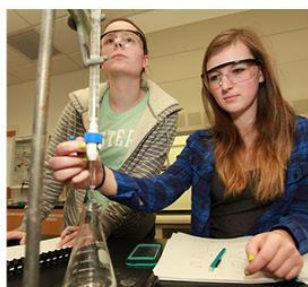MANCHESTER COMMUNITY COLLEGE

2015-16
Faculty Handbook
Division of Academic Affairs

WELCOME LETTER

Dr. Pamela Mitchell
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
- Personal and Social Responsibility
- Knowledge of Human Cultures and the Physical World
- Integrative Learning
- Understanding of Self

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 2015-16 academic year.

Sincerely,

Pamela J. Mitchell, Ed.D.

Pamela Mitchell, Associate Dean

MANCHESTER COMMUNITY COLLEGE
FACULTY HANDBOOK
2015-2016

OFFICE of ACADEMIC AFFAIRS

Academic Affairs Suite
LRC Rooms B109-B114
Fax: 860-512-2601

Contacts
Duncan Harris, Ed.D
Interim Chief Academic Officer/Vice President for Academic Affairs
Office: LRC B109
860-512-2603
dharris@manchestercc.edu

Pamela Mitchell, Ed.D.
Associate Dean of Academic Affairs
Office: LRC B114
860-512-2605
pmitchell1@manchestercc.edu

Lolita Wynter
Assistant to the Dean of Academic Affairs
Office: LRC B112
860-512-2606
lwynter@manchestercc.edu

Karyn Case
Administrative Assistant to the Dean of Academic Affairs
Office: LRC B109
860-512-2603
kcase@manchestercc.edu

Sandi Browne
Administrative Assistant to the Associate Dean of Academic Affairs
Office: LRC B114
860-512-2605
sbrowne@manchestercc.edu

Business, Engineering and Technology Division (BET)

Catherine Seaver, Division Director

Beverly Ferrigno – Secretary
LRC A242, 860-512-2620
bferrigno@manchestercc.edu

Departments

Accounting/Business/Marketing

Martin Hart
Department Chair
Office: LRC A207, 860-512-2625
mhart@manchestercc.edu

Engineering, Technology & Computer Science

Steven Moore
Co-Department Chair
Office: AST C122, 860-512-2653
smoore@manchestercc.edu

Richard Gnall
Co-Department Chair
Office: LRC A248, 860-512-2643
rgnall@manchestercc.edu

Information Management and Technology

Sandra Rimetz
Co-Department Chair
Office: LRC A246, 860-512-2636
srimetz@manchestercc.edu

Carla Adams
Co-Department Chair
Office: LRC A209, 860-512-2652
cadams@manchestercc.edu

Paralegal

Mary Holland
Program Coordinator
Office: LRC A208, 860- 512-2632
mholland@manchestercc.edu
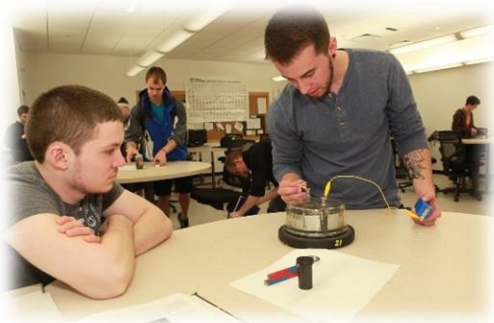
Liberal Arts Division (LA)

James Gentile, Interim Division Director
Deborah Simmons, Interim Division Director

Brenda St. Peter – Secretary
AST T304; 860-512-2660
bstpeter@manchestercc.edu

Departments

Communication/Humanities

Dr. Rebecca Townsend
Department Chair
Office: LRC A212, 860-512-2685
rtownsend@mcc.commnet.edu

English

Dr. Rae Strickland
Co-Department Chair
Office: AST T506, 860-512-2677
rstrickland@manchestercc.edu

Dr. James Gentile
Co-Department Chair
Office AST T503, 860-512-2667
jgentile@manchestercc.edu

Alina Ciscel– ESL Acad. Disc.
Coordinator
Office: Tower T511, 860-512-3421
aciscel@manchestercc.edu

Liberal Arts

Sharale Golding –
Co-Coordinator
Office: LRC A222, 860-512-2739
sgolding@manchestercc.edu

Dr. Francine Rosselli-Navarra
Co-Coordinator
Office: AST D222, 860-512-2711
frosselli-Navarra@manchestercc.edu

General Studies

Kimberly Hamilton-Bobrow
Co-Coordinator
Office: AST T516, 860-512-2676
khamilton-Bobrow@manchestercc.edu

Dr. Steven Torres
Co-Coordinator
Office: AST T510, 860-512-2696
storres@manchestercc.edu

Multimedia and Graphic Arts

Fall 2015 Contact:
David Calabrese
Acting Program Coordinator
Office: SSC L218A, 860-512-2686
dcalabrese@manchestercc.edu

Maura O'Conner
Acting Program Coordinator
Office: LRC A229, 860-512-2692
dcalabrese@manchestercc.edu

Spring 2016 Contact:
Ed Hogan
Program Coordinator
Office: LRC A257, 860-512-2672
ehogan@manchestercc.edu

Music

Dr. Deborah Simmons
Program Coordinator
Office: AST D235, 860-512-2674
dsimmons@manchestercc.edu

Visual Fine Arts

Olivia Chiang
Co-Department Chair
Office: AST D226, 860-512-2680
ochiang@manchestercc.edu

Daniel Long
Co-Department Chair
Office: AST D224, 860-512-2697
dlong@manchestercc.edu

Mathematics, Science and Health Careers Division (MSHC)

Marcia Jehnings, Division Director

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

Allied Health Programs

Dental Assistant

Kathleen Jeffries
Program Director
Office: LRC A228, 860-512-2705
kjeffries@manchestercc.edu

Environmental Science

Ann Hadley
Advisor
Office: LRC A227, 860-512-2730
ahadley@manchestercc.edu

Health and Exercise Science

Allison MacKenzie
Program Coordinator
Office: SSC L155a, 860-512-2718
amackenzie@manchestercc.edu

Occupational Therapy Assistant

Margaret Moriarty
Program Coordinator
Office: LRC A234, 860-512-2719
mmoriarty@manchestercc.edu

Radiology – Radiation Therapy

Nora Uricchio
Program Coordinator
Office: LRC A224, 860-512-2730
nuricchio@manchestercc.edu

Radiology - Radiography

Susan Morison
Program Coordinator
Office: LRC B204, 860-512-2708
smorison@manchestercc.edu

Respiratory Care

Nancy LaRoche–Shovak
Program Coordinator
Office: LRC A235, 860-512-2714
nlaroche-shovak@manchestercc.edu

Surgical Technology

Richard Clark
Program Coordinator
Office: LRC A230, 860-512-2715
rclark@manchestercc.edu

Therapeutic Recreation

Vacant
Program Coordinator
Office: LRC A237, 860-512-2704
tblake@manchestercc.edu

Departments

Mathematics

Myrta Groeneveld
Department Co-Chair
Office: AST D233, 860-512-2735
mgroeneveld@manchestercc.edu

Jana Sime
Department Co- Chair
Office: AST 413, 860-512-2732
jsime@manchestercc.edu

Sciences

Fatma Salman
Department Co- Chair
Office: AST T505, 860-512-2643
fsalman@manchestercc.edu

Rachel Mintell
Department Co-Chair
Office: LRC A247, 860-512-2728
rmintell@mancehstercc.edu

Social Science, Hospitality and Culinary Arts Division (SSH&CA)

Division Director, Christopher Paulin

Brenda St. Peter – Secretary
AST T303; 860-512-2750
bstpeter@manchestercc.edu

Departments

Anthropology/Psychology

Jean Wynn –Department Chair
Office: AST D221, 860-512-2784
jwynn@manchestercc.edu

Criminal Justice

Donna Nicholson – Department Chair
Office: AST A244, 860-512-2756
dnicholson@manchestercc.edu

Disability Specialist

Nicole Esposito– Program Coordinator
Office: AST T307, 860-512-2763
nesposito@manchestercc.edu

Drug and Alcohol Recovery Counselor

Barbara Fox – Program Coordinator
Office: AST T306, 860-512-2769
bfox@manchestercc.edu

Early Childhood Education

Contact:
Sue VanNess
Office: AST T505, 860-512-2683
svanness@manchestercc.edu

Economics/Geography/History/Political Science

Guocun Yang – Department Chair
Office: AST T402, 860-512-2782
gyang@manchestercc.edu

Hospitality

Jayne Pearson – Department Chair
Office: LRC A256, 860-512-2785
jpearson@manchestercc.edu

Sign Language/Social Science/Sociology

Lucy Hurston –Department Chair
Office: AST T312, 860-512-2791
lhurston@manchestercc.edu

Social Services

Diane Freeman – Program Coordinator
Office: AST T511, 860-512-2781
dfreeman@manchestercc.edu

MANCHESTER COMMUNITY COLLEGE
ACADEMIC AFFAIRS ORGANIZATIONAL CHART

Chief Academic Officer/Vice President for Academic Affairs

Associate Dean Academic Affairs
Pamela Mitchell

Administrative Assistant
Karyn Case

Administrative Assistant
Sandra Browne

Assistant to the Dean of Academic Affairs
Lolita Wynter

Scheduling Assistant
Kate Deasy

Division Director of Business, Engineering & Technology
Catherine Seaver

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

Interim Division Directors of Liberal Arts
James Gentile
Deborah Simmons

Division Director of Social Science, Hospitality & Culinary Arts
Christopher Paulin

