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The purpose of the ECC Fine Art and Design Student Handbook is to provide information on the programs of Fine Art and Design at East Central College. It contains information to assist you on your creative journey. It also includes information and resources concerned with administration, policy and regulations taken from the ECC Student Handbook. This Fine Art and Design Student Handbook is not a substitute for the entire contents contained within the official East Central College Student Handbook.

#### Dear ECC Fine Art and Design Student,

Whether you are new to ECC or returning to campus we welcome you to the East Central College Department of Fine Art and Design! You are stepping into a thriving culture of Fine Art and Design that will challenge and inspire you. We take great pride not only in the quality of our programs and our faculty and staff but also our ability and dedication in providing you with an outstanding education. There are four different degree pathways inside the Department of Fine Art and Design: the Associate of Fine Arts degree, the Associate of Arts in Studio Art, the Associate of Applied Science in Graphic Design and the Associate of Applied Science in Multi Media. So, whether you are interested in becoming a practicing artist, an art historian, an art educator, graphic designer, illustrator or animator we have your foundation covered.

Here at ECC you will find our faculty is practicing artist educators offering instruction in all of our studios. We have up to date and industry standard technology throughout our studios. In our Art Gallery, we exhibit work by students through Internationally recognized artists throughout the academic year. Our students have the opportunity to learn valuable skills and networking by working in the gallery. Students are encouraged to participate in the ECC Art Club, which endeavors to bring Art inspired projects to campus, as well as, fundraising to make a yearly pilgrimage to London, UK. The Department of Fine Art and Design also has many generous scholarship opportunities for students studying Art and Design.

In the Department of Fine Art and Design we create a culture of creativity and one that encourages experimentation and exploration. We foster an atmosphere that breeds artistic excellence in our community. After graduating, our students have proven to be successful in their future studies and in their careers in art and design.

It is our pleasure and our goal to provide every student with the very best experience, advice, atmosphere and creative input to succeed in the Department of Fine Art and Design at East Central College. This will only be enhanced as East Central College is in the process of becoming an accredited institutional member of the National Association of Schools of Art and Design.

We believe in all of you and are excited to embark with you on this journey. Please feel free to contact any one of us for assistance or more information.

Best Regards,

|  |  |  |
| --- | --- | --- |
| Adam Watkins | Jennifer Higerd | Sean Barton |
| Asst Prof of Fine Art | Instructor of Fine Art | Instructor of Graphic Design |
| Artist Mentor | Gallery Coordinator | and Multi Media |

East Central College Mission Statement

East Central College will provide an environment for lifelong learning.

Vision Statement

East Central College will connect its community to its future.

Art Department Mission

The East Central College Art Department's mission is to provide a strong foundation rooted in the principles of art and design and foster a creative atmosphere fundamental to lifelong learning in which a student develops mastery of skills and techniques, develops critical and creative approaches to problem solving that are communicated in a visual context as well as in written and verbal format, becomes socially aware of trends and traditions of the larger art world both past and present in preparation for transfer.

Art Department Goals

Graduates of this program should be able to demonstrate the following art specific tasks, as well as implement ECC’s Common Learning Objectives:

* Be ethical and socially responsible
* Be able to communicate effectively in a written and verbal manner
* Be able to think critically and creatively to solve problems and advance solutions
* Demonstrate proficiency in the basic artistic materials, techniques and principles of art and design
* Understand major art works from the past, the styles they represent, and their significance for artists today
* Discuss and analyze major issues facing the art world today
* Select and prepare artworks for exhibition
* Document their artwork
* Prepare a comprehensive portfolio that demonstrates competence in all areas of Art foundations

East Central College, AFA Fine Art articulated with UMSL



**Year 1 Fall -16** Foundation Seminar - 1 Design I (2D Design) - 3 Drawing I - 3

Art History I - 3 Comp I - 3

Digital Design - 3

**Year 1 Spring-18**

Design II (Color Theory) - 3 Drawing II - 3

Figure Drawing I - 3 Art History II - 3

Math for Art & Design - 3

STUDIO ELECTIVE - 3 - Any ART course

*Digital Vid - Spring Only (Multi Media Design)-suggested for students interested in MMD Typography- Spring Only (Graphic Design)-suggested for students interested in GD*

Mid Program Review – 0

**Year 2 Fall-15**

Design III (3D Design- Fall Only, must have Design I and Design II)- 3 Science - 3

Figure Drawing II -3

Comp II (preferred), Oral Com, Public Speak - 3 STUDIO ELECTIVE - 3 - Any ART course

*Photo- (Multi Media Design) -suggested for students interested in MMD*

*Page Layout & Design- Fall Only (Graphic Design) suggested for students interested in GD*

ECC Department of Art & Design is Accredited by

(Mid Program Review-if not already done) - 0

**Year 2 Spring-15**

Design IV (Advanced Problem Solving- Spring Only, must have Design I, Design II and Design III)- 3 Social Science - 3

US History - 3

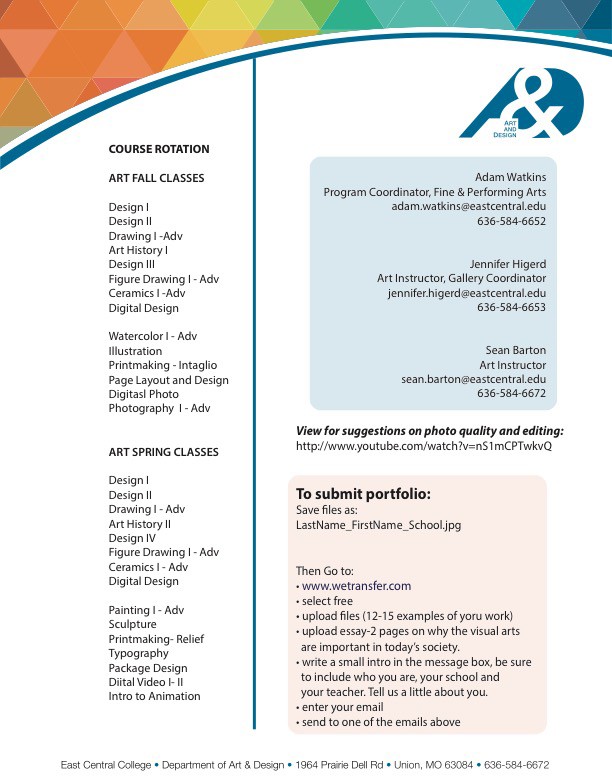
STUDIO ELECTIVE - 3 - Any ART course

*Flash Animation- Spring Only (Multi Media Design) -suggested for students interested in MMD Package Design- Spring Only (Graphic Design) suggested for students interested in GD*

STUDIO ELECTIVE - 3 - Any ART course

*Digital Vid II- Spring Only (Multi Media Design) -suggested for students interested in MMD Students interested in Graphic Design… Take any ART course*





#### Art & Design Department Mission

The East Central College Fine Art and Graphic Design Department's mission is to provide a strong foundation rooted in the principles of art and design and foster a creative atmosphere fundamental to lifelong learning in which a student develops mastery of skills and techniques, develops critical and creative approaches to problem solving that are communicated in a visual context as well as in written and verbal format, becomes socially aware of trends and traditions of the larger art world both past and present in preparation for transfer.

1. Fine Art Assessment Plan

The Fine Art Department Assessment Plan and Report use the table below which demonstrates the connections between our Program Objectives, items to be assessed, and the corresponding East Central College Common Learning Objectives.

|  |  |  |
| --- | --- | --- |
| **Program Objectives** | **Assessment Items** | **Common Learning Objectives** |
| \* Use proper industry nomenclature | * artist statement * oral presentation | communication |
| \* Utilize technology to present and document their work for presentation | * digital portfolio * oral presentation | communication |
| \* Display an adequate level of professionalism in presentation of their work | * student art exhibition * oral presentation | ethics & social responsibility |
| \* Display critical thinking skills and concrete conceptual development | * creation of a coherent body of work and use of iconography * oral presentation | critical & creative thinking |
| \* Demonstrate a substantial engagement with historical concepts, techniques, artists, and movements as well as a working knowledge of contemporary artists | * artist statement * oral presentation | communication,  ethical & social responsibility, critical & creative thinking |

1. Data Source

Data was collected from students in Design IV, a 4th semester class required of all AFA majors. As this is the capstone course for the program, it provides an opportunity to assess students’ acquisition of the content, skills, and language/vocabulary stated in the Art Department Program Objectives. Assessment items include the twenty-minute oral presentation of the students’ digital portfolio and written work (the artist statement).

1. Assessment Criteria and Performance Standards

Student performance was evaluated using the following rubric.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | outstanding, excellent, superb | good, above average | moderate, expected, average | weak, not meeting expectations | unsatisfactory incomplete, |
|  | 5/5... 10/10...  15/15 | 4/5... 8/10...  12/15 | 3.5/5... 7/10...  11/15 | 3/5... 6/10...  9/15 |  |
| Presentation: |  |  |  |  |  |
| 1. - presentation was 30 minutes... 5 pts |  |  |  |  |  |
| 2. - professional manner of speaking, including periodic eye contact with the audience, body language, and volume of voice... 5 pts |  |  |  |  |  |
| Content: |  |  |  |  |  |
| 3. - detailed description of the way the art looks, using art vocabulary (visual elements, principles of design) ... 15 pts |  |  |  |  |  |
| 4. - fully explain the ideas that inspire and shape the work... 15 pts |  |  |  |  |  |
| 5. - fully explain the intended message/meaning/idea to be communicated... 15 pts |  |  |  |  |  |
| 6. - describe the process and/or media used and give reason for the choice of the material... 10 pts |  |  |  |  |  |
| 7. - Artistic Influence 1: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work... 10 pts |  |  |  |  |  |
| 8. - Artistic Influence 2: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work... 10 pts |  |  |  |  |  |
| 9. - Artistic Influence 3: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work... 10 pts |  |  |  |  |  |
| Structure/Organization: |  |  |  |  |  |
| 10. - organized in a logical way (topical, chronological, or) ... 5 pts |  |  |  |  |  |

1. Statement of Actual Results Number of items assessed: 6 Class average: 73.76
2. Class average by area:

Program Objective 1: Use proper industry nomenclature

*Students learn the basic underpinnings for creating strong, effective compositions and learn the vocabulary to use to explain the success or weakness of a composition. ECC’s Common Learning Objective - Communication fits here. Students learn to communicate ideas through visual means and to communicate how this was accomplished using art vocabulary and terminology. Student demonstration of these skills was measured in the above rubric in points 3 and 6.*

Class average by area:

3. detailed description of the way the art looks, using art vocabulary (visual elements, principles of design) - 11.17/15 (3.72/5)

1. describe the process and/or media used and give reason for the choice of the material - 7.41/10 (3.70/5)

