EAST CENTRAL COLLEGE

Faculty Resource Guide

Academic Year 2021-2022

1964 Prairie Dell Road ~ Union, MO 63084 ~ 636.584.6500

www.eastcentral.edu

August 2, 2021

Welcome to the 2021-2022 academic year!

Each year, East Central College welcomes over 700 new students and their returning counterparts. These students on both the main campus in Union and at satellite locations in Rolla and Washington, enroll in a diverse set of coursework to fulfill individual educational and personal goals. We are proud, as a college community, to serve the students at East Central College.

This work is possible due to the contributions of our new and returning faculty. Your knowledge, expertise, and willingness to be part of our academic community is key to the success of our students. Your dedication to teaching and learning, assessment for student learning, and student support is much appreciated.

No doubt, the last year and a half will be remembered for the personal and professional challenges we have faced during a global pandemic. We have learned much about our resiliency as well as our students. Even as we plan for this academic year, we recognize that shifts in COVID protocols or teaching modalities may change based on community spread. We will continue to utilize expert sources to guide our decisions. Contingency plans for your teaching modalities are still important. I appreciate your "how can we" approach this last year as we successfully continued our long tradition of quality teaching, learning, and service to students. We ask that you be attentive to communications regarding COVID-19 and East Central College and refer to the ECC COVID-19 website frequently. East Central College is always committed to maintaining best practices, and especially related to promoting vaccinations and other measures to protect our teaching and learning environment.

The 2021-2022 edition of the Faculty Resource Guide has been prepared by the Office of Academic Affairs and reviewed by faculty leadership. The information contained herein is intended as a guide and not a contract. Additional information about the College, its policies and procedures, and its mission can be found in the Board of Trustees Policies and Procedures Manual, the College Catalog, the Student Handbook, the current ECC-NEA Collective Bargaining Agreement (CBA), the College website and other publications of the College. I encourage you to read the resource guide and become familiar with its contents. Most student questions and concerns about administrative policy can be addressed with information from one of these publications.

The material contained in this document is accurate as of July 1, 2021. The Board of Trustees of East Central College, the College President, and the Office of Academic Affairs reserve the right to make changes to the information contained herein.

Please review the included information carefully; I am available to answer your questions. Let my office know if we can help you in any way.

Have a great academic year!
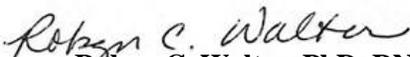
Robyn C. Walter, PhD, RN
Vice President, Academic Affairs

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SECTION 1: INTRODUCTION

The East Central College (*ECC or College) Faculty Resource Guide* 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,* current ECC-NEA 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

ECC 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

East Central College 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.

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
Director of Information Technology (IT) ....Doug Houston, x6732

Office of Academic Affairs Staff

Vice President, Academic Affairs...Dr. 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:
Office Assistant, Fine & Performing Arts .... Amy DeMiere, x6923
English & Humanities...Josh Stroup, x6646
Social Sciences..Dr. Bill Cunningham, x6651
Office Assistant, SciEng/SocSci/MthEdu...Brenda Driemeyer, x6598
Math & Education..Dr. Reg Brigham, (573) 466-4087
Science & Engineering ....Dr. Parvi Govindaswamy, x6627
Office Assistant, SciEng/SocSci/MthEdu...Kerry Blocker, x6773

Program Coordinators:
Art………………. ....Sean Barton, x6672
Education...…… ....Gregory Stotler, x6612
Falcon Seminar ....Rachel Howard, x6547
Journalism & Mass Media Communication .... Leigh Kolb, x6643
Music……………...Dr. Jennifer Judd, x6696
Theatre…………. .... Grace Austin, x6695

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 Management ....Dr. Nanette Sayles, Interim (478) 955-9238
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 ....Nancy Mitchell, x6619
Program Assistant ....Julie Beck, x6616
Administrative Assistant Union... Jessica Horn, x6148
Administrative Assistant Rolla ....Lavonda Lawson, x6950

Program Coordinators:
Emergency Medical Services ....Tom Fitts, x6623
Medical Assisting...Adisa Velic, x6922
Nursing, Rolla ....Joannie Blakely, x6948
Nursing, Union .... Judy Bieker, x6620
Radiological Technology .... Brandi Grindel, x8050

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, Communications & Marketing ....Gregg Jones, x6507

Student Development

Vice President, Student Development .... Sarah Leassner, 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 & Admissions....................................Megen Strubberg, x6723

Finance & Administration

Vice President, Finance & Administration..DeAnna Cassat, x6701
Executive Administrative Assistant..Michelle Deuser, x6702
Director, Financial Services/Comptroller .... Annette Moore, x6704
Director, Facilities and Grounds .... Tot Pratt, x6733
IT Helpdesk…..x6738

Human Resources

Director of Human Resources...Wendy Hartmann, x6712
Human Resources Generalist.. Kim Aguilar, x6710

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... (573) 466-4081
Technical Support Technician .... Brad Taber, (573) 466-4090

What's New for Academic Year 2021-2022

AOER Textbook Initiative – Update
ECC continues to support this initiative aimed at saving students' money while providing quality course resources. ECC encourages faculty to explore affordable and open-source options for textbooks (referred to as AOER). Since 2019 a number of faculty have adopted and implemented AOER textbooks in some of their classes. ***Students have saved over $500,000*** and have first day access to many digital textbooks. Quality is of paramount concern, as is ease of access and affordability for students. Many AOER textbooks are peer-reviewed, free in digital form, and if in print format are available at a lower cost than traditional commercial products. Creative Commons licensing also allows for freedom to alter textbooks, select certain chapters, etc. to fit course objectives. Administration will continue to offer a $200 stipend (while supplies last) for evaluating and converting your traditional textbook to an AOER textbook/course resource. Contact the ECC Library for more information including current courses with AOERs and where to begin if new to AOER.

Campus Projects
Graphics Design Classroom and Lab
The Graphics Design classroom and lab will relocate from Hansen Hall third floor to HH249, which will allow for a centralized Art Department. ECC sent out an RFP (request for proposal) for the project on July 21, 2021, requesting bids. RFPs are due August 20, 2021. At that time, all bids will be evaluated. The goal is to present a recommendation to the Board of Trustees at the August 31 meeting. Work will begin upon approval by the Board.

