



Faculty Resource Guide



Academic Year 2023-2024

1964 Prairie Dell Road ~ Union, MO 63084 ~ 636.584.6500

www.eastcentral.edu

August 11, 2023

Welcome to the 2023-2024 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.

We continue to focus on the priorities of the ECC Strategic Plan – especially with the initiatives of Guided Pathways and Partnerships. Faculty and staff played a significant role with enrollment, retention, and student success. We have enhanced our partnership with area K-12 schools, Four Rivers Career Center, and several transfer institutions. I am thrilled about the new programs we brought on last year such as Surgical Technology and the LPN Program. I am also excited to kick-off the Law Enforcement Training Center in Rolla this upcoming academic year. We have added new courses to our general education program, and we continue to focus on ways to demonstrate the important value of a liberal studies education. We still feel some effects of teaching and learning through two years of a pandemic. While we strived to return to a more routine course schedule and teaching modalities, we found students lacked confidence and some basic learning skills due to years of alternative learning modalities and pandemic fatigue. Our faculty and academic support staff stepped up, in usual fashion, and continued to help students push through to success. Our students experienced an increase in course success rates, an increase in retention, and an increase in graduate rates. This is a testament to the great work you do in and out of the classroom as well as the academic support students receive from our outstanding staff.

The 2023-2024 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 ECC Board of Trustees [Policies & Procedures](#), 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, 2023. 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!

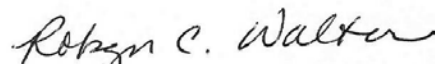

Robyn C. Walter, PhD, RN
Vice President, Academic Affairs

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SECTION 1: INTRODUCTION

The East Central College (*ECC or College*) *Faculty Resource Guide* is provided for 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](#), [ECC Board Policies & Procedures](#), 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
1964 Prairie Dell Road
124 Buescher Hall
Union, Mo. 63084
(636) 584-6565 or stnotice@eastcentral.edu

East Central College Mission, Vision, and Value Statements

Mission

Empowering students and enriching communities through education.

Vision

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

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

Department Chairs & Office Clerks:

Office Assistant, Fine & Performing Arts and Humanities	Linda Rice, x6652
English & Humanities Department Chair.....	Josh Stroup, x6646
Social Sciences Department Chair.....	Dr. Rachel Howard, x6547
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	Dr. Rachel Howard, x6547
Journalism & Mass Media Communication	Leigh Kolb, x6643
Music	Dr. Jennifer Judd, x6696
Theatre	Grace Austin, x6695

Career & Technical Education

Academic Dean of Career & Technical Education.....	Dr. Richard Hudanick, x6635
Program Assistant.....	Marilyn Tessaro, 636-210-4649 or x4649

Program Coordinators:

Culinary	Mike Palazzola, x6793
HVAC.....	Brian Watson, 636-649-5821 or x5821
Industrial Engineering Technology	Nathan Esbeck, 636-649-5812 or x5812

Precision MachiningBlake Poertner, 696-649-5811 or x5811
Welding.....Bobby Bland, 636-649-5810 or x5810

Health Sciences

Academic Dean of Health SciencesNancy Mitchell, x6619
Program Assistant.....Julie Beck, x6616
Administrative Assistant Union.....Michelle North, x6148
Administrative Assistant Rolla Main.....Lavonda Lawson, x6950
Administrative Assistant Rolla North.....Molly Vroman, 573-899-8055 or x8055

Program Coordinators/Directors:

Emergency Medical ServicesJenifer Goodson, x6622
Health Information ManagementKim Daman-Scheel, x6662
Licensed Practical Nursing.....Michelle Chick, 573-899-8056 or x8056
Medical AssistingAdisa Velic, x6922
Nursing, RollaJoannie Blakely, x6948
Nursing, UnionJudy Bieker, x6620
Radiological Technology.....Brandi Grindel, 573-899-8050 or x8050
Surgical Technology.....Jennifer Wall, 573-899-8053 or x8053

