

August 12, 2023

Welcome to the 2023-2022 academic year!

Each year, East Central College welcomes over 1500 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 we meet each year at East Central College.

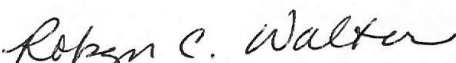
This work is possible due to the contributions of the many adjunct faculty who join our ranks and return to teach each semester. Welcome and thank you; without your knowledge, expertise, and willingness to be part of our academic community, much of the work of the College would go undone. Your dedication to teaching and learning, assessment of 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 Adjunct Faculty Manual has been prepared for you by the Office of Arts & Sciences with input from the Office of Academic Affairs and various departments. The information contained herein is intended as a guide; additional information about the College, its policies and procedures, and its mission can be found in the ECC Board of Trustees [Policies & Procedures](#), the [College Catalog](#), the [Student Handbook](#), the College [website](#), and other publications of the College. I encourage you to read the handbook and become thoroughly 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 the date of this letter. 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. During the first few weeks of the semester, each adjunct faculty will receive an assignment sheet, detailing the specifics of their course assignment and compensation. Please review and sign the assignment sheet and then return to the appropriate Academic Dean by the established deadline. The deadline is noted on your assignment sheet.

Please review the included information carefully; we are always available to answer your questions and help you with your work for the College. Have a great semester! Please let us know if we can help you in any way. And again, thank you and welcome (or welcome back) to East Central College!


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

ACADEMIC YEAR 2023-2024

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

The Office of Arts and Sciences is responsible for the contents and accuracy of this manual. Should you have any questions about the information contained herein, or if you feel that the manual could be improved with an addition or deletion of material, please contact the Office of Academic Affairs, your Academic Dean or your Department Chair/Program Coordinator.

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Mission, Vision and Purpose

ECC Vision Statement

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

ECC Mission Statement

Empowering students and enriching communities through education.

ECC Value Statements

East Central College is committed to the highest ethical and professional standards of conduct. Employees and constituents recognize that the College is held in trust for the community. The college and its employees are committed to the following:

- **Integrity** - We build trust through open and honest communication, transparent decision making, and by following through on our commitments.
- **Diversity** – We value and respect all people and perspectives, 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 our unwavering commitment to student success and responsible citizenship.
- **Empowerment** – We equip our students and employees with the resources and tools needed to be self-reliant and courageous leaders in a changing world.
- **Collaboration** – We rely on teamwork to accomplish our common goals.

Institutional Student Learning Outcomes

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.

- **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

Accreditation

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). Currently the college is Accredited with a comprehensive review scheduled in April 2022. For more information, please see ECC's website at <http://www.eastcentral.edu/hlc/>

The college is recognized by and operates under the coordination of the Missouri Department of Higher Education, is a member of the American Association of Community Colleges and the Missouri Community College Association. East Central College operates certain programs that are accredited under national accreditation agency requirements, please see the website at <http://www.eastcentral.edu/hlc/> for a complete list.

What does HLC mean for me as an adjunct faculty?

East Central College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA/HLC). In addition to the criteria and core components is a set of assumed practices. These practices are: (a) generally matters to be determined as facts, rather than matters requiring professional judgment and (b) unlikely to vary by institutional mission or context.

What does this mean for me as faculty?

HLC asks for instructors to communicate course requirements to students in writing and in a timely manner.

Additionally, HLC requires faculty to participate substantially in:

- a) oversight of the curriculum – it's development and implementation, academic substance, currency, and relevance for internal and external constituencies;
- b) assurance of consistency in the level and quality of instruction and in the expectations of student performance;
- c) establishment of the academic qualifications for instructional personnel;
- d) 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, department, and institution 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. And finally, 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.

A Brief College History

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

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

In addition to the more than 200 acre main campus in Union, East Central College offers courses and programs at two off-campus locations in Rolla, Missouri to bring educational opportunities to a growing number of students.

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

Names and Telephone Extensions of Frequently Called East Central College Staff

President's Office

| | |
|--|-------------------------------|
| President..... | Dr. Jon Bauer, X6501 |
| Executive Assistant to the President | Bonnie Gardner, X6502 |
| Executive Director of Institutional Effectiveness..... | Dr. Michelle Smith, X6676 |
| Director, Rolla..... | Christina Ayres, 573-202-6959 |
| Institutional Development/Foundation Executive Director..... | Bridgette Kelch, X6505 |
| Director, Information Technology (IT)..... | Doug Houston, X6732 |

Office of Academic Affairs Staff

| | |
|---|------------------------|
| Vice President, Academic Affairs..... | Robyn Walter, X6601 |
| Executive Administrative Assistant | Stacy Bellville, X6602 |
| Executive Director, Learning Center & Academic Support..... | Erin Anglin, X6741 |
| Retention Coordinator..... | Lindsay Riegel, X6660 |
| Director of Online Learning & Educational Technology..... | Chad Baldwin, X6609 |
| Dean of Arts and Sciences..... | Ann Boehmer, X6679 |
| Program Assistant | Amy DeMiere, X6923 |

