

FACULTY HANDBOOK

ACADEMIC AFFAIRS

2021-2022



Dr. Fatma Salman

Interim Dean of Academic and Student Affairs



Dear Faculty, it is my sincere pleasure to welcome you all to the start of the Fall 2021 semester. I am pleased to continue serving as your Interim Dean of Academic and Student Affairs and plan to focus my leadership on ensuring the health, safety, and comfort of our colleagues on campus. This past year has been monumentally challenging as the COVID-19 pandemic forced the world to evolve in ways no one could have predicted. As we transition back to on-campus activities, it is my hope that we be mindful of the hidden struggles everyone has faced and practice compassion for one another. It has been deeply inspiring to watch our community come together to support and protect one another during these unprecedented times. My goal is to continue to provide accessible academic and social support through the work of the Academic and Student Affairs Office to ensure our students flourish.

This pandemic has exposed great inequalities in our society. There are those who seek to prioritize their individual liberties over the collective health and wellness of the general community. MCC is fully committed to protecting the health and safety of everyone on campus and we have policies to support this. What may seem like personal inconveniences are key to protecting the wider community. Let MCC be an example of a compassionate campus society that makes collective health and wellness a priority. The college has much to offer regarding support services, and our staff and faculty are working hard to deliver the most effective learning experience in these challenging times. It is our aim that every member of our institution will feel

assured in MCC's dedication to safeguarding the wellbeing of all our campus.

Despite the difficulties, I enter this new semester with renewed hope for the future. While further challenges are to be expected, there will also be many opportunities to grow and thrive. I encourage us all to enter this semester with enthusiasm and with the knowledge that the community is standing united to conquer whatever challenges come our way.

All the best,

Fatma Salman, PhD
Interim Dean of Academic and Student Affairs
Manchester Community College

Dr. Pamela Mitchell
Associate Dean of Academic Affairs

As we celebrate the beginning of a new semester, I am delighted to welcome our new and returning faculty and adjuncts to a new academic year.

The year 2020 was a year wrought with uncertainty, challenges, and hardships for many of us - and particularly for our students - many of whom had to deal with stresses associated with the pandemic and managing their studies, work life and families - all while still trying to maintain or excel academically. As we reflect on the past year, I believe we have many reasons to be thankful and to look forward with enthusiasm to the new semester ahead.

I am grateful to the extraordinary efforts and resilience demonstrated by our faculty and staff - many required to work remotely with students. Thank you for remaining engaged and committed to finding creative ways to educate, support and assist our students in navigating through the difficult times. Because of your dedication, our students learned a great deal about how to adapt, live, work, learn and grow together during trying times.

Thank you for giving the students the tools they need to succeed. You are a true testament and a great example to them of what we can accomplish when we work together, stay focused and committed. Your commitment to the team, to MCC and to the success of our students are all greatly appreciated.

At our core, we are a team that believes in educational excellence and in our students. With our focus centered around doing what is best for our students and the college - as a whole, I have every confidence that MCC will rise above any challenges this coming year and in the years ahead. We can build on our achievements and attain many successes this year with that sense of renewed focus on the challenges before us and on the things that bind us rather than the differences that separate us.

Thank you again for all that you do. I look forward to another productive year filled with many successes and great learning, as we all continue to work together to rebuild and improve our MCC community. Best wishes for a rich and successful academic year - with gratitude to all of you!

Dr. Pamela Mitchell
Associate Dean of Academic Affairs



MANCHESTER COMMUNITY COLLEGE

FACULTY HANDBOOK

2021-2022

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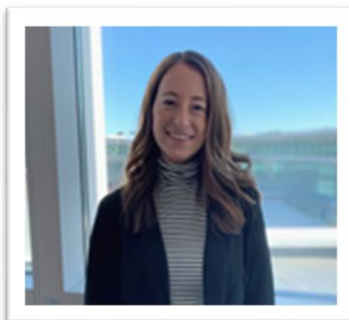
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B. Divisions and Program Information

Liberal and Creative Arts Division (LCA)



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Liberal and Creative Arts Division (cont.)



School of English, Humanities and Language & Philosophy

English
Humanities
Languages
Philosophy

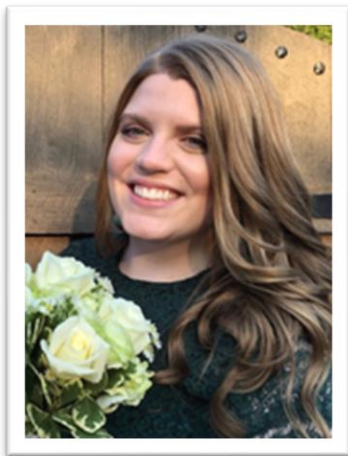
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(STEM) Science, Technology, Engineering and Mathematics Division



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School of Engineering, Technology, and Physical Science

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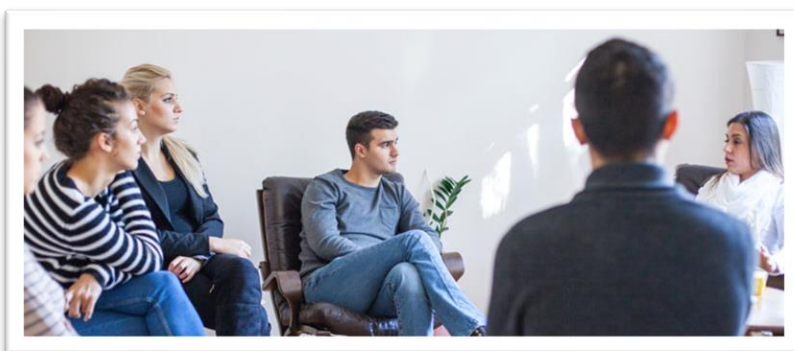
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(SBP) Social Science, Business and Professional Careers Division (cont.)

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Academic Affairs Programs

Academic Support Center: The Academic Support Center can equip students with the right strategies needed to improve skills in writing, critical thinking, studying, mathematics, or course content. Services include individual and small group tutoring, walk-in Writing Center, walk-in Math Lab, mini-computer lab, and ESL Conversation Lab. (Due to Covid19 some services may be limited.) Free to currently enrolled students. Contact MCCtutoring@manchestercc.edu

Cooperative Education: Cooperative education is an academic program that assists students with placement into both paid and unpaid work experiences that are directly related to your area of study and for which they can earn three academic credits. Internships are available to students in several majors at MCC. Students are required to meet with the Director of Cooperation in advance of the semester to prepare for the internship, and for help with placement. In addition to the completing 150 hours in an unpaid internship, or 300 hours in a paid co-op, student must attend an accompanying class that supports the student through the experience and builds workplace success skills. Each department has prerequisites for enrollment in the program, and students need the permission of the Director of Cooperative Education to register for the course. There are numerous benefits to students who participate in this program. The most obvious is the work experience that they gain. Employers seek out graduates who have done internships and co-ops and give them preference over students without any related work experience. In addition, students who are in the workplace are making contacts in their profession that are very helpful during job searches, acting as references and as networking contacts. Some students appreciate that co-op offers a chance to see what their career choice is really like. Most students who hold paid positions and some students in internships are offered long term employment at the end of their work experience obligation. One by-product of work experience is that many students report a substantial increase in their overall feelings of self-confidence and self-esteem.

College Career Pathways: College Career Pathways (CCP) is a program funded by the Carl Perkins grant that supports dual enrollment courses in the twelve high schools in the MCC service area. MCC faculty work collaboratively with high school teachers and administrators to align curricula on entry level courses, for which students earn MCC college credit. The program enables the college to develop collaborate relationships and seamless transitions between the college and secondary education to encourage enrollment in vocational and technical career programs, and to contribute to efforts to make opportunities known and accessible to all students inclusive of special and diverse populations.

ETDL: Educational Technology and Distance Learning provides technical support services to faculty who wish to use technology in the curriculum. Assistance is provided for a range of technology applications, from a small, specific use to a completely online course using Blackboard. Consulting, troubleshooting, assistance, and training are available upon request throughout the year and interested faculty and staff should contact the ETDL Department at Sandbox@manchestercc.edu

Gear Up: GEAR UP is a highly competitive federal grant program that helps empower local partnerships comprised of K-12 schools, institutions of higher education, state agencies, and community organizations to achieve three strategic goals: (1) increasing the postsecondary expectations and readiness of students; (2) improving high school graduation and postsecondary enrollment rates; and (3) raising the knowledge of postsecondary options, preparation, and financing among students and families. The local MCC-East Hartford Public Schools GEAR UP partnership's vision is that all students will be academically, socially, and financially ready to succeed in postsecondary opportunities.

Academic Affairs Programs Cont'd

Library: The Raymond F. Damato Library offers numerous amenities including six group study rooms, individual study carrels, computers, Wi-Fi, laser printing (black & white and color), scanning and photocopying. A magnification device for printed material is also available. In addition to traditional materials like books and DVDs, students may borrow equipment such as laptops, Wi-Fi hotspots, and calculators at the circulation desk.

Carl D. Perkins Grant: In addition to supporting the College Career Pathways program, the Perkins grant makes funds available for projects in career and technical areas approved by the Connecticut State Department of Education, primarily for the professional development and for the purchase of supplies and equipment. Recent expenditures with grant funding have included major upgrades to equipment for the manufacturing program, and ongoing support in allied health areas. All faculty and staff have the opportunity to apply for grant funds.

***“Education is not preparation for life;
education is life itself.”***

— John Dewey

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 XI 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:

[Click Here for FDRP process.](#)

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.

Faculty Evaluation

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 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. This could 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 Dean, 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 Dean and make a preliminary recommendation of a rating (“satisfactory” or “unsatisfactory”) for the Associate Dean of Academic Affairs 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 Associate Dean for final approval, with the overall performance review form attached.

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

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.

Promotion, Tenure and Sabbatical Leave - Procedures and Deadlines

Procedure for Promotion - Faculty and Community College Professionals

Promotion Eligibility: Members are eligible to apply for promotion when they believe they have met the standards for promotion. Prior service on full-time special appointments, which the employer determines is similar, shall be credited. Eligibility for promotion of an administrator, counselor, or librarian whose position has been reclassified pursuant to the Side Letter Re: Grade Placement shall be determined without regard to the effective date of said reclassification. Fulfillment of the minimum formal requirements for promotion to a higher rank or grade, as established by the employer (attached hereto as Schedule B for informational purposes only) or who have an appropriate equivalency in accordance with Board policy, provided that the determination of appropriateness shall be subject to the grievance process only), shall determine eligibility for promotion, but shall not guarantee a right to promotion which shall remain within the sole discretion of the CEO.

Promotion Deadlines:

Last Day/Fall Semester	Notice of intent to apply for promotion to HR office.
December 31, 2021	Suggested deadline for completion of evaluations for individuals applying for promotion.
*1 st day of Spring Semester	Promotion Applications filing deadline - due in CEO's Office, or C/o Patricia Lindo. CEO can approve an extension.
*March 1, 2022	Committee recommendation
*April 15, 2022	CEO/President recommendation

Tenure Eligibility: A tenured appointment normally will not be offered to a member of the bargaining unit until he/she will have, by September 1 of the year such appointment is to be effective, completed six (6) years of full-time employment by the Board at the same college, at least three (3) years of which must be in the current job function.

Tenure Deadlines:

October 1, 2021	Human Resources will send tenure applications to eligible staff.
October 1, 2021	Human Resources will send Tenure applications to eligible staff.
December 15, 2021	Suggested deadline for completion of evaluations for individuals applying for tenure.
*January 22, 2022	Applications for tenure will submit applications to the CEO's Office or Patricia Lindo. CEO/President can approve an extension.
March 1, 2022	Committee recommendation.
April 15, 2022	CEO/President recommendation.

