



# ***Faculty Resource Guide***



**Academic Year 2019-2020**

**1964 Prairie Dell Road ~ Union, Mo. 63084 ~ 636.584.6500**

**[www.eastcentral.edu](http://www.eastcentral.edu)**

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## **SECTION 1: INTRODUCTION**

The East Central College (*ECC*) *Faculty Resource Guide* (released Fall 2019) is provided to full-time faculty as a guide and reference tool. In addition to this publication, faculty members should familiarize themselves with the institution's *College Catalog*, *Student Handbook*, *Board Policy Manual*, Collective Bargaining Agreement (CBA) and other official documents. Questions concerning content should be directed to the *Vice President of Academic Affairs*.

### ***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:

ECC Vice President of Student Development  
131 Buescher Hall Building  
1964 Prairie Dell Road  
Union, Mo. 63084  
(636) 584-6565 or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu)

## Vision, Mission, and Value Statements

### **Vision**

Empowering students and enriching communities through education.

### **Mission**

East Central College will be a leader in higher education, inspiring academic excellence, and driving community development.

### **ECC Values**

**Integrity:** We commit to building trust through open, honest communication and transparent decision making.

**Diversity:** We value diverse identities and perspectives, and are committed to fostering an inclusive community that embraces our differences as essential for success.

**Learning:** We energize our community through continuous personal and intellectual growth, curiosity, innovation, and adaptation.

**Service:** We strengthen our region through responsible citizenship and environmental stewardship.

**Empowerment:** We equip our students and employees with the resources and tools needed to be successful, resilient and courageous leaders in a changing world.

**Collaboration:** We rely on teamwork to accomplish our common goals.

## Institutional Student Learning Outcomes

### **Purpose of Institutional Student Learning Outcomes (ISLO):**

- Articulate the shared educational values of ECC
- Allow students, faculty, and staff the opportunity to create and be part of a collective academic culture
- Reflect and inform the college's mission, vision, and values
- Help shape the decision-making and strategic planning processes of the college
- Inform students of what knowledge and skills they will gain through the course of study
- Communicate expected standards of performance
- Provide a structure for assessing student learning
- Help guide departments and disciplines in the development of student learning outcomes for programs and courses and services

### **Student Learning Outcomes:**

Student outcomes describe what students are expected to know and be able to do at the end of a prescribed period of time. These relate to the skills, knowledge, and behaviors that students acquire as they progress through their study. East Central College is updating its institutional level student learning outcomes to reflect twenty-first century learning valued by faculty and students. Student learning outcomes can be described at the course level, program level, and/or institutional level.

The ISLOs represent the educational values of ECC and allow students, regardless of their course of study, faculty, and staff at the college the opportunity to share in a collective academic culture. Because these outcomes are the most universal educational goals of the college, a single course cannot nor is expected to meet all of the ISLOs.

Each program need not fulfill every ISLO. However, each program must contribute toward at least one ISLO. Likewise, each course within a program need not fulfill every program-level student learning outcome. However, each course must meet at least one of its program's established student learning outcomes. By contrast, a course should meet every one of its stated student learning outcomes.

### **Layers of Learning Outcomes**

#### Institutional Goals

Aligned with its mission and purpose, institutional goals help the entire ECC community (faculty, staff, and administrators) function as one, collaborating unit to assure efficient and effective decision making and a quality academic environment

#### Institutional Student Learning Outcomes

Focused on student learning, outcomes at this level allow for integration of and shared responsibility for learning across the college

#### Discipline/Program Learning Outcomes

At this level, outcomes show students can achieve learning through participating in one or more course, activity, or service within one program area or discipline

### Course/Co-Curricular Activity Learning Outcomes

At this most concentrated level, students can achieve learning through participation in a singular activity or service at one point in time.

#### **For the 2019-2020 Academic Year:**

ECC began work on developing new ISLOs starting in 2018. This work will continue through 2020. Below are two ISLOs that will be implemented during the 2019-2020 academic year. The intention is to add more ISLOs by the end of this academic year.

#### **ECC Institutional Student Learning Outcome Statements:**

##### Communication

Students will be able to effectively express ideas and exchange knowledge in multiple ways.

##### Critical Thinking

Students will be able to integrate knowledge for creating solutions to novel challenges.

### **Accreditation Overview**

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC/NCA). Currently the college has the designation of “Accreditation-On Notice.” The college remains accredited, and has the opportunity to remedy the issues. For more information, please click [here](#).

The college is recognized by and operates under the coordination of the Missouri Department of Higher Education (MDHE), is a member of the American Association of Community Colleges (AACC) and the Missouri Community College Association (MCCA). East Central College operates certain programs that are accredited under national accreditation agency requirements, please click [here](#) for a complete list.

#### **What does this mean for faculty?**

HLC asks for instructors to communicate course requirements to students in writing and in a timely manner. Additionally, HLC requires faculty to participate substantially in:

- Oversight of the curriculum – it’s development and implementation, academic substance, currency, and relevance for internal and external constituencies;
- Assurance of consistency in the level and quality of instruction and in the expectations of student performance;
- Establishment of the academic qualifications for instructional personnel;
- Analysis of data and appropriate action on assessment of student learning and program completion.

#### **Why is assessment so important?**

Assessment of students at the course, departmental, and institutional level is essential because HLC requires institutional data on assessment of student learning to be accurate and address the full range of students who enroll. In addition, institutional data on student retention, persistence, and completion should be accurate and address

the full range of students who enroll. Without instructors collaborating and collecting assessment data, the institution is unable to meet these assumed practices.

**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.

<b>Programmatic Accreditations</b>	
<b>Program</b>	<b>Accrediting Organization</b>
Art & Graphic Design	National Association of Schools of Art and Design (NASAD)
Business / Accounting	Candidate of: Accrediting Council for Business Schools and Programs
Computer Information Systems (CIS)	Association of Technical, Management and Applied Engineering (ATMAE)
Culinary Arts	American Culinary Federation (ACF)
EMT/Paramedic	Commission on Accreditation of Allied Health Programs (CAAHEP) Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
Health Information Management (HIM)	Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) American Health Information Management Association (AHIMA)
Industrial Engineering Technology (IET)	Association of Technology, Management and Applied Engineering (ATMAE)
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Medical Assisting Education Review Board (MAERB)
Music	National Association of Schools of Music (NASM)
Occupation Therapy Assistant (OTA)	Accrediting Council for Occupational Therapy Education (ACOTE)
Precision Machining	National Institution for Metalworking Skills (NIMS)
Radiologic Technology (joint program)	Joint Review Commission for Education in Radiologic Technology (JRCERT)

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
- EMS/Paramedic: Missouri Bureau of Emergency Medical Services
- Education: Department of Elementary and Secondary Education

## **What's New for Academic Year 2019-2020**

### **Strategic Plan, SOAR to 2024**

On August 26, 2019, East Central College's five-year strategic plan, SOAR to 2024, was unanimously approved by the Board of Trustees. *SOAR to 2024* features a new mission and vision for the college, as well as a new set of values, and a student experience statement. Additionally, five major strategies will help shape the future of the college: Pathways, Partnerships, Employees, Financial Strength, and Rolla. The entire plan reflects input from employees at the college as well as students and community members. Implementation of the plan is continuous and ongoing, with key metrics to be measured continuously. At the end of this year, progress will be evaluated, and plans adjusted as needed.

### **AOER Textbook Initiative**

In an initiative aimed at saving students money, ECC is encouraging faculty to explore affordable and open source options for textbooks (referred to as AOER). During 2019/2020 a number of faculty engaged in a pilot to explore options, review textbooks, and work with their colleagues to adopt and implement AOER textbooks in some of their classes. Quality is of paramount concern, as is ease of access for students. Many AOER textbooks are free in digital form, and some can be purchased for a much lower cost than traditional commercial products. Creative Commons licensing can also allow for freedom to alter textbooks to fit course objective

### **Guided Pathways Project**

In spring of 2019, ECC sent a team of faculty, staff, and administrators to the Missouri Department of Higher Education's Guided Pathway Summit. ECC made a commitment to adopt guided pathways through the *Strategic Plan*. The *Guided Pathways* model creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns to promote better enrollment decisions and prepares students for future success. Additionally, the model integrates support services in ways that make it easier for students to get the help they need during every step of their experience at ECC.

## **Early Alert System**

As part of East Central College's *Strategic Plan* and its *Institutional Retention, Persistence, and Completion Plan*, an Early Alert System has been established to proactively identify "at-risk" students and intervene early. The Early Alert system allows instructors concerned about student progress in their course to send an alert or "referral" notifying the student and the designated individuals. The system also allows instructors to send "KUDOS" to students who are showing improvement, making progress, or exhibiting outstanding academic performance. The protocols for the Early Alert System are the recommendations of the Strategic Enrollment Management & Retention Committee. Find more information on the Early Alert System on The Learning Center's website under [Faculty Resources](#).

## **Learning Center Updates and Online Tutoring**

The Learning Center (TLC) has been working very hard over the summer to develop supplemental programming to support classroom instruction and student success. They have developed a series of Walk-In Workshops, workshops in the classroom, writing workshops, and a new [webpage](#).

The TLC webpage has a dedicated [Faculty Resource](#) tab for links to class workshops. If you would like TLC staff to attend a class to discuss one of the topics listed, please click the link and fill out the form. If there is a topic not listed, contact the Learning Center Director, Erin Anglin (x6741).

The Learning Center's newest addition to its support services is [NetTutor](#). NetTutor is a third party online, after-hours tutoring service. Students will have access to tutoring almost 24-7! The Learning Center will be open for on-ground, walk-in, appointment, online (Zoom), and online writing (OWC) Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-2:00 p.m. NetTutor will be available for students Monday-Thursday 7:30 p.m.-7:00 a.m., Friday 2:00 p.m.-Monday 7:00 a.m. Students can access NetTutor through Online Learning (Moodle) and then pick their subject, as needed.

