

ADJUNCT FACULTY HANDBOOK AND GENERAL INFORMATION

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Adjunct Faculty Handbook and General Information

The Mission, Vision, and Values of Howard Community College

Howard Community College (HCC) is a dynamic institution, characterized by a long history of innovation and commitment to excellence in teaching and service. Since the college's beginning in 1966, its mission, consistent with that of the community college concept, is to serve the community and its learners, to value their diversity, and to provide the academic and developmental environment to help students reach their goals.

All academic divisions are committed to maintaining up-to-date programs and curricula. Division chairs and faculty continually study and assess their disciplines in order to remain aware of academic and industry needs. HCC is strongly committed to outcomes assessment as an effective means of improving student learning, and the process contributes to program effectiveness. New programs and emphases are instituted according to need. Programs are also deleted when no longer viable.

In order to insure that all stakeholders have access to learning opportunities that best fit their needs, HCC offers a variety of flexible learning options in addition to traditional classroom instruction. Distance learning methods include online courses, telecourses, teleweb courses, campusweb courses, and interactive TV courses. HCC offers three associate degrees, General Studies, Liberal Arts, and Business Administration, that can be earned entirely online as well as a variety of on-going online noncredit classes. Other flexible learning options include weekend college fast track courses and group tutoring.

Howard Community College's mission and vision statements form the basis for establishing the college's strategic initiatives and the subsequent goals, objectives, and action plans of the college. The vision and mission statements are circulated to employees, students, and the community to increase awareness of the college's direction and commitment.

Mission Statement:

Howard Community College creates an environment that inspires learning and the lifelong pursuit of personal and professional goals. The college provides open access and innovative learning systems to respond to the ever-changing needs and interests of a diverse and dynamic community. As a vital partner, HCC is a major force in the intellectual, cultural and economic life of its community.

Vision Statement:

Howard Community College is a dynamic, creative learning community that strives to meet challenges by providing innovative solutions leading to learning breakthroughs for all students. We are dedicated to establishing strong student and community connections and to working together to stimulate students, faculty, and all members of our learning community to develop their talents and to discover their greatness.

Values and Beliefs

At Howard Community College we value **Education** and we believe:

- That providing lifelong learning and personal development opportunities are the primary objectives of the college.
- In open admission and access for all.
- In an innovative and comprehensive college that offers high-quality instruction, establishes high institutional standards and strives for excellence in a wide range of educational opportunities.

At Howard Community College we value **Students** and we believe:

- That commitment to students is our primary focus.
- That the achievements, talents and diversity of our students contribute significantly to our community.
- That it is the right and the responsibility of students to take an active role in the learning process to make their educational experiences productive.
- In honesty and integrity in the teaching, learning and advising process.
- In finding ways to help all students succeed, at this institution or elsewhere, through the objective evaluation of their skill and abilities.

At Howard Community College we value **Our Employees** and we believe:

- That it is the right and responsibility of all employees to take an active role in their professional development in order to continue to achieve institutional excellence.
- In an inclusive, college-wide decision making process.
- In recognizing the value and expertise of our employees, fostering mutual respect and supporting their rights.
- In a supportive environment, which helps employees meet the challenges of work/life balance.
- In equal employment opportunities.

At Howard Community College we value **Our Community** and we believe:

- In responsible fiscal management of our resources from local and state government, from tuition and fees, and from private donors and we strive to maintain the trust of all our supporters.
- In contributing to the educational, economic, workforce, social, and cultural development of Howard County and its surrounding regions.
- In providing diverse and inclusive programs and support for all constituencies of our community respecting differences in age, gender, sexual orientation, race and religious or ethnic backgrounds.
- In providing our community with a global perspective, and including that perspective in our educational offerings and opportunities.

At Howard Community College we value **Freedom and Fairness** and we believe:

- In academic freedom, freedom of speech, and the free exchange of ideas.
- In upholding academic integrity and honesty.
- In equal rights, equal access and equal treatment.
- In the value of diversity and encourage its celebration.

Teaching Appointment

Professionalism

All faculty members at Howard Community College are expected to exhibit effective oral and written communication skills, maintain supportive professional relationships with students and colleagues, display patience and sound judgment based on facts, and display initiative and resourcefulness.

Adjunct Faculty Position Description

The Howard Community College Procedure for Adjunct Faculty job description states the following:

An Adjunct Faculty is a contract employee hired to teach specific course(s) during an academic term on a part-time basis. As an instructor, the Adjunct Faculty member's primary duty is to convey the course material so that students can attain the instructional objectives of the course.

The Adjunct Faculty member's minimum obligation to the college is to fulfill the requirements specified on the contract issued each semester and comply with the college's procedures and regulations set forth in HCC Policy 10.01.02 (available at www.howardcc.edu/process.cfm) and this handbook.