Secretary
Beverly Ferrigno

Secretary
Brenda St. Peter

Director, Office of First Year and New Student Programs
Jason Scappaticci

Director of Academic Support Center
Brian Cleary

Director of Library & Education Technology
Deborah Herman

Director of Cooperative Education
Bob Henderson

Associate Program Director – GEAR UP
Joanna White

Associate Library Director
Paula Cook

Assistant Director Education Tech. & Distance Learning
Timothy Boto

Reference Librarians
Library Associates

Secretary
Dana Drouin

Perkins Grant/College Career Pathways
Myonghee Cho

Secretary
Marilyn Haney

Academic Calendar 2015-2016

FALL SEMESTER
2015

Day	Date(s)	Event(s)
Tuesday, Wednesday	August 25, 26	Professional Days
Monday	August 31	Classes begin
Monday	September 7	Labor Day (College closed)
Wednesday	October 28	Last day to make up incompletes; Last day to drop without faculty approval (no refunds)
Wednesday	November 25	Thanksgiving recess begins (no classes)*
Thursday-Sunday	November 26-29	Thanksgiving Recess (College closed)
Monday	November 30	Classes resume
Tuesday	December 8	Reading Day
Friday	December 11	Last day of classes
Saturday	December 12	Final exams begin
Friday	December 18	Final exams end
Tuesday	December 22	Final grades due (by 12:00 PM)
Wednesday	December 23	Fall semester ends

SPRING SEMESTER
2016

Day	Date(s)	Event(s)
Monday	January 18	Martin Luther King Day (College closed)
Tuesday, Wednesday	January 19, 20	Professional Days
Thursday	January 21	Classes begin
Friday-Monday	February 12-15	Lincoln's Birthday & President's Day (College closed)
Monday-Thursday	March 21-24	Spring recess (no classes)*
Friday-Sunday	March 25-27	Good Friday weekend (College closed)
Monday	March 28	Classes resume
Friday	April 1	Last day to make up incompletes; Last day to drop without faculty approval (no refunds)
Thursday	May 5	Reading Day
Monday	May 9	Last day of classes
Tuesday	May 10	Final exams begin
Monday	May 16	Final exams end
Thursday	May 19	Final grades due (by 12:00PM)
Thursday	May 26	Commencement
Monday	May 30	Memorial Day (College closed)
Wednesday	June 1	Spring semester ends

* Administrative offices open.

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

Faculty Evaluation

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
There shall be periodic evaluation by the employer of all members of the bargaining unit as follows:
- in each of their first two appointment periods;
- once in every three years thereafter for those on standard appointments;
- once in every five years thereafter for those holding tenured appointments;

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.

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.

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:
   - The first semester of teaching
   - The third semester of teaching
   - Every fifth semester thereafter

2. The evaluation consists of the following:
   - Faculty Development Review Plan (FDRP) summary student evaluation
   - FDRP instructional observation form
   - Overall performance rating to be completed by the Provost/Chief Academic Officer 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:

You will be evaluated the first semester that you teach here, the third semester and then every fifth semester thereafter.

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.
The process also includes consideration of the **student evaluations of faculty** which are currently done each semester (also used with full-time faculty).

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:

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).

The Department Chair, Program Coordinator, or appropriate faculty member will observe the faculty member's class (after appropriate discussion with the faculty member).

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 Provost/Chief Academic Officer to approve.

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.

The Department Chair or Program Coordinator will submit the evaluation to the Division Director and Provost/Chief Academic Officer 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.

Procedures and deadlines for Promotion, Tenure and Sabbatical Leave

Procedure for Promotion - Faculty and Community College Professionals

Eligibility   By October 1, must have served at least three years in present rank or classification and, in the case of teaching faculty members, meet minimum qualifications for next higher rank. Half-year service shall be rounded up to a full year. For teaching faculty, "half-year" service is service beginning no later than the first day of the Spring semester. For CCP's, "half-year" is service beginning after October 1st but before the first day of Spring semester. Increases that result from rounding up the half-year shall be effective for the first pay period of the Spring semester of the following year. Prior service on full-time special appointments which the employer determines are similar shall be credited.

Deadlines

*October 1, 2015   President's Office will publish a list of individuals eligible for promotion consideration.

October 1, 2015   Human Resources Office will send promotion applications to eligible staff.

December 15, 2015   Evaluations of individuals scheduled for evaluation and applying for promotion to be received in the Human Resources Office.

*January 5, 2016   Applications due in President's Office.

*March 1, 2016   Promotion Committee recommendations due in President's Office. Promotion Committee must inform each applicant, in writing, of the recommendation made.

Late March, 2016   President meets with Promotion Committee to discuss intended selection of promotion recipients.

*April 15, 2016   Each applicant is informed of the President's decision.

Procedure for Tenure

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).

Deadlines

*October 1, 2015   President's Office will publish a list of those eligible for tenure consideration.

October 1, 2015   Human Resources Office will send Tenure applications to eligible staff.

*November 1, 2015	Applicants for Tenure will submit applications to the President's Office.
November 21, 2015	List of individuals eligible for tenure is given to Tenure Committee chairperson and appropriate Deans.
December 1, 2015	Evaluations due in President's Office
*December 15, 2015	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, 2016	Tenure Committee submits recommendations to the President and informs each candidate, in writing, of the recommendation made.
March 5, 2016	Deans are informed of Committee and Supervisor recommendations and are requested to make their recommendations to the President.
March 12, 2016	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 2016	President meets with Tenure Committee to discuss intended selection of tenure recipients.
*April 1, 2016	Each applicant is informed of the President's decision.

Procedure for Sabbatical Leave

<u>Eligibility</u>	Must have completed six consecutive years of full-time service. Applications submitted <u>during</u> 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.
<u>Deadlines</u>	
*October 18, 2015	Applications made available to staff.
*November 1, 2015	Applications due to Supervisor.
November 15, 2015	Applications due in President's Office from Supervisors.
*December 15, 2015	Sabbatical Committee recommendations due in President's Office.
January 5, 2016	Deans provided with Committee and Supervisor recommendations.
January 12, 2016	Deans' recommendations due in President's Office.

January, 2016	President meets to discuss intended recommendations with the Sabbatical Leave Committee.
*February 1, 2016	President submits recommendations to the System Office designee.
*April 1, 2016	System Office designee 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.

Adjunct Offices

There are five offices set aside for adjunct faculty LRC *A201, LRC B212, AST T417, AST T418 and T518*. All adjuncts are welcome to use ANY of these offices. Codes for offices with a punch-button code lock can be obtained from your Division Director.

B212 and A201 are enclosed, private, multiple-station offices. AST T417, AST T418 and T518 are multiple open carrels. Phones, computers, printers, and a place to meet with students are all provided in these locations.

Travel & Reimbursement Checklist – Academic Affairs Faculty/Staff

A. **Documents required prior to travel: (For additional details click on the following link: [Travel Procedures])**
   1) Request travel authorization from your Division Head/Supervisor via email.
   2) Submit the following **at least 4 weeks prior** to traveling:
      a. brochure or link to the conference specifying dates, name, and location of the conference
      b. air flight itinerary
      c. taxi/Rail/Shuttle (estimates acceptable/actual receipts are required when requesting reimbursement)
      d. tolls/Parking Fees (estimates acceptable/actual receipts are required when requesting reimbursement)
      e. conference hotel/lodging confirmation
      f. mileage- MapQuest (starting point MCC)
      g. declaration of Insurance page from the employee's current insurance policy
      h. meals (meals that are part of the conference package should not be included below)
         # of Breakfast: _____
         # of lunch: _____
         # of Dinner: _____
      i. registration Fee
      j. car/Van Rental (requires permission from the Dean and should be reserved through the business office at least 45 days prior to travel)
      k. Bradley International Airport Parking Permit: contact Olive Flynn at [oflynn@manchestercc.edu] or x3639 one week prior to traveling
      l. travel is of "No Cost" to the college
      m. tuition: Request a blue Tuition Reimbursement form from [lwynter@manchestecc.edu] or [mprieto@manchestercc.edu]
      n. other

3) Cancellation of Travel: Immediately notify [oflynn@manchestercc.edu] and [lwynter@mancestercc.edu] prior to the conference start date

Professional Development Funding
- **Full Time Employees - $750.**
- **Full Time Employees presenting at a conference - $800.**
- **P/T Lecturers with at least 18 credit hours in the Community College System – $350 (until funds are depleted).**
- **P/T Non-teaching employees with at least 9 hours per week for at least three semesters- $350.**
- **Employees** who are eligible for Professional Development funds will receive notification from Human Resources (HR) once their packages are delivered to HR.

Department Funding
- Travel amount is determined by the Division Director or Dean.

A. **Note:**

1) A Travel Authorization Request From (TA) (CO-112) is required if you are traveling out-of-state regardless of the cost, blanket request for employees traveling on a continuous basis as part of their duties, or requesting reimbursement of expenses relating to tuition.

2) **All Academic Affairs TA's are prepared in the Assistant to the Dean's office** upon receipt of all relevant documentation then emailed to the employee for signature.

3) Additional details can be obtained from the Administrative Affairs webpage under Travel Procedure.

4) Submit or return documents above to lwynter@manchestercc.edu, LRC B112, MS# 15, or to the following address:
   Lolita Wynter
   Assistant to the Dean of Academic Affairs
   Manchester Community College
   Great Path, MS#15
   P.O. Box 1046
   Manchester, CT 06045-1046

B. **Documents Required for Travel Reimbursement:**

1) With the exception of meals, all claims must be supported by original receipts.

2) Submit the following **receipts at least two (2) weeks** after attending a conference
   a) Airfare
   b) Taxi/Rail/Shuttle
   c) Tolls/Parking Fees
   d) Conference hotel/lodging (must be a detailed daily report receipt from the hotel on the day of checkout)
   e) Registration
   f) Car/Van Rental (must be approved by the Provost prior to traveling)
   g) Other _____
   h) Cancellation of travel: Immediately notify oflynn@manchestercc.edu or lwynter@mancestercc.edu prior to the conference start date.

C. **Note**

1) Upon receiving the above invoices, an Employee Payroll Reimbursement Form (CO-17XP-PR) will be prepared and emailed to the employee for signature.