Falcon Career Center
ECC will create a center for career advancement and student psychosocial wellness in a renovated, dedicated space on campus (Hansen Hall, room 270, previously the HVAC Lab) using funds from a GEER Excels grant. The mission of the Falcon Career Center is to support students' needs and their psychosocial well-being with access to multiple resources at a strategically placed hub in the center of campus. Services will include access to a Social Services Navigator and a Career Navigator.

Keyless Entry
The Access Door Control & ADA Touchless Entries (aka keyless entry) project includes the installation of touchless entries and door controls for all campus external doors. This work is currently being done by TSI and will continue for the next several weeks. No specified completion date has been provided, but the Vice President of Finance & Administration, DeAnna Cassat, will communicate to campus as the project progresses. Vice President of Student Development, Sarah Leassner, will also send campus communications to regarding the new processes resulting from this project. The project is being funded by HEERF/COVID funds.

<u>Classroom and Study Area Furniture</u>
New study area and classroom furniture on the Union campus was purchased from Krueger International (KI) using HEERF/COVID funds over the summer. The new furniture will replace worn and not easily cleaned furniture. The single seated student desks will replace tables in classrooms to allow distance configurations. A portion of this furniture order was delivered to the Union campus in mid-August, including single seated student desks for Culinary, Impress stools for IET, and replacement chairs in the Health Science building. During Fall Break 2021, KI will deliver study area furniture in all Union campus buildings and single seated student desks in all building classrooms.

HEERF/COVID funds also provided new classroom and student furniture for Rolla Main and Rolla North. Eight classrooms/labs and three student spaces will be positively impacted by this purchase. Student desks and chairs are single seated and allow for flexible seating configurations to promote social distancing requirements while maximizing classroom capacity. On August 13, new tables and chairs were received and placed in RTC 121. The remainder of the order will arrive on September 17, 2021. On that date, RTC 103, RTC 111, RTC 147, RNT 107 and RNT 115) will receive new and/or additional furniture. We will also receive new student services waiting area seating, new chairs for the Student Success Center & Library, new chairs for the Testing Center, and new lab tables and storage for RTC 108 and RTC 143. Plans are currently being reviewed to update Testing Center Spaces and tables/additional seating for the Student Success Center & Library.

Canvas 24/7 Canvas Helpdesk Support
ECC's learning management service, Canvas, provides a comprehensive set of features for communicating with students, displaying course content, and assessing student work and participation. Beginning this semester, 24/7 Canvas Helpdesk support is available. All faculty, staff, and students can chat, email, and call Canvas support at any time, any day of the week. Please keep in mind this service is focused on helping with Canvas specific issues and questions such as settings, error messages, system features, etc. Canvas 24/7 support will not directly assist with course content management/transfers, enrollment, or account issues. For more information, see the *[Online Learning & Educational Technology](#)* section in this manual.

Early College Academy
Last year, ECC began the Early College Academy, which allows select high school juniors to pursue their associate degree at the same time as their high school diploma. The program has grown from one school last year – Union High School – to four schools for the fall 2021 semester. St. Clair, Sullivan, and Washington High Schools are ECC's newest partners. The students will be in close contact with their Early College & Admissions advisors Lindsay Riegel and Philip Giacomelli throughout the program for guidance and support. Keeping attendance up to date and utilizing Aviso, as needed, is vitally important for this group of students for reporting purposes between ECC and the high schools. ECC will continue to expand this program throughout the service area in the coming years.

Guided Pathways Project
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. The pathways can be found on the ECC website under academic programs and in Falcon Nest here.

Guided Pathway and its associated features have been integrated into the strategic plan. Much work has been accomplished including the development of a strategic enrollment plan, written curriculum guides for academic and career pathways, and a redesign of Falcon Seminar (freshman orientation course). The work that remains is centered on our advising model utilizing a guided pathways model. The outcome of the 20-21 CBA workgroup re: Faculty Role in Advising has been integrated into the FY22 CBA, Article XII.7.

Higher Learning Commission (HLC)
Preparations continue for a comprehensive reaccreditation visit scheduled for **April 11-12, 2022**. Criterion Workgroups convened last year and the work in the Fall 2021 semester will focus on writing and sharing information within the assurance argument system (essentially, our self-study). Preparing for a comprehensive visit involves the entire campus community. You will be receiving information periodically by email or other methods to keep you informed of our progress as well as information about your role. The efforts are led by a tri-chair model with Dr. Robyn Walter, Accreditation Liaison Officer, Jenifer Higerd, Faculty, Fine and Performing Arts, and Dr. Michelle Smith, Executive Director of Institutional Effectiveness. Visit the Accreditation section in this resource guide for more information. You can also find more information, including a timeline, on the Accreditation website.

Strategic Plan, SOAR to 2024 Update
Implementation of action steps for each of the five strategies of ECC's Strategic Plan involved much time, effort, and interdepartmental collaboration this year. Highlights include:

Partnerships
As indicated above, the Early College Academy continues to grow. *First Class Tuition Pass* and free dual credit tuition for students who qualify for free/reduced lunch are two initiatives that have been implemented to support high school age students. ECC's Center for Workforce Development continues to broaden relationships with local business partners through specialized onsite training and registered apprenticeship programs.

Pathways
The Guided Pathway model continues to move forward with all degree pathways mapped and publicized. Falcon Seminar maintains a degree focused course with development efforts led by a dedicated faculty coordinator. ECC has assumed the full sponsorship of the Radiologic Technology program in Rolla and will do the same for the Surgical Technology and Licensed Practical Nursing programs this academic year.

Employees
A wide variety of virtual professional development offerings supported employees this year, including specialized trainings in Office 365 and Microsoft Teams. These training materials are

archived for future use. An incentive program has been implemented for ECC employees to help recruit qualified adjuncts and will continue to grow in the future.

Rolla
The Rolla Comprehensive Plan is in progress and includes a streamlined admissions/enrollment process. The implemented changes have enhanced the student experience in Rolla.

Financial Strength
The College continues to refine financial processes and has been able to utilize federal pandemic relief funds to offset expenses. This coming year, HVAC upgrades will improve the air quality in several campus buildings.

Falcon Nest in SharePoint

Falcon Nest is a function of the Microsoft Office 365 application SharePoint and is used by the College for storing important internal files. These files are available to all employees for viewing. To access Microsoft 365 applications, including Falcon Nest, log in with eCentral credentials. Find more information on Falcon Nest here.