The Howard Community College policy on Adjunct Faculty teaching credit hour limit is stated as follows:

"Adjunct Faculty members shall be limited to seven teaching credits per semester. Exceptions will be made only in unusual circumstances and will require the approval of the Vice President of Academic Affairs."

In fulfillment of their teaching responsibilities, the Adjunct Faculty member shall perform the following:

Salary Agreement

While the college values the dedication and commitment of Adjunct Faculty, the employment terms between the college and the Adjunct Faculty member are for a single semester only and do not imply automatic renewal for future semesters. An Adjunct Faculty salary agreement will be issued to all instructors who are not teaching full-time during a given semester.

The salary agreement will be extended only when the college is certain a particular course will have sufficient enrollment for it to be taught and after teaching assignments of full-time faculty are made. Occasionally, a course originally intended for an Adjunct Faculty member will be reassigned to meet load requirements of a full-time faculty member whose course has been canceled due to insufficient enrollment. The decision to cancel is usually made within 24 hours of the closing of general registration. At that time, Adjunct Faculty affected by cancellations will be notified by telephone by the Division Office.

The Adjunct Faculty Salary Agreement and an Adjunct ID card will be placed in an assigned mailbox for each instructor on the first day of class. A hiring packet which includes an I-9 Form, State and Federal Withholding forms and a new Maryland hire registry form must be completed and turned into the Division Office before the first class. No payment can be made to the Adjunct Faculty until everything is completed.

I-9 Form

The Immigration and Control Act of 1986 requires all new employees to provide proof of eligibility to work in the United States before beginning work. Representatives of the Human Resources Office will be available to assist in the completion of the I-9 during Adjunct Faculty orientation, and the Human Resources Office will be open in the evening during the first week of class each semester. Additionally, the Evening Services Assistant, located in ST 149, will be available in the evenings to assist with completion of the I-9.

Transcripts and Credentials

All Adjunct Faculty must have college transcripts (official or unofficial) on file in the Human Resources Office within thirty days after employment in order to be considered for employment in subsequent semesters.

Adjunct Faculty Compensation

Howard Community College utilizes a multi-tiered pay scale. This compensation program is intended to reward our valued adjunct instructors who provide high quality instruction to HCC's students and a continued dedication to professional growth and development. There are currently three adjunct instructor levels:

Adjunct Instructor	\$650 per credit
Senior Adjunct Instructor	\$700 per credit
Master Adjunct Instructor	\$750 per credit

When hired, new instructors are appointed at the Adjunct Instructor level. Complete information regarding the Adjunct Advancement Program can be found on pages 8-9.

Pay Procedures

All employees are paid semi-monthly, on the 15th and the last day of each month. Should one of these days fall on a weekend, the college will pay on the FRIDAY before the pay date. When the college is closed for scheduled holidays or breaks, pay days will be announced. The semi-monthly payment amount is calculated by dividing the total salary agreement amount by the number of semi-monthly pay dates in the contract period.

Paychecks can be picked up at the Cashier's Office from 8:30 a.m. to 2:00 p.m. on the pay date. If not picked up, they will be mailed. It is important that you keep your address current to avoid lost or delayed checks. Change of address forms are available in the Human Resources Office.

Direct deposit is available to Adjunct Faculty. The college will deposit your paycheck directly into the bank of your choice by 9:00 a.m. on the pay date. A pay stub (listing your gross wages, deductions and net pay deposited) can be picked up in the Cashier's Office or will be mailed to you (with the same procedure as with paychecks above.) Enrollment in direct deposit stays in effect even if you do not teach every semester; if changing banks, you must update in the Payroll Office. Enrollment forms may be obtained in the Payroll Office.

Payroll (772-4846) and Cashier (772-4850) are located in the Finance Office (L 135).

Identification Cards

I.D. cards will be issued to adjuncts at the beginning of the semester. These cards are good only for a single semester and are issued for security reasons. Additionally, they will enable the instructor to use the library, pool and PE facilities, as well as purchase tickets to productions in the Smith Theater at HCC staff rates.

Library Cards must be obtained directly through the Library due to the fact that the Library manages its own database. Please bring your HCC ID card when signing up for a HCC Library card.

Colleague (College) ID Number

Every employee is issued an ID # upon hire. If an employee is not sure of what that number may be, they can contact their Division Office.

Parking

Adjunct Faculty may use the faculty/staff parking lots designated by signs around campus.

Parking tags are required for all staff vehicles. Each instructor is issued one parking tag to hang on the rear view mirror so that it is visible to a campus security officer as you drive on campus. Only one pass is issued per faculty member. Please transfer the hanging tag when driving another vehicle. To obtain a parking tag, fill out the vehicle registration card issued by your

Division Office staff and submit it to the Welcome Center to obtain your tag. Registration cards are also available in the Evening Services Office (ST 149) and the Welcome Center (Galleria).

Required Meetings and Training

All-Faculty Evening

Evening meetings and workshops will be held prior to the Fall and Spring semesters for all Adjunct Faculty. All new and returning faculty members are expected to make every effort to attend. Notification of the date and schedule for activities will be sent to returning faculty member's homes and is available in Division Offices.

