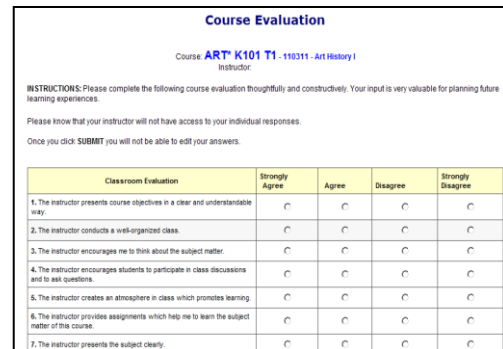
5. Click on the Evaluate your Course(s) icon.
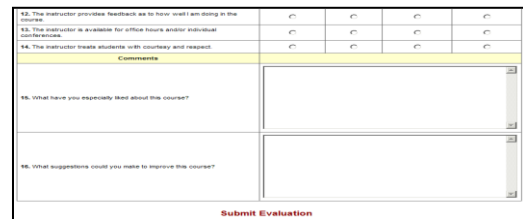
6. You will now see a list of your courses. Please complete an evaluation for EACH course. Click Evaluate Course to display the form for that course. You will only be allowed to complete the form once for each course.

7. Select the appropriate radio button for each question and type in your responses to the questions in the appropriate boxes.

8. Once the form is complete, click the Submit Evaluation at the bottom of the screen.

I.   Copy Center

The Copy Center is located in A-251 and is open from 7:00 am until 10:00 pm and is staffed from 7:30 am to 7:30 pm Monday through Thursday and 7:30 am to 3:30 pm on Friday. Four copiers are available for faculty and staff use. The door code to the Copy Center can be obtained through the division offices. Faculty members should contact the appropriate division secretary: Beverly Ferrigno, 860-512-2620 or 512-2700 (Business, Engineering and Technology & Mathematics, Science and Health Careers); Brenda St. Peter, 860-512-2660 or 860-512-2750 (Liberal Arts and Social Science and Hospitality).

To contact the Copy Center, please call the Help Desk at 860-512-3456 or ma-helpdesk@mcc.commnet.edu.

Self-Service:

Faculty and staff can use the self-service copiers to create basic copies. A shredder is available in the Copy Center. Scantron machines are available in the Copy Center, LRC B212 and the AST Tower 3rd Floor.

Full-Service:

Requests for basic copying as well as requests for more advanced copy jobs such as color, posters, and booklets can be made by completing a Copy Job Request Form available in the Copy Center. The Copy Center staff will complete your copy job requests and can either notify you when the jobs are ready or can deliver them to your office.

II.   Food

There are two food service areas at the College:

COUGAR CAFE: the main cafeteria for MCC, Cougar Cafe (on the first floor of the Lowe Building) offers a wide range of food choices, including salad bar, deli bar, hot meal, burgers, and pizza, with Green Mountain coffee.

TOWER CAFE: The Tower Cafe (on the first floor of the AST Tower) offers Starbucks coffee and a range of light offerings such as soups, salads, and Boar's Head deli.

III.   Grants

For information regarding grants contact Martin Hart, Acting Associate Dean of Development at 512-2902 or by e-mail at mhart@mcc.commnet.edu.

IV.   <u>Library</u>

The Manchester Community College Library, a state-of-the-art facility, occupies nearly 35,000 square feet in the Learning Resource Center Building.

Library Resources

- The book collection currently consists of approximately 53,000 items.
- The periodical collection contains approximately 400 titles, and 14,000 back issues of periodicals.
- Through our online databases, faculty, staff, and students have access to thousands of full text articles.
- The Library houses over 40 computer workstations and three pay-for-print stations located throughout the facility. In addition, the Library Instruction Room has 25 computers that are used for Library Instruction classes.
- Electronic resources via the Internet represent a rapidly expanding portion of the collection.
- The Library continues to build a strong audiovisual collection that includes books on CD, DVDs, and CDs.
- Over fifty percent of the library budget for resources may be used by faculty to suggest purchase of materials, which support their academic programs.
- An online catalog gives easy access to the collection, both on-site and remotely.
- The Library subscribes to an online 24X7 reference service that allows students to ask questions in real-time chat to a professional librarian. For more in-depth reference questions, please consult with an MCC reference librarian.

The College is committed to resource sharing within and beyond its community. Manchester Community College Library belongs to Online Computer Library Center, Inc (OCLC), a national online network; OCLC provides interlibrary loans of books and periodicals from over 10,000 member libraries. In addition, MCC belongs to Libris. Libris uses the latest technology to unite all 12 Community College Libraries in serving students, faculty, and the public.

