Adjunct Faculty Handbook

Academic Year 2013-2014
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SECTION 1: EAST CENTRAL COLLEGE

The East Central College Adjunct Faculty Manual is intended to provide information about the college, its practices and procedures. The manual serves as a reference for adjunct faculty together with the college Web site and the ECC Board of Trustees Policies and Procedures, College Catalog, Student Handbook and other official publications of the college.

The policies and procedures outlined in the Adjunct Faculty Manual are accurate as of July 1, 2013. However, the Board of Trustees, president and Office of Instruction reserve the right to make policy or procedure changes as necessary.

The Adjunct Faculty Manual does NOT represent a contract between the adjunct faculty member and the ECC. Adjunct faculty, in accepting a teaching assignment at East Central College, acknowledge full understanding of college policies and procedures and agree to adhere to them.

The Office of Instruction is responsible for the content and accuracy of this manual. Adjunct members who have questions about the content, or feel that the manual could be improved with an addition or deletion of material, please contact the Office of Instruction or their division chair.

Notice Of Non-Discrimination
Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability or veteran status.

Inquiries related to employment practices may be directed to:
Wendy Hartmann, Human Resources Director
005-D Multipurpose Building
636-584-6710
hrnotice@eastcentral.edu

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to:
Ina Hays, Vice President of Student Development
131 Buescher Hall
636-584-6565
stnotice@eastcentral.edu

Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.
Vision, Mission and Purpose Statements

Vision Statement
East Central College will connect its community to its future.

Mission Statement
East Central College will provide an environment for lifelong learning.

Purpose Statements
East Central College, in fulfilling its mission, will:

- Provide associate degree programs and coursework to prepare students for transfer to baccalaureate institutions.
- Provide associate degree and certificate programs to prepare students with requisite career skills to enter the work force.
- Prepare students in core academic areas for success in college level studies.
- Surround its academic programs with student development opportunities and learning support.
- Be a center of cultural activities, providing enrichment to the community.
- Enhance student learning through student activities, service learning and community activities.
- Be accessible to all students.
- Provide business and industry training in support of regional economic development.
- Offer continuing education and personal enrichment opportunities to the community.

Common Learning Objectives
The following common learning objectives will be achieved by all students who complete a cohesive program of study at East Central College:

- Ethics/social responsibility.
- Communication.
- Creative/critical thinking.
Accreditation Overview

East Central College operates under the guidelines of state, regional and national accreditation agencies. It is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). Details are available through:

North Central Association
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Ill. 60604-1411
Phone: (800) 621-7440/(312) 263-0456
Fax: (312) 263-7462
www.ncahlc.org
info@hlcommission.org

ECC is also a participant in the Academic Quality Improvement Program (AQIP). More information is available at:
http://www.eastcentral.edu/faculty/ldrship_initiatives/academicimprove/index.php

In addition, the college is recognized and operates under the coordination of the Missouri Department of Higher Education. ECC is also a member of both the American Association of Community Colleges (AACC) and the Missouri Community College Association (MCCA).

East Central College operates certain programs that are fully accredited under national agency requirements, as outlined in the chart below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts</td>
<td>American Culinary Federation (ACF)</td>
</tr>
<tr>
<td>Industrial Engineering Technology Program</td>
<td>Association of Technology, Management and Applied Engineering (ATMAE)</td>
</tr>
<tr>
<td>Precision Machining Program</td>
<td>National Institution for Metalworking Skills (NIMS)</td>
</tr>
<tr>
<td>Occupation Therapy Assistant (MHPC)</td>
<td>Accrediting Council for Occupational Therapy Education (ACOTE)</td>
</tr>
<tr>
<td>Radiologic Technology (joint program)</td>
<td>Joint Review Commission for Education in Radiologic Technology (JRCERT)</td>
</tr>
<tr>
<td>Respiratory Care (joint program)</td>
<td>Commission on the Accreditation of Allied Health Education Programs (CAAHEP)</td>
</tr>
</tbody>
</table>
Furthermore, the following programs are currently in the process towards accreditation through their respective agencies:

<table>
<thead>
<tr>
<th>Accreditations In Process</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
<td><strong>Accrediting Organization</strong></td>
</tr>
<tr>
<td>Health Information Management</td>
<td>American Health Information Management Association (AHIMA)</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>National Association for the Education of Young Children (NAEYC)</td>
</tr>
<tr>
<td>Music</td>
<td>National Association of Schools of Music</td>
</tr>
<tr>
<td>Art and Graphic Design</td>
<td>National Association of Schools of Art and Design (NASAD)</td>
</tr>
<tr>
<td>Nursing</td>
<td>National League of Nursing (NLN)</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Association of Technical, Management and Applied Engineering (ATMAE)</td>
</tr>
<tr>
<td>Business</td>
<td>Accrediting Council for Business Schools and Programs (ACBSP)</td>
</tr>
<tr>
<td>Theater Program</td>
<td>National Association of Schools of Theater (NAST)</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Medical Assisting Education Review Board (MAERB)</td>
</tr>
</tbody>
</table>

These accreditation programs ensure that work satisfactorily completed at ECC is fully valued by other colleges, universities, professional schools and state-governed professions. Where applicable to employers, licensure, certification and registration boards, a credential from an accredited program signifies adequate preparation for entry into the profession.

In addition, the following ECC programs carry full approval and operate under the regulations of these state and federal agencies as noted:

- **Nursing**: Missouri State Board of Nursing.
- **Paramedic Technology**: Missouri Bureau of Emergency Medical Services.
- **Education**: Department of Elementary and Secondary Education.
History of the College

East Central Junior College was established on April 2, 1968. In 1980, the name was changed from East Central Junior College to East Central College to reflect the comprehensive nature of the institution and its mission to provide not only the first two years of a baccalaureate education, but career and technical programs and other services to meet the needs of the region. In September 1969, the college held its first classes in temporary facilities at Memorial Auditorium and other rented locations in Union. There were 476 students enrolled the first semester. That same year, the ECC Board of Trustees approved the purchase of land for a permanent campus. A site was selected just east of Union, a 114-acre tract bordered on the north by Highway 50. An additional 92 acres were purchased in 1994 to accommodate expansion and growth.

The first classes at the permanent campus were held on Jan. 24, 1972 in the Administration Building. During the course of the next three decades, voters approved bond issues to fund construction of additional buildings on the campus. A $15.8 million bond issue was approved in August 2006 to fund construction of the seventh major campus facility, the Health Science building, completed in winter 2009. During the 2010-2011 academic year, the first building on campus, the Administration Building, was expanded and remodeled. The newly refurbished facility now houses student services, the college library and learning center.

In addition to the more than 200-acre main campus in Union, East Central College offers courses and programs at four off-campus locations in Missouri: Rolla, Sullivan, Warrenton and Washington. This allows ECC to bring educational opportunities to a growing number of students.

Since its inception in 1968, ECC has been a dynamic entity within the local region, offering excellent educational opportunities and program partnerships between the college, other educational organizations, and local business and industry. ECC has helped countless individuals prepare for careers, begin work on college degrees, and take part in enrichment programs and cultural activities.
Aug. 2, 2013

Dear ECC Adjunct Faculty Members,

Welcome to the 2013-2014 academic year!

Each year, East Central College welcomes nearly 1,000 new students, in addition to the many returning students, to the main campus and various satellite locations. All of these students, here in Union and at the satellite locations in Rolla, Sullivan, Warrenton and Washington, enroll in a diverse set of coursework to fulfill individual educational and personal goals. We are proud, as a community, to serve the students we meet each year at East Central College.

None of this work is possible without the contributions of the many adjunct faculty members who join our ranks each semester. Welcome and thank you. Without your knowledge, expertise and willingness to be part of our academic community, much of the work of the college would go undone.

The Office of Instruction has prepared the 2013-2014 edition of the ECC Adjunct Faculty Manual for you. The information contained herein is intended as a guide; additional information about the college, its policies and procedures, and its mission can be found in the Board of Trustees Policies and Procedures, the College Catalog, the Student Handbook, the college Web site and other publications of the college.

The material contained in this document is accurate as of July 1, 2013. The Board of Trustees of East Central College, the president and the Office of Instruction reserve the right to make changes to the information contained herein.

During the first few weeks of the semester, each adjunct faculty will receive an assignment sheet, detailing the specifics of your course assignment and your compensation. A sample assignment sheet can be found in Appendix G of this document.

Please review the included information carefully; we are always available to answer your questions and help you with your work for the college. Any feedback you can provide on the contents of this manual is appreciated.

Have a great semester! Please let us know if we can help you in any way. And again, thank you and welcome to East Central College!

Jean McCann
Vice President, Instruction
What’s New for Academic Year 2013-2014

New this year at East Central College:

**Facility Updates**
The college art studio space, located on the second floor of the AC building, has been completely renovated and will be open for classes beginning fall 2013. Several smaller remodel projects occurred during the summer; please check the most recent campus maps for information on new and/or remodeled spaces.

**Tobacco Free**
Effective January 1, 2013, all campus facilities and properties are tobacco free.

**Organization**
On July 1, 2013, the college reorganized its administrative duties. A newly named vice president position was created and a revised set of duties aligned with the position. All ECC’s academic programs are now in one of the academic divisions. More detailed information is available on the college organization chart in this manual (see Appendix O) and other college documents.

**Attendance Reporting**
East Central College is an attendance-taking institution. Faculty will provide to students in the official course syllabus detailed information on attendance and absences, repercussions of non-attendance and record daily attendance in an official course record.

**Grade of WX Withdrawal – Administrative (WX)**
The recorded grade “WX” indicates that the student was administratively withdrawn from the course. The withdrawal “WX” was initiated by the instructor or a campus official due to excessive absence or other warranted reason. The grade is not used in calculating the GPA and carries no credit hour value; however, it does count in credit hours attempted in certain financial aid programs.

**Employee Assistance Program (EAP)**
Effective Aug. 1, 2013, East Central College has added EAP services to its set of benefits for full-time employees. Please contact Human Resources if you need additional information.

**e2Campus**
Effective fall 2013, East Central College will begin using e2Campus alert emergency notification system. More information will be available through the campus orientations at the beginning of each semester.

**Student Printing – Rolla and Sullivan**
Following its implementation on the main campus, the student print management system is now in use at the Rolla and Sullivan satellite locations. The system provides,
each semester, a print card to students good for 200 printed pages. Students may purchase additional print pages.

**The College Catalog**
Throughout the fall 2013 semester, the *College Catalog* will undergo an update and rewrite.
SECTION 2:
GENERAL INFORMATION

Refer to this section for contact information, campus locations, emergency procedures, student reporting and other related topics, namely:
- College district and service area.
- ECC contact information.
- Instructional sites.
- Student Service Center.
- Courier services.
- Parking.
- College publications.
- Who to call (by party).
- Who to call (by topic).
- Emergencies, illness and student incidents.
College District and Service Area

The East Central College District includes six public K-12 school districts: Crawford County R-1 (Bourbon), New Haven, St. Clair R-13, Sullivan C-2, Union R-11 and Washington; as well as four public K-8 districts: Franklin County R-2, Lonedell R-14, Spring Bluff R-15 and Strain-Japan R-16. This taxing district covers approximately 1,000 square miles and includes most of Franklin County and portions of Crawford, Gasconade, St. Charles, Warren and Washington Counties.

ECC also serves an extended area that includes portions of the region not included in any community college taxing district. This service area includes portions of Franklin, Warren, Gasconade, Osage, Maries, Phelps, Dent and Crawford Counties.

ECC Contact Information

Below is the contact information for ECC’s main campus:

Campus Address: East Central College  
1964 Prairie Dell Road  
Union, Mo. 63084  
(636) 584-6500

On the Web: www.eastcentral.edu

Mailroom: The mailroom is located in the Multi-purpose (MP) building. A mailbox will be assigned to all adjunct faculty, near a building appropriate to their teaching assignment.

Incoming/Outgoing Mail: Mail is delivered from the Union Post Office and distributed in campus mailboxes twice a day. Outgoing mail should be placed in the appropriate slots in the mailrooms. The last pickup for outgoing mail is 2 p.m.

Package Delivery/Pickup: For information regarding package delivery or shipping, please contact the mailroom or the division clerk.

Phone Number for Incoming Calls: (636) 583-5193 (Operator Assisted)  
(636) 583-5195 (Auto Attended)  
Note: Some phone numbers on campus are direct dial (636-584 extension).

Extensions: Adjunct faculty will have access to a campus phone.

Outgoing Calls: Dial “7” to access an outside line
In-house Phones:  In-house telephones are located in the lobby of the Administration Building, the computer labs and the library conference room. Calls can be made to college extensions only, with the exception of the emergency 911 number.

Voicemail:  Voicemail is set-up on all campus office phones. Additional information regarding the operation of the campus phone system can be obtained from the Information Technology (IT) Department.

Email:  An email account can be established for any adjunct faculty member; please contact the IT Department.

**Instructional Sites**

In addition to the main campus, East Central College offers courses and services at several satellite locations, including:

**ECC-Rolla**
500 Forum Drive  
Rolla, MO 65401  
General line: 573-458-0165  
Auto Attendant: 573-458-0101  
Fax: 573-368-4353

**ECC-Rolla Nursing**
1516 Bridge School  
Rolla, MO 65401  
General line: 573-426-6687  
Auto Attendant: 573-426-6685  
Fax: 573-426-6697

**ECC-Sullivan**
11 North Clark  
Sullivan, MO 63080  
573-468-8287  
Fax: 573-860-5193

**ECC-Warrenton**
1037 Armory Road  
Warrenton, MO 63383  
636-584-6588

**Student Service Center**

The Student Service Center is a one-stop shop for admissions, advisement, counseling, financial aid and registration and is located in Buescher Hall. The hours of operation are 8 a.m. to 6 p.m. Monday through Thursday and 9:30 a.m. to 4:30 p.m. on Friday.
Courier Services

East Central College provides courier services between instructional sites. The schedule for pick-up and delivery between sites is available at the beginning of each semester from the office of vice president, external relations. Information regarding points for drop off and pick up at each site is available on location. Adjuncts should check with the site director at their location.

Parking

Adjunct faculty members are required to have a parking permit on the main campus and are permitted to park in lots or individual parking spots designated for faculty and staff. Permits are obtained at the business office. Information on faculty parking at satellite locations is available from the site director.

College Publications

Institutional Publications:  
Free Advice is published regularly during the fall and spring semesters by Counseling Services. Information to be published in Free Advice should be sent to Counseling Services by the week preceding publication. ECC also produces the Student Handbook, College Catalog, and other official documents. These and other official publications are available on the college Web site.