External Relations

Vice President, External RelationsJoel Doecker, x6527
Executive Administrative Assistant.....Cynthia Cubas, x6742
Executive Director, Workforce DevelopmentTodd Tracy, 636-649-5807 or x5807
Director, Communications & Marketing.....Gregg Jones, x6507

Student Development

Vice President, Student DevelopmentSarah Leassner, x6565
Executive Administrative Assistant.....Megan Elbert, x6566
Director, Financial AidJon Gruett, x6575
RegistrarSarah 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 ResourcesCarrie Myers, x6712
Human Resources Generalist.....Kim Aguilar, x6710

ECC Rolla

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

Accreditation Overview

ECC is accredited by the Higher Learning Commission (HLC). The College completed a mid-cycle comprehensive review visit in April 2022. The team was very complimentary of ECC, faculty, and staff, and the work of the past four years. The team's findings:

- **Criteria for Accreditation:** Met
- **Sanctions:** No Sanction
- **Interim Monitoring:** None Recommended

Our next reaffirmation is scheduled for 2027-28. For more information, please click [here](#).

What does accreditation 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

<u>Program</u>	<u>Accrediting Organization</u>
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)
Industrial Engineering Technology (IET)	Association of Technology, Management and Applied Engineering (ATMAE)
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Medical Assisting Education Review Board (MAERB)
Music	National Association of Schools of Music (NASM)
Occupation Therapy Assistant (OTA)	Accrediting Council for Occupational Therapy Education (ACOTE)
Precision Machining	National Institution for Metalworking Skills (NIMS)
Radiologic Technology	Joint Review Commission for Education in Radiologic Technology (JRCERT)
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Council on Education in Surgical Assisting (ARC-STSA)

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 (LPN and RN): Missouri State Board of Nursing
- EMS/Paramedic: Missouri Bureau of Emergency Medical Services
- Education: Department of Elementary and Secondary Education

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 areas 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

Updates and What's New for Academic Year 2023-2024

Campus Projects

Classroom Technology

Phase I of the Classroom Technology project will continue into the Fall 2023 semester. Much of the work was completed during the summer. Classrooms in HH and BH, including the Board room, are included in Phase I.

Pedestrian Bridge

ECC received additional state maintenance and repair (M&R) funds which were utilized to construct a new pedestrian bridge connecting the DSSC and BH buildings. Construction was complete in early July 2023.

New Rolla Facility

ECC has received both state and federal funding for the construction of a new comprehensive Rolla facility. When given the opportunity by the state to identify a transformative project for ECC, the strategic plan was utilized to identify a new Rolla facility as that project. We expect to secure land for the site and select an architecture and engineering firm by the end of this calendar year.

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 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 committee charge, responsibilities, rules of order, membership, and procedures, see [Falcon Nest](#) under the [Committees](#) folder.

Academic Freedom and Responsibility

East Central College [Board Policy 5.49](#): *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 5.49 and supports the following:

- The faculty members 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 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 should reflect the academic goals of the individual faculty and the programmatic needs of the academic division and the College. Activities deemed instruction based should be emphasized and should be compatible with what is expected for tenure status. Such activities and goals will be outlined annually in the Faculty Development Plan.

The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable, and rewarding. The system will combine teaching effectiveness, professional growth and service, graduate credit, related work experience, and time in rank as the criteria for promotion.

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 Access Services 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 *Incident Report*, this form is available [here](#).

Affordable & Open Educational Resources (AOER) Textbook Initiative

ECC continues to support the AOER initiative aimed at saving students' money while providing quality course resources. ECC encourages faculty to explore affordable and open-source options for textbooks. Since 2019 a number of faculty have adopted and implemented AOER textbooks in some of their classes. ***Students have saved over \$1,000,000*** 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 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 funds are available) for evaluating and converting your traditional textbook to an AOER textbook/course resource. Contact the Emerging Technologies Librarian, Morgan Spangler, (morgan.spangler@eastcentral.edu) for more information including current courses with AOERs and where to begin if new to AOER.