Instruction in Library Research

The Library instruction program strives to teach our students effective research skills enabling them to search electronic and printed resources to locate needed information. Through the library instruction program, the library teaching staff also educates students to be critical thinkers so that they can evaluate the merit and validity of any information identified in the course of the research process. Library instruction classes are given at the request of a faculty member and the class is taught by one of the reference librarians. The length and content of the library research lecturers are tailored to

Library – Continued

the needs of each class. In addition, another service provided is research sessions where an assigned reference librarian meets with the class in the electronic classroom A142. There is no formal lecture but the librarian is available to assist individuals with their research. Yet another important service is the one-on-one research appointments. Students can make appointments with a reference librarian to get in-depth assistance with their assignments.

Please contact Pat Ronalter, Library Instruction Coordinator, at 512-2876 if you wish to schedule a Library instruction, a guided tour of the library, or a research session. You can also visit the Library web site at www.mcc.commnet.edu/Library to complete an online request form. It would be most appreciated if you would give at least two weeks notice. Also let your students know about the one-on-one research appointments. The staff looks forward to seeing you and your classes in the library.

For assistance in connecting to the MCC Library homepage or in searching Libris or the full-text databases, please stop by the Reference Desk or call 512-2883. You may also **contact one of the reference librarians:**

Paula Cook	Evelyn Angry-Smith	Patricia Ronalter
E-Mail: pcook1@mcc.commnet.edu	E-Mail: eangry-smith@mcc.commnet.edu	Email: pronalter@mcc.commnet.edu
Phone Number: (860) 512-2877	Phone Number: (860)512-2874	Phone Number: (860) 512-2876

V.   MCC Police Department

Location: Lowe Building LOWE L-174

Mission: The mission of the MCC Police Department is to provide a safe and secure educational environment to the College's diverse and dynamic population. This is accomplished by providing professional police service, active crime prevention, and proactive patrol with fairness, responsiveness, integrity, and respect.

Emergencies: The MCC Police should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus.

TO REPORT A POLICE, FIRE, OR MEDICAL EMERGENCY, CALL MCC POLICE:
    From Campus Phone: 3111
    From Cell Phone: 512-3111
    Blue Pole Emergency Phone: Push the Call Button

TO REPORT TO TOWN OF MANCHESTER 911 DISPATCH CENTER
    From Campus Phone: 9-911
    From Cell Phone: 911

Non-Emergency Calls for Assistance: Call the MCC Police Department at (860) 512-3680 (ext. 3680 from campus phones).

Notification of an Emergency on Campus:
There are a variety of methods and tools available to notify the College community about an emergency on campus. These include: the fire alarm horns and public address system; the telephone emergency paging system; text messaging with myCommNet Alert; the College e-mail system; the MCC and MCC/PD websites (www.mcc.commnet.edu and www.mcc.commnet.edu/offices/police); hard copy postings on doors and bulletin boards; bull horns and cruiser public address system;

person-to-person contact by Emergency Response Team members; and various radio and television stations.

Emergency Evacuation: In the event of an obvious immediate emergency requiring evacuation (ex. Fire), the fire alarm horns will sound.

Emergency Evacuation

When an alarm or warning is given to evacuate a building

- Leave the building immediately by the nearest exit and alert others to do the same.
- Remain calm and evacuate to a safe location away from the building (e.g. nearest parking lot, another building).
- Assist others who may need help in evacuating.
- Do not use the phone system – except to sound the alarm or report the location of casualties or people with disabilities who may need assistance.
- Do not use the elevator.
- Do not enter or return to an evacuated building unless told to do so by public safety officials.

Non-Evacuation Emergencies: There are emergency situations for which evacuation is not appropriate (ex. Chemical spill, weapons incident, severe weather). Notification of a **shelter-in-place** emergency response may be issued using a variety of methods to provide guidance in the most prudent manner depending upon the incident type. When you receive notification to **shelter-in-place**, you will be advised of the reason for the notification and you may be advised of specific actions you should take.

Shelter-In-Place

When you receive notification to shelter-in-place, you will be advised of the reason for the notification and you may be advised of specific actions you should take.

In the event that the shelter-in-place is because of a fire, the goal is to seal the entry way against smoke to the extent possible and to call attention to yourself.

- Use clothing (wet, if possible), tape or any other available material to seal an entry way against smoke.
- Place something (e.g. a piece of cloth or paper) in a window or on a door that would signal rescuers your location.

In the event that the shelter-in-place is because of a hazardous material spill, the goal is to keep the room sealed to the extent possible.

- Use clothing (wet, if possible), tape or any other available material to seal your location.
- Await notification that it is safe to evacuate.

Armed Hostile Intruder: Over the past several years, there have been a number of extreme violent acts committed on high school and college campuses across the country. While this handbook cannot cover every possible situation that might occur, there are emergency procedures and guidelines which may increase one's chances of survival in a hostile

intruder situation. As in any emergency situation, your actions may need to be adapted based on the dynamics of the situation at hand.

1. **What to do if you are exposed to the immediate threat of an armed hostile intruder:**
   a) You must decide the best course of action for your own immediate safety.
   b) Be aware of your surroundings. Figure out what's happening and what you can do to protect yourself.
   c) If you think you can safely escape from the threat area, then run.
   d) If you cannot safely escape from the threat area, then hide.
   e) Alert MCC Police at 512-3111 (ext 3111 from campus phone) as soon as possible and provide as much information as possible on your location, if there are injured, and any details on the situation or description of the threat and its location.