Separate new faculty orientation sessions are also offered before each major semester.

Employee Competency Training

All staff are required to participate in "Sexual Harassment Awareness" and "Access and Responsibility" training. In addition to these, Adjunct Faculty will be required to complete the following trainings:

- *HCC Emergency Operations Plan
- *Safety Regulations: General Safety

Adjunct Advancement Program

Howard Community College's Adjunct Advancement Program is recognized and promotes teaching excellence and a continued dedication to professional development.

There are currently three adjunct instructor levels:

Adjunct Instructor	\$650 per credit
Senior Adjunct Instructor	\$700 per credit
Master Adjunct Instructor	\$750 per credit

When hired, new instructors are appointed at the Adjunct Instructor level.

Adjunct instructors pursuing an advanced level are responsible for completing an Advancement Petition form* and documenting their professional developmental activities. This documentation, along with the examples of positive evaluations, should be submitted to your division chair when you wish to advance. Questions about the appropriateness of any activity should be directed to your Division Chair.

In response to a request for consideration of advanced level, the Division Chair or his or her designee will meet with the faculty to review the submitted materials and to arrange one or more teaching observations if needed. The purpose of the teaching observation is to verify mastery of the required knowledge and skills for the advanced level if these have not been previously

demonstrated. The faculty member may need to or choose to demonstrate these in more than a single observation.

The review will not proceed to the teaching observation phase if the petition or documentation is incomplete. In cases where the teaching observations are inconclusive, the Chair may suggest additional training and/or additional observations.

After successful completion of the applicable requirements and acquisition of desired competencies, the Division Chair will recommend the faculty person for advancement in level.

The Division Chair may and should decline the petition if there is not compelling evidence that demonstrates teaching excellence and significant training and experience in the required competencies.

Advancement to the Senior Adjunct Instructor level, and subsequently to the Master Instructor Level, will be based upon four basic requirements:

- Employment at HCC equivalent to at least eighteen credit hours of teaching over a minimum of three years.
- Positive evaluations by students, peer evaluators, and supervisors (as appropriate).
- Completion of an approved fifteen-hour program of professional development.
- Demonstration of proficiency with required competencies and topic areas.

The required additional fifteen hours of professional development for each advancement may include in-house workshops or faculty development classes, graduate coursework, external professional development and other professional activity directly related to faculty responsibilities.

- HCC Faculty Development Courses - At least five hours for each level.
- External Professional Development with a Pedagogical Focus. *May include professional conferences or courses offered by other institutions.*
- Other Professional Activity - No more than five hours for each level. *May include conference presentations, performances, creative projects or other activity (curriculum development, outcomes assessment, etc.) related to teaching discipline.*

*available at www.howardcc.edu/tli

Expected Outcomes

Professional development and demonstrated teaching excellence are the determining factors through which Adjunct Faculty will advance in level. In addition to encouraging faculty to stay current in their discipline areas, the professional development component of the Adjunct Advancement Program asks faculty to participate in learning workshops and activities designed to enhance student learning, to understand the unique needs and learning styles of diverse student groups, and to maximize effective use of college's human and technical resources. To that end, Howard Community College offers a series of Faculty Development Courses across a range of

competencies to help faculty meet the needs of dynamic student populations and to stay abreast of new pedagogical approaches to foster sustained teaching excellence.

College Policies and Procedures

These can be found on HCC's Website. At the home page, click on the Employees tab. The link to HCC's policies and procedures is under General College-Wide Information for Current Employees.

Drug Free Campus Policy

The Howard Community College policy on Drug Free Campus is stated as follows:

It is the intent and obligation of the college to provide a drug-free, healthy, safe and secure educational environment. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Students are expected to contribute to the desired environment by conducting themselves within the guidelines of the student code of conduct as detailed in the HCC Student Handbook.

The unlawful manufacture, distribution, sale, possession, or use of illicit drugs or alcohol as a part of any Howard Community College activity whether on or off college premises is absolutely prohibited.

Violations of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal college policy and procedures. In addition, any violations may have legal consequences consistent with local, state, and federal law. The college will cooperate with appropriate health and law enforcement agencies.

The college recognizes drug or alcohol abuse as an illness and a major health problem. The college also recognizes drug or alcohol abuse as a potential safety and security problem. Students and employees needing help in dealing with such problems are encouraged to use the college's CARE Program, their health insurance plans, the college counseling center and other community agencies as appropriate. A list of county agencies, and descriptions of various health risks associated with the use of illicit drugs or alcohol abuse, is available in the offices of Career Services, Student Activities, Financial Aid, Human Resources and the athletic department. Voluntary participation in an assistance program will not jeopardize continued employment or enrollment at the college and will not be noted in any personnel or student record provided that job performance or behavior is consistent with established standards. However, voluntary participation in an assistance program will not prevent disciplinary action for violation of the policy described here.