Department Chairs:

| | |
|---|-------------------------------|
| Social Science and College Success..... | Dr. Rachel Howard, X6547 |
| Math and Education | Dr. Reg Brigham, 573-466-4087 |
| English and Humanities | Josh Stroup, X6646 |
| Science and Engineering | Dr. Parvi Govindaswamy, X6627 |

Coordinators:

| | |
|--|--------------------------|
| Music..... | Dr. Jennifer Judd, X6696 |
| Education..... | Greg Stotler, X6612 |
| Journalism & Mass Media Communication..... | Leigh Kolb, X6643 |
| Art | Sean Barton, X6672 |
| Theatre..... | Grace Austin, X6695 |

Office Assists:

| | |
|---------------------------------------|-------------------------|
| Sciences and Education | Brenda Driemeyer, X6598 |
| Sciences and Education..... | Kerry Blocker, X6773 |
| Humanities, FPA, and Box Office | Linda Rice, X6652 |

| | |
|---|-------------------------|
| Dean of Career and Technical Education..... | Richard Hudanick, X6635 |
| Program Assistant | Marilyn Tessaro, X6139 |
| Dean of Nursing and Allied Health..... | Nancy Mitchell, X6619 |
| Program Assistant | Julie Beck, X6616 |
| Director, Library Services | Lisa Farrell, X6558 |
| Coordinator, Academic Services..... | Tracie Welsh, X6608 |

External Relations

| | |
|--|--------------------------|
| Vice President, External Relations..... | Joel Doepker, X6527 |
| Executive Administrative Assistant | Cynthis Cubas, X6742 |
| Executive Director, Workforce Development..... | Todd Tracy, 636-649-5807 |
| Director, Public Relations | Gregg Jones, X6507 |

Student Development Staff

| | |
|--|------------------------|
| Vice President, Student Development..... | Sarah Leassner, X6565 |
| Executive Administrative Assistant | Megan Elbert, X6566 |
| Director, Financial Aid..... | Jon Gruett, X6575 |
| Registrar | Sarah Scroggins, X6553 |

Director, Advising and Counseling..... Paul Lampe X6581
ACCESS Services/Counselor.....Lesley Peters, X6575
Director, Admissions & Early College Programs Megen Strubberg, X6723

Finance and Administration Staff

Vice President, Finance and Administration DeAnna Cassat, X6701
Executive Administrative Assistant Michelle Deuser, X6702
Director, Financial Services/Comptroller.....Annette Moore, X6704
Director, Facilities and Grounds Tot Pratt, X6733

Human Resources

Director of Human Resource..... Carrie Myers, X6712
Human Resources GeneralistKim Aguilar, X6710

ECC Rolla

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

General Information

ECC Address Information and Mail

Campus Address: East Central College
1964 Prairie Dell Road
Union, Missouri 63084

On the Web: www.eastcentral.edu

Mailroom: The mailroom is located in the Donald Shook Student Center. A mailbox will be assigned to all adjunct faculty, near a building appropriate to their teaching assignment or through their department. Please contact your division clerk/site director for assistance with locating your mailbox.

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

East Central College Main Campus

Address: 1964 Prairie Dell Road Union, MO 63084

Phone (636) 584-6500

ECC Rolla Main Location

Address: 500 Forum Drive Rolla, MO 65401

Phone (573) 466-4100

ECC Rolla North Location

Address: 2303 N. Bishop Avenue Rolla, MO 65401

Phone (573) 426-6689

Courier Services

East Central College provides courier services between instructional sites. Please check with your division clerk/coordinator/department chair/dean/site director for assistance.

Parking

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

Emergencies and Incident Reporting

Emergencies and Disturbances:

Any occasion of student illness or injury, call 911.

In the event of severe weather, the emergency siren on campus will sound. All faculty, staff and students should move to a designated Severe Weather Safe Area on campus.

In the event of fire, the campus fire alarm system will sound. Please instruct students to follow the right-hand wall from the room to the nearest exit. Close the door to the class room or office and exit the building. Do not return to the building until the all clear has sound.

For any case of classroom disturbance, call 911. For less serious incidents, adjunct faculty should refer students to the Office of Student Development and complete a Student Incident or Illness Report.

Incident Report:

Adjunct faculty should complete a campus Incident Report for any unusual occurrence or event that:

- a) the adjunct faculty member observes; or,
- b) the adjunct faculty member is directly involved in.