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, Academic 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 more broad 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 performance indicator. 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 can be learned from the assessment, and recommend actions for improvement.

Instructional Assessment Committee

The Instructional Assessment Committee (IAC) 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
- assisting departments to set goals that meet departmental needs and reflect ECC’s strategic plan
- facilitating discussions regarding budgeting and their assessment goals

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

Bookstore Services

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

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 Self-Service in [MyECC](#) 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.

Records

Each semester, faculty are emailed the dates MyECC will be open for grading. During this period, faculty can access MyECC 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 request it, free of charge, 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: *Meetings Schedule and Committee Assignments* of the current [CBA](#) for more information.

Whether a standing committee, or other ad hoc committee, faculty contributions to the work of these groups is integral to their success. Current College [committees](#) are listed below. This is not an inclusive list and not all committees listed will count as a faculty's committee requirement, please see the current CBA for more information.

- Academic Council
- Budget Advisory
- Campus Spaces
- Civic & Community Engagement Coalition
- Curriculum Council
- Developmental Education
- Employee Associations (Faculty, ECC-NEA, Support Staff, and Professional Staff)
- Faculty Professional Development
- Information Technology Advisory
- Instructional Assessment
- Insurance Advisory
- New Faculty Workshop
- Online Learning & Educational Technology
- Portfolio & Credentialing
- Rank & Promotion
- Shared Governance Council
- 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

ECC utilizes 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.
- Packages and interoffice envelopes will be sent via UPS once per week.

Library Items

MOBIUS utilizes 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 faculty regularly and is outlined in the Curriculum Council forms provided for Academic Council action. Membership is through division representation and meetings are open to any interested faculty or staff. Academic Council requires a quorum to conduct business. For additional information see the [Academic Council](#) Falcon Nest folder.

Department Chair: Duties and Selection

The Department Chair serves as a liaison between the Academic 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 Article XIV: *Department Chair* in 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 5.16: Drugs and Alcohol-Free Workplace](#).

Federal Law Compliance

The College complies with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i) and the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.). Although marijuana is legal in Missouri, it is still considered illegal under federal law as a “Schedule I” drug. As such, the distribution, possession, and consumption of marijuana are prohibited on property owned or operated by the College or its affiliates.

Early Alert System (Watermark/Aviso)

ECC utilizes an Early Alert System (Watermark/Aviso) to identify students for early intervention. Watermark/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 could lead to a poor grade, concerns about the student’s mental health, or even praise for a student. Academic alerts will go to the success coach. Alerts may be made at any time during the semester, but prior to midterm is helpful if the student exhibits poor academic performance early in the semester. Faculty are also asked to create alerts if the student needs access/disability services, a meeting with an academic advisor, counseling, social work services, or career guidance. These alerts can also be made at any time but are not to be confused with incident reports.

Training materials on the use of Watermark/Aviso can be found in Falcon Nest under Employee Resources [here](#), and through the Watermark/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, and connect them with tutors or other resources across campus. For questions or to request personalized training, contact the Retention Coordinator, Lindsay Riegel at lindsay.riegel@eastcentral.edu or by calling 636-584-6660.

Early College Academy

The Early College Academy allows select high school juniors and seniors to pursue their associate degree at the same time as their high school diploma. The students will be in close contact with their Early College & Admissions advisors throughout the program for guidance and support. Keeping attendance up to date and utilizing Watermark/Aviso 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.

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 Department at admissions@eastcentral.edu or 636-584-6588.