2) Return invoices and CO-17SP-PR form to lwynter@manchestercc.edu, LRC B112, MS# 15, or to the following address:

> Lolita Wynter
> Assistant to the Dean of Academic Affairs
> Manchester Community College
> Great Path, MS#15
> P.O. Box 1046
> Manchester, CT 06045-1046

3) Reimbursements are received within the next three pay checks only if original receipts are submitted within one week after an employee returns from a conference and the CO-17XP-PR is signed and returned immediately after it is received by the employee

D. **Blanket Mileage Reimbursement Requirements**

1) Complete a Mileage Log Form ***(ML1)** and submit via fax, email, or hard copy <u>every two months or no later than May 21 of the current fiscal year.</u>

2) Sign the Employee Payroll Reimbursement (CO-17XP) form and Mileage Log Form **(ML2)** which will be emailed to you after the ML1 is received.

3) To complete the process, deliver or mail the following (see above for delivery location options):
   a) Original signed CO-17XP-PR form
   b) Original signed ML2
   c) Parking receipts (if applicable)
   d) Declaration of Insurance page from your current Auto Insurance Policy (if not on file)

E. **Additional Details**

1) Additional details on Travel Reimbursement and Blanket Mileage Reimbursement policies can be obtained from the Administrative Affairs webpage under [Travel Procedures](#) – Reimbursement
2) *The ML1 and ML2 forms must be requested from lwynter@manchestercc.edu

F. **Tuition Reimbursement**

1. Collect and complete a "blue" Tuition Reimbursement form which can be collected from:
   a. Human Resources (HR): LOWE L134 or 860-512-3613 or
   b. Academic Affairs LRC B112 or 860-512-2606
2. Return the "blue" Tuition Reimbursement form to the Academic Affairs office LRC B112.
3. Upon completion of the course(s) receipts/invoices, transcript or evidence of having successfully completed the course (letter from instructor will suffice) must be submitted to Lolita Wynter in accordance with the following:
   a. Summer and Fall semesters - no later than February 1
   b. Spring semester – no later than May 30
4. Employee will receive a Payroll Reimbursement (CO 17- XP) form via email for signature.

> Return invoices to lwynter@manchestercc.edu, LRC B112, MS# 15, or to the following address:
> > Lolita Wynter
> > Assistant to the Dean of Academic Affairs
> > Manchester Community College
> > Great Path, MS#15
> > P.O. Box 1046
> > Manchester, CT 06045-1046

Travel Authorization Request (CO-112)

Academic Affairs Mileage Log 1 (ML1)

Employee Payroll Reimbursement Form (CO-17XP-PR)

Tuition Reimbursement Form for Professional Staff

MCC Help Desk

For all technology related questions or problems at MCC, please call the Help Desk at 860-512-3456 (x3456 on campus), send an email to ma-helpdesk@manchestercc.edu, or stop by SSC L204 in the Lowe Building. You may also visit the Help Desk website at: http://www.manchestercc.edu/offices/irt/.

Home use software - Faculty are entitled to discounted software for home use on personally owned computers, including Microsoft Office and Adobe Creative Cloud. To view the available software and make a purchase, visit www.onthehub.com and register for an account. You will need to register with your MCC email address.

Confidential Data (referred to as DCL3 data) – To prevent the possibility of DCL3 data from being compromised, faculty (unless individually permitted by the Academic Affairs Data Steward) are prohibited from viewing or storing social security numbers, credit card numbers, driver's license numbers, and bank account numbers on any MCC owned computer.

Identity Finder is installed on all office computers to scan for DCL3 data. All MCC employees are required to run Identity Finder scans once a month on every MCC owned computer they use. Instructions for using Identity Finder are located at: http://internal.manchestercc.edu/idf/. Please contact the Help Desk if you need assistance running Identity Finder.

Identity Finder is also available as a free download for personal use at home. See http://www.identityfinder.com/ for more details.

NetID Password Resets – Students and faculty who forget their NetID passwords may use the web reset utility at: http://www.commnet.edu/netid/password.aspx.

Staff and (if the web reset fails) students or faculty must come in person to either the MCC Help Desk or the Registrar's Office for a password 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.manchestercc.edu/offices/irt/netID.php

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/.

Note that technical help for Blackboard and for myCommNet come from different sources. When reporting trouble, be sure you know which platform you are having trouble with.

For Blackboard Support

Monday-Friday 9:00AM- 4:30PM please call 860-512-2852 or email TBoto@manchestercc.edu
Nights and Weekends please call 860-723-0221 or go to https://websupport.ct.edu/

For myCommNet support - such as login issues, contact the MCC Help Desk at ma-helpdesk@manchestercc.edu.

Web Browser Compatibility - Be aware that myCommNet is not compatible with every version of every browser. You can check to see whether your web browser will work with these platforms by going to https://websupport.ct.edu/browser-check

Convenient myCommNet shortcut – From MCC's Home Page http://www.manchestercc.edu select the myCommNet button:

myCommNet
Log In Now »

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

Login Instructions and FAQ - https://websupport.ct.edu/content/login-questions

Blackboard Learn

The online course management system used throughout the Connecticut Community College System is Blackboard Learn. Every course section taught at the College is given a Blackboard shell, whether you plan to use it or not.

If you're not familiar with Blackboard *Learn*, you should partake in the various one-on-one training opportunities. For information on training in Blackboard Learn, please see the section on ETDL Training below.

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

Students who have registered for a course are automatically given access to that course's Blackboard Learn shell one week before the class is scheduled to begin. Students who drop a course are automatically denied access to that course shell. 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 Learn courses for 14 weeks after the end of the semester.

Be aware that, like myCommNet, Blackboard Learn is not compatible with every version of every browser. You can check to see whether your web browser will work with these platforms by going to https://websupport.ct.edu/browser-check

For information on documentation and tutorials in Blackboard Learn, please see the ETDL Documentation section below.

Working in Blackboard Learn

If you are new to Blackboard Learn, please get training. Opportunities are listed in the ETDL Training section below.
Use your NetID to log into myCommNet. 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 have accessed Blackboard, you will see a listing for every section you are teaching, as well as the Blackboard Learn Faculty Orientation course, in which you are enrolled as a student. To develop your class, make sure the button in the upper right-hand corner in the course site is set to "Edit Mode: On."
You should always have an off-line backup copy of all material that you have uploaded to Blackboard.

Blackboard Learn courses are accessible to faculty for two semester years. After that, they are purged from the system. However, all Blackboard grade book information must be kept for Record Retention Requirements

You may copy content from one semester to the next. This process is completed by the ETDL department upon request.

For more information, please see the ETDL Documentation section.

Blackboard Learn Assistance for Students

Students can access tutorials and documentation from the CSUS Student Support site (https://websupport.ct.edu/) and in the Blackboard Learn Student Orientation course in which all students are enrolled. If you would like help introducing Blackboard to your on-ground class, contact sandbox@manchestercc.edu to request assistance. Classroom visits are scheduled during regular business hours as staff members are available.

All students who have been issued a college email address and who have registered for a hybrid or online course receive an e-mail message with a link to the CSUS Student Support site.

Blackboard Troubleshooting

Note that technical help for Blackboard and for myCommNet come from different sources. When reporting trouble, be sure you know which platform you are having trouble with.

Call the ETDL Sandbox at x2857 or e-mail sandbox@manchestercc.edu.
Evenings and weekends, refer to the myCommNet/Blackboard support page at: https://websupport.ct.edu/

Whenever you or your students call the ETDL Sandbox, be sure to provide your name and Banner ID number, the name, subject, 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.

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 training, enrollment in iTeach, CTDLC's fully online, 9-week faculty training workshop, and consultation with ETDL.

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.

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 utilize software and web technology for your on-ground course, the ETDL staff can help. Please contact the Sandbox at (860) 512-2857 or sandbox@manchestercc.edu

E-mail

The **MAIN way** in which you will be communicated with by (President, Provost/Chief Academic Officer, 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@manchestercc.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; "All Points;" 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.

Outlook Web Access (OWA)

Whereas to use Outlook you need to be on campus, you can use Outlook Web Access to access your MCC mailbox via a web browser from anywhere. 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. After that you are free to use OWA from any computer.

Logging On

- Open your internet browser.
- Type http://www.mail.commnet.edu/
- Enter your full NETID (01234567@manchestercc.edu) into the "**NETID:**" field.
- Enter your Network password into the "**Password:**" field (remember it is case sensitive).
- Click the "**Log On**" button.
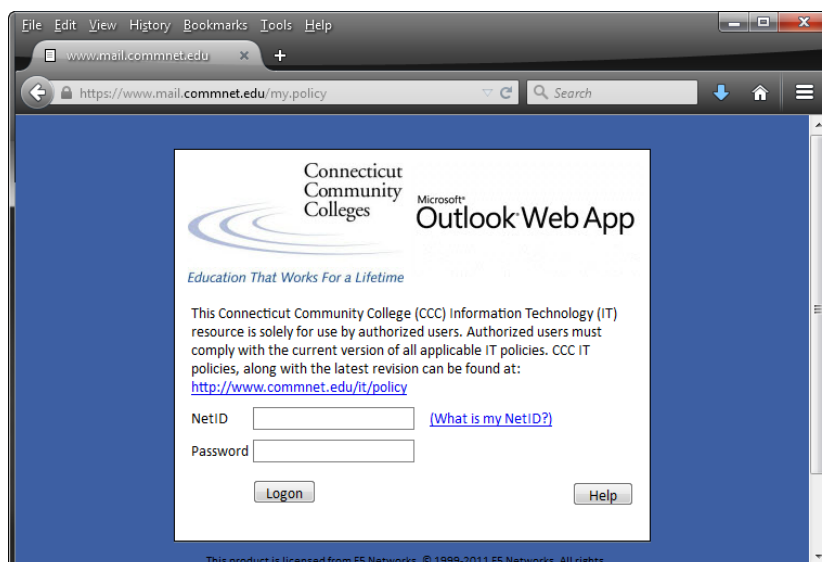
Opening & Reading Messages

(By default OWA displays a reading pane on the right side of the screen.