In addition, adjunct faculty should direct students and/or others to complete an Incident Report as needed. A link to the **Student Illness or Incident Report** (aka a Maxient report) can be found at:

<http://www.eastcentral.edu/faculty-staff/>

Classification and Qualifications of Faculty

5.4.2 Faculty (BP 5.4.2) (Revised 6-13-2022)

Both full-time and adjunct faculty are exempt personnel who shall be primarily engaged in the activity of teaching and guiding students. They shall be in contact with students for the purpose of transmitting knowledge and skills. Faculty members shall meet the minimum employment qualifications established by the Board of Trustees and/or the College's accrediting agencies. For purposes of this Policy, division chairs are considered faculty.

Faculty participate substantially in:

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

Faculty Credentialing and Assignment

Both full-time and adjunct faculty are exempt personnel who shall be primarily engaged in the activity of teaching and guiding students. They shall be in contact with students for the purpose of transmitting knowledge and skills. Faculty members shall meet the minimum employment qualifications established by the Board of Trustees and/or the College's accrediting agencies.

Adjunct Faculty (BP 5.4.8)

Adjunct faculty are part-time, exempt employees paid per credit hour. Adjunct faculty are not included on the staffing plan. Adjunct faculty may work a maximum of 18 credit hours per fiscal year. Hours worked must comply with retirement regulations. Exceptions may be made with the permission of the Chief Academic Officer.

JOB TITLE: Adjunct Faculty

FLSA: Exempt

REPORTS TO: Department Chairperson and Delegated Academic Dean

DATE EFFECTIVE: 07/01/19

POSITION SUMMARY: Adjunct faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations on a per semester basis. Teaching and training duties shall be performed under the direct supervision of the Department Chairperson, but may be delegated to the Academic Dean, and/or the Vice President.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught;
- Faculty teaching in Career and Technical programs, an associate's or bachelor's degree is preferred; however, a comparable amount of training, education, certifications, or work related experience may be substituted for the for the minimum qualifications. Credentialing requirements for programs with accreditation will take priority.

ESSENTIAL TASKS: Adjunct Faculty must be able to perform the following functions:

A. INSTRUCTION

- Teach courses as scheduled each academic semester. Teaching may include lecture, laboratory classes, clinical, or other types of courses as arranged.
- With the assistance of the core faculty, Department Chairperson, and Dean of Arts & Sciences, participate in developing course and/or program curriculum, standards, and policies.
- Develop course curriculum, handouts, lectures, labs, presentation, and maintain course outlines/syllabi, printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus, submitted following established guidelines each semester, and approved textbook (and/or related instructional material).
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, audio visual equipment, and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Participate in textbook adoption and review as appropriate.
- Schedule, supervise, debrief, and evaluate students in clinical, internships, observations, field experiences, or other similar settings as appropriate for the course or program.
- Participate in course level assessment including development of learning outcomes and measures, evaluating student performance, and recommending improvement measures.
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns, and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.

B. SERVICE TO THE COLLEGE

- Knowledge of College instructional policies and procedures.
- Mentor students; refer students, when appropriate, to specialized resource services within the College.
- Participate in adjunct faculty workshops, orientations, and other trainings as appropriate.
- Submit all student grades and documentation prior to the required deadlines.

- Submit any and all other College materials to the Department Chairperson's office at the end of the semester.
- Comply with federal regulations including: the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student populations.

c. FACULTY DEVELOPMENT

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and/or program discipline, including maintaining licensure, certification, or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.

Environment: Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs. if applicable for the position.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

Instructional Policies and Procedures

The adjunct faculty manual is designed to be a quick reference highlighting portions of ECC policy and procedures. All faculty should be knowledgeable of the current **Board Policies and Procedures**, which can be found at <http://www.eastcentral.edu/board-policies/>. It is also important, in order to best assist students, that faculty fully understand student policies, which can be found in the **Student Handbook** on ECC's student page <http://www.eastcentral.edu/current/>.

Adjunct Faculty Attendance

Adjunct Faculty are expected to attend and be punctual at all scheduled class meetings; should an adjunct faculty be absent due to illness or other circumstances, he or she must contact a college official (Dean's Program Assistant, if the program assistant is unavailable, you may contact the Dean, Department Chair or office assistant, or the Vice President of Academic Affairs office). For unplanned evening emergencies, you may contact the Evening Services Specialist/Evening Generalist, as well as email the program assistant to the Dean. If leaving a voicemail or sending an email, do not assume your message has been received until you get a confirmation response.

In addition to notifying ECC of an absence, you must also notify your class via email or Canvas.

Any adjunct faculty absence must be reported using the **Adjunct Absence Request/Report Form** found on the website (<http://www.eastcentral.edu/hr/current-employee-forms/>). All classes are to meet on the days and times as scheduled. Any alteration to this schedule, for any reason, must be reported to the appropriate Dean and Vice President of Academic Affairs.