Institutional Student Learning Outcomes

At ECC, students' educational and personal success is at the center of all we do. Faculty and staff support student learning and development through classroom instruction, student clubs and organizations, and co-curricular activities, which are grounded in learning outcomes. These outcomes describe what students are expected to know and be able to do at the end of a prescribed period of time. The outcomes relate to the skills, knowledge, and behaviors that students acquire as they progress through their study. At ECC, we practice assessing *for* student learning, which means we do more than just collect data. When we assess learning outcomes, we use the results to make a difference in how well our students learn.

Students' learning is assessed at the course, department/program, and institutional levels. ECC's Institutional Student Learning Outcomes (ISLOs) reflect the educational values of ECC and twenty-first century learning valued by faculty and students. They allow students, faculty, and staff the opportunity to share in a collective academic culture. ISLOs represent core learning areas that ECC believes all students, regardless of their course of study, should know and be able to do as a result of their coursework and co-curricular involvement. They exemplify ECC's commitment that every graduate will have a wide variety of opportunities to gain important knowledge and skills.

ISLOs apply to all degree seeking students at ECC. That means all students will have ample opportunity to encounter learning that supports the outcomes. Students can encounter outcomes through classroom instruction and co-curricular opportunities. The ISLOs also serve as our General Education outcomes and are aligned with the Missouri Department of Higher Education and Workforce Development's CORE 42 Competency Framework.

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
- Inform students of what knowledge and skills they will gain through the course of study
- Serve as general education learning outcomes in conjunction with CORE 42 competencies
- 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, courses, and services
- Help shape the decision-making and strategic planning processes of the College

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, collaborative 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.

The goal for aligning course, program, and institutional learning outcomes is to assure that every student has sufficient and myriad opportunities to achieve the learning we value as an institution. By identifying and assessing these places of learning and development, we can verify that we are fulfilling our promise to all students that their experiences here meet their present and future needs. Assessment of learning outcomes also allows us to reflect on our efforts and make needed changes, which ultimately leads to continually improving what we are here to do: educate students.

ECC Institutional Student Learning Outcome Statements:
Critical Thinking
Students will be able to integrate knowledge for creating solutions to novel challenges.
    Performance Indicators
        CT.1. Differentiate among opinions, facts, and inferences
        CT.2. Apply a variety of critical and/or creative strategies for solving complex problems
        CT.3. Construct arguments using relevant, credible evidence

CT.4. Employ well-designed search strategies to gather data and information
CT.5. Create and/or organize material or information into meaningful patterns to interpret and draw inferences
CT.6. Reflect on and evaluate their creative and critical thinking skills
CT.7. Use a process to make an informed decision

Communication
Students will be able to effectively express ideas and exchange knowledge in multiple ways.
> Performance Indicators
>> CM.1. Structure communication with a clear introduction and conclusion and logically sequenced content
>> CM.2. Understand the role of context, audience, and purpose when creating a communication.
>> CM.3. Exchange knowledge effectively
>> CM.4. Apply appropriate, discipline specific/professional standards, techniques, and procedures
>> CM.5. Appraise their own and others' communication utilizing critical listening and reading skills
>> CM.6. Use technology to identify, retrieve, analyze, and communicate ideas and information

Social Responsibility
Students will demonstrate an understanding of social responsibility.
> Performance Indicators
>> SR.1. Describe the core values and accountability of citizenship in a democratic society
>> SR.2. Analyze the impact of culture and experience on one's worldview and behavior, including assumptions, biases, prejudices, and stereotypes
>> SR.3. Explain how including diverse perspectives and identities strengthens communities
>> SR.4. Identify the needs of the community
>> SR.5. Demonstrate an understanding of global interconnectedness
>> SR.6. Demonstrate effective stewardship of human, economic, and/or environmental resources
>> SR.7. Engage in and reflect on civic, political, and community activities that promote diversity and inclusion
>> SR.8. Analyze and reflect on the choices, actions, and consequences in ethical decision making

Personal and Professional Development
Students will take responsibility for their personal and professional development.
> Performance Indicators
>> PD.1. Collaborate with respect and openness
>> PD.2. Identify practices associated with professional behavior
>> PD.3. Practice leadership and advocacy skills to empower self and others
>> PD.4. Demonstrate accountability for one's actions

Approved, Academic Council, 02/21/20

Accreditation Overview

ECC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC/NCA). Currently the College is accredited with a comprehensive review scheduled in April 2022. For more information, please click here.

What does this mean for faculty?
HLC requests 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 and linked in the chart below.

Academic Programmatic Accreditations	
Program	**Accrediting Organization**
Art & Graphic Design (AFA)	National Association of Schools of Art and Design (NASAD)
Business / Accounting	Candidate of: Accrediting Council for Business Schools and Programs (ACBSP)
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)

Academic Programmatic Accreditations	
Program	**Accrediting Organization**
Industrial Engineering Technology (IET)	Association of Technology, Management and Applied Engineering (ATMAE)
Licensed Practical Nurse (LPN) (joint program)	In full transparency, ECC is actively seeking a change of sponsorship from the Missouri State Board of Nursing (MSNB) beginning August 1, 2022
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 Review Commission for Education in Radiologic Technology (JRCERT)
Surgical Technology (joint program)	In full transparency, ECC is actively seeking a change of sponsorship from the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Accreditation Review Council on Education in Surgical Assisting (ARC-STSA) beginning August 1, 2022

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

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 with the 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 (MDHE), 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 Falcon Nest 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 Falcon Nest under the Committees folder.

Academic Freedom and Responsibility

East Central College Board Policy 5.6: *Academic Freedom* states,

"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*. Faculty should report conduct concerns using the Student Incident or Illness Report form on the ECC Faculty & Staff webpage.

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 Falcon Nest Faculty Resources folder for Rank and Promotion.

Access/Disability Services

The ECC Advising and Counseling Department provides Access/Disability 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 Advising & Counseling Department with any questions regarding an accommodation or such a request from a student.

The Adaptive Technology Lab at ECC is designed to help students with disabilities. The lab, in conjunction with Access Services, will help students with assistive technology, alternative formatting, and tutoring. The Adaptive Technology Lab is located in the back corner of The Learning Center in Buescher Hall (BH 187) and has the same hours as The Learning Center. For more information regarding Adaptive Technology, faculty should contact Denise Walker, 636-584-6606 or email denise.walker@eastcentral.edu.