Sabbatical Leave - Procedures and Deadlines

Sabbatical Eligibility: A professional staff member on tenure-track appointment shall become eligible for sabbatical leave after six (6) consecutive years of full-time service at a college. Such professional staff member shall be considered for sabbatical leave during his/her sixth year of full-time service, but the sabbatical shall not commence until he/she has completed six years of service. Once the sabbatical leave has been taken, the professional staff member shall again become eligible for sabbatical leave after six (6) additional consecutive years of full-time service following the completion of the sabbatical. Full-time leave for professional development shall be considered as continuous service for sabbatical leave but shall not be included as accumulated time required to qualify for sabbatical leave.

Purpose of Sabbatical Leave. Sabbatical leave is educational leave. The purpose of sabbatical leave is to provide a professional staff member with the time and support for scholarly or creative endeavors which will benefit the college and the staff member professionally, and/or enable the professional staff member to develop resources or materials to enrich his/her teaching effectiveness or the performance of administrative responsibilities.

Development and Review of Applications. In developing or reviewing applications, special attention should be directed toward the following:

- A. **Structured Course Work.** In considering proposals that involve enrollment in structured course work, the acceptable standard has traditionally been a minimum of nine (9) hours per semester or its equivalent.
- B. **Scholarly/Creative Endeavors.** In considering scholarly or creative endeavors, a reasonably detailed proposal with specific objectives should be reflected. The proposal should state both the benefit to the individual and the college, and where applicable, document the resources or materials which will be developed during the sabbatical leave, which will enrich the applicant's teaching effectiveness or the performance of administrative responsibilities.
- C. **Other Paid Employment.** An individual on sabbatical leave is generally not expected to engage in paid employment elsewhere. However, leave recipients are permitted to receive remuneration in the form of fellowships, assistantships, grants, honoraria, or consultant fees. If paid employment or other remuneration is contemplated as a part of the sabbatical leave, the applicant shall disclose such on the application, and describe how the remuneration relates to the purpose of the sabbatical leave. Total compensation while on sabbatical leave shall normally not exceed the regular salary (base pay plus longevity) of the recipient, plus expenses attributable to the leave.
- D. **Additional Support.** Each applicant for sabbatical leave shall disclose, as part of his/her proposal, all anticipated remuneration including but not limited to, professional development and/or tuition reimbursement. The application should not in any way bind the college or the Board to provide additional support for the leave through professional development and/or retraining funds. Applicants who indicate their intention to apply for such may do so under normal procedures, but they are not guaranteed such funds as a condition of the leave.

Sabbatical Leave - Procedures and Deadlines

Sabbatical Deadlines:

October 1, 2021	Announce sabbatical leave process and applications made available to staff.
November 15, 2021	Sabbatical Leave Applications are due in CEO's Office or to Patricia Lindo. CEO can approve an extension.
*December 15, 2021	MCC Sabbatical Committee recommendation.
*January 15, 2022	CEO / President recommendation.
*February 1, 2022	CSCU Sabbatical Committee recommendation.
*February 15, 2022	CSCU President recommendation.

*CONTRACTUAL DATE

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.

Please contact Patricia Lindo, SHRM-CP
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Adjunct Offices

There are four offices set aside for adjunct faculty *LRC B212, AST T417, AST T418 and AST 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 Academic Associate in your division.

LRC B212 is an enclosed, private, multiple-station office. *AST T417, AST T418 and AST 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

Documents Required Prior to Travel: (For additional details click on the following link: [Travel Procedures](#)).

Complete a Travel Authorization form (CO-112 located in the form depot) and email it to the supervisor for approval at **least 4 weeks prior to the date of the conference**. Please include a link to the conference website in the description portion of the form.

- a. Email notification will be sent after all approvals have been received. The travel authorization will be forwarded to the appropriate Secretary/Division Academic Associate for processing. The following additional documentation is needed to complete the travel request: brochure or link to the conference specifying dates, name, and location of the conference
- b. air flight itinerary confirmation and/or air fare receipt
- 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)
 - i. conference hotel/lodging confirmation or receipts
 - ii. mileage- MapQuest starting point MCC
 - iii. Declaration of Insurance Page from the employee's current auto insurance policy. If requesting mileage reimbursement, all state employees who are authorized by their agency head to use their own motor vehicles in performance of their duties must carry insurance for a minimum liability of \$50,000/\$100,000 and \$5,000 in property damage or, in lieu thereof, a minimum of \$100,00 for liability for bodily injury and property damage
 - iv. meals (meals that are part of the conference package should not be included below)
 - _____ # of Breakfast
 - _____ # of lunch
 - _____ # of Dinner
- e. registration receipt or confirmation
- f. car/Van Rental (requires permission from the Dean and should be reserved through the Business Office at least 45 days prior to travel)
- g. Bradley International Airport Parking Permit: contact Olive Flynn at OFlynn@manchestercc.edu or ext. 23639 one week prior to traveling
- h. travel that is of "No Cost" to the college must also be approved by supervisor using the same process
- i. tuition: collect a new Tuition Reimbursement form from the Division Academic Associate or from Human Resources or from the Business Office
- j. other _____

Cancellation of Travel: Immediately notify the Division Academic Associate and Olive Flynn: OFlynn@manchestercc.edu prior to the conference start date.

Professional Development Funding (*Changes reflect FY21-22 funding*)

- Full Time Employees – Conferences: \$2,750 *Tuition Coursework - \$4,400. *Memberships - \$650.00
- P/T Lecturers with at least 18 credit hours in the Community College System - Conferences: \$1,200 (first-come, first-served basis). *Tuition Coursework - \$1,800. *Memberships - \$275.00
- P/T Non-teaching employees with at least 9 hours per week for at least three semesters- \$1,200 (first-come, first-served basis).

Department/Grant Funding

- Travel amount is determined by the Dean. The approval process is the same as regular travel.

No Cost to the College and Blanket Travel

- Complete a Travel Authorization form (CO-112 located in the form depot) and email it to the Division Director for approval at least 4 weeks prior to the date of the conference. Please include a link to the conference website in the description portion of the form. [No-Cost travel will require the CEO's approval for out-of-state travel.](#)

Note:

- A Travel Authorization Request Form (TA) (CO-112) is required if you are:
 - traveling out-of-state regardless of the cost
 - traveling on a continuous basis within the State of Connecticut as part of their duties a blanket request should be requested
 - requesting reimbursement of expenses relating to tuition.
- Submit or return documents above to Secretary/Division Academic Associate after the conference has been approved.
- Additional travel details can be obtained from the Administrative Affairs webpage by clicking on the following link: [Travel Procedure.](#)
- *Tuition Reimbursement Form. [Request for Tuition Reimbursement](#)
There is a new Request for Tuition Reimbursement Form-the blue form no longer acceptable

Division Academic Associates

Liberal and Creative Arts (LCA)

Erin O'Neil

Office: SSC L219g

860.512.2663

EOneil@manchestercc.edu

Social Science, Business and Professional Careers (SBP)

Lolita Wynter

Office: SSC L231a

860.512.2753

LWynter@manchestercc.edu

Science, Technology, Engineering and Mathematics (STEM)

Nicole Simmons

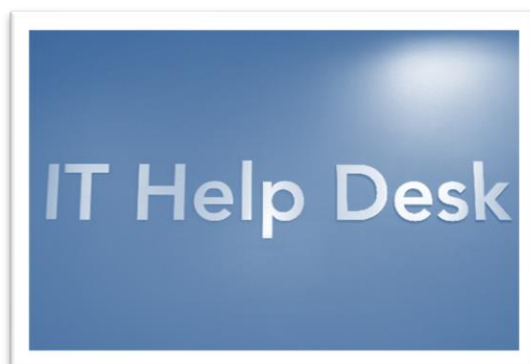
Office: LRC A204

860.512.2703

NSimmons@manchestercc.edu

C. Technology Resources

Help Desk Support

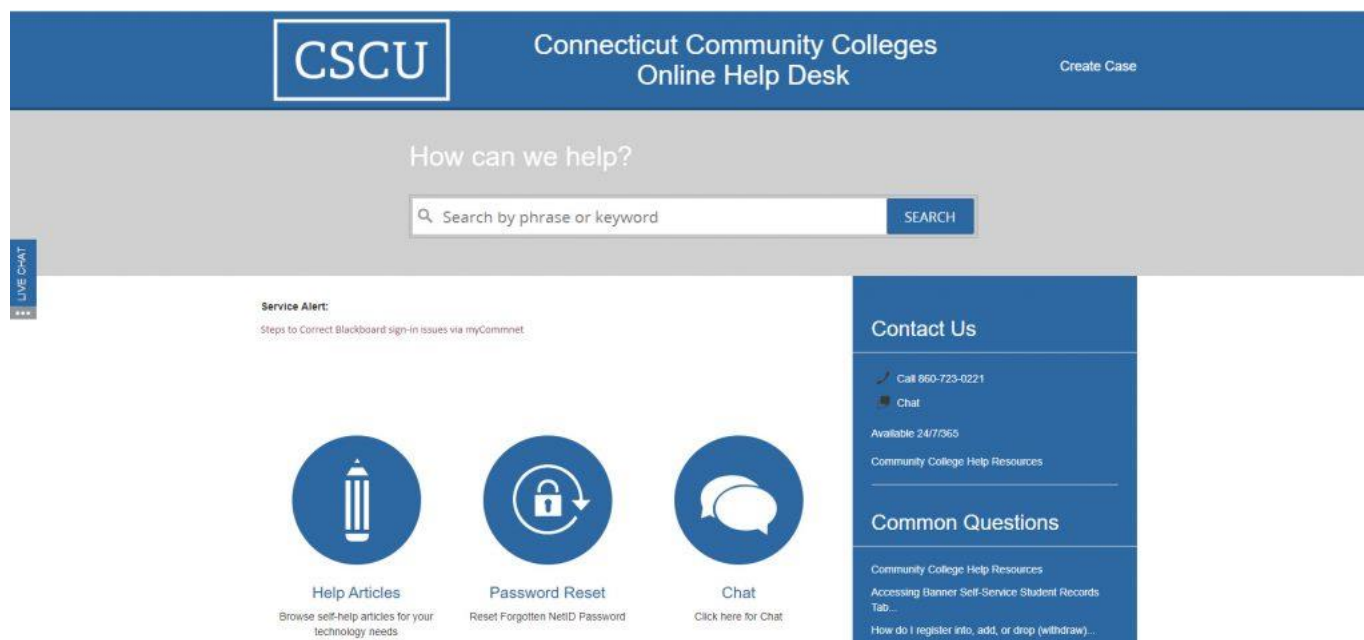


Requesting IT Support

The CSCU Online Help Desk is your portal to IT support. The portal is the preferred method to make a request, report a problem, view your incidents, and search the self-help articles.