Class Schedule, Final Exams and Number of Class Meetings

Information regarding academic policies including course credit hour definitions, course credit options, academic freedom and pre-requisite language can be found in the student handbook under Academic Policies. The student handbook can be found at <http://www.eastcentral.edu/current/>.

Academic calendars and final exam schedules can be found under the student page of the website at <http://www.eastcentral.edu/current/>. Course schedules, final exam schedules, and academic calendars cannot be altered or modified.

Classroom Assignment

Classroom assignments are based on enrollment capacities, technology needs and equipment requirements. Requests for room change are processed through the appropriate Dean or the site director. If you would like to request a room change, please contact your dean or the site director.

Office Hours

Adjunct faculty are not required to maintain office hours but are encouraged to be available to meet student needs. Locations are available for adjunct office throughout various department, the Library, and the Learning Center (both located in Buescher Hall). All adjunct faculty should provide detailed contact information (ECC contact information) in the course syllabus, including the time a student can expect a reply. Please note the College will not provide any adjunct faculty member's home phone number to any student.

Course Syllabus

All college faculty must have a current course syllabus and outline, updated to the term a course is being taught, on file at the start of the semester. The syllabus must follow the format found under the Faculty Resources page available in Canvas (<https://www.eastcentral.edu/online-learning/>). To create your syllabus following ECC guidelines, first download the ECC Master Syllabus template. Make the appropriate changes where indicated

(sections highlighted in red/blue). Upon completion of your syllabus, it should be uploaded into Canvas following the directions in step 3 under the Instructor Syllabus Tool. A syllabus must be uploaded for each section/course taught every semester. Remember to delete unused portions of the syllabus as indicated in the master syllabus template. Please note for those instructors using a Canvas page to support your course, you must still upload your syllabus in the Instructor Syllabus Tool section. Some departments have departmental syllabi and adjuncts teaching in those departments are expected to use those syllabi. Please contact your department chair/coordinator/dean for more information.

Please note that all college faculty are to present a course syllabus to their students at the first class meeting. Every registered student in the class should have a copy of the official course syllabus.

Early Alert

ECC utilizes an Early Alert System (Watermark/Aviso) to proactively identify *at-risk* 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 will lead to a poor grade or to refer students to an advisor, Access/Disability services, or counseling. Alerts may be made at any time during the semester but are requested the 3rd, 5th, and 8th week of classes.

Training materials on the use of Watermark/Aviso can be found in Falcon Nest under [Employee Resources](#), Watermark/[Aviso Retention Resources](#), [Training](#) 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, 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.

Textbook Adoption

In general, department faculty working with the department chair/coordinator/dean select the required textbooks and supplementary materials for all courses. Any course being taught by two or more faculty will adopt uniform texts and materials for the course. A faculty member may elect to require additional materials as deemed appropriate. Adjunct faculty will receive information from the department regarding required textbooks for courses.

Grades (BP 3.10)

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.

Grade records must be retained by all faculty for each student in each class. Student grade records, as maintained by a faculty member, must be sufficient to substantiate any grade recorded in the case of a grade appeal. At the end of the academic semester, a complete copy of the course gradebook must be submitted to the department office assistant/program assistant.

Grade Reporting

All faculty are required to report midterm and final grades in MyECC following the due dates of the Academic

Calendar. For detailed instructions (including video), please see the Registration Resources page found under Faculty Resources located in Canvas. If you have additional questions after viewing Canvas, please contact the registrar. If you do not have access to Canvas, please contact Chad Baldwin.

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.

Student Attendance

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

Students may be administratively withdrawn (dropped) for attendance purposes for the following reasons:

- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), without having made regular and frequent contact with the instructor.
- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), having maintained regular and frequent contact with the instructor, but are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).
- Sporadic attendance (intermittent, nonconsecutive absences equivalent to two weeks of class meeting time), regardless of contact with the instructor, and are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).

Students with concerns regarding attendance and/or successful class progression are encouraged to speak to their instructor.

Attendance is due each Monday by noon for the previous week. Additionally, faculty are required to submit specific attendance information for no-show students. For detailed instructions (including video), please see the Registration Resources page found under Faculty Resources located in Canvas. If you have additional questions after viewing Canvas, please contact the registrar.

Students requesting a W should be advised to see their advisor. The last date to request a W is indicated in the Academic Calendar. The drop date on the withdrawal form will not be accepted as the last date of attendance in class, nor will the faculty member's word suffice. Official documentation, specifically the date that the student last attended class, must be noted in an official class record.

Field Trips

Field trips may be used to support academic study. There is an approval process and faculty should contact their Department Chair/Dean for information on guidelines and required forms for off campus learning activities.