## **ECC HVAC Project / Campus Electricity Upgrades**

During summer 2019, many new pieces of equipment that support our facilities HVAC systems were installed completing the HVAC Project. The buildings that received upgrades are as follows:

### East Central Training Center (ECTC) Facility

Two new units with new control devices installed in the ventilation ductwork.

### Hansen Hall (HH)

- Four new units that provide air conditioning and heat to the first and second floors were installed
- Seven exhaust fans which provide ventilation
- An exhaust fan and three new AC/heating units were added to the Art Studio
- Three new units that will service the entire Theatre, including backstage were installed.

- The HH second and third Floor landing areas and the HH fourth floor each had new units installed
- The IT Department had a new unit installed in the Server Room.
- During the implementation of the HVAC units, new cooling towers and two new boilers were installed that provide service to heat-pumps along sections of HH first and second floors
- The Donald Shook Student Center (DSSC) facility had a complete upgrade of all units including:
  - Four units in the Gymnasium
  - One unit in the Fitness Center
  - One unit in the Bookstore/Imaging Services
  - Two new units in Café Central, the stairways, and hallways

### Incoming Power Upgrades

The campus also had an upgrade to the incoming power. ECC is now connected to more than one power grid. New transformers and new power switching stations were installed. New cables and wires were also replaced that carry the electric to all facilities. This project will provide ECC with a more stable power supply, eliminating the majority of power spikes and that have occurred in the past.

### **Engineering Student Work Space**

Using ECC’s project/funding request process, the Division of Arts & Sciences requested funding to transform HH235 and HH237 (formerly HVAC classroom space) into a classroom space where Engineering students can build and design projects in one central location. The majority of the work was completed during the summer and new whiteboards were added in September 2019.

## Frequently Called Numbers

### **President’s Office**

College President.....Dr. Jon Bauer, x6501  
 Executive Assistant to the President.....Bonnie Gardner, x6502  
 Executive Director of Institutional Effectiveness ..... Dr. Michelle Smith, x6676  
 Director of Institutional Research ..... Bethany Lohden, x6503

### **Office of Academic Affairs Staff**

Vice President (Interim), Academic Affairs.....Robyn Walter, x6601  
 Executive Administrative Assistant ..... Stacy Bellville, x6602  
 Executive Director, Learning Center & Academic Support..... Erin Anglin, x6741  
 Director of Online Learning & Educational Technology ..... Chad Baldwin, x6609  
 Director, Library Services ..... Lisa Farrell, x6558  
 Coordinator, Academic Services ..... Tracie Welsh, x6608

### **Arts & Sciences**

Dean of Arts & Sciences .....Ann Boehmer, x6679  
 Program Assistant ..... Amy DeMiere, x6923

**Department Chairs & Office Clerks:**

Fine & Performing Arts ..... Adam Watkins, x6652  
Fine & Performing Arts Office Clerk ..... Betty Manhart, x6673  
Social Sciences ..... Dr. Bill Cunningham, x6651  
English & Humanities ..... Josh Stroup, x6646  
Social Sciences, English & Humanities Office Clerk ..... Brenda Driemeyer, x6598  
Math & Education ..... Dr. Reg Brigham, 573-466-4087  
Science & Engineering ..... Dr. Parvi Govindaswamy, x6627  
Math & Education, Science & Engineering Office Clerk ..... Kerry Blocker, x6773, x6632

**Program Coordinators:**

Music ..... Dr. Jennifer Judd, x6696  
Education ..... Gregory Stotler, x6612  
Journalism & Mass Media Communication ..... Leigh Kolb, x6643

**Career & Technical Education**

Dean of Career & Technical Education ..... Dr. Richard Hudanick, x6635  
Program Assistant ..... Sarah Haines, x6139

**Program Coordinators:**

Culinary ..... Mike Palazzola, x6793  
Health Information Systems ..... Stephanie Buchholz, x6611  
HVAC ..... David DeArmond, x5821  
Industrial Engineering Technology ..... Nathan Esbeck, x5812  
Precision Machining ..... Curtis Elliott, x5811  
Welding ..... Bobby Bland, x5810

**Health Sciences**

Dean of Health Sciences (Interim) ..... Nancy Mitchell, x6619  
Program Assistant ..... Julie Beck, x6616

**Program Coordinators:**

Emergency Medical Services ..... Tom Fitts, x6623  
Nursing, Rolla ..... Laura McDonald, x6949  
Nursing, Union ..... Judy Bieker, x6620

**External Relations**

Vice President, External Relations ..... Joel Doepker, x6527  
Executive Administrative Assistant ..... Hannah Domino, x6742  
Executive Director, Workforce Development ..... Dr. Edward Shelton, 636-649-5807  
Director, Public Relations ..... Vacant, x6507

**Student Development**

Vice President, Student Development ..... Heath Martin, x6565  
Executive Administrative Assistant ..... Megan Elbert, x6566  
Director, Financial Aid ..... Jon Gruett, x6575

Registrar.....	Sarah Scroggins, x6553
Director, Advising & Counseling.....	Paul Lampe, x6581
Counselor.....	Jenny Kuchem, x6580
ACCESS Services/Counselor.....	Lesley Peters, x6577
Director, Early College Programs .....	Megen Strubberg, x6723

### **Finance & Administration**

Vice President, Finance & Administration .....	Vacant, x6701
Executive Administrative Assistant .....	Michelle Deuser, x6702
Director, Financial Services/Comptroller.....	Annette Moore, 6704
Director, Information Technology (IT).....	Doug Houston, x6732
Director, Facilities and Grounds.....	Tot Pratt, x6733

### **Human Resources**

Director of Human Resources.....	Wendy Hartmann, x6712
Administrative Assistant.....	Kim Aguilar, x6710
Human Resources Specialist.....	Diane Burnette, x6711

### **ECC Rolla**

Director.....	Christina Ayres, (573) 202-6959
Assistant Director.....	Jenni Crosby, (573) 466-4077
Administrative Assistant.....	Cynthia Cubas, (573) 202-6960
Enrollment Services Coordinator .....	Rachael Karr, (573) 466-4078
Student Success Coordinator/Counselor.....	Jessica Robart, (573) 466-4081
Technical Support Technician .....	Brad Taber, (573) 466-4090

## **SECTION 2: FACULTY TOPICS**

The following content is applicable to all full-time faculty members. It is organized in alphabetic order for easy reference. Remember to address any content questions to the ECC Vice President of Academic Affairs or your Academic Dean.

### **Academic Council**

Chaired by the Chief Academic Officer (CAO) with a faculty co-chair, Academic Council is the College’s curriculum/program oversight group. Charged with the review and approval of programs, curriculum and course proposals, communication with the academic divisions, and other parties on campus; review and approval of academic policies and procedures; approve and recommend course fees to the Board of Trustees; and approve and recommend the academic calendar.

**Specific purposes of academic council:**

- Ensure that ECC’s courses/programs and related academic policies meet the needs of its students and community
- Ensure that the quality and integrity of the courses and programs is maintained

- Align the college’s mission and purpose statements with the programs, offerings and curriculum
- Ensure compliance with the requirements of the Missouri Department of Higher Education, Missouri Department of Elementary and Secondary Education (DESE), the Higher Learning Commission (HLC), and other regulatory and accrediting bodies
- Prevent unnecessary proliferation and duplication of courses across programs and curricula
- Review and maintain appropriate academic policies and procedures; revise as needed. Review and recommend the academic calendar.

**Meeting guidelines:**

- Standing monthly meeting time that can be canceled if no agenda items are made known. No minimum or maximum number of meetings is required.
- Special or electronic meetings can be called as needed. Use of distance technology will be used for offsite locations.
- Quorum will be required to conduct business (one half of the voting membership, plus one)
- A voting member may designate a proxy; a proxy cannot be used to make a quorum
- Upon request and notification, the use of electronic recording devices is allowed
- Agenda items must be submitted five (5) working days in advance of the meeting date
- Official SharePoint document repository site will be used
- Minutes will constitute official action of the committee.

For more information on Academic Council, including bylaws and procedures, see [SharePoint](#) under the [Committees](#) folder.

### **Academic Freedom and Responsibility**

According to the East Central College Board Policy [5.6](#):

*“East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.”*

ECC recognizes the principle of academic freedom as stated in Board Policy 5.6 and supports the following:

- The faculty member and students are entitled to freedom in the classroom in discussing the course subject matter.
- Faculty members are part of a learned profession, officers of the institution, and citizens of the larger community. As such, faculty members, in exercising “free inquiry, open discussion and thoughtful communication,” should at all times be

accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.

- The principles of academic freedom and their inherent responsibilities as defined here are applicable to all full-time faculty, adjunct faculty and students.

### **Academic Honor Code**

As part of the ECC Student Code of Conduct, the [Academic Honor Code](#) (AHC) governs student academic behaviors and clarifies definitions and terms for the students. The college developed an academic honesty system in order to monitor, categorize and assess incidents of student AHC violations. The code is contained in the [Student Handbook](#).

### **Academic Rank and Promotion**

Faculty academic rank and promotion is designed to:

- Meet the professional development needs of the faculty.
- Encourage personal and professional growth within an academic or career field.
- Promote service to the college and its students.
- Recognize community service.

Activities considered part of professional development, growth and service should be many and varied, and reflect the academic goals of the individual faculty and the programmatic needs of the academic unit and the college. Activities deemed academic should be emphasized and compatible with what is expected for continuing contract status, as evidenced through the successful completion of the goals outlined in the Faculty Development Plan.

To recognize and recommend academic rank and promotion, the system must be easily administered, equitable, and rewarding. The system combines professional growth and service, graduate credit, related work experience, assessment, and time in grade as the criteria for rank promotion. This plan applies only to persons with a full-time continuing faculty contract.