ECC Alert System (Emergency Notification)

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 current ECC-NEA Collective Bargaining Agreement (CBA) can be found [here](#). 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 visit the ECC-NEA [website](#) or contact the AY 2024 ECC-NEA Executive Council:

Executive Council Officers

Title	Name	Extension	Email
President	Aaron Bounds, Music	6697	aaron.bounds@eastcentral.edu
Vice President	Tanner French, Acctg/Bus	6638	tanner.french@eastcentral.edu
Secretary	Dr. Cori Derifield, History	6690	coreen.derifield@eastcentral.edu
Treasurer	Lisa Hanneken, Bus/Acctg	6562	lisa.hanneken@eastcentral.edu

Executive Council at Large:

Name	Extension	Email
Judy Bieker, Nursing	6620	judy.bieker@eastcentral.edu
Clarissa Brown, Biology	6630	clarissa.brown@eastcentral.edu
Leigh Kolb, English	6643	leigh.kolb@eastcentral.edu
Dr. Beth Rozema, Biology	4084	elizabeth.rozema@eastcentral.edu

E-Mail Accounts and MyECC 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 [MyECC](#) access information (log-in credentials). Faculty use MyECC 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 5.43: Tuition Waiver](#)
- 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 5.42: Educational Leave](#). Sabbatical Leave information is located 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
 - 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 safety, security, or emergent needs 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. At any time, Rolla North faculty should contact security at 573-201-4568.

Falcon Career Center

The Falcon Career Center ([FCC](#)) provides a specialized space for learning and connecting with career counseling and social services to support the whole student. Students will gain confidence knowing that their time and money is a solid investment because they will graduate prepared and connected to their community and job market. FCC consists of an Occupational Navigator and a Wellness Navigator who are able to provide the following free services to students, alumni, and community members.

Occupational Navigator, Certified Career Service Provider services include but are not limited to:

- Assist individuals in discovering their Vocational Calling
- Career interest/skill/value exploration
- Resume/cover letter/interviewing assistance
- Online job board – accessible 24 hours a day – post your resume or look for jobs/internships (students & alumni only)
- Labor market and wage information
- Financial Literacy Resources

Wellness Navigator services include but are not limited to:

- Help students ascertain life and academic barriers that may hinder their success
- Refer students to supportive services on campus and within the community
- Conduct one-on-one discussions with students about their holistic wellness

For more information, contact the Occupational Navigator, Sarah Haines, at 636-584-6139 and the Wellness Navigator, Abbie Unnerstall, at 636-584-6632.

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 MyECC credentials. Find more information on Falcon Nest [here](#).

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/Academic Dean.

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 is 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 [MyECC](#) 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 2023 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 VIII *Faculty Employment Contracts* in the current [CBA](#) and [Board Policy 5.9: 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. The development plan may be a part of the faculty evaluation process. Tenured faculty not due for an annual evaluation should contact the appropriate Academic Dean to schedule an appointment 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 professional development opportunities or presenting at education-based conferences. See Article XIX: *Faculty Development* in the current [CBA](#) and the [Faculty Professional Development Committee](#) page in Falcon Nest 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 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 5.52: 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 with 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
- Academic 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 5.4: 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 primarily instruct in an AAS or certificate program who is responsible for the management of curriculum and programmatic instruction in those disciplines. CTE faculty hired with less than the minimum academic qualifications of a master's degree will 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 bachelor's 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 workload 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 the 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 and is part of the College Success program.

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 in Union and Rolla, and online. As part of East Central College's strategic plan, Falcon Seminar is aligned with each Pathway. Faculty within each Pathway are encouraged to teach Falcon Seminar as a way to build connections with students early in their academic journey and engage with students who have expressed interest in a similar field of study.