Student Publication:  
The Cornerstone is the student newspaper on campus.
Who to Call (By Party)

Frequently called offices and individuals for adjunct faculty are provided below in two charts (main campus and satellite locations). This information is current as of July 1, 2013. For a complete list, contact the Information Technology Department.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President's Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Dr. Jon Bauer</td>
<td>6501</td>
</tr>
<tr>
<td>Executive Assistant to the President</td>
<td>Bonnie Gardner</td>
<td>6502</td>
</tr>
<tr>
<td>Director of Institutional Research, Assessment and Planning</td>
<td>Bethany Lohden</td>
<td>6503</td>
</tr>
<tr>
<td>Programmer/Analyst – Institutional Research</td>
<td>Mark Gordon</td>
<td>6504</td>
</tr>
<tr>
<td>Director of Institutional Development/Executive Director, Foundation</td>
<td>Shannon Grus</td>
<td>6505</td>
</tr>
<tr>
<td>Development Specialist</td>
<td>Alice Whalen</td>
<td>6506</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Wendy Hartmann</td>
<td>6712</td>
</tr>
<tr>
<td>Human Resources Specialist</td>
<td>Karen Rinne</td>
<td>6711</td>
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<tr>
<td>Administrative Assistant</td>
<td>Megan Elbert</td>
<td>6710</td>
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<tr>
<td><strong>External Relations</strong></td>
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<tr>
<td>Vice President, External Relations</td>
<td>TBD</td>
<td>6527</td>
</tr>
<tr>
<td>Executive Administrative Assistant</td>
<td>Emily Vermillion</td>
<td>6742</td>
</tr>
<tr>
<td>Executive Director of Workforce Development</td>
<td>Gretchen Pettet</td>
<td>636-239-0598</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>Dorothy Schowe</td>
<td>6507</td>
</tr>
<tr>
<td>Public Relations Specialist</td>
<td>Judi Neeley</td>
<td>6508</td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td></td>
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<tr>
<td>Vice President, Instruction</td>
<td>Jean McCann</td>
<td>6601</td>
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<tr>
<td>Executive Administrative Assistant</td>
<td>Nadine Mueller</td>
<td>6602</td>
</tr>
<tr>
<td>Coordinator, Academic Services</td>
<td>Tracie Welsh</td>
<td>6608</td>
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<tr>
<td>Secretary</td>
<td>Mary Varni</td>
<td>6548</td>
</tr>
<tr>
<td>Learning Center Director</td>
<td>Ellen Aramburu</td>
<td>6603</td>
</tr>
<tr>
<td>Director, ECC-Rolla and ECC-Sullivan</td>
<td>Christina Ayres</td>
<td>573-458-0165</td>
</tr>
<tr>
<td>Business, Education, Social Science, Technology Division Chair</td>
<td>Mary Beth Huxel</td>
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<tr>
<td>English, Foreign Language and Philosophy Division Chair</td>
<td>John Hardecke</td>
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<tr>
<td>Mathematics &amp; Physical Science Division Chair</td>
<td>Ann Boehmer</td>
<td>6679</td>
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<tr>
<td>Nursing and Allied Health Division Chair</td>
<td>Robyn Walter</td>
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<tr>
<td>Science Division Chair</td>
<td>Fatemah Nichols</td>
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### Names and Telephone Extensions of Frequently-Called East Central Staff for Academic Year 2013-2014

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Instructional Technology Coordinator</td>
<td>Miguel De Aguero</td>
<td>6640</td>
</tr>
<tr>
<td>Instructional Design Coordinator</td>
<td>Chad Baldwin</td>
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</tr>
<tr>
<td>Developmental Studies Coordinator</td>
<td>Ryan Crider</td>
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<tr>
<td>Art Coordinator</td>
<td>Adam Watkins</td>
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<tr>
<td>Music Coordinator</td>
<td>Jennifer Judd</td>
<td>6696</td>
</tr>
<tr>
<td>Theater/Communication Coordinator</td>
<td>Grace Austin</td>
<td>6695</td>
</tr>
<tr>
<td>Performing Arts Center Manager</td>
<td>Joshua Turk</td>
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#### Student Development

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Vice President, Student Development</td>
<td>Ina “Cookie” Hays</td>
<td>6565</td>
</tr>
<tr>
<td>Executive Administrative Assistant</td>
<td>Patricia Webb</td>
<td>6566</td>
</tr>
<tr>
<td>Registrar</td>
<td>Marcia Bailey</td>
<td>6551</td>
</tr>
<tr>
<td>Director of Advising and Counseling</td>
<td>Tammy Weinhold</td>
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<tr>
<td>Director of Library Services</td>
<td>Lisa Farrell</td>
<td>6558</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>Karen Griffin</td>
<td>6575</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Nathaniel Miller</td>
<td>6564</td>
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<tr>
<td>Student Activities Coordinator</td>
<td>Goldie Gildehaus</td>
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#### Finance and Administration

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<thead>
<tr>
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<tbody>
<tr>
<td>Vice President, Finance and Administration</td>
<td>Philip Pena</td>
<td>6701</td>
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<tr>
<td>Executive Administrative Assistant</td>
<td>Becky Voelkerding</td>
<td>6702</td>
</tr>
<tr>
<td>Director of Financial Services/Comptroller</td>
<td>Shirley Hofstetter</td>
<td>6704</td>
</tr>
<tr>
<td>Director of Facilities and Grounds</td>
<td>Mark Eaton</td>
<td>6733</td>
</tr>
<tr>
<td>Director of Information Technology (IT)</td>
<td>Doug Houston</td>
<td>6732</td>
</tr>
<tr>
<td>Coordinator, Bookstore, Mail &amp; Imaging Services</td>
<td>Doug Agee</td>
<td>6714</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Melissa Popp</td>
<td>6703</td>
</tr>
<tr>
<td>Food Services Manager</td>
<td>Debra Simily</td>
<td>6719</td>
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## Contact Information of ECC Satellite Location Faculty and Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone/Extension</th>
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</thead>
<tbody>
<tr>
<td><strong>ECC Rolla</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 500 Forum Drive, Rolla Mo. 65401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (573) 458-0165, Emergency Phone: (573) 201-4568</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, ECC Rolla &amp; Sullivan (Site Contact)</td>
<td>Christina Ayres</td>
<td>(573) 458-0101/16114</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Renee Williams</td>
<td>(573) 458-0101/16003</td>
</tr>
<tr>
<td>Enrollment Services Coordinator, Admissions/Recruitment</td>
<td>Rachael Calvin</td>
<td>(573) 458-0101/16077</td>
</tr>
<tr>
<td>Enrollment Services Coordinator, Financial Aid</td>
<td>Jennifer Crosby</td>
<td>(573) 458-0101/16074</td>
</tr>
<tr>
<td>Generalist</td>
<td>Myrna Geiler</td>
<td>(573) 458-0165</td>
</tr>
<tr>
<td>Instructional Technology Technician</td>
<td>Nick Kleekamp</td>
<td>(573) 458-0165</td>
</tr>
<tr>
<td>Instructional Technology Technician</td>
<td>Matt Vollmer</td>
<td>(573) 458-0165</td>
</tr>
<tr>
<td>Evening Generalist</td>
<td>Nancy Uri</td>
<td>(573) 458-0101/16009</td>
</tr>
<tr>
<td>Science Lab Assistant</td>
<td>Debbie Shoemaker</td>
<td>(573) 458-0101/16079</td>
</tr>
<tr>
<td>Learning Center Specialist</td>
<td>JoAnne Hoevelmann</td>
<td>(573) 458-0165</td>
</tr>
<tr>
<td>Learning Center Specialist</td>
<td>Adam Upshaw</td>
<td>(573) 458-0165</td>
</tr>
<tr>
<td>Securitas</td>
<td>Security Guard</td>
<td>(573) 458-0101/16019</td>
</tr>
<tr>
<td><strong>ECC Rolla Nursing</strong></td>
<td></td>
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</tr>
<tr>
<td>Address: 1516 Bridge School Road, Rolla, Mo. 65401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (573) 426-6687</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant, Rolla Nursing</td>
<td>Kathy Moore</td>
<td>(573) 426-6687</td>
</tr>
<tr>
<td>Coordinator, Rolla Nursing Program</td>
<td>Andrea Garner</td>
<td>(573) 426-6687</td>
</tr>
<tr>
<td><strong>ECC Sullivan</strong></td>
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</tr>
<tr>
<td>Address: 11 North Clark, Sullivan, Mo. 63080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (573) 468-8287</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant (Site Contact)</td>
<td>Cynthia Cubas</td>
<td>(573) 468-8287/10</td>
</tr>
<tr>
<td>Learning Center Specialist</td>
<td>Andrea Isgriggs</td>
<td>(573) 468-8287/14</td>
</tr>
<tr>
<td>Support Services Coordinator</td>
<td>Megan Woodcock</td>
<td>(573) 468-8287</td>
</tr>
<tr>
<td>Evening Generalist</td>
<td>Angela Williams</td>
<td>573) 468-8287/11</td>
</tr>
<tr>
<td><strong>ECC Washington</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 1978 Image Drive, Washington Mo. 63090</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (636) 239-0598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Center for Workforce Development</td>
<td>Gretchen Pettet</td>
<td>(636) 584-6535</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Julie Beck</td>
<td>(636) 239-0598</td>
</tr>
<tr>
<td>Evening Generalist</td>
<td>Vacant</td>
<td>(636) 239-0598</td>
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### Who to Call (By Topic)

<table>
<thead>
<tr>
<th>Day Issues</th>
<th>Main Campus</th>
<th>ECC Rolla</th>
<th>ECC Sullivan</th>
<th>ECC Washington</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absent/ Late</strong></td>
<td>Nadine Mueller/ Tracie Welsh</td>
<td>Renee Williams 573-458-0101 ext. 16003 (and division chair)</td>
<td>Cynthia Cubas 573-468-8287 ext. 10 (and division chair)</td>
<td>Julie Beck (636) 239-0598 (and division chair)</td>
</tr>
<tr>
<td><strong>Assignment Sheets</strong></td>
<td>Tracie Welsh 636-584-6608</td>
<td>Tracie Welsh 636-584-6608</td>
<td>Tracie Welsh 636-584-6608</td>
<td>Tracie Welsh 636-584-6608</td>
</tr>
<tr>
<td><strong>Audio/ Visual Equipment</strong></td>
<td>Miguel de Aguero 636-584-6640</td>
<td>Nick Kleekamp/ Matt Vollmer 573-458-0165</td>
<td>Cynthia Cubas 573-468-8287/ ext. 10</td>
<td>Julie Beck (636) 239-0598</td>
</tr>
<tr>
<td><strong>Grievance/ Harassment, Tuition Waiver</strong></td>
<td>Megan Elbert 636-584-6710</td>
<td>Megan Elbert 636-584-6710</td>
<td>Megan Elbert 636-584-6710</td>
<td>Megan Elbert 636-584-6710</td>
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<tr>
<td><strong>Class Schedule</strong></td>
<td>Division Chair</td>
<td>Division Chair</td>
<td>Division Chair</td>
<td>Division Chair</td>
</tr>
<tr>
<td><strong>Computers/Email/Phones</strong></td>
<td>Helpdesk – IT 636-584-6738</td>
<td>Imaging Services 636-584-6718</td>
<td>Imaging Services 636-584-6718</td>
<td>Imaging Services 636-584-6718</td>
</tr>
<tr>
<td><strong>Copies or Copy Machines</strong></td>
<td>Julie Apperson 636-584-6735</td>
<td>Renee Williams 573-458-0101 x16003</td>
<td>Cynthia Cubas 573-468-8287/ ext. 10</td>
<td>Julie Beck (636) 239-0598</td>
</tr>
<tr>
<td><strong>Custodial/HVAC/Maintenance</strong></td>
<td>Julie Apperson 636-584-6735</td>
<td>Renee Williams 573-458-0101/ ext. 16003</td>
<td>Cynthia Cubas 573-468-8287/ ext. 10</td>
<td>Julie Beck (636) 239-0598</td>
</tr>
<tr>
<td><strong>Field Trips/ Student Travel Requests</strong></td>
<td>Division Chair</td>
<td>Division Chair</td>
<td>Division Chair</td>
<td>Division Chair</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>Business Office 636-584-6709</td>
<td>Renee Williams 573-458-0101/ ext. 16003</td>
<td>Cynthia Cubas 573-468-8287/ ext. 10</td>
<td>Julie Beck (636) 239-0598</td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td>Carol Bailie 636-584-6706</td>
<td>Carol Bailie 636-584-6706</td>
<td>Carol Bailie 636-584-6706</td>
<td>Carol Bailie 636-584-6706</td>
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<tr>
<td><strong>Problem with a Room (day)</strong></td>
<td>Nadine Mueller 636-584,6602</td>
<td>Christina Ayres 573-458-0101/ ext. 16114</td>
<td>Cynthia Cubas 573-468-8287/ ext. 10</td>
<td>Gretchen Pettet (636) 584-6535</td>
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<tr>
<td><strong>Reimbursements</strong></td>
<td>Division Chair</td>
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<tr>
<td><strong>Security</strong></td>
<td>636-584-6365/ ext. 16019/ cell: 573-469-1245</td>
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### Evening Issues

**Those that occur after 5 p.m. and can’t wait for the next business day**

<table>
<thead>
<tr>
<th>Evening Issues</th>
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<th>ECC Rolla</th>
<th>ECC Sullivan</th>
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<tr>
<td>Department/Office</td>
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<tr>
<td>Admissions and Placement Testing</td>
<td>636-584-6588</td>
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<tr>
<td>Advising/Counseling</td>
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<tr>
<td>Alumni</td>
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<td>Athletics</td>
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<tr>
<td>Bookstore</td>
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<td>Box Office</td>
<td>636-584-6693</td>
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<td>Business and Industry Training</td>
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<td>Career Services</td>
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<td>Center for Workforce Development</td>
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<td>Continuing Education</td>
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<td>Disability Support (ACCESS) Services</td>
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<td>Freshman Assessment</td>
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<td>GED/Adult Education and Literacy</td>
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<td>Human Resources</td>
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<td>Learning Center</td>
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<td>Library</td>
<td>636-584-6560</td>
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<td>Payment of Fees</td>
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<td>Registration</td>
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<td>Student Activities</td>
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<td>Transcript Information</td>
<td>636-584-6588</td>
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</tr>
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</table>

**Emergencies, Illness and Student Incidents**

For any occasion of student illness or injury, call 911. Faculty should then immediately contact the First Responder at (636) 234-1229. At satellite locations, staff can provide adjunct faculty with the appropriate phone contact for emergency situations.

In the event of severe weather, the emergency siren on campus will sound. All faculty, staff and students should move to a designated Severe Weather Safe Area on campus. At satellite locations, please follow the instructions provided at the site.

In the event of fire, the campus fire alarm system will sound. Please instruct students to follow the right-hand wall from the room to the nearest exit. Close the door to the classroom or office and exit the building. Do not return to the building until the “all clear” sounds. At satellite locations, please follow the instructions provided at the site.

**Student Behavior or Disruption**

Students are obligated to follow the rules, policies and procedures outline in the *ECC Student Handbook*. Disruptive behavior is not permitted in any classroom or on college property.
For any case of threatening or serious classroom disturbance, call 911. For help with any classroom situation, adjunct faculty should contact the First Responder, (636) 234-1229.

Red call boxes at the end of each hallway provide a direct link to emergency services.

**Student Concern/Incident Report**
For less serious incidents, refer students to the Office of Student Development and complete the *Student Concern/Incident Report*. As a guide, adjuncts should submit this report for any unusual occurrence or event that they observe or are directly involved in.

In addition, adjunct faculty should direct students and/or others to submit the *Student Concern/Incident Report* as needed. This document is available on the ECC Web site under the “Faculty and Staff” tab (then click “Employee Resources” and then “Forms.”) Or, it can be found at: [https://publicdocs.maxient.com/incidentreport.php?EastCentralCollege](https://publicdocs.maxient.com/incidentreport.php?EastCentralCollege).

A sample is also included in Appendix F of this handbook.
SECTION 3:
ADJUNCT FACULTY POSITION

This section contains topics pertaining to the adjunct faculty role at East Central College including:

- Adjunct faculty job description.
- Adjunct offices/mailboxes.
- Evaluation of instruction.
- College class schedule.
- Classroom assignment.
- Instructional technology.
- ECC Faculty Association.
Adjunct Faculty Position

This is the general adjunct faculty job description provided on the Web site and to prospective adjuncts. In certain disciplines and departments, additional information is provided in these areas: knowledge and critical skills, working conditions, and physical demands.

JOB DESCRIPTION

JOB TITLE: Adjunct Faculty
DEPARTMENT: Various
LOCATION: Various
FLSA: Exempt
LEVEL:
REPORTS TO: Division Chairperson/Vice President, Instruction
DATE: 7/1/2012

POSITION SUMMARY: Responsible for providing effective and quality learning experiences for East Central College students on a per semester basis. Adjunct faculty report to a division chairperson or chief academic officer and perform instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) The adjunct teaching faculty member must meet one of the minimum qualifications for appointment:

- Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught; or
- A minimum of a bachelor’s degree and directly related work experience in the career field to be taught and/or eligibility for vocational education certification by the Department of Elementary and Secondary Education of the State of Missouri.

ESSENTIAL TASKS: Employee must be able to perform the following functions to the satisfaction of the employee’s supervisor.

- Teach courses as scheduled each academic semester. Teaching may include lecture, laboratory classes, clinical, or other types of courses as arranged.
- With the assistance of the division chair and the vice president of instruction, select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.
- Provide instructional support to the students by meeting with them outside of class if asked; refer students, when appropriate, to sources of specialized services within the college.
- Participate, when appropriate, in schedule building, equipment and material orders, report preparation, and the formation and meetings of program advisory boards.
- Maintain office/discipline/grade/division records as required by the college. Submit copies of all student records including grades, to the appropriate division chair or the chief academic officer at the end of each semester.
- Assist in developing and administering discipline-appropriate measures of student academic achievement; use departmental testing instruments as provided. Administer other instruments designed to measure student learning outcomes as requested and required by the department. Provide all results as requested.
- Conduct all classes in accordance with an established and current course syllabus and approved textbook (and/or related instructional material). Meet all classes for the scheduled time.
- Submit a two-week no show roster to the registrar in a timely manner.
- Submit all grades (mid/deficient/final) electronically via eCentral prior to the required deadlines; provide the registrar appropriate grade records.
- Submit any and all other college materials to the division chairperson’s office at the end of the semester.
- Submit an electronic copy of each course syllabus to the Office of Instruction via the syllabus management tool as instructed.
- Submit a signed semester assignment sheet to the Office of Instruction.
- Use the appropriate college policies and procedures to resolve and document student complaints, concerns and problems.
- Maintain a high level of professional ethics.
- Participate in adjunct faculty workshops, orientations and other trainings as required.
- Ensure ADA compliance within classes assigned.
- Perform other duties as assigned by the vice president of instruction or division chair.