Learning Center and Testing Center

The Learning Center provides tutoring services in most disciplines, plus non-cognitive. It utilizes specialists and peer tutors. Additionally, there are computers and study rooms available for use. You can find additional information for The Learning Center on the website at <http://www.eastcentral.edu/learning-center/>. Or you may contact the Director of the Learning Center for additional ways the Learning Center can support your students.

The Testing Center provides academic and nonacademic testing services to current and prospective students of East Central College, as well as students enrolled at other educational institutions and members of the wider

community. You can find additional information, including the testing center's exam cover sheet at <http://www.eastcentral.edu/learning-center/testing-center-info-faculty/>.

NetTutor online tutoring will be available after Learning Center hours. Students may access NetTutor from the NetTutor link embedded in each Canvas course navigation menu. NetTutor is available weekdays from 7:30 p.m. Monday evening through 7:00 a.m. Friday morning, and weekends from 2:00 p.m. Friday afternoon through 7:00 a.m. Monday.

For question not answered on the website, in Union, please contact Windy Souders, Testing Center Coordinator, at uniontc@eastcentral.edu or by phone at (636) 584-6550 and in Rolla, please contact Max Schaefer, Testing Services Specialist, at rollatc@eastcentral.edu or by phone at (573) 466-4076.

Student Handouts

All adjunct faculty will receive a copier code for use of the copiers located throughout campus. Large copy jobs should be sent to Imaging Services for production; requests should be submitted at least a week in advance. Faculty must follow copyright law as it applies to student materials and the potential for violation. Information regarding copyright guidelines is available in the Office of Academic Affairs.

Assessment Activities

Assessment of student learning is primarily the responsibility of the ECC faculty and is part of our ongoing commitment to student success.

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

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

If you have questions regarding your role in departmental assessment, please contact your department chair, coordinator, or Dean.

Core 42

As per the Missouri Department of Higher Education website:

The core transfer curriculum, known as CORE 42, is a framework for general education that all Missouri public two-and four-year institutions of higher education will adopt effective for the 2018-2019 academic year. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one among all public colleges and universities.

Class Rosters

Current class rosters are available on Self Service. Rosters are available once an adjunct faculty member is officially assigned to the course. Adjunct faculty with questions regarding the use of Self Service should contact their department chair, coordinator, Dean, or the registrar's office.

Class Cancellations

On occasion, circumstances require that class be cancelled. Such circumstances might be inclement weather or specific on site occurrences (i.e. power failure, etc.). For Absences Due to Inclement Weather see the Policy and Procedures manual, the Student Handbook or the website. To sign up for emergency notifications please see the website at <http://www.eastcentral.edu/campus-safety/emergency-notification/> for instructions.

Smoking

As of January 2013, ECC is completely tobacco free.

Effective 12/8/2022, recreational use of marijuana is legal in Missouri, however; the possession or use of marijuana on the East Central College campus **remains prohibited**. Although state law has changed, marijuana is still classified as a Schedule 1 drug by the federal government. East Central College complies with the requirements of the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, which are referenced in this policy:

Course Description Identifiers

What is synchronous learning versus asynchronous learning?

- Synchronous learning is distance learning that happens in real time, e.g. Zoom.
- Asynchronous learning occurs through distance learning channels without real-time interaction, e.g. recorded lecture, or online format.
- Courses may include a blend of both asynchronous and synchronous distance learning.

What is Canvas?

Canvas is ECC's learning management system (LMS) which serves as an electronic platform to house courses as well as online resources, i.e. course material, assignments, etc.

What is Zoom?

Zoom is a web-based conferencing platform that ECC utilizes to conduct synchronous or "live" meetings with individuals and students

On-campus Course

Faculty may use the learning management system (Canvas) to post the course syllabus, other course materials, and required student assignments or activities that support the class. The faculty may also provide other web-based support.

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

Lecture (in-person) Course

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

Lecture with Remote Instruction

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

Distance Learning

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

Web Online

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

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

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

Web Online with Live Stream:

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

Web Hybrid

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

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

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

Web Hybrid with Live Stream

Courses of this type are a blend of lecture (in-person) and real-time (synchronous) live stream. This course will meet approximately half of the time in person following a regular schedule. The remaining course time will meet via live stream involving a web-based platform to deliver course content in real-

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

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

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

Student Policies and Procedures

For an in-depth look at these student policies, plus additional policies impacting your students, please see the **Student Handbook** which can be found ECC's student page <http://www.eastcentral.edu/current/>.

Course Repeat Policy (BP3.13)

A student enrolled at East Central College may repeat a course. All attempts at the course will be recorded on the official college transcript and the highest grade will be factored into the student's GPA. Financial aid rules may prohibit students from receiving funding for repeating a course under any circumstances.

Disciplinary Probation and Suspension

Suspension from the College may be deemed necessary for inappropriate student conduct. Disciplinary policies are governed by the Student Conduct Code, available from the Vice President of Student Development, or his/her representative, and printed in the student handbook/planner. Consideration of readmission of disciplinary cases will be handled by the appropriate college committee in accordance with college policy.