- Select the desired message you wish to read. The message will display in the reading pane
- Double click on the message to read the message in a new window.
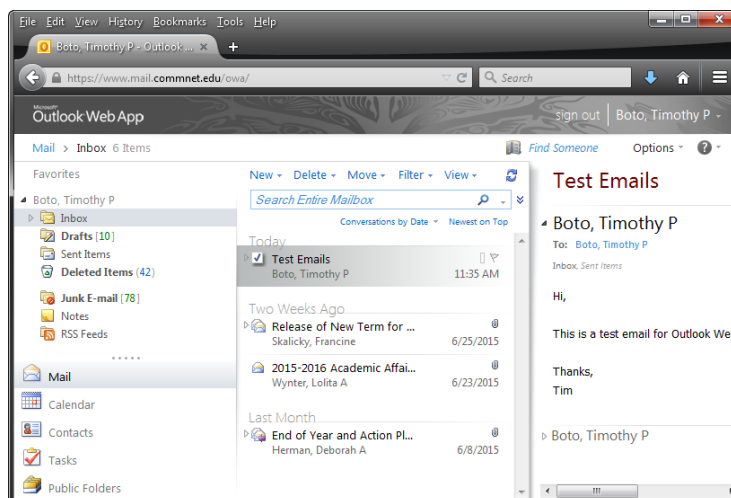
Reply, Reply to All, Forward

- After reading (in the reading pane) or opening a message, you can 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.*)
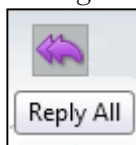
Reply
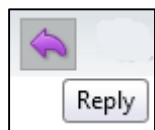
Open the email message.
From the message toolbar, click the **Reply** button.

Reply to All
Open the email message.

From the message toolbar, click the **Reply to All** button.

Forward

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

Sending a New Mail Message

- 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).
- Type the address into the desired address field.
- Use the "Check Names" button to locate the address of a name entered into the address field.
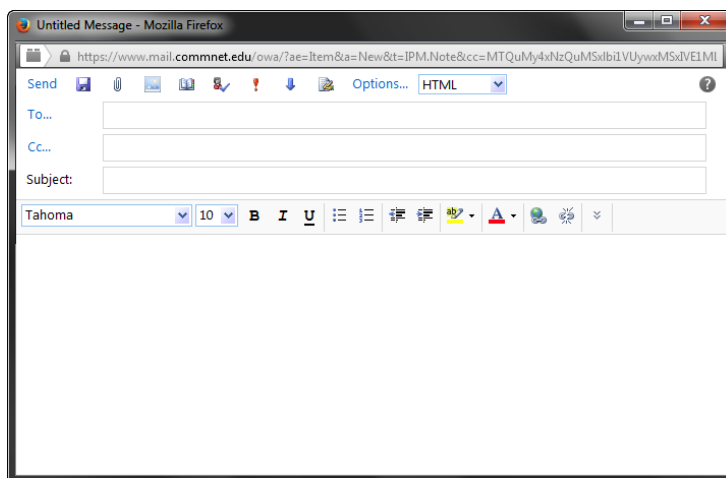
Using the Global Address Book

- Open a new message.
- Click on the To button. The "Find Names" window will now open.
- Type in either the first, last or both first and last name into the corresponding fields.
- Click on the Find button. Any names matching the field descriptions will appear in the results window.
- Click on the desired name.
- Click on the desired field address button (To, Cc, or Bcc).

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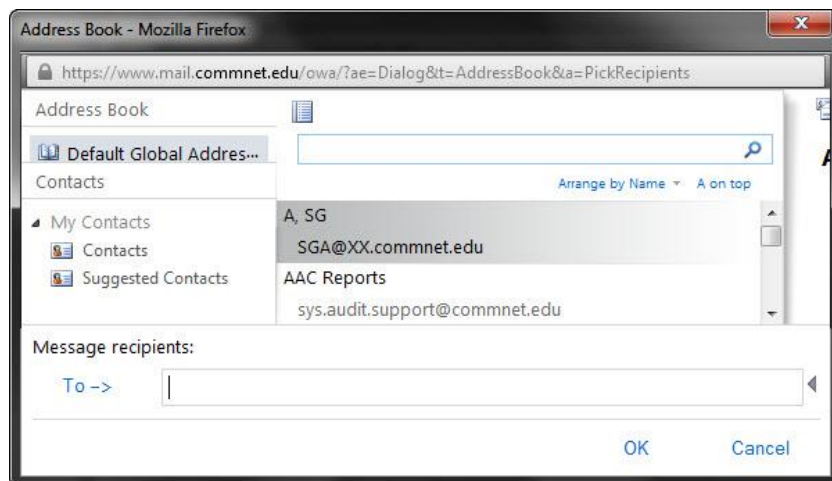
- Close the Find Names window.

Adding an Attachment

- Open a new mail message.
- Click on the paper clip button 📎 (located on the toolbar).
- The Choose File window will open.
- Locate and select the file that you wish to attach.
- Click Open.
- The file will now be added to the "Attached" field.

Spell Checking the Message

- Outlook Web App utilizes web browser to check spelling checking spelling. There is no longer a spellcheck button or spelling settings in Outlook Web App.
- Spell checking is available by default in Internet Explorer 10, Firefox, Chrome, and Safari. Misspelled words are underlined in red.
- Right-clicking on a misspelled word will display the correct spelling. Selecting the correct word from the list to replace the misspelling:
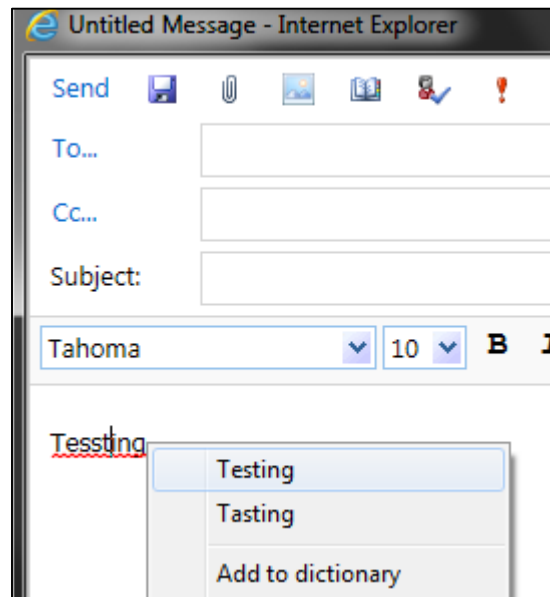
Web for Faculty (Banner)

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

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 Help Desk at 512-3456.

1. Log into myCommNet http://my.commnet.edu.
2. Access *Banner Self-Service* (by clicking the icon or the link to Banner Self-Service on the Home page)
   - If you have records at multiple schools, you must first select Manchester Community College
3. Click *Faculty/Advisor Services* on the main menu
4. Click anywhere inside the *Class Lists & Roster* sub-menu to expand the section and see more choices. (If you click again, the sub-menu will collapse.)
5. Choose from *Detail Class List* or *Printable/downloadable Class Roster*.
   - If you click *Detail Class List*:
     - Select a term from the drop-down list and click Submit.
     - You will be sent to a new window. Select a course from a list or directly enter a CRN. Click Submit.
     - If you need a roster for a course in a different term, click *Faculty/Advisor Services* to return to the main menu, click *Term Selection* from the sub-menu choices to select a different term, then click *Class Lists & Roster*.
   - If you click *Printable/downloadable Class Roster*:
     - You will see a button labeled *Spreadsheet* beneath the last name on your roster.
     - Click the button to download the file to your computer.
     - If you need a roster for a course in a different term, click *Faculty/Advisor Services* to return to the main menu, click *Term Selection* from the sub-menu choices to select a different term, then click *Printable/downloadable Class Roster*.

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.

E-mailing Entire Class

1. Log into myCommNet: http://my.commnet.edu.
2. Access *Banner Self-Service* (by clicking the icon or the link to Banner Self-Service on the Home page)
    - If you have records at multiple schools, you must first select Manchester Community College
3. Click *Faculty/Advisor Services* on the main menu
4. Click anywhere inside the *Class Lists & Roster* sub-menu to expand the section and see more choices. (If you click again, the sub-menu will collapse.)
5. Click *Printable/downloadable Class Roster.*
6. Select a Term from the drop-down list and click Submit.
7. You will see a class roster.
8. *Directly beneath the last name on the list, click the highlighted text included in "Email the entire class."*
    - This should be done from campus computers that are configured to use Microsoft Outlook.
    - **This does not work in Outlook web mail or from home computers.** To email students from an off campus location, Blackboard should be used.
        - To do this: Navigate to your Blackboard course and select the *Email* tool button from your course menu (hide the menu item if desired).
        - Click the option for Email: All Student Users.

Source: https://websupport.ct.edu/content/how-can-i-email-all-students-my-course-0

Absence Policy/Cancellation of Classes

Adjunct Absence Policy

It is the expectation of Manchester Community College that our part-time/adjunct faculty, meet with their classes each scheduled class for the duration of the class during the entire semester in which they have a contract to teach.

In addition, we encourage you to devote one hour per week for office hours (per 3-credit class). The days, times and designated location of adjunct office hours should be stipulated in your syllabus. Specific areas on campus where office hours can be held are *LRC A201, LRC B212, AST T417, AST T418 and T518.*

Regular attendance of our adjunct faculty is important to the College and 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.

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 MCC Campus Police-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 (860-512-2663) – Social Science & Hospitality; Liberal Arts

2. Beverly Ferrigno (860-512-2753) – Mathematics, Science & Health Careers; Business & Technologies

3. Sandi Browne (860-512-2605) – Associate Dean's Office

4. Lolita Wynter (860-512-2606) – Office of the Chief Academic Officer

Note: If you are calling before 8:00 a.m. or after 4:00 p.m., you must call 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, (pmitchell1@manchestercc.edu), your Division Director, Department Chair and your class using the campus portal https://www.mail.commnet.edu/my.policy.