For additional information on the promotion process and forms, see SharePoint committee folder for [Rank and Promotion](#).

### **Accidents and Incidents on College Property**

When an accident or incident occurs, faculty should first call 911 to receive emergency assistance. Faculty should then follow information posted in the classrooms and other locations regarding campus personnel to contact for additional assistance and notification.

For emergencies and incidents contact:

- Union Campus Police: 636.584.6600
- Rolla Main Security: 573.469-1245
- Rolla North Security: 573.201.4568

In the event of a student accident or illness, faculty must complete and submit the *ECC Student Concern/Incident Report*, this form is available [here](#).

## **Assessment for Student Learning**

Assessment for student learning is primarily the responsibility of the ECC faculty and is part of the College's ongoing commitment to student success.

Assessment of student learning happens at multiple levels (course, program, and institution). Assessment starts by clearly defining course objectives and learning outcomes that describe what a student should be able to do as the result of taking a given course. This goes beyond stating what the student will study; instead, it requires identifying what students should be able to “do” at the completion of a given course, program or degree. The results of the assessment process allows faculty members the opportunity to determine the level of learning that took place and to collaborate with others to improve teaching and student learning.

Faculty members are required to participate in and submit results related to the assessment of ECC's institutional student learning outcomes (ISLOs).

If you have questions regarding your role in departmental assessment, please contact your Department Chair, Program Coordinator, or Academic Dean.

### **Program Review**

Program reviews are conducted on a three-to-five-year rotation (see schedule [here](#)). The assessment committee maintains responsibility for the process and a review of the reports, published on SharePoint.

### **The Assessment Committee**

This standing committee has the following primary responsibilities:

- Maintain and improve the assessment plan
- Hold regular meetings to review progress in the assessment of student learning
- Conduct other business related to assessment activities, such as program review, workshops, planning, and reporting

## **Bookstore Services**

The College bookstore is located on the main campus in the Donald Shook Student Center (DSSC). ECC also has an arrangement with a university bookstore in Rolla to serve that satellite location. Both stores offer a full line of new and used textbooks, East Central College clothing items, school, and office supplies, as well as computer software.



Hours of operation are posted at the beginning of each semester. Extended hours are offered during peak registration periods and buyback periods. Bookstore orders for class textbooks are processed through the Department Chair/Program Coordinator or Academic Dean's office. See *Textbook Adoption Procedures* located in this resource guide.

## **Campus Orientation**

Campus orientation is an activity required for new students and held prior to the start of the fall and spring semesters. Activities are designed to meet the transitional needs of both traditional and non-traditional students. The main purpose of the event is for students to meet college staff, tour the facility, use the campus Web interface, student email, and generally learn about the college experience. Students welcome the opportunity to meet faculty at campus orientation; many opportunities exist for faculty participation in this event. Orientations are held at the main campus and the Rolla site and are conducted prior to the start of the fall and spring semesters.

## **Class Rosters, Student Attendance, and Records**

Faculty members should access their class roster via eCentral frequently during the semester to check for proper registration of students attending each class. They should give particular attention to the accuracy of class rosters during the first two weeks of each semester and throughout the *add/drop* period.

As notified by the Registrar, faculty members are required to submit attendance reports and to assist the college in compliance with federal financial aid guidelines. They should note deadlines and reporting requirements.

Faculty should also carefully review class rosters after the *add* deadline and report any corrections or discrepancies to the Registrar. Any student in attendance who is not on the class roster must be sent to the Registrar to clarify the discrepancy. Students must be fully registered before they are allowed to attend any class. It is the responsibility of faculty members to see that their students clear up any discrepancy in their registration status. The Registrar will notify the faculty member of the admission status of such a student.

Each semester, faculty are emailed the dates eCentral will be open for grading. During this period, faculty can enter eCentral and record grades for their assigned classes. No final grades may be reported for students whose names do not appear on the official roll. Faculty members must maintain accurate rosters at all times and report grades for all enrolled students by the given deadline.

Faculty should submit a copy of each semester's grades to their academic dean. When necessary, they should also share any important information regarding how a grade is computed.

When submitting a WX grade or any that requires additional records, faculty members must provide the supporting documentation as required by the Registrar. Each Department Chair/Program Coordinator/Academic Dean can assist their faculty with any questions regarding grade submission and official grade records.

Find more information on the [Registrar's website](#).

## **College Equipment**

Faculty members have access to a variety of college equipment for their use on campus. Such items as a computer or printer, for example, are the property of the college and are not intended for personal use.

Any college equipment in the hands of a faculty member is intended for on-campus use for college business. Faculty should check with their Department Chair/Program Coordinator regarding the removal of any equipment from campus, even temporarily.

## **Commencement**

Commencement is held in May as indicated on the approved academic calendar. Specific information is posted on the East Central College Website. Faculty members are required to attend the spring commencement exercise and wear academic caps, gowns, and hoods. If they do not own this academic regalia, they can order it through the bookstore. The bookstore will advise faculty when orders are due.

## **Copyright**

East Central College policies include an Academic Honor Code to ensure respect for the intellectual property of others. All faculty members are responsible for compliance with federal copyright law and adherence to all related college policies.

If any entity owns the created content, reproducing, sharing, distributing, performing, or in any fashion using content without the expressed, written permission of the owner is prohibited. Please refer to the library (see [Libguide on Copyright](#) info) or Online Learning and Educational Technology Office for information on fair use or resources to determine fair use.

Using the works of others to promote learning and improve the students' learning experiences is valuable, but must be constrained within permissible use and copyright laws.

## **Counseling and Career Services**

The Counseling Department assists students by providing one-on-one counseling to assist students in college success. Counseling staff also provides Access Services to students with diagnosed and documented learning and/or physical disabilities. The

professionally trained counselors are available during regularly posted hours and at satellite locations, as needed. Students may be referred to counseling services by a faculty referral or may seek walk-in help.

Career Services assists students in exploring career options. Staff work closely with faculty in the career technical programs and can provide students with helpful information in exploring career fields.

Counseling and career services can offer the following to ECC students:

- Access services support
- Short-term personal counseling
- Career assessment and information
- Career counseling for undecided degree-seeking students

### **Courier Service**

ECC uses a third party courier service to transport packages/interoffice mail between the Rolla and Union campuses. Materials being sent via the courier should be at the designated location at least 30 minutes prior to pick-up time:

- Union: 12:00 p.m. in Imaging Services, located in the zero level of the Donald Shook Student Center
- Rolla: 11:00 a.m. at the Rolla Main front desk

### **Course Syllabus Requirements**

The course syllabus is used for many purposes. As they are preparing a given semester's course syllabus, faculty members should note the many important roles the syllabus fulfills:

- Guide and contract for the student
- Tool used for assessment purposes
- Transfer guide for baccalaureate institutions considering a course for transfer
- Useful reference for other faculty who might be considering offering the same course.

With all these roles in mind, it is important that the syllabus reflect the course learning objectives, learning outcomes, assignments, assessment for student learning, specific requirements, and all other information that would guide students and other faculty in considering the course.

Instructor-prepared course syllabi should include all items as indicated within the Moodle Syllabus Tool. Faculty should use this tool to prepare their current semester's course syllabi. Click [here](#) for a link to the syllabus tool.

Each semester, faculty members need to submit all course syllabi electronically in the format described in Moodle by the given deadline.

## **Curriculum, New, or Modified**

The ECC Academic Council oversees the college's curriculum process. The charge to this council is the review and approval of courses and degree programs. Faculty members within each of the academic divisions are responsible for the curriculum and courses within their department, discipline, and/or program. Course and program proposals are vetted through [Curriculum Council](#).

The process is regularly detailed to the college faculty regularly and outlined in the forms provided for Academic Council action. Membership is through division representation and meetings are open to any interested faculty or staff.

Academic Council requires a quorum to conduct business. For additional information see the [Academic Council](#) SharePoint folder.

## **Department Chair, Duties, and Selection**

The Department Chair serves as a liaison between the Dean of Arts & Sciences and the faculty. Overall responsibilities include adjunct mentoring, schedule development through collaborative practices, and supporting faculty in the teaching and learning process. For additional information regarding the department chair position, including duties and the selection process, please see the current ECC-NEA Collective Bargaining Agreement ([CBA](#)).

## **Disability Services**

The ECC Counseling Department provides disability and ACCESS services to students who choose to self-identify. This department *does not* provide disability testing and evaluation; however, the office can provide students with referrals to obtain such assessments and documentation outside the college.

Classroom accommodations or other ACCESS services cannot be provided until the student has submitted appropriate documentation to the Counseling Department. Faculty should only provide accommodations after receiving the *Instructor Notification Form (INF)*, which outlines any specific accommodation in detail. Faculty should contact the Counseling Department with any questions regarding an accommodation or such a request from a student.

## **Distance Education**

See *Online Learning & Educational Technology* in this resource guide for information on distance education.

## **Drug and Alcohol Use on Campus**

It is the objective and goal of East Central College to provide a drug and alcohol-free environment (see Board Policy [5.42](#)).

## 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)*.
- Update to the *Drug-Free School Community Act of 1989 (Public Law 101-226)*.

## Early Alert System

As part of East Central College's *Strategic Plan* and its *Institutional Retention, Persistence, and Completion Plan*, an Early Alert System has been established to proactively identify "at-risk" students and intervene early. The Early Alert system allows instructors concerned about student progress in their course to send an alert or "referral" notifying the student and the designated individuals. The system also allows instructors to send "KUDOS" to students who are showing improvement, making progress, or exhibiting outstanding academic performance.

While the Early Alert system is a retention strategy, it is not a first option for classroom management, and should not be used as a replacement for best practices and due diligence by the instructor, including but not limited to, calling, emailing, Moodle messaging, or meeting with the student to address concerns. Some things to consider:

- After matters have been discussed with the student and there is little or no improvement.
- Early Alert referrals are most critical during the first five (5) weeks of courses and prior to midterm. An Early Alert referral may be submitted as early as the first week of the course so there is sufficient time for intervention and improvement.
- When additional resources are needed.