Employees, as a condition of employment, must abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off college premises while engaged in any college activity. A report of a conviction must be made within five days after the conviction.

*As of August 1990, these laws are: The Drug-Free Work Place Act of 1988, The Drug-Free Schools and Communities Act and the Amendments of 1989, and the Maryland Drug and Alcohol Abuse Plan.

Teaching Your Course

Grades and Official Class Records

An official record of students' grades, as stipulated below, must be maintained throughout the semester. Grade books with attendance records **MUST** be submitted to your Division Office at the end of the semester. There is an official grade book form available in your Division Office, or you may use your own format.

Grade Books

Minimally, the following information should be included in the grade book when returned to the Division Office at the end of the semester:

An accurate account of **all students' grades or scores** with the scores being identified; i.e., test score, research paper, etc.

A **grade scale** which is clearly defined to permit someone to interpret the grading procedure to an inquiring student at a time when the instructor might be unavailable.

A **clearly labeled final grade** and how it was determined.

Attendance records and information such as student phone numbers (if different from roster records) for possible later contact.

Any other appropriate information used in determining grades.

Maintaining Accurate Attendance Records

It is very important that all instructors maintain accurate student attendance records. When submitting final grades, faculty members are required to **report the last day of attendance for students who earned a grade of "F."** This information must be reported by the college to stay in compliance with federal financial aid guidelines. The last day of a student's attendance in your class is a vital item of information to the college's Office of Financial Aid. The forms that faculty use to submit this information at the end of a term are forwarded to the Office of Financial Aid to help the college stay within the federal guidelines.

Final Examinations

The use of final exams is encouraged to support content synthesis. Final Examinations are not part of the regular semester but are a separate, pre-scheduled period and published in the College Schedule Plus. If an instructor requires a final exam, it must be given during the time listed in

the Final Exam Schedule. Exceptions are made for certain distance learning formats. All final exams are administered in the regularly scheduled classroom, unless otherwise designated by the division chair. The instructor will inform the class of the final exam schedule during the first week of the semester and indicate that information on the course syllabus.

Syllabus Guidelines

All credit faculty are expected to distribute a syllabus during the first class meeting. For some courses, the syllabus and class schedule might have already been compiled by the course coordinator. For courses where there the division has not assigned a set syllabus and schedule, the faculty member facilitating that section has the responsibility of developing a syllabus and distributing it during the first class meeting.

A preformatted syllabus template is available in Microsoft Word at Howard Community College' Teaching and Learning Institute Web site at <http://www.howardcc.edu/tli/resources/docs/default.htm> .

Every course taught at HCC has a "common course outline" listing the course description, major topics and objectives, and other information common to every section. Common course outlines can be accessed via the HCC website or they can be obtained at the Division Office. It is very important for your course syllabus to correspond to the description, topics and objectives listed in the common course outline.

We suggest that the common course outline become the first page(s) of your course syllabus and that other information, specific to your requirements for the course, be included as listed below:

Instructor Information

- Instructor's Name
- Instructor Contact Information—HCC provides all credit faculty with a college email account. College voicemail accounts are available through your Division Office upon request. Home phone numbers and email information may be provided to students if that is the preference of the faculty member.
- Division Office Name and Location
- Hours Available to Meet with Students

Course Information

Course Number/ Section

Course Title

Credits: Lecture and Laboratory

Prerequisites: Required and Suggested

Required Text/Supplementary Materials

Additional Course Objectives

Behavioral Objectives - Summarize what a student should learn to complete the course successfully. (It is recommended that objectives be phrased in a manner consistent with Bloom's Taxonomy of educational objectives.)

Class Policies

Course Requirements

Evaluation - Grades

Attendance Policy

Due Dates

Make-up Work

Final Exam Date - If any, refer to final exam schedule available in the schedule of classes or Schedule Plus (Cumulative Final Exams must be administered during the scheduled Final Exam Period)

Other

Instructional Policies

Withdrawal Date, Add/Drop

Academic Honesty and Plagiarism Guidelines

Reference Materials

PLEASE NOTE: Faculty may not change the assigned text for a course without having the advanced approval of a division chair, who is responsible for ordering textbooks through the bookstore.

Weather-Related Cancellations

Weather-related class cancellations due to weather emergencies will be published on the HCC website. Cancellations will also be aired on local radio and television stations affiliated with the three major networks between 6:00 a.m. and 9:00 a.m. When Howard County public schools are

closed because of weather emergencies, the HCC classes held at these schools are automatically canceled. Special attention should be paid to confirm whether closing decisions apply to the county school system or HCC, credit, non-credit, day and/or evening courses. If classes are cancelled any time after school opens, announcements will be made in the same manner. A recorded message will be played on the college's main telephone number, 410-772-4800.

Late Opening Policy

If the college has a late opening and there is more than 30 minutes of time left in a scheduled class at the late opening time, that particular class will meet for the remainder of the class time.