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 happens at multiple levels (course, department/program, and institution). Assessment starts by clearly defining learning outcomes that describe what a student should be able to do as the result of taking a given course or participating in a particular activity. Creating learning outcomes goes beyond stating what students will study; instead, it requires describing--in measurable, concrete terms--what knowledge, skills, and values students should achieve upon completion of a given course, program, or degree. The results of the assessment process allow faculty to determine if a sufficient level of learning took place and to collaborate with others to improve teaching and student learning. These processes align course, programs/discipline, co-curricular, and institutional level assessment practices to assure student learning is comprehensive and cohesive across the curriculum and co-curriculum. Such alignment and cohesion require thoughtful planning and consistent reporting to inform decision-making and budgeting and to close the assessment loop.

Faculty members are required to participate in and submit results related to all levels of assessment at the College. If you have questions regarding your role in assessment, please contact your Department Chair, Program Coordinator, Academic Dean, or the Chair of the Instructional Assessment Committee. For more detailed explanations of assessment practices at ECC, review the Assessment Handbook.

Annual Assessment Reporting and Planning (AARP)

Course level assessment is the heart of annual assessment reporting and planning. Course level assessment data is collected by faculty using signature or common assignments and is reviewed on a rotation that assures all courses within a department/program, are assessed at least once within the Comprehensive Review cycle. At the course level, faculty can gain insight into day-to-day teaching methods and learning processes, clarify learning outcomes, refine assessment activities, and collect data about student learning so improvements can be made for future learners. For students, course assessments provide regular feedback about their progress and provide them with a means of gauging their own learning to then modify study strategies as needed.

Through the AARP, faculty collaborate to review and analyze assessment data, determine if actions are required for improvement, implement any needed changes, and monitor the success of those changes. Annual reporting and planning also includes review of Student Success data on the course and department level provided by the Office of Institutional Research. Faculty can review learning and success data in tandem to get a full sense of how well students achieve the course outcomes and what might impact their achievement. Shared participation in and responsibility for annual assessment processes also provide the foundation for successful comprehensive reviews.

Annual planning and reporting are vital components of the ongoing assessment processes at ECC. Faculty lead assessment planning and reporting with support from the IAC, Department Chairs, Coordinators, Deans, and the offices of Academic Affairs and Institutional Effectiveness.

Comprehensive Review

The comprehensive review process is a periodic assessment of the overall performance and effectiveness of a program or department. This faculty-driven process seeks to improve student learning by reflecting on longitudinal learning and success data. This systematic process provides accountability of program quality to key stakeholders within the community. Comprehensive reviews are conducted on a three-to-five-year rotation (see *ECC Institutional Assessment* schedule here). The Instructional Assessment committee maintains responsibility for the process and a review of the reports, published in Falcon Nest.

Co-Curricular Assessment

Relevant faculty serve to support co-curriculum at ECC. Co-curricular learning opportunities are defined as "structured learning activities that complement and augment formal curriculum [that] can be embedded within existing academic programs or be adjacent to academic and extra-curricular programs." As part of the College's overarching assessment of the full student experience, co-curricular learning is assessed through the ISLOs. The process for assessing co-curricular opportunities parallels assessing curricular learning and is reported via a similar template.

ISLO Assessment

ISLOs are different from course level or department/program level outcomes in that they are broader and applied across disciplines and areas. Because these outcomes are the most universal educational goals of the College, a single course or activity cannot, nor is it expected to, meet all of the ISLOs. Most courses taught at ECC are linked to an ISLO performance indicator. But not every course outcome may tie directly to an ISLO level PI. Program level outcomes link differently. It is likely that program level outcomes connect to all institutional level outcomes as that is the nature of programs—to be encompassing of the student learning experience.

The ISLO assessment process is different from that of a course or program specific assessment because it involves collecting data across disciplines and includes the co-curriculum. The four ISLOs are assessed on a five-year annual rotation, with the fifth year reserved for an overall evaluation of the outcomes and assessment practices. In courses aligned with an ISLO, assessment is done using an embedded assignment, which are scored using the ISLO rubric, and results are continually collected via Canvas or Excel. Each September, faculty and staff connected to a given outcome meet for the ISLO Colloquy to review results, have conversations about what we can learn from the assessment, and recommend actions for improvement.

Instructional Assessment Committee

The Instructional Assessment Committee is dedicated to building a culture of assessment at ECC by engaging the College community in learner-centered assessment at the course, program/department, and institutional levels. The IAC commits to:

- working collaboratively to identify and develop assessment best practices
- serving as assessment liaisons who provide expertise and encouragement to colleagues
- promoting the goals of assessment within and across departments

The committee provides guidance and assistance in the implementation of the institutional assessment plan by:

- coordinating assessment of the Institutional Student Learning Outcomes
- developing and maintaining comprehensive review processes and schedules
- providing faculty and staff development related to the various levels of assessment
- aligning assessment practices with the College's strategic plan and budgetary process.

The committee coordinates assessment processes for curricular and co-curricular learning outcomes, which involves:

- establishing learning outcomes to be measured
- selecting and/or creating measurement instruments
- determining measurement criteria
- using the data to generate changes for improvement
- communicating to divisions on matters related to assessment
- continually assessing the effectiveness of the learning outcomes and our processes.

The work of the Instructional Assessment committee is divided into the following subcommittees, each with specific responsibilities:

- Comprehensive Review

- Annual Assessment Reporting and Planning
- Co-Curricular Assessment
- Institutional Student Learning Outcomes
- Professional/Faculty Development and Support

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 our satellite location. Both stores offer a full line of new and used textbooks, ECC clothing items, school, and office supplies, as well as computer software.

Hours of operation are posted at the beginning of each semester; they can be found here. 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.

Class Rosters, Student Attendance, and Records

Class Rosters
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 Student Services to clarify the discrepancy. Students must be fully registered before they are allowed to attend a 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.

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.

<u>Records</u>
Each semester, faculty are emailed the dates eCentral will be open for grading. During this period, faculty can access 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 an Administrative Withdrawal or any change that requires additional records, faculty members must provide the supporting documentation as required by the Registrar. Each Department Chair, Program Coordinator, or 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

ECC 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. These assets are the property of the College and are not intended for personal use

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, even temporarily.

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.

Commencement

Commencement is held in May as indicated on the approved academic calendar. Specific information is posted on the ECC 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.

Committees: Academic and Institutional

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 XX 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 College committees include (not an inclusive list):

- Academic Council
- Budget Advisory
- Civic & Community Engagement Coalition
- Curriculum Council
- Developmental Education
- Faculty Professional Development
- HLC Steering Committee
- Information Technology Advisory
- Instructional Assessment
- Insurance
- Online Learning & Educational Technology
- Portfolio & Credentialing
- Rank & Promotion
- Safety
- Shared Governance
- Strategic Enrollment Management & Retention

Copyright

ECC 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.