The email to the Division Director, Department Chair and Associate Dean should indicate the class/es you will be missing and the reason for the absence. The email to your students should indicate your absence and provide an appropriate assignment for your class. Coverage for your class must be arranged in consultation with the Department Chair.

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

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 the Summer and Winter Intersession credit extension courses 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 the weather conditions. Faculty, Staff and Students should check the MCC Website at www.manchestercc.edu or voice mail at 512-3004 for cancellations. In addition, notice of class cancellation is given by local radio stations and TV in their "no school" announcements (WVIT-Channel 30/TV, WTNH-Channel 8/TV, and WFSB-Channel 3/TV).

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.

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.*

Grades

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

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:

a. *Changing "I" grade to letter grades "A" through "F."
b. *Changing miscalculated grades.

Procedure:

a. **Faculty Member:**
    i. 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.
    ii. Submits form to Division Director for approval.
    iii. Notifies student of grade changes not approved.
    iv. If in disagreement with Division Director's decision, may appeal to Provost/Chief Academic Officer.

b. **Division Director**

    i. Approves or disapproves of grade change and requests in accordance with College policy.

ii. Forwards approved request to Registrar.

iii. Returns disapproved requests to the faculty member with appropriate explanation.

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. 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 58-59 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.

Withdrawal

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.

Sample: Withdrawal with a "W" grade may be made through the last day of the finals. 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.

   a. **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.

Posting Final Grades

Entering Final Grades

1. Log into **myCommNet** http://my.commnet.edu.
2. Access *Banner Self-Service* (by clicking the icon or the link to Banner Self-Service on the Home page).
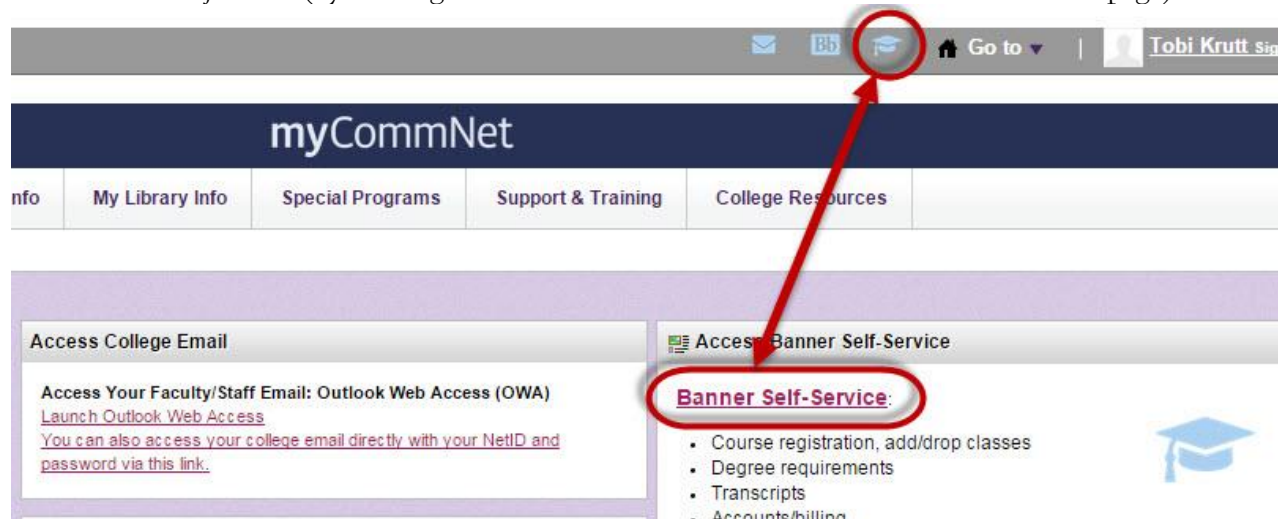
3. *If you have records at multiple colleges, you will first be prompted to select* Manchester Community College before the main menu is displayed.
4. On the main menu, click the *Faculty/Advisor Services* button.
5. Click on *Grading Students.*
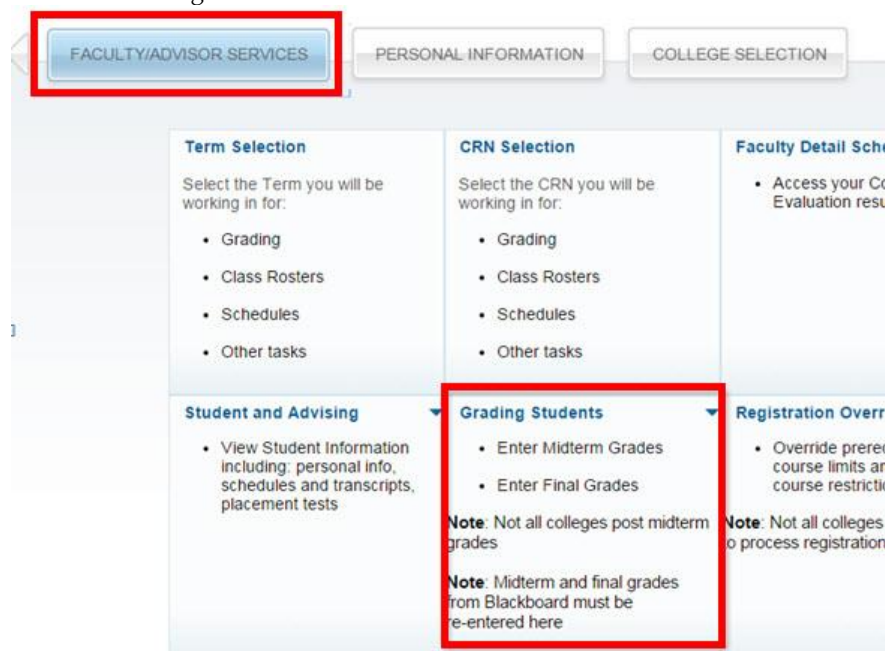
6. This will display a sub-menu where you can enter either *Final Grades.*

7. Select *Enter Final Grades*
8. Select the appropriate term from the list by clicking the dropdown arrow, and then click *Submit*.

9. Select the course you wish to access and then click submit.

10. Once you have accessed the desired course section, enter your final grades using the drop-down menu. If you have more than 25 students in your class, you must go to the next page to finish entering grades.

    Note:

- o Registrars will have already rolled *W (Withdrawals)* and *AUs (Audits)* before they release the grade worksheet to faculty. Students who have officially withdrawn or audited a course will appear with the "W" or "AU" grade grayed out.
- o **IMPORTANT!** As you are grading, make note of the message encouraging you to click the "Submit Grades" button at the bottom of the page within the <u>60 minute time limit for the screen</u>.

Final Grade Worksheet

Home > FACULTY/ADVISOR SERVICES > **Final Grades**

Enter changes to final grades, then click Submit Grades.

If the word "Confidential" appears next to a student's name, information is to be kept confidential. No information, including Directory informa student. All requests should be referred to the Registrar's Office.

Click on a student's name to view the student's address(es) and phone(s).

Course Information

COMPOSITION - ENG* E101 03
CRN:
Students Registered: 11
Students Ungraded: 11

⚠ Please submit the grades often. There is a 60 minute time limit starting at 09:32 am on Jun 29, 2015 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
1			3.000	**Web Registered** Jul 02, 2014	None ▾	N	None

11. Click *Submit* when finished.

Submit   **Reset**

⚠ Please submit the grades often. There is a 60 minute time limit starting at 04:57 pm on Jun 23, 2015 for this page.

12. **Important last step:** After you have entered all your grades, you should see a message on the top of the page that says **"0 students to be graded."** If the message does not display"0" make sure <u>all</u> students have a grade assigned.

Banner Student and Faculty Self Service FAQs

More information regarding Banner student and faculty services can be found on the Web support site:
https://websupport.ct.edu/content/banner-student-and-faculty-self-service-faqs-topic-list

Academic Integrity and 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.

Academic Misconduct Withdrawal Procedure
If a student receives a final grade of "F" in a course due to academic misconduct, the student may not obtain a transcript notation of "W" for that course. Instructors must report instances of academic misconduct to the Office of the Dean of Student Affairs in a timely manner and be specific about all academic misconduct policies in their syllabi.

However, any act/s of cheating or plagiarism is a violation of the Student Code of Conduct set forth in the Board of Regents for Higher Education for Connecticut Policy Manual and may result in additional sanctions as determined by the Office of the Dean of Student Affairs in compliance with the Student Code of Conduct (please refer to the Student Handbook 2015-2016, pages 12-31 for more details of the aforementioned Student Code of Conduct).

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@manchestercc.edu and/or designee (Assistant to the Dean of Student Affairs) at UVig@manchestercc.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 the **Student Code of Conduct** in the **Student Handbook 2015-2016**.

Plagiarism

Plagiarism is 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 outlined under the **Student Code of Conduct** in the **Student Handbook 2015-2016**.

Confidentiality and Release of Directory Information

The Board 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 the **Board Policy**.
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 the **Board Policy**. 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 Policy** is available online at http://www.ct.edu.

Student Code of Conduct Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community with the Office of the Dean of Student Affairs. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Student Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

Conduct Procedures

I.   PURPOSE

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

II.   POLICY

1. Students are expected to abide by the Student Discipline Policy on Student Conduct as outlined in the **BOR/CSCU Student Code of Conduct (Approved 3/13/2014; amended 4/17/2014)**. Manchester Community College's **Student Code of Conduct** is outlined in the **Student Handbook 2015-2016** copies of which are available in the Division of Student Affairs offices and all Division of Academic Affairs offices.

2. The **BOR/CSCU Student Code of Conduct (Approved 3/13/2014; amended 4/17/2014)** is available online at http://www.ct.edu.

3. Formal disciplinary problems should be reported in writing or by email to the Dean of Student Affairs at **GHarris@manchestercc.edu** and/or designee (Assistant to the Dean of Student Affairs) at **UVig@manchestercc.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.

III.   PROCEDURES

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

2. 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.