Students

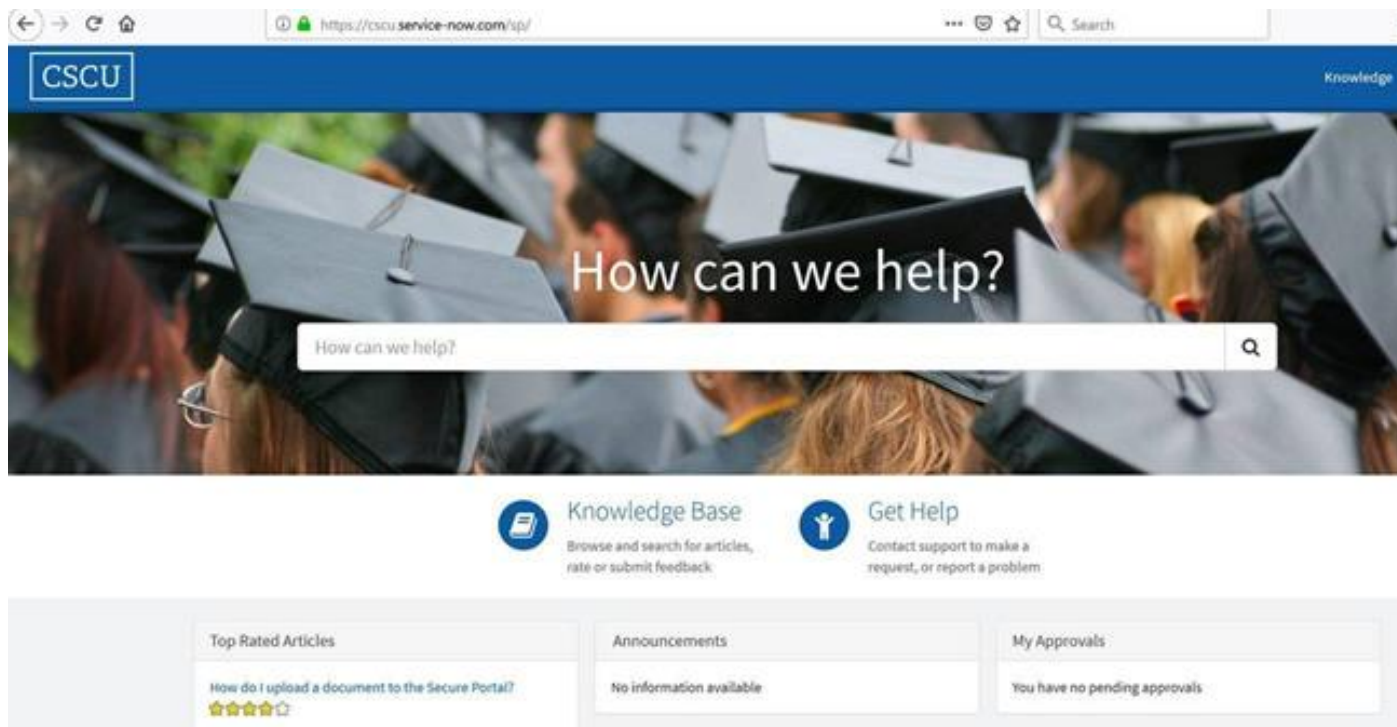
For all student requests/issues, please go to <https://cscu.edusupportcenter.com>, which is available 24/7/365. If you are unable to use the online help desk, please call 860-723-0221, which is also staffed 24/7/365.



Faculty and Staff

For all faculty and staff requests/issues, please go to <https://cscu.service-now.com/sp/>.

Help Desk Support



If unable to use the online help desk, faculty can call 860-723-0221, which is available 24/7/365. Staff should call 860-512-3456 and leave a detailed message with a call back number. The call will be returned during normal business hours. **Please note, the preferred method of contact is the portal.** Please only use the phone number if you are unable to access the portal.

MCC Help Desk Hours
Monday–Thursday: 7:30 a.m. to 7:00 p.m.
Friday: 7:30 a.m. to 3:30 p.m.
Saturday, Sunday: Closed

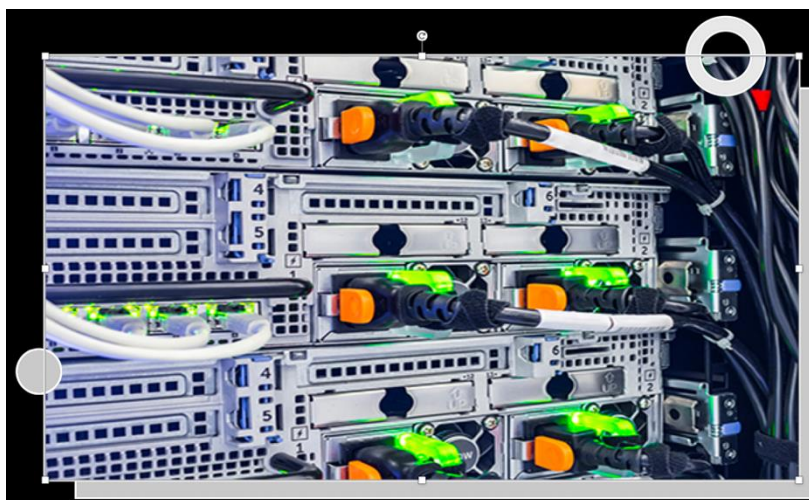
We are always interested in improving the quality of our support. If you have any questions or comments regarding our services, please contact us at any time at jchurch@manchestercc.edu or echavarriaga@manchestercc.edu.

Help Desk Support

Home Use Software -

- **Microsoft Office** – Students, faculty, and staff are entitled to a free full version of Office 365, which includes Outlook, Word, Excel, PowerPoint, OneNote, and more. You can install it on up to five devices. To download, visit <http://portal.office.com> and log in with your NetID and password. You will see a link to Install Office. Be sure to do the install only on a personally owned PC or Mac.
- **Adobe Creative Cloud** – Faculty and staff are entitled to Adobe Creative Cloud for \$9.75 per year. To purchase and download, visit <https://mancc.onthehub.com/> and create a free account using your MCC email address. Please note, if you do not see any software to purchase, your MCC email address may need to be reauthenticated.
- **Other Software** – <https://mancc.onthehub.com/> also offers a variety of other software titles at a discounted price including Microsoft Windows, Parallels, Norton Security, Minitab, CorelDRAW, and more. See above for instructions logging in.
- **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.

Spirion – Spirion is installed on all office computers to scan for DCL3 data. All MCC employees are required to run Spirion scans once a month on every MCC owned computer they use. Please contact the Help Desk if you need assistance running Spirion.



NetID Assistance – For information regarding using NetID's, visit <https://www.manchestercc.edu/offices/administrative-affairs/information-technology/net-id/>.

NetID Password Resets – Students and faculty who forget their NetID passwords may use the web reset utility at: <http://supportcenter.ct.edu/NetID/pswdmenu.asp>. If the web reset fails, students or faculty can contact <https://cscu.edusupportcenter.com> for a password reset. Please have valid ID available. The Registrar's office can also remotely reset faculty passwords via fax.

Help Desk Support

Important to Note:

-If the campus closes for holidays, weather, power etc. the MCC Help Desk is also closed; however, <https://cscu.edusupportcenter.com> is available 24/7/365. If you are unable to use the online help desk, please call 860-723-0221, which is also staffed 24/7/365.

-MCC's Help Desk staff make every effort to address all issues as quickly as possible. However, requests for IT support made - outside of hours of operation - will be addressed the next business day.

-MCC's Help Desk typically handles incoming request on a first-come, first-serve basis unless it is determined that it is a campus wide event, which takes priority: Campus-wide event calls would jump to the front of the line or any other critical outage problems – for example: classroom outage.

-A hardware failure will require the faculty to adapt and make adjustments until IT can replace and, in some instances, send out equipment for repair. We will make every effort to communicate status updates to the faculty or staff member.

-Email should not be used to report technical issues or request support. Reporting requests by email will either result in significant delays or may get missed. All faculty, staff, and students are expected to enter requests into the portal themselves and will be redirected to do so if other reporting methods are used.

-When reporting an issue in the portal, please include the classroom phone extension for call back or indicate if you can be reached by Teams chat.



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.commnnet.edu>.

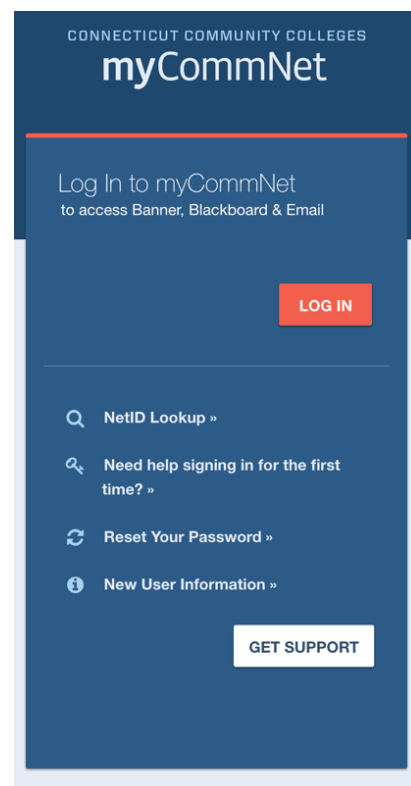
Note that technical help for Blackboard and for myCommNet come from different sources. When reporting trouble, be sure you know which platform you are having trouble with.

For Blackboard Support

Monday-Friday 9:00AM- 4:30PM please call 860-512-2852 or email TBoto@manchestercc.edu

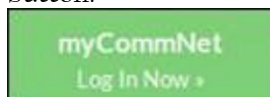
Nights and Weekends please call 860-723-0221 or go to <https://cscu.edusupportcenter.com>

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: http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1469199

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



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

Login Instructions and FAQ -

http://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfhelpArticleView.seam?inst_name=cscu&article_id=1912-1464050

Blackboard Learn

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

Be aware that, like myCommNet, Blackboard 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://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support/Browser_Checker

For information on documentation and tutorials in Blackboard, please see the ETDL Department.

Working in Blackboard

If you are new to Blackboard, training is offered by the Educational Technology and Distance Learning Department year-round.

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 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 courses are accessible to faculty for two academic years. After that, they are purged from the system.

If you use Blackboard for grades, you are required to retain a copy of the gradebook and grade history in a secure stored area (not in Blackboard) for FIVE YEARS after the end of the semester, to meet the State of CT record retention requirements.

Download Grade Center as Excel File

This tutorial will walk you through the process of exporting your Grade Center data into Excel format:
<https://www.youtube.com/watch?v=FYTaYp-MArY>

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

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 are 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.

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://cscu.edusupportcenter.com>.

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 BI01 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 Blackboard training 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 Associate Dean of Faculty 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. The Associate Dean of Faculty 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 <https://cscu.service-now.com/sp/>. If unable to use online help desk, faculty can call 860-723-0221 which is available 27/7/365. The preferred method of contact is the portal. Please only use the phone number if you are unable to access the portal.