Courier Service

Non-Library Items
In June 2021, ECC began utilizing the current contract with UPS to courier items between the Union and Rolla campuses.

- Packages that need to be sent from the Union campus to the Rolla campus should be dropped off at *Imaging Services* located on the ground floor of the Donald D. Shook Student Center. Interoffice envelopes destined for Rolla from Union can be placed in mailbox 30BH in any building's mail room.
- Packages and interoffice envelopes that need to be sent from the Rolla campus to the Union campus should be dropped off at the front desk at either the Rolla Main or Rolla North locations. These packages are picked up for delivery daily.

Library Items

In June 2021, MOBIUS began direct Library material delivery to the ECC-Rolla Main campus. Library materials requested from MOBIUS libraries will be sent directly to 'ECROL' on Monday, Wednesday, and Thursday. MOBIUS delivery to ECC-Union continues at five day a week service. Choose your specific delivery location when making requests. Senders will be notified via e-mail when the item is received at the delivery location.

Curriculum: New or Modified

The ECC Academic Council oversees the College's curriculum process. This council's charge 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 before being voted on in Academic Council.

The process is detailed to College faculty regularly and is outlined in the Curriculum Council forms provided for Academic Council action found here. 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 Falcon Nest 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).

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 ECC to provide a drug and alcohol-free environment, see Board Policy 5.42: *Drugs and Alcohol Free Workplace*.

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 (Aviso)

ECC utilizes an Early Alert System (Aviso) to proactively identify *at-risk* students for early intervention. Aviso is used to coordinate communication between instructors, success coaches, advisors, mentors, and track outcomes. Faculty are requested to submit an alert when a student exhibits behavior that will lead to a poor grade or to refer students to an advisor, Access/Disability services, or counseling. Alerts may be made at any time during the semester but are requested the 3rd, 5th, and 8th week of classes.

Training materials on the use of Aviso can be found in Falcon Nest under Employee Resources, Aviso Retention Resources, Training and through Aviso-Engage Faculty Resources webpage.

Success coaches are coordinated through the Learning Center and connect students to resources before they need them and in response to automatic and staff-initiated alerts. They work with students to triage academic issues, coach students on soft skills, connect them with tutors or other resources across campus. For questions or to request personalized training contact the Retention Coordinator, Alison Tucker at alison.tucker@eastcentral.edu or by calling 636-584-6660.

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 and home 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 counselor or other school official for more information.
- Early College Academy allows selected high school students, at participating schools, the opportunity to complete an associate degree at the same time as their high school diploma. Students attend on campus or online through ECC.

As these programs grow, it is likely faculty will have high school students enrolled in classes on campus and online. If you have any questions about helping these students succeed, contact the Early College & Admissions Advisors, Lindsay Riegel (x6694) or Philip Giacomelli (x6198).

ECC Alert System (Campus Notification System)

ECC Alert is the College's emergency notification system 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. You will need to renew this service every three years.

ECC-NEA (Faculty Union)

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 ECC. 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,
- Obtain for its members the benefits of an independent, united education profession.

For information, please contact the AY 2022 ECC-NEA Executive Council:

Executive Council Officers

Title	Name	Extension	Email
President	Aaron Bounds	6697	aaron.bounds@eastcentral.edu
Vice President	Dr. Parvi Govindaswamy	6627	parvadha.govindaswamy@estcentral.edu
Secretary	Dr. Cori Derifield	6690	coreen.derifield@eastcentral.edu
Treasurer	Lisa Hanneken	6562	lisa.hanneken@eastcentral.edu

Executive Council at Large:

Name	Extension	Email
Judy Bieker, Nursing	6620	judy.bieker@eastcentral.edu
Tanner French, Acctg/Business	6638	tanner.french@eastcentral.edu
Josh Stroup, English	6646	joshua.stroup@eastcentral.edu
Dr. Beth Winters-Rozema, Biology	4084	elizabeth.rozema@eastcentral.edu

E-Mail Accounts and eCentral Access

All ECC employees have an official College email address provided by the IT Department. Once faculty members are hired and placed 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

ECC 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: *Tuition Waiver and Tuition Reimbursement*
- 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 assigned responsibilities. 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. Professional leave is intended for work exchange or other professional experience related to the employee's position. More information on Educational Leave and Professional Leave can be found in ECC Board Policy 5.26: *Educational Leave*. Sabbatical Leave information is located in in the current CBA, Article XXIII: *Sabbatical Leave*.

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
  - Contact the Campus Police/Security to assist with students
    - Union: 636.584.6600
    - Rolla Main: 573.469.1245
    - Rolla North: 573.201.4568
- Student illness or injury
  - If emergency call 911

- o For less severe cases
  - Contact the Campus Police for assistance
    - 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 and/or Incident Report following the emergency. These forms can be found on the ECC Cares webpage.

Employee Benefits for ECC Faculty

ECC cares about the wellbeing of its employees, therefore the College offers a variety of benefits. Faculty should refer to the ECC *Board Policy Manual* for full descriptions and contact the Human Resources Office regarding any questions about the benefits package.

Evening Support Resources

Union campus faculty experiencing a non-urgent need in the evening such as a temporary classroom change or need to have a door unlocked, should call the ECC Campus Resource Officer at 636-584-6600. The Campus Resource Officer will radio contact the evening custodian in charge. To request assistance for a safety, security, or emergent need in the evening, faculty should also call the Campus Resource Officer at the same number 636-584-6600.

Rolla Main faculty experiencing a non-urgent need in the evening prior to 7:30 p.m. should contact the Rolla Main front desk at 573-466-4100. After 7:30 p.m., contact Rolla Main security at 573-469-1245. Rolla North faculty should contact security at 573-201-4568.

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. 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 Canvas.

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.

For both unexpected and advance notice absences, 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 comprised of the following employee categories: full-time faculty members, part-time faculty members, and teaching assistants who are not students.

For more information, please contact the AY 2022 Faculty Association Executive Council:

Title	Name	Extension	Email
President	Dr. Reg Brigham	4087	reginald.brigham@eastcentral.edu
Vice President	Tracy Mowery	4085	tracy.mowery@eastcentral.edu
Secretary/Treasurer	Shaun Roberson	6683	shaun.roberson@eastcentral.edu

Faculty Contracts and Conditions

Faculty will receive an employment contract and job description each year from Human Resources (HR). This faculty contract and job description are to be signed and returned to HR upon receipt. See Article VII in the current CBA and Board Policy 5.15: *Employment Contracts - Faculty* for information about employment contracts.