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

FERPA

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student records. FERPA also regulates institutions' obligations regarding release of information and access to student records. East Central College, and all its employees, complies with FERPA regulations. If you have additional questions, please contact your department chair, coordinator, or dean.

Pregnant Student Rights under Title IX

East Central College does not discriminate against persons on the basis of sex in its educational programs and activities. Title IX prohibits discrimination on the basis of sex—including pregnancy and related conditions—in educational programs and activities that are eligible for federal funding.

The U.S. Department of Education regulations concerning pregnancy and related conditions provide that a college that is a recipient of federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from these conditions. In the event that the educational institution does not maintain a leave policy for its students (as in the case of ECC), or in the event that a student does not otherwise qualify for an institutional leave under the policy, the institution is required to treat such conditions as justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician.

This means that East Central College must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have. Absences due to medical conditions relating to pregnancy must be excused for as long as medically necessary. The student must be given the opportunity to make up missed work, with the goal of having the student graduate on time if possible, and if desired by the student. These rules supersede any classroom based attendance policy/practices regarding allowable numbers of absences.

Faculty, staff, and administrators should not tell students that they have to drop or withdraw from their classes or programs or change their educational plans due to their pregnancies or related conditions. In light of this legal requirement, it is critical that faculty and staff who deal with students are knowledgeable about their obligations to students in this situation.

If you have additional questions regarding Title IX and student accommodations, please contact your Department Chair, Coordinator, or Dean to be directed the appropriate resource.

Academic Honor

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

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede any specific course or instructor's printed guidelines or policies contained in any course syllabus. Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code. The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in the student handbook.

For additional information, please refer to the academic honor code found on the student page at <http://www.eastcentral.edu/current/>.

Additional Policies and Procedures

The following represents a non-exhaustive set of college policies related to the position of Adjunct Faculty member; for a statement of official policy and a complete list of college policies and procedures, please refer to the Board of Trustees Policy and Procedures document, available at www.eastcentral.edu. The Board of Trustees and the College reserve the right to edit, change and update all policies and procedures. Current information on any item stated herein is available in the Office of Academic Affairs or Human Resources.

Evaluation of Instruction

East Central College evaluates adjunct faculty instruction for effectiveness, through student-based evaluation and classroom observation. Classroom observations may be completed by the Dean, a Department Chair, Program Coordinator, Vice President of Academic Affairs, or another designee. Questions about the faculty evaluation system should be directed to the Office of Academic Affairs.

Children on Campus (BP 4.37)

Children aged 16 and under unaccompanied by an adult are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by the appropriate administrator.

Instructional Technology

Most main campus and satellite location classrooms are equipped with instructional technology. The college provides training on all available campus technology to any adjunct faculty member; please contact your department chair, coordinator, or Dean.

Faculty Association

The Faculty Association is an organization open to all faculty; adjunct faculty are welcome to participate. The Faculty Association holds monthly meetings; adjunct faculty may contact their department chair for additional information.

Protection Against Sexual Harassment Policy (BP 5.18)

East Central College is committed to maintaining a workplace and educational environment that is free from sexual harassment based on gender or sexual orientation. The College also prohibits:

1. Retaliatory actions based on making complaints of sexual harassment or based on participation in an investigation, formal proceeding or informal resolution concerning sexual harassment.
2. Aiding, abetting, inciting, compelling or coercing sexual harassment.

For additional information regarding the protection against sexual harassment policy and procedure, please see board policies found on ECC's website at <http://www.eastcentral.edu/board-policies/5-4-protection-against-sexual-harassment/>

Drugs and Alcohol Free Workplace Policy (BP 5.16)

It is the objective and goal of East Central College to provide a drug and alcohol-free environment. For additional information regarding the drugs and alcohol free workplace policy and procedures, including federal law compliance and testing, please visit the website at <https://www.eastcentral.edu/board-policies/personnel/drugs-and-alcohol-free-workplace/>.

College Computer Use Policy

Anyone using the College's computer network, equipment, hardware or software must adhere to the terms and conditions of acceptable use; access to the college's technology resources is a privilege, not a right, granted to the

College's faculty, staff and students in support of their studies, instruction, academic and student life, college responsibilities, official business of the College and other college-related activities. Questions regarding what constitutes acceptable use should be directed to the Information Technology Department. Violations of these terms could result in loss of computer privileges or disciplinary action.

All faculty should note that instructional, student and office computer equipment and software are the property of the college and cannot be removed without written permission.

Other College Services and Policies

Bookstore

The primary function of the bookstore is to have available for sale the required and recommended texts necessary and helpful to the student's college career. Books are stocked at the request of instructors. Textbooks may be purchased before classes begin each semester and any time thereafter. Also available for sale in the bookstore are course-related supplies for specialized classes and general school supplies. Please see the website for additional information and hours.