Blackboard Learn

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 the CEO, Provost/Chief Academic Officer, Associate Dean, 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 your division office or contact the MCC Helpdesk via <https://cscu.service-now.com/sp/>. 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: <http://outlook.com/owa/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 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

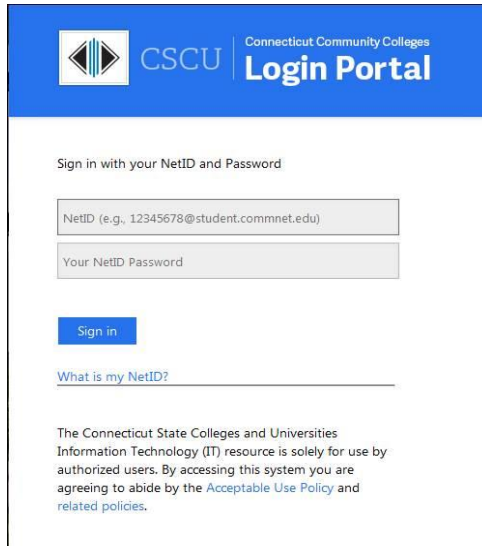
Type: <http://outlook.com/owa/commnet.edu>

Enter your full Net ID into the "NETID field": 01234567@manchestercc.edu

Enter your Network Password into the "Password" field (remember it is case sensitive)

Click the 'Log On' button

Blackboard Learn

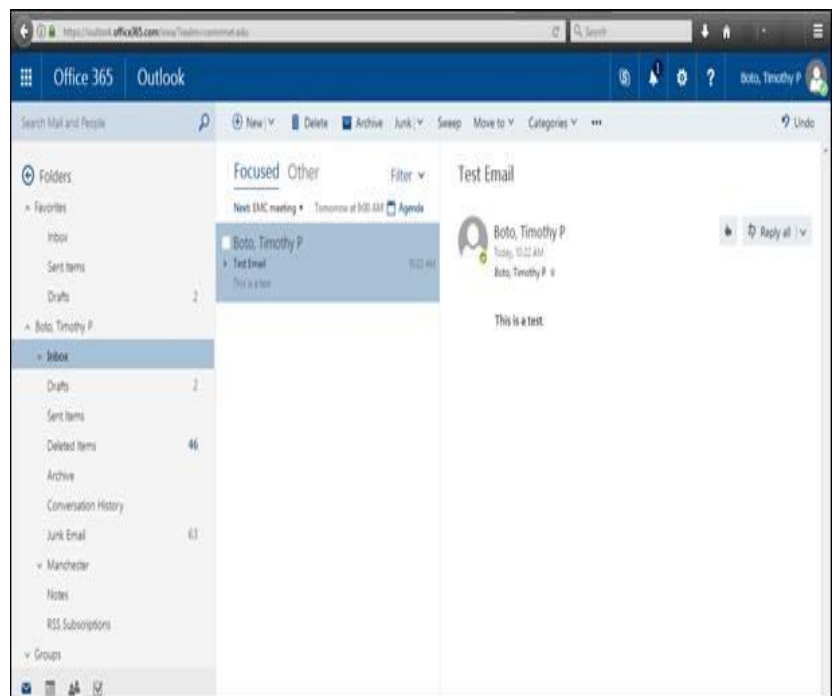


The screenshot shows the CSCU Login Portal. At the top, there is a blue header with the CSCU logo and the text "Connecticut Community Colleges Login Portal". Below the header, there is a sign-in section with the text "Sign in with your NetID and Password". There are two input fields: "NetID (e.g., 12345678@student.comnet.edu)" and "Your NetID Password". A blue "Sign in" button is located below the password field. Below the button, there is a link "What is my NetID?". At the bottom, there is a disclaimer: "The Connecticut State Colleges and Universities Information Technology (IT) resource is solely for use by authorized users. By accessing this system you are agreeing to abide by the Acceptable Use Policy and related policies."

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.

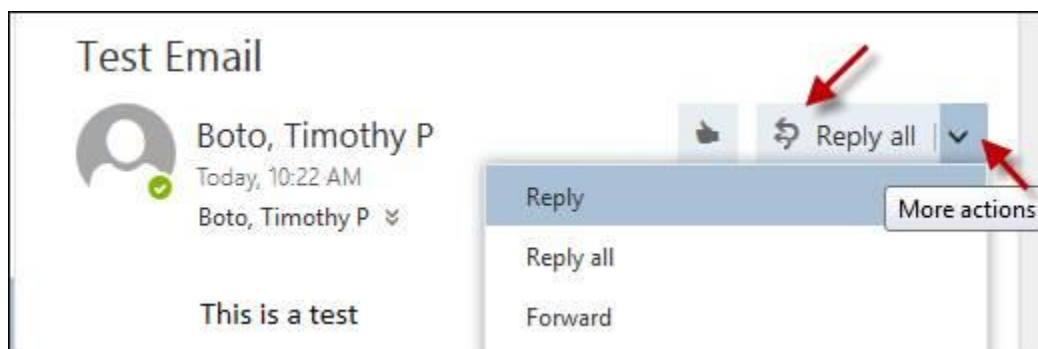


Blackboard Learn

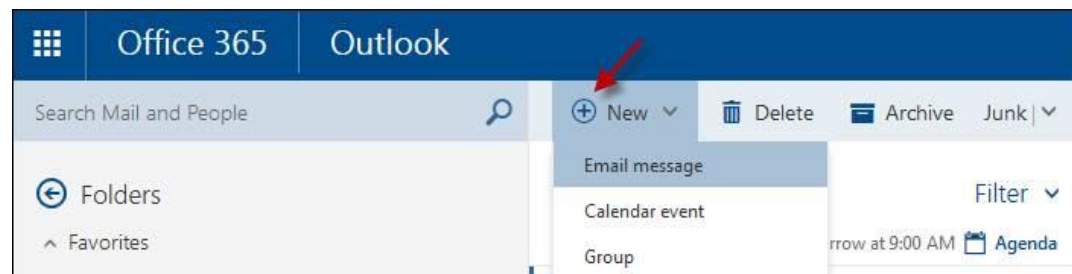
Reply, Reply All, Forward

- After reading (in the reading pane) or opening a message, you can Reply All back to the sender and all recipients, or by clicking the More Actions button reply to an individual recipient or sender, or forward the message on to a new person.

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

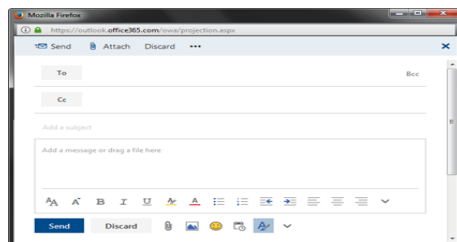


Sending a New Mail Message



Click on the new button. A new mail message will open in a separate window. You have three options for adding an email address in the address fields (To, Cc or Bcc).

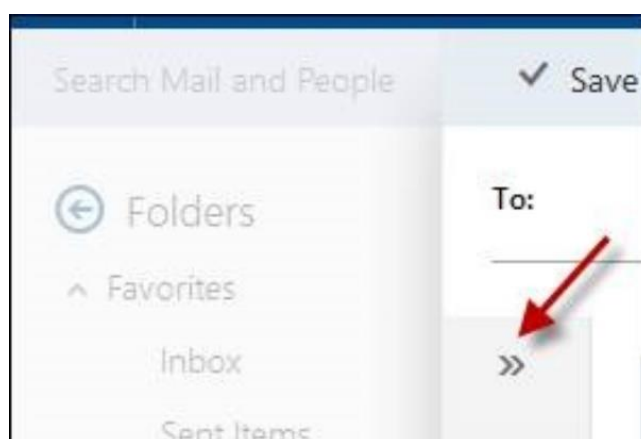
Type the address into the desired address field.



Blackboard Learn

Using the Directory:

- Open a new message
- Click on the To Button
- Click the double-arrows to expand the directory options
- Select the appropriate directory
- Click the plus sign next to the desired name
- The name will be added to the recipients list
- Close the Find Names window
- Type in either the first, last or both first and last name into the corresponding fields
- Click on Find button Any names matching the field



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



Blackboard Learn

Spell Checking the Message:

Outlook Web App utilizes web browser to check spelling

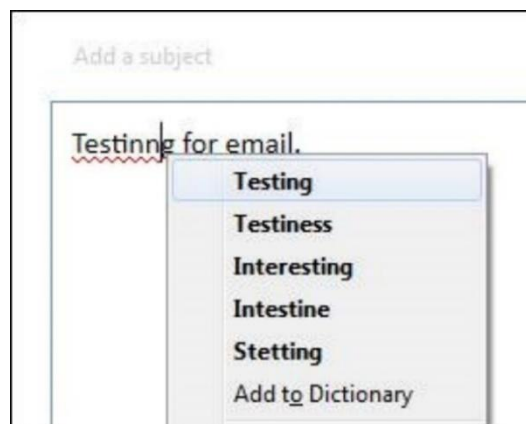
There is no longer a spellcheck button or spelling settings in Outlook Web App

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

Select the correct word from the list to replace the misspelling

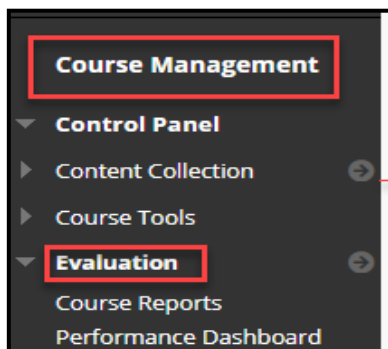


Blackboard Tools to Identify Student Activity in a Course

There are several different tools in Blackboard that can be used to determine whether a student has been actively engaged in a Blackboard Course. These tools should be used when determining whether a student should receive a “NP” code at the beginning of the semester. For instructions on how to note engagement, please click [here](#).

From the left side Course Menu, scroll to the lower half of the menu - titled Course Management. *Remember only faculty see the Course Management menu, students do not.*

Choose the Evaluation menu item and then Course Reports.



Evaluation - Course Reports

There are many different Course Reports that can be run to determine student activity in a course. One report – *Course Activity Overview* - can provide a summary of all student activity in a course for a specific timeframe. Scroll through all the reports available to determine which one will be most helpful. All reports can be run for a specific time frame.

Course Reports
Run course reports to view information about course usage and activity. You can view summaries of course usage such as which course areas are used most frequently and course access patterns for specific students. [More Help](#)

Search

All User Activity inside Content Areas

This report displays a summary of all user activity inside Content Areas for the course.

> Last Run:

Course Activity Overview

Course Activity Overview displays overall activity within a single course, sorted by student and date. Data includes the total and average time spent per active student and the total amount and type of activity each student had in the course. Optionally, you can filter the report by one or more groups.

> Last Run: Tuesday, October 20, 2020 12:54:08 PM EDT





Blackboard Tools to Identify Student Activity in a Course

Evaluate - Performance Dashboard

Next, choose the Performance Dashboard menu item under Evaluation. The Performance Dashboard allows faculty to check on a student's:

- 🔗 Last Course Access date
- 🔗 Number of Replies on the Discussion Board
- 🔗 Grades a student may have received

Performance Dashboard
The Performance Dashboard shows all types of user activity in your course or organization. [More Help](#)

LAST NAME	FIRST NAME	USERNAME	ROLE	LAST COURSE ACCESS	DAYS SINCE LAST COURSE ACCESS	REVIEW STATUS	ADAPTIVE RELEASE	DISCUSSION BOARD 	VIEW GRADES 
[REDACTED]	[REDACTED]	[REDACTED]	Student	Aug 14, 2020 6:09:39 PM	67	0		0	

Page 7 of 7

Grade Center

If you are using the Blackboard Grade Center, you can also view the *Last Access date* to the course by a student (s).

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.commmnet.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.commmnet.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.commmnet.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*.

Web for Faculty (Banner)

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.