2. **If you decide to run (evacuate):**
   a) Leave personal items behind
   b) Do not run in a straight line.
   c) Use cover, if possible. Try to keep objects between you and the hostile person.
   d) Once you have escaped and if you have direct knowledge of the intruder's description and location, call the MCC Police Department at 512-3111 (ext. 3111 from a campus phone) or Town of Manchester 911 and give that information to the operator.

3. **If you decide to hide (shelter-in-place):**
   a) Secure (lock and/or barricade) your office, classroom or other place of refuge, if possible
   b) Block the doorway using whatever is available (desks, chairs, table, cabinets, books)
   c) Keep the room dark and silent. Turn off the lights, turn off any equipment that makes noise or light (e.g. projectors, radios, computers and monitors), silence cell phones, close any window treatments.
   d) Stay quiet and out of sight. Locate yourself and others where there are solid walls or objects to hide behind.
   e) Do not leave the room until told to do so by police or emergency services personnel.
   f) If you can do so without placing yourself in further danger, call MCC Police at ext. 3111 or Town of Manchester 911 and tell the operator where you are and what's happening.

4. **If you are in an open area:**
   a) Seek protection.
   b) Consider trying to escape if you know where the intruder is and you think you have an escape route available.
   c) If you don't think you can escape, hide. Find the safest place available and secure it the best way you can.
   d) If at all possible, do not put yourself in a room with no alternate means of escape or method of securing the door.

5. **If you are caught by the intruder or are in close proximity to the intruder, you must decide if you are going to fight back or not.**

   If you are not going to fight back:
   a) Obey all the intruder's commands.
   b) Avoid eye contact with the intruder.
   c) Be patient.
   d) Avoid drastic action.
   e) Follow instructions and be alert.
   f) Wait for law enforcement to resolve the situation.

MCC Police Department – Continued

If you choose to fight back:
a) Do whatever is necessary to defeat the intruder.
b) If you are with others: spread out, make a plan, act as a team and take action.

What to do when the Police arrive:
a) Do not expect officers to assist you immediately. Responding officers' primary job is to locate the hostile intruder and to neutralize the threat. Medical assistance will follow once the threat is neutralized.
b) Law enforcement personnel must assume everyone is a threat to their safety. When they enter your area, do not present a threat to them.
c) Do not point at them or the shooter
d) Do not make quick movements
e) Do not run towards them or attempt to hug them
f) Do not scream or yell
g) Do not have anything in your hands.
h) You should be quiet and compliant and do exactly as the officers say.

Remember that officers have no way of immediately knowing if you are one of the shooters.

Evacuation from the area:
a) Remain in secure areas until instructed otherwise by law enforcement personnel.
b) Know that evacuation may be time consuming.
c) You may be escorted out of the building and you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
d) Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Crime Alerts and Timely Warnings: In the event that a situation arises, either on or off campus, which is judged by the President, Dean of Administrative Affairs, or Director of Public Safety to constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued.

- Depending upon the situation, the media used may include: "All Points" e-mail to faculty and staff; Ct. Web Vista messages to students; the MCC and MCC/PD websites (www.mcc.commnet.edu and www.mcc.commnet.edu/offices/police); written notices on campus bulletin boards; and in-person warnings from police personnel.
- Anyone with information warranting a timely warning or campus alert should report the circumstances to the MCC/PD by calling 512-3680 or in person at L-170.

Crime Prevention: Report any suspicious activities, persons, or vehicles on campus to the MCC Police Department immediately. Crime prevention is a community effort and the police would always prefer checking on something that turned out to be nothing rather than not learning about a situation that turned out to be serious. If in doubt, call the MCC Police Department non-emergency number, 512-3680.

College Building Hours:

College building entrance doors are unlocked:

Monday	6:30 a.m. to 10:30 p.m.		Friday	6:30 a.m. to 10:00 p.m.
Tuesday	6:30 a.m. to 10:30 p.m.		Saturday	7:30 a.m. to 5:00 p.m.
Wednesday	6:30 a.m. to 10:30 p.m.		Sunday	9:00 a.m. to 5:00 p.m.
Thursday	6:30 a.m. to 10:30 p.m.			

MCC Police Department – Continued

Traffic:

All State motor vehicle laws are applicable on campus property and will be strictly enforced.

Speed Limits: The speed limits on all campus roads and in parking areas are posted and are enforced.

Traffic Accidents: Any motor vehicle or pedestrian accident, no matter how minor, should be reported to the MCC Police Department. Failing to report an accident which causes physical injury or property damage could result in a charge of Evading Responsibility (C.G.S. 14-224(b)).

Lost and Found

Lost and Found is located at the MCC Police Department (L174). Any found item should be turned in at L174. If an item has been lost, its loss should be reported with enough descriptive information that it can be returned to its owner if found.