COMMUNICATION SKILLS: Well-developed public speaking and presentation skills to effectively present materials to individual students or groups; well-developed written communication skills; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to interpret policy and establish methods and procedures for ability to perform all essential functions using safe work methods and following safety regulations relating to job; ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to someone else.

KNOWLEDGE, SKILLS AND ABILITIES:
- College: Knowledge of college policies, procedures, and practices; ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA).
- **Department/divisional:** Knowledge of instructional policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to solve issues and work with diverse population, work with large crowds; ability to read and interpret instructional documents.

**EQUIPMENT AND SOFTWARE:** Current information technology used by the college and department/division, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc; Ability to use standard office equipment such as computers, telephones, calculators and copy machines; ability to use Smartboards; distance learning applications; Moodle; eCentral.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard classroom setting; position may require flexible schedule to work evenings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

_________________________  ___________________________
Employee Signature/Date    Supervisor Signature/Date

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.
Adjunct Offices/Mailboxes

Main Campus

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Location</th>
<th>Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>AC 149</td>
<td>36 AC</td>
</tr>
<tr>
<td>Psychology</td>
<td>BH 209</td>
<td>32 BH</td>
</tr>
<tr>
<td>Sociology</td>
<td>BH 209</td>
<td>33 BH</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>BH 209</td>
<td>34 BH</td>
</tr>
<tr>
<td>Reading</td>
<td>BH 209</td>
<td>35 BH</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>BH 209</td>
<td>22 BH</td>
</tr>
<tr>
<td>Education</td>
<td>AC 133B</td>
<td>21 AC</td>
</tr>
<tr>
<td>Physical Education</td>
<td>N/A</td>
<td>20 MP</td>
</tr>
<tr>
<td>History/Government</td>
<td>AC 260</td>
<td>16 AC</td>
</tr>
<tr>
<td>Business/Accounting</td>
<td>AC 260</td>
<td>25 AC</td>
</tr>
<tr>
<td>Mathematics</td>
<td>CC 217/CC 210</td>
<td>CC 217 Math Department Office</td>
</tr>
<tr>
<td>CIS</td>
<td>CC 108</td>
<td>17 CC</td>
</tr>
<tr>
<td>Biology/Health Science</td>
<td>HS 210</td>
<td>213 HS</td>
</tr>
<tr>
<td>Chemistry/Geology</td>
<td>HS 212</td>
<td>213 HS</td>
</tr>
<tr>
<td>Nursing</td>
<td>HS 103</td>
<td>105 HS</td>
</tr>
<tr>
<td>EMS</td>
<td>HS 102</td>
<td>105 HS</td>
</tr>
<tr>
<td>Fire Tech</td>
<td>HS 117</td>
<td>105 HS</td>
</tr>
<tr>
<td>Communications</td>
<td>AC 223</td>
<td>12 AC</td>
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<tr>
<td>Art</td>
<td>AC 223</td>
<td>22 AC</td>
</tr>
<tr>
<td>Music</td>
<td>AC 007</td>
<td>19 AC</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>CC 105</td>
<td>1 CC</td>
</tr>
<tr>
<td>Civilization</td>
<td>AC 149</td>
<td>13 AC</td>
</tr>
<tr>
<td>Anthropology</td>
<td>AC 223</td>
<td>20 AC</td>
</tr>
</tbody>
</table>

Satellite Locations

**ECC-Rolla**
500 Forum Drive
Rolla, MO 65401
Contact: director, Rolla for locations.

**ECC-Rolla Nursing**
1516 Bridge School
Rolla, MO 65401
Contact: Director of nursing for location.

**ECC-Sullivan**
11 North Clark
Sullivan, MO 63080
Contact: director, Rolla for locations.

**ECC-Washington**
1978 Image Drive
Washington, MO 63090
Contact: Director of workforce development for locations.
Evaluation of Instruction

East Central College evaluates adjunct faculty instruction for effectiveness. Currently, the student-based evaluation system is used to assess adjunct faculty. In addition, the respective division chair and/or the vice president of instruction evaluate adjunct faculty members; such evaluation will consist of in-class observations over the course of the semester. Students will evaluate faculty mid-term but no later than two weeks prior to the end of classes. Please contact the vice president of instruction for further information.

Questions about the faculty evaluation system should be directed to the Office of Instruction or the division chair.

College Class Schedule

Each semester’s class schedule is developed and approved by the vice president of instruction with input from the division chairs and faculty. Since courses are scheduled throughout the day and evenings at the main campus and satellite locations, adjunct faculty may have the opportunity to teach at varied times and locations. Adjunct faculty may wish to provide schedule availability information to their respective division chair.

Classroom Assignment

Adjunct faculty with questions or concerns regarding their classroom assignment should contact their division chair, the evening services specialist, the evening generalist, campus director (if at a satellite location) or the vice president of instruction.

Instructional Technology

Most main campus and satellite location classrooms are equipped with instructional technology. The college provides training on all available campus technology to any adjunct faculty member; please contact the division chair.

ECC Faculty Association

The Faculty Association is an organization open to all faculty; adjuncts are welcome to participate. The Faculty Association holds monthly meetings; adjunct members may contact their division chair for additional information.
SECTION 4: INSTRUCTIONAL POLICIES AND PROCEDURES

This section provides information related to classroom instruction and management, coursework, grading, exams and other related topics, including:

- Adjunct faculty attendance policy.
- Class schedules and assignments.
- Office hours.
- Course syllabus.
- Textbook adoption.
- Course credit hours and grading.
- Student attendance policy.
- Field trips.
- Learning Center and Testing Center.
- Student handouts and printing.
- Final exams.
- Assessment activities.
- Grade records and class rosters.
- Student and administrative withdrawals.
- Class cancellations and holiday schedule.
- ECC smoking policy.

Adjunct faculty should be knowledgeable about the current *ECC Board of Trustees Policies and Procedures*, which contains information specific to their role at the college. The publication defines part-time employment, adjunct faculty assignment sheets, qualifications, pay procedures and guidelines, participation in professional associations, grievance procedures, attendance and other policies. Current information about compensation is available in the Human Resources Office.

In addition to the material in this section, the *Board of Trustees Policies and Procedures* details behavior and personal appearance, sexual harassment, political activity, drugs and alcohol, tobacco-free policy and communicable diseases. Adjunct faculty should use the *Adjunct Faculty Manual* as a reference; all other current and specific information can be found in the official *Board of Trustees Policies and Procedures* available at [www.eastcentral.edu](http://www.eastcentral.edu).

To best assist students, adjunct faculty should also fully review and understand the policies in the *ECC Student Handbook*. 
Adjunct Faculty Attendance

Adjunct faculty are expected to attend and be punctual at all scheduled class meetings; should an adjunct faculty be absent due to illness or other circumstances, he or she must contact a college official (the division chair, vice president of instruction, registrar, evening services specialist, evening generalist or site director) as early as possible. Adjunct faculty should not leave a voice mail message but rather speak to a college official. The division chair can provide detailed information regarding call-ins for class cancellation.

Any adjunct faculty absence must be reported using the Adjunct Absence Request/Report Form (available on the Web site and division chair). All absences are to be reported using this form, which is to be completed in advance if the absence if scheduled, or upon return otherwise.

All classes are to meet on the days and times as scheduled. Any alteration to this schedule, for any reason, must be reported to the Vice President/Office of Instruction.

Class Schedule, Final Exams and Number of Class Meetings

Classes are to be conducted as scheduled. If adjunct members need additional information regarding any course and how that course is defined to students, consult the ECC College Catalog, which contains information specific to credit hour types, definitions and meeting requirements.

The college publishes a final exam schedule for the fall and spring semesters; this schedule assigns an official block of time for administration of final exams. Evening and summer classes use their last official class meeting time for the final exam.

The college operates under an approved academic calendar, which is available at www.eastcentral.edu. These scheduled times cannot be altered or modified, without explicit permission.

Classroom Assignments

Classroom assignments are based on enrollment capacities, technology needs and equipment requirements. Requests for room changes are processed by the Office of Instruction or the site director. Faculty should not move a class without prior notification; the division chair, evening services specialist, evening generalist and/or campus director may assist adjunct faculty with this process.
Office Hours

Adjunct faculty members are encouraged to schedule office hours. Upon request, adjunct faculty should schedule appointments to assist students. Locations are available for adjunct office and meeting space in each campus building. The division chair or site director can provide information on the most convenient location based on teaching assignment and classroom location. Additional meeting space is available in the Library and Learning Center, located in the Buescher Hall (BH) building. All adjunct faculty should provide detailed contact information in the course syllabus. ECC does not provide any adjunct faculty member’s home phone number to any student.

Course Syllabus

All college faculty must have a current course syllabus and outline, updated to the term a course is being taught, on file with the vice president of instruction prior to the beginning of any class. The syllabus must follow the format noted in this manual and available in Moodle. The Moodle syllabus tool houses many samples of course syllabi used by East Central College faculty. Adjuncts should become familiar with the Moodle tool; course syllabi must be created in and submitted through Moodle. Division chairs may have a course syllabus template specific teaching assignments available; please contact them for more information.

Format

The course syllabus should provide all information relative to the course, method of instruction and evaluation, attendance policy, non-attendance actions and procedures, and test and assignment make-up policies. ALL information as it relates to the course and how it will be taught and evaluated MUST be contained in this document. Use of the Moodle tool will ensure that all required components of the course syllabus are included. A sample format is contained in Appendix E of this document.

Distribution

All college faculty are to present a course syllabus to their students at the first class meeting. Every registered student in the class should have a copy of the official course syllabus. The Office of Instruction or division chairs can provide adjunct faculty with sample syllabi for their consideration.

Textbook Adoption

In general, department faculty members—working with the division chair—select the required textbooks and supplementary materials for all courses. Any course being taught by two or more faculty will adopt uniform texts and materials for the course. A faculty member may elect to require additional materials as deemed appropriate. Adjuncts will receive information from the division chairpersons regarding required textbooks for courses.
Course Credit Hour Types and Definitions

The following list describes the types of credit hours awarded at East Central College. Each description includes information on credit hour value, its relation to meeting time, the type and expectation of the credit hour and the necessary time outside of class meeting, if applicable, to satisfy the course requirements.

Credit Hour
ECC measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer.

Traditional Coursework
For a traditional face-to-face lecture course, the Carnegie unit and accreditor rules and best practice are used to determine a semester credit hour value (i.e. a minimum of 750 minutes of instruction or “seat time” per credit hour per semester period). In a lecture course, students should expect to spend a minimum of two hours per credit hour outside of class time to complete the course requirements.

For non-lecture courses (i.e. science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the college’s learning objectives determined for the course or instructional activity (see list below).

Distance/Web-Based Learning
For the college’s distance learning courses (i.e. online and hybrid), the credit hour value is based on the learning objectives determined in the traditional model of the coursework. Students would therefore be required to spend comparable amounts of time to achieve the desired learning objectives. To earn the credit hour value assigned to the course, students must demonstrate achievement based on learning objectives at a satisfactory level.

Science Laboratory
A science laboratory course credit is a student learning activity, which reinforces topics covered in lecture by the faculty, with a 2:1 contact to credit hour ratio. Students in the laboratory class will use hands-on activities, conduct experiments, see demonstrations, use scientific equipment and learn about laboratory materials, space, safety and other equipment. Students should expect to spend a minimum of an additional two hours per week per credit hour outside of the laboratory class to prepare the laboratory assignment and complete all the appropriate reports.

Art Studio
An art studio course credit is a student learning activity, directed by the faculty in the studio, to develop students’ art skills, techniques and understanding of various media, with a 2:1 contact to credit hour ratio. Students should expect to spend an additional two hours per week per credit hour outside of the studio to continue the work of the studio class and complete all the appropriate projects.
**Practicum**
A practicum course engages students in hands-on applied skills. Students participate in various activities, develop skills in the use of appropriate equipment, participate in seminars and learn about the discipline in a hands-on format with a 3:1 contact to credit hour ratio. Practicum experiences are determined by faculty and outlined in a course specific syllabus. Students should expect to spend an additional two hours per week per credit hour outside of the practicum experience to continue the work of the class and complete all the appropriate assignments.

**Independent Study**
An independent study course is arranged individually between faculty and the student. The topic is determined between them; the goals and objectives for the individual student learning experience are detailed in the course syllabus. The credit hours of independent study are based on the course assessment of the learning objectives as determined by the faculty. Students should expect to spend a minimum of three hours per week per credit hour to meet the objectives of the class and complete all the appropriate assignments.

**Clinical Laboratory Course**
The Allied Health clinical laboratory course is established to provide student hands-on experience in a clinical setting. Students meet in the assigned clinic setting and are supervised by the clinical faculty assigned to the course. Students are required to conduct themselves in an appropriate and professional fashion while in the clinical setting, following guidelines established by the program faculty. Students should expect to spend a minimum of an additional eight hours per week outside the clinical lab to prepare for the clinical experience and to complete all the appropriate assignments.

**Internship**
An internship course provides students hands-on experience in selected career technology programs in a setting guided by the program faculty and appropriate to the learning objectives. Students spend time in the internship setting in a minimum of a 3:1 ratio of time to credit hour value. Individuals at internship site and the supervising instructor in the program report student experiences to the faculty. Internship sites are provided by the faculty in the program and visited regularly. Sites must receive prior approval. Students should expect to spend a minimum of an additional two hours per week per credit hour outside the internship setting to prepare for the experience and to complete all the appropriate reports.

**Arranged**
An arranged course is a predefined learning experience where the faculty makes individual preparations with a student to teach an existing course on an arranged basis. The course learning objectives stated in the existing syllabus are covered; homework, assignments, projects and tests are given as required in the syllabus. Credit is evaluated upon satisfaction of course objectives, assignments and assessment. Students should expect to spend a minimum of three hours per week per credit hour to meet the objectives of the class and complete all the appropriate assignments.
Hybrid
A hybrid course is a mix of face-to-face and online course instruction, where no more than 50% of face time is substituted with online instruction. Students in the hybrid course must satisfy all of the learning objectives, activities and other assignments and assessments as determined by the faculty teaching the course. In addition to the time spent in the face-to-face setting, students should expect to spend a minimum of three hours per week per credit hour to meet the objectives of the class and complete all the appropriate assignments.

Applied Music
The Applied Music course is the individual voice or instrument lesson arranged between the faculty and student. Each credit hour equates to a half hour weekly private lesson. In addition to the lesson time, students should expect to spend a minimum of three hours per credit hour per week in practice. Students can only earn credit upon satisfactory completion of the final examination or its equivalent. The faculty and student determine specific learning objectives, lesson assignments and materials.

Music Ensemble
The music ensemble course is the vocal or instrumental performance groups; the learning objectives of the course, including ensemble materials, are arranged by the faculty member. A credit hour of ensemble will meet a minimum of two hours per week (up to three hours based on the requirements of the particular ensemble). Credit is awarded based on satisfying the learning objectives of the course, including ensemble performances as arranged. In addition to the class time, students should expect to spend a minimum of two hours per credit hour per week in practice.

Career Technical Course Credit Hour
A career technical course credit hour is defined as a combination of lecture, demonstration and hands-on learning experiences. The course blends a typical lecture with laboratory experiences, in a seamless fashion. Time in class may be up to two hours per week per credit hour. In addition to class time, students should expect to spend a minimum of two hours per credit hour per week outside of class to complete assignments, prepare projects or demonstrations and otherwise meet the objectives of the course.

Career Technical Laboratory Course
A career technical laboratory course is a hands-on learning activity. The course meets a minimum of two contact hours per credit hour and provides students with activity to support skills in the career area. The course is supervised by a faculty member and specific learning objectives are outlined in the course syllabi. Students should expect to spend an additional two hours per week per credit hour outside of the laboratory class to prepare the laboratory assignment and complete all the appropriate reports.

Physical Education
Physical education is a physical activity course; students will spend two hours per week per credit hour in class and/or engaged in the physical activity defined in the class. The course provides a student learning experience while engaged in the physical activity
associated with the course. To assess credit, student must satisfactorily complete the assigned number of meeting times and other learning objectives of the course.

**Grades, Grade Descriptions and Grade Assignment**

East Central College Board Policy 3.6 states, “The faculty at East Central College have sole responsibility for assignment of grades to students based upon student academic performance and other criteria as described in the official course syllabus provided to each student. These criteria have been developed by the faculty and are considered appropriate by the academic program or division of the college.”