Program Objective 2: Utilize technology to present and document their work for presentation *Students receive training in the correct way to document and present their work, whether through an online portfolio or a PowerPoint presentation. Students have access to professional lighting equipment, a DLSR camera, and photo editing software. ECC’s Common Learning Objective of Communication fits here. Students learn and improve their skills in correctly communicating or conveying the truthful likeness of their works. Student demonstration of these skills was measured in a separate rubric given here:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | outstanding, excellent, superb | good, above average | moderate, expected, average | weak, not meeting expectations | unsatisfactory incomplete, |
| Required components: |  |  |  |  |  |
| Resume... 2 pts (all or nothing) |  |  |  |  |  |
| Artist Statement... 2 pts (all or nothing) |  |  |  |  |  |
| Image List |  |  |  |  |  |
| with *Title (in italics or quotation marks)*, date, medium, size... 10 pts |  |  |  |  |  |
| Presentation PowerPoint |  |  |  |  |  |
| Craftsmanship: appropriate font choice (plain) and size, plain background color, one image per slide (unless to show change or comparison) ... 17 pts |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Digital Portfolio (folder with jpgs) |  |  |  |  |  |
| 10-20 images of work | *full met* | *most met* | *partially met* | *(7-10* | *(11+ mistakes)* |
| Craftsmanship: focus, white balance, straighten, crop | *requirements for all images* | *requirements (1-3 mistakes)* | *requirements (4-6 mistakes)* | *mistakes)* |  |
| 17 pts |  |  |  |  |  |

Number of items assessed: 6 Class average:

Program Objective 3: Display an adequate level of professionalism in presentation of their work *Professional presentation occurs on macro and micro levels. Students learn and practice the skills of analysis and evaluation when selecting work to be submitted for exhibition or when curating a show from many submitted works. Students demonstrate their understanding of professional presentation standards of their work by correctly preparing their work for exhibition and when preparing an entire exhibition. Additionally, students consider the importance of context and audience. Students also learn and practice professionalism when speaking about their work, including the processes and ideas that drive the creation of the works. ECC’s Common Learning Objective - Critical & Creative Thinking fits here. Students utilize critical thinking and reasoning skills when selecting works to submit or when choosing works to be exhibited. Also, ECC’s Common Learning Objective - Communication applies to this Program Objective, in that students must prepare and deliver a professional presentation of their body of work. Student demonstration of these skills was measured in the above rubric in points 1, 2, and 10.*

Class average by area:

1. presentation was 30 minutes - 3.70/5
2. professional manner of speaking, including periodic eye contact with the audience, body language, and volume of voice - 3.82/5

10. organized in a logical way - 3.82/5

Program Objective 4: Display critical thinking skills and concrete conceptual development *Students create a coherent body of work, often across the media, communicating an idea that they have been exploring and investigating. Students demonstrate an understanding of the elements and principles of design and effective use of materials by choosing the strongest and most effective works to be in the portfolio. ECC’s Common Learning Objective - Critical & Creative Thinking again fits here. Students practice Creative Thinking in planning and making work. Critical thinking skills are honed as students revise the work, self-critique, and critique others. Student demonstration of these skills was measured in the above rubric in points 4 and 5.*

Class average by area:

1. fully explain the ideas that inspire and shape the work - 10.88/15 (3.62/5)
2. fully explain the intended message/meaning/idea to be communicated - 10.88/15 (3.62/5)

Program Objective 5: Demonstrate a substantial engagement with historical concepts, techniques, artists, and movements as well as a working knowledge of contemporary artists

*It is important for students to be able to make connections with their work and work in the past and to verbalize where they fit in the grand scheme. Formally and informally, in art history survey courses, studio courses, and foundations courses, students learn about important historical works and what makes them continue to be valuable to artists today. ECC’s Common Learning Objectives - Communication, Critical & Creative Thinking, and Ethical/Social Responsibility fit here. Students demonstrate their ability to discuss and engage in the ideas of historical works in a coherent, clear and professional manner, whether it is a formal written paper, or an informal class presentation. Students practice ethical/socially responsible behavior in learning how to acknowledge their visual inspiration from other artists and the researched information gained from scholars, historians, and critics. Student demonstration of these skills was measured in the above rubric in points 7, 8, 9.*

Class average by area:

1. Artistic Influence 1: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work - 7.41/10 (3.70/5)
2. Artistic Influence 2: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work - 7.35/10 (3.68/5)
3. Artistic Influence 3: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work - 7.29/10 (3.65/5)
4. Actions to be taken In 2017:

Students performed highest in the following three areas:

9. Artistic Influence 3: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work

2. professional manner of speaking, including periodic eye contact with the audience, body language, and volume of voice

8. Artistic Influence 2: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work

Students performed lowest in the following three areas:

10. organized in a logical way

5. fully explain the intended message/meaning/idea to be communicated

4. fully explain the ideas that inspire and shape the work

**In 2018**:

Students performed highest in the following three areas:

2. professional manner of speaking, including periodic eye contact with the audience, body language, and volume of voice

10. organized presentation in a logical way

3. detailed description of the way the art looks, using art vocabulary (visual elements, principles of design)

*2. professional manner of speaking*

Students continue from last year to display professional manner of speaking when presenting their work.

*10. Organize presentation in a logical way*

In 2017, we wrote:

Within the structure of the Design 4 class, the template of a well-organized presentation will be shared with students and will be dissected to show what makes it work. Additionally, art faculty will deliver their own artist presentation, modeling different varieties of an organized and coherent speech.

We see that organization has moved from the bottom three to the top three scoring area since last year. This is likely a result of the instructor giving her own presentation to the class at the beginning of the task, as students were able to model what they saw. As the practice of modeling is a strong means to encourage student growth, we will continue and grow this in the next year. Over the fall and spring semesters, the faculty will give their own Artistic Growth presentation to students. Tentatively scheduled for non-classroom time (likely Friday afternoons or the Tuesday/Thursday blackout period), this will provide students with a chance to become familiar with many of the art instructors. As the presentation series is promoted to students, it will be in the context of a demonstration of what is expected of 4th semester students.

*3. Use of art vocabulary*

The students’ use of art vocabulary has consistently climbed over the past few years (in the bottom 3 in 2016, in the middle in 2017) to reach the top three this year, due to the faculty’s greater emphasis of terminology in the classroom.

Students performed lowest in the following three areas:

9. Artistic Influence 3: provide background information on the artist/work, share 3 artworks by the artist, explain how the artist/work relates to your own work

5. fully explain the intended message/meaning/idea to be communicated

4. fully explain the ideas that inspire and shape the work

In any cycle of assessment, we see changes and fluctuations. Some based on the cohort being assessed, but some that also relate to the efforts of the faculty and curriculum adjustments made to counteract the lower performance areas. In 2018-9 to address these areas, the following points will be implemented in a variety of courses, including both introductory and mid-program courses.

*9. Artistic Influence 3*

The Faculty presentation series mentioned above will hopefully be a valuable asset for student growth in these low areas. By viewing the different faculty’s talks, the students will

see how they can verbalize the artistic influence, message, and the ideas behind their work.

Additionally, we look forward to the presentation series to be a means of retention for our students. Building community through a shared potluck meal and presentation, will help students to feel connected to their peers and give opportunity to build relationships with faculty. It will emphasize the cohort nature of the group. And, the presentation will give opportunity for students to get to know the broad group of instructors over 2 semesters, rather than by chance. As the presentation series, will provide mentoring between faculty members, it is believed that it will jump start and enhance faculty-student mentoring.

*5. fully explain the intended message/meaning/idea to be communicated AND*

*4. fully explain the ideas that inspire and shape the work*

These areas continue to be the region of low achievement for our students. We’ve observed that many students at this age and level struggle with knowing themselves well enough to articulate the why and the what of their artwork. In response, we will change the wording of the rubric from “**fully explain** the intended message to be communicated” to “communicate an intended message.” Also, we plan to adjust the point distribution in the presentation rubric (lower the emphasis placed on message).

This is, nonetheless, a very important aspect of art-making, and for this reason we will continue to give assignments and projects that lead students to begin to ask themselves these questions, and we will continue to guide students in their exploration of themselves/their artwork. Specifically, for Design 4, this will involve a slight change in the order of assignments in Design 4. Students will write their Artist Statement (i.e., their description of the why and the what of their work) **before** assembling their portfolio. This will help students to choose to include works that support their Artist Statement.

In 2017, we wrote:

Additionally, we will institute a department wide assignment. In each class, there will be an artist statement written for (at least one) project. This formal assignment will be identical in order that the students understand that the skill of writing an artist statement and that the information communicated within an artist statement is something to be mastered no matter the media.

The department wide Artist Statement assignment was in use in 2017-18, and is proving to be an opportunity for student growth in this area. For 2018-19, we will formalize the assignment across the courses, creating a writing task with three prompts: form, content, subject matter (and the ideas that inspired the artist). It is expected that instructors can customize the writing task to the course by adding extra verbiage to the assignment and/or adjusting the weight of the three sections.

—————

1. Mid-Program Review

The Mid Program Review (ART 190 and DES 190) is a portfolio presentation for students at the midway point of the program. Portfolios are designed to include works that demonstrate the following:

* + Art & Design work that illustrates competency of the visual elements and principles of design and drawing fundamentals.
  + The beginning of conceptual awareness and creativity - but not at the expense of foundational and visual language development.
  + The ability to follow directions and show pride in portfolio presentation.

The portfolios contain specific works from the initial classes that set the foundation for the successful completion of the Art & Design program.

* + 3 works submitted from ART 128 Drawing I (or approved equivalent course) showing measure and proportion, structure, line quality - contour/gesture, volume, 1 & 2-point perspective, and value. *Required of all Art & Design majors.*
  + 3 works submitted from ART 129 Drawing II (or approved equivalent course) showing line quality - contour/gesture, measure and proportion, structure, volume, 1 & 2-point perspective, drawing from observation, conceptual awareness/personal iconography development. *Required of Fine Art majors.*
  + 3 works submitted from ART 125 Design I: 2D Design (or approved equivalent course): showing the evidence of the understanding and the use of the visual elements and principles of design with an intentional and thoughtful planned way. The visual elements include: Line, Shape, Value, Texture, Space. The principles of design include: Balance, Focal Point, Scale and Proportion, Repetition, Unity and Variety. *Required of all Art & Design majors.*
  + 3 works submitted from ART 126 Design II: Color Theory (or approved equivalent course) showing the elements & principles of design: Specifically regarding Color/Color Theory, Time/Movement, Balance, Contrast, Dominance, Harmony, Scale and Proportion, Repetition, Unity and Variety. One of the three projects must illustrate one specific color theory: Local Color, Bezold Effect, Split Complementary Effects. *Required of all Art & Design majors.*
  + 3 works submitted from DES 102 Digital Imaging or DES 112 Digital Illustration (or approved equivalent course) showing tool control and creativity, strong design concepts and/or photo-manipulation abilities, problem solving skills, and professionalism. *Required of Design majors.*

1. Mid-Program Review Data Source

The review provided data from two groups of students (f17 and sp18). Students are enrolled in the non-credit ART 190 or DES 190 in the semester during which they have completed the following pre/co-requisite courses:

**ART 190**

* ART 115 Art History I
* ART 116 Art History II
* ART 125 Design I: 2D Design
* ART 126 Design II: Color Theory
* ART 128 Drawing I
* ART 129 Drawing II

•

**DES 190**

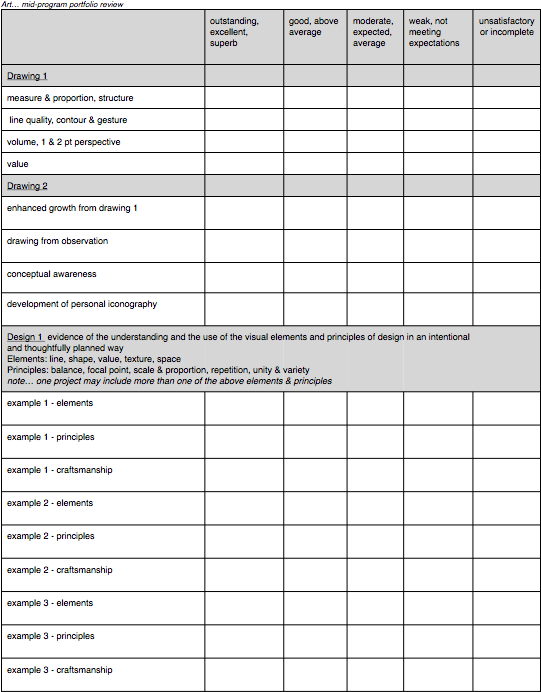
#### ART 115 Art History I or ART 116 Art History II

ART 125 Design I: 2D Design

ART 126 Design II: Color Theory ART 128 Drawing I

DES 102 Digital Imaging or DES 112 Digital Illustration

1. Mid-Program Review Assessment Criteria and Performance Standards Student performance was evaluated using the following rubric.



1. Mid-Program Review Statement of Overall Results

|  |  |
| --- | --- |
| **ART 190, fall 17**  students: 2 | **ART 190, spring 18**  students: 12 |
| **DES 190, fall 17**  students: 6 |  |
| group average: 84.2% | group average: 85% |

1. Mid-Program Review Statement of Results by Area

|  |  |
| --- | --- |
| **fall 17** | **spring 18** |
| Drawing 1: 20.97/25 pts | Drawing 1: 21.3/25pts |
| Drawing 2: 22.5/25 | Drawing 2: 21.8/25 |
| Digital: 21.25/25 |  |
| Design 1: 20.69/25 | Design 1: 21/25 |
| Design 2: 21/25 | Design 2: 21.15/25 |

1. Mid-Program Review Actions to be Taken In fall 2017:

Students performed highest in Drawing 2 (90%) and Digital (85%). Students performed lowest in Drawing 1 (84%) and Design 1 (83%).

In spring 2018:

Students performed highest in Drawing 2 (87%) and Drawing 1 (85%).

Students performed lowest in Design 2 (84.6%) and Design 1 (84%).

As Design 1 seems to be a consistently low area, it warrants a closer look. There is a perception amongst students that the course is task oriented, rather than “making art.” Furthermore, students aren’t making the connection between the design fundamentals and “art.” For Fall 18, we will reinstate the textbook “Launching the Imagination” by Mary Stewart. This will provide to students a tangibility of terms and concepts and will enhance the consistency across sections. We anticipate further work will be needed in this area.

1. 2017-18 changes to curriculum

**Explanation of Proposed Changes:**

The goal of the proposed adjustments to the AFA Fine Art program of study is to embed the foundational courses from the AAS Graphic Design and AAS Multimedia Design into the AFA Fine Art. Concurrently, we seek to deactivate both AAS degree offerings along with a handful of DES, MMD and GDN courses and to reassign designations of the remaining courses to ART.

In the current job market, students in Art and Design need to transfer to four-year institutions regardless of their chosen Art and Design Field. Students transferring with AAS degrees generally have difficulty transferring at junior level, due to the minimal number of general education classes completed. Since the AAS is not designated as a transfer degree, students found that some graphic design and multimedia coursework were not transferring. It is also important to note that the credit count for the AAS degrees was rather high, making it difficult for completion in two years. Furthermore, the grants and funding mechanism for the GD and MMD program have been eliminated as the state has removed AAS Graphic Design and Multimedia programs as a high priority job retraining avenues.

In discussions with NASAD (our external accreditation body) and UMSL, our articulation partner, we have reached the conclusion of embedding the Graphic Design and Multimedia specific courses into the AFA structure as electives. This will create a large cohort of students under one degree moving in lockstep unison semester by semester. This will allow for more clarity in recruitment, admissions, registration, advising, scheduling, planning, retention and completion.

Students in semesters 2-4 will select studio electives that best fit their chosen path allowing them to explore without detriment to future studies. We have created suggested pathways for students interested in Design Fields. These changes as well do not penalize any student that seeks to enter the workforce in a Design field after

receiving an AFA Fine Art from ECC. It is also important to note that our transfer partner, UMSL, does an exceptional job of placing students in Design Fields into the workplace, which was one of the key factors to team up with them. It is also why we are seeking to change designations of courses to ART, as that is how their classes are coded.

**Overview of Changes:**

Deactivate: AAS Graphic Design AAS Multimedia

Capstone Graphic Design DES 290 Capstone Multimedia MMD 290 DES Mid Program Review DES 190 Digital Illustration DES 112

Digital Imaging DES 102

Intro to Media and Design DES 114 Corporate ID and Branding GD 2153

Adjust Pre/Co Reqs: Package Design ART 272

Page Design and Layout ART 270 Digital Photo ART 171

Digital Video Tech II ART 275

New course: Combine Digital Imaging and Digital Illustration-

Digital Design ART 121

Update: ART 190 Mid Program Review AFA to show new course

Change: Designations of All Courses to ART

New Name of Flash Animation to Intro to Animation ART 172

Students will be advised to select courses in the Program Electives category based on interest and growing desires to specialize within a specific medium.

This change will remove roadblocks to completion as we have sought to remove as many pre-reqs as possible without harming our articulation and accreditation.

This proposal has been discussed and vetted with UMSL our articulation partner.

1. 2017-18 Changes to Mid-Program Review

The only change instituted was to adjust which works are required in the portfolio:

**3 (three)** works submitted from ART 128 Drawing I (or approved equivalent course) showing measure and proportion, structure, line quality - contour/gesture, volume, 1 & 2-point perspective, and value.

**3 (three)** works submitted from ART 121 Digital Design (or approved equivalent course): Adobe Proficiency standards are met, as well as tool control and creativity, strong design concepts and/or photo-manipulation abilities, problem solving skills, and professionalism.

**3 (three)** works submitted from ART 125 Design I: 2D Design (or approved equivalent course): showing the evidence of the understanding and the use of the visual elements and principles of design with an intentional and thoughtful planned way. The visual elements include: Line, Shape, Value, Texture, Space.

The principles of design include: Balance, Focal Point, Scale and Proportion, Repetition, Unity and Variety.

**3 (three)** works submitted from Art 126 Design II: Color Theory (or approved equivalent course) showing the elements & principles of design: Specifically regarding Color/Color Theory, Time/Movement, Balance, Contrast, Dominance, Harmony, Scale and Proportion, Repetition, Unity and Variety. Note: One of your three projects must illustrate one specific color theory: Local Color, Bezold Effect, Split Complementary Effects.

Art & Design Faculty

Full-Time Faculty

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Art Scholarship Opportunities

Mid Missouri Fine Arts Society Art Major

Sophomore ECC District

Last year award was $500 for the year

Aaron Buchanon Memorial Scholarship Art or education major

2nd yr. student ECC District EFC

Renewable

Last year amount awarded $1000 for the year

Patron of Arts Scholarship Art Major

HS GPA

College GPA EFC

Renewable

Last year amount awarded $500.00 for the year

Larry Pogue Art Scholarship Art Major

HS GPA

College GPA Renewable

Last year amount awarded $1000.00 for the year

Marian Hatcher Scholarship Art Major

Need based

GPA HS and College

Last year amount awarded $1000.00 for the year

Art Department Scholarship Art Major

Portfolio and written essay

$1000 tuition waver per semester

**2018-19 Art Gallery Schedule**

**summer**:

*Clay Club — “Mug Show”* exhibition - June 4-Aug 23 reception - Aug 23, 5:30-7:30

*After meeting for over a year and a half, members of the Clay Club (a group of local potters and sculptors) wanted to celebrate. This exhibition shows how clay aficionados celebrate! Members were to make 12 mugs to exchange with other members. In this exhibition, you’ll see a wide variety of forming techniques, decorating styles, and personalities. Enjoy!*

### fall:

*Evan & Stacey Smith, “Reliquary”*

exhibition - Sep 4-28

workshop/artist talk - date to be determined (a Monday (sept 10, 17, or 24)) closing reception - Sept 28, 6:00-8:00

*Evan and Stacey Smith are a collaboration from St. Louis, Missouri. Born and raised in West Virginia in an artistic family, Evan inherited his passion for art and art-making at an early age eventually getting a Bachelor’s of Fine Arts in Sculpture from Webster University. Stacey grew up in St. Louis focusing more on science and technology, earning her Bachelors of Science in Civil Engineering from the University of Missouri. Their artwork manifests their own union of art and science creating sculptures that seamlessly meld the two disciplines and can be appreciated by both audiences. They use newer technologies including 3D printing, laser cutting, CNC machining, computer programming, custom fabrication and custom electronics.*

*Mark & Bambi Freeman, “Amalgamated Terra Firma”*

exhibition - Oct 8-Nov 1

workshop & afternoon reception - Nov 1

*Often times we have similar ideas in mind and have found that by working together we have created a unique style. Our collaborative work becomes part of us both showing each of our strengths and inspirations. Our collaborative pieces are primarily thrown by Mark and decorated and altered by Bambi. Glazing and firing is a shared process.*

*MMFAS*

exhibition - Nov 12 - Dec 7 reception - Nov 16, 5:30-7:30

*Mid-Missouri Fine Arts Society, an organization of local artists, annually presents their artworks at ECC. Members work in a variety of media, including pastels, graphite, watercolor, oil paint, photography, and ceramics.*

*The Mid-Missouri Fine Arts Society began in 1974 to promote and contribute to the interest in fine arts. Members of this local organization are active artists and art enthusiasts and work in a variety of media, including pastels, graphite, watercolor, oil paint, photography, and ceramics.*

### spring:

*ECC Alumni Show*

*Amber Muir, Ethan Heberer, Morgaine Frayer, Nathan Kreamalmyer, Shauna Smith, Ricky Briggenhorst, Nick Telarico, Nick Brobst, Katelynn McGuire, Madeline Havelka, Kelsey Hines,*

*Ryan Lucas, Azusa Lloyd, Kyle Herbert*

exhibition - Jan 24-Feb 17

reception - Feb 14, 5:30-7:30

*In celebration of ECC’s 50th anniversary, we’re featuring the artwork of recent alumni who represented ECC in the prestigious Varsity Arts exhibition during their time as students here. We’re excited to welcome these students back and to see their current works!*

*Mia Cinelli, “Home Again, Home Again”*

exhibition - Feb 27-March 26

workshop & afternoon reception - March 26

*Now, more than ever, I feel there is a collective nostalgia, an overwhelming desire to “go back” to a time we perceive as comfortable or safe. The architecture of our lives sets the stage for the experiences for which we want to return. “Nostos" (homecoming) and “Algos" (pain), the Greek words at the root of Nostalgia, speak to the overwhelming desire to go home— and the consequential realization that we cannot. Engaging with the archetypal form of a house as a metaphor for home, I aim to explore the physical manifestations of yearning. Poetic and emotionally functional, these sculptures serve as objects to address, alleviate, or activate our longing in a series of four categories: inaccessible spaces, impossible spaces, incomplete spaces, and insatiable spaces.*

*Four Rivers High School Show*

exhibition - April 1-12 reception - April 12, 5:00-7:00

*Come see the best of this year's artwork from our area high schools!*

*ECC Student Show* exhibition - April 24 - May 8 reception - April 25, 5:30-7:30

*End the school year by visiting this showcase of our ECC art students' work. Chosen from numerous entries, the works in the show were selected because of the quality of the works and the ideas engaged in the work. Come join us to celebrate the hard work and accomplishments of our students!*

Guidelines for Success in the Art Studio

### 

#### Grading

Grading in Art courses is not arbitrary. Your semester’s grade is dependent on several variables:

* + Technical quality. Artisanship.