The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) initiative is one of the largest and most effective programs focused on increasing the college and career readiness of low-income students in communities nationwide. The vision of GEAR UP East Hartford, part of a seven-year \$25.8 million U.S. Department of Education GEAR UP CT grant, is for all students to be academically, socially, and financially ready to enter and succeed in a postsecondary program or institution of their choice. Manchester Community College GEAR UP staff members will serve the EHPS Class of 2025 from middle school through high school and into their first years of postsecondary opportunity, providing a range of resources and services, including:

- Tutoring and academic coaching
- After-school and summer programs
- SEL and leadership development
- Career exploration and job shadowing
- Mentoring
- STEM programming
- PSAT and SAT test prep
- Dual enrollment
- College awareness, visits, and admissions support
- Financial aid application assistance
- GEAR UP 21st Century Scholar's scholarship
- Support in the transition to college and career
- Family engagement
- Professional development to district faculty in supporting college and career readiness



GEAR UP is a highly competitive grant program that helps empower local partnerships comprised of K-12 schools, institutions of higher education, state agencies, and community organizations to achieve three strategic goals: (1) increasing the postsecondary expectations and readiness of students; (2) improving high school graduation and postsecondary enrollment rates; and (3) raising the knowledge of postsecondary options, preparation, and financing among students and families.

MCC is excited to partner with East Hartford High and the Connecticut International Baccalaureate Academy in this transformative capacity-building project.

For information regarding Gear Up Program:

Contact: Ben Breault
BBreault@mcc.commnet.edu
 860-512-2618

Contact: Alejandro Martinez
AMartinez1@mcc.commnet.edu
 860-512-2600

D. Classes and Course(s)

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 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 indicating the reason for your absence. Do not leave a message!

Academic Affairs staff may be called in the following order:

1. Social Science, Business and Professional Careers (SBP) Division: Lolita Wynter 860-512-2753
2. Liberal and Creative Arts (LCA) Division: Erin O'Neil 860-512-2663
3. Science, Technology, Engineering and Mathematics (STEM) Division: Nicole Simmons 860-512-2703
4. Associate Academic Dean's Office: Sandi Browne 860-512-2605
5. Associate Dean of Faculty Office: Dana Drouin 860-512-2607

Note: If you are calling before 8:00 a.m. or after 4:00 p.m., you must also call the MCC Campus Police at 860-512-3680 so a sign can be placed on your classroom door. An email should also be sent to the Associate Dean - (PMitchell@manchestercc.edu), Dean of Faculty - Mvredenburg@manchestercc.edu, to the Academic Associate in your division, to your Department Chair, and to your class using the [Campus Portal](#).

The email to the Dean of Faculty, Department Chair and Associate Dean should indicate the class or classes 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 and or Dean of Faculty.

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.

Absence Policy/Cancellation of Classes

Off Campus and Weekend Classes

Faculty should notify the Campus Police Office at 860-512-3680 for the weekend classes. For credit free courses offered through Continuing Education – please notify Miguel Pigott (MPigott@manchestercc.edu), Carleigh Schultz (CSchultz@manchestercc.edu) or Stephen Campiglio (SCampiglio@manchestercc.edu) . 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 860-512-3004 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.*

Policy on Grading, Notations and Academic Engagement Fall 2021 - FAQ's

Q: What is the policy on Grading, Notations, and Academic Engagement?

A: All students are expected to actively engage in learning. The “academic engagement” portion of the current Grading, Notations, and Academic Engagement policy requires that all twelve Connecticut State Community Colleges drop students from classes when there is no evidence of active participation.

There are deadlines for each class by which students must demonstrate they have begun their coursework. For semester-long (15-week) classes, students have two (2) weeks, or 14 calendar days to demonstrate active participation. Instructors shall determine which students have met the engagement requirement and report this information to the Registrar's Office through use of our student information system (Banner Self-Service). The Registrar's Office will be responsible for dropping students for whom there was no evidence of active participation by the designated deadline.

The policy can be found [HERE](#) in its entirety.

Q: Why do the CT community colleges have this policy?

A: The purpose of this policy is to identify students who have enrolled in coursework but have not demonstrated academic engagement in their courses. This practice will help the colleges report official college enrollment and meet the regulatory standard of compliance. Additionally, this practice will provide for both graduation and retention rates to be more reflective of our true student population.

Q: What are the federal guidelines for this policy?

A: To maintain eligibility to participate in federal financial aid programs, Connecticut State Community Colleges must validate the academic engagement of each student in each registered course. This validation must be completed by the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e. summer terms).

Institutions are required to document the academic engagement, otherwise known as “academic attendance” or an “academically-related activity,” of a student to determine their eligibility to receive financial aid under Title IV. A student's certification of attendance that is not supported by institutional documentation is not acceptable under federal regulations. The procedures used to designate adequate attendance should be applied uniformly to all students across an institution, including non-financial aid students.

Q: What does “academic engagement” mean?

A: Academic engagement is the active learning of the specific subject matter and/or skills integral to each class. CT Community College Faculty/Instructors will determine whether students' academic activities meet the standard of academic engagement.

Policy on Grading, Notations and Academic Engagement Fall 2021 - FAQ's

Academic engagement includes, but is not limited to, the following:

- Attending a class where there is opportunity for direct interaction between students and instructors (this can be physically attending a class on-campus -or- attending a scheduled/synchronous/ LRON class).

Note: the New England Commission of Higher Education (NECHE) does not require institutions to be attendance taking, and institutions are not considered attendance taking for Title IV (financial aid) purposes.

- Submitting an academic assignment
- Taking an exam, quiz, survey, or other assessment
- Engaging in an interactive tutorial or computer-assisted instruction
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course; or
- Initiating contact with a faculty member to express difficulty in accessing course materials, Blackboard site, etc.

Q: What doesn't meet the requirements of academic engagement?

A: Not all student activities involve learning subject matter and fulfilling course requirements. The following are examples of what does NOT count as academic engagement:

- Logging into an online course without active participation
- Participating in academic counseling or advising; or
- Engaging in clubs and other student activities not directly related to coursework.

Q: What happens if instructors do not have evidence of student engagement by the deadline?

A: Instructors must report the engagement of each student on the class roster by the established deadlines. A notation of "H" indicates active engagement. A notation of "NP" indicates "Never Participated." Students without evidence of active participation are then dropped from each class where instructors have indicated lack of engagement via the "NP" notation. All tuition and fees will be dropped from the applicable courses as well. These courses will not display on student transcripts.

Students who are dropped from class(es) are not permitted to attend those courses or access the learning management system for the applicable course(s).

Q: What if some classes haven't begun by the deadline or begin just before the typical semester deadline for reporting academic engagement?

A: Some courses begin significantly later than the first week of a semester. The evaluation of academic engagement must still occur for those classes. Late-start classes will have alternative deadlines, giving students ample time to demonstrate active participation in those courses.

Q: What does this mean for financial aid?

A: An institution may disburse Title IV funds to students ONLY if they have demonstrated attendance in their coursework. If the student does not begin attendance (even in the case of a non-attendance taking institution), a school is required to return all funds for which the student may have been erroneously disbursed within 30 days.

Policy on Grading, Notations and Academic Engagement Fall 2021 - FAQ's

For students who erroneously reported as engaged but are later determined to have not engaged, the Registrar at each college shall be responsible for communicating this change in enrollment status to the lead financial aid official at their institution. Failure to make this communication may result in the over-awarding of federal and/or state financial aid funds, which represents a significant compliance risk and threat to the continued participation in these financial aid programs.

Q: How will being dropped from a course(s) affect a student's financial aid for the semester?

A: Students that are dropped from course(s) due to the assignment of the NP are not eligible to receive financial aid of any kind for the affected course(s). Dropped classes also affect enrollment reporting and may impact the date at which students enter repayment on any previously borrowed student loans.

Q: How will being dropped from a course(s) impact a student's Veterans educational benefits?

A: Students that are dropped from course(s) cannot receive Veterans educational benefits for the dropped course(s). The Veterans Certifying Official can only sign off on courses that you are actively engaged and enrolled in. A previous certification will be adjusted to reflect active academic engagement.

Grading, Notations and Academic Engagement Policy Instructions for Faculty

The Role of Faculty

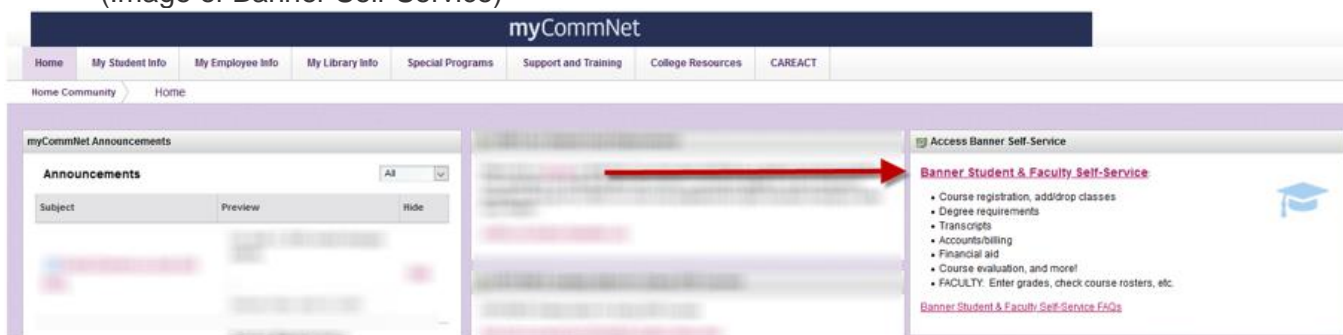
- CT Community College Faculty/ Instructors will determine whether academic engagement has occurred.
- To report whether your students have academically engaged in your class please use the following two notations:

H – the student meets the criteria required and engaged in class. You have documentation recording the student's
NP - the student did not engage and is not participating in class activities as listed in the criteria above.

Faculty Instructions for Noting Academic Engagement

1. Log into <http://my.commmnet.edu> with your credentials
2. Navigate to Banner Faculty Self-Service

(Image of Banner Self-Service)



3. Select Faculty/Advisor Services

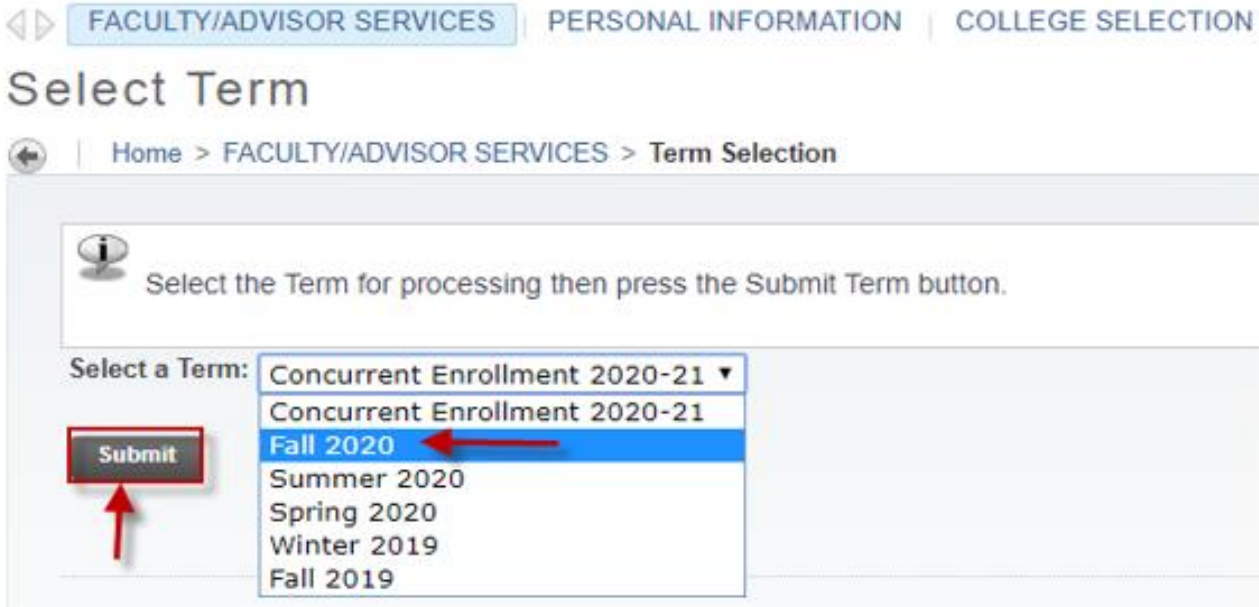
(Image of Faculty/Advisor Services)