Emergency Notifications:

MCC/PD cannot deliver messages to students except in the case of an extreme emergency. If it is an immediate emergency, the MCC Police will attempt to locate a student in class. Students should provide family and friends with their exact schedule and locations on campus so they could be readily contacted if necessary.

Police Reports:

The Uniform Campus Crime Report is available upon request at the MCC/PD Communications Office.

Other Police Services

MCC Police do not provide vehicle unlocks. The MCC police will contact a towing service which does provide the service at a cost to the motorist.

MCC Police do not jumpstart vehicle batteries. They do provide a Power Pak for a motorist to use.

Pets

With the exception of guide and assistance dogs, pets are not permitted in college buildings.
All dogs brought on campus must be under control. The best way to control a dog is with a leash. Remember, dogs are personal property and the owner/handler is responsible for any damage caused by their dog. (See C.G›S› 22-364 re: Dogs Roaming At Large)

Smoking

Smoking is prohibited inside all college buildings.
Smoking is permitted ONLY in the college parking lots and in specifically designated areas. Signage and appropriate containers for disposing of smoking material are provided in those designated areas.

Weapons

All weapons (as defined by section 53-206 and 53a-3 of the Connecticut General Statutes), ammunition, explosives, incendiary devices, and fireworks are prohibited from college property.

- Any person required to carry a firearm because of employment with a local, state or federal law enforcement agency should present a letter from the Chief of Police or Director of the authorizing agency stating such a requirement. All

MCC Police Department – Continued

such letters should be addressed to: Director of Public Safety, M.S. #14, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046.

Alcoholic Beverages

- The consumption of alcoholic beverages on campus is prohibited and is subject to college disciplinary action.
- The only time alcoholic beverages may be served on campus is during a college-sponsored program with prior approval of the college President or his/her expressly designated agent. All state laws pertaining to the sale and consumption of alcohol will be strictly enforced.
- The unlicensed sale of alcoholic beverages on campus is prohibited by state law. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served (i.e. no admission fees can be charged, donations accepted nor tickets sold).

Drugs

The use, sale, or possession of any controlled substance, narcotic substance, or drug paraphernalia, as defined by Section 21a of the Connecticut General Statutes, is prohibited by applicable state and federal laws.

Additionally, MCC students may be disciplined under the College's Student Discipline Code for "Knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drug on the College campus or off the College campus at a College-sponsored activity."

Parking Regulations

Proper Parking: It is the responsibility of the vehicle operator to find a valid and lawful parking space.

- All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces and vehicles may not occupy more than one parking space
- Vehicles may not be parked on the grass, sidewalks, walkways, or unpaved areas. (The only exception is when the Police open temporary overflow parking areas and direct vehicles into these spaces.)
    Hazardous Parking: Vehicles may not be parked in such a manner as to constitute a hazard or impede the smooth flow of traffic.
- Parked vehicles presenting a hazard, impeding vehicular or pedestrian traffic, interfering with the operation of emergency vehicles, or in a restricted area will be tagged, and towed, without notice, at the owner's expense. Owners are responsible for costs for towing, impounding, and storage of their vehicles.
    Handicapped Parking: There are parking spaces designated for handicapped parking in all the campus parking lots. These spaces are clearly marked with the International Symbol of Access.
- Section 14-253 (d) of the Connecticut General Statutes prohibits the use of designated handicapped parking spaces, unless a vehicle displays a valid State Disability or Temporary Disability Parking Permit.
- Section 14-253 (c) stipulates that the permit may only be used for special parking privileges when the vehicle is being operated by, or carrying as a passenger, the handicapped person to whom such permit has been issued.
- Violation of section 14-253 is a State infraction, and will result in a $150.00 fine.
    Faculty/Staff Parking: There are parking lots and parking spaces designated for Faculty/Staff members use only. An MCC parking permit is required for these areas and students and visitors are prohibited from parking in these spaces.
    Reserved Parking: There are a number of "Reserved Parking" spaces on campus. These reserved spaces are assigned to specific individuals and are designated by blue signs with accompanying permit numbers. Only the individual assigned to the space is permitted to use that space
    MCC Parking Violation Fines: All parking violations are subject to fines in accordance with the following schedule:

Not displaying permit	$ 10.00	Improper parking	$ 10.00

Parking on campus roads/sidewalks	$ 10.00	Parking in fire lane	$ 25.00
Overnight parking	$ 10.00	Parking in restricted area	$ 25.00
		Other	$ 25.00
		Tow zone	$ 25.00

Payment of Fines: Fines must be paid within six days or the fine will double. Fines may be paid at the Cashier's Office (Monday-Friday, 9:30 a.m.-4:30 p.m.) or by mail (MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046, Attn: Cashier's Office, Traffic Fine) DO NOT MAIL CASH. Make checks payable to MCC Scholarship Fund. Students who do not pay their fines will not be allowed to register or graduate for the next semester.