Mastery of hand skills associated with the discipline. Understanding of craft concerns as evidenced in the appropriate and skillful use of materials and process. Relevant precision and neatness of the work. Portfolio presentation. Talent.

* + Artistic quality of the work.

Display of understanding and use of basic design concepts (visual flow, composition, color usage) and basic skills such as drawing, composition and the like. Relationship of the concept to the execution. Appropriate exploitation of techniques, materials and process with relation to concept. Creative and imaginative solutions. Talent.

* + Quantity.

Extra trials, prototypes or experimentation. Extra work beyond the assigned problems. More elaborate or challenging interpretation of assignments.

* + Semester-long attendance and performance in critiques. Understanding of concepts presented in class as reflected in verbal articulation. Punctuality of the work. Understanding of and follow-through on criticisms as reflected in subsequent work. Motivation and use of class time, effort to grasp

concepts, willingness to work, outside readings, outside parallel projects, stamina, continuity, momentum, improvement.

Studio Art Myths

*Talent*

Talent does count. If a student has precociousness for a discipline area, they tend to do well because they like to spend time and thoughtful energy in the work of that discipline. The work, and consequently, the grade tends to follow. Those with intrinsic talent may think they can “pull something off” at the last minute, but often it backfires. Talent does not necessarily deliver a good grade. Expect to challenge yourself at a higher level.

*Hard Work*

Hard work alone does not necessarily achieve an “A”. Unlike other disciplines, however, hard can be taken in to account when a project fails. If the failure can be articulated and built upon, then the learning experience can be justified. Follow-up is key. Hard work does not mean putting in all the hours required for a project by staying up for an all-nighter just before a project is due. It means being consistent and prepared for the duration of a project.

*The Idea, The Craft*

Idea and craft are inextricably linked. While each aspect of a work may be discussed separately, in the end successful work is that which idea and craft are co-dependent. In other words: part of your idea, IS the craft. Your choice of materials, approach, formal means etc. will reveal the idea best.

*It’s Subjective*

Much of a grade is located in very quantifiable elements – time spent, preparedness, technical skill, quantity, and interaction. Many assignments, especially in

introductory classes are designed to develop particular skills and ideas with a limited range of possible solution. Faculty is trained to understand and evaluate a wide range of approaches and can identify quality in works and approaches that are not personal favorites.

A – Mastery of course content at the highest level

Work showing student’s full involvement in assignment through exploration, research and learning. Work that surpasses the requirements of the assignment through the use of inventive thought.

B – Strong performance

Solid work, showing involvement with assignment.

C – A totally acceptable performance

Work that satisfies the requirements of the assignment shows effort but retains unresolved issues.

D – A marginal performance

Lowest Passing Grade/ Work that is poorly executed

F – Unacceptable performance

Failure/ Missing or incomplete work

Profile of an “A” Student

This student attends class, arriving on time, prepared with materials for the day’s assignment and outside work completed. This person participates in all aspects of class, focusing on assigned work, is cooperative and studies assigned readings.

The “A” student consistently produces excellent work. The good craftsmanship is evident in the care and precision the student uses in the execution of work. The comprehension of the project is revealed in the work, understanding the basic concepts of the assignment. He/ She uses inventive thought to create his/her own version of the assignment, while following the guidelines and principles established in class. During critique, the student expresses thoughtful comments to others. The effort and growth that the “A” student has achieved is obvious at the end of the semester.

Studio Rules for a Creative Space

1. Remember the Golden Rule: Treat others as you would like to be treated.
2. Everyone working in the studio is responsible for the condition of the space.
3. When finished working, clean your area and any studio equipment or tools you used.
4. Return tools (cleaned!) to their proper location after you use them.
5. Label your tools using permanent marker. Before you borrow someone else’s tools, ask permission.
6. Be fair in your use of table surfaces and storage areas. Consolidate and share space with others.
7. Ask permission to use equipment and use it properly. It is expensive to fix and difficult to replace.
8. Plan ahead. Allow ample time for deadlines.
9. Limit noise. Keep loud conversations and cell phone use outside the studio.
10. Show consideration when an instructor is lecturing or helping another person.
11. Table saws, grinders, and similar studio equipment may only be used with art faculty supervision.
12. Wear appropriate safety equipment when using tools, such as goggles, gloves, etc.
13. All students are expected to adhere to the ECC Student Conduct Policy as outlined in the student handbook.

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student signature date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

administered by date

Graphics Lab Rules

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

#### The Rules

NO cell phones on during class /NO text messaging

(failure to follow this will result in confiscation of phone until class is over)

NO Food at any time allowed in the labs.

NO drink in class near the computers. All beverages must be in approved containers and placed in your bag on the floor. Approved containers are the following: Drinks in bottles with screw caps, water bottles with plug caps, coffee mugs with screw top cover.

NO disrupting class.

NO sitting in on classes you are not enrolled for without the teacher’s approval NO loitering in classroom before or after your class is set to begin HEADPHONES must be used for all audio media.

NO games of any kind are allowed on our computers.

NO television shows, movies, music videos, or animations allowed unless being used as research for a Graphic Design/Multimedia class. Your instructor will know the difference, so don't try and pan off watching old episodes of LOST as 'research'.

OPEN LAB TIME: Times for Open Lab are posted outside of each class room. Open Lab time was created for students to work on their Graphic Design/ Multimedia homework, since most of our students do not own the technology and software they need at home. It is to be used as such. Open Lab time is not for use to pass the time while waiting on other classes. We are not a bus station.

EQUIPMENT CHECK OUT: All equipment available for checkout has its own rules. They will be posted in the department.

SUPPLIES: Items like staplers, tape, tacks, pens, notebooks, paper clips, etc., are your responsibility. We don’t supply these to students.

Useful Language of the Art and Design Studio

LINE

Expressive/Gestural: A vigorous drawing that captures movement and the overall orientation of an object, rather than describing specific detail. Often used as a basis for figure drawing.

Implied: 1. A line that is suggested by movement or by a gesture rather than being physically drawn or constructed. 2. A line that is suggested by the positions of shapes or objects within a design. With either form of implied line, the viewer mentally connects the points.

Actual: Lines that are physically present in a design.

Curvilinear: A line dominated by curves and flowing lines.

Rectilinear: A predominantly straight line or a line that follows hard angles. Contour: A line that describes the edges of a form and suggests three- dimensional volume.

Directional: A line, either actual or implied, that leads the viewer in a specific direction easily creating movement in a composition.

Line can show

Movement: perceived action in a composition or creating a composition that causes the viewer to physically move their gaze throughout the composition Density: The extent to which compositional parts are spread out or crowded together. The visual connections that occur easily in a high-density composition are often less obvious in a low-density composition.

Closure: the mind’s inclination to connect fragmentary information in order to create a completed form. Closure is an essential aspect of Gestalt (form, all parts operating as part of the whole) psychology.

Direction: see movement

Definition: the degree to which a form is described.

These are principles of design and line can be an effective element to achieve these principles.

SHAPE

Format: outer edge of a design providing the first shape in a composition Negative Shape/Ground: any clearly defined area around a positive shape; the receding shape or ground area in a figure-ground relationship. A shape created through the absence of an object rather than through the presence of a shape Positive Shape/Figure: the principal or foreground shape in a design; the dominant shape or figure in a figure-ground relationship

Figure/Ground Reversal: an arrangement in which positive and negative shapes alternatively command attention. Also, known as positive and negative interchange. Rectilinear: dominated by straight lines and angular corners

Curvilinear: dominated by curves and flowing lines

Geometric: distinguished by their crisp, precise edges and mathematically consistent curves.

Organic: shape based on forms from the natural world or suggestive of living organisms. Also, known as biomorphic shape.

Shape: In two-dimensional design a shape that seems three-dimensional is called a volume.

Degrees of Definition: high definition creates strong contrast between shapes and tends to increase clarity and immediacy of communication. Low definition shapes, including gradations, transparencies and soft-edged shapes, can increase the complexity of design and often encourage multiple interpretations.

TEXTURE creates a bridge between two-dimensional and three-dimensional design

Texture: the surface quality of a two-dimensional shape or a three-dimensional volume

Tactile Texture: can actually be felt

Visual texture: created using multiple shapes or through the simulation of physical texture.

Density: the extent to which compositional parts are spread out our crowded together.

Orientation: the angle at which a visual element is positioned.

Illusory texture: adds weight to shapes and can suggest three-dimensional volume.

SPATIAL SYSTEMS

Overlap: placement of one shape in front of another to create the illusion of space Scale/Size Variation: a size relationship between two separate objects, such as the relationship between the size of Mount Rushmore and a human visitor to the monument

Definition/Atmospheric Perspective: a visual phenomenon in which the atmospheric density progressively increases, hazing over the perceived world as one looks into its depth. Overall definition lessens, details fade, and contrasts become muted. In a landscape a blue mist descends

Multiplication: as an object moves, it sequentially occupies multiple spaces. Visual multiplication helps capture such movement.

Pattern: created when shapes repeat over an extended area, can be used to unify many small bits of visual information

Discordance: created when repetition seems to have no apparent organization

Rhythm: created when multiple parts are presented in a deliberate pattern

ORGANIZATION

Gestalt: emphasizes the importance of unite, connection, and completion, indeed, “whole” is an appropriate English translation of this German word. According to

this theory, visual information is understood holistically before it is examined separately. Furthermore, the mind can absorb only a limited number of disparate units within an image. An image composed of units that are unrelated in size, style, orientation, and color will appear incomplete and unresolved. To achieve unity, the designer creates deliberate relationships among disparate visual elements.