Grading, Notations and Academic Engagement Policy Instructions for Faculty

4. Select the correct term and click submit (example below)

(Image of selecting the term and submit button)



5. Select the CRN you wish to access.

(Image of selecting the CRN and submit button)



Grading, Notations and Academic Engagement Policy Instructions for Faculty

6. To report student engagement, you will select Grading Students Option.

a. Then click on Enter Midterm Grades

(Image of selecting the CRN and submit button)

Term Selection	CRN Selection	Faculty Detail Schedule <ul style="list-style-type: none"> Access your Course Evaluation results 	Class Lists and Roster <ul style="list-style-type: none"> View Detail Class List Print or download (Excel) roster
Student and Advising <ul style="list-style-type: none"> View Student Information including: personal info, schedules and transcripts, placement tests 	Grading Students <ul style="list-style-type: none"> Enter Midterm Grades Enter Final Grades <p>Note: Not all colleges post midterm grades</p> <p>Note: Midterm and final grades from Blackboard must be re-entered here</p>	Registration Overrides <ul style="list-style-type: none"> Override prerequisites, course limits and other course restrictions <p>Note: Not all colleges allow faculty to process registration overrides.</p>	Advisee List <ul style="list-style-type: none"> Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner
<input checked="" type="checkbox"/> Enter Midterm Grades <input type="checkbox"/> Enter Final Grades			

7. Select one of the notations listed below for every student on your roster:

- H – The student meets the criteria required and engaged in class. You have documentation recording the student's
- NP - The student did not engage and is not participating in class activities as listed in the criteria above.
- Do not leave the grade notation listed as None.

(The next 2 images are selecting notations and the submit button)

[FACULTY/ADVISOR SERVICES](#) | [PERSONAL INFORMATION](#) | [COLLEGE SELECTION](#)

Faculty Midterm Grade Worksheet

Home > FACULTY/ADVISOR SERVICES > Enter Midterm Grades

Course Information

CRN:

Students Registered: 8

Please submit the grades often. There is a 30 minute time limit starting at 05:02 pm on Aug 10, 2020 for this page.

The grade or Last Attend Date changes you made have been saved successfully.

Grading, Notations and Academic Engagement Policy Instructions for Faculty

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			4.000	***Web Registered*** May 03, 2020	H	None	None	3
2			4.000	***Web Registered*** Jul 15, 2020	H	None	None	9
3			4.000	***Web Registered*** Jul 30, 2020	H	None	None	13
4			4.000	***Web Registered*** Jul 10, 2020	H	None	None	7
5			4.000	***Web Registered*** Aug 06, 2020	H	None	None	14
6			4.000	***Web Registered*** Jul 29, 2020	NP	None	None	10
7			4.000	***Web Registered*** Jun 17, 2020	NP	None	None	6
8			4.000	***Web Registered*** May 13, 2020	H	None	None	4

Submit Reset

⚠ Please submit grades often. There is a 30 minute time limit on this page.

8. Once you have completed the worksheet click submit.
 - a. Look for the notification, “The grade or Last Attend Date changes you made have been saved successfully” in the box over your
 - b. Retain a copy for your records.
9. At the bottom of the page you can click on CRN Selection and this will bring you back to the CRN selection page.

(Image of CRN Selection)

Term Selection ■ **CRN Selection** ■ Class List ■ Faculty Detail Schedule ■ Final Grades ■ Student Menu ■ Summary Class List

9. If you have additional classes, you are teaching you will see them on the CRN selection.
(Proceed back to steps 5 – 8 of this document).

It is extremely important you report this information accurately by the deadline given to you by your Dean and the Registrar’s Office. For colleges with shortened/condensed terms, please refer to specific guidelines provided by your Registrar.

Student who are assigned the NP notation will be removed from your class roster. This notation will also impact students’ financial aid eligibility or veteran benefits for the current term.

“UF” grades will no longer be used for grading purposes, you may not report a student at the end of the term as NP. Please follow the specific deadlines provided by your Registrar for each term and shortened sessions within a term.

Warning Calls (WC) / Early Alert Instructions for Faculty

MCC's Warning Calls inform students that they were reported for missing their first class or their first assignment. Please, **do not** confuse WCs with the "Policy on Grading, Notations and Academic Engagement." Warning Calls encourage students to get back on track BEFORE they need to be reported for non-participation (NP). As soon as you save or submit your WC report (and every time you save/submit), your students are notified with a personalized email message, so please save/submit only once. Students will also receive a follow-up phone call from Advising.

To submit a Warning Call (WC) report:

- 1) Log into myCommNet
- 2) Choose 'Symplicity and Starfish' on the left-hand menu and click on 'Manchester Community College'
- 3) Open MCC's Insight for Faculty and Staff!
- 4) On your home page, click the Warning Call button
- 5) Submit Warning Calls **only** during the dates specified for your course session
 - a. Please click save or submit only once. Students are sent an email each time you save or submit this form.

If you have any questions, or would like individual assistance, you can reach out to our Database Manager, Linda Miner via email, LMiner@manchestercc.edu.



Monitoring Academic Progress (MAP) / Early Alert Instructions for Faculty



MCC's Insight for Faculty and Staff!

Warning Calls and Monitoring Academic Progress

MAP reports forewarn students that they are at an increased academic risk in your course and encourages them to stay engaged and improve their grades. Here are some “areas of concern” examples:

- Needs Computer
- Needs Course Specific Software/Textbook
- Needs Internet
- Student Stopped Participating
- Grade of 75 / C or Below
- Excessive Absences
- Student NEVER Attended
- Lack of Participation

As soon as you save or submit a MAP report (and every time you save/submit), your students are notified with a personalized email message, so please save/submit only once. Students will also receive a follow-up phone call from Advising. They are informed of steps they can take to improve, how to connect with MCC support services, and that their financial aid awards may be impacted by their grades.

MAP reports can be submitted after Warning Call reporting has closed. Faculty can submit MAP reports more than once, throughout the remainder of the semester.

To submit a **Monitoring Academic Progress (MAP)** report:

- 1) Log into [myCommNet](#)
- 2) Choose ‘Simplicity and Starfish’ on the left-hand menu and click on ‘Manchester Community College’
- 3) Open MCC’s Insight for Faculty and Staff!
- 4) On your home page, click the MAP button
- 5) Complete the form and submit
 - a. When completing the form, you may select **more than one student** for the same CRN and academic concerns. This will save you a bunch of time!
 - b. Please click **save or submit only once**. Students are *sent an email each time* you save or submit this form.
 - c. Students may reply to their faculty to request a meeting if needed.

If you have any questions, or would like individual assistance, you can reach out to our Database Manager, Linda Miner via email, LMiner@manchestercc.edu.

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 offices, **not the Registrar's office**.
- ii. Submits form to Associate Dean of Faculty for approval.
- iii. Notifies student of grade changes not approved.
- iv. If in disagreement with decision, may appeal to Provost/Chief Academic Officer.

b. Associate Dean

- 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.

Posting of "F" Grades (FINAL GRADES ONLY)

The online grading process requires additional information whenever a grade of "F" is assigned as a Final Grade. To record a failing grade, the instructor is asked to select one of the following codes:

- **F grade:** This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

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.

Grade Changes

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

2. **All Incompletes must convert to a letter grade by the end of the tenth week of the next standard 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 Dean of Faculty 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: Before two-thirds of the semester: A student who withdraws from any course(s) must obtain a withdrawal form from the Registrar's office and return the completed form to the Registrar's office. Students can also withdraw online prior to two-thirds of the semester through their myCommNet account. Grades for courses from which a student withdraws during the first two-thirds of the semester will be recorded as "W" at the end of the semester.

After two-thirds of the semester: A student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal Form from the Registrar's, Academic offices, or online in the Form Depot. This form must be approved and signed by the instructor and returned to the Registrar's office by the last day of classes before finals. If the withdrawal is approved, a "W" will be recorded on the student's transcript. If a student stop attending and fails to withdraw officially from a course, a grade of "F" may be recorded on the student's transcript. In all cases of withdrawal, a "W" does not affect the student's grade-point average.

Grade Changes

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.

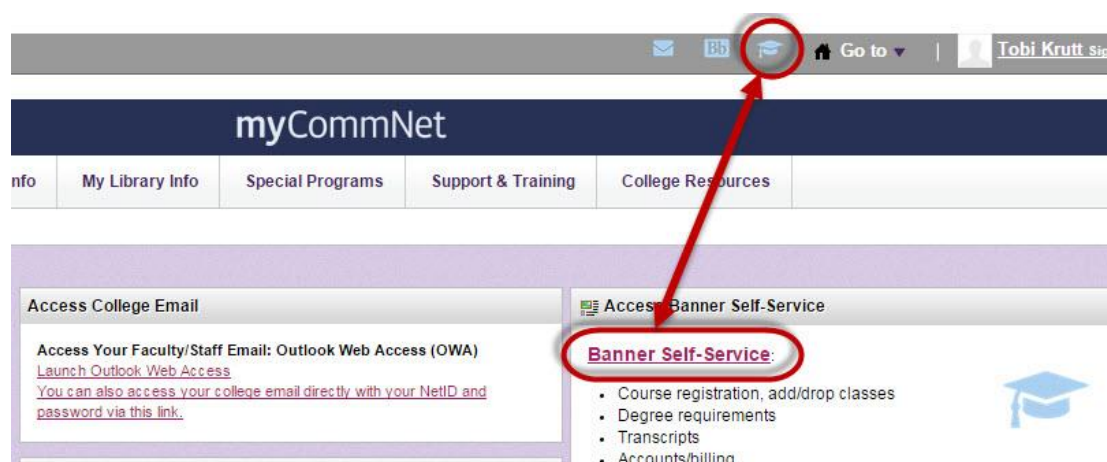
a. Registrar

1. Records approved grade change on student transcript.
2. Files original grade changes in the student’s 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).

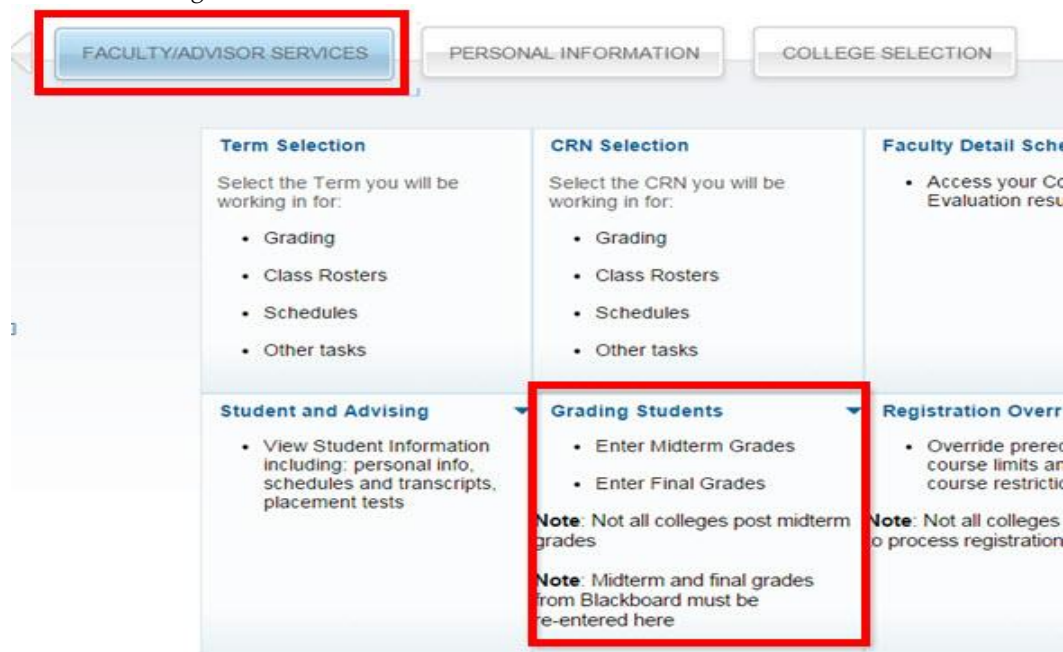


3. If you have records at multiple colleges, you will first be prompted to select Manchester Community College before the main menu is displayed.