The following grade assignments and procedures should be used by faculty in the official assignment of a grade to a student:

**Grade Descriptions and Records**
Each faculty member’s assignment of grades reflects the following standard college grading scale and corresponding grade points earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average, Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>WX</td>
<td>Administrative Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>H</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0</td>
</tr>
</tbody>
</table>

At the end of each academic semester, faculty are required to submit final course grades to the registrar and file a record of the grade—plus the criteria used to arrive at the official grade—with the appropriate instructional division. Grades are available to students via eCentral on the college Web site. All submitted grades become part of the student’s official record (transcript) and are used in the computation of the semester grade point average and the student’s cumulative grade point average.
Other Grade Options
Mid-Semester Progress Reports
In addition to final grades, faculty report mid-semester student progress. At that time, faculty members are required to report the mid-semester grades of D and F. No grade report is necessary for students making satisfactory progress.

Other Grades
Incomplete (I)
A grade of incomplete (I) may be recorded for a student who has completed 80% of the required coursework with a passing grade but, because of reasons acceptable to the instructor, has failed to complete all coursework. Each grade of I must be accompanied by an incomplete contract with specific terms and all appropriate signatures. All coursework must be completed during the following semester. If class attendance is required, coursework must be completed during the semester when the course is next offered. A final grade will be recorded as determined by the instructor. Students on financial aid should consult with the Financial Aid Office regarding the impact a grade of I may have on student financial aid status.

Audit (H)
Audit (H) grades carry no credit hour value and do not count in credit hours attempted in certain financial aid programs. A student may elect an audit grade option following these procedures:

- A student is admitted to the college, meets all course admission requirements and registers for the course, paying the usual tuition and fees and enrolls as an audit student. Faculty may or may not require that the audit student take exams, but all attendance requirements are the same as other students in the class. A student completing the class and meeting the audit requirements as established by the faculty member will receive a grade of H for the class, but no credit hour completion will be associated with it. A student who fails to meet the attendance requirement may withdraw or be administratively withdrawn from the class and receive a grade of W.
- A student is admitted to the college, meets all course admission requirements, registers for the course paying the usual tuition and fees and enrolls in a class. Within the college refund period (as defined in the course schedule and available in the Registrar’s Office), a student may change status to audit (H). All the procedures for an audit class then apply.

Withdrawal (W)
Students who elect to withdraw from a course within the official withdrawal period will receive a grade of W. This grade carries no credit hour value, but does count in credit hours attempted in certain financial aid programs.

Withdrawal – Administrative (WX)
The recorded grade “WX” indicates that the student was administratively withdrawn from the course. The withdrawal “WX” was initiated by the instructor or a campus official due to excessive absence or other reason that warrants an administrative withdrawal. The grade is not used in calculating the grade point average, carries no
credit hour value and will count in credit hours attempted in certain financial aid programs.

**Pass (P)**
In some courses and under certain circumstances, a grade of P is used to indicate that a student has attained a level of knowledge within a for-credit course or program. Circumstances that warrant the use of P include, but are not limited to, articulated credit, advanced placement and foreign language credit program. Any specific course must first receive approval from Academic Council to have a grade option of P. In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a pass grade option.

**No Credit (NC)**
An option only for students enrolled in dual technical credit courses, the NC grade demonstrates that the student has not achieved the minimum standard to receive credit.

**Grade Point Average**
*Grade point average* is determined using the following steps:
- For purposes of computation, exclude all grades of W, WX, P, I and H.
- For all other grades, multiply the credit hour value of the course by the point value of the grade; this value is the student’s *grade points*.
- Total the number of semester hours attempted in all courses used to determine grade points; this value is the student’s *hours attempted*.
- Divide the grade points by the hours attempted; this number (a value of at least 0.00 and not to exceed 4.00) is the grade point average.

*Cumulative grade point average* computations include all courses taken at ECC plus any courses transferred and accepted by the college.

In addition to the above material, faculty should also be familiar with the:
- **Grade Appeal Process** (Board Policy 3.7).
- **Grade Forgiveness Policy** (Board Policy 3.8).
- **Grade Replacement Policy** (Board Policy 3.9).

Detailed information about these policies is available in the *Board Policy Manual* and *ECC Student Handbook*. 
Student Attendance

ECC is an attendance-taking institution. All faculty will distribute to students a current course syllabus that includes a statement detailing specific course attendance policy, guideline and actions. Such course attendance policy will be congruent with the institutional attendance guidelines, as stated here.

Institutional Attendance Policy

Student attendance in class, regardless of the delivery modality, is important for student success. Faculty will take attendance at each class meeting and record attendance in a class record. For a student to be considered attending the following conditions must be met:

- A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot be absent for the equivalent of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.
- A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy.

Should any of these conditions apply, the faculty member will follow the actions as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

On a per-course basis, and as defined in the course syllabus, the faculty member defines what constitutes excessive absence in any particular class and must clearly state these terms in the course syllabus. Any withdrawal action based on absence must be supported by a clearly written policy in the course syllabus and accurate attendance records.

All faculty members must keep daily attendance records. Financial aid guidelines require that last date of attendance information be provided for certain final grades.

The drop date on the withdrawal form will not be accepted as the last date of attendance in class, nor will the faculty member’s word suffice. Official documentation, specifically the date that the student last attended class, must be noted in an official class record.

Each semester, faculty will receive written guidelines on the reporting of official student attendance. The division chair, the registrar or the Office of Instruction can provide additional information.
As of fall 2011, faculty members are required to submit attendance information on no-show students and non-attending students at certain dates throughout the semester. Additional and timely information on this reporting will be sent via email.

**Field Trips**

Field trips may be used to support academic study. Faculty should contact the division chair for important information on guidelines and necessary approval for off-campus learning activities.

Field trip requests must be approved through the Office of Instruction. Any faculty member arranging such an experience must accompany and supervise the students on the trip. Students must complete the *Student Travel Request & Approval Form* (see Appendix H) and the *Hold Harmless Agreement*. These forms, which are on the college Website, must be submitted to the Office of Instruction two weeks prior to the planned activity.

**Learning Center and Testing Center**

The Learning Center (TLC) provides tutoring services in math, English and science. TLC staff also helps students with basic computer skills, word processing, spreadsheet functions and formatting presentations. In addition, TLC has computers, group study rooms, printers and other resources for students to use for academic purposes.

The Testing Center is located in the Learning Center and administers a wide variety of tests in a quiet and distraction-free environment. For more information on testing options, contact the LC director. Or, refer to Appendix C at the end of this manual for Testing Center guidelines and usage information.

*The Adaptive Technology Lab*, housed within the Learning Center, provides alternate formatting of textbooks and other course materials, technology for special needs, and a distraction-free environment for studying. Contact Denise Walker (ext. 6606) for more information about what the AT lab has to offer, or Paul Lampe in Access Services (ext. 6581) about student accommodations.
**Student Handouts**

All adjunct faculty will receive a code to use the copiers located throughout campus. Large copy jobs should be sent to Imaging Services for production; requests should be submitted at least a week in advance.

In deference to the new guidelines related to student printing, faculty should print and distribute any document a student is required to have in print form. Faculty must follow copyright law as it applies to student materials and the potential for violation. Information regarding copyright guidelines is available in the Office of Instruction.

**Student Printing**

Effective fall 2012, students will receive a print card good for 200 printed pages per semester. Print cards for additional printed pages may be purchased in the bookstore or from the cashier.

**Final Exams**

The final exam schedule is detailed on the college Web site. All adjunct faculty are to follow the official final exam schedule. Evening and summer courses will use the last scheduled class period for the final exam. Any requests to alter the schedule must be approved in advance by the division chair and vice president of instruction.

**Assessment Activities**

Each academic unit, discipline and/or department on campus is responsible for maintaining an assessment plan and reporting on student learning outcomes. As members of the academic departments, all adjunct faculty members are required to be part of the departmental assessment activities.

Division chairs provide guidance to the adjunct faculty in the types of activities, the reporting requirements and how the results will be used in improving student learning. Adjuncts are asked to provide specific learning results to the division chair in support of the assessment plan of the unit.
Grade and Official Class Records

Grade records must be retained by all faculty for each student in each class. Student grade records, as maintained by a faculty member, must be sufficient to substantiate any grade recorded in the case of a grade appeal.

Faculty grade records are used as official documentation regarding grades for student work, student attendance and other official purposes. The division chair must be informed regarding current student grade records (type of record and its location) and the records of previous courses. All official college grade records are submitted at the end of each semester to the appropriate division office.

In addition, faculty will maintain an official class record of student attendance.

Class Rosters

Current class rosters are accessible on eCentral. Rosters are available once an adjunct faculty member is officially assigned to the course. Adjunct faculty with questions regarding the use of eCentral should contact their division chair, the registrar’s office or staff in the Office of Instruction.

Student Withdrawals/Administrative Withdrawals

Any student who wishes to change their enrollment status in a course must complete and submit a “Drop/Add Form.” Faculty members are required to sign the form and record the last date of attendance. The form and additional information regarding the drop/add process are available in the Registrar’s Office. In most instances, an add/drop fee will be charged to students when submitting a change in official registration.

Withdrawal - Administrative

Because East Central College believes that learning is an interactive process, students are expected to attend classes or participate in online courses regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at East Central College may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class:

The recorded grade “WX” indicates that the student was administratively withdrawn from the course. The withdrawal “WX” was initiated by the instructor or a campus official due to excessive absence or other reason that warrants an administrative withdrawal. The grade is not used in calculating the grade point average, carries no credit hour value and will count in credit hours attempted in certain financial aid programs.
Class Cancellations

On occasion, circumstances require that class be cancelled. Such circumstances might be inclement weather or specific on-site occurrences (i.e. power failure, etc.). For “Absences Due to Inclement Weather,” see Board Policies and Procedures, the Student Handbook or the Web site.

When a decision to cancel classes is made, all classes (degree, certificate, continuing education and adult basic education) at that site are cancelled. At specific satellite locations, local circumstances may require cancellation at a particular site. Notification is handled accordingly.

If a decision is made to cancel evening classes after the start time, the evening services specialist or evening generalist will handle on campus notification. The college Web site maintains current information regarding cancellation of classes or campus closures. Adjunct faculty should contact the division chair, registrar or vice president’s office with questions regarding campus closure.

Tobacco-Free Campus

Effective Jan. 1, 2013, East Central College is tobacco free. Tobacco-free status applies to all college locations, sites and properties. More information can be found on the college Web site at: http://www.eastcentral.edu/faculty/resources/tobacco_policy.php

College Holidays

During the fall semester, classes are not held on Labor Day, fall break, the Wednesday before Thanksgiving, Thanksgiving Day and the Friday following Thanksgiving. During the spring semester, classes are not held on Martin Luther King Day, during spring break and Good Friday.

During the summer session and summer break, ECC is closed on Memorial Day and Independence Day (or the designated official holiday). Depending on the day of the week of Independence Day, the class schedule may be affected.

Please refer to the current academic calendar for specific information. Calendar information is available on the college Web site.
SECTION 5: Student Policies and Procedures

Refer to this section for topics pertaining to student recognition, information access, privacy laws and academic issues, namely:

- Academic progress policy.
- Academic honors.
- Grade replacement policy.
- Academic probation and suspension.
- Disciplinary probation and suspension.
- FERPA (Family Educational Rights and Privacy Act).
Academic Progress Policy

Every student enrolled at East Central College is expected to make reasonable progress toward graduation; such progress is measured based on attempted credit hours and the achieved grade point average (GPA). Students are considered to be making minimum progress if they have cumulative GPA as follows:

After 12 hours attempted course work ................................................................. 1.80
After 24 hours attempted course work ................................................................. 2.00

Academic Honors

Students who earn a 3.85 or better semester grade point average in 12 or more semester hours will have their names published on the President’s List for students of superior scholastic achievement. Students who earn a 3.5 to 3.84 semester grade average in 12 or more semester hours will have their names published on the Dean’s List for students of superior scholastic achievement.

The associate of arts, associate of science, associate of arts in teaching, associate of fine arts and associate of applied science degrees are granted with the designation of “honors” or “highest honors” to candidates of superior academic achievement. A student with a cumulative GPA of at least 3.85 in all college courses will graduate with “highest honors”; a student with a cumulative GPA of at least 3.50, but less than 3.85 will graduate with “honors”.

Students with strong academic records (3.50 or above) are eligible for membership in the East Central College Chi Delta chapter of Phi Theta Kappa, a national scholastic honor society.
**Grade Replacement Policy**  
*(Adopted August 28, 2003)*

East Central College students may elect, under certain circumstances, to repeat a course in which the grade received was a D, F, W or H and have the grade replaced for purposes of grade point average computation. The original grade is removed from the cumulative GPA computation and replaced with the subsequent grade received. This policy applies only to coursework taken at East Central College. Application of the policy is limited to two repeats per course, not to exceed a total of five courses.

**Procedures**

1. If the course being repeated has changed in prefix, credit hours or name, but not in substance a student may substitute a course different but similar to the original one upon approval of the chief academic officer.
2. Previous academic action, such as placement on academic probation, will not retroactively be altered by a grade replacement once a course is repeated nor will any honors retroactively apply.
3. Students must obtain and complete an application for *Grade Replacement Form* available from the registrar’s office. The form must be signed and approved by an appropriate college official (see form for details).
4. The original grade remains on the student’s official transcript and is denoted appropriately.
5. If a student withdraws from a course being repeated, the original grade will be included in all grade point average computations.
6. A course taken at East Central College may not be repeated at another institution for grade replacement at East Central College.
7. Transfer schools may or may not recognize the *East Central College Grade Replacement Policy*.
8. Such grade replacement will not retroactively impact a student’s status with respect to any financial aid program or other student assistance program.
9. Grade replacement does not supersede a faculty member’s right to change a grade he/she has recorded based on other circumstances.
10. The student is responsible for any and all fees and tuition associated with enrollment in any repeated.
Academic Probation and Suspension

A student whose progress falls below minimum requirements is placed on academic probation. If the student is not removed from probation at the end of the subsequent semester, automatic suspension for one semester results. Students have the privilege of petitioning the vice president of student development or his/her representative in writing, for immediate reinstatement. The petition should include descriptions of any extenuating circumstances and a statement of reasons for expecting immediate improvement in the quality of scholastic achievement.

A student on scholastic suspension who wishes to apply for re-admission after the lapse of one or more semesters must follow the procedure described above. A petition must be submitted to the vice president of student development, or his/her representative, at least two weeks before final registration for the semester in which the student wishes to be readmitted.

Disciplinary Probation and Suspension

Suspension from the college may be deemed necessary for inappropriate student conduct. Disciplinary policies are governed by the Student Conduct Code, available from the vice president of student development, or his/her representative, and printed in the student handbook/planner. In accordance with ECC policy, the appropriate college committee handles consideration of readmission of disciplinary cases.

Adjunct faculty should refer to the appropriate college official any student who demonstrates inappropriate behavior.

FERPA (Family Education Rights and Privacy Act)

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student records. FERPA also regulates institutions’ obligations regarding release of information and access to student records. East Central College, and all its employees, complies with FERPA regulations. Questions regarding access to student records may be addressed to the registrar.
SECTION 6: GENERAL COLLEGE POLICIES AND PROCEDURES

The information in this section represents a non-exhaustive set of college policies related to the position of adjunct faculty member. For a statement of official policy and a complete list of college policies and procedures, please refer to the Board of Trustees Policies and Procedures Manual, available at www.eastcentral.edu.

The Board of Trustees and ECC reserve the right to edit, change and update all policies and procedures. Current information on any item stated herein is available in the Office of Instruction or Human Resources.

Topics include:
- Children on campus.
- Sexual harassment.
- Drug and alcohol use.
- College computer use.
- Financial services.
- Adjunct faculty hiring.
- Part-time employees.
- Faculty primary assignment.
- At-will employment.
- Social media.
Children on Campus

East Central College main campus and satellite locations are not equipped to provide childcare services. Faculty and staff should not, under any circumstances, bring minor children along when working.

The instructor determines classroom policies. College policy does not allow for minor children to be unaccompanied while on the main campus or at any satellite location. No minor children should be permitted in a computer lab, a science lab or other space deemed inappropriate by the instructor or college official.

Sexual Harassment Policy

East Central College is committed to creating and maintaining a positive environment, conducive to teaching and learning. Faculty members, as employees, and students have the right to work and learn in an environment free from sexual harassment. All faculty are required annually to successfully complete the online training in the prevention of and identification of sexual harassment in the work place.