Containment: relationships automatically occur when visual elements share a common container. The outer edge of the design provides this container and helps to define the negative space around each positive shape.

Proximity: the distance between visual elements. Shapes or volumes placed close together are easily unified, while more distant shapes or volumes read as separate units.

Fusion: occurs when shapes or volumes are placed so close together that they share common edges.

Continuity: creates a fluid connection among compositional parts.

Closure: makes it possible to communicate using implication. Freed of the necessity to provide every detail, the artist can convey an idea by using suggestion, rather than description. When the viewer completes the image in his or her mind, it is often more memorable than a more explicit image.

**East Central College Academic Calendar 2018-2019**

***Fall 2018***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **16-week** | **14-week** | **First 8-week** | **Second 8-week** |
| **Classes Begin** | August 20, 2018 | September 4, 2018 | August 20, 2018 | October 15, 2018 |
| **Midterm week** | October 1 -  October 6, 2018 | October 1 -  October 6, 2018 | September 10 -  September 15,  2018 | November 5 -  November 10,  2018 |
| **Midterm Grades due at noon** | October 15, 2018 | October 15, 2018 | Not reported | Not reported |
| **Last day to withdraw** | November 5, 2018 | November 5, 2018 | October 3, 2018 | November 26,  2018 |
| **End of classes** | December 4, 2018 | December 4, 2018 | October 8, 2018 | December 4, 2018 |
| **Final Assessments**  **(Exams)\*** | December 5 -  December 11,  2018 | December 5 -  December 11,  2018 | Last day of classes | December 5 -  December 11,  2018 |
| **Final Grades Due**  **at noon** | December 14,  2018 | December 14,  2018 | October 15, 2018 | December 14,  2018 |

*\*Refer to Final Exam schedule for exact date and time of final assessment*

**Important dates and holidays**

Faculty In-

Service August 14 - August 17, 2018

Labor Day (College Closed) September 3, 2018

Fall Break October 11 - October 13, 2018

Thanksgiving Holiday (College Closed)

November 21 - November 24,

2018

***Winter 2018***

|  |  |
| --- | --- |
|  | **4-week** |
| **Classes Begin** | December 17, 2018 |
| **Midterm week** | December 31, 2018 – January 5,  2019 |
| **Last day to withdraw** | January 7, 2019 |
| **End of classes** | January 10, 2019 |
| **Final Assessments (Exams)** | Last day of classes |
| **Final Grades Due at noon** | January 11, 2019 |

**Important dates and holidays**

College Closed

December 20, 2018– January 1,

2019

***Spring 2019***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **16-week** | **14-week** | **First 8-week** | **Second 8-week** |
| **Classes Begin** | January 14, 2019 | January 28, 2019 | January 14, 2019 | March 11, 2019 |
| **Midterm week** | March 4-  March 9, 2019 | March 4-  March 9, 2019 | February 4-  February 9, 2019 | April 8-  April 13, 2019 |
| **Midterm Grades due at noon** | March 11, 2019 | March 11, 2019 | Not reported | Not reported |
| **Last day to withdraw** | April 15, 2019 | April 15, 2019 | February 25, 2019 | April 29, 2019 |
| **End of classes** | May 1, 2019 | May 1, 2019 | March 6, 2019 | May 1, 2019 |
| **Final Assessments**  **(Exams)\*** | May 2-  May 8, 2019 | May 2-  May 8, 2019 | Last day of classes | May 2-  May 8, 2019 |
| **Final Grades Due**  **at noon** | May 10, 2019 | May 10, 2019 | March 11, 2019 | May 10, 2019 |

*\*Refer to Final Exam schedule for exact date and time of final assessment*

**Important dates and holidays**

Faculty In-Service January 10-January 11, 2019

Martin Luther King, Jr Day (College

Closed) January 21, 2019

Spring Break (No Classes) March 18-March 23, 2019

Spring Holiday (College Closed) April 19-April 20, 2019 Commencement May 11, 2019

***Summer 2019***

|  |  |
| --- | --- |
|  | **8-week** |
| **Classes Begin** | June 3, 2019 |
| **Midterm week** | June 24 - June 27, 2019 |
| **Last day to withdraw** | July 15, 2019 |
| **End of classes** | July 25, 2019 |
| **Final Assessments (Exams)** | Last day of classes |
| **Final Grades Due at noon** | July 29, 2019 |

**Important dates and holidays**

Independence Holiday July 4-5, 2019

Supplemental Information from the ECC Student Handbook

**Mission, Vision and Purpose**

**ECC Vision Statement**

East Central College will be a dynamic, innovative college of choice.

**ECC Mission Statement**

As the primary provider of higher education in the area, East Central College will serve the needs of those in the college district and service region by providing quality educational programs and services. As an open access institution, the College will serve students who have a range of preparation and ability. As a learning organization, the College will preserve and enhance its commitment to continuous quality improvement. As a planning institution, the College will make decisions informed by data.

**ECC Purpose Statements**

East Central College will fulfill its mission by:

* Providing associate degree programs and coursework to prepare students for transfer to baccalaureate institutions.
* Providing associate degree and certificate programs to prepare students with career skills to enter or advance in the workforce.
* Preparing students in core academic areas for success in college-level studies.
* Surrounding its academic programs with supplemental learning opportunities and support.
* Creating a safe learning environment that is student-centered and effective in its delivery of services.
* Providing the resources and support needed to meet students’ educational and personal goals.
* Enhancing campus life through extracurricular activities and community events.
* Providing business and industry services and training in support of regional economic development.
* Offering continuing education, professional certification, and personal enrichment opportunities.
* Being a center of cultural activities, providing enrichment to the community.

**Common Learning Objectives**

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

Communication

Creative/Critical Thinking

Ethics and Social Responsibility

**Notice of Non-Discrimination Policy (Adopted December 2, 2013)**

#### Applicants for admission and employment, students, employees’ sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that 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 Wendy Hartmann, Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or [hrnotice@eastcentral.edu.](mailto:hrnotice@eastcentral.edu)

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Buescher Hall, telephone number 636-584-6565 or [stnotice@eastcentral.edu.](mailto:stnotice@eastcentral.edu)

Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.

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

**Misconduct in Creative Endeavors:**

The misrepresentation of another person’s ideas, writing, computer images, artistic effort, or artistic performance as one’s own.

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

**Professional Behavior:**

Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, internship or clinical setting as specified in the course syllabus and program requirements.

**Academic Honor Code Disciplinary Procedures**

1. Students who violate the Academic Honor Code will be contacted by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will meet with the student, discuss the misconduct and review the Academic Honor Code and Disciplinary Procedures. The CSAO will maintain a file with supporting documentation and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer (CAO).
2. In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation. The student’s file and disciplinary list will be maintained by the CSAO.
3. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

#### Drug-Free College Policy

East Central College complies with the Drug-Free Schools and Communities Act of 1989, Public Law 101- 226 to provide a drug-free, healthful, safe learning and working environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance or alcoholic beverages on college premises or off-campus sites (including College vehicles and any private vehicles parked on College premises or off-campus sites), or College sponsored functions is absolutely prohibited. An imitation controlled substance is a substance which, by appearance (including color, shape, size and markings), or by representations made, would lead a reasonable person to believe that a substance is a control substance.

Violations of this policy will result in disciplinary actions, up to student expulsion, and may have legal consequences and/or result in the involvement of civil law enforcement authorities.

Students needing help in dealing with such problems are encouraged to use the College’s counseling services (636-584-6580) for referral assistance for treatment centers. Student violations are subject to ECC procedures as outlined in the Student Discipline Policy.

## **Expressive Activities Policy**

East Central College is committed to providing an environment that embraces the principle of freedom of expression for all persons. The purpose of this policy is to ensure that an academic environment is created and maintained that allows for open communication, discussion, and exploration of ideas, while also ensuring that there is no unreasonable disruption of the College function, nor any danger to community members, damage to personal or College property, or unconstitutional interference with the rights of others. Accordingly, all noncommercial expressive activity, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions (hereinafter “Expressive Activities”), will be subject to the constitutional limitations set forth in the associated procedures.

#### Financial Aid

East Central College participates in a variety of student financial aid programs, such as scholarships, grants, loans, and part-time employment. A number of scholarships are awarded in recognition of academic achievement and special talent, but most aid is awarded on the basis of financial need. While the primary responsibility of paying for college rests with the student and his or her family, a student in need of financial help is encouraged to contact the Financial Aid Office located in Student Services.

***How to Apply***

To receive any type of aid, students must first complete the Free Application for Federal Student Aid (FAFSA), which determines eligibility for federal and state financial aid. The FAFSA form may be obtained from high school counselors or the Financial Aid Office. However, students will get faster results by applying online at [www.fafsa.gov.](http://www.fafsa.gov/) **ECC’s Title IV school code is 008862.** The application requires detailed information regarding the financial status of the student and their family. All information received is held in strict confidence. When the application is processed by the Department of Education, both the student and the college are notified. The Department of Education frequently requires colleges to collect additional documentation from students before financial aid eligibility can be determined. Students should allow four to six weeks for the entire process.

Financial aid recipients are required to submit an official high school transcript or GED certificate to the Registrar. Students who did not graduate from high school, a home school or receive a GED certificate may be eligible for financial aid if they score at or above the federally established guidelines on an approved ability-to-benefit test. More information regarding this requirement may be obtained from the Financial Aid Office.

To receive any type of aid, students must ﬁrst complete the Free Application for Federal Student Aid (FAFSA), which determines eligibility for federal and state ﬁnancial aid. Apply online at www.fafsa.gov. ECC’s Title IV school code is 008862. The application requires detailed information regarding the ﬁnancial status of the student and their family. All information received is held in strict conﬁdence. When the application is processed by the Department of Education, both the student and the college are notiﬁed. The Department of Education frequently requires colleges to collect additional documentation from students before ﬁnancial aid eligibility can be determined. Students should allow four to six weeks for the entire process.

Financial aid recipients are required to submit an ofﬁcial/final high school transcript or passing HiSET/GED certiﬁcate to the Registrar.

**2018/2019 Financial Aid Deadlines**

**December 1** ECC Scholarship Application Priority Deadline for Fall

Students must submit an ECC Scholarship Application and an Application for Admission by this deadline to be given first consideration for a scholarship award. High school seniors must also arrange to have a current transcript sent from their high school by this deadline. Completion of the FAFSA and additional information will be required after recipients are selected.

**February 1** Missouri State Grant Deadline

To be considered for the grant, students must complete the FAFSA application by this deadline to verify Missouri residency.

**July 1** Financial Aid Priority Deadline for Fall

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date in the Academic Calendar.

**December 1** Financial Aid Priority Deadline for Spring

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date in the Academic Calendar.