Counseling Services/Academic Advisement

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

Financial Aid

East Central College provides to students a full service financial aid office. Students may receive assistance in completing appropriate paperwork as well as receiving information on various types of financial aid, including grants, loans, and scholarships. Students in need of financial aid are urged to contact the office regarding assistance.

Food Services

Campus food service is available at Café Central, located in the Donald Shook Student Center, main campus. Several vending machines are also located in other buildings on campus and at satellite locations. Please check the website for hours of operation for Café Central.

Human Resources

The Human Resources Office is responsible for handling personnel paperwork, benefits, and human resources plans (compensation, benefits, development, etc.).

A new adjunct faculty member is responsible for submitting the following forms to the HR Office prior to the start of the semester:

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

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

Please visit the Human Resources page at <http://www.eastcentral.edu/hr/> for additional information, including forms, resources, and benefits.

Library

The East Central College Library contains approximately 32,000 bound volumes; 300 current periodical subscriptions; more than 5,000 reels of microfilm; 400 videos; 200 CD's; and a 2,400 item pamphlet file. Electronic periodical databases provide indexing for thousands of titles with many in full text. Inter-Library Loan is available for acquiring materials located in other libraries in the United States. The OPAC (on-line public access catalog) provides access to the Library's collections. The library utilizes the Library of Congress Classification

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

Please contact library staff for additional information and to arrange for particular assistance for you and/or your students.

Imaging Services

Services include word processing services for tests, programs, brochures, syllabi and related work and duplication of printed materials using photocopiers. For further information on any of the above services or other services which may be available contact Imaging Services.

Registration

The Registration Office can provide to adjunct faculty assistance in the use of MyECC for rosters and grade submission. Adjunct faculty should refer to the Registration Resources page in Canvas for important due dates and tutorials.

Grademaster Test Scoring

A Grademaster scoring machine is located in various offices on the main campus and at the satellite locations and may be utilized by faculty. Please contact your department chair, coordinator, or Dean for further details.

Payroll

All payroll checks are direct deposited. For information, including payroll dates for adjuncts, please contact the payroll office.

Purchasing Policies

If you need to purchase supplies for your class, please contact your department chair, coordinator, or Dean for assistance.

Direct Deposit

All employees will be paid by direct deposit to the employee's account; multiple accounts may be designated based on the capabilities of the College and the financial institutions. Employees will have electronic access to pay advices through MyECC and will not receive paper copies. Any exceptions must be approved by Human Resources.

Tuition Waiver Eligibility

To be eligible for tuition waiver benefits of ECC credit classes, individuals must be full-time employees regular, full-time limited employees, part-time employees, current **adjunct instructors**, or retirees of East Central College. Temporary employees are not eligible for this benefit. Spouses and unemancipated children of full-time employees are also eligible for tuition waiver benefits. Unemancipated children may be: natural children, adopted children, stepchildren that live with you, or other children for whom you are the legal guardian, as long as they are under age 24, unmarried, and live in the employees' residence. **Adjunct instructors** are eligible for tuition waiver benefits of ECC credit classes, not to exceed nine credit hours, during the semester immediately following completion of their assignment as an **adjunct instructor**. Retirees are individuals who are eligible for normal or early retirement benefits through PSRS/PEERS with at least five years of service to East Central College. For additional information please check the website or contact HR.

Dr. Robyn Walter
Vice President, Academic Affairs

Executive Administrative Assistant
Stacy Bellville

Arts & Sciences
Ann Boehmer, Dean
Amy DeMiere, Program Assistant

Academic Services Coordinator
Tracie Welsh

Career & Technical Education
Dr. Richard Hudanick, Dean
Marilyn Tessaro, Prog Asst
Gail Witt, Prog. Asst., Culinary

Health Sciences
Nancy Mitchell, Dean
Julie Beck, Program Asst.
Michelle North, Admin. Assist
*Lavonda Lawson, Admin. Asst./RNT**
*Molly Vroman, Admin Assist/RM**

Online Learning & Educational Technology
Chad Baldwin, Director

Karen Klos,
Instructional Design Specialist

Learning Center & Academic Support
Erin Anglin, Executive Director

Retention
Lindsay Riegel, Retention Coord.
Lauran Spier, Retention Specialist

Learning Center
Full-Time Learning Center Specialists:
Cassidy Litle
Jacob Little
Jon Noelker
Rheann Spier
Denise Walker

Part-Time Learning Ctr Specialists:
Vacant
Vacant

Testing Center
Windy Souders, Test. Serv. Coord.
Kalyn Meyer, Test. Ctr. Specialist
Vacant, Testing Ctr. Asst.