3. **Informal Disciplinary Action**

   a. Instructors **should inform in writing or by email** 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@manchestercc.edu and/or designee (Assistant to the Dean of Student Affairs) at UVig@manchestercc.edu.** This procedure is the avenue available to remove a student from the class/area.

   c. The **Board of Regents for Higher Education for Connecticut** has set forth the **Student Code of Conduct** as **outlined in the Student Handbook 2015-2016 – 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 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.

    c. 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.

    d. 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.

    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.

    f. 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 (Conditions 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)

6. **Sanctions**

A student found in violation of the College's Student Code of Conduct shall be subject to one or more of the following sanctions:
    a. Verbal Warning
    b. Community Restitution
    c. Written Warning
    d. Probation
    e. Removal of College Privileges
    f. Suspension
    g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation the College reserves the right to impose any of the above-referenced sanctions at any time.

7.   **Review**

The Accused Student can only appeal the sanctions of Suspension or Expulsion imposed by the Dean of Student Affairs. The request for a hearing must be received by the Office of the Dean of Student Affairs by 5:00 p.m. on the following business day of the Accused Student receiving a sanction of Suspension or Expulsion by the Dean of Student Affairs.

a.   If the student requests a hearing, he/she is entitled to be heard, within five (5) business days, or as soon as reasonably possible by the Student Conduct Review Board.

b.   The Student Conduct Review Board shall issue a written decision after the hearing with the student. The Student Conduct Review Board may accept, reject or modify the Dean of Student Affairs' decision or sanction.

c.   A written request for review of the decision by the Student Conduct Review Board must be received by the President with three (3) calendar days after the student is notified of the decision by the Student Conduct Review Board and must clearly identify the grounds for review.

Note:

For details please refer to the Student Code of Conduct as outlined in the Student Handbook 2015-2016 – Copies of which are available in the Office of the Dean of Student Affairs.

<u>**Family Educational Rights and Privacy Act (FERPA)**</u>

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (34CFR Part 99) (Revised as of December 09, 2008), requires 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.

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,
- 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;
- 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.

Student Records

5.7 Notification of Rights under the Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar, Dean of Student Affairs, Dean of Academic Affairs, or head of the academic department, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate college official to amend a record that they believe is inaccurate. The student should write to the college official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The college will notify the student of the decision. If the college decides not to amend the record as requested by the student, the college will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents for Higher Education who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which the student seeks or intends to enroll;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the college;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the Board Policy of the Board of Regents.

4. 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 paragraph 3 above. To do so, a student exercising this right must notify the Registrar in writing (room L157 in the Student Services Center). Once filed, this notification becomes a permanent part of the student's record until the student instructs the college, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by colleges to comply with the 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 Avenue, SW
Washington, DC 20202-4605

Student Rights

5.2.2 Policy on Student Rights

Section 1: Rights of Students

It is the Board Policy that the educational offerings of the community colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

2. *How to file a grievance:* A grievance is to be submitted in writing to the Dean of Student Affairs or such other college official as the President may designate (hereinafter, the Dean of Student Affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

3. *Procedure for grievance resolution:* The Dean of Student Affairs and/or his designee shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the President a disposition of the grievance, except as provided hereinafter:
   a. In the course of each investigation, the Dean of Student Affairs shall consult with the dean responsible for the area of college operations in which the grievance arose.

b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Student Affairs shall consult with the college's Affirmative Action Officer during the course of the investigation.

c. In the case of a grievance against a dean, the grievance shall be filed with the President. The President may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The President shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4.

3. *Advisory Committee:* The President may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the President. The President may appoint and remove members of the committee. If an advisory committee is appointed, the President shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Review of Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision.

2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student's awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The academic dean or other designated official(s) shall afford review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within ten calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

5. The time frames provided herein may be modified by the President for good cause shown.

(Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

Student Course Evaluation

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.
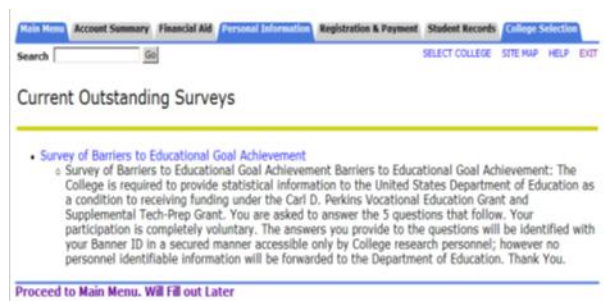
3. Click on the appropriate College Name. (Necessary only if you have more than one college choice listed)

   Asnuntuck Community College
   Capital Community College
   Manchester Community College
   Naugatuck Valley Community College

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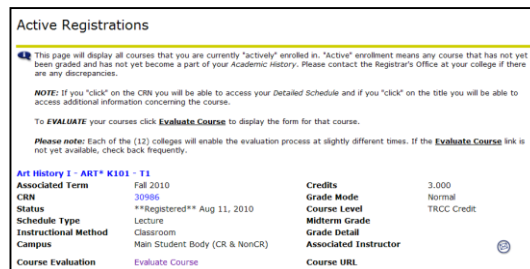
   To complete the survey below, click on the survey title.
   To complete the survey at a later date, click on the Proceed to Main Menu link.
   To complete the survey, click on this link.
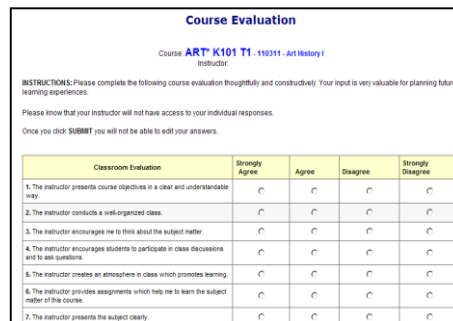
5. Click on the Evaluate your Course(s) icon.
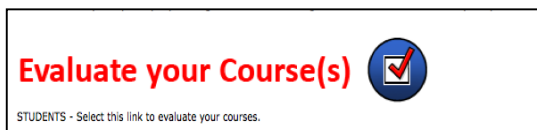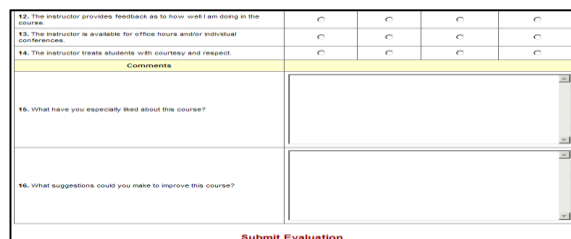
6. You will now see a list of your courses. Please complete an evaluation for EACH course. Click Evaluate Course to display the form for that course. You will only be allowed to complete the form once for each course.

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.

Copy Center

The MCC Copy Center is located in LRC A251 and is open from 7:00 am until 10:00 pm. and is staffed whenever the Help Desk is opened. If you need assistance during these hours and none of the staff are in the Copy Center, please make your request by calling the Help Desk at x3456. The Copy Center staff will help you use the copiers, process more advanced copy jobs for you, clear paper jams, or resolve other copier issues.

To enter the Copy Center, you will need to enter a door code. To use the copiers, you will need to use a Department ID and PIN. This information 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) or Brenda St. Peter, 860-512-2660 or 860-512-2750 (Liberal Arts and Social Science and Hospitality). Please treat the door code and the Department ID and PIN as confidential and do not share them with anyone.

The Copy Center is only available to MCC faculty and staff for work-related jobs. Students are not allowed in the Copy Center. Please refer students to the personal use copiers in the Library, the Open Lab, and the Academic Support Center. Those copiers are part of the pay-for-print system.

To contact the Copy Center, please call the Help Desk at 860-512-3456 or email ma-copycenter@manchestercc.edu.

Self-Service Copy Jobs:

The Copy Center in LRC A251 has three copiers available for MCC faculty and staff self-serve use. A Scantron testing scanner machine is also available in the Copy Center. Additional Scantron testing scanner machines are available in LRC B212 and on the 3rd and 4th floors of the AST Tower.

Full-Service Copy Jobs:

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 or on MCC's form depot at http://www.manchestercc.edu/students/depot/copy-request-form.pdf.

Since printing copies in color costs significantly more than black & white, please only request color when it is absolutely necessary.

Exams and Confidential documents can only be dropped off at the MCC Help Desk in SSC L204 or emailed to ma-helpdesk@manchestercc.edu. The MCC Help Desk holds these documents in locked cabinets which are not accessible by student workers. The Copy Center staff can notify you when your jobs have been completed. Your completed jobs can be picked up at the Help Desk during the hours when the Copy Center is staffed.

All other documents can be dropped off at the Copy Center in LRC A251 or the Help Desk in SSC L204. Alternately, you can email these jobs to ma-copycenter@manchestercc.edu. The Copy Center staff can notify you when your jobs have been completed. Your completed jobs can be picked up at the Copy Center or the Help Desk.

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 and beverage choices for breakfast and lunch, including New England coffee, entrees made from scratch, fresh salad bar, homemade soups, pizza, a deli and grill.

TOWER CAFE: The Tower Cafe (on the first floor of the AST Tower) offers Starbucks coffee and a range of freshly prepared items such as pastries, soups, sandwiches, salads, burgers, pizza, snacks and desserts.

Grants

http://www.manchestercc.edu/offices/planning-research-and-assessment/grant-procedures/

Purpose:

- Provide a single point of coordination and information on grant application procedures college-wide.
- Prevent duplication as many grant sources prohibit more than one application from the same organization.
- Increase success by providing expert initial consultation.

Steps:

- Consult with your supervisor to ensure your project aligns with college mission and priorities.
- When considering a grant idea or potential source, contact David Nielsen at 860-512-3108 or dnielsen@manchestercc.edu.
- Set up a meeting to discuss your grant proposal. Be prepared to explain the project, proposed funding source, college collaborators and other possible partners.