Early Closing Policy

If the college will be closing early and there will be more than 30 minutes of time available for a scheduled class before the college closes, that particular class will meet during the available time.

Class Rosters

Initial rosters will be printed after the close of regular registration. This list does not include any students who register during late registration. Please check student's registration form and payment receipt before adding a name to this roster.

Faculty may utilize HCC Express for Faculty to access and print up-to-the minute class rosters (see below).

HCC Express for Faculty

HCC Express for Faculty is web-based interface to Howard Community College's administrative database. HCC Express is designed to provide secure access for credit students and faculty to useful real-time information and services. HCC Express can be accessed directly through the college's home page at <http://www.howardcc.edu>.

HCC Express for Faculty allows faculty access to the following features: Class Roster, Course Availability, and My Class Schedule. When logging into HCC Express, the standard User ID consists of the first initial of your first name, the first 7 characters of your last name, and the 4 last digits of your colleague ID #. The PIN consists of your birthday in the form of mmddyy.

The Class Rosters available through HCC Express for Faculty will display the college's email addresses for your students

For questions regarding login/PIN problems, please contact the IT Help Desk at 410-772-4444 or email the department at helpdesk@howardcc.edu. Please contact Stephen Horvath (shorvath@howardcc.edu, 410-772-4939) regarding all other questions.

Verifying NA Rosters

Correction rosters will be printed after the last day to add or drop a class. No student should be attending your class if his/her name is not on this roster. **Please immediately refer unlisted students to the assistant registrar for resolution. Faculty must note this roster with a "NA" next to any student who has never attended a single class.** (The "NA" grade is a permanent non-punitive grade. Failure to assign this grade when applicable will adversely affect the student's transcript and GPA). After signing this roster, please forward to the Registrar's Office (or Division Office) by the requested date.

It is very important to turn in the NA Rosters on time because they impact student's financial aid.

Official rosters will be printed after the correction roster information has been entered into the computer file. State reports are compiled from this data. Final Grade rosters will be printed for faculty to enter student final grades. The grades are electronically scanned and entered into the computer files. Close adherence to the instructions which accompany the rosters will assure that the grades are entered accurately and quickly to the student records. The completeness of this final roster depends entirely on your cooperation. By attending to any registration problems early in the semester, this last task will be hassle free.

Student Withdraw

Students may initiate withdrawal from a course by completing an official withdrawal form and submitting it to the Records Office. The deadline is published in the Credit Schedule of Classes and is close to the midpoint of each term.

Faculty should be sure students are informed of their course status so that they can make reasonable decisions about withdrawal. Students who officially withdraw by the deadline receive a "W" for the course. The "W" is not computed in the GPA. Before withdrawing from a course, students should consult an advisor in the Admissions and Advising Division Office for assistance and guidance.

Custom Class

CustomClass is the non-credit way to take most of the credit courses listed in the credit schedule of classes. CustomClass students sit in the same class as credit students; however, they are enrolled as non-credit or Continuing Education students. The CustomClass student receives the same instruction but does not get a grade/transcript.

CustomClass students are noted by a special designation on class rosters. More information on Custom Class can be found in the appendix of this handbook or can be obtained through the Division Offices.

Student Attendance

Regular class attendance is one of the most important responsibilities of each student. Although the college does not have a required attendance policy, instructors are encouraged to set their own attendance policies with appropriate penalties for violation. If attendance is required, the instructor must publish the requirement in the course syllabus.

Observation of Religious Holidays

Religious holidays will occur during the year. Instructors are asked to be flexible with students wishing to observe such holidays. Please allow your students to make up missed work. Students should not be penalized for missing class on these holidays.

Student Confidentiality and Teacher Student Communication

To help to educate faculty regarding the Family Education Rights and Privacy Act (also known as “FERPA” or The Buckley Amendment) the college requires all faculty and staff to participate in Access and Responsibility Training. Below are some specifics involving access to and responsibility for confidential information that faculty should find relevant.

Email is not considered to be a secure way to share confidential information with students. Sending information in email form is the electronic equivalent of sending information on a postcard where it might be possible for others to see it.

Confidential information such as grades should not be sent over email unless a student signs a waiver. A waiver can be a simple document that states that the student gives you permission to share information concerning grades through email. This applies to college email accounts or with private email accounts.

Phone voicemail or verbal messages given in conversation with someone else answering the student’s phone are not considered to be a secure way to share confidential information with students. Confidential information such as grades may not be left on students’ answering machines because other individuals might have access.

Student phone numbers and email addresses are considered confidential information.

Student phone numbers should not be shared with the class unless volunteered by the student. Class phone trees can be compiled and distributed to the whole class as long as it is made clear to students that they are sharing this information voluntarily and can withhold this information if they wish.