Please see the Department Chair/Program Coordinator or appropriate Academic Dean for assistance on making any Early Alerts or click [here](#) to log-in to the Early Alert System. For more information on the Early Alert system, see the [Faculty Resource page](#) on The Learning Center website.

## Early College

### **What is Early College?**

Early College refers to any course taken before high school graduation, which encompasses dual credit and dual enrollment courses.

Dual Credit allows high school students to earn both college and high school credit simultaneously. Dual credit classes are taught by ECC-certified high school faculty in the high school.

Dual Enrollment allows high school students to enroll in college. Classes are taught by ECC faculty, either on campus or online. While students earn college credit, they may or may not gain high school credit toward graduation. Students should check with their high school counselor or principal for more information.

For more information refer to the Early College [website](#), which is updated regularly

As this program grows at ECC, it is likely faculty will have high school student enrolled in classes on campus and online. If you have any questions about helping these students succeed, contact the Director of Early College, Megen Strubberg (x6723).

### **ECC Alert System (Campus Notification System)**

The East Central College emergency notification system is ECC Alert, and is capable of sending text messages instantly and simultaneously to students and employees who register their mobile phones, mobile devices, landline, and/or preferred email addresses. These notifications will apply to weather cancellations and delays as well as emergency conditions. Sign up for this notification system [here](#).

### **E-Mail Accounts and eCentral Access**

All East Central College employees have an official college email address provided by the IT Department. Once faculty members are hired and in the system, an email address is issued as part of the new employee package, which also includes a phone extension, mailbox information, and eCentral access information (log-in credentials). Faculty use eCentral to review student rosters, submit grades and other student information, review personnel account status, and many other tasks.

### **Educational Benefits and Assistance**

East Central College is committed to the continued professional growth and development of its personnel. Educational assistance for employees and their dependents is an important vehicle for addressing that need. These development opportunities are part of the employee benefits package:

- Tuition reimbursement for graduate coursework and advanced education.
- Free ECC tuition and tuition waivers for family members.
- Free ECC tuition for employees.
- Tuition Waiver and Tuition Reimbursement (see [Board Policy 5.27](#))
- Sabbatical leave opportunities for faculty with over seven years of service; see Educational Leave below.

### **Educational Leave**

The term “educational leave” refers to the release from duties or time normally required of a full-time employee in carrying out his/her full responsibilities assigned. Educational leave is granted for purposes related to the employee’s work at the College. College funds may be used to pay employee salaries while they are on educational leave if the eligibility criteria are met. The College provides two types of educational leave – sabbatical leave and professional leave. Sabbatical leave is intended to advance education or research related to the employee’s position.

## Emergency Preparedness and Procedures

Classroom management is one of the primary responsibilities of faculty. They should be prepared at all times to manage the classroom and students in case of an emergency. In particular, faculty might expect to address the following types of situations:

- Student disturbance or the student becomes ill or injured - Contact the Campus Police/Security to assist with students
  - Union: 636.584.6600
  - Rolla Main: 573.469-1245
  - Rolla North: 573.201.4568
- Severe weather - follow the guidelines posted in the classroom
- Fire - Follow the guidelines posted in the classroom

Departments and/or faculty can request training unique to their area or department by contacting the Vice President of Student Development.

Faculty must also complete the ECC Student Concern/Incident Report following the emergency. These forms can be found on the [ECC Cares webpage](#).

## Emeritus Faculty

Emeritus faculty status is an honor bestowed for distinguished institutional services. Designation as emeritus faculty is at the discretion of the College President. During the academic year, the faculty association develops processes to nominate, review, and recommend retired faculty for emeritus status.

## Employee Benefits for ECC Faculty

The following information is a summary of most benefits offered to regular (full-time) employees. Faculty should refer to the *East Central College Board Policy Manual* for full descriptions and contact the Human Resources Office regarding any questions about the benefits package.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
Bereavement Leave	Immediately	Regular, full-time employees are eligible for up to three days of paid bereavement leave to attend the funeral of an immediate family member (see Board policy <a href="#">5.30</a> for definition of immediate family member). If additional time off is needed, employees should arrange with their division chair for use of personal time.
COBRA	Immediately if it meets “qualifying events” guideline	The college participates in all provisions of COBRA for all college employees enrolled in our insurance plans.
Dental Insurance	The first day of the month following employment date; e.g. if hired on August 16, benefit begins September 1	The college provides dental insurance for full-time employees. The employee may add spouse and/or children at an additional cost.  Open Enrollment: designated dates in November / December each year.

<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
Direct Deposit	Immediately	Payroll checks deposited in the bank of the employee's choice.
Tuition Waiver & Tuition Reimbursement	Immediately	See Board Policy <a href="#">5.27</a> for Tuition Waiver and Tuition Reimbursement information. The forms can be found on the Human Resources webpage under <a href="#">Forms for Current Employees</a> .
<a href="#">Family and Medical Leave Act</a>	After 12 months: the employee must have completed 1,250 hours during the 12 months preceding the start of the leave.	Provides eligible employees up to 12 weeks of leave in the event of a medical condition that prevents the employee from working, or to care for a spouse, child, or parent who suffers a serious illness.  Employees are required to use accrued paid leave. College-paid benefits are continued while on FMLA. Employees will be reinstated to the same or an equivalent position following the leave period. The college uses the "rolling 12-month" method for calculating hours used. ECC complies with FMLA Law.
Fitness Center	Immediately	Full-time and part-time employees can use the college fitness center at no cost. Dependents of fulltime employees can also use the fitness center if utilizing the tuition waiver benefit.
<a href="#">Flexible Spending Plan</a> (Section 125 Plan)	New employees: must enroll during first calendar month of employment.	The Section 125 plan is available for employees who wish to redirect pre-tax income to pay eligible benefit items normally paid with after-tax dollars (i.e., unreimbursed medical expenses, child dependent care).
Health Insurance	The first day of the month following the employment date, e.g. if hired on August 16, insurance begins September 1. Open enrollment: Designated dates in November/December of each year.	The college provides two health insurance plans to full-time employees: <i>base plan</i> and a <i>qualified high-deductible plan with health savings account</i> . The college pays a premium equal to the base plan for all plans. The employee may add spouse and/or children at an additional cost. The qualified high-deductible plan (HSA) premium is less than the base plan so the college pays the premium and employees are given a specific amount to put into the HSA or toward spouse/dependent coverage. For more information about health insurance coverage, go to the human resources <a href="#">benefits webpage</a> .
Holidays	Faculty are eligible for paid holidays that fall within the contract period.	New Year's Day Martin Luther King's Day Good Friday Independence Day Memorial Day Labor Day, Day before Thanksgiving Thanksgiving Day after Thanksgiving Christmas day Four days during Christmas break
Life Insurance	See <i>Health Insurance</i> in this table.	Full-time employees are insured with a \$50,000 life insurance policy that includes accidental death and dismemberment. Employees can purchase supplemental life insurance can be purchased at initial enrollment or during open enrollment.



<b>Benefit</b>	<b>Eligibility</b>	<b>Conditions</b>
Long-Term Disability	See <i>Health Insurance</i> in this table.	The college provides long-term disability insurance to all full-time employees. This plan assures full-time employees, who become disabled because of an injury or illness, a continuous income equal to no greater than two-thirds of the employee's monthly salary less any other payments (retirement, social security, etc.). Maximum is \$6,000 per month.
Military Leave	Immediately	The college follows the USERRA law in regards to military leave.
Retirement	Immediately  Employees are vested after five (5) years of full-time service.	Benefits are based on salary and years of service. Contributions are as required by the Public School Retirement System of Missouri. Employees make contributions with matching contributions by the college into the Public School Retirement System (PSRS). Employees who are members of PSRS do not pay social security, only Medicare. The Website for PSRS is <a href="http://www.psrsmo.org">www.psrsmo.org</a> .
Sabbatical Leave	Accrues from the date of full-time employment	Full-time faculty are eligible after six contractual academic years of full-time faculty employment; faculty may elect a full year of sabbatical leave at half pay or a one semester sabbatical leave at full pay. Sabbatical leaves must be pre-approved.
Shared Sick Leave	Employees must have at least 240 hours of leave in sick leave to donate.	The college maintains a shared sick leave program for employees who become disabled due to serious illness or injury and who have exhausted all of their paid leave. The shared sick leave bank is made up of hours donated by employees. Eligible employees may donate up to 40 hours per fiscal year during the months of May and September.
Sick Leave	Accrues beginning the end of the first full month employed.	14.22 hours per month: faculty may accrue up to 16 days of sick leave per year; maximum accrual is 60 days (480 hours).
Supplemental Life Insurance	See <i>Health Insurance</i> in this table.	Coverage may be purchased from \$20,000 to \$500,000 in increments of \$10,000, not to exceed 500% of base annual earnings. Proof of insurability may be required. Coverage may also be purchased for spouse and dependents.
Tax Deferred Annuities (403b Plans)	Immediately	Contributions can be made to a tax-deferred annuity on a salary reduction basis through approved companies.
Vision Insurance	See <i>Health Insurance</i> in this table.	The college provides vision insurance for full-time employees. The employee may add spouse and/or children at an additional cost.
Voting Leave	Immediately	Employees who are registered voters may take up to two hours leave from work to vote in local, state and national elections (must be pre-arranged).
Workers' Compensation	Immediately	The college participates in all provisions of the Workers' Compensation Law for all college employees.

## **Equipment Control**

East Central College purchases and inventories capital assets in each department. In addition, faculty members are provided with the computer equipment necessary for maintenance of student records, communication, and preparation of course materials.