Per ECC Board Policy 5.5:

All employees and students of East Central College are to be treated fairly and equally. Sexual harassment is inconsistent with this environment and will not be tolerated.

Definition

Sexual harassment may be defined as unwelcomed sexual advances, requests for sexual favors, and other communication or physical conduct of a sexual nature that takes place under any of the following conditions:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's status as a student.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individual's employment or student status.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive environment.

Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault. Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

1. Sexually-oriented jokes, kidding or stories;
2. Veiled suggestions of sexual activity; display of pictures, posters, or other sexually suggestive, demeaning or pornographic material; and/or
3. Touching, patting, pinching or hugging.
**Employee's Obligation**
Accountability for compliance with this policy shall be the responsibility of all employees. Employees will be required to participate in the annual training, which is currently on the Web site.

**Prohibited Practices**
While it is not the intent of the college to regulate employees' social interactions or relationships freely entered into, the college will not tolerate any behavior or communication or physical contact, by any employee or student, which constitutes sexual harassment of another employee or student.

**Complaint Process**
Employees or students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

**A. Informal Procedure**
1. Clearly say "no" to the person whose behavior is unwelcomed;
2. Communicate verbally or in writing with the person whose behavior is unwelcomed, describing the incident(s), factually, describing feelings or consequences of the incident(s), and request that the unwelcomed behavior stop immediately; and/or
3. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcomed.

**B. Formal Procedure**
If informal resolution has been unsuccessful, a formal grievance may be filed with the director of human resources. Formal grievances brought to the deans or other administrators will be referred to the director of human resources for investigation and action. A complaint form is available from human resources.

**C. Procedure for Investigation of Claims**
It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:
1. Interview complainant regarding the nature and specifics of the incident(s);
2. Interview the person accused of sexual harassment; and
3. Interview other possible witnesses, if appropriate.

**D. Action**
The director of human resources will review with the president of the college any disciplinary action or steps to be taken. These may include:
1. Verbal warning.
2. Written warning in the individual's personnel file.
3. Suspension and/or probation.
4. Termination.
5. Dismissal of the case.
Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.

**Exercise of Rights**
Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation.

**Drug and Alcohol Use Policy**

It is the objective and goal of East Central College to provide a drug and alcohol-free environment (see Board Policy 5.6).

**Federal Law Compliance**
To ensure this drug-free, healthy and safe work environment, it is the college’s intent and obligation to:
- Comply with the *Drug-Free Work Place Act of 1988* (Public Law 100-690).

**Explanation and Consequences of Prohibitive Behavior**
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, narcotics or alcoholic beverages on the college premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites) or college-sponsored functions is absolutely prohibited. This includes reporting to work under the influence of alcohol or illegal drugs and/or having a detectable level of alcohol or an illegal drug present in one’s system while on the job, operating college vehicles or on any college premises.

Violations will result in disciplinary action, up to employment termination, and may also have legal consequences. All employees and applicants are required to comply with the ECC Drugs and Alcohol Policy, as a condition of employment.

Instance of violations could result in the involvement of civil law enforcement authorities. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence or using those substances while working; or dispensing, distributing or illegally manufacturing or selling them on college premises.

Employees subject to the *Drug-Free Workplace Act* who are convicted of any criminal drug violation occurring in the workplace must report the conviction in writing to the ECC Human Resources Office within five days. HR will then take appropriate action as required by law.

Employees may be asked to take a drug and alcohol test if there is reasonable cause, or an on-the-job accident.
Reasonable Cause Testing
A drug and alcohol test is required whenever there is reasonable suspicion to believe that an employee is under the influence of these substances. The following circumstances could cause reasonable suspicion:
  - Observed drug or alcohol use.
  - Apparent physical state of impairment.
  - Incoherent mental state.
  - Marked change in personal behavior that is otherwise unexplainable.
  - Deteriorating work performance that is not attributable to other factors.
  - An accident where there is reasonable suspicion that drugs or alcohol may be a factor.
  - Any circumstances, which cause a reasonable suspicion that, an employee is under the influence of illegal drugs and/or alcohol.

Post-Incident Testing
Testing for drugs and alcohol should occur after an on-the-job incident that results in:
  - Significant damage to property as determined by local management.
  - A work-related injury that requires treatment by a physician. Those subject to testing will include anyone who may have been responsible for causing the incident.
  - Operational error that results in the release of hazardous or toxic substance.

As allowed by law, the test determines the presence of drugs, narcotics or alcohol. Employees who agree to take it must first sign a consent form, which authorizes the college to use the results to administer its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol/illega drugs. Policy violations will result in discipline that may include termination. Tests that are paid for by ECC are the property of the college, and the examination records are treated as confidential and held in separate medical files.

Employer and Employee Responsibilities
Supervisors should report immediately to the Office of Human Resources any action by an employee that might pose a danger to himself/herself or others. The director of Human Resources will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises.

Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek help. Authorization to return to work will be required. Employees who participate in a treatment program will be expected to meet existing job performance standards and established work rules.

Nothing in this statement is to be interpreted as constituting a waiver of management’s responsibility to maintain discipline or the right to take disciplinary measures in the case of poor performance or misconduct.
It must be understood that this policy has no bearing whatsoever on what employees do on their own time unless it reflects on their job performance.

**Alcohol and Drug-Free Awareness Program**
The college will establish an alcohol and drug-free awareness program to inform employees about:

- The dangers of alcohol and drug abuse in the workplace.
- The College’s policy and procedures for maintaining an alcohol and drug-free workplace.
- Any available drug counseling, rehabilitation and employee assistance programs.
- The penalties that may be imposed upon employees for alcohol and drug abuse violations occurring in the workplace.

**Treatment**
Persons who suspect that they may have an alcohol or drug dependency problem are encouraged to seek diagnosis and follow through with the treatment that is prescribed by qualified professionals in order to arrest the problem. Persons having these problems will receive treatment that is extended under our health benefit plans.

**College Computer Use Policy**
Anyone using the college’s computer network, equipment, hardware or software must adhere to the terms and conditions of acceptable use; access to the college’s technology resources is a privilege, not a right, granted to the college’s faculty, staff and students in support of their studies, instruction, academic and student life, college responsibilities, official business of the college and other college-related activities. Questions regarding what constitutes acceptable use should be directed to the Information Technology Department. Violations of these terms could result in loss of computer privileges or disciplinary action.

All faculty should note that instructional, student and office computer equipment and software are the property of the college and cannot be removed without written permission. They should contact their division chair or the vice president of instruction.
Financial Services Policies

Payroll
All payroll checks are direct deposited. For more information, please contact the Payroll Office.

Purchasing Policies
Purchasing policies are located in section 4.6 of the Board of Trustees Policies and Procedures Manual. Specifically all purchases are to be made following the purchasing policies established by the college.

Expenditures under $100 may be reimbursed for emergency expenditures provided “the expenditure is necessary to the operation of the college and provided the expenditure is approved by the president, appropriate vice president, vice president of finance and administration or budgetary unit head.” All other expenditures must be made through the business manager/director of the physical plant.

Hiring of Adjunct Faculty

According to Board Policy 5.9.6, “the division chairperson or designee is responsible for recommending hiring approval of adjunct faculty to the vice president of instruction. An Adjunct Instructor Approval Form must be completed on all new adjunct faculty and on file in the Office of Human Resources along with the appropriate application materials including application, resume, and official transcripts. The approval form must be signed by the division chairperson and approved by the chief academic officer (the vice president of instruction) before the adjunct can be listed as the instructor of record. Adjunct faculty must meet the same qualifications as full-time faculty.”

Part-Time Employees

Per Board Policy 5.12.6:

Part-time, hourly-paid positions may be approved for any number of hours per week less than 40. Most part-time positions will not exceed 19.75 hours per week.

Adjunct faculty, paid per credit hour, may work a maximum of 18 credit hours per calendar year, not to exceed nine credit hours in any one semester. Hours worked must comply with retirement regulations. Exceptions may be made with the permission of the chief academic officer.
Primary Faculty Assignment

Board Policy 5.13.2 states:

Each full-time and adjunct teaching faculty member shall be assigned a primary discipline or career field by action of the Board of Trustees upon recommendation by the president of the college. More than one primary discipline or career field may be assigned if the required qualifications are met. To be assigned to a primary discipline(s) or primary career field(s), the full-time and adjunct teaching faculty member must meet one of the following minimum qualifications:

- a. A master's degree with a major in the subject field to be taught, or a master's degree with 18 graduate credit hours in the subject field to be taught.
- b. Thirty semester hours of graduate work in a specific subject discipline to be taught.
- c. A combination of coursework and directly related work experience in the career field to be taught.

Employment At-Will Policy
(Adopted June 1, 1992, Revised June 23, 2003)

According to Board Policy 5.15:

Employees who do not have a separate, individual employment contract with the college for a specific, fixed term of employment are employed at the discretion of the college for an indefinite period. These employees may resign from the college at any time, for any reason, or may be terminated at any time, with or without cause.

Procedures
Affected Employees. Those employed at-will are:

- a. Full- and part-time support staff (hourly paid).
- b. Part-time/adjunct faculty (paid per credit hour).
- c. Part-time, extra duty or professional assignments (paid based upon stipend or a set amount).
- d. Temporary employees.

5.20.4 Direct Deposit
All full-time and part-time employees and adjunct faculty will be paid by direct deposit to the employee's account. Direct deposit enrollment forms are available from Financial Services or Human Resources. Temporary employees are not eligible for direct deposit.

5.24.2 Tuition Waiver Eligibility
To be eligible for tuition waiver benefits of ECC credit classes, individuals must be full-time employees regular, full-time limited employees, part-time employees, current adjunct instructors, or retirees of East Central College. Temporary employees are not eligible for this benefit.
Spouses and un-emancipated children of full-time employees are also eligible for tuition waiver benefits. Un-emancipated children may be: natural children, adopted children, stepchildren that live with you, or other children for whom you are the legal guardian, as long as they are under age 24, unmarried, and live in the employees’ residence.

**Adjunct instructors** are eligible for tuition waiver benefits of ECC credit classes, not to exceed nine credit hours, during the semester immediately following completion of their assignment as an adjunct instructor. Retirees are individuals who are eligible for normal or early retirement benefits through PSRS/PEERS with at least five years of service to East Central College.

A tuition waiver of ECC Continuing Education fitness classes is extended to full-time regular and part-time regular employees.

Full-time employees of East Central College and Central Methodist University may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

Full-time employees of East Central College and Four Rivers Career Center may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

**5.29.2 Performance Review**

Adjunct faculty will be evaluated by the division chairperson during their first semester of employment and periodically thereafter.
Social Media

East Central College uses social media (i.e. Twitter, Facebook, etc.) as an official tool to enhance communication with potential students and the public at large. Social media is a low-cost, high-impact mechanism to promote and advance the college’s brand. However, it is however important to note that there is no such thing as a private site or privacy when using social media.

The following guidelines are intended to protect both the faculty—and the college’s—best interest. As this technology continues to change and grow, the necessary guidelines and policies will also. Please take note of current guidelines and policies that relate to social media:

- Faculty should not post confidential or any information that other parties may consider confidential; policies such as the Family Educational Rights and Privacy Act (FERPA) apply.
- When posting, faculty members act as college employees; they should not engage in “online” conduct that would be inappropriate in person or on campus.
- Faculty should not discuss or share information involving another person or persons, their participation in any campus activity or event, or even the names of coworkers without their written permission.
- Faculty members maintain full responsibility for their postings; they could be held liable for any posting that is construed to be a copyright infringement, defamatory or libelous.
- They should not engage in inappropriate online behavior; it is never as private as they think. While ECC works to create a work environment free from discrimination and sexual harassment, it cannot control the behavior of others in an online environment. When encountering such behavior, faculty should report it to the appropriate on-campus office.
- Faculty members’ privacy is their responsibility if they choose to participate in postings on social media. They should never share personal information about employees, students, faculty or anyone at the institution under any circumstances.
- Remember, behavior that is not allowed in person or on campus, is not allowed in an online environment. A person’s good name is valuable and should be protected.
SECTION 7
COLLEGE SERVICES

The college provides the following services and facilities to students, faculty and/or staff:

- Bookstore.
- Counseling services.
- Academic advisement.
- Financial aid.
- Financial services.
- Food services.
- Human Resources.
- Library.
- Imagining Services.
- Registration.
- Grademaster test scoring.
- Academic programs.
- Distance education.
- Classes.
**Bookstore**

The primary function of the bookstore is to sell the required and recommended textbooks and other supplies necessary and helpful to the student's college career. Books are stocked at the request of instructors. Textbooks may be purchased before classes begin each semester and any time thereafter. However, if students are uncertain about buying books, it is recommended they attend class first.

The bookstore will repurchase used textbooks, which are in good condition at the end of each semester provided that such textbooks are currently in use by the instructional departments. Also available for sale in the bookstore are course-related supplies for specialized classes and general school supplies.

Regular bookstore hours are posted each semester.

**Counseling Services/Academic Advisement**

Counseling and academic advisement services help students make educational and career decisions compatible with their aptitudes and interests. Counselors also work with students, whose performance is hampered by personal problems, referring them to community resources where appropriate.

The Counseling Services and Academic Advisement Offices hours are posted each semester.

**Financial Aid**

East Central College provides a full-service Financial Aid Office to students. The office helps students complete appropriate paperwork and obtain information on various types of financial aid. Students may receive assistance on a walk-in basis.

A number of grants, loans and scholarships are available to students of ECC. Those in need of financial aid are urged to contact the office regarding assistance. Hours of operation are posted each semester.

**Financial Services**

Financial services available to students also include collection of tuition and fees; installment payments; issuance of financial aid checks; issuance of refund checks; distribution of parking permits; lost and found; plus other miscellaneous services. Office hours are posted each semester.
**Food Services**

Campus food service is available at Café Central, located in the Multi-Purpose Building, main campus. Several vending machines are also located in other buildings on campus and at some satellite locations. Café Central’s schedule is posted each semester.

**Human Resources**

The Human Resources Office is responsible for handling personnel paperwork, benefits, and human resources plans (compensation, benefits, development, etc.). A new adjunct faculty member is responsible for submitting the following forms to the HR Office prior to the start of the semester:

- Completed application.
- Official transcripts.
- Application for vocation certificate (if applicable).
- I-9 form with appropriate documentation (typically a driver’s license with picture ID and the social security card).
- Federal and state W-4 forms.

Until all paperwork is submitted, an adjunct faculty member is not fully approved to teach and will not be compensated. Final approval for teaching is granted by the Board of Trustees.

**Library**

The East Central College Library contains approximately 32,000 bound volumes; 300 current periodical subscriptions; more than 5,000 reels of microfilm; 400 videos; 200 CDs; and a 2,400-item pamphlet file. Electronic periodical databases offer indexing for thousands of titles with many in full text. Inter-Library Loan is available for acquiring materials located in other libraries in the United States. The new library facility is in the Buescher Hall building.

The OPAC (on-line public access catalog) provides access to the Library’s collections. The library utilizes the Library of Congress Classification system to arrange its materials by subject.

On-site electronic resources include access to the Internet, EBSCOhost, Academic Search Elite, OCLC (Online Computer Library Center), FirstSearch, Info Trac Health Reference Center and Lexis-Nexis Academic Universe. Numerous other electronic sources are provided through MOREnet and can be accessed by logging in with EBSCOhost.

Hours of operation are posted each semester. Adjunct faculty should contact library staff for additional information and to arrange for particular assistance for themselves and their students.
Imaging Services

Among the services offered are:
- Word processing services for tests, programs, brochures, syllabi and related work.
- Duplication of printed materials using photocopiers.

For further information existing services or any others that may be available, contact Imaging Services. Hours of operation are posted each semester.

Registration

The Registration Office hours are posted each semester. Additional hours are added during peak periods prior to and at the start of each semester. The Registration Office can help adjunct faculty use eCentral for rosters and grade submission. Adjunct faculty will receive regular reminders throughout the semester regarding deadlines for submission of student no-shows, mid-semester grades and final grades.

Grademaster Test Scoring

A Grademaster scoring machine is located in various offices on the main campus and at the satellite locations and may be utilized by faculty. Adjunct members should contact their division chair for further details.

Academic Programs

Programs of Study Options
East Central College offers students five degree choices:
1. Associate of Arts (AA)
2. Associate of Applied Science (AAS)
3. Associate of Arts in Teaching (AAT)
4. Associate of Fine Arts (AFA)
5. Associate of Science (AS)

Each degree option affords students a variety of options based on their academic interest and career choices.