**May 1** Financial Aid Priority Deadline for Summer

Students who complete their FAFSA application and provide all documents requested by this date will be held in their classes without payment if they are eligible for financial aid benefits. After this deadline, students who apply for financial aid must arrange to pay their tuition and fees or set up a payment plan by the payment due date in the Academic Calendar.

## Information Technology Usage Policy

Use of the technology resources (computers, networks, telephones, etc.) of East Central College (the “College”) is restricted to purposes related the College’s mission of education and public services within the context and traditions of academic freedom. 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- sanctioned activities. Individuals outside of the College may be granted access to the College’s technology resources only with the express, prior authorization of the Director of Information Technology, President, or appropriate administrator, and only for a purpose consistent with the College’s mission.

Authorized users of the College’s technology resources are expected to act responsibly, ethically and lawfully. At minimum, authorized users are expected and required to comply with the Rules of Use contained within this policy and with all technology resources limited, suspended or revoked, may be subject to prosecution under federal, state and local law.

###### Rules of Use:

1. No one will use any of the College’s technology resources without proper authorization, nor will anyone assist in, encourage, or conceal from the college any unauthorized use or attempt at unauthorized use of any of the College’s technology resources.
   * Each user will take steps to ensure the confidentiality of his or her password or user ID and to protect his or her files, data, printouts and electronic mail from unauthorized users.
   * No one will give any password or user ID for any of the college’s technology resources to any unauthorized person.
   * No one will obtain, possess, use or attempt to use anyone else’s password or user ID, regardless of how the password or ID was obtained.
   * Any user who determines that someone has made an unauthorized use of his or her account, password, or user ID, will report that breach of security to the College’s Director of Information Technology.
2. No one will use the College’s technology resources for illegal, commercial or profit-making purposes.
3. No one will use any of the College’s technology resources to attempt an unauthorized use, or to interfere with anyone else’s legitimate use, of any computer or network facility anywhere.
   * No one will attempt to obtain system privileges to which he or she is not entitled.
   * No one will access or attempt to access anyone else’s account, system, files or data without proper authorization.
   * No one will use the College’s technology resources to engage in any form of academic dishonesty, such as plagiarism or cheating.
   * No one will use the College’s technology resources in ways that unnecessarily impede or disrupt the computing activities of others.
   * No one will attempt to prevent others from accessing services.
   * No one will participate in any scheme to deliberately flood a computer with excessive amounts of electronic mail (“mail bombing”).
   * No one will attempt to endanger or breach the security or operation of any of the College’s technology resources.
   * No one will run nor distribute a program on any of the College’s technology resources, unless the user is confident that the program will not harm or endanger the system.
4. No one will knowingly create, install or distribute a computer virus or any other type of destructive program on any of the College’s technology resources, or otherwise damage or destroy any equipment, software or data belonging to the College or any other user.
5. No one, without proper authorization, will modify or reconfigure the software or hardware of any of the College’s technology resources.
6. No one will use any of the College’s technology resources in a manner that violates the privacy of other users.
   * No one, without proper authorization, will access, read, copy, alter or delete any other person’s computer, files, electronic mail, or account information.
   * No one will attempt to intercept or otherwise monitor any network communications not explicitly meant for them.
   * No one will create, install or distribute any program that is designed to trick or deceive users into revealing confidential information about themselves.
7. No one will use any of the College’s technology resources to access or transmit images, messages, communications or other materials that can be deemed to be obscene, threatening, harassing, annoying, defamatory, fraudulent or unlawful.
   * No one will use the College’s technology resources to access, download or send material that is damaging to the College, including but not limited to obscene or sexually explicit material.
   * No one will transmit on any of the college’s technology resources electronic mail or messages that may be deemed to contain profanity or obscenity.
   * Anyone who has received, in his or her opinion, a threatening, obscene, harassing, annoying, defamatory, fraudulent, unlawful or unwanted message, communication or other material will report that to the College’s Director of Information Technology.
8. No one will misrepresent his or her identity or his or her relationship to the college when obtaining computing or network privileges, or when using any of the College’s technology resources or in any electronic communication with anyone else.
   * No one will falsely attribute or forge the origin of electronic mail, messages or postings.
9. No one will install, copy or otherwise use any software or data in violation of applicable copyrights or license agreements.

* No one will make nor distribute unauthorized copies of software or data contained in the college’s technology resources, nor will anyone install or use unauthorized or pirated software on any of the College’s technology resources.

1. Users of the College’s resources will only communicate or distribute electronic mail to clearly identified groups of interested individuals who may reasonably be expected to want to receive the transmission, and will not engage in the mass broadcasting of electronic mail nor the distribution of chain letters (messages asking the recipient to distribute further copies).

* No one will send electronic mail to unwilling recipients, nor participate in the distribution of unsolicited commercial advertising (“spam”) through electronic mass mailings.

1. No one will post any documents or pages on the College’s website that do not comply with these rules or have not been approved by the college’s Web Committee or the Director of Information Technology.

The rules set forth above are intended to help authorized users use the College’s technology resources responsibly and in compliance with the applicable laws. The rules are not intended to be exhaustive, and the College specifically reserves for itself the right to add to and modify these rules within its discretion. The

College also specifically reserves the right to enforce its interpretation of these rules, as well as the right to discipline a user or limit, suspend or revoke a user’s ability to use the College’s technology resources if the College, in its opinion, believes that the user has misused or abused those resources, even though the user’s particular conduct may not be specifically listed in the rules above. All users of the College’s technology resources are responsible for being aware of and complying with this policy, as well as with all of the College’s other pertinent policies and procedures.

If a user suspects any violation of the above rules, the user should notify the college’s Director of Information Technology. Users of the College’s technology resources are expected to cooperate with the Director of Information Technology in the operation of these resources and the investigation of any misuse or abuse.

In order to ensure the integrity of the College’s technology resources and compliance with the rules set forth above, the College specifically reserves for itself the right to monitor, inspect and review any and all systems, files, data, mail, communications and other transmissions created, compiled, accessed, stored, or sent on any of the College’s technology resources. Furthermore, in order to ensure the integrity of the College’s technology resources, the College specifically reserves the right to immediately suspend, without any advance notice, the network and computing privileges of any user who is alleged to have misused or abused any of the College’s technology resources. The College, in addition, reserves the right to discard incoming mass mailings that involve unsolicited commercial advertising (“spam”) without notifying the sender or recipient, as well as the right to block all Internet communication from sites that are involved in extensive mass mailings or other disruptive practices or which contain sexually explicit content or other content that is, in the opinion of the College, inconsistent with its mission.

Although the College allows its students, faculty and staff to post pages and messages on its website, the College considers its website to be an official publication of the College and, therefore, reserves for itself the right to actively monitor, modify and remove pages and messages from its website. The College’s Web Committee has overall responsibility for all pages maintained on the college’s website. The content of any pages or messages posted on the College’s website must meet with the approval of the Web Committee and must conform to the rules set forth above and all other applicable rules and policies of the College.

Although the College seeks to provide users with a stable and reliable computer network, the College cannot guarantee against a loss of data, files and/or software as a result of system crashes, network outages, power outages or similar interruptions in service. Accordingly, the College disclaims any liability for loss of data, damages, service interruptions or failure to deliver services. The College also disclaims any responsibility and/or guarantees for data, information and materials contained in systems or sites not developed by the College, such as those obtained through the Internet.

Any questions regarding this policy and its corresponding rules should be directed to the College’s Director of Information Technology.

Review of this policy will be regular and consistent with the development of technology.

#### Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act affords students the right to inspect and review their education records within a reasonable period of time. Students have the right to request an amendment of their education records if they believe them to be inaccurate or misleading. They also have the right to request in writing that their education records be disclosed to certain individuals. Students must provide written consent for East Central College to disclose personally identifiable information from their education records, with certain exceptions.

In accordance with the provisions of FERPA, East Central College may provide directory information, which would not generally be considered harmful or an invasion of privacy if disclosed. East Central College has designated the following information as “directory information” for the purposes of FERPA: Student’s Name, City of Residence, Program of Study, Academic Classification (Freshman/Sophomore and Full-time/Part-time), Participation in Recognized Activities, including photographs of sponsored activities, Dates of Attendance, including matriculation and withdrawal dates, Degrees, Certificates, Recognitions, and Awards received, Individual or Group Photographs. Additionally, East Central College may release lists of students that qualify for academic honors, as well as lists of graduates, to paper and digital media publications.

Students have the right to prohibit the release of their own directory information by notifying the Registrar in writing. Students should consider carefully the consequences of a decision to withhold directory information. In such cases, East Central College will not release any of this “directory information;” thus, any future requests for such information from non-institutional persons or organizations will be refused.

**FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use** As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records

— including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

#### Registration/Waitlist Process

**After completing the admission application process and appropriate placement testing, all NEW students:**

##### Must check in with a Student Services representative to make an appointment or meet with an advisor to register for first semester classes.

1. Must complete the Declaration of Academic Program form.
2. Must provide the following documents when meeting with their advisor: previous college credit transcripts and placement test scores.

All RETURNING Students:

##### Must meet with their assigned faculty advisor.

1. Must provide the following documents when meeting with their advisor: degree plan (obtained from ECC website), transcript, current class schedule, and program evaluation (last three items obtained from eCentral).

Early Registration (Begins the first day of registration and ends the day before fees are due)

##### 1. 2.

1. Students enrolling must have an advisor approve their class schedule. Registration may be done online or in person. New students must first complete the Admissions process, including freshman assessment testing – as required. Adding a class
   1. Open classes may be added online or in person, with advisor approval.
   2. Closed classes may be added with advisor and Vice President of Instruction (or Director of the Rolla Campus) approval. Dropping a class may be done online or in person, with advisor approval.
2. Withdrawing from all classes requires completion of the Request to Withdraw from All Classes form. This form is available at the Registration office and online at [http://www.eastcentral.edu/common/assets/complete\_withdrawal.pdf.](http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf)

Signatures from Financial Aid, a General Advisor, and the Business Office are required before submitting the form to Registration.

1. Waitlisting a class is possible when all sections of a course are full. If a waitlist is available, students may join the course waitlist online, with advisor approval. If an opening occurs in the course, the student is notified via student email and given 24 hours to respond.

Registration (Begins the day fees are due and ends when the class begins)

RETURNING Students:

If a student enrolls when faculty are on campus during final exams week or pre-semester week, they are encouraged to meet with their assigned advisor.

##### Students enrolling must have an advisor approve their class schedule. Registration may be done online or in person. New students must first complete the Admissions process, including freshman assessment testing – as required.

1. Adding a class
   1. Open classes may be added online or in person, with advisor approval.
   2. Closed classes may be added with advisor and Vice President of Instruction (or Director of the Rolla Campus) approval.
2. Dropping a class may be done online (before the semester begins) or in person, with advisor approval. For each class dropped, a $5 drop fee will be charged.
3. Withdrawing from all classes requires completion of the Request to Withdraw from All

Classes form. This form is available at the Registration office and online at [http://www.eastcentral.edu/common/assets/complete\_withdrawal.pdf.](http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf) Signatures from Financial Aid, a General Advisor, and the Cashier are required before submitting the form to Registration. For each class dropped, a $5 drop fee will be charged.