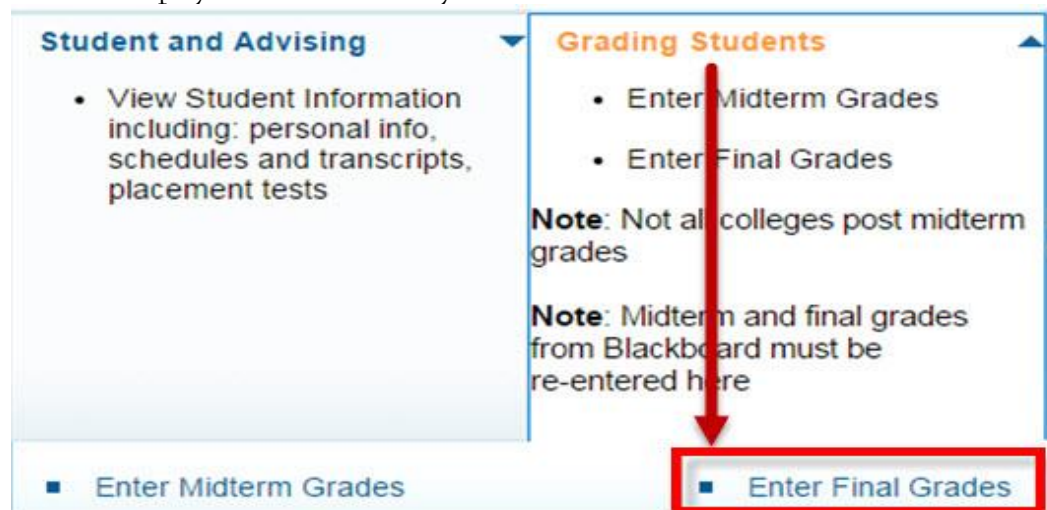
Posting Final Grades

Entering Final Grades

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*

Posting Final Grades

Entering Final Grades Cont'd

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

Select Term

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:

- 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.

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 60-minute time limit for the screen.

Posting Final Grades

Entering Final Grades Cont'd

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 information, should be released to the public. 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	[Student Name]	[ID]	3.000	**Web Registered** Jul 02, 2014	None ▼	N	None

11. Click *Submit* when finished.

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 all 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://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=cscu

E. Policies and Procedures

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 Conduct Policy (Student Code of Conduct) set forth in the as outlined in the BOR/CSCU Student Code of Conduct and is available online at:

<https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.

Please Note: Faculty members should report in writing or by email any cases of cheating or plagiarism to the Interim Dean of Student Affairs at ASimoni@commnet.edu and/or designee (Director of Student Affairs Operations) 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 as outlined in the BOR/CSCU Student Code of Conduct and is available online at:

<https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.

Academic Integrity and Plagiarism

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 in the BOR/CSCU Student Code of Conduct and is available online at <https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.

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.

Student Code of Conduct Process

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; 1/15/2015; 6/16/2016; 7/29/2020 – BR 20-104). Manchester Community College's Student Code of Conduct is outlined in the BOR/CSCU Student Code of Conduct and is available online at <https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.
 2. Formal disciplinary problems should be reported in writing or by email to the Interim Dean of Student Affairs at ASimoni@commnet.edu and/or designee (Director of Student Affairs Operations) 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 Department Chair/Supervisor/Dean of Faculty 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.

Student Code of Conduct Process

- 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 Interim Dean of Student Affairs at ASimoni@commnet.edu and/or designee (Director of Student Affairs Operations) 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 BOR/CSCU Student Code of Conduct and is available online at: <https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.
- 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. (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

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 Department Chair/Supervisor/Dean of Faculty 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. (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

Student Code of Conduct Process

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 BOR/CSCU Student Code of Conduct and is available online at <https://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>.

Family Educational Rights and Privacy Act (FERPA)

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.

Family Educational Rights and Privacy Act (FERPA)

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

Family Educational Rights and Privacy Act (FERPA)

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.

Family Educational Rights and Privacy Act (FERPA)

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 I: 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 Students or such other college official as the President may designate (hereinafter, the Dean of Students), 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 Students 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:

Student Rights

Section 2: Student Grievance Procedure Cont'd

- a. During each investigation, the Dean of Students 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 Students 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.
4. *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.

Student Rights

Section 3: Review of Academic Standing cont'd

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 perceptions 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

Student Course Evaluation

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 later, click on the Proceed to Main Menu link.

To complete the survey, click on this link.

Current Outstanding Surveys

- Survey of Barriers to Educational Goal Achievement
 - Survey of Barriers to Educational Goal Achievement: The College is required to provide statistical information to the United States Department of Education as a condition to receiving funding under the Carl D. Perkins Vocational Education Grant and Supplemental Tech-Prep Grant. You are asked to answer the 5 questions that follow. Your participation is completely voluntary. The answers you provide to the questions will be identified with your Banner ID in a secured manner accessible only by College research personnel; however no personnel identifiable information will be forwarded to the Department of Education. Thank You.

Proceed to Main Menu, Will Fill out Later

5. Click on the Evaluate your Course(s) icon.

Evaluate your Course(s)

STUDENTS - Select this link to evaluate your courses.

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.

Active Registrations

This page will display all courses that you are currently "actively" enrolled in. "Active" enrollment means any course that has not yet been graded and has not yet become a part of your Academic History. Please contact the Registrar's Office at your college if there are any discrepancies.

NOTE: If you "click" on the CSM you will be able to access your Detailed Schedule and if you "click" on the title you will be able to access additional information concerning the course.

To **EVALUATE** your courses click **Evaluate Course** to display the form for that course.

Please note: Each of the 121 colleges will enable the evaluation process at slightly different times. If the **Evaluate Course** link is not yet available, check back frequently.

Associated Term	CSM	Status	Schedule Type	Instructional Method	Campus	Credits	Grade Mode	Course Level	Midterm Grade	Grade Detail	Associated Instructor	Course Evaluation
Fall 2010	20086	**Registered** Aug 11, 2010	Lecture	Classroom	Main Student Body (CR & NonCR)	3.000	Normal	TRCC Credit				Evaluate Course

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

Course Evaluation

Course: ART* K101 T1 (term: autumn)

INSTRUCTIONS: Please complete the following course evaluation thoughtfully and constructively. Your input is valuable to planning future learning experiences.

Please know that your instructor will not have access to your individual responses.

Once you click **SUBMIT** you will not be able to edit your answers.

Questions/Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The instructor provides course objectives to class and understands them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor includes a syllabus/outline.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor encourages students to participate in class discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The instructor provides an opportunity for students to ask questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

13. The instructor provides feedback as to how well I am doing in the course.

14. The instructor is available for office hours and/or individual conferences.

15. The instructor treats students with courtesy and respect.

Comments

16. What have you especially liked about this course?

17. What suggestions could you make to improve the course?

Submit Evaluation

F. RESOURCES

Copy Center

The Copy Center located in LRC A251 is available for all MCC Faculty and Staff to use. This is the central location for MCC's copying services. It should be used for copying exams, handouts, and materials related to all official college business. There are three black & white self-serve copiers available for use. Copy Center services are available on a first-come, first-serve basis. It is the responsibility of Copy Center patrons to comply with all copyright laws.

As of this printing, the Copy Center will accept some copy job requests. Despite some old versions of the Copy Job Request form that indicate otherwise, all copy jobs will take at least 5 full business days to be completed. We have a very limited staff and are currently unable to complete a large volume of copy jobs within a shorter time frame. It is advised that faculty and staff complete copy jobs themselves whenever possible. Please consider using as little paper as possible and make every effort to transmit all communications electronically rather than via paper copies whenever possible.

Other copying options:

- Additional self-service copiers are also located in SSC L211 and in AST T302.
- Personal use copiers are available in the Library. Those copiers are part of the pay-for-print system. Check with the Library to find out their availability.

Support:

The MCC Copy Center is open whenever the LRC building is open. It is not staffed. Paper is usually delivered periodically and will be either located on shelves, in open cabinets, or in boxes. If there is a paper jam or other error you cannot clear, please open an incident at <https://cscu.service-now.com/sp/> and indicate the ID number listed on the blue Ryan Business Systems sticker, which is located on the front of each copier.

Other Services/Supplies:

- **Scantron** – A Scantron testing scanner machine is 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.
- **Shredder** – A paper shredder is located in the Copy Center. Please consider using the shredder if you inadvertently make extra copies of exams, rather than leaving them behind for others to see. The shredder needs to be emptied regularly, so please open the door to the shredder and check to see if it is full before using. If it is full, you can remove and knot the bag. Facilities staff will remove the bag the next time they are in the Copy Center. You can find replacement bags on one of the shelves near the shredder. Instructions to use the shredder are taped to the counter. The shredder is on a timed outlet to prevent it from running continuously and overheating.

Copy Center Cont'd

- Lost Jobs – In the back of the Copy Center, there is a basket of jobs left behind, along with a basket of jobs left behind the previous month. During the time the Copy Center is self-serve, use of these baskets is voluntary.
- Scrap Paper – In the back of the Copy Center, we have a basket of scrap paper, along with unneeded legal paper. Feel free to take this paper for classroom or office use.
- Paper for Classroom Printers – The shelves in the back of the Copy Center are filled with paper for use in classroom printers. If the shelves are empty, you are welcome to take paper from one of the available paper boxes left in the Copy Center.
- Paper for Copiers – The copiers are filled with 20-pound letter size white copy paper. There is also a small quantity of blue, green, pin, orchid, salmon, and yellow copy paper on the counter.
- Copy Job Supplies – There are paper clips, some tape, staples, and pencils on the counter. These supplies are to remain in the Copy Center. If you need additional supplies, please check with within your department offices.
- Boxes – The Copy Center regularly gets sturdy boxes for paper. If you need any cardboard boxes and you see some available, you are welcome to take them. They are available on a first-come, first-served basis.

Other Information:

- Exams and Confidential Documents – Please do not leave any exams or confidential documents in the Copy Center. This space is not secure.

Contact:

If you have any questions regarding the Copy Center's policies, please contact Jacqueline Church at: 860-512-3462 or email jchurch@manchestercc.edu.