It is the responsibility of the budget heads (for faculty, the Academic Dean) to control and monitor the use of such equipment and other assets located within their departments and divisions. All employees should be made aware of the importance of the safekeeping of institutional equipment.

No equipment should be removed from campus without prior approval. Faculty should check with their academic dean regarding the relocation of any equipment. Faculty members are responsible for submitting a Web Help Desk [work ticket](#) to the IT Department to schedule any needed repair and maintenance on the computer equipment. Any faculty using other equipment in their classes or program that may need scheduled upkeep or repair should contact their academic dean to discuss the schedule and maintain needed records of such activity.

### **Evening Services Specialists/Generalists**

On the main campus and the sites in Rolla, East Central College employs services specialists/generalists to assist faculty and students enrolled in the evening. The schedule of evening services specialist assignments is available at the beginning of each semester. Information on how to best reach the evening services specialist is posted in campus and site classrooms and other locations where students may need assistance.

On the Union Campus the College employs a night administrator to assist faculty, staff, and students in the evening. The night administrator is available Monday-Thursday, 4:30-9:15 p.m. You can reach the night administrator by calling 636.584.6699.

### **Final Exam Schedule and Final Exam Week**

Final exam schedules are published with the semester schedule. Faculty should refer to the college website to review the [final exam schedule](#) for the most current semester. In administering final exams, faculty members must follow the final exam schedule as published. If they have questions or concerns, or for some reason cannot administer their exams during the designated final exam time slot, faculty should notify their Department Chair/Program Coordinator.

Final exams days are contract days. Therefore, faculty are expected to be on location and available to students.

### **Faculty Absence Reporting**

In the event a faculty member will be absent unexpectedly due to illness or other circumstance, they must contact the appropriate Program Assistant of Health Sciences, Arts & Sciences, or Career & Technical Education. For unplanned evening emergencies, faculty may contact the Evening Services Specialist/Evening Generalist (636.584.6699), as well as email the appropriate Program Assistant to the appropriate Academic Dean. If leaving a voicemail or sending an email, do not assume that your message was received until you get a confirmation response.

In addition to notifying ECC of an unexpected absence, faculty must also notify their class via eCentral or Moodle.

Upon return, the faculty member must submit a leave of absence form located on the [HR forms website](#).

If a faculty member knows in advance they will be absent due to a doctor's appointment or personal leave activity, they should complete and submit a Leave of Absence form to the appropriate Academic Dean. Program Assistants are responsible for hanging a sign on the classroom, faculty should **not** hang their own sign.

For faculty teaching at the Rolla site, additional notification is made to the appropriate ECC Rolla staff. For information to aid faculty teaching at the Rolla sites, see [Information for ECC-Rolla Faculty](#).

## **Faculty Association**

The purpose of the Faculty Association is:

- To act as an advisory body in the formation of educational objectives and institutional policies
- To promote the instructional effectiveness, professional development, and general welfare of the Faculty
- To function as an instrument of communication among the faculty and between the faculty and the administration, Board of Trustees, and students.

Membership in the Faculty Association is open to the following employee categories: full-time faculty members, part-time faculty members, and teaching assistants who are not students. See [Faculty Association](#) in SharePoint.

## **Faculty Contracts and Conditions**

Faculty will receive an employment contract each year from Human Resources (HR). This faculty contract is to be signed and returned to HR. See Article VII in the current [CBA](#) and Board Policy [5.15](#) for information about employment contracts.

## **Faculty Development**

### **Faculty Development Plan**

All full-time faculty at East Central College must complete an annual [Faculty Development Plan](#). They should schedule an appointment with the appropriate Academic Dean to meet and plan the upcoming year's developmental needs and opportunities. The Academic Deans use the results of previous evaluations, upcoming division needs, and other considerations to assist faculty in completing a plan for the year's professional development.

## **Faculty Development Funding**

Each year, faculty members are provided funds to use for conferences, workshops, meetings, etc. intended as faculty development. Faculty may also earn additional credits by participating in college development opportunities or presenting at education based conferences. See the current [CBA](#) and the [Faculty Development Committee](#) for details.

## **Faculty Development Program**

Throughout Inservice weeks and throughout the academic year, additional development opportunities are provided.

## **Faculty Evaluation**

At East Central College, the philosophy guiding faculty evaluation is the improvement of student learning. Further, evaluation tools used by the college must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.

One of the primary institutional goals of the college is to provide a means for the professional development of each faculty member. All can benefit from the feedback received from evaluations and being provided specific ideas for enhancing teaching and professional skills. Through the process of fair and comprehensive evaluation, both ECC and faculty members can improve teaching and student learning.

They are evaluated through a combination of methodologies:

- Student evaluations
- Dean observations
- Evaluations
- CAO observations
- CAO evaluations
- Self-evaluation
- Portfolio preparation and review

The purpose of faculty evaluation is to provide information for use in determining employment status, recommendations for faculty development, rank and promotion, and detailed improvement objectives. Criteria that cover the major components of a typical faculty evaluation:

- Teaching and instructional management: including curriculum and course work, program development, assessment, and use of technology in teaching
- Service to the college and community: including student academic advisement, committee work, accreditation, work on grants or other projects, and work on other institutional activities
- Professional growth and development: including participation in local, regional, state, or national organizations, conference presentations or workshops, publications and other activities that contribute to the overall development of the faculty

For more information, please review the [Portfolio & Credentialing](#) and [Rank & Promotion](#) committee folders on SharePoint.

## **Faculty Qualifications**

It is the policy of East Central College (see Board Policy [5.9](#)) to employ faculty whose qualifications comply with the policies and guidelines of the Higher Learning Commission and the Missouri Department of Higher Education. Those guidelines include:

### **Faculty Teaching in Academic Programs**

This refers to a faculty member hired to teach in a general education or degree field. The minimum academic qualification for such a faculty member is a master's degree in the academic area or a related field (or a requirement to attain such a master's degree as a condition of employment) with the appropriate number of graduate credit hours in the academic discipline. Faculty members instructing in an academic discipline typically teach coursework intended for transfer.

### **Faculty Teaching in Career and Technical Programs**

This refers to a faculty member hired to teach program-specific coursework in a career and technical program (as defined by the Department of Elementary and Secondary Education guidelines) who is hired with less than the minimum academic qualifications of a master's degree. Faculty hiring would require a combination of coursework and/or training in the career field and significant work experience related to the field being taught. A minimum of an associate or baccalaureate degree would be preferred in the hiring process. Candidates without the specified degree would be required to pursue such a degree. Faculty members instructing in career and technical programs typically teach coursework that prepares students for the job force and would not be expected to transfer.

Any academic degree presented by a candidate for a faculty position for credentialing is generally only considered if awarded by a regionally accredited institution. In the event that the faculty member is a graduate of an institution outside the United States, a further review of credentials is conducted to ensure appropriate academic preparation.

If licensure or special certifications are required for the accreditation of an academic program, these credentials must be filed with the Human Resources Office prior to employment. It is the responsibility of the faculty to ensure that such licensure or special certifications (i.e. the state board of nursing licensure for nursing faculty) are renewed when required. Faculty members requiring such credentials are notified prior to employment.

Faculty participate in review of the credentialing process and make recommendations for faculty hires.

## **Faculty Workload and Schedule Guidelines and Processes**

The faculty contract, job description, and [CBA](#) present clear information regarding work dates and related duties. Full-time faculty members are required to be at work five days a week, throughout the contract dates. The CBA articulates specifically the work load requirements. Faculty should refer to the [Board Policy Manual](#) for additional information regarding ECC's employment policies.

### **Field Trips**

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

Field trip requests must be approved through the Office of Academic Affairs. Any faculty member arranging such an experience must accompany and supervise the students on the trip. Faculty must complete the *Student Travel Request & Approval Form* and include the *Hold Harmless Agreement* and *Emergency Contact* forms completed by their students. These forms must be submitted to appropriate Academic Dean at least two weeks prior to the planned activity. All forms can be found in SharePoint [here](#).

### **Food and Drink in the Classroom**

Food and drink are not permitted in any computer lab, science laboratory, or other laboratory or studio space on campus. In the general use classrooms, food and drink are permitted as allowed by the faculty teaching the course. Individual faculty may establish a "no food and drink" policy for any specific class or class meeting, as they deem appropriate to the course or environment. Food and drink in the classrooms at the satellite locations are determined by the rules at each particular site.

### **Foundations of Student Success**

East Central College requires all entering freshmen to participate and enroll in Foundations of Student Success. The seminar is a one-credit hour freshmen studies course.

Students enrolling in Foundations of Student Success participate in a variety of activities intended to improve retention and success in college. Students develop and improve study skills, learn to interact with faculty and staff productively, and examine individual learning styles.

The course is taught throughout the calendar year and at each of the satellite locations. Faculty members are encouraged to get involved with program-specific Foundations of Student Success sections.

## Full-Time Faculty Hiring Procedures

Activity	Responsible Person/Office
<u>Position Request Form</u> The form contains the position description and qualifications, proposed advertising and position announcement, any specific qualifications, and the appointment of a screening committee if required.	Academic Dean
The Academic Dean forwards the Position Request Form to the appropriate Vice President's office for signature. The form is then forwarded to the Vice President of Administration & Finance and then the College President. The completed form is then forwarded to the Human Resources Office.	Vice Presidents and College President
The position is posted by the Human Resources Office and advertised for a minimum of 10 days.	Human Resources
<u>Screening Committee Appointment</u> The committee includes faculty from the division and at least one faculty from outside the division and others as needed.	Academic Dean and Vice President of Academic Affairs
<u>Screening Committee Duties</u> The screening committee reviews all applications, develops a set of interview questions, conducts interviews, and makes recommendation(s) to the appropriate Vice President and Human Resources.	Screening Committee and Chair
Recommendations are reviewed and approved by the appropriate Vice President based on reference checks and credentials. Recommendation to hire is submitted to the College President by the appropriate Vice President and Human Resources.	Vice President Academic Affairs
Human Resources and Vice President develop salary placement based on candidate's qualifications. Salary recommendation is approved by the President prior to offer of employment	Human Resources and Vice President of Academic Affairs
<u>Offer of Employment</u> Human Resources makes the official offer of employment, prepares an offer letter, contract, and schedule a benefit/orientation meeting.	Human Resources
Board of Trustees approves the candidate.	Board of Trustees

Hiring procedures for temporary faculty positions are altered and expedited. For more information, please see the East Central College Board Policy [5.17](#) regarding hiring procedures.