Faculty Development

Faculty Development Plan
All full-time faculty at ECC must complete an annual Faculty Development Plan found in Faculty Resources and Forms in Falcon Nest. 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 In-Service weeks and during the course of the academic year, additional development opportunities are provided. Information will be shared when as it becomes available.

Faculty Emeritus

Emeritus faculty status is an honor bestowed for distinguished institutional services. Designation as emeritus faculty is at the discretion of the College President. See Board policy 5.16: *Faculty Emeritus* for more information.

Faculty Evaluation

At ECC, 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.

Faculty 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 in Falcon Nest.

Faculty Qualifications

It is the policy of ECC, see Board Policy 5.9: *Classification and Qualifications of Employees* 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, 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 Falcon Nest 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.

Falcon Seminar

ECC requires all entering freshmen to participate and enroll in Falcon Seminar. The seminar is a one-credit hour freshmen studies course.

Students enrolling in Falcon Seminar participate in a variety of activities intended to improve retention and success in college. This course introduces students to campus resources as well as extra- and co-curricular activities. Students are empowered to set goals and become critical thinkers.

The course is taught throughout the calendar year, at each of the satellite locations, and online. Faculty members are encouraged to teach program-specific Falcon Seminar sections.

Full-Time Faculty Hiring Procedures

Activity	Responsible Person/Office
Position Request Form 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 Vice President of Academic Affairs 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
Screening Committee Appointment 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
Screening Committee Duties The screening committee reviews all applications, develops a set of interview questions, conducts interviews, and makes recommendation(s) to the Vice President of Academic Affairs 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 Vice President of Academic Affairs and Human Resources.	Vice President Academic Affairs

Activity	Responsible Person/Office
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
Offer of Employment 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 ECC Board Policy 5.17: *Hiring* regarding hiring procedures.

Grades, Grade Records, and Related Policies

East Central College Board Policy 3.6: *Grade Policy* 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:

Grade	Explanation	Grade Quality Points Per Credit Hour
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

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.

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.

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**:**

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.

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.

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.

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, see Board Policy 3.7: *Grade Appeal Process Policy*
- Grade Forgiveness Policy, see Board Policy 3.8: *Grade Forgiveness Policy*
- Grade Repeat Policy, see Board Policy 3.9: *Course Repeat Policy*

An additional faculty resource for grades and grade records is the College Registrar, Sarah Scroggins. She can be reached via email sarah.scroggins@eastcentral.edu or by calling 636-584-6553.

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 4.48: *Children on Campus*.

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 ECC 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:

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.

In-Service Activities

At the start 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.

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. Click here for the Data Request form.

Instructional Technology

The Information Technology (IT) Department provides ECC faculty and students with computer lab support, classroom technology equipment, and training. The IT 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.

Students experiencing IT related issues, e.g., downloading Microsoft Office, FalconMail, etc. should contact the IT Help Desk at 636-584-6738. Issues with Canvas should be directed to the Canvas Helpdesk at 636-584-6609, onlinehelp@eastcentral.edu, or in Hansen Hall room 159.

Intellectual Property

ECC encourages inventions, discoveries, and the production of copyrightable materials by faculty and staff members. Board Policy 4.34: Ownership *and Equity Policy* 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 ECC 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 ensure students' needs can be met.
- Tutors are faculty recommended, must have a minimum 3.0 GPA, and an 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 College Reading & Learning Association (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 65% more likely to receive an A, B, or C in their course compared to peers who do not seek tutoring.
- More than 11,000 visits by over 2,000 students took place during the Fall 2020-Spring 2021* school year. *Pandemic year.

Online Tutoring via TLC
The Learning Center offers a variety of online tutoring options for students.
- TLC offers synchronous Zoom and Teams tutoring. Appointments must be made for Zoom and Teams tutoring and is only available during TLC hours of operation.
- 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 Canvas. 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.
- TLC Chat is an online service provided to answer short/brief questions, think of this as walk-in tutoring for online support. If the questions manifest to further questions, a tutoring appointment will be recommended.

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.…accessible via ECC Online (Canvas)
- Tutoring services are offered both synchronous and asynchronous by walk-in, drop-off, or by appointment.
- *NetTutor* follows CRLA and Association of Tutor Professionals (ATP) tutor training guidelines and is used by University of Missouri system.

Peer Assisted Learning through Supplemental Study Sessions
The Learning Center is piloting a Supplemental Study Session program where a student leader will plan and lead others in activities designed to connect what to learn with how to learn. Student leaders undergo training to facilitate group study sessions. They communicate with faculty members to ensure the sessions support classroom instruction. For the Fall 2021 semester, Supplemental Study Sessions will be held for CHM*105 and 106. If interested in offering these sessions in your class(es), please contact the Retention Coordinator, x6660.

Workshops
The Learning Center has developed a series of workshops designed to help supplement not only classroom learning, but also adjusting to college, online course work, and study skills. In addition to what is listed on the Faculty Resources webpage, workshops tailored to your specific pedagogical needs can be created in collaboration with TLC staff. TLC also offers introduction to Canvas workshops to help students acclimate to our LMS system. Students can get assistance on navigating the menu, uploading documents, contacting their instructor, etc. All workshops can be done in class or online.

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. ***Please note during COVID-19 TLC is following guidelines for social distancing, which may limit computers/seating areas.*

TLC Webpage
The Learning Center webpage offers useful information about hours of operation, services available, an FAQ section, 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, plagiarism quiz, MLA & APA formatting, chemistry rounding, midterm and finals review, plus so much more. If there is something missing that would benefit students, contact the Learning Center Executive 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. The study rooms may not be available due to COVID-19 guidelines. Please contact the Learning Center for more information.

TLC Tours/Class Visits

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

The Adaptive Technology (AT) Lab
The AT Lab offers 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 (x6581) about student accommodations.

Let Us Help!
In addition to tutoring, TLC staff can assist students with account passwords, wireless access, navigating FalconMail, ECC Online (Canvas), eCentral, scanning, copying, etc.…

TLC endeavors to provide the best academic support to ECC students and faculty.

Student Success Center, Rolla Site
Mission
Learning – *Whatever it Takes*. The Student Success Center (SSC) supports the mission of ECC 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.…

Tutor schedules vary, call or email in advance to ensure tutors are available to meet students' needs. Tutors can be reached at 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 Rolla Main and Rolla North.