Penalties for Connecticut State parking and moving violations are determined according to state ordinances. Depending upon the severity of the violation, the owner/operator of the vehicle may be issued an Infraction Notice instead of an MCC parking ticket. The fines on an infraction are pre-determined by state law and are not discretionary.

VI.   Professional Development

Purpose

To provide opportunities for faculty and staff to participate in courses (credit or non-credit), workshops, seminars, conferences, etc. which are job related or provide opportunities for retraining and are related to the mission goals of the College.

The amount of **$750.00 ($800.00 if presenting)** is made available on a first come, first serve **basis for full-time faculty** and **$350.00** is made available on a first come, first serve basis **for Adjunct faculty**. Other free professional development training is also available through the Center for Teaching – please refer to that section in the faculty handbook.

VII.   Room Scheduling

If you have a classroom change request or have a classroom scheduled that does not meet your needs, you should discuss this with your Division Director. Requests for a classroom change are difficult due to limited classroom space. However, all necessary changes will be given the highest priority and consideration.
When reserving conference or meeting room space, there are two types of facility reservation forms that can be found on the MCC website in the Form Depot. One form is used for all large or open spaces on campus such as the auditorium, the community commons, the AST Rotunda etc. The other form is used to reserve a classroom or conference room. Once the appropriate form is completed, e-mail to facilityscheduling@mcc.commnet.edu (MA-Facility Scheduling in the Global Address book).

VIII.   Telephones

All faculty offices including adjunct offices in the AST and LRC, have telephones. There are courtesy telephones in the Learning Resource Center (LRC), Arts, Sciences and Technology Center (AST) and outside the bookstore in the Lowe building. These phones were installed for the convenience of the students and public to make local calls instead of using a pay telephone.

These telephones are black with a metal housing. **Dial 9 first to make a free local call** or to utilize a calling card for long distance.

IX. <u>Academic Support Center</u>

Services include: individual tutoring appointments, walk-in writing center, walk-in math lab, mini computer lab, ESL/foreign language conversation lab, online tutoring (eTutoring) support. Further information and current semester schedules can be found online at www.mcc.commnet.edu/academic/asc/

We recommend that you include general information about the services on your syllabus and follow up with the hours for these services which will be distributed at the start of the semester. It is also possible to have an ASC staff member visit your class at the beginning of the semester to explain the services. If you are teaching a class where most of the students are new to MCC, you might even walk your students over to the ASC in Lowe L282 (formerly the Deanery). Many instructors recommend or require students to use such services. With the availability of eTutoring online, students really have no excuse not to use some form of academic support services. All services provided by the ASC are free to currently registered students.

Information about Tutoring can be obtained from:

- Brian Cleary, Director, Academic Support Center (bcleary@mcc.commnet.edu)
- English - Donna McCormac-Condon (dmccormac-condon@mcc.commnet.edu)
- eTutoring Writing - James Gentile (jgentile@mcc.commnet.edu)

Use of Support Services: Please remind your students of the support services available to them through the Academic Support Center (ASC).

Adult Success Coaching

Adult MCC students can benefit from one-on-one coaching sessions and access to a wealth of web resources through the Adult Success Coaching Program. This online program is open to all adult students whether attending on-campus or online courses at MCC. An adult student is at least 25 years old or living as an adult—employed full time or a parent, for example. Coaching is offered during the fall and spring semesters.

Students can schedule online sessions with coaches to receive help:

- setting and keeping academic goals
- developing strengths
- creating a success plan
- balancing school, work, and home commitments
- time management
- study skills
- and much more

The online resource center also provides tutorials and resources that will help students meet their goals and challenges.

The coaches are NOT academic advisors or counselors. Students are referred to their campus for advising/counseling. The coaching service is not intended to replace other existing services, but rather to provide students with an additional resource and connection to college.

MCC students log into the program with the following information:

User Name: MCC Net ID: Banner#@student.commnet.edu (Ex. 01234567@student.commnet.edu)
Password: MCCOnlineASC (case-sensitive)

To learn more, visit the website at: www.adultsuccesscoach.org

The flier and a brochure are available in the MCC Public Folders in Outlook in the Success Coach folder. Please share these materials with students you think would benefit from this service.

X.   Counseling Center

The MCC Counseling Center provides academic advising, transfer counseling, and career counseling, as well as short-term personal counseling. We assist students with decision-making, problem solving, and college adjustment issues in a non-judgmental and confidential manner. Additionally, counselors are available to help students who are in crisis and will make referrals to appropriate social service agencies or community providers as needed. Counselors are also a resource to faculty and staff regarding student concerns. New initiatives include coordinating veterans services, mentoring activities, and resources for women. The Counseling Center is located in Lowe 108. Please contact a staff member if you have any questions or need additional information.