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 Student Services Center) 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

<https://www.manchestercc.edu/offices/chief-executive-officer/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 Raymond F. Damato 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 books, over 300 print periodical subscriptions, and a robust collection of DVDs, music CDs, and audio books. Over 45,000 e-journals and 120,000 eBooks may be accessed from the library's website along with streamed music and films through the Films on Demand and Naxos Music Library services. 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 46 Windows and Mac computers, 6 state-of-the-art group study rooms that may be reserved two weeks in advance, 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 Library belongs to a network that enables faculty to borrow materials held in libraries worldwide. Additionally, faculty can place direct requests for materials held at other CSU institution libraries and the Connecticut State Library using the MCC Search research discovery portal (library.ct.edu/mcc). The CCALD (Council of Connecticut Academic

Library

Library Directors) reciprocal borrowing program allows MCC faculty to visit and borrow materials from participating academic libraries in Connecticut. More information about this program is available on the Connecticut Library Consortium website or ask a member of the Library staff for details.

Library Division Liaisons

A librarian is assigned to each academic division at MCC. The role of the liaison librarian is to serve as a conduit to library collections and services and to facilitate the acquisition of new resources that are well aligned to departments and programs within the division.



Liberal and Creative Arts	Social Science, Business and Professional Careers	Science, Technology and Engineering and Mathematics
Evelyn Angry-Smith	Debbie Herman	Paula Pini
EAngry-smith@manchestercc.edu	DHerman@manchestercc.edu	PPini@manchestercc.edu
(860) 512-2874	(860) 512-2872	(860) 512-2877

Course Reserves

The Damato 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. The Library staff will also scan articles and book chapters that can be added Blackboard course shells or e-reserves in accordance with applicable U.S. Copyright law and Fair Use guidelines. If you would like us to purchase a copy of the course textbook (pending available funds) for academic reserve, contact one of the librarians. For more information about placing materials on academic course reserve, please visit the Library website.

Library

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 during the research process.



Library instruction classes are given at the request of a faculty member and are taught by one of the reference librarians. Classes may be held on-ground and online. 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 Evelyn Angry-Smith, Library Instruction Coordinator, at (860) 512-2874 or complete the request form on our website.

We respectfully ask that faculty give at least two weeks’ notice. For students to benefit most from a class session, we strongly recommend providing the librarian with a copy of the course syllabus in advance and scheduling a time to discuss the session’s purpose and goals. Our teaching librarians are also available to assist faculty in the development of research assignments that align with the skills taught in class.

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: 23111

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. 23680 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.manchestercc.edu and www.manchestercc.edu/offices/administrative-affairs/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

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

MCC Police Department cont'd

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

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.

- I. **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 860-512-3111 (ext. 23111 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.

MCC Police Department Cont'd

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 860-512-3111 (ext. 23111 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. 23111 or Town of Manchester 911 and tell the operator where you are and what's happening.
4. If you are in an open area:
 - a) Seek protection.
 - b) Consider trying to escape if you know where the intruder is and you think you have an escape route available.
 - c) If you don't think you can escape, hide. Find the safest place available and secure it the best way you can.
 - d) If at all possible, do not put yourself in a room with no alternate means of escape or method of securing the door.
5. If you are caught by the intruder or are in close proximity to the intruder, you must decide if you are going to fight back or not.

If you are not going to fight back:

- a) Obey all the intruder's commands.
- b) Avoid eye contact with the intruder.
- c) Be patient.
- d) Avoid drastic action.
- e) Follow instructions and be alert.
- f) Wait for law enforcement to resolve the situation.

MCC Police Department Cont'd

6. 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.
7. 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.
8. 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 CEO, 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.manchestercc.edu and www.manchestercc.edu/offices/administrative-affairs/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 SSC 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.

MCC Police Department Cont'd

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
*subject to change**

College Building Hours:
 6:30 a.m. to 10:30 p.m.
 6:30 a.m. to 10:30 p.m.
 6:30 a.m. to 10:30 p.m.
 6:30 a.m. to 10:30
 6:30 a.m. to 10:30 p.m.
 8:00 a.m. to 3:00 p.m.
 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 (SSC L174). Any found item should be turned in at SSC 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.

MCC Police Department Cont'd

Police Reports:

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

Other Police Services:

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

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

Pets:

With the exception of guide and assistance dogs, pets are not permitted in college buildings.

All dogs brought on campus must be under control. The best way to control a dog is with a leash. Remember, dogs are personal property and the owner/handler is responsible for any damage caused by their dog. (See C.G.S. 22-364 re: Dogs Roaming At Large)

Smoking:

Smoking is prohibited inside all college buildings.

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

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 CEO 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).

MCC Police Department Cont'd

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 several "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 Police Department Cont'd

MCC Parking Violation Fines: All parking violations are subject to fines in accordance with the following schedule:

Not displaying permit	\$ 10.00
Improper parking	\$ 10.00
Parking on campus roads/sidewalks	\$ 10.00
Overnight parking	\$ 10.00
Parking in fire lane	\$ 25.00
Parking in restricted area	\$ 25.00
Other	\$ 25.00
Tow zone	\$ 25.00

Payment of Fines: Fines must be paid within six days or the fine will double. Fines may be paid at the Bursar's Office (Monday-Friday, 9: 30 a.m.-4:30 p.m., hours subject to change) or by mail to:

Attn: Cashier's Office, Traffic Fine: MCC, P.O. Box 1046, Great Path, Manchester, CT 06045-1046

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.

Room Scheduling

If you have a classroom change request or have a classroom scheduled that does not meet your needs, contact your Division Associate or Department Chair.

The Space Reservation Request form to reserve a conference or meeting room can be found on the MCC website in the Form Depot under the section “Faculty/Staff Space Reservation Form” or at <https://www.manchestercc.edu/reserve-space-mcc/>

Facility scheduling is staffed Monday – Wednesday 8:00 a.m. – 4:00 (Hours subject to change)

Please contact: facilityscheduling@manchestercc.edu.

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

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 8 first to make a free local call or to utilize a calling card for long distance. Dial 2 before an on-campus 4-digit extension.

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 returning them to 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, please contact the Payroll Assistant for MCC: Donna Gibson can be reached at: 860-512-3623 or by email: DGibson@mcc.commnet.edu

If it applies, the **Dual Employment Forms** need to be completed before the employee begins working. MA-DualEmpl@commnet.edu.

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.

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/asc/>



We recommend that faculty 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, walk your students to the ASC in SSC L242. Or students can schedule individual appointments via our Insight platform. 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

Advising and Counseling

The Advising and Counseling Services professional staff empowers students to think about their educational paths and to take ownership in shaping their 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 regarding 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. Student can schedule individual appointments via our Insight platform.

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 external professional services.

Students with documented disabilities are encouraged to contact the Office of Disability Services (Student Services Center L131), regarding 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>.

Advisors/Counselors:

Joseph Navarra, Counselor
Disability Services
JNavarra@manchestercc.edu
Phone number: 860-512-3592

Wanda I. Reyes-Dawes, Counselor
Advising and Counseling
WReyes-Dawes@manchestercc.edu
Phone number: 860-512-3329

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 wide-ranging program that addresses the professional development needs of faculty members at all stages of their career. Past topics have included the use of mindfulness based techniques to improve student learning and adopting a flipped classroom approach to teaching which invites students to take a more active role in the learning process.
- **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.

Emails are sent out in advance of each Center For Teaching program with further details about the program including topics, speakers, dates, times, and locations.

The Center for Teaching also has a website on the College's homepage which includes more information about us and our programs. The web address is: <https://www.manchestercc.edu/employees/center-for-teaching/>

For more information, 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. Detailed descriptions of courses and upcoming training schedules can be found on the

[ConnSCU Learning Technology Training Calendar](#)



ETDL Documentation

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

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 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 Academic Associate in your division. If the Academic Associate 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 online 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.

Frequently Asked Questions

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:

Academic Affairs staff may be called in the following order:

1. Social Science, Business and Professional Careers (SBP) Division: Lolita Wynter 860-512-2753
2. Liberal and Creative Arts (LCA) Division: Erin O'Neil 860-512-2663
3. Science, Technology, Engineering and Mathematics (STEM) Division: Nicole Simmons 860-512-2703
4. Associate Academic Dean's Office: Sandi Browne 860-512-2605
5. Office of the Associate Dean Faculty: Dana Drouin 860-512-2607

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 (PMitchell@manchestercc.edu), to the Associate Dean of Faculty; Academic Associate in your division, to your Department Chair, and to your class using the [Campus Portal](#). It is important that you communicate your absence to these individuals/areas to ensure 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 online 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-one 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](#)
- 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 Web support site: <http://supportcenter.ct.edu/netid/netid-faq.asp>
 - The ETDL wiki at <http://www.mccetdl.pbworks.com>

Frequently Asked Questions

Where do I find help with technical difficulties?

Answer: It depends on the problem: Contact CSCU Online Help Desk portal as this is the preferred method to make a request or report a problem. If you are unable to use the online Help Desk portal, please call the Help Desk at **860-723-0221**. For issues with items below:

- | | |
|---|--|
| <ul style="list-style-type: none">• Office & Classroom Technology• NetID | <ul style="list-style-type: none">• E-mail• MyCommNet |
|---|--|

For Issues with: Blackboard Learn, please contact: Tim Boto at the ETDL Sandbox.

Call the ETDL Sandbox at x2857 or e-mail sandbox@manchestercc.edu.

Evenings and weekends, refer to the myCommNet/Blackboard support page at:

https://cscu.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=cscu.

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 (x3203), 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 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. This documentation may also be provided to the Dean of Student's Office.

What do I do if I want to change classrooms?

Answer: Contact your Department Chair and/or Academic Associate.

Who do I contact to schedule a room with computers if my classroom does not have computers and my exam is to be completed electronically?

Answer: Contact your Department Chair and/or Academic Associate in your division to complete a Space Reservation form at <https://www.manchestercc.edu/reserve-space-mcc/>. You can also contact Sharon Mills: 860-512-3603.

Adjunct Faculty:

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 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.

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.

Frequently Asked Questions

How do Adjuncts receive their contracts for a given semester?

Answer: Adjunct faculty will be sent an email from CSCU Human Resources to their CSCU email address from CongaSign. The subject of the email will be for example “*Fall 2021 Contract – Please sign*” OR “*Spring 2022 Contract – Please sign.*”

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 until funds are depleted. 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.

Instructions for Signing PTL Contract

1. When you receive the email from CSCU Human Resources from CongaSign.
2. Open the email, review the message, and click the blue button, **View Document**
3. This will open a secure web page and bring you to your contract.
4. A consent notice will pop up with the Electronic Record and Signature Disclosure. By clicking “I Agree”, you are consenting to the use of your signature in the review and execution of this document. Click “**I Agree**” to continue.
5. Review the information in the contract for accuracy and understanding. If you feel that there is a mistake or if any questions, please contact your Department Chair or Campus HR Generalist. Please review the dual employment questions and answer as it applies to your situation. A CT HR 25 Dual Employment form is required to be on-file and approved prior to contract start date.
6. To sign the contract, click the **Signature** button on the signature line. You may edit the signature display and initials, if desired. You may submit the signature using a pre-populated style or sign with your computer curser, by clicking the Draw feature.
7. Once your signature is set, click **Adopt Signature and Sign**. Once this is selected, you will not be able to edit your signature.
8. To submit your signed contract, click **Complete Signing** in the upper right-hand corner. A confirmation will appear on the screen.
9. You are all set – your contract has been signed and submitted. You may choose to download a copy for your records (Download Document) or wait for the emailed copy of the completed contract. Once you have either or both, you can exit the browser. Human Resources will receive a signed copy automatically when you submitted; you do not need to forward us a copy.

H. 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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