Counseling
SSC-Rolla offers free short-term counseling services. Please call 573-466-4081 for more details.

Testing Centers, Union & Rolla Campuses
Purpose
The mission of the ECC Testing Center is to be a leading provider of collegiate and community testing services by maintaining a secure facility, skilled and courteous employees, and a positive working relationship with students, faculty, and the community.

Hours, Location, and Contact Information

	ECC-Union	ECC-Rolla
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. - 6:30 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. For more information about hours, exams, and resources please visit the Union or Rolla Testing Center webpages.
The last tests are 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 that instructors 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 or Rolla campus, then the appropriate materials must be sent to both testing centers.
Every test submission should include one ECC Exam 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 they 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 Canvas or other programs correctly reflect the exam's start date, end date, and password provided on the cover sheet. Please note the password is case sensitive.

Retrieval of Tests
Instructors or a designated person must retrieve 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.

When sending exams through the Campus Courier Service, instructors should send tests one week in advance of the start date. Instructors should expect to receive the completed tests within one week after the test close date. 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 <u>individual</u> 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. For on-ground courses, 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.

ECC also utilizes alternative proctoring services. For more information faculty should contact Director of Online Learning & Educational Technology, x6609.

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 will not be accepted, e.g., cell phone picture of an ID.

Electronic Devices/Personal Belongings
No cell phones, pagers, cameras, or other electronic devices are allowed inside the testing room. Lockers are provided for students to protect personal belongings while testing. 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 challenges. If faculty members have any questions or concerns, they can contact the Union Testing Center at 636.584.6550 or Rolla Testing Center at 573-466-407

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 consortium catalog, online research databases, and a 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
The Library offers completely customizable Library Instruction sessions that can last anywhere from 20 – 50 minutes depending on the needs of your class. Library staff are available to come to your class in Union or Rolla! They can also provide online sessions that are live-streamed or pre-recorded. They offer a series of short YouTube videos on library and research skills that can easily be used in Canvas or shown in class. Library Instruction sessions offered include library skills, research basics, using specific databases, or tailored to a specific assignment. Beginning Fall 2021, the Library will also offer workshop-style sessions on specific topics outside of class where students can bring research projects or assignments and get help in a small group setting.

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.

<u>E-devices</u>
E-devices including iPads, Kindles, and Nooks are available for faculty, staff, and student checkout. The Library also has laptops (student priority), hotspots (supervisor approval), battery packs, and calculators available for checkout.

<u>Research Guides</u>
[Libguides](#) are online research guides that can be found on the Library's website. They can create LibGuides for ANY course, subject, topic, or assignment. LibGuides can be added to Canvas courses as well, so students can access them directly. Learn more about LibGuides [here](#).

<u>Faculty Support</u>
The Library provides assistance 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](#) (AOER) for faculty courses.

<u>Recreational</u>
The library also offers fun! They have puzzles, games, DVDs, music CD's, audiobooks, a Leisure Reading collection, Young Adult collection, and Children's collection. *Libby* by Overdrive is an app for electronic devices that offer instant access to audiobooks and eBooks! Multiple library cards can be added in the *Libby* app to use simultaneously. This includes public or other library cards, and ECC's extensive inventory accessible by using an ECC faculty ID number. All databases can be accessed through the *Libby* app.

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

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.

New Faculty Workshops

All new full-time faculty at ECC 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.

New Student Orientation

New Student Orientation (NSO), organized by the Campus Life and Leadership coordinator, 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 new student 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. For more information, please contact Carson Mowery at x6583 or carson.mowery@eastcentral.edu.

Office Hours

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

ECC offers a variety of distance education opportunities through Web and Web-hybrid courses.

Distance Education/Online Learning Course Options:
On-campus Course
Faculty may use the learning management system (Canvas) to post the course syllabus, other course materials, required student assignments, or activities that support the class. Faculty may also provide other web-based support through Canvas. Students may need access to high-speed internet outside of class time, either at home or on campus.

Lecture (in-person) Course
Courses meet as scheduled in a face-to-face environment, in a classroom or lab space at a regular time. This type of course delivery is ideal for students who prefer a traditional learning experience or for courses that do not lend themselves to an online format.

Lecture with Remote Instruction
Courses will meet as scheduled in a classroom or lab space with instructor utilizing a live stream format to deliver course materials from a remote location. Live streaming is real-time (synchronous) distance learning utilizing a web-based platform to deliver course content during a regularly scheduled course meeting time, e.g., Zoom.

Distance Learning
Refers to instructional methods utilized to deliver course material in place of an on-campus experience. Tools utilized to enhance the distance learning experience may include but are not limited to email, private social media group, publisher produced software, Zoom, recorded or live lectures, or the Canvas course site.

Web Online
Course instruction is delivered in a distance-learning format that is not primarily in real time (asynchronous); students will typically follow a schedule and be required to meet published deadlines. Attendance may be required for course orientation, course assessments, or course delivery of material that may or may not be regularly scheduled. The possible meeting frequency, location, and time will be available in the course syllabus. Other course requirements, i.e., observations, internships, interviews, etc., will still require student attendance, as appropriate and as indicated.

Web online courses are recommended for students who desire a distance learning experience. In addition to the necessary technical skills required for distance learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet outside of class time, either at home or on campus.

Students should note that for the purpose of identity verification of online students, all Web online classes require at least one proctored assessment in one of the ECC testing centers or an approved secure testing center at another location.

Web Online with Live Stream:
Live streaming is real-time (synchronous) distance learning utilizing a web-based platform to deliver course content during a regularly scheduled course meeting time, e.g., Zoom. web online with live stream is an option for students who desire distance learning but prefer the structure of regular meeting times and live interaction. In addition to the necessary technical skills required for distance learning, students should be highly motivated, self-disciplined and have the ability to learn independently. Students will need access to high-speed internet outside of class time, either at home or on campus.

Web Hybrid
Courses of this type are a blend of traditional (face-to-face) and non-real-time (asynchronous) distance learning. The number of hours per week the class meets face-to-face is reduced by approximately half; the remainder of the course is taught via distance learning. Students will be required to attend face-to-face class meetings on a regular, scheduled basis; the class meeting schedule will be published in advance. A web hybrid course does not reduce the time required of students to be successful. Students will meet many of the course objectives using Canvas or another distance-learning tool.