Associate of Arts (AA) Degree
The Associate of Arts is the institutional transfer degree. Each AA degree is comprised of the general education block (a minimum of 43 credit hours) coupled with elective options in the academic area of choice. Students completing the AA degree who transfer to a public baccalaureate institution in Missouri will enter the transfer institution at the junior level; all lower division general education coursework will be satisfied.

Information on the following AA degree options is included in the catalog:
The Associate of Applied Science (AAS) Degree

The Associate of Applied Science is the career and workforce preparation degree. Each AAS degree is comprised of a block of general education coursework (a minimum of 20 hours) coupled with a minimum of 44 credit hours of program-based coursework. While the AAS is a career preparation degree, many institutions may consider the degree in transfer. Certificate options are also available in many of the career fields offering the AAS degree.

Information on the following AAS degree options is included in the catalog; those with a related certificate are indicated with an asterisk*:

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<th>ECC AAS Degree Options</th>
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<td>Graphic Design*</td>
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Associate of Arts in Teaching (AAT) Degree
The Associate of Arts in Teaching is the institutional transfer degree for students preparing to study in educator programs. Each AAT degree is comprised of the general education block (a minimum of 43 credit hours), tailored to the specific needs of these majors, coupled with elective options in the area of teacher preparation. Students completing the AAT degree and transfer to a public baccalaureate institution in Missouri offering teacher preparation programs will enter the transfer institution at the junior level; all lower division general education coursework will be satisfied and the core block of teacher education courses will transfer.

Associate of Fine Arts (AFA) Degree
The Associate of Fine Arts is the institutional fine arts degree. Specifically articulated with the University of Missouri – St. Louis, the AFA degree is comprised of a general education core tailored to students interested in study in a Bachelor of Fine Arts program and the necessary coursework to prepare students for that study. Students may choose from a variety of elective coursework appropriate for the specialized areas of studio and graphic arts.

Associate of Science (AS) Degree
The Associate of Science is the institutional pre-engineering degree. Specifically articulated with the Missouri University of Science and Technology, the AS degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering. Students may choose from a variety of elective coursework appropriate for the specialized area of engineering of expressed interest.

Distance Education
ECC offers a variety of distance education opportunities for students through the campus learning management system, Moodle. The following options are available to students for using Moodle to support learning:

Web–Online
Course instruction is delivered entirely online. Students typically follow a schedule and are required to meet published deadlines. Campus attendance may be required for course orientation and some assessments (possible meeting frequency, location and time is available from the instructor), but is not regularly scheduled. Other course requirements—observations, internships, interviews, etc.—still require student attendance, as appropriate and indicated.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need regular access to high-speed Internet at home, on campus or at a satellite location. Typically, online classes require a time and effort commitment of at least three times the credit hour value of the class. For example, for a three credit hour class, students should expect to spend nine to 12 hours on class work.
Web-Hybrid
Course meeting time is reduced by a maximum of 50%, while the remainder of the course is taught as an online class. Students must attend class meetings on a regular, scheduled basis; scheduled class meeting times will be published in advance. A Web-hybrid course does not reduce the time required of students to be successful. Students have to meet many of the course objectives using the campus learning management system in an online learning environment.

In addition to the necessary technical skills required for online learning, students should be highly motivated, self-disciplined and have the ability to learn independently. They need access to high-speed Internet outside of class time, either at home, on campus or at a satellite location.

Web-Enhanced
For traditional, on-campus courses scheduled to meet at a regular time, faculty use the learning management system to post the course syllabus, other materials and required student assignments/activities to support the class. Faculty may also provide other Web-based support. Outside of class time, students need access to high-speed Internet at home, on campus or at a satellite location.

Classes
East Central offers many study alternatives with a variety of introductory, transfer, career/technical and continuing education classes. Day and evening courses are offered on the main campus in Union, at the Southwest Area Center in Sullivan, Four Rivers Area Career Center in Washington and the Rolla Technical Center in Rolla. As interest warrants, classes are also scheduled in other area communities.

Distance education options are available to local residents. Enrollment in distance learning provides students additional and convenient study opportunities.

Customized training is another service available to the community. Programs are designed to meet the specific needs of manufacturing and service organizations within the service area.
Section 8: Appendices

This section contains information and forms that will aid adjunct faculty members in their instruction and courses, namely:

- Academic Honor Code.
- The Learning Center.
- Testing Center usage guidelines.
- Division configurations.
- Moodle Syllabus Tool.
- Student incident report form.
- Sample adjunct assignment sheet.
- Sample student travel request form.
- Sample instructional assistance request form.
- Sample guest speaker form.
- Sample Testing Center cover sheet.
- Adjunct absence reporting procedure.
- Sample adjunct absence request/report form.
- Retirement systems checklist.
- ECC organizational charts.
Appendix A: Academic Honor Code

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty will be understood to be a violation of the Honor Code.

Introduction
East Central College connects its community to its future. As learners, academic integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical to the college’s ability to provide exemplary learning experiences.

The Student Conduct Code lists, as its first item for which students may be subjected to disciplinary action, “Failure to adhere to the college’s Academic Honor Code.”

The Academic Honor Code is a statement of the college’s position regarding student conduct as it relates to academic integrity. It is not intended to supersede any specific course or instructor’s printed guidelines or policies contained in any course syllabus; it is however to be considered academic policy for all students and a benchmark for student intellectual conduct. Any violation of the Academic Honor Code will be first viewed as an issue of behavior and therefore subject to discipline as stated in the Student Conduct Code. It is not a matter of academic performance.

This document is provided to all students and is part of college academic policy. Students are responsible for learning about and being fully aware of activities, which constitute violation of the Academic Honor Code. The following list is presented for information and clarification and is not intended to be exhaustive.

Faculty retains the right to recommend remedy when students are in violation of the Academic Honor Code. Students retain the right to grieve any accusation of policy violation as outlined in the Student Handbook. It is the responsibility of the student to know these policies exist.

Academic Honor Code Definitions and Clarifying Comments

Academic Dishonesty
This is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of any student’s performance. Some examples and definitions are given below. The college faculty can provide additional information, particularly as it relates to a specific course, laboratory or assignment. The following non-exhaustive list contains acts satisfying the definition of academic dishonesty and will subject the student engaging in such acts to appropriate disciplinary action.

1. Cheating
   This is defined as an intentional use or attempted use of material, study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise.
Examples of cheating: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the faculty member.

2. Plagiarism
This is defined as careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas or data as your own without permission or appropriate acknowledgement.

Examples: copying another person’s paper, work, computer disk or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another person and claiming it to be yours; not properly acknowledging a source which has been summarized or paraphrased in your work.

3. Facilitation of Academic Dishonesty
This is defined as knowingly assisting another in violation of the Academic Honor Code.

Example: working together without permission on a take home test; or providing classmates with information about a test you have already taken before your classmate takes it.

4. Multiple Submissions:
This is defined as the submission of work from one course to satisfy a requirement in another course without appropriate permission.

Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

5. Fabrication/Forgery:
This is defined the use or submission of contrived, invented, forged or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record.

Examples: making up a source or citing a nonexistent publication or article; representing made-up data as real for an experiment in a science class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

6. Obstruction:
This is defined as behavior that limits any student’s opportunity to participate in any academic exercise or attempts to block access to resources.
Examples of obstruction: destroying a library resource before another student can access it; interfering with another student’s efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

7. Misconduct in Creative Endeavors:
This is defined the misrepresentation of another person’s ideas, writing, computer images, artistic effort or artistic performance as one’s own.

Examples: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

This list is not exhaustive. Students should always question whether an act can be construed as academic dishonesty prior to participation in the act. Faculty can and will question acts of academic dishonesty which may not be part of this list. The student carries the responsibility for clarification of any questions of possible violation. The faculty member will gladly have the discussion and clarify the point.

Professional Behavior
Students are expected to adhere to those standards required and associated with their academic program of study or particular courses. Such standards are generally presented to the students by the faculty in programs or courses to which professional standards apply. An example would be specific ethical and professional standards associated with the nursing program or the education majors. Violations of these standards will be treated in the same fashion as academic dishonesty.
Appendix B: The Learning Center

Our Mission
The Learning Center supports the mission of East Central College by providing services to students and faculty, which facilitate instruction and learning, strengthen academic outcomes, and increase student retention.

Tutoring
TLC offers tutoring in math, English, computer skills, biology and chemistry. Availability of tutors at different locations will vary. Call the center closest to you to get the most current tutor schedule.

1. Student tutors are faculty recommended and maintain a high GPA. Specialists have degrees in the area they tutor and most also have teaching experience.
2. All tutors and Specialists are trained according to CRLA and NADE guidelines. (To learn more about tutor training, visit: www.crla.net and www.nade.net, or call Ellen Aramburu, ext. 6603)
3. Tutoring staff does not work problems or give answers when tutoring! Attention is focused on helping students find the answer and develop learning strategies that will help them succeed.
4. Data shows that students who come regularly for tutoring earn better grades than those who do not!
5. More than 5,000 tutoring sessions took place in TLC during the 2012-2013 academic year.

Study Area
TLC is a great place to study and do homework! There are computers available for student use, tables for individual or group work, and study carrels for quiet study. TLC staff is available to answer questions or assist students when they need it.

TLC Staff Likes to Help!
In addition to tutoring, TLC staff can assist students with account passwords, wireless access, navigating Moodle and eCentral, scanning, copying, etc. Do not hesitate to send students our way!

College Success Coaching
This is a program offered by Graduate! St. Louis, in partnership with TLC. Students meet with a “coach” who helps them work on skills such as time management, goal setting, note taking, test anxiety, etc. Appointments are not required. Call Ellen Aramburu (ext. 6603) for more information.

Group Study Rooms!
TLC has group study rooms for students to study together, work on group projects, or practice presentations. The rooms are equipped with eBeam technology for students to get hands-on experience with classroom technology! Rooms may be reserved in advance by calling or stopping by TLC desk!
**Take-Home Test Alert!**
We do not help students with take-home tests! If you are giving a take-home test, you may want to let TLC know so that we do not inadvertently help too much! Call Ellen Aramburu (ext. 6603) for main campus concerns or Megan Woodcock (573-468-8287, ext. 16) for satellite locations.

**TLC Tours/Class Visits**
These are available upon request! We would love to visit your class or have them visit us to promote our services. Call Ellen Aramburu (ext. 6603) to schedule a time at main campus or Megan Woodcock (573-468-8287) for Rolla or Sullivan!

**TLC Discovery!**
TLC has an interactive online activity that highlights the various services housed in our space! The activity takes about 50 minutes to complete—perfect for one class period! If you are interested in assigning students a Learning Center project, call Alison Tucker (ext. 6688) to find out more!

**The Adaptive Technology Lab**
This provides alternate formatting of textbooks and other course materials, technology for special needs, and a distraction-free environment for studying. Contact Denise Walker (ext. 6606) for more information about what the AT lab has to offer, or Paul Lampe in Access Services (ext. 6581) about student accommodations.

**Graduate! St. Louis**
Funded through the U.S. Department of Labor, this covers the development of programs and scholarships in the areas of IT, health and green as well as remedial work. GSL funds Academic Boot Camp, builds study groups for high-risk courses, promotes college coaching and/or tutoring through TLC and other retention activities. GSL also sponsors the AHERO club.

**MO Health Wins (MHW) & MO Manufacturing Wins**
This program funding promotes innovative approaches to deliver and provide Health Care/Services programs and training to Missourians who have been displaced because of Foreign Trade (Trade Act) or who are unemployed, underemployed and under-skilled. TLC offers a Transitions course for grant participants who need remedial coursework and prerequisites before beginning program coursework.
### ECC The Learning Center (TLC)/Testing Center (TC) Hours of Operation

<table>
<thead>
<tr>
<th>Union - BH 175</th>
<th>Sullivan - Room 4</th>
<th>Rolla - RTC 119 &amp; 114</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester schedule:</strong></td>
<td><strong>TLC:</strong></td>
<td><strong>TLC (119):</strong></td>
</tr>
<tr>
<td>Mon. - Thurs:</td>
<td>Posted each semester.</td>
<td>Posted each semester.</td>
</tr>
<tr>
<td>7:30 a.m. - 7:30 p.m.</td>
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<tr>
<td>Friday: 7:30 a.m. - 2 p.m.</td>
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<tr>
<td><strong>Interim/break schedule:</strong></td>
<td><strong>TC &amp; Tutoring:</strong></td>
<td><strong>TC (114):</strong></td>
</tr>
<tr>
<td>Mon. - Thurs.:</td>
<td>Posted each semester.</td>
<td>Mon. - Thurs.:</td>
</tr>
<tr>
<td>7:30 a.m. - 4:30 p.m.</td>
<td></td>
<td>7:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday: 7:30 a.m. - 2 p.m.</td>
<td></td>
<td>Friday: 7:30 a.m. - 2 p.m.</td>
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</table>
Appendix C: The Testing Center Usage Guidelines

Purpose
The Testing Center provides a broad range of testing and proctoring services for ECC faculty and students. Its professional and service-oriented staff assists instructors and students by maintaining a comfortable, quiet and secure environment for individualized, out-of-class testing.

Hours, Location & Contact Information

<table>
<thead>
<tr>
<th></th>
<th>ECC-Union</th>
<th>ECC-Sullivan</th>
<th>ECC-Rolla</th>
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</thead>
<tbody>
<tr>
<td><strong>Hours:</strong></td>
<td>Mon. - Thurs.: 7:30 a.m. - 7:30 p.m.</td>
<td>Posted each semester.</td>
<td>Mon. - Thurs.: 7:30 a.m. - 7:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday: 7:30 a.m. - 2 p.m.</td>
<td></td>
<td>Friday: 7:30 a.m. - 2 p.m.</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>1st Floor Buescher Hall</td>
<td>11 North Clark, Sullivan, MO 63080</td>
<td>500 Forum Drive, Rolla MO 65401</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>(636) 584-6124</td>
<td>(573) 468-8287</td>
<td>(573) 458-0165</td>
</tr>
</tbody>
</table>

1. *The last test is handed out one hour before closing. All tests must be turned in at closing time.*
2. *Hours vary during interim, summer and weeks leading up to finals. Check the Web site for revised hours.*

Testing Center staff members are *expressly interested in maintaining the security of all tests* that are entrusted to them and they ask instructors to pay close attention to the following procedural guidelines when submitting and retrieving tests.

**Submitting Tests**
Tests must be dropped off by an instructor, clerk or division chair to one of the three ECC testing locations listed above. A signature is required to confirm delivery and receipt. The cover sheet—found on the Testing Center Web site and linked here—is required for submission of all tests.

[http://www.eastcentral.edu/faculty/faculty_resources/learning_center_resources.php](http://www.eastcentral.edu/faculty/faculty_resources/learning_center_resources.php)

**Paper Tests**
Attach a cover sheet to *each copy of the test*, with the appropriate information for the student(s) taking the test.
Web-based Tests
Submit only one copy of the cover sheet, indicating the appropriate login information. Also attach a photo roster for the course, indicating the testing location next to each student’s name.

Delivery of Tests to Distant or Multiple Sites
TC personnel are responsible for delivering tests in a secure manner to the ECC testing center indicated as the testing site. Tests will travel directly from one Testing Center to another in a securely locked box rather than from mailroom to mailroom. Instructors will need to allow up to 48 hours for delivery time.

Retrieval of Tests
Instructors must pick up tests from one of the three testing locations once the testing window has expired. Signatures will again be required of both TC personnel and instructors to confirm delivery and receipt. Tests will NOT be mailed or delivered to the faculty member’s office. At the end of each semester, TC staff will purge testing files and at that time they can mail tests to an on-campus address upon request. Unclaimed tests will be filed and held until the end of the following semester.

Grading of Tests
TC staff is not responsible for grading tests.

Testing an Entire Class
The Testing Center is designed to give tests on an individual basis (i.e., make-ups, retakes, etc.) It is not intended for groups of students at one time. It is also not intended to take the place of classroom testing. Only courses that have no scheduled classroom and/or meeting time are permitted to schedule every exam in the Testing Center.

There are instances where it is appropriate to put a test for an entire class in the Testing Center but this should be the exception, not the norm (e.g. An instructor is going to a conference and schedules a test in order not to lose class time). In these cases, faculty must fill out and submit the cover sheet and attach a copy of the course roster or photo gallery. The instructor also needs to provide a copy of the test for each student on the roster, and allow a minimum of two to three days to take the test.

Online Testing
All testing policies apply to computerized testing as well.

Students with Special Needs
If any students require special accommodations, such as a reader or writer, arrangements must be made through the college ACCESS counselor.