## Grades, Grade Records and Related Policies

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 approved by the academic administration 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:

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

At the end of each academic semester, faculty are required to submit final course grades to the Registrar via eCentral and file a record of the grade—plus the criteria used to arrive at the official grade—with the appropriate Academic Dean. Grades are available to students via eCentral on the college website. 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 may report mid-semester student progress. At that time, in addition to the mid-semester grades of “D” and “F”, the following may be reported:

#### *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 or WX)*

A student may initiate the withdrawal from a course with the approval of the instructor, advisor or other appropriate campus official and will receive a grade of "W." The grade is not used in calculating the grade point average and by itself does not represent the quality of the student's academic performance or conduct.

A student may be withdrawn from a class administratively by the instructor or campus official due to excessive absence or other reason and will receive a grade of "WX."

In either situation, a grade of "W" or "WX" 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 Repeat Policy (Board Policy [3.9](#))

Detailed information about these policies is available in the [Board Policy Manual](#) and [ECC Student Handbook](#). An additional faculty resource for grades and grade records is the college Registrar.

## **Guests and Visitors; Children on Campus**

At the invitation of faculty, guests serving a specific instructional or academic need are permitted on campus. Faculty members need to notify their respective Department Chair/Program Coordinator/Academic Dean and Vice President about the specific dates and purpose of the visit and complete the [Guest Speaker Form](#), including all required signatures.

Friends or other relatives of faculty are not to attend class with instructors. Children of faculty may not attend class with instructors or be left unattended on campus. In addition, faculty's children should not be in the charge of other faculty or staff on campus. For more information, see [Board Policy 2.15](#).

At any time, faculty members may use their discretion to prohibit the presence of their students' children in the classroom.

## **Inclement Weather**

It is the policy of East Central College to cancel classes under extreme weather conditions. In the event that it is necessary for the College President or his designee to cancel classes and close the college, the following guidelines will be used:

**Daytime or evening classes:**

A clear distinction will be made between day and evening classes in any announcements that are broadcast, and they will be treated separately. An evening class is defined as a class that begins at or after 5:00 p.m.

**Daytime classes:**

When bad weather occurs, one of the following decisions will be made:

- Classes will be held as scheduled,
- The college will be on a late-start schedule, or
- Classes will be canceled.

**Evening classes:**

Evening classes (those beginning at or after 5:00 p.m.) will either be canceled or held at the regular time. Generally, a decision about evening classes will be made by noon that day so that an announcement can be made in a timely fashion.

**Definition of the late-start schedule:**

If an announcement is made that ECC is on the snow-schedule or late-start schedule, this means that all classes scheduled to start and end before the designated time are canceled. All other classes will meet for a shortened time beginning at the designated time or meet as scheduled. To eliminate any confusion, during each semester, instructors of early morning classes, labs, and clinical will instruct classes on how to proceed in the event of a snow schedule.

**Different weather at different campuses:**

It is not unusual for the area to experience variations in severe or winter weather. On those occasions, an announcement about any closing will specify the location. In some instances, depending on the location, a school district decision to close will affect college closure. For information specific to a location, contact the site administrator or official.

**Announcement of closings and late-start due to winter weather:**

Decisions about closings are made early enough so that announcements can be made on the early local news shows. Once the decision is made, the college website and [ECC Alert System](#) will announce the decision.

## Inservice Activities

At the beginning of each fall and spring semester, the college conducts a series of meetings, workshops, and trainings. They are intended to promote communication, provide opportunities for informal and formal discussion, and prepare faculty and staff for the start of classes.

## Instructional Technology

The Information Technology Department provides East Central College faculty and students with computer lab support, classroom technology equipment, and training. The information technology staff supports the following areas:

### **Classroom technology:**

Interactive whiteboards, projectors, document cameras, and the computer to support this technology; and eBeam systems

### **Student computer labs:**

Laboratory computing to support instructional programs and open computer usage for students.

## Institutional Research

The Office of Institutional Research (IR) manages institutional data collection for reporting and accountability purposes. The office publishes an annual edition of the [ECC Fact Book](#), containing a wealth of information about the college's student population.

IR staff provides faculty members with information regarding program review and assessment. More details regarding their services and requests for information can be found on the IR [website](#).

## Intellectual Property

East Central College encourages inventions, discoveries, and the production of copyrightable materials by faculty and staff members. Board Policy [4.34](#) clearly states the rights and responsibilities of all parties involved.

## IT Help Desk

The Information Technology Department maintains the IT Help Desk on the third floor of the Hansen Hall (HH) Building. For classroom technology issues or issues with an office computer, faculty may receive walk-in help or call x6738.

## Learning Center/Testing Center and Student Success Center

### **Learning Center, Union Campus**

#### **Mission**

The Learning Center (TLC) supports the mission of East Central College by providing services to student and faculty which facilitate instruction and learning, strengthen academic outcomes, and increase student retention in keeping with a philosophy of multi-cultural awareness.

## **Tutoring**

TLC offers tutoring in all content areas, including mathematics through Differential Equations, all levels of writing for all subjects, and sciences. In addition to content tutoring, TLC also offers non-cognitive tutoring/coaching for academic success, such as time management, study skills, test taking, etc...

Tutors schedules vary, please call or email in advance to be sure students' needs can be met.

- Tutors are faculty recommended, must have a minimum 3.0 GPA, and A or B in subject(s) wanting to tutor.
- Specialists are professional tutors with degree (AA, BA, BS, MA, or MFA credentials) in the subject(s) they tutor. Specialist staff are either full-time or part-time employees of the college, with several also doing adjunct work for ECC and other institutions.
- The Learning Center staff maintains CRLA Level III Master Tutor status, with all Specialists and tutors trained through this program.
- Data shows that students who come regularly for tutoring (3 or more times) are 60+% more likely to receive an A, B, or C in their course compared to peers who do not seek tutoring.
- More than 20,000 visits by over 2400 students took place during the 2018-2019 school year.

## **Online Tutoring via TLC**

The Learning Center offers a variety of online tutoring options for our students. TLC offers an asynchronous Online Writing Center. Students may submit papers written for any class. A TLC Specialist or trained peer tutor will read the paper, respond within the document, and return the paper to the student within Moodle. Papers submitted the week during hours of operation are returned within twenty-four hours. Papers submitted over the weekend and during times ECC is closed will be read within twenty-four hours of the college opening.

*Zoom* Tutoring is also available to deliver live, real-time tutoring via video and/or audio. Appointments must be made for *Zoom* tutoring and is only available during TLC hours of operation.

## **Online Tutoring via NetTutor**

TLC has partnered with *NetTutor* to provide after hours and weekend tutoring to all ECC students. Subjects offered through *NetTutor* include math, sciences, Nursing, Accounting, English, etc...these tutoring services are offered both synchronous and asynchronous by walk-in or appointment. *NetTutor* follows CRLA and ATP tutor training guidelines, and is used by University of Missouri system.

## **College Success Coaching**

This is a service provided, but not quite advertised. 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. Contact the Learning Center Director (x6741) for more information.

## **Computers & Study Area**

The Learning Center houses 45 computers, two black/white printers, one color printer, scanner, copiers, Wi-Fi, Wi-Fi printing, 12 individual study carrels, 19 tables, two group study rooms, plus comfortable seating available for student use. TLC also houses artwork donated by the Art Department and ECC Foundation adorning the walls.

## **TLC Webpage**

The Learning Center [webpage](#) offers useful information about hours of operation, services available, an FAQ section, and links to NetTutor, and a whole host of resources TLC finds valuable for student use. There are tips, tricks, videos, and other resources to help students with calculator use, metric conversions, MLA & APA formatting, chemistry rounding, midterm & finals review, plus so much more. If something missing that would benefit students, contact the Learning Center Director (x6741).

## **Group Study Rooms!**

TLC has two 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 (x6688) or stopping by TLC desk!

## **TLC Tours/Class Visits**

TLC staff will visit faculty classes or host visits to the Learning Center to promote available services.

## **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 the AT Lab (x6606) for more information or Access Services (s6581) about student accommodations.

## **Let Us Help!**

In addition to tutoring, TLC staff can assist students with account passwords, wireless access, navigating FalconMail, Moodle, and eCentral, scanning, copying, etc... They endeavor to provide the best academic support to ECC students.

## **Student Success Center, Rolla Campus**

### **Mission**

Learning – *Whatever it Takes*. The Student Success Center (SSC) supports the mission of East Central College by providing services to students and faculty which supplement instruction, strengthen academic outcomes, and increase student retention in keeping with a philosophy of multi-cultural awareness. The SSC further supports the ECC mission by providing emotional support through counseling services and workshops that focus on enhancing executive functioning skills.

### **Tutoring/College Success Coaching**

SSC-Rolla offers tutoring in all content areas, including mathematics through Calculus, all levels of writing for all subjects, and sciences. In addition to content tutoring, SSC-

Rolla also offers non-cognitive tutoring/coaching for academic success, such as time management, study skills, test taking, etc...

Tutors schedules vary, call or email in advance to make sure tutors are available to meet students' needs. Tutors can be reached at [rolla.tutors@eastcentral.edu](mailto:rolla.tutors@eastcentral.edu) or by calling 573.466.4080. For more information, please visit the [Student Success Center webpage](#).