Full-Time Faculty Hiring Procedures

Activity	Responsible Person/Office
<u>Position Request Form</u> The form contains the position description and qualifications, proposed advertising and position announcement, any specific qualifications, and the appointment of a screening committee if required.	Academic Dean
The Academic Dean forwards the Position Request Form to the Vice President of Academic Affairs for signature. Faculty are notified of an open faculty position. The form is then forwarded to the Vice President of Administration & Finance and then the College President. The completed form is then forwarded to the Human Resources Office.	Vice Presidents and College President
The position is posted by the Human Resources Office and advertised for a minimum of 10 days.	Human Resources
<u>Screening Committee Appointment</u> The committee includes faculty from the division and at least one faculty from outside the division and others as needed.	Academic Dean and Vice President of Academic Affairs

Activity	Responsible Person/Office
<u>Screening Committee Duties</u> The screening committee reviews all applications, develops a set of interview questions, conducts interviews, and makes recommendation(s) to the 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
Human Resources and Vice President develop salary placement based on candidate's qualifications. Salary recommendation is approved by the President prior to offer of employment	Human Resources and Vice President of Academic Affairs
<u>Offer of Employment</u> Human Resources makes the official offer of employment, prepares an offer letter, contract, and schedules a benefit/orientation meeting.	Human Resources
The 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 5.1: Hiring](#) regarding hiring procedures.

Grades, Grade Records, and Related Policies

East Central College [Board Policy 3.10: Assignment of Grades](#) states, *“The faculty at East Central College have sole responsibility for developing grading criteria and assigning grades to students based upon academic performance and detailed criteria as described in the official course syllabus provided to each student.”*

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
NP	No Pass	0

At the end of each academic semester, faculty are required to submit final course grades to the Registrar and file a record of the grade plus the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via the online student account 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

A. 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 per the timeline published in the academic calendar and a grade of "W" will be recorded. 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 administratively withdrawn from a class by the instructor or a campus official due to excessive absence or other reason and a grade of "WX" will be recorded. 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.

B. 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 a written contract with specific terms for satisfactory course completion and the signatures of the instructor and student. 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.

C. Audit (H)

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

A student is admitted to the College, meets all course admission requirements, 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 the grade. A student who fails to meet the attendance requirement may be administratively withdrawn from the class and a grade of "WX" will be recorded.

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 will then apply.

D. Pass (P)

In some courses and under certain circumstances a grade of "P" is used to indicate that a student has attained a sufficient level of knowledge within a course or program for the student to receive credit. Circumstances that warrant the use of "P" include but are not limited to articulated credit, advanced placement, and foreign language credit. Any specific course must 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.

E. No Pass (NP)

An option for students enrolled in a zero-credit hour course who have not met the outcomes of the course.

Grade Point Average

Grade point average is determined using the following steps:

1. Exclude for purposes of computation all grades of W, WX, I, H, P, and NP.
2. 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.
3. Total the number of semester hours attempted in all courses used to determine grade points; this value is the student's hours attempted.
4. 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 will include all courses taken at East Central College plus any courses transferred and accepted by East Central College but will exclude any course for which the grade was forgiven (Policy 3.12) and include only the highest grade awarded for a repeated course.

In addition to the above material, faculty should also be familiar with the:

- Grade Appeal Process, see [Board Policy 3.11: Grade Appeals](#)
- Grade Forgiveness Policy, see [Board Policy 3.12: Grade Forgiveness Petition](#)
- Grade Repeat Policy, see [Board Policy 3.13: Repeated Courses](#)

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 4.37: Children on Campus](#).

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

Guided Pathways

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. The work that continues centers around ECC's advising model which utilizes a guided pathways model.

Inclement Weather

It is the policy of ECC to cancel classes under extreme weather conditions, see [ECC Alert Procedures](#). 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. An archive of In-Service materials can be found in Falcon Nest [here](#).

[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, Wifi, FalconMail, etc. should contact the IT Help Desk at 636-584-6738.

Issues with ECC's Learning Management System (LMS), Canvas should be directed to the Canvas Helpdesk at 636-584-6609, onlinehelp@eastcentral.edu, or in Hansen Hall suite 151.

Intellectual Property

ECC encourages inventions, discoveries, and the production of copyrightable materials by faculty and staff members. [Board Policy 4.43: 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 the Help Desk at x6738.