Vince McCann – Secretary
vmccann@mcc.commnet.edu
Phone number: 860.512.3331

Elise Carlton - ecarlton@mcc.commnet.edu
Rosemary Hite – rhite@mcc.commnet.edu
Joseph Navarra – Jnavarra@mcc.commnet.edu
Carl Ochnio – cochnio@mcc.commnet.edu
Ta'Shema Odoms – todoms@mcc.commnet.edu

Eran Peterson - epeterson@mcc.commnet.edu
Wanda Reyes-Dawes – wreyes-dawes@mcc.commnet.edu
Robert Turner – Rturner@mcc.commnet.edu
Nylsa Ubarri-Young – nubarri-young@mcc.commnet.edu

XI.   Adjunct Faculty Pay Periods

Contract payments will begin when the payroll office receives a signed copy of the contract. Payroll schedule is posted outside the payroll office.

The College must maintain a record of faculty attendance during the semester. In each division office, Math, Science & Health Careers and Business, Engineering and Technology - LRC A224; Social Science & Hospitality and Liberal Arts – AST T302 *time sheets* are posted to record the attendance for each week during the Fall/Spring Semester. **You are responsible for**

Adjunct Faculty Pay Periods – Continued

filling out and initialing the timesheet. Place an *R*, *A*, or *WG* in the appropriate space and column next to the day(s) your class (es) have met. Each pay period begins on a Friday and ends on a Thursday of the following week.

It is imperative that <u>new</u> Adjunct faculty complete payroll forms in the Payroll Office as early as possible. Failure to do so will result in a substantial delay in payment. If you would like these forms mailed to you, call 860-512-3624 (Gail Zipoli) and she will be happy to do so.

Adjunct Faculty Pay Periods

State Holiday and check dates for full-time faculty are identified by the Department of Administrative Services (DAS) and can be found on their website, http://das.ct.gov/fpl.aspx?page=264

XII.   Faculty/Staff Technology Sandbox

The Faculty/Staff Technology Sandbox, located in LRC B130, is intended to be a place where MCC faculty and staff can experiment with technology and talk with others about the effectiveness of various approaches. The Sandbox can be your personal technology training space where you can explore to your heart's content. Feel free to use the Sandbox if you're engaging in self-directed small-group training or mentoring activities with colleagues. Use the Sandbox as a haven away from the distractions of your office. You'll find friendly faces (Bonnie Riedinger, Elaine Lindroth, Sarah Calvert, and Jessi Lee Mraz) who can answer questions. Feel free to email all four of us at sandbox@mcc.commnet.edu or call 860-512-2857. All MCC faculty and staff can use the Sandbox any time the building is open; contact Bonnie at briedinger@mcc.commnet.edu if you'd like to be able to get in when the ETDL staff aren't around. And best of all, the Sandbox is free! So come on down!

You're Invited!

Periodic gatherings, training sessions, discussions and brown bag lunches take place in the Sandbox

Experimentation Supported (Hardware and Software)

The Sandbox offers faculty and staff Windows, MacOS, scanners, CD burners, Zip drives, and digital video cameras, as well as basic and high-end software like Adobe Master Collection (including InDesign, Photoshop, Illustrator, Acrobat Professional, Flash, Dreamweaver, Fireworks, Contribute, After Effects, Premiere Pro, Encore, Soundbooth), Microsoft Office Suite (including Word, Excel, PowerPoint, Access, Outlook, FrontPage, Publisher), Camtasia Studio, Equation Editor, Final Cut Studio, iTunes, LiveMotion, NetOP, QuickTime Pro, QuickTime Broadcaster, Second Life, Smartboard, SnagIt, Stuffit Deluxe, Visual Studio, VLC Media Player, WinZip Pro, and Stella, among others. We encourage you to suggest new software or hardware you would like to see available to you in the Sandbox.

Suggested Sandbox Activities

- Experiment when it's convenient for you
- Try out new software to prepare for class
- Conduct mentoring activities with a colleague
- Hold small-group training for your department

- Effective use of technology
- Consult about technology use (e-mail sandbox@mcc.commnet.edu or call 860-512-2857 to request a meeting)
- Get additional ideas by looking at the ETDL Mentoring and Training webpage, http://www.mcc.commnet.edu/students/resources/distanceFacultyTraining.php

XIII.   Center for Teaching

The Center for Teaching Committee addresses the needs of faculty both as teacher and as professional. A primary activity of the committee is to create **informal and formal opportunities on campus for discussing issues of teaching and learning.** It promotes interaction of faculty—both full-time and part-time—among the divisions. These professional development opportunities are coordinated by the College's Teaching and Learning Consultant (TLC), Leonard Dupille.