Library Services
Lisa Farrell, Director

Morgan Spangler,
Emerging Technologies Librarian

Library Technician-Public Services:
Eileen Derbyshire
Hannah Jolley

Judy Bieker, Nursing, Prg Coord
Joannie Blakely, Nursing, Prog Coord-Rolla
Michelle Chick, LPN, Prog Director*
Julie Chirban, Nursing, Rolla*
Brittany Clark, Nursing
Kim Daman-Scheel, HIM, Director
Laura Ditmeyer, RadTech, ClinCoord*
Jon Elias, Nursing, Rolla*
Jessica Fisher, LPN/Clinical Coord*
Jenifer Goodson, EMS/Program Dir.
Brandi Grindel, Rad Tech, Prog Dir.*
Jeannie Miles, Nursing, Rolla*
Wayne Prince, EMS, Clinical Coord
Dr. Nanette Sayles, HIM
Megan VanBibber, Surg Tech, Clin Crd*
Jessica Van Leer, Nursing
Adisa Velic, MDA, Program Director
Jennifer Wall, Surg Tech, Prog Dir*
Dr. Connie Wissbaum, Nursing

Cindy Berti, Nursing Advisor

Brent Butler, OTA MHPC Prg Crd
Cynthia McKeon, MLT, Program Coord

14 adjunct faculty

Bobby Bland, Welding, Prog Crd
Jessica Brown, Welding
Duane Clonts, IET
Jason Durbin, CIS*
Nathan Esbeck, IET, Prog Coord
Tanner French, Acctg/Bus
Lisa Hanneken, Bus/Acctg*
Joe Hovland, Culinary
Mike Palazzola, Culinary, Prog Crd
Blake Poertner, PM, Prog Crd
Brian Watson, HVAC, Prog Crd
Vacant, CIS

BIC Lab Assistants
Ed Curnutte, CIS
Vacant, IET
Larry Brune, HVAC Lab Asst

17 adjunct faculty

John Edson Anglin Performing Arts Center
Sylvia Sellers, Manager

Linda Rice, Box Office Clerk

Science & Engineering
Dr. Parvi Govindaswamy, Dept Ch
Kerry Blocker, Office Assistant
Brenda Driemeyer, Office Assist

Dr. Kristin Bales, Chemistry^x
Clarissa Brown, Biology
Kevin Dixon, Biology
Dr. Elizabeth Flotte, Biology/A&P
Dr. Parvi Govindaswamy, Biology
Dr. Isaiah Kellogg, Engin/Physics
Michael Matusek, Physics
Dr. Matthew Monzyk, Chemistry
Tracy Mowery, Biology*
Keith Pulles, Biology^x
Dr. Elizabeth Rozema, Biology*

Jennifer Willis, Science Lab Mgr
Alison Tucker, STEM Recruitment & Success Coord.
Stephanie McCarthy, Science Lab Assistant*

13 adjunct faculty

Social Sciences & College Success
Dr. Rachel Howard, Dept. Chair
Kerry Blocker, Office Assistant
Brenda Driemeyer, Office Assistant

Dr. Cori Derifield, History
Tim Derifield, Psych/Sociology**
Dr. Russ Henderson, History
Dr. Rachel Howard, Psychology/Soc.
Dr. Wendy Pecka, Psychology
Dennis Pohlman, Political Science
Vacant, Psychology/Sociology

Fine & Performing Arts
Linda Rice, Office Assistant

Grace Austin, Theatre/Comm/Coord.
Sean Barton, Art/ NASAD Exe
Aaron Bounds, Music/Band
Jennifer Higerd, Art/Gallery
Dr. Jennifer Judd, Music/NASM Exe
Dr. Tim Sexton, Music/Choir
Vacant, Art
Vacant, Theatre/Comm

Jennifer Taylor, Dark Room Asst.
Naomi Joyce, Piano Accomp.

16 adjunct faculty

English & Humanities
Josh Stroup, Department Chair
Linda Rice, Office Assistant

Ellen Aramburu, Spanish/Geography
Linda Barro, English
Matthew Gifford, Phil./Religion**
Dr. Kami Hancock, English
John Hardecke, English
Shanee Haynes, Communication
Katie Holtmeyer, English
Leigh Kolb, English/Mass Media
Dr. Bob Mahon, English
Josh Stroup, English
Dr. Aurelia VonTress, English*

Mathematics & Education
Dr. Reg Brigham, Dept. Chair
Kerry Blocker, Office Assistant
Brenda Driemeyer, Office Assistant

Dr. Reg Brigham, Math*
Anne Estes, Math
Olivia Kerwin, Math*
Vu Ong, Math
Shaun Roberson, Math
Kelsey Scheer, Education
Gregory Stotler, Education/Early Childhood Coordinator^x
Vacant, Math

12 adjunct faculty