1. Waitlisting a class is possible when all sections of a course are full. If a waitlist is available, students may join the course waitlist online, with advisor approval. If an opening occurs in the course, the student is notified via student email and given 24 hours to respond.

Late Registration (Begins with the first-class session and runs through the end of the first week of a standard course offering\*, or the prorated time\* for shorter courses)

##### Students enrolling must have an advisor approve their class schedule and must obtain instructor approval for each course. Registration must be done in person. New students must first complete the Admissions process, including freshman assessment testing – as required.

1. Adding a class
   1. Open classes may be added in person, with instructor and advisor signatures.
   2. Closed classes may be added in person with instructor, advisor and Vice President of

Instruction (or Director of the Rolla Campus) signatures.

1. Dropping a class may be done in person, with advisor approval. For each class dropped,

a $5 drop fee will be charged.

1. Withdrawing from all classes requires completion of the Request to Withdraw from All Classes form. This form is available at the Registration office and online at [http://www.eastcentral.edu/common/assets/complete\_withdrawal.pdf.](http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf) Signatures from Financial Aid, a General Advisor, and the Business Office are required before submitting the form to Registration. For each class dropped, a $5 drop fee will be charged.

After Late Registration (Begins after the first week of a standard course offering\*, or the prorated time\* for shorter courses)

##### Students enrolling must obtain permission from the Vice President of Student Development. All steps outlined in Late Registration process will apply.

1. Adding a class
   1. Open classes may be added in person, with instructor and advisor signatures.
   2. Closed classes may be added in person with instructor, advisor and Vice President of

Instruction (or Director of Rolla Campus) signatures.

1. Dropping a class may be done in person, with advisor approval. For each class dropped,

a $5 drop fee will be charged. After the official withdrawal deadline\*, instructor signatures and the last date of attendance are also required.

1. Withdrawing from all classes requires completion of the Request to Withdraw from All

Classes form. This form is available at the Registration office and online at [http://www.eastcentral.edu/common/assets/complete\_withdrawal.pdf.](http://www.eastcentral.edu/common/assets/complete_withdrawal.pdf) Signatures from Financial Aid, a General Advisor, and the Business Office are required before submitting the form to Registration. For each class dropped, a $5 drop fee will be charged. After the official withdrawal deadline\*, instructor signatures and the last date of attendance are also required for each course.

\*Definitions:

##### Standard course offering refers to a course which meets the full semester, i.e. 16

weeks in the fall or spring semester or 8 weeks in the summer semester.

* Prorated time refers to the deadlines applied to shorter courses.
* Official withdrawal deadline normally occurs when the semester is 75% complete. In a

16-week semester, the withdrawal deadline occurs after week 12. In an 8-week semester,

the withdrawal deadline occurs after week 6.

**Safety and Security on Campus/Jeanne Clery Act**

East Central College endeavors to provide a safe learning and working environment for everyone. In the event that students, visitors, and/or employees are perceived to be at risk, they will be warned in a timely manner by all available means.

#### Emergency Procedures 636-584-6600

When a crime occurs or someone is in danger, contact the local police department immediately by dialing “911.” After calling the police, contact the Campus Police by dialing 636-584-6600. Students and employees should immediately report all crimes to the local police as well as Campus Police.

A student concern/incident report should be filed with the Vice President of Student Development within 24 hours. The form is available online on the [ECC Cares](http://www.eastcentral.edu/current/ecc-cares/) webpage. The individual’s right to privacy will be respected.

For information regarding specific emergency procedures, please [view the ECC Emergency Plan.](http://www.eastcentral.edu/campus-safety/emergency-plan/)

###### ECC Alert

East Central College has an emergency text messaging, phone and email notification system. Called ECC Alert, the system is capable of sending text messages instantly and simultaneously to students and employees who register their cell phones, landlines and/or preferred email addresses.

These notifications will apply to weather cancellations, delays, and emergency conditions. To receive emergency alerts and updates from anywhere, sign up now at [ECC Alert.](http://www.eastcentral.edu/campus-safety/emergency-notification/)

###### Resources

Counseling services and referrals are available at either ECC location.

To obtain information on registered sex offenders, students should visit the Missouri State Highway Patrol’s website: [http://www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov/) or call 1-888-767-6747.

#### Title IX Coordinator

Title IX of the Education Amendments of 1972, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Inquiries concerning Title IX may be directed to the Vice President for Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, 636-584-6565 or [stnotice@eastcentral.edu](mailto:stnotice@eastcentral.edu).

#### Crime Statistics

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 2000, the following information represents crime reported to authorities on and around the Union campus and extension centers. Additional information is available the [Student Consumer Information](http://www.eastcentral.edu/institutional-research/student-consumer-information/) section of the ECC webpage. Campus Security Policies, Crime Statistics and Crime Log can be found under Health and Safety. A paper copy of the report can be obtained from ECC’s Office of Institutional Research, Assessment and Planning.

East Central College Crime Statistics 2014 - 2016

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criminal Offenses** | | | | | | | | | |
| **On Campus, Non-Campus Public Property** | | | | | | | | | |
|  | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses – Forcible | 1(1) | 0 | 0 | 1(2) | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses – Non-Forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Arrests** | | | | | | | | | |
| **On Campus, Non-Campus Public Property** | | | | | | | | | |
|  | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Disciplinary Actions** | | | | | | | | | |
| **On Campus Non-Campus Public Property** | | | | | | | | | |
|  | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 | 2014 | 2015 | 2016 |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|  |
| --- |
| **Incidents/Arrests** |
| **On Campus Non Campus Public Property** |
| 2014 2015 2016 2014 2015 2016 2014 2015 2016 |
| **Domestic Violence** 0 0 0 0 0 0 0 0 0 |
| **Dating Violence** 0 0 0 0 0 0 0 0 0 |
| **Stalking Incidents** 0 0 0 0 0 0 0 0 0 |

|  |
| --- |
| **Hate Crimes** |
| There were no reported hate crimes for the years 2014, 2015 and 2016. |

**Note:** On Campus & Public Property statistics includes the Main (Union) Campus, ECC-Washington, ECC-Rolla Main and ECC-Sullivan; any public property surrounding each location. Non-Campus statistics include the ECC-Rolla North and ECC-Warrenton. ECC-Rolla North did not open and offer classes until January 2014. East Central College is no longer conducting operations at the Sullivan location.

(1) 2014 forcible sex offenses were classified as fondling incidents

(2) Non-Campus statistics are for The Centre in Rolla

Sexual Harassment

(BP 5.5) All employees and students of East Central College are to be treated fairly and equally. Sexual harassment is inconsistent with this environment and will not be tolerated.

###### Definition

1. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other communication or physical conduct of a sexual nature that takes place under any of the following conditions:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or student’s status as a student.
   2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individual’s employment or student status.
   3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance as an employee or student or creating an intimidating, hostile, or offensive environment.
2. Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

* 1. Sexually-oriented jokes, kidding, or stories;
  2. Veiled suggestions of sexual activity; display of pictures, posters, or other sexually suggestive, demeaning, or pornographic material; and/or
  3. Touching, patting, pinching, or hugging.

###### Prohibited Practices

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

Complaint Process

Students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

1. Informal Procedure
2. Clearly say “no” to the person whose behavior is unwelcome;
3. Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s), and requesting that the unwelcome behavior stop immediately; and/or
4. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.
5. Formal Procedure

If informal resolution has been unsuccessful, a formal grievance may be filed with the Vice President of Student Development.

Formal grievances brought to the vice presidents or other administrators will be referred to the Vice President of Student Development for investigation and action. A complaint form is available from Human Resources.

##### Procedure for Investigation of Claims

It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:

* 1. Interview complainant regarding the nature and specifics of the incident(s);
  2. Interview the person accused of sexual harassment; and
  3. Interview other possible witnesses, if appropriate.

*Action*

The Vice President of Student Development will review with the President of the College any disciplinary action or steps to be taken. These may include:

1. Verbal warning
2. Written warning in the individual’s personnel file
3. Suspension and/or probation
4. Termination
5. Dismissal of the case

Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.

###### Exercise of Rights

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

## Smoke Free Buildings

Smoking is not allowed inside buildings on the East Central College campus or in off-campus facilities. Smoking is only permitted outside in designated areas.

## Student Conduct Policy

(BP 3.17) Admission to East Central College carries an obligation to conduct one’s self as a responsible member of the college community. Both individual students and student organizations are required to observe the policies of the college district and the laws of the city, state, and federal government, and to conduct their affairs in a manner compatible with the educational objectives of the college. Prohibited conduct will lead to student discipline.

###### Prohibited Conduct:

* 1. Violations of standards established by College academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.
  2. Violation of East Central College’s Information Technology Usage Policy found on the College web site at [http://www.eastcentral.edu](http://www.eastcentral.edu/) or previous section of this handbook.
  3. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, fabrication or multiple submission of papers in courses without prior instructor consent or representation of others’ work as one’s own. Refer to Academic Honor Code on page 16 which is also available from the office of the Chief Academic Officer (Vice President of Instruction).
  4. Knowingly furnishing false information to the College.
  5. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.
  6. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on College premises.
  7. Assault, abuse or conduct which threatens or endangers the health or safety of one’s self or another person on College-owned or controlled property or at a College-sponsored or supervised function.
  8. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
  9. Unauthorized entry to or use of College facilities.
  10. Violation of local, state, or federal laws on College-owned or controlled property or at College- sponsored or supervised functions.
  11. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics or alcoholic beverages on College premises or at off-campus sites, in College vehicles and in any private vehicles parked on College premises or at off-campus sites or at College-sponsored or supervised functions.
  12. Failure to identify one’s self when requested to by College officials or College agents or failure to comply with directions of College officials acting in the performance of their duties.
  13. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
  14. Gambling on College-owned or controlled property or at College-sponsored or supervised functions.
  15. Sexual harassment of any person on College property or at College activities.
  16. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on College property or at College-authorized activities.
  17. Hazing, or any act that intimidates, frightens, or degrades an individual.
  18. Students who are arrested at any time while registered as a student of East Central College are required to report the incident to the Office of Student Development within 72 hours.
  19. Any aforementioned, if proven to be knowingly committed in concert with other persons, may make each participant responsible for the acts of the entire group.

## Theft on Campus

**911/636-584-6566** The college is not responsible for lost or stolen articles. Students should never leave textbooks, backpacks, cell phones and other valuables unattended. If a theft occurs, contact the Student Development Office and the Union Police Department immediately. Incidents which are reported quickly can often be solved through the use of campus video cameras.

## Weapons on Campus

(BP 4.4) East Central College prohibits all persons who enter any College property from carrying on his/her person a handgun, firearm, knife or other weapon prohibited by law.

No person shall carry a concealed firearm onto the main campus or off-site locations at any time regardless of whether the person is licensed to carry the weapon or not.