At the local level, the Center for Teaching Committee sponsors several activities. The **Teachers' Cafe** is jointly sponsored by the Center for Teaching, and the Education Technology & Distance Learning department.   Each month the committee additionally sponsors a case study or other workshop. Each fall and spring the committee hosts a **Luncheon** with a featured speaker of interest to both faculty and staff. The CFT also coordinates a "mini-grant" program through which departments and programs, as well as individual faculty, can apply for funds to sponsor an event which will contribute to the professional development of faculty and staff. MCC faculties are also eligible to participate in several system-wide programs: the **Barnes Seminar**, **Pathways for Teaching Excellence,** the **Schwab Institute for Academic Leadership,** and the **Spirit of Teaching**. The system-wide Center for Teaching also sponsors **Instructional Skills Workshops (ISW)**, which are intensive teaching workshops in which participants learn the basics of constructing an effective lesson, developing for each class a plan integrating a Bridge, Objectives, Pre-Assessment, Participatory Learning, Post-Assessment, and Closure (the BOPPPS model). They also participate in workshops on issues such as learning styles, assessment, and general best-practices. The Center for Teaching has a website on the College's homepage. The web address is: http://www.mcc.commnet.edu/faculty/cft/#1

For more information on local programs, please contact **Leonard Dupille ldupille@mcc.commnet.edu**. For more information on system-wide programs, contact **James Gentile jgentile@mcc.commnet.edu.**

XIV.   Equipment Loans

Faculty and staff may borrow PC laptops, PC tablets, Mac laptops, video cameras, a portable projector, and tripods from ETDL. To reserve equipment, download an application from the form depot at: http://www.mcc.commnet.edu/students/form.php and e-mail the completed form to sandbox@mcc.commnet.edu

XV.   ETDL Training

Many training workshops for faculty and staff are scheduled at MCC and at other Connecticut Community Colleges. Sessions scheduled at MCC include the following topics:

- Blackboard
- Microsoft Office Applications
- Specialized Instructor Station & Classroom Applications
- Other technology such as Web 2.0 tools, Camtasia, tablet PCs, wikis and podcasting.

Training sessions at MCC are announced through e-mail. A schedule can be found at
http://www.mcc.commnet.edu/students/resources/distanceStudentVistaTraining.php

Registration is required for all faculty and staff sessions. For detailed descriptions of courses, please visit the **IITT Course Cart (https://www.commnet.edu/academics/iitt/coursecart.asp).**
The IITT Course Cart can also be accessed through the Training channel on myCommNet.

XVI.   ETDL Documentation

Print instructions and video tutorials on many types of technology including classroom instructor stations and Blackboard are available at: http://www.mcc.commnet.edu/students/resources/distanceDocumentation.php

C. Frequently Asked Questions

What is the official communication medium used by the College and Students to contact Adjunct Faculty?

Answer: Your www.mcc.commnet.edu campus email account. It is important to utilize your MCC College email address in order to receive important College information. You will receive your adjunct contract/s; student questions/concerns; notification of trainings, program updates; and professional development opportunities. You should also use your campus email address on your syllabus and when responding to campus communications.

Where do I get my roster?

Answer: Log into "myCommnet" and click on the "Faculty" tab. Next click on "Faculty Self-Service", select "Manchester Community College", then "Faculty Services" You will be able to view your roster by clicking on "Printable Class Roster". You can also view your roster from Blackboard. If you need assistance navigating Blackboard, please see one of the online tutorials available or contact the Education Technology and Distance Learning (ETDL) Department.

How do I obtain codes for classroom doors?

Answer: Room codes for all general purpose and special purpose (Art studio, English writing labs, science rooms) should be obtained from the Division Secretary.

How do I obtain the room code for the Sandbox?

Answer: Send an email from your MCC email account to: Sandbox@mcc.commnet.edu.

What does the CRN number mean?

Answer: The Course Reference Number (CRN) identifies each section of a given course Number. For example, ENG 101 has multiple sections which are distinguished by the CRN number associated with each section.

How do I get a book for my class?

Answer: You should talk to your Department Chair about obtaining a book for your class. In addition, the schedule on-line in Banner contains a link for every course and specifies the book order information.

How do I submit my grades?

Answer: Log into "myCommnet" and click on the "Faculty" tab. Next click on "Faculty Self-Service", select "Manchester Community College." then "Faculty Services." From this screen, you can enter final grades. (see page 43 and 44)

How do I know when school breaks and exams are scheduled?

Answer: Check the academic calendar for these and other critical dates. The direct link is: http://www.mcc.commnet.edu/students/resources/catalog.php

On the rare occasion that I am unable to teach one of my classes, what should I do?

Answer: Meeting classes as scheduled for the full class meeting is an expectation we have of all faculty members. If an emergency arises and you are unable to hold class, please call and notify an Academic Affairs staff person. You must speak with someone and not leave a message. Academic Affairs staff may be contacted in the following order:

1. **Social Science & Hospitality; Liberal Arts**
    Brenda St. Peter (860-512-2750, 860-512-2660) – bstpeter@mcc.commnet.edu

2. **Mathematics, Science & Health Careers; Business, Engineering & Technology Division**
    Beverly Ferrigno (860-512-2700, 860-512-2620) – bferringno@mcc.commnet.edu

3. **Associate Dean's Office**
    Sandi Browne (860-512-2605) – sbrowne@mcc.commnet.edu

4. **Dean's Office**
    Lolita Wynter (860-512-2606) – lwynter@mcc.commnet.edu

If you are calling before 8:00 a.m. or after 4:00 p.m., you must also call the MCC Campus Police at 860-512-3680 so a sign can be placed on your classroom door. **An email should also be sent to the Associate Dean (pmitchell crump@mcc.commnet.edu), your Division Director, Department Chair and your class using the campus portal**. Your absence will be recorded with an 'A' on your timesheet.
It is important that you communicate your absence to these individuals/areas to insure proper notification and avoid any questions regarding your attendance for class.