Photo ID Requirement
Students need their IDs to login to the Testing Center.
**Electronic Devices/Personal Belongings**
No cell phones, pagers, cameras, calculators or other electronic devices are allowed inside the testing room. Lockers are provided for students to lock up personal belongings while taking a test and students are strongly encouraged to use them. Testing Center staff is not responsible for lost or stolen items.

**Academic Dishonesty**
If students are caught using materials not approved for a test or otherwise engaged in activity that appears to be dishonest, TC staff will take the following actions:

1. Inform the students they have been seen and that their instructor will be informed.
2. Immediately collect any prohibited materials.
3. Allow the students to finish the test.
4. Contact the instructor as soon as possible.
5. Report the incident to the Vice President of Academic Affairs.

*TC staff thanks instructors in advance for working within its guidelines. They understand that unanticipated situations will arise throughout the semester and appreciate the understanding of the faculty as they deal with each situation in the very best way they know how. Strong lines of communication and adherence to the guidelines outlined above will help alleviate any problems. If faculty members have any questions or concerns, they should call the Union Testing Center (ext. 6124) or the Learning Center Director (ext. 6603).*
Appendix D: Division Configurations

2013-2014 Division Configuration (by Faculty)

Science (11)
Fatemeh Nichols, Division Chair
Kevin Dixon, Biology
David Brooks, Biology/Biotechnology
Matt Monzyk, Chemistry
Daniel Johnson, Biology
Parvadha Govindaswamy, Biology
Elizabeth Winters-Rozema (Rolla), Biology
Tracy Rusco (Rolla), Biology
Sarah Havens (Shared), Biology/Health Science
Brian Schmitz, Chemistry/Chemical Technology
Amber Dunn, Medical Assistant

English, FL and Philosophy (11)
John Hardecke, Division Chair
Bob Mahon, English
Sue Henderson, English
Bev Sumey, English
Linda Barro, English
Mary Buckey, Reading
Leigh Kolb, English/Journalism
Janice Meyer, Spanish
Richard Knudsen, Philosophy/Religion
Josh Stroup, English
Patsy Watts (Rolla), English

Mathematics & Physical Science (14)
Ann Boehmer, Division Chair
Eric Lawrence, Mathematics
Anne Mentz, Mathematics
Linda Follis, Mathematics
Shaun Roberson, Mathematics
Sarah Waring, Mathematics
Laura Roselli (Rolla), Mathematics
Barry Bookout, Engineering/Physics/Mathematics
Isaiah Kellogg, Physics/Engineering
Reginald Brigham (Shared), Mathematics
Curtis Elliot, Precision Machining
Donna Wilkinson, Precision Machining
Nathan Esbeck, Industrial Engineering Tech.
Mark McGhee, Mathematics

Fine and Performing Arts (9)
Adam Watkins, Art Coordinator
Jennifer Higerd, Art
Sean Barton, Graphic Design/Multimedia
Jennifer Judd, Music Coordinator
Aaron Bounds, Music/Band
Timothy Sexton, Music/Choral
Grace Austin, Theater Coordinator
Chris Swanson, Theater/Communications
Shanee Haynes, Communications

Mathematics & Physical Science (14)
Ann Boehmer, Division Chair
Eric Lawrence, Mathematics
Anne Mentz, Mathematics
Linda Follis, Mathematics
Shaun Roberson, Mathematics
Sarah Waring, Mathematics
Laura Roselli (Rolla), Mathematics
Barry Bookout, Engineering/Physics/Mathematics
Isaiah Kellogg, Physics/Engineering
Reginald Brigham (Shared), Mathematics
Curtis Elliot, Precision Machining
Donna Wilkinson, Precision Machining
Nathan Esbeck, Industrial Engineering Tech.
Mark McGhee, Mathematics

Business, Education Social Science and Technology (8)
Mary Beth Huxel, Division Chair
Jay Mehrhoff, Physical Education
Vacant Position, Education
Deb Schultze, Health Information Management
Suneetha de Silva, Education
Nanette Sayles, Health Information Management
Rick Sumner, HVAC/R
Ted Hirsch, Culinary Arts
Mike Palazzola, Culinary Arts

Business Dept. (5) (Coordinator Vacant)
Richard Hudanick, Business
Vacant Position, Accounting
Judy Cook, CIS
Diane Pellin, CIS/Networking
Jason Durbin (Shared), Bus. Management & Tech.

Nursing and Allied Health (11)
Robyn Walter, Division Chair
Judy Bieker, Nursing
Robbie Weseman, Nursing
Stephanie Buchholz, Nursing
Nancy Mitchell, Nursing
Andrea Garner (Rolla), Nursing
Audrey Reed (Rolla), Nursing
Debbie Wax (Rolla), Nursing
Tom Fitts, EMT
Donna Thomas, Nursing
Elizabeth Long (Rolla), Nursing

History/Political Science Dept. (4)
Russ Henderson, Hist., Coordinator
Dennis Pohlman, Govt./Hist./Pol. Science
Jerry Amoloza (Shared), Economics
Coreen Derifield, History, Political Science

Psychology/Sociology Dept. (3)
Wendy Pecka, Psychology, Coord.
Bill Cunningham, Sociology
Kristen Oates (Rolla), Psychology/Sociology
2013-2014 Division Configuration (by Discipline)

Science
Fatemah Nichols, Division Chair
Biology
Biotechnology
Chemistry
Chemical Technology
Environmental Science
Geology
Health Science
Medical Assistant
Related Science and Life Science fields

Mathematics & Physical Science
Ann Boehmer, Division Chair
Mathematics
Engineering
Physics
Precision Engineering
Industrial Engineering Technology

Fine & Performing Arts
Art Department
Art
Graphic Design/Multimedia
Communications/Theater Department
Mass Communications
Theater
Communications
Music Department
Music

Nursing & Allied Health
Robyn Walter, Division Chair
Nursing
Nursing Bridge
Occupational Therapy Assistant
EMT/Paramedic
Fire Technology English

Business, Education, Social Science & Technology
Mary Beth Huxel, Division Chair
Physical Education
Education
Health Information Management
Culinary Arts
HVAC/R

Business Department
Accounting
Business
Business Management & Technology
Business Technology
CIS
CIS/Networking

History/Political Science Department
Civilization
Economics
Geography
History
Political Science

Psychology/Sociology Department
Anthropology
Criminal Justice
Psychology
Sociology

English, Foreign Language & Philosophy
John Hardecke, Division Chair
English
Reading
Journalism
Foreign Language
Spanish
Philosophy/Religion

Partner Programs
Automotive Technology (FRCC)
Building Construction (FRCC)
Welding (FRCC)
Respiratory Care (RTC)
Radiologic Technology (RTC)
Appendix E: Moodle Syllabus Tool

Course: Enter your course name
Course Code: Enter your course code

Semester: Enter the current semester
Course Meets On: Enter days courses meets on
Course Time: Enter your course time
Course Location: Enter your location

Instructor: Enter your full name
Office: Enter your office location information
Office Hours: Enter your office hours
Phone: Enter your full phone number
Email: Enter your email address

Disclaimer: SYLLABI MAY BE MODIFIED AT ANY TIME WITHOUT PRIOR NOTICE

Course Description
Enter the course description found in the ECC course catalog

Course Prerequisites
List any prerequisites for your course

**Note to Instructors**
The following is an example, which may be chosen, or you can write your own. Please delete unused examples before printing.

Example: Students enrolling in College Algebra must have knowledge of Intermediate Algebra (as evidenced by an appropriate placement test score) or have successfully completed, with a grade of C or better, a course in Intermediate Algebra. Faculty will assume that students not having satisfied the prerequisite as stated here have voluntarily waived the college’s responsibility to see that they are properly placed in their mathematics courses and accept full responsibility for this waiver.
**Required Textbook & Course Materials (available in the bookstore)**
List any required texts for your course.

**Technology**
List all specific course technology required that will be utilized in the classroom/lab and/or that the students will need to purchase.

**Note to Instructors**

The following is an example, which may be chosen, or you can write your own. Please delete unused examples before printing.

Moodle Example:
This course is taught through the Moodle course management system. To be successful, it is required that the students have access to the Internet to participate in class and complete course assignments/homework. See list above for the technology used in the coursework.

If for some unforeseen circumstance the Moodle system should not be functioning or available please look for a message on the East Central homepage. If you do not see a message please call the ECC IT Helpdesk at (636) 584-6738 or the Moodle Helpdesk at (636) 584-6609 for assistance. If Moodle should go offline for a period of time there will be a message from your instructor in an email outside of Moodle or in the resource block of the course detailing modifications to the current assignment or schedule which will allow students additional time to complete work.

The best way to communicate with your instructor is through the Moodle course. If you send your instructor an email and you haven’t heard back from him/her within two days assume the instructor did not receive the email. Please call him/her at the phone number at the top of this syllabus.

**Competencies and Objectives**
Please list the course objectives and competencies.

East Central College Common Learning Objectives:

**Note to Instructors**

Please select one of the following statements:

1. This course satisfies East Central College’s Common Learning Objective for (instructor select one of the following: Ethics/Social Responsibility, Communication or Creative/Critical Thinking)

   A description of ECC’s Common Learning Objectives can be found at: http://www.eastcentral.edu/common/assets/CommonLearningObjectives.doc

2. This course does not satisfy East Central College’s Common Learning Objective.
**General Education Information**

**Note to Instructors**

Please select one of the following:

1. This course does not meet East Central College’s general education requirements.

2. This course satisfies East Central College’s general education core in the following way(s):

   **Instructors select ALL that apply:** Humanities & Fine Arts, Mathematics, Life & Physical Sciences, General Education Core, Writing, Higher Order Thinking, Managing Information, Valuing, Global.

   A description of ECC’s Common Learning Objectives can be found at: [http://www.eastcentral.edu/common/assets/CommonLearningObjectives.doc](http://www.eastcentral.edu/common/assets/CommonLearningObjectives.doc)

**Notice of Non-Discrimination**

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Ina Hays, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.

**Tobacco Free**

As of January 2013, ECC is completely tobacco free.

**Classroom & Online Conduct and Behavior**

Student conduct in any classroom, laboratory or studio should adhere to the East Central College Student Conduct Policy and the Academic Honor Code. Classroom misconduct which may lead to your removal from class includes, but is not limited to, forgery or misrepresentation of class attendance, obstruction, disruption or interruption of teaching, failure to turn off a cell phone which disrupts teaching, playing games or otherwise misusing a laptop or desktop computer during class time, any physical abuse or safety threat directed toward faculty, staff or other students, theft, property damage, disruptive, lewd or obscene conduct, abuse or misuse of computer time, repeated failure to attend class as required, repeated failure to participate or respond in class as required and any flagrant or disrespectful actions or words directed to the faculty or other students.

Faculty may request your removal from class for any such misconduct or excessive absences. The instructor may then report a grade of record for such class as indicated within the course syllabus; the grade of record for the course is at the sole discretion of the faculty member. East Central College supports intellectual inquiry and diversity and respects the rights to students to academic freedom. Students with concerns regarding the quality of instruction in this course may direct those concerns to the appropriate
division chair, ______________________, or the vice president of instruction or the vice president of student development. Further, all students may use the electronic course and faculty evaluation tools to submit an evaluation of this instructor and this course.

**Note to Instructors** **The following are additional examples of conduct policies and you can include your own additional policy if you prefer. Please delete unused examples before printing.**

Example 1:
**Code of Conduct:** Students will be expected to follow the Student Code of Conduct that is outlined in the *ECC Student Handbook.*

Example 2:
**Classroom Conduct:**
You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other’s opinions and values. Discipline problems are not tolerated. Any discipline problem will be dealt with swiftly and permanently by removing the student from the class. This statement is the first and last that will ever be spoken on the topic...

Example 3:
**Online Conduct:** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred face-to-face in the classroom. If you have concerns about something that has been said, please contact your instructor immediately.

**Class Format**
Provide a detailed overview of your courses and the method(s) of instruction utilized.

**Note to Instructors**
**The following are examples of class formats for you to use or you may write your own. Please delete examples before printing.**

Example 1:
Students will be expected to attend all class sessions and complete all homework assignments, quizzes, and exams. Note that a quiz may be given at any time, with no prior notice, at the instructor’s discretion. Quizzes may not be made up. It is the student’s responsibility to be in class for all quizzes and in-class assignments. If you are late for class, do not expect extra time to finish your quiz or other classroom assignment.

Exams in this course are given as scheduled; no test will be given without notice. Approximate dates of exams are indicated on the attached schedule; the exact dates will be announced in class. If a test is administered in the Testing Center, a period of one to two days will be specified for students to take the test. It is the student’s responsibility to know when the test date or deadline is. Tests may be made up, but a grade reduction penalty will apply. No exceptions.
A comprehensive final exam will be given according to the college’s published final exam schedule.

**Example 2 (Moodle):**
The course is designed in module format. The first module of the course is considered the resource module. It contains information that you might want to use throughout the semester. After the first module you will find week modules. Each week module contains all the information/activities you are responsible to read or complete for the week. Each module is considered online class time for the week. The week modules will be taught online through video/podcasts, PowerPoints, case studies, narratives, Web links, discussion forums, assignments and quizzes. The class week runs from Wednesday morning to Tuesday at midnight. Students will be required to complete a block of work from Wednesday to Saturday at midnight and another block of work from Sunday morning to Tuesday at midnight. This will allow those that can only work on the weekend to complete the course requirements. Students will be allowed only to work on one week at a time to allow for rich group discussion.

**Course Outline**
Provide an outline of your course.

**Method of Student Evaluation**
Provide your grading scale and list any policies.

**Note to Instructors**
The following are examples for you to use or you may write your own. Please delete examples before printing.

**Example 1:**
A student’s grade will be determined according to the following breakdown and scale:
- Quizzes/other assignments: 15%
- Tests: 50%
- Final Exam: 35%

A: 90-100%  B: 80-89%  C: 70-79%  D: 60-69%  F: 0-59%

**Attendance**
ECC is an attendance-taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:
A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy, stated below:

**Note to Instructors** You may include a more restrictive and specific course attendance policy than mentioned above. If you do not use a more restrictive policy, delete this note to instructor and all examples below. The following are examples of more restrictive attendance for you to use or you may write your own. You must include how attendance will impact grade. Please delete unused examples before printing.

Example 1:
**Attendance Policy:** In order to maintain academic quality:
- Each student is allowed absences equal to three hours during the semester. Students are responsible for the material covered in class and the assigned homework on the days they are absent. Students are expected to partner with another classmate for an update on missed material.
- Each student will be marked absent once for every 2 days that student is late to class or leaves early (3 minutes after the beginning of class is considered late).
- If a student misses more than two classes unexcused, the instructor may drop the student’s final grade by a complete letter grade.
- If a student misses more than three classes unexcused, the instructor will drop that student from the course.

Example 2:
**Attendance Policy and Late Work Policy:**
After three absences, a student cannot pass this class. Students must arrive to class on time and should not leave class early – either may result in being considered absent. All students are responsible for completing all reading and writing assignments by the assigned due dates. Late assignments will be downgraded one letter grade for each day they are late unless we have made previous arrangements to extend a due date. Papers turned in more than one week late will not be evaluated.

**Online Learning Agreement**
All students are expected to comply with the [ECC Online Learning Agreement](#), which can be found in the Student Resources section on the login page of Moodle.
**Academic Honesty and Plagiarism Policy**
All students are expected to follow the Student Academic Handbook. The student academic handbook can be found at:
http://www.eastcentral.edu/common/assets/StudentHandbook.pdf

**Note to Instructors**
You may insert your own specific policies.

**Early Alert**
East Central College has and Early Alert Referral System (EARS), which instructors may use to identify and report students who might be at risk of failing or doing poorly in a course for a variety of reasons – poor attendance, lack of participation, refusal to purchase required course materials, failure to complete assignments, lower than expected grades on tests and assignments, etc. Any questions about EARS may be directed to Ryan Crider, Developmental Studies Coordinator, at 636-584-6547 or recrider@eastcentral.edu

**Learning Centers**
Need help? Visit the Learning Center. For hours or additional information, contact the site nearest you:
- Union: (636) 584-6688 or email: general_tutoring@eastcentral.edu
- Southwest Area Center (Sullivan): (573) 468-8287, ext. 14
- Rolla: (573) 458-0165 or email: rollacampus@eastcentral.edu

**Access Services for Students with a Disability:**
If you have a health condition or other disability, which may require an accommodation in order for you to effectively participate in class, please make an appointment with the Access Counselor by contacting the Counseling and Career Services department secretary; located at Buescher Hall Office 153, phone (636) 584-6576 or TDD (636) 583-4851.

**Note to Instructors**
It is recommended either to use Moodle to give a syllabus quiz or one of the following statements:

**Example 1:**
I have been made aware of the course guidelines for (enter course name) described in this Syllabus. I hereby agree to these terms and conditions.