This prohibition shall apply to students, employees and members of the public. The prohibition shall not apply to law enforcement officers, sheriffs, and deputy sheriffs who are authorized by law to carry firearms.

Any person having a conceal-and-carry permit or endorsement who is carrying a concealed firearm will be denied entry and ordered to leave the premises. All College employees are authorized to deny entry and order persons carrying concealed firearms to leave the premises. College employees and students who violate the provisions of this policy shall be subject to disciplinary action up to and including dismissal.

The College shall post appropriate notice that concealed firearms are prohibited at all College locations.

## Non-Discrimination Policy/Grievance

**636-584-6566** Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005 Classroom Building MP, telephone number 636- 584-6712 or [hrnotice@eastcentral.edu.](mailto:hrnotice@eastcentral.edu)

Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Administration Building, 636-584-6565 or [stnotice@eastcentral.edu.](mailto:stnotice@eastcentral.edu) Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084.

## Student Complaint Procedure

**636-584-6566** Students who wish to discuss a concern about an issue relating to their education at East Central College should contact the appropriate supervisor or vice president.

## Counseling

## Professional counselors are available to speak with students whose performance is hampered by personal, educational, or career concerns. As needed, counselors will refer students to community resources for further assistance.

## Disability Support Services for Learning and/or Physical Disabilities

Access Services provides support for students who have documented permanent disabilities by making reasonable accommodations in regard to academic instruction and other college/student related activities upon reasonable notice. Accommodations may include, but are not necessarily limited to, use of adaptive technology, environmental modifications, alternative testing arrangements, note takers, and use of prerecorded media. To qualify for services, students must identify themselves to Access Services and present documentation of their disabilities from qualified professionals or agencies. The request should be made at least six weeks prior to the beginning of each semester so accommodations can be in place when classes begin. Students will be given instructor notification forms outlining approved accommodations to deliver to their instructors at the beginning of each term.

## Learning Center

The Learning Center, with locations on the main campus and ECC-Rolla, is a comprehensive student resource center providing academic support, tutoring, testing services, computer services and other student educational services. The Learning Center’s mission is to help East Central College students succeed academically and achieve their educational goals.

The Learning Center Resources available to students include the following:

*Tutoring Services*

The Learning Center provides tutoring services in writing, mathematics, science, and a variety of other academic areas. Degreed specialists and trained peer tutors work with students in a comfortable atmosphere. Additionally, the Learning Center has on hand a multitude of books, manuals, handouts, videocassettes, DVDs and other instructional support materials for student use. The Learning Center staff can direct students to appropriate and useful websites to provide additional academic support and tutorials. Group study areas are available and regular group tutorials can be scheduled and led by peer tutors.

*Computer Services*

Students may use computer resources in the Learning Center for word processing, Internet connection, web based coursework and course-specific programs. Students using computer resources in the Learning Center may take advantage of available tutorial help as needed.

*The Testing Center*

The campus Testing Center is located within the Learning Center and provides a secure testing environment. Students may arrange for placement testing, specific course or class testing as well as a variety of other services.

*The Adaptive Lab*

The Adaptive Technology Lab area of the Learning Center is equipped with specialized computer hardware and software for ACCESS students. Specialized equipment and professional support services are available in the adaptive lab to assist students with special needs. The Learning Center professionals encourage students to visit the Learning Center and experience firsthand the many services provided by ECC to help students to academic success. Hours are posted each semester. Tours are available.

## Library

##### East Central College Library provides the information resources and services that support the mission and programs of the college. With 25,000 books, subscriptions to over 250 magazines and journals, and almost 2,000 audio-visual items (DVDs, music CDs, and audio-books) the library has a wide variety of resources that inform and enrich our campus community.

In addition to this large number of print and audio/visual materials, the library offers online resources such as electronic books, e-reference, and dozens of databases, most with full-text articles. Several specialized databases support a variety of research requirements. The library is also a member of MOBIUS, a statewide library system which allows ECC students and staff to request books from over 65 libraries throughout Missouri. The books can be requested online and are delivered to ECC- Union campus within three to four days.

43The library is an inviting space with casual study areas and individual study carrels. Student computers, equipped with Microsoft Office, are available for class assignments and for searching the Internet. Students with their own laptops can login to ECC’s Wireless network.

The library staff is dedicated to providing excellent customer service. The library offers research assistance in one-on-one consultations with students or an instructor can request library instruction for an entire class.

Photo I.D.

**636-584-6588** Students enrolled in credit classes are required to go to Student Services or ECC- Rolla to obtain a student ID. The photo ID must be with the student while on campus, off campus facilities, or College sanctioned activities. A driver’s license or other photo identification is required to obtain a student ID. The first card is free; the replacement fee for a lost or stolen card is $10. Students will be required to use their student ID at the Bookstore, Library, Cashier, and Financial Aid Office. Students will be able to swipe their card to sign-in at the Learning Center, Testing Center, Fitness Center, and other locations on campus.

Directory Information

**Building Abbreviations**

HH – Hanson Hall: Theater, Art Gallery, classrooms, Levels 100-400

BH – Buescher Hall: Administrative Services, Student Services, Library, Testing Center, classrooms

HS – Health and Science: Allied Health, Science, classrooms, Amphitheater

ECTC – East Central Training Center: Culinary, Conference Rooms, AEL

DSSC – Donald Schook Student Center: Gymnasium, Cafeteria, Bookstore, Fitness Center

BIC – Business & Industry Center: HVAC, Precision Machining, Industrial Engineering, Center for Workforce Development

#### Emergency Procedures 636-584-6600

When a crime occurs or someone is in danger, contact the local police department immediately by dialing “911.” After calling the police, contact the Campus Police by dialing 636-584-6600. Students and employees should immediately report all crimes to the local police as well as Campus Police.

A student concern/incident report should be filed with the Vice President of Student Development within 24 hours. The form is available online on the [ECC Cares](http://www.eastcentral.edu/current/ecc-cares/) webpage. The individual’s right to privacy will be respected.

For information regarding specific emergency procedures, please [view the ECC Emergency Plan.](http://www.eastcentral.edu/campus-safety/emergency-plan/)

###### ECC Alert

East Central College has an emergency text messaging, phone and email notification system. Called ECC Alert, the system is capable of sending text messages instantly and simultaneously to students and employees who register their cell phones, landlines and/or preferred email addresses.

These notifications will apply to weather cancellations, delays, and emergency conditions. To receive emergency alerts and updates from anywhere, sign up now at [ECC Alert.](http://www.eastcentral.edu/campus-safety/emergency-notification/)

###### Resources

Counseling services and referrals are available at either ECC location.

To obtain information on registered sex offenders, students should visit the Missouri State Highway Patrol’s website: [http://www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov/) or call 1-888-767-6747.

Automatic External Defibrillators

AED’s are located in the following locations along with a list of trained ECC personnel. In case of heart attack, call 911 immediately and follow the AED directions.

Multipurpose Building (MP) 3rd floor outside Fitness Center Classroom Building (AC) Theater Atrium East Central Training Center (ECTC) Lobby Area Health and Science Building (HS) 1st floor across from Elevator, 2nd floor across from Elevator

Fire Immediately exit the building when fire alarm sounds. Evacuation of buildings should be made at the closest exit as directed by evacuation maps. Anyone having evidence of or seeing a fire should:

* + 1. GO to the nearest fire alarm pull station and activate the alarm. Pull stations are located near building entrances on first floors and near the exit routes on the second floors

or FIND the nearest phone and dial 911

or GO to Safe Haven Phone, push button and wait for response.

* + 1. Do not attempt to put out a fire yourself.

1. A general description of the injury or illness 2. An exact location where the emergency vehicle should come 3. Answers to any questions from emergency personnel.

4. After an ambulance has been called, notify the campus operator by calling “0” and notify security personnel at extension 6365/6733. In the evening, the Evening Services Specialist 636- 584- 6699/636-234-1229 or security personnel 636-368-2183 should be contacted. On weekends, the security personnel should be contacted at 636-584-6699/636-234-1229.

In all cases, caution should be exercised not to do anything that might aggravate the condition of the injured or ill person.

In case of a heart attack

Call 911 and contact trained personnel who are posted next to each AED.

Location of Automatic External Defibrillators (AEDs): Multipurpose Building (MP) 3rd floor outside Fitness Center Classroom Building (AC) Theater Atrium Regional Training Center (RTC) Lobby Area

Health and Science Building (HS) 1st floor across from Elevator, 2nd floor across from Elevator

##### Inclement Weather Policy

When snow and/or ice make driving hazardous, ECC may be closed or on a snow schedule.

Announcements will be made on local radio stations throughout the College district and service area,

St. Louis TV and radio stations, on the ECC website (http://eastcentral.edu), and on the College’s

phone system (636) 584-6500.

When the weather warrants, the College will close and cancel day and/or evening classes. In the event that inclement weather prevents East Central College from opening on time, but roads are expected to be passable later in the morning, the College may elect to use a snow schedule.

The cancellation or late start of classes at off-campus location – including Rolla, Washington, Sullivan, or Warrenton – may be different than the schedule for the main campus in Union.

Snow Schedule

A snow schedule means the College will open later than normal: 9:00 a.m. for non-teaching staff (except maintenance) and 9:30 a.m. for students and faculty.

Monday, Wednesday, and Friday classes that start before 9:30 a.m. are cancelled. Classes that start at 9:30 a.m. will meet as scheduled. Classes will meet as scheduled for the remainder of the day.

Tuesday and Thursday classes that start before 9 a.m. are cancelled, and classes that start at 9:00 a.m. will meet for a shortened period beginning at 9:30 a.m. For the remainder of the day, classes will meet as scheduled.

Decisions regarding the cancellation of night classes when weather conditions deteriorate during the day will be made as early as possible so students will know not to venture out for night class.

Hours of Operation

Regular hours for the Union campus are 6:30 a.m. to 10:30 p.m. Monday through Thursday, and 6:30 a.m. to 6:00 p.m. on Fridays. Regular hours for ECC Rolla, ECC Rolla-Nursing, ECC Sullivan, and ECC Washington vary according to course offerings.

Summer hours may vary.

Student Services Offices are open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and 9:15 a.m. to 4:30 p.m. on Fridays. Summer hours may vary.

The Learning Center and Library are open from 7:30 a.m. 7:30 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Fridays. Summer hours may vary.

The Cashier’s Office is open from 8:00 a.m. to 4:30 p.m. Monday - Friday during fall and spring semesters. A cashier is also available at the Training Center from 1:30 – 6:00 p.m. Monday – Thursday and 1:30 – 4:30 p.m. on Friday. Summer hours may vary.

The Bookstore hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday and Friday from 8:00 a.m. to 2:00 p.m. Summer session hours and other schedule exceptions will be posted. Café Central is open during the fall and spring semesters from 7:30 a.m. to 7:30 p.m. Monday through Thursday, 7:30 a.m. to 2:00 p.m. on Friday. Abbreviated hours are in effect during the summer session.