### **Workshops**

SSC-Rolla offers workshops on a variety of topics throughout the semester. Workshop flyers will be posted on the announcement board just inside the doors at RTC.

### **Counseling**

SSC-Rolla offers free short term counseling services. Contact Jessica Robart at 573-466-4081 for more details.

## **Testing Centers, Union & Rolla Campuses**

### ***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 testing.

### **Hours, Location, and Contact Information**

	<b>ECC-Union</b>	<b>ECC-Rolla</b>
Hours	Mon. - Thurs.: 7:30 a.m. - 7:30 p.m. Friday: 7:30 a.m. - 2 p.m.	Mon. - Thurs.: 8:30 a.m. - 7:30 p.m. Friday: 8:30 a.m. - 12 p.m.
Location	1st Floor Buescher Hall Union, MO 63084	500 Forum Drive Rolla MO 65401
Contact Information	636.584.6550 636.584.6124  uniontc@eastcentral.edu	573.466.4076  rollatc@eastcentral.edu

Hours vary during interim, summer, midterms, and finals. Please check the website for revised hours: [Union](#) / [Rolla](#).

The last test is handed out **one hour** before closing. All tests must be turned in at closing time.

### **Testing Procedures**

Testing Center staff 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 Exams**

Tests may be submitted in person or electronically. If students are allowed to test at the Union and Rolla campus, then the appropriate materials must be sent to both testing centers.

Every test submission should include **one** [cover sheet](#) and a roster of the students taking the test.

Please note, the cover sheet is the governing communication device. If an instructor lets a student know that s/he can test past the end date provided on the cover sheet, then the instructor must contact the Testing Center(s) so that the exception can be recorded.

## **Paper Tests**

For paper tests, please include a **departmental copy code**. The Testing Center is more than happy to make copies for instructors, as long as a copy code is provided. Check with the appropriate Program Assistant/ Office Clerk for the departmental copy code.

The Testing Center will time stamp each paper exam for instructors. Staff do not enforce time limits.

## **Online Tests**

If it is an online test, please make sure that Moodle or other programs correctly reflect the exam's start date, end date, and password provided on the cover sheet. Also, please note that since the cover sheet is a Word document, the first letter of the password will **automatically** capitalize when filling in the form.

## **Retrieval of Tests**

Instructors or a designated person must pick up tests from one of the testing locations once the testing window has expired. Instructors should indicate which testing center is the return location. Tests will not be returned to faculty offices. In Union, unclaimed tests will be filed and held until the end of the following semester. In Rolla, unclaimed tests will be destroyed after grades are due because of limited storage.

Tests will be sent through the Campus Courier Service to the indicated location, and instructors should expect at least a 48 hour delay. This delay only accounts for when the Courier has the tests in hand; it does not include additional time for processing and handling. Instructors should be cognizant of these delays in relation to when grades are due for midterms and finals.

## **Grading of Tests**

Testing Center 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 group testing at one time. It is also not intended to take the place of classroom testing.



If an instructor has an online course and needs a test proctored to meet ECC requirements, then the instructor should provide a range of dates for students to test since the Testing Center is unable to accommodate full class testing in one sitting. Instructors can also contact the Testing Center to try and arrange for a proctor to sit in and administer the test in the instructor's classroom.

### **Students with Accommodations**

If a student requires special accommodations, such as a reader or scribe, arrangements must be made through ACCESS Services. The Testing Center does not provide ACCESS services, except for extended time and an individual testing room. Individual testing rooms are **appointment-based only**. Students must call and make an appointment prior to arriving at the Testing Center to test. It is the instructor's responsibility to communicate student's accommodation needs on the cover sheet.

### **Photo ID Requirement**

Students must have a photo ID to test. Electronic versions are unacceptable (e.g., cell phone picture of an ID).

### **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, Testing Center staff will take the following actions:

- Ask another staff member to witness and confirm the activity, if possible.
- If possible, stop the testing session. Inform the student of why and that a report will be filed with the appropriate person(s).
- Contact the instructor as soon as possible.
- Report the incident to the Vice President of Student Development.

Testing Center staff thanks instructors in advance for working within its guidelines. Strong lines of communication and adherence to the guidelines outlined above will help alleviate problems. If faculty members have any questions or concerns, they can call the Union Testing Center at 636.584.6550 or Rolla Testing Center at 573-466-4076.

## **Library Services**

[ECC Library](#) provides information resources and services that support the professional, educational, and recreational pursuits of ECC's faculty. In addition to friendly helpful service, they provide: course reserves, library research instruction, ArticleReach, MOBIUS, online databases, OverDrive, and faculty liaison for collection development. Find more information on the Library's [Faculty Support webpage](#).

The Library also provides an extensive list of electronic resources including the [Archway catalog](#), EBSCOhost ebooks, EBSCOhost article database, digital audiobooks and music, ERIC, Chronicle of Higher Education, St. Louis Business Journal, CINAHL, Global Issues in Context, and [more](#).

**Other services include:**

- Library Research Instruction: A typical 45 minute instruction focuses on Archway catalog, MOBIUS catalog and EBSCOhost, and/or Opposing Viewpoints. Instruction can be customized for faculty classes: including specific resources, library assignments, and duration. Classes can be held in BH103 lab, your classroom, or at Rolla.
- Course Reserves: faculty may place personal or library copies of materials on reserve for student use each semester. These items are located behind the Library Service Desk and have limited check outs of two hours, two days, one week or four weeks. Find more information [here](#).
- Weekend and Overnight Librarian Chat and Text: ECC Library has almost 24/7 [chat assistance](#) available or text service at 636.333.1154.
- E-devices: including iPads, Kindles, and Nooks are available for faculty, staff, and student checkout.
- Research Guides: [Libguides](#) are online guides to library resources in a particular course, department, or topic. Learn more about Libguides [here](#).
- Faculty Support: assist in faculty professional research needs and in verifying resource availability for class assignments. The Library can also help search for [Affordable and Open Educational Resources](#) for faculty courses.

Please [contact](#) the Library staff to schedule instruction, inquire about research assistance, or learn more about the many services and resources.

### **Missing Property**

If faculty or staff members find personal property on campus, the property should be turned over to the Cashiers Office for placement in the unclaimed property box. They should check this box whenever they lose property. The loss of personal or college property of value should be reported to the director of facilities. In some instances, it may be necessary to file a police report.

### **ECC-NEA**

The East Central College National Education Association (ECC-NEA) is an affiliate of the Missouri NEA (MNEA) and NEA. The ECC-NEA is a voluntary organization that is open to all full-time faculty members and is recognized as the official bargaining representative for all regular full-time faculty members employed by East Central College. The purpose of ECC-NEA is to:

- Promote and advance the cause of education for our students,
- Promote professional excellence among educators,
- Gain recognition of the basic importance of the teacher in the learning process,

- Protect the rights of educators and other employees in the educational effort,
- Advance faculty interests and welfare, secure professional autonomy,
- Unite educators for effective citizenship,
- Promote and protect human and civil rights, and
- Obtain for its members the benefits of an independent, united education profession.

### New Faculty Workshops

All new full-time faculty at East Central College participate in a yearlong workshop series, the New Faculty Workshops. The workshop promotes open discussion among new faculty on a wide variety of topics. Members are encouraged to add topics to the seminar agenda and bring questions and concerns to the meetings.

### Office Hours

As stated previously, faculty must maintain a minimum of seven (7) office hours per week, arranged conveniently around the teaching schedule. Scheduled office hours should not conflict with regular meetings or other activities. Typically, faculty office hours should span each of the five weekdays and be made available to students on the college website. In addition, office hours should be posted and available to students within the first week of class and be updated to reflect the change in schedule during the final exam period. Office hours should also be submitted to the appropriate Academic Dean for submission to Colleague.

### Online Learning & Educational Technology

East Central College offers a variety of distance education opportunities through Web courses, Web-hybrid courses, and interactive television (ITV).

#### **Distance Education/Online Learning Course Options:**

##### 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 (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. A proctored exam (typically a final) or assignment worth a significant portion of the course grade is required as well. This exam or assignment may be proctored in a college testing center, approved educational/institutional setting, or via an approved online proctoring service.

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 access 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.

***All instructors teaching any web online/hybrid courses must complete the online instructor certification process.*** The office of Online Learning & Educational Technology provides a range of support services for online instruction. This includes instructor training, assessment, course content, and design services.

### 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 access 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 ([Moodle](#)) 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 access at home, on campus or at a satellite location.

### ITV

Courses are delivered from the main campus to satellite locations using interactive television. The college also receives coursework from other colleges for distribution to ECC students.

The Office of Online Learning & Educational Technology is publishing a manual, *Online Teaching and Learning @East Central College*, to guide faculty in best practices for distance learning and to promote online pedagogy to improve student learning. This manual can be found on SharePoint in the [Online Learning & Educational Technology folder](#) under Academic Affairs.

## **Organizational Chart**

East Central College maintains a current staffing plan, as approved by the Board of Trustees during the budget approval process. A copy of the staffing plan is available for review; find the current Academic Affairs organizational chart on SharePoint in the Academic Affairs folder [here](#) and the current Institutional organizational chart [here](#).

## **Parking**

All faculty and staff members will procure a parking permit, which must be displayed to park in designated, reserved areas. Each full-time employee may obtain a faculty/staff parking hanger, from the Cashier's Office located in the first floor lobby of Buescher Hall. Faculty may not park in handicapped-only spaces (which require a separate, special permit) or in areas designated as "No Parking," regardless of ECC location.