What is the College's expectation regarding the use of Blackboard?

Answer: Blackboard is MCC's on-line management system for which all courses have automatically built shells. The College's expectation is that your syllabus be posted, minimally on Blackboard. We also encourage you to take advantage of the professional development opportunities offered for Blackboard through our Educational Technology and Distance Learning division.

Frequently Asked Questions – Continued

How can I learn to use Blackboard?

Answer: The Education Technology and Distance Learning Department (ETDL) has several online tutorials that help you do different things in Blackboard. The direct link for the list of tutorials can be found at: www.commnet.edu/academics/blackboard/faculty/. You can also contact the ETDL Sandbox at x2857 or by email sandbox@mcc.commnet.edu. The myCommnet/Blackboard support page link is: http://www.commnet.edu/portal/help. This service is available 24/7 via toll-free phone, live chat, or e-mail ticket.

What do I do if I'm having difficulty with a student?

Answer: You should discuss the situation with your Department Chair/Program Coordinator or Division Director. If the situation is such that the student conduct is disrupting class, you should prepare and provide documentation to the Department Chair/Program Coordinator and Division Director. Of course, if you or students in the class feel threatened, email Umesh Vig (uvig@mcc.commnet.edu) as well as your Department Chair/Program Coordinator and Division Director.

Adjunct Faculty:

How do Adjuncts receive their contracts for a given semester?

Answer: Adjuncts will receive their contracts via your MCC email from the Associate Dean's office. It is the responsibility of the adjunct to review, sign and return the original contract to the Associate Dean's office as soon as possible in order to expedite processing and avoid any delay in receipt of payments on the designated Adjunct Pay period schedule.
Once a 'finalized contract' (a contract approved by the President of MCC) has been received by the Associate Dean's office, a copy will be given to the Division Secretary who will place the contract in a sealed envelope in the adjunct campus mailbox.

Are Adjuncts required to hold office hours?

Answer: Yes, adjuncts are contractually obligated to hold office hours for one hour per week. The hours must be listed on your course syllabus and notification of the office hours sent to the Associate Dean's office at sbrowne@mcc.commnet.edu no later than two weeks after the beginning of the semester for which you are teaching. We are aware that office space if hard to find. Therefore, we suggest using the AST Tower: Rooms T416 & T516; LRC B212, LOWE 244 and the area outside of the Cougar Café.

Are there any monies available for Professional Development opportunities?

Answer: Yes, there are monies available to adjuncts who have taught at least 18 credit hours in the Community College system. Opportunities are available for adjuncts to participate in courses (credit or credit free, local or regional workshops, seminars, conferences, etc.) which are job related and are related to the mission and goals of the College. There are many other professional development opportunities offered free of charge by the MCC Center for Teaching and Educational Technology and Distance Learning division.

What is the process for adjunct evaluations?

Answer: Evaluations are conducted by the Department Chair or her/his designee during the first semester that you teach at MCC. Your next evaluation will take place in your third semester and every 5th semester thereafter.

D. Sample Forms

Disruptive Student Behavior Referral Report
(Faculty/Staff)

Faculty Complaint Interview Form
To be filled in by the Faculty

Faculty Complaint Interview Form and Disruptive Student Behavior Referral Report Form can be obtained from the office of the Dean of Student Affairs: Office: LOWE L287/Telephone: 860-512-3203

Student Complaint Interview Form can be obtained from the Dean of Student Affairs:
Office: LOWE L287/Telephone: 860-512-3203

Grade Change Form can be obtained from the following offices:

- **LA and SOSC Secretary**
  Office: Tower T302
  Telephone: 860-512-2660/2750
- **MSHC and BET Secretary**
  Office: LRC A224
  Telephone: 860-512-2700/2620

E. Appendices

I. <u>Campus Map</u>

The campus map can be found on the Manchester Community College Webpage at the following link:
http://www.mcc.commnet.edu/about/pdf/MCCCampusMap.pdf

II. <u>Final Exam Schedule</u>

The final exam schedule can be found on the Manchester Community College Webpage at the following link:
http://www.mcc.commnet.edu/students/resources/catalog.php

III. <u>Catalogs and Calendar</u>

The Catalog and Calendar can be found on the Manchester Community College Webpage at the following link:
http://www.mcc.commnet.edu/students/resources/catalog.php

Academic Affairs
P.O. Box 1046, MS#15
Manchester, CT 06045-1046

Academic Affairs

Visit our website at www.mcc.commnet.edu