Print Name

__________________________
Student signature

__________________________
Date
Example 2:

Please initial that you are aware that all activities will be assigned and graded, and these activities will not be accepted late. 

Please initial that you are aware that although the practice and homework problems will not be graded, their completion is one of the best ways to pass this class.

Please initial that you are aware that there is a required classroom notebook, and that daily assignments must be completed in full prior to the start of class, and may not be made up.

Please initial that you are aware that there is one extra credit assignment due during week 13, and this assignment will not be accepted late.

Please initial that you are aware that there will be four chapter tests, which are most likely taken in class, and that you are allowed only one make-up provided you have met certain criteria. Additionally, the lowest of these will have its score replaced by the final exam score (if higher).

Please initial that you are aware that there are two group projects due this semester (due dates to be announced), and these assignments will not be accepted late.

Please initial that you are aware that there is a comprehensive final exam scheduled for 12:00 pm on Thursday, May 16, and that you are not allowed to make-up the final.

Please initial that you are aware that you will be dropped from the course during the first 12 weeks for excessive absences, after week 12 you may drop the course at any time up to the final exam with a W with the appropriate paperwork. However, once you take the final exam, you are committed to your grade.

Please sign below and return this page to me verifying that you have received a copy of the syllabus for Metric & Nonmetric Geometry. By signing this you are accepting that you are responsible for the material contained in the syllabus.

____________________________________________________________
Print Name

____________________________________________________________
Student signature Date
Appendix F: Student Incident Report

The Student Concern/Incident Report is available online under Faculty & Staff > Employee Resources > Forms: https://publicdocs.maxient.com/incidentreport.php?EastCentralCollege
## Appendix G: Sample Adjunct Assignment Sheet

**East Central College**

### Adjunct Assignment Sheet

**FALL 2010**

<table>
<thead>
<tr>
<th>REVISED 8/9/2011</th>
<th>Course No.</th>
<th>Title</th>
<th>Enroll</th>
<th>Credit Hour</th>
<th>Load</th>
<th>Overload</th>
<th>Pay</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CT1003**</td>
<td>Oral Communications</td>
<td>22</td>
<td>3</td>
<td>3.00</td>
<td></td>
<td>$1,800.00</td>
<td>-5140-00</td>
</tr>
<tr>
<td></td>
<td>CT1003*</td>
<td>Oral Communications</td>
<td>20</td>
<td>3</td>
<td>3.00</td>
<td></td>
<td>$1,800.00</td>
<td>-5140-00</td>
</tr>
<tr>
<td><strong>TEACHING TOTALS:</strong></td>
<td>42</td>
<td>6</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td><strong>$3,600.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**ADJUSTMENTS (NON-TEACHING):**

| GRAND TOTAL: | 6.00 | 0.00 | **$3,600.00** |

Minimum enrollment for this semester is 15 students. Pay is $600 per pay unit.

Pay dates for the semester will be September 10, September 24, October 8, October 22, November 5, November 19, December 3 & December 17.

Please submit course syllabus electronically using the Moodle upload tool.

If a signed copy of this assignment sheet and course syllabus (uploaded in Moodle) are not received, the second paycheck (September 24) will be held and continue to be held until this documentation is received.

Recommendation:

---

Division Chairperson or

Vice President, Career & Outreach Education (if applicable)

---

I accept this appointment under the above conditions, agree to meet the course as scheduled and will abide by the policies and procedures of East Central College.

---

Employee Date Director of Human Resources
Appendix H: Sample Student Travel Request Form

Student Travel
Request & Approval Form

NOTIFICATION INFORMATION
1. Please submit this completed form to your Division Chair at least two weeks prior to the date of any off-campus student trip under the auspices of East Central College.
2. The Division Chair will submit the approved request to the Vice President of Instruction.
3. If applicable, the Division Chair will submit the approved request to the Vice President of Career & Outreach.

SPONSOR CONTACT INFORMATION
Sponsor’s Name: ____________________________________________
Signature: ________________________________________________

Phone: __________________________ Email: _______________________
@eastcentral.edu @adjunct.eastcentral.edu

SPONSOR ACKNOWLEDGEMENT
Sponsor hereby acknowledges that all participating students have been notified that they are fully responsible for any and all class work missed as a result of the field trip. Students further have been notified that while off campus on the official field trip, they are to fully adhere to the terms of the Student Conduct Code. Sponsor must be a full time employee of the college and is responsible for the supervision of participating students. Sponsor must accompany the students throughout the field trip, including transportation.

TRIP INFORMATION
Class/Organization Title: _______________________________________
Date of Activity: ____________________________
Destination: ____________________________

Method of Transportation: _______________________________________

Description and Purpose of Activity:

Trip itinerary (include arrival and departure times)

Number of Student Attendees: ____________________________

Note: Student Hold Harmless Agreement and Emergency Contact Information MUST be attached to this request form.

APPROVALS
Division Chair: ____________________________________________
Date: _______________ □ APPROVED □ DENIED

VP of Instruction: ____________________________________________
Date: _______________ □ APPROVED □ DENIED

VP of Career & Outreach (if applicable): ____________________________
Date: _______________ □ APPROVED □ DENIED
Appendix I: Sample Instructional Assistance Request Form

### Instructional Assistance Request & Approval Form

<table>
<thead>
<tr>
<th>NOTIFICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please submit this completed form to your Division Chair at least ONE WEEK prior to the date assistance is needed (exceptions may be made in the event of an emergency or illness).</td>
</tr>
<tr>
<td>2. The Division Chair will submit a copy of the request to the Vice President of Instruction for approval.</td>
</tr>
<tr>
<td>3. If applicable, the Division Chair will send a copy of the approved request to:</td>
</tr>
<tr>
<td>□ Union Learning Center Director  □ Site Director:  □ Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor’s Name:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Date Assistance Needed:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Room Number:</td>
</tr>
<tr>
<td>Time Assistance Needed:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSISTANCE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate what type of support you are requesting:</td>
</tr>
<tr>
<td>□ Instructor fill-in</td>
</tr>
<tr>
<td>□ Proctor exam/quiz in the classroom (Photo class roster and appropriate number of copies MUST be attached)</td>
</tr>
<tr>
<td>□ Oversee student activity / laboratory work</td>
</tr>
<tr>
<td>□ Other (please specify details):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Details:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please state reason for request:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FOR EXAM PROCTORING ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: The test proctor will end testing at end of class time. Any unfinished testers will have to turn in test and make arrangements with instructor for any additional time.</td>
</tr>
<tr>
<td>Allotted Exam/Quiz Time:</td>
</tr>
<tr>
<td>Scratch Paper:</td>
</tr>
<tr>
<td>Textbook:</td>
</tr>
<tr>
<td>Calculator:</td>
</tr>
<tr>
<td>Notes:</td>
</tr>
</tbody>
</table>

| ALL | |
|-----|
| STUDENTS | WRITE ON TEST. |
| OTHER: (Please Specify): |

| ** Evening coverage for exam proctoring ends at 7:30 P.M. |

<table>
<thead>
<tr>
<th>APPROVALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Chair:</td>
</tr>
<tr>
<td>VP of Instruction:</td>
</tr>
<tr>
<td>Learning Center/Site Director/ Other (if applicable):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNED PROCTOR/FACILITATOR:</td>
</tr>
</tbody>
</table>

---

ECC Adjunct Faculty Handbook • Page 86
Appendix J: Sample Guest Speaker Form

Guest Speaker
Request & Approval Form

NOTIFICATION INFORMATION
1. Please submit this completed form to your Division Chair at least one week prior to the date speaker is planned.
2. If necessary, the Division Chair will send a copy of the approved request to: □ Site Director of ____________________________
3. A copy will be submitted to the Vice President of Instruction.

INSTRUCTOR CONTACT INFORMATION
Instructor’s Name: ____________________________ Instructor’s Signature: ____________________________
Phone: ____________________________ E-mail: ____________________________
@eastcentral.edu ____________________________ @adjunct.eastcentral.edu ____________________________

The instructor must be in the classroom along with the guest speaker. If the instructor will be absent during the guest speaker’s visit, the Request for Instructional Assistance form must be submitted for approval along with this form.

COURSE INFORMATION
Course Title: ____________________________ Course Number: ____________________________ Date: ____________________________
Location: ____________________________ Room Number: ____________________________ Time: ____________________________

GUEST SPEAKER INFORMATION
Speaker’s Name: ____________________________

Topic to be Addressed: ____________________________

Speaker’s Professional Biography: ____________________________

Instructional Technology Needs: ____________________________

GUEST SPEAKER ACKNOWLEDGEMENT
By signing below, the guest speaker agrees to adhere to college policies and procedures and to follow the class guidelines as shared by the requesting faculty member. In compliance with the Student Right to Know Act, the Safe Schools legislation and the Campus Security Act, the college is responsible for maintaining a safe learning environment for students. By signing below, the Guest Speaker acknowledges that they have not been convicted of a felony.

Speaker’s Signature: ______________________________________

APPROVALS
Division Chair: ____________________________ Date: ____________________________ □ APPROVED □ DENIED
VP of Instruction: ____________________________ Date: ____________________________ □ APPROVED □ DENIED
VP of Career & Outreach (if applicable): ____________________________ Date: ____________________________ □ APPROVED □ DENIED
Site Director (if applicable): ____________________________ Date: ____________________________ □ APPROVED □ DENIED
Instructional Technology (if applicable): ____________________________ Date: ____________________________ □ APPROVED □ DENIED
Appendix K: Sample Testing Center Cover Sheet

Testing Center
Exam Submission Form

TEST SUBMISSION / RETRIEVAL INFORMATION
In order to protect the security and integrity of the exam, please select at least one option from each location category listed below. For more information about Testing Regulations and Procedures, please visit www.eastcentral.edu or contact the ECC Testing Center nearest you.

Drop Off Location: Testing Location: Return Location:
- Union Testing Center
- Rolla Testing Center
- Sullivan Testing Center
- Union Testing Center
- Rolla Testing Center
- Sullivan Testing Center

INSTRUCTOR INFORMATION
Instructor’s Name: Phone: E-mail:
Course Name: Instructor/Department Signature:

PAPER TESTING
If paper testing multiple students, a copy of the exam/quiz MUST be provided for each student. Every exam/quiz MUST have a cover sheet attached indicating the student’s name and ID.

Student Name: Student ID:

STUDENTS WRITE ON TEST.

WEB-BASED TESTING
A class roster listing the test location of each student MUST be attached to this cover sheet for testing center staff use. Please see Testing Regulations and Procedures for more details about web-based testing.

Moodle Test Information:
Test ID/Name:
Test Password:

Start Date: End Date: Time Allowed: min(s) hr(s) TC staff will mark time in and time out, but the STUDENT is responsible for working within the time limit.

Materials students MAY use:
- Calculator
- Textbook
- Notes

Scratch Paper

Provided by:

OTHER: (Please Specify.)

Special Instructions:

TESTING CENTER USE ONLY: FOR PAPER TESTING
Start Time: End Time:
Appendix L: Faculty Attendance Policy and Absence Reports

Faculty members are expected to be in attendance during all scheduled classes meeting times. This includes all class periods in which tests are conducted, guest speakers are present or alternative assignments are given. Additionally, all faculty members are expected to productively use the full class period.

If a class must be cancelled for any reason, the faculty member should alert both his or her division chair and the Office of Instruction or the evening services coordinator. The instructor is responsible for communicating the class cancellation to students through the campus email system or Moodle. This procedure should be followed even if the class in question is cancelled in advance of the day in which faculty are absent.

Excessive adjunct faculty absences may result in payroll deduction.

Faculty members need prior approval from the division chair to change the instruction mode/location/date of the course presented in the class schedule/syllabi. To change the instruction mode to online learning the course must carry a Web distinction and the adjunct faculty must attend online/Web training.

Procedure for obtaining approval of a change in the instruction mode/location/date:
1. Faculty sets up an appointment with the division chair.
2. The division chair and faculty agree upon the change.
3. Faculty completes and signs the Change of Instruction Form.
4. Division chair signs the completed Change of Instruction Form.
5. The form is submitted to the Office of Instruction.
6. Faculty members are responsible of notifying students of the change.
7. The Office of Instruction is responsible for posting the sign outside of the room door.
Appendix M: Sample Adjunct Absence Request/Report Form

### ADJUNCT ABSENCE REQUEST/REPORT FORM

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th># Class Meetings Missed</th>
<th>Course #</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will an Alternative Teaching Method be used: 

- [ ] Yes
- [ ] No

If yes, indicate method

If yes, indicate date notified Division Chair ____________ Division Chair Initials ___________

*Note: If yes, an instructional assistance form must be completed and attached.*

**Please be aware that the absence is still considered as an absence even though an alternative teaching method is utilized.**

Is an Instructional Assistance Form attached: 

- [ ] Yes
- [ ] No
- [ ] N/A

Reason for Absence: 

- [ ] Sick
- [ ] Personal
- [ ] Bereavement
- [ ] Other: ________________

Date Verbally Contacted Division Chair _______ Doctor Release/Note Requested 

- [ ] Yes
- [ ] No

Employee Signature: ___________________________________________ Date: ________________

Division Chair Signature: ______________________________________ Date: ________________

- [ ] Approved, Reason ____________________________________________

Action Taken _______________________________________________________________________

___________________________________________________________________________________

**Absence, regardless of Alternative Teaching Method used, exceeding the equivalent of one week of class per fall or spring semester (or a prorated amount in summer semester), will result in reduction of pay accordingly.**

All Division Chairs and employees should maintain a copy for their records.
### Appendix N: Retirement Systems Checklist

#### Public School Retirement System/Public Education Employee Retirement System – Checklist

<table>
<thead>
<tr>
<th>Description</th>
<th>Retirement</th>
</tr>
</thead>
</table>
| **PSRS/PEERS Retirees** working as an adjunct and/or part-time employee    | - No contribution to PSRS/PEERS or SS if working under 550 hours per fiscal year.  
- Can work a maximum of 550 hours for a PSRS/PEERS secondary or postsecondary school.  
- Can teach up to 18 credit hours per fiscal year for ECC (July 1 – June 30).  
- Complete retirement system log sheet - track hours worked and submit log to Human Resources and division chair at the end of each semester. |
| **Regular Adjunct** – teaching 18 credit hours or less per fiscal year with ECC | No contribution to PSRS/PEERS |
| **Regular Adjunct** – teaching 18 credit hours per fiscal year with ECC and five-plus hours part-time ECC position | Contribution to PSRS/PEERS on all wages |
| **Regular Adjunct** – teaching 18 credit hours per calendar year for ECC and three-plus credit hours at another PSRS/PEERS covered employer | Contribution to PSRS/PEERS required |
| **Employee working part-time for ECC and another PSRS/PEERS covered district** | Contribution to PSRS/PEERS required if combined total hours worked with both schools exceeds 19.75 hours |
| **PSRS active employee** working full-time for another PSRS covered district and adjunct/part-time for ECC | Contribution to PSRS required |
| **PEERS active employee** working full-time for another PEERS covered district but part-time with ECC | Contribution to PEERS required |
| **PSRS active employee** working full-time for another PSRS covered district but part-time with ECC in a support staff position (i.e. Learning Center, assistant coach). | Contribution to PSRS at the reduced PSRS rate per 218 agreement and Social Security |
It is the employee’s responsibility to contact Human Resources if any of the above criteria requiring PSRS/PEERS contribution applies to their employment.

- PSRS contribution is required for employees working 17 or more hours per week in a regular, professional staff position.
- PEERS contribution is required for employees working 20 or more hours per week in a regular, support staff position.

Calculating hours for adjunct instructors will be based on the number of credit hours. One credit hour equals one hour of work plus an additional hour of outside classroom work/prep. For example, a three-credit hour class would equal three hours per week for instruction and one to three hours of outside classroom work/prep for a total of four to six hours of work a week.

PSRS retirees are subject to the following limits on their employment with ALL PSRS-covered employers based on Section 169.560 RSMo:

- **550-Hour Limit**: Employment in any capacity with ALL PSRS-covered employers counts against the 550-hour limitation.

If a retiree exceeds this limit or becomes employed on a full-time, regular basis, the retiree’s PSRS benefit payment will be stopped until employment ends or a new school year begins.

Missouri Public School Districts are members of PSRS/PEERS as well as the following Colleges:

- Crowder College
- Jefferson College
- Metropolitan Community College
- Mineral Area College
- Moberly Area Community College
- North Central Missouri College
- Ozark Technical College
- St. Charles Community College
- St. Louis Community College
- State Fair Community College
- Three Rivers Community College