Library

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

Library Resources
- The collection consists of 55,000 print and eBooks, over 300 print periodical subscriptions and thousands of eJournals, as well as a robust collection of DVDs, music CDs, and audio books. Streamed movies and classical and jazz recordings are also available through the Films on Demand and Naxos Music Library services available from the library's website.
- Faculty are strongly encouraged to suggest the purchase of print and digital materials that support their academic programs.
- The Library subscribes to over 50 research databases, which are available to faculty and students both on and off-campus and contain thousands of full-text articles from scholarly journals, magazines and newspapers.
- The Library has 40 computers, 5 group study rooms, and 3 multifunction printers that are available for use.
- The "Ask a Librarian" service on the Library's website offers 24/7, live help from a librarian and a searchable knowledgebase of questions and answers about the Library, research, and technology.

The College is committed to resource sharing within and beyond its borders. The MCC Library belongs to both national (OCLC) and state (reQuest) library networks, which enable faculty to borrow materials held in libraries worldwide. Faculty can initiate requests for materials not owned by the MCC Library from the library's website. You can also borrow materials directly from participating academic libraries in Connecticut as part of the CCALD Reciprocal Borrowing Program. More information about this program is available on the Connecticut Library Consortium website or ask a member of the MCC Library staff for details.

Course Reserves

The MCC Library provides access to textbooks, supplementary readings, video, audio, and other materials that have been placed on reserve by faculty. Any faculty member (full- or part-time) may put personal or Library-owned materials on academic reserve. To initiate a request, please download and submit a Reserve Request Form from the Library's website and return it to the library with the materials you wish to place on reserve. These forms are also available in the Library. The library requires a 48-hour processing period to put materials on reserve. If you wish to put photocopies on reserve, please supply one copy per 15 students in the class. For more information about placing materials on academic course reserve, please visit the Library website.

Research Instruction

The Library instruction program strives to develop 21st century information literacy skills that will help students realize their potential as researchers and life-long learners. The library teaching staff 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 are taught by one of the reference librarians. The length and content of the library research session are tailored to the needs of each class. Faculty can also request a custom research guide ("LibGuide") for their courses or that a librarian be added to their Blackboard course. The embedded librarian can help your students whenever there is an information need by suggesting sources beyond the class texts and assisting with topic refinement and citing sources.

To schedule a session please contact Pat Ronalter, Library Instruction Coordinator, at (860) 512-2876 or complete the request form on our website. We respectfully ask that faculty give at least two weeks' notice. In order for students to benefit most from a class session, we strongly recommend providing the librarian with a copy of the course syllabus in advance. Our teaching librarians are also available to assist faculty in the development of research assignments that align with the skills taught in class.

For assistance using online subscriptions or searching the MCC Library catalog, please stop by the Reference Desk or call (860) 512-2883. You may also contact one of the reference librarians:

Paula Cook	Evelyn Angry-Smith	Patricia Ronalter
pcook@manchestercc.edu	eangry-smith@manchestercc.edu	pronalter@manchestercc.edu
(860) 512-2877	(860)512-2874	(860) 512-2876
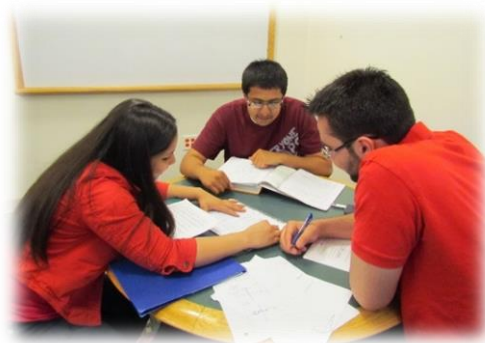
MCC Police Department

Location: Student Services Center (SSC) Building 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: 860-512-3111
> 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

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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.

   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 the Police Commanding Officer 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 860-512-3680 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, 860-512-3680.

College Building Hours:

College building entrance doors are unlocked:

Day	Hours
Monday	6:30 a.m. to 10:30 p.m.
Tuesday	6:30 a.m. to 10:30 p.m.
Wednesday	6:30 a.m. to 10:30 p.m.
Thursday	6:30 a.m. to 10:30 p.m.
Friday	6:30 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 4:30 p.m.
Sunday	College Closed

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 strictly 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 <u>not</u> 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 <u>not</u> 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.

Firearms and other Weapons:

All firearms (as defined by C.G.S.section 53a-3) and other weapons (as defined by section 53-206 of the Connecticut General Statutes), are prohibited from college property. (see C.G.S. 29-28 (e))

Any Faculty member or Student required or permitted to carry a firearm because of employment with a local, state or federal law enforcement agency; also Retired Law Enforcement Officers who are in compliance with the "Patriot Act" must report to the MCC Police Department, Commanding Officer.

(Firearms are to be kept concealed at all times)

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.
  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	Parking on campus roads/sidewalks	$ 10.00
Improper parking	$ 10.00	Overnight parking	$ 10.00

| Parking in fire lane | $ 25.00 | Other | $ 25.00 |
| Parking in restricted area | $ 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.

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.

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 or the Center for Teaching webpage.

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.

The facility reservation form to reserve a conference room or meeting room space can be found on the MCC website in the Form Depot as "Faculty/Staff Reservation Forms" http://www.manchestercc.edu/apps/space/welcome.php.

Facility scheduling is staffed Monday – Friday from 9 a.m. to 1:30 p.m.

Contact

Kate Deasy
Internal Scheduling
facilityscheduling@manchestercc.edu
(860) 512-2608
Office: SSC L219c

Lolita Wynter
Internal Scheduling
lwynter@manchestercc.edu
(860) 512-2606
Office: LRC B112

Sharon Mills
External Scheduling
smills@manchestercc.edu
(860) 512-3603
Office: SSC L203

Carol Lindsay
External Scheduling
clindsay@manchestercc.edu
(860) 512-2607
Office: SSC L219c

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 SSC 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.

Academic Support Center

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 http://www.manchestercc.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 each semester. ASC staff are available to 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 SSC L282. Many instructors recommend or require students to use tutoring services. With the availability of on-ground tutoring in the ASC and 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@manchestercc.edu
- English - Donna McCormac dmccormac@manchestercc.edu
- eTutoring Writing - James Gentile jgentile@manchestercc.edu

Advising and Counseling

The Advising and Counseling Center professional staff challenges students to think about their education in the broadest possible terms and to take initiative in shaping that education as they prepare to engage with a diverse world. Through individual conversations, publications, online resources, and programs, and with the help of an educational plan our counselors/advisors foster the personal, ethical, and intellectual growth of students, helping them develop their academic and professional goals, make informed decisions, and act with increasing independence. Counselors/advisors can assist students in making more satisfying decisions related to academic planning and in regard to personal issues that arise from life situations and events.

Counselors/advisors assist students with interest clarification, changing programs, career planning, developing self-confidence, sorting out conflicts, increasing self-understanding and improving personal relationships. Students can work with counselors through individual appointments, workshops and new student orientation/advising seminars. Planning for transfer and graduation can be difficult without the right information. Students who plan to transfer should consult a counselor/advisor, faculty advisor, or their program-specific coordinator. Counselors/advisors are also available to work with students in crisis. Personal counseling sessions are strictly confidential and on a short-term basis. Counselors/advisors will use their professional judgment in referring students who can benefit from additional personal counseling services to a reputable service provider within the community. In addition, counselors/advisors can help students identify support programs and professional services outside the college.

Students with disabilities are encouraged to contact the Disability Services Office (L131), which is part of the Advising & Counseling Center in regard to their special needs. A variety of services are available including priority registration, readers and special testing arrangements for students with documented disabilities.

Free and Anonymous Mental Health Screening:

MCC is committed to the overall health of our students. As a service, MCC provides access to a free and anonymous screening tool for mental health related issues , which screens for alcohol use, suicide prevention, post-traumatic stress, generalized anxiety, bipolar and eating disorders. The results of the screening are completely anonymous and made available only to the participant. This resource is provided to assist students determine if a consultation with a mental health counselor would be helpful.

To access the screening tool, link to: http://www.mentalhealthscreening.org/screening/mcc.

<u>Contacts</u>

<div align="center">

Jason Scappaticci
Director of First Year and New Student Programs
jscappaticci@manchestercc.edu
Phone Number: 860-512-3331

Rosa Abarzua, Department Secretary II
rabarzua@manchestercc.edu
Phone number: 860-512-3331

Advisors/Counselors:

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Joseph Navarra
jnavarra@manchestercc.edu

Ta'Shema Odoms
todoms@manchestercc.edu

Wanda I. Reyes-Dawes
wreyes-dawes@manchestercc.edu
Phone number: 860-512-3329

Robert Turner
Rturner@manchestercc.edu

Nylsa Ubarri-Young
nubarri-young@manchestercc.edu

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Part-Time Advisors/Counselors

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Brenda Geitz
bgeitz@manchestercc.edu

Emma Colon
ecolon@manchestercc.edu

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. Each pay period begins on a Friday and ends on a Thursday of the following week.

It is imperative that _new_ 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.

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/fp1.aspx?page=264**

Adjunct Pay Period Schedule – Fall 2015

Start of Pay Period Friday	End of Pay Period Thursday	CORE Entry Date ***	Pay Check Dates Friday
1. August 21, 2015	September 03, 2015	August 14, 2015	09/18/2015
2. September 04, 2015	September 17, 2015	August 28, 2015	10/02/2015
3. September 18, 2015	October 01, 2015	September 11, 2015	10/16/2015
4. October 02, 2015	October 15, 2015	September 25, 2015	10/30/2015
5. October 16, 2015	October 29, 2015	October 09, 2015	11/13/2015
6. October 30, 2015	November 12, 2015	October 23, 2015	11/27/2015
7. November 13, 2015	November 26, 2015	November 06, 2015	12/11/2015
8. November 27, 2015	December 10, 2015	November 20, 2015	12/25/2015

***Note: Please remember that contracts and all new adjunct paper work must be received in the Payroll Department before the CORE ENTRY DATE stated above in order for paychecks to be processed according to the pay cycles on the Schedule.