Learning Center, Testing Center, and Student Success Center

Learning Center, Union Campus

Mission

The Learning Center (TLC) empowers students and enriches communities by providing services that facilitate learning, strengthen student outcomes, and increase retention to students, faculty, and community members.

Tutoring

TLC offers tutoring in all content areas, including mathematics through calculus, science courses (biology, chemistry, etc.), and all levels of writing assistance for any subject. We also provide tutoring for Accounting, business, humanities, social science, and most other pathways courses. 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. Students can also log in to TracCloud to view and schedule their own appointment with a tutor.

- 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 a degree (AA, BA, BS, MA, MS, or MFA) in the subject(s) they tutor. Specialist staff are either full- 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 (three 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 42,000 visits by over 5,800 students since Fall 2020, including maintaining full operations during pandemic semesters.

Online Tutoring via TLC

The Learning Center offers a variety of online tutoring options for students.

- TLC offers synchronous Zoom and Teams tutoring. Students must identify their need for an online appointment, so a link to Zoom or Teams can be sent in a timely manner. Students also can log in to TracCloud from the TLC homepage to view tutoring schedules and make their own appointments.
- 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 reopening.
- 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 the Canvas Dashboard and in any courses listed in 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 the University of Missouri system.

Embedded Tutoring

The Learning Center continues to pilot Embedded Tutoring, a form of Supplemental Instruction. Embedded Tutors work in the classroom to help students understand course concepts and enhance student engagement AND outside of the classroom during tutoring hours specifically designed for the students in the supported class. Traditionally our Embedded Tutors are TLC Specialists, but with additional CRLA training, we feel peer tutors can also be capable Embedded Tutors. If you are interested in learning more about Embedded Tutoring and learning supports for your course, please contact TLC Executive Director at x6741.

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 with 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. Artwork donated by the ECC Art department and ECC Foundation adorn the walls of the Learning Center.

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 TLC 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 the TLC desk.

TLC Tours/Class Visits

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

The Adaptive Technology (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, Canvas, MyECC, Watermark, scanning, copying, etc....

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

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

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.	For current semester hours, please see the Rolla Testing Center webpage .
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 a roster of the students taking the test and **one** ECC Exam Cover Sheet. The cover sheet can be found on the Union Testing Center's [webpage](#) or you can download the actual form [here](#).

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

Paper exams, scantrons, and scratch paper must be picked up in person. Faculty unable to retrieve these items from the Testing Center in person may send a designated individual, e.g., Office Assistant, Program Assistant, or another faculty member. Contact the Testing Center extenuating circumstances prevent you or your designated individual from retrieving exam materials.

If exams are picked up before the end date noted on the cover sheet, faculty will be required to initial each student on the roster who has tested to ensure secure record keeping.

Grading of Tests

Testing Center staff is not responsible for grading tests.

Testing an Entire Class

The Testing Center is designed to give tests on an individual basis (i.e., make-ups, retakes, etc.) It is not intended for group testing at one time. It is also not intended to take the place of classroom testing.

If an instructor has an online course and needs a test proctored to meet ECC requirements, then the instructor should provide a start and end date 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 arrange for a proctor to sit in and administer the test in the instructor's classroom if one is available.

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 students' 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 636.584.6124 and the 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 Discovery online search, 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:

Library Research Instruction

The Library offers completely customizable Library Instruction sessions that can last anywhere from 30 – 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.

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.

Librarian Chat and Text and Research Assistance

ECC Library has chat assistance, and text service at 636.333.1154. Assistance is available almost 24/7. Sunday 10 a.m. through Friday midnight (24/7 weekdays) Saturday 10 a.m. until 10 p.m. Opportunity to book an in-person appointment with Morgan Spangler, Emerging Technologies Librarian, can be made at https://calendly.com/morgan_librarian_chat/research-chats

Streaming Videos

Many streaming video titles are already available in our subscription collections of Feature Films for Education, World Cinema Collection and Films on Demand. Swank is an a la carte streaming video option. Contact Lisa Farrell if you need a specific film for a course and allow one week for new titles to be added to our Swank collection. *Not all titles are available depending on publisher's rights.