Student email addresses should not be shared with the class unless volunteered by the student. This applies to college email accounts or with private email accounts. When sending an email message to your entire class or to a distribution list, it is recommended that you utilize the Blind Carbon Copy function in your email program. This will allow you to send a message to a distribution list or to several individuals without addresses being visible to all parties.

College ID numbers (also known as Colleague ID numbers) are considered confidential information by the college. Like social security numbers, college ID numbers (also known as Colleague ID numbers because the college's administrative database system is a product named Colleague) should not be shared publicly. Both college ID numbers and social security numbers are both viewed as confidential information by Howard Community College.

In compliance to the FERPA requirement of protecting a student's confidential information, grades should **not** be posted on **any** door or wall. Every student has access to HCC Express and can obtain the status of their grade via this secured method. If posting grades is rooted in the Instructor's desire to show grade distribution, please contact Judi Bulliner in the Registration office to see if there may be other ways to accomplish this.

For more information, or for answers to specific questions, please contact Judi Bulliner, Director of the Office of Records and Registration at jbulliner@howardcc.edu or 410-772-4781.

Faculty Class Attendance

Adjunct Faculty are expected to attend all scheduled classes. If an instructor is unable to attend, the division chair must be notified prior to the class so that a qualified substitute can be obtained. Adjunct Faculty are encouraged to contact other Adjunct Faculty currently teaching at the college to tentatively arrange for a substitute before notifying the division chair. No one may substitute who is not officially approved by the college. The completion of an application and other necessary forms are required for approval. Adjunct Faculty who find it necessary to be absent are encouraged to exchange classes with other full-time or Adjunct Faculty so that no payments to substitutes are necessary. If it is necessary to pay a substitute, appropriate adjustments will be made in the pay of the absent faculty member.

Office Hours

Adjunct Faculty are expected to be available for consultation with students and college staff at times specified in their course syllabus. This can be in person or by telephone. Offices are available for this purpose in the Library, the Hickory Ridge Building and the ILB. The Multimedia Development Center in the library (L-212) with its computer workstations and sitting area is also available for faculty use.

Distance Learning and Alternative Learning Modes

Faculty teaching in these distance learning and alternative learning modes are expected to observe the procedures for instructional preparation, implementation, and management outlined in the Adjunct Faculty job description as well as the policies and procedures discussed in this handbook. Online, Telecourses, Two-Way Interactive and Fast Track courses are considered distance and alternative learning modes. CampusWeb and Weekend college courses are NOT considered distance and alternative learning modes.

Online (including TeleWeb)/Telecourses/Two-Way Interactive/Fast Track

Students and faculty work through the Office of Distance and Alternative Learning rather than through the academic division. This means that if a faculty member teaches a course that is administered through the Office of Distance and Alternative Learning, he or she must return all course-related administrative paper work to Office of Distance and Alternative Learning. These records are maintained separately from records in the academic Division Offices. If the faculty member teaches that same course in a traditional mode, that course is administered through the academic division and paperwork for the traditional course must be processed through that academic division.

Faculty assignments for Online/Telecourses/Fast Track, and Two-Way Interactive courses are made by the Director of Distance Learning with input from Division chairs.

The Office of Distance and Alternative Learning will provide clerical services for Fast Track, Weekend College, telecourses, and teleWeb courses. The Office of Distance and Alternative Learning also will handle parking permits, book orders, supplies, and room changes for faculty teaching these courses. Class rosters, contracts, syllabus, grade books, and other documentation are to be returned directly to the Office of Distance Learning. For more information, contact the Office of Distance Learning at 410-772-4440. For technical and scheduling questions for two-way interactive courses, contact Linda Heinbauch at 410-772-4631 or lheinbauch@howardcc.edu

If you have general questions about distance learning or alternative learning modes, please contact Virginia Kirk, the Director of Distance and Alternative Learning at 410-772-4911 or vkirk@howardcc.edu.

Evaluating Teaching & Learning Effectiveness

Teaching and Learning Observations

Departmental evaluation in the form of classroom observation and/or conferences between adjunct faculty and division chairs, or an appointed full-time faculty member, may be held at any time during the semester for purposes of improving instructional quality.

A copy of the Classroom Observation Form is provided in Appendix A for reference. Howard Community College observes faculty to evaluate an instructor's relationships with a class, the quality of the class content, and the quality of the classroom delivery. Additionally, individual divisions and disciplines have specific criteria which are also evaluated and will be listed under "Program-Specific Objectives." Please consult with your course coordinator or chair regarding program-specific objectives.

IDEA Survey Student Evaluations

During the last half of each semester, division chairs select instructors/courses for evaluation by students. Forms and instructions are distributed to faculty, completed by students, and are processed and returned to division chairs and faculty members.

The IDEA system is used to provide students with the opportunity to give feedback on the quality and impact of classroom instruction. This system is produced by the Kansas State University Center for Faculty Evaluation and Development. During the Fall semester, all sections of all classes are evaluated and during the Spring semester, select sections are done. The purpose is two-fold – one of evaluation and one of development. These surveys are administered during the later part of the semester. The results are available to faculty after semester grades are submitted.