Web hybrid is an option for students who desire distance learning while also retaining a more traditional learning experience.

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. Students will need access to high-speed internet outside of class time, either at home or on campus.

Web Hybrid with Live Stream
Courses of this type are a blend of lecture (in-person) and real-time (synchronous) live stream. This course will meet approximately half of the time in person following a regular schedule. The

remaining course time will meet via live stream involving a web-based platform to deliver course content in real-time (synchronously) during the regularly scheduled course meeting times. A web hybrid with live stream course does not reduce the time required of students to be successful. Students will meet many of the course objectives using Canvas or another distance-learning tool.

Web hybrid with live stream is an option for students who desire a distance-learning environment structured with regular meeting times and live interaction.

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. Students will need access to high-speed internet, either at home or on campus (or satellite location), outside of class time.

Communication Tools
Faculty may use of the following tools to communicate with students:
- ECC Email - Remind your students of the need to frequently monitor their school email account for on-going status updates.
- Canvas Announcements - this tool emails students automatically via their Canvas course
- Canvas "Discussions" - allows for more involved student collaborations and discussions in your online courses
- The Canvas "Inbox/Conversations" Email Tool - allows faculty to quickly send emails to their entire class or select individual students
- Zoom-Web Conference – faculty can share their screen and record the meetings and lectures with this popular web conferencing tool

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.

All ECC instructors have Canvas course shells for every class section they are teaching. All instructors have access to the "Growing with Canvas" online certification/syllabus tool course along with a Canvas sandbox course.

The Office of Online Learning & Educational Technology publishes a manual, *Online Teaching and Learning at 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 in Falcon Nest in the Online Learning & Educational Technology folder under Academic Affairs.

ECC Distance Learning Department Support (online learning)
Hours 8:00AM - 4:30PM, Monday-Friday (don't hesitate to call or email after hours or on weekends-we'll contact you as soon as possible during afterhours).
Phone: 636-584-6609
Email:onlinehelp@eastcentral.edu
Location: Hansen Hall, Suite 151

Canvas 24/7 Support
All faculty, staff, and students can chat, email and call Canvas Support anytime, 24/7. Please keep in mind this service is focused on helping with Canvas specific issues and questions such as settings, error messages, system features, etc. Canvas 24/7 support will not typically directly assist with enrollment services and account issues. If your issue is not addressed by Canvas 24/7 Support, please contact the ECC Distance Learning Department using the information above.

Canvas 24/7 Support Contact Information
- Chat Support - access chat support directly in the Canvas system by clicking on the "Help" link in the blue navigation bar on the left.
- Phone Support - call Canvas support at 636-234-3350. This number is also available directly in the Canvas system by clicking on the "Help" link in the blue navigation bar on the left.
- Email/Ticket Support - create an email-based support ticket directly in the Canvas system by clicking on the "Help" link in the blue navigation bar on the left. Click the "Report a problem" option to submit a ticket.

Organizational Chart

ECC 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 in Falcon Nest 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 (unless they hold a valid handicap parking permit) or in areas designated as "No Parking," regardless of ECC location.

Placement Testing

ECC 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. ECC uses multiple measures to advise and enroll students into reading, writing, and math classes. If placement testing is required, students should check with Student Services to determine the appropriate test sections required.

Click here to view ECC's placement guide.

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 by the appropriate Program Assistant through the College purchasing process. The Business Office is available to assist faculty with a variety of items. Questions regarding payroll, direct deposit, or employee deductions can be answered by contacting Carol Bailie at x6706; for parking tags faculty should report to the Cashier's window in the BH Lobby; printing needs will be met by Imaging Services.

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: *Research Conducted on Campus* articulates the College's policy and procedures related to research requests.

Retirement System / PSRS and PEERS

Public School Retirement System (PSRS) / Public Education Employee Retirement System (PEERS)– Checklist	
Description	**Retirement**
PSRS/PEERS Retirees working as an adjunct and/or part-time employee	• No contribution to PSRS/PEERS or SS if working under 550 hours per fiscal year. • Can work a maximum of 550 hours for a PSRS/PEERS secondary or postsecondary school. • Can teach up to 18 credit hours per fiscal year for ECC (July 1 – June 30).
Regular Adjunct – teaching 18 credit hours or less per academic year with ECC	No contribution to PSRS/PEERS
Regular Adjunct – teaching 18 credit hours per academic year with ECC and five plus hours part-time ECC position	Contribution to PSRS/PEERS may be required
Regular Adjunct – teaching 18 credit hours per academic year for ECC and three-plus credit hours at another PSRS/PEERS covered employer	Contribution to PSRS/PEERS may be required
Employee working part-time for ECC, and another PSRS/PEERS covered district	Contribution to PSRS/PEERS may be required
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)

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

ECC 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: Protection Against Sexual Harassment for more information including how to report sexual harassment.

Social Media

ECC 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.

Student Activity Sponsorship

ECC 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 Complaints

ECC 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. For more information regarding ECC's complaint process, see ECC Board Policy 3.28: *General Student Complaint Policy*

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 Counseling and Career Services

Student Counseling
The Counseling Department assists students by providing one-on-one counseling to assist students in college success. Counseling staff also provides Access/Disability 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. More information can be found on the Student Counseling webpage.

Career Services
Career Services assists students in exploring career options. Staff work closely with faculty in and provide students with helpful information in exploring career fields. Find more information on the Career Services webpage.

Student Evaluations

ECC 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, Academic 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 t0 4:30 pm, and Fridays from 8:00 am to 12:00 pm.

Supplemental Employment

Board Policy 5.24: *Supplemental Employment* 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 Requirements and Submission

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 Canvas Syllabus Tool. Faculty should use this tool to prepare their current semester's course syllabi.

Each semester, faculty members need to submit all course syllabi electronically in the format described in Canvas by the given deadline.
Regarding the course syllabus, faculty must:
- Submit electronically and in a timely fashion, as requested
- Use the Canvas Syllabus Tool: see Canvas 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 Canvas
- 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

ECC is a tobacco free campus. Tobacco free status applies to all college locations, sites, and properties. This also applies to electronic/vapor smoking devices. For more information, click here.

Tuition Waiver and Tuition Reimbursement

ECC encourages its employees to further their education which supports professional and personal growth; see Board policy 5.27: *Tuition Waiver and Tuition Reimbursement* 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. This includes knives as defined by Missouri Revised Statutes 570.010 (any blade four inches or longer). See ECC Board Policy Weapons 4.40: *Weapons* for more information.