Technology

Technology borrowing, 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 graphing calculators available for checkout.

Research Guides

Research Guides are online research guides focused on a course, subject, topic, or assignment. LibGuides can be added to Canvas courses as well, so students can access them directly. A variety of Faculty Support Guides here.

Faculty Support

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.

Displays and Blackboard

We love to collaborate you on a Library display at Union or Rolla. Multiple areas for display are within the Library and include the BH Hallway blackboard. Limited locations are available at

Rolla. Displays can be related to a hosted event, or specifics of your department. Please contact the Library at least one month before your event for details.

Recreation

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 located in the Buescher Hall lobby 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 locations 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 an 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.

Hybrid-Flexible (HyFlex)

An instructional modality which enables a flexible participation format for students. Students may choose to participate in a class session in-person, synchronously online with livestream, or asynchronously online. A HyFlex course does not reduce the time required of students for them to be successful. HyFlex is an option for students who desire the flexibility of choosing a class format to meet their various scheduling needs. HyFlex may be beneficial for students desiring a variety of learning modes with the flexibility to adjust as necessary. If choosing the asynchronous online option, 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.

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 institutional staffing plan and organizational chart is available on the ECC website [here](#). Organizational charts for each College division - Academic Affairs, External Relation, Finance and Administration, and Student Development - can be found pinned to the top of each Falcon Nest [page](#).

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 the Admissions office 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 Buescher Hall 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 4.39: 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
<u>PSRS/PEERS Retirees</u> working as an adjunct and/or part-time employee	<ul style="list-style-type: none"> 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).
<u>Regular Adjunct</u> – teaching 18 credit hours or less per academic year with ECC	No contribution to PSRS/PEERS
<u>Regular Adjunct</u> – teaching 18 credit hours per academic year with ECC and five plus hours part-time ECC position	Contribution to PSRS/PEERS may be required
<u>Regular Adjunct</u> – 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
<u>Employee working part-time for ECC</u> , and another PSRS/PEERS covered district	Contribution to PSRS/PEERS may be required
<u>PSRS active employee</u> working full-time for another PSRS covered district and adjunct/part-time for ECC	Contribution to PSRS required
<u>PEERS active employee</u> working full-time for another PEERS covered district but part-time with ECC	Contribution to PEERS required

<u>PSRS active employee</u> 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
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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 | • North Central Missouri College |
| • East Central College | • Ozark Technical College |
| • Jefferson College | • St. Charles Community College |
| • Metropolitan Community College | • St. Louis Community College |
| • Mineral Area College | • State Fair Community College |
| • Moberly Area 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 workplace. See ECC [Board Policy 5.18: 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. More information can be found on ECC's [website](#).

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.

Strategic Plan, SOAR to 2024

East Central College adopted its current strategic plan in 2019. Detailed information about the plan can be found on ECC's website [here](#). Progress toward goals is shared with campus, including the Board of Trustees, annually in August and throughout the year as part of divisional

updates from campus leadership. A great deal has been accomplished in the three years since the plan was developed, though much work remains. This fall we will take a deep dive into the plan and consider each of the strategies and goals, with significant changes possible. There will be many opportunities for faculty and staff to be part of the process.

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](#)

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 and faculty. 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 form found on the ECC Cares [website](#) 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

- Monday and Tuesday: 8:00 a.m. to 5:00 p.m.
- Wednesday and Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 2:00 p.m.

Rolla Main

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

Supplemental Employment

[Board Policy 5.24](#): *Supplemental Employment* outlines the procedures for faculty members accepting outside employment.

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.

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 5.43: *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 4.45: *Weapons*](#) for more information.