## **Placement Testing**

East Central College provides free placement testing services to all students. Tests are administered by trained staff and are available on a walk-in basis year-round. Currently, students test using ACCUPLACER, a computerized, adaptive placement-testing product. Results are available immediately and made part of the student's record. Some students place using the Writing Sample, the hand-scored sample which provides faculty and staff concrete evidence of writing ability and aids in proper placement. The Writing Sample is a departmental exam, as is the paper/pencil math departmental exam, it is only an option for students who fall into the GPA range of 2.5-2.9.

Faculty in particular academic departments play an important role in the establishment of testing guidelines, scores, and rubrics. For more information about the college's placement testing procedures, please contact The Testing Center.

## **Purchasing and Business Office Functions**

Faculty members should discuss purchases with their Department Chair/Program Coordinator, or Academic Dean. Purchases are made through the college purchasing process of which faculty should be aware of prior to making any purchases. The Business Office is available to assist faculty with questions regarding payroll, direct deposit, employee deductions, parking, requisitions, and purchases.

## **Research Conducted on Campus**

Often, the College receives requests for access to students, faculty, coursework, programs, etc. to conduct research. Faculty members retain the right to decline participation on behalf of a class or themselves; students in any class may elect not to participate. Board Policy [4.35](#) articulates the college's policy and procedures related to research requests.

## Retirement System / PSRS and PEERS

<b>Public School Retirement System/ Public Education Employee Retirement System – Checklist</b>	
<b>Description</b>	<b>Retirement</b>
PSRS/PEERS Retirees working as an adjunct and/or part-time employee	<ul style="list-style-type: none"> <li>• No contribution to PSRS/PEERS or SS if working under 550 hours per fiscal year.</li> <li>• Can work a maximum of 550 hours for a PSRS/PEERS secondary or postsecondary school.</li> <li>• Can teach up to 18 credit hours per fiscal year for ECC (July 1 – June 30).</li> <li>• Complete retirement system log sheet - track hours worked and submit log to Human Resources and division chair at the end of each semester.</li> </ul>
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/preparation. For example, a three-credit hour class is equal to three hours per week for instruction and one to three hours of outside classroom work/preparation for a total of four to six hours of work per 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
- East Central 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

### **Security (Campus Police / Securitas)**

Faculty needing assistance of security personnel while on campus should contact the following:

- Union Campus Police: x6600 or 636.584.6600
- Rolla Main Security: 573.469.1245
- Rolla North Security: 573.201.4568

### **Sexual Harassment**

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. See ECC Board Policy [5.4](#) for more information.

## **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 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. 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 you 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. Faculty 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.

## **Standing Committees**

Committee assignments are considered part of the responsibility of all ECC full-time faculty. At the end of each academic year, faculty members have the opportunity choose the standing committee they will participate in the following year. At the first committee meeting of the academic year, the charge of each committee is presented and a regular meeting time is established. Faculty may be asked to call the first meeting and/or serve as chair.

Other ad hoc committees or workgroups are established as needed. Based on the charge and responsibility of the committee, professional and/or support staff may be asked to



serve as well. Please see Article XVIII of the current [CBA](#) for more information on committee assignments.

Whether a standing committee, or other appointed committee, faculty contributions to the work of these groups is integral to their success. Current standing committees include (not inclusive list):

- Academic Council
- Assessment Committee (Instructional)
- Civic & Community Engagement
- Curriculum Council
- Faculty Professional Development
- Green Committee
- Online Learning & Educational Technology
- Portfolio & Credentialing
- Rank & Promotion
- Strategic Enrollment Management & Retention
- Institutional Committees include:
  - Budget
  - Safety
  - Shared Governance

### **Student Activity Sponsorship**

East Central College offers a full range of student extracurricular and co-curricular activities. Faculty members have many opportunities to serve as sponsors of student activities or clubs. Please contact the Coordinator of Campus Life & Leadership for more information.

### **Student Attendance**

All full-time faculty members are required to take daily attendance. Attendance reporting to the Registrar's office occurs regularly throughout the semester. Maintaining appropriate and current attendance records is an important component of student financial aid eligibility. Faculty should direct questions regarding such requirements to the Registrar's office or to the Financial Aid Director.

### **Student Complaints**

[ECC Cares](#) is a resource for students and staff to help protect the health and safety of our community. East Central College has a process for students to lodge an official or unofficial complaint. The college is required to maintain records of these complaints, including the nature and outcome and adheres to the related stipulations of both the Higher Learning Commission and Department of Education.

Faculty members are notified when a complaint has been made. Based on its nature, the Appropriate Academic Dean and/or Vice President of Academic Affairs arranges to meet with the faculty member, the student, or both to assess and review the situation.

## **Student Conduct**

In order for effective learning to occur, students must be able to study in an environment free from disruptive conduct or behavior. Faculty should enforce the Student Conduct Code as stated in the [Student Handbook](#) and seek assistance from the Student Development Division, Behavior Intervention Team, campus police/security, evening specialist/generalists, or the Office of Academic Affairs when such interruptions to learning occur.

## **Student Evaluations**

East Central College maintains an online course and faculty evaluation system, which is accessible by students. Faculty members are notified when the system is activated. Students are given a minimum of four weeks during the middle of each semester to complete the online evaluation of faculty and courses.

Following the submission of grades, the results of these student evaluations are available to faculty, Department Chair/Program Coordinators, deans, and the CAO. In addition, the public can access the short system results located on the [Institutional Research website](#).

## **Student Problems and Situations**

### **Student – Faculty Interactions**

In all interactions with students, faculty should maintain an appropriate, professional demeanor and attitude. A formal atmosphere in faculty-student meetings or other interactions encourages the proper mutual respect necessary to maintain boundaries.

- Conversations with students should remain on topic and strictly about the course; personal lives are off limits.
- Students who persist in discussion topics of a non-academic nature should be referred to Student Development.
- Faculty offices should be considered an extension of the classroom.

### **Disagreements**

In dealing with student disagreements, confrontation, and inappropriate behavior, faculty should seek the advice of their Academic Dean, Vice President of Student Development, or counseling staff. The director at the satellite locations may also be able to offer guidance. In addition, faculty members should:

- Attempt to move to a private setting if the confrontation is occurring in public
- Listen carefully and professionally to the students involved
- Express their concerns and how it is affecting student learning
- Restate their position, making clear any action they plan to take, if it appears that the issue cannot be resolved satisfactorily. Involve others as needed

- Complete the [Student Incident Report](#) in order to help the college maintain appropriate records of such activities is important

### **Emotional Distress**

Occasionally, a student may experience emotional problems due to illness, stress, family situations, or other hardships. During the regular office hours, call counseling services for assistance. Faculty should also:

- Remain calm and listen
- Maintain appropriate boundaries
- Remove the student from the classroom
- Call 911 if this is a major disturbance and the student is out of control or contact Campus Police / Security:
  - Union Campus Police: x6600 or 636.584.6600
  - Rolla Main Security: 573.469.1245
  - Rolla North Security: 573.201.4568

### **Alcohol and Drugs**

Occasionally, a student may attend class under the influence of alcohol and/or drugs. Under these circumstances, faculty should:

- Be observant and record observations regarding the student behavior
- Calmly and professionally ask the student to step outside the classroom
- Contact the Student Development Office or counseling services for assistance
- File a report with the Vice President of Student Development providing the details of the incident and the name of the student involved
- Follow any program policies for specific programs such as Nursing, EMS, or Education

### **Student Discipline**

ECC students are expected to adhere to the Student Conduct Code and Academic Honor Code. Information on student policies related to behavior and conduct can be found in the [ECC Student Handbook](#).

## **Student Service Center**

### **Union Campus**

The Student Service Center is a one-stop shop for admissions, advisement, counseling, financial aid, and registration. It is located on the first floor of Buescher Hall. The hours of operation are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Friday.

### **Rolla Campus**

Hours of operation for the student service center at Rolla Main are Monday through Thursday open 8:00 am to 4:30 pm, and Fridays from 8:00 am to 12:00 pm.

## **Supplemental Employment**

Board Policy [5.24](#) outlines the procedures for faculty members accepting outside employment. They must first receive written permission in order to do so.

In particular, for faculty, the following considerations apply:

- The supplemental employment cannot interfere with their ability to carry out a teaching assignment or other duties associated with the full-time faculty position (i.e. committee assignments, academic advising, recruitment, etc.).
- Faculty may not use sick time or personal time if an absence is taken to work supplemental employment.

Faculty members should discuss any supplemental employment with their appropriate Academic Dean. Approval is based on their load assignment and schedule for any given semester.

## **Syllabus Submission**

Regarding the course syllabus, faculty must:

- Submit it electronically and in a timely fashion, as requested
- Use the Moodle Syllabus Tool: see Moodle for the most up to date copy each semester, or have all the components contained in the tool
- Submit the syllabus for each section of each course taught during the semester to Moodle
- Ensure that it is accurate to the semester it applies to

## **Textbook Adoption**

In general, department faculty members work with the Department Chair/Program Coordinator or Academic Dean to select the required textbooks and supplementary materials for all courses. Those taught by two or more instructors adopt uniform textbooks and materials. Faculty members may require additional materials for their classes as deemed appropriate. Adjunct instructors receive required textbook information from their Department Chair/Program Coordinator or appropriate Academic Dean.

## **Tobacco-Free Campus**

East Central College is a tobacco free campus. Tobacco free status applies to all college locations, sites, and properties. This also applies to electronic/vapor smoking devices.

## **Tuition Waiver and Tuition Reimbursement**

East Central College encourages its employees to further their education which supports professional and personal growth; see Board policy [5.27](#) for more information. Educational assistance for employees and their dependents is an important vehicle for

addressing that need. These development opportunities are part of the employee benefits package:

- Tuition reimbursement for graduate coursework and advanced education
- Free ECC tuition and tuition waivers for family members
- Free ECC tuition for employees

### **Weapons on Campus**

ECC prohibits the possession or use of firearms or dangerous weapons of any kind. The college uses Missouri Revised Statutes 570.010 to define a knife (any blade four inches or longer).