**** Note: If you are employed at more than one State of Ct. agency then you must complete a Dual Employment form that addresses dual employment. Until the Dual Employment is signed and received by all agencies payment cannot be processed.

The Payroll office is located on the first floor of the (SSC) Students Services Center Building MS #2, office suite (L-133) and is open between the hours of 9:00am-5:00pm, Mondays, Wednesdays, Thursdays, and Fridays. On Tuesdays, the payroll office is closed all day for CORE payroll processing. If you would like to schedule a later appointment time, up to 6pm, please feel free to call me @ 860-512-3624.

ePay Log-In Instructions

Employees may now log in to the payroll system and review up to two years of paychecks. New check/direct deposit advice data is updated Thursday of each payweek. Please follow the instructions for logging in the first time. It is important that you set up the "Password Help" and "primary email address" information during initial setup.

1. Open a browser and to go to: http://www.core-ct.state.ct.us
2. Click on Login
3. Enter User ID and Password
   a. **User ID** is your state Employee ID which is found on your paystub. This is _not_ your ECSU ID but a six number ID issued by the state's payroll system.
   b. **Default Password** is first four letters of last name (UPPER CASE) and last four numbers of your social security number.
   * if last name less than four letters, use entire last name only*
4. Change password. You will be prompted that your password has expired.
5. You will then be logged in to the _Core-CT_ Portal Home Page.
6. My System Profile :
   a. Click on "Change or set up forgotten password help"
   b. Select the hint question from dropdown and type response
   c. Click OK and continue to "Primary Email Address"
   d. Add your email address. (This will be email address used if you need to retrieve a forgotten password)
   e. Save
7. To view paychecks
   a. Click on "View Paycheck Information" under the Payroll menu
   b. Click on the period ending date of paycheck you wish to view
8. Always sign out. The "sign out" is in upper right hand corner of home portal page

_p:\procedures & templates\procedures\epay procedures_initial login.docx_

Center for Teaching

The Center for Teaching (CFT) addresses the needs of faculty members both as teachers and as professionals. A primary activity of the Center for Teaching is to create **informal and formal opportunities on campus as well as at the system-wide level involving all 12 Connecticut Community Colleges for discussing issues related to teaching and learning.** It promotes interaction of faculty—both full-time and part-time—from different divisions and from different colleges. These professional development opportunities are coordinated at MCC by the College's Teaching and Learning Consultant (TLC), Leonard Dupille.

Programs at MCC

At the local level, the Center for Teaching Committee sponsors several activities. A **Teachers' Cafe** is held each semester and includes presentations and workshops on issues such as using grading rubrics to streamline the grading process and techniques for teaching creative thinking. Each month the committee additionally sponsors a case study or other workshop. The committee also offers two programs--Narrative Teaching, which involves the use of journaling to reflect on and improve our teaching, and The Teachers' Bureau, which affords faculty an opportunity to learn from one another through mutual classroom visits and feedback. These programs are offered in both the fall and spring semesters. Additionally, every fall and spring the committee hosts a **Luncheon or Dinner** with a featured speaker of interest to both faculty and staff. Finally, the Center for Teaching coordinates a "mini-grant" program through which departments and programs, as well as individual faculty, can apply for funds to sponsor events which will contribute to the professional development of faculty.

System-Wide Programs

MCC faculty members—both full and part-time—are also eligible to participate in several system-wide programs. These include the following:

- **The Barnes Seminar,** a two-and-a-half day workshop that allows faculty members to share teaching challenges and successes with one another and, in the process, to identify innovations in teaching.
- **Pathways for Teaching Excellence,** a program that addresses the professional development needs of early career faculty members.
- **The Schwab Institute for Academic Leadership,** a one-day workshop directed at those who aspire to a leadership position within academia which features a keynote address and workshops focused on managerial and leadership issues.
- **The Spirit of Teaching,** a one-day event which focuses on helping faculty members to reconnect with and strengthen their inspiration for Teaching.
- **Instructional Skills Workshops (ISWs)**, intensive teaching workshops in which participants learn the basics of constructing an effective lesson. This includes a plan for each class integrating a Bridge to the Topic, Objectives, Pre-Assessment, Participatory Learning, Post-Assessment, and Summary (the BOPPPS model). They also participate in workshops on issues such as learning styles, the learning process, assessment, and best-practices and receive intensive feedback on their teaching.

The Center for Teaching has a website on the College's homepage. The web address is: www.manchestercc.edu/employees/center-teaching/

For more information on any of these programs, please visit our website or contact **Leonard Dupille at ldupille@manchestercc.edu**

ETDL Training

One-on-One training at MCC is available upon request throughout the year. In addition, the Board of Regents offers group training sessions at certain times throughout the semester. BOR training requires registration for most sessions. For detailed descriptions of courses and upcoming training schedules can be found at the **ConnSCU Learning Technology Training Calendar**: (http://calendar.ct.edu)

ETDL Documentation

Instructions for faculty, staff, and students in Blackboard, classroom technology, and other topics can be found, here: http://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/faculty/

G. Frequently Asked Questions

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

Answer: Your manchestercc.edu campus email account. It is important to access your college email account regularly 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 only on your manchestercc.edu email account. 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", and then "Faculty Services". Select the CRN then 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. If the Division Secretary is not available, the department chair or campus police can also get the code for you.

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 unique 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 which specifies the book order information.

How do I submit my grades?

Answer: Log into "myCommnet" and click on the Banner Self-Service link. Next, click the Faculty/Advisor Services tab. Click on Grading Students. This will display a sub-menu where you can enter Final Grades. If you are not seeing the sub-menu, make sure to use the scroll bar on the right hand side of the web page. Select Final grades from the submenu. Select Enter Final Grades. Select the appropriate term from the list by clicking the dropdown arrow, and then click Submit. Select the course you wish to access and then click submit. Once you have accessed the desired course section, enter your final grades using the drop-down menu. Click Submit when finished.

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.manchestercc.edu/programs-courses/catalogs/.

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 Division & Liberal Arts Division**
   Brenda St. Peter (860-512-2750, 860-512-2660) – bstpeter@manchestercc.edu
2. **Mathematics, Science & Health Careers Division; Business, Engineering & Technology Division**
   Beverly Ferrigno (860-512-2700, 860-512-2620) – bferrigno@manchestercc.edu
3. **Associate Dean's Office**
   Sandi Browne (860-512-2605) – sbrowne@manchestercc.edu
4. **Dean's Office**
   Lolita Wynter (860-512-2606) – lwynter@manchestercc.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 (pmitchell1@manchestercc.edu), your Division Director, Department Chair and your class using the campus portal**. 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. Although a copy of your syllabus must be emailed electronically to ma-syllabi@manchestercc.edu, it is the College's expectation that your syllabus also be posted 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.

How can I learn to use Blackboard Learn?

Answer:
- One-on-on training sessions at MCC are offered throughout
  - Contact the ETDL Sandbox at x2857 or sandbox@manchestercc.edu for further information
- Group training sessions offered at other CSCU campuses or by the BOR
  - watch for emails
  - check the CSCU schedule at http://calendar.ct.edu

- Written documentation and video tutorials can be found at:
  - the Faculty Orientation Course in Blackboard Learn
  - the ETDL documentation page at http://www.manchestercc.edu/online-learning/educational-technology-and-distance-learning/faculty/
  - The CSCU Websupport site: https://websupport.ct.edu/content/banner-student-and-faculty-self-service-faqs-topic-list
  - The ETDL wiki at http://www.mccetdl.pbworks.com

Where do I find help with technical difficulties?

Answer: It depends on the problem:

- Office & Classroom Technology
- NetID
- E-mail
- MyCommNet

Contact the IT Help Desk at Ext. 3456

- Blackboard Learn

Call the ETDL Sandbox at x2857 or e-mail sandbox@manchestercc.edu.
Evenings and weekends, refer to the myCommNet/Blackboard support page at: https://websupport.ct.edu/.

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

Answer: If a situation arises where you feel there is an immediate threat in the classroom, you should call campus police (x3680). If the situation is such that a student is disrupting the class, you may also call the office of the dean of students, Assistant to the Dean of Student Affairs Umesh Vig (x3204), who can also remove the student from the class. If class can continue, you are advised to meet privately with the student and can also request that the Department Chair or Division Director meet with the student before returning to your class. In all circumstances, you should prepare and provide documentation of the situation for the Department Chair and the Division Director. This documentation may also be provided to the Dean of Student's Office.

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. The contract is required prior to the first day of classes 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: Adjunct faculty are encouraged to make time available for students before or after class periods, and should identify for students how they can be reached outside of class time. Adjunct faculty must use their college email to communicate with students. Specific areas on campus where office hours can be held are *LRC A201, LRC B212, AST T417, AST T418 and T518* and the area outside of the Cougar Café are available for faculty use when meeting with students. Adjuncts should not use personal email or phone accounts for communication with students and should only meet with students on campus.

Are there any monies available for Professional Development opportunities?

Answer: Yes, there are monies available to adjuncts, through the collective bargaining agreement, 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 related to the job and 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.

Student Complaint Interview Form
To be filled in by the Student

Student Complaint Interview Form can be obtained from the following office:

Dean of Student Affairs
Office: LOWE L287
Telephone: 860-512-3203

Grade Change Form (To be completed by Faculty)

Grade Change Form can be obtained from the following offices:

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

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 following office:

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Dean of Student Affairs
Office: LOWE L287
Telephone: 860-512-3203

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I. Appendices

I.   Campus Map

The campus map can be found on the Manchester Community College Webpage at the following
link: http://www.manchestercc.edu/about/maps-directions/.

II.   Final Exam Schedule

The final exam schedule can be found on the Manchester Community College Webpage at the following link:
http://www.manchestercc.edu/programs-courses/catalogs/.

III.   Catalogs and Calendar

The Catalog and Calendar can be found on the Manchester Community College Webpage at the following link:
http://www.manchestercc.edu/programs-courses/catalogs/.

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