Academic Policies, Procedures, and General Information

Class Cancellations

For class cancellations, please notify your Division Office in advance (before class time). It is recommended that you call your Division Office's main phone line to prevent missed calls when staff are out. A Classroom Alert Email will be sent and signs posted for students.

Student Academic Complaint Procedure

Students who have academic complaints or who have a specific academic complaint involving a faculty member should follow these procedures:

Definition of an Academic Complaint

Grade disputes and other issues related to classroom instruction, (including late penalties, acceptance or non-acceptance of late assignments and incomplete grades).

Please Note: The student and instructor are encouraged to seek resolution informally before filing an academic complaint.

Time Limit - A student must initiate the academic complaint by the end of the seventh week of the next full semester.

Procedure for Resolution of Student Concerns Involving Faculty

Students should make an appointment with the instructor of the course and discuss the problem. Prior to the scheduled appointment the student should complete a *Student Academic Complaint Form*. (Forms are available in the division offices and the counseling center.)

1. Before filing an academic complaint, the student must seek resolution informally by scheduling an appointment with the instructor to discuss the problem. Many times misunderstandings can be resolved by honest, open dialogue.
2. If the student cannot resolve his/her problem during the meeting with the faculty member, the student may schedule an appointment to see the appropriate Division Chair. Prior to scheduling the appointment the student must submit the STUDENT ACADEMIC COMPLAINT FORM, including the written description of the problem and the resolution the student is requesting. An appointment will be made when the chair has received written reports from both the student and the instructor. (Forms are available in the Division Offices.)
3. If the concern is not resolved at the Division Chair level, the student's written complaint, the instructor's written response and the chair's recommendation will be forwarded to the Vice President of Academic Affairs. At this stage in the academic complaint process, the student has the right to meet with the Vice President of Academic Affairs to present additional support for his or her complaint, but the student is not required to do so. That appointment should be made within two weeks of the meeting with the Division Chair. After that two-week period the Vice President will assume that the student does not desire such a meeting and will make a judgment on the case.
4. The decision of the Vice President of Academic Affairs is final. This decision will be communicated to the student in a formal correspondence.

NOTE: Supporting evidence may be attached at any level.



STUDENT ACADEMIC COMPLAINT FORM

Student Name _____ Phone _____

Address _____

Course _____ Instructor _____

See the directions on the back of this form.

1. On what date did you meet with your instructor to discuss this problem? _____

Student Signature _____

The signature indicates the meeting has taken place. It does not signify resolution or agreement.

2. If the issue is not resolved after meeting with the instructor and you want to file a formal complaint, you should do the following:

a. Attach to this form a complete description of the problem. Include the resolution that you are seeking. Deliver both to the division office.
(Division chair will request a report from the instructor.)

b. Schedule appointment with Chair: _____

Resolved: Yes _____ No _____ Attach resolution.

Division Chair Signature _____ Date _____

3. If not resolved: Information is forwarded to the Vice President of Academic Affairs.

Approved _____ Disapproved _____

Vice President of Academic Affairs _____ Date _____

STUDENT ACADEMIC COMPLAINT PROCEDURES

Students who have academic complaints or who have a specific academic complaint involving a faculty member should follow these procedures.

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Time limit: A student must initiate the academic complaint by the end of the seventh week of the next full semester.

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 4. The decision of the Vice President of Academic Affairs is final. This decision will be communicated to the student in a formal correspondence.
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Academic Honesty

The Howard Community College procedure on academic honesty is stated as follows:

Academic honesty is a matter of concern to everyone connected with Howard Community College. A clearly and carefully thought-out policy and set of procedures can guide students and faculty members toward the accomplishment of academic honesty. Communication of these procedures will be accomplished through the following sources:

All catalogues, class schedules and course outlines will contain at least the statement: "Academic honesty", as defined in the *Student Handbook*, is expected of all students."

A statement of Policies and Procedures will be contained in the faculty and student handbooks.

Definition

"Academic honesty" means the use of one's own thoughts and materials in the writing of papers, taking of tests and other classroom related activities. Any student intentionally aiding another student in any infraction of the academic honesty policy is considered equally guilty.

Students are expected to give full credit for the borrowing of other's words or ideas. Intentional or unintentional use of another's words or ideas without acknowledging this use constitutes plagiarism.

There are four common forms of plagiarism:

The duplication of an author's words without quotation marks and accurate references or footnotes.

The duplication of an author's words with footnotes or accurate references, but without quotation marks.

The use of an author's ideas in paraphrase without accurate references or footnotes.

Submitting a paper in which exact words are merely rearranged even though footnoted.

"Misrepresentation" is the submission of materials for evaluation that are not the student's own.

Unauthorized use of notes, copying, using another individual's materials, or prior knowledge of instructional materials during tests, quizzes, or other educational experience shall be considered a violation of the Academic Honesty Policy.

Penalties

As the college expects academic honesty, there must be procedures for dealing with intentional infractions of the Academic Honesty Policy.

First Infraction. For the first infraction of the Academic Honesty Policy the faculty member shall give the student an "F" or its equivalent on the paper or examination in question. This action could result in a final grade lower than it otherwise would have been. The appropriate division chair concerned shall be informed of the infraction in writing, and the vice president and dean of students will notify the student in writing of the consequences and implications of this infraction.

Second Infraction. A second infraction of academic dishonesty, either in the same course or in another course, will result in an automatic "F" in the course in which the second infraction incurred. The student will be dropped from the course and barred from further class participation. The appropriate division chair shall be informed of the incident in writing and will notify the vice president and dean of students. The vice president and dean of students will meet with the student involved and apprise the student of the implication of this second infraction.

Third Infraction. A third instance of plagiarism or any behavior involving an infraction of the Academic Honesty Policy will result in disciplinary action as determined by the Student Judicial Process.

Field Trips

Field trips required as part of a course must be approved in advance by the division chair, listed in the catalogue, and paid for by the college. Other field trips may be planned on a voluntary basis with individual students covering all costs. The course instructor is solely liable for all personal and professional responsibilities except as released in writing by the division chair and/or individual students.

The following regulations shall apply to all field trips:

Student cars shall not be used for group transportation.

All field trips should normally be scheduled to avoid conflict with other classes of participating students. If required field trips conflict with other classes, the instructor should make arrangements that do not penalize the student.

Instructional Outcomes Assessment

Howard Community College, as part of its strategic priority related to teaching excellence and instructional quality, subscribes to various outcomes assessment practices. It is the expectation that all faculty will participate in these efforts when they pertain. Some examples of projects are listed below.

The IDEA system is used to provide students with the opportunity to give feedback on the quality and impact of classroom instruction. This system is produced by the Kansas State University Center for Faculty Evaluation and Development. During the Fall semester, all sections of all classes are evaluated and during the Spring semester, select sections are done.

The purpose is two-fold - one of evaluation and one of development. These surveys are administered during the later part of the semester. The results are available to faculty after semester grades are submitted.

Academic Profile is a standardized general education test developed by Educational Testing Service. The tests are administered to incoming students and are also taken by exiting students when they apply for graduation. The results allow the College to compare levels of student functioning with a nationally normed group. Information in skill areas such as reading, writing, math, and critical thinking are reported, as well as subscores in general content areas like social science, science, and humanities. Gain scores from time of entrance to exit are helpful to the College in evaluating its instructional program and in making revisions.

Each year additional projects such as divisional or discipline assessments and evaluation of College services are conducted.

The attitude of the faculty toward these activities contributes greatly to having the students complete the tools in a thoughtful manner. Should you have any questions regarding these, please contact Zoe Irvin at 410-772-4742.

Weather-Related Cancellations

Weather-related class cancellations due to weather emergencies will be published on the HCC website. Cancellations will also be aired on local radio and television stations affiliated with the three major networks between 6:30 a.m. and 9:00 a.m. Because the college also offers more than 100 credit-free courses off campus in local public schools, those classes will be cancelled when the school system closes. This applies even when the public schools close early. Special attention should be paid to confirm whether closing decisions apply to credit, credit-free, day and/or evening courses. If classes are cancelled any time after school opens, announcements will be made in the same manner. A recorded message will be played on 772-4800.

Late Opening Policy

If the college has a late opening and there is more than 30 minutes of time left in a scheduled class at the late opening time, that particular class will meet for the remainder of the class time.

Early Closing Policy

If the college will be closing early and there will be more than 30 minutes of time available for a scheduled class before the college closes, that particular class will meet during the available time.

Student Disciplinary Action

Please refer to the current student handbook (starting on page 66), for specific definitions, penalties etc. concerning disciplinary action. The various topics covered include academic honesty, code of conduct, and the student judicial process. Many sub-topics are addressed and if

there are any other specific concerns that need more assistance, you can email your Division Chair the situation and the Division Chair will contact Student Services. If the situation feels threatening at any point while class is in session, please call HCC Security (emergency line) at x4882. If you don't feel safe enough to vocally explain the situation, give your name and area you're calling from, and say you must speak with Doctor Howard. This is a code to have Security come to your area.

Emergency Procedures

Howard Community College has designed an Emergency Operations Plan (EOP) to provide instruction and offer guidelines for addressing crises and other man-made or natural disasters. If you are interested in learning more about the EOP, please contact your division chair.

In the event of an emergency such as a tornado warning—because it would be dangerous to sound the fire alarm because individuals should not go outside—building and floor monitors will guide faculty, staff, and student to designated safety areas. The monitors can be identified by their orange arm bands.

Emergency, Accident, or Injury

We as employees of the college are responsible for giving guidance and assistance to non-employees in an emergency situation. All instructors are responsible for the immediate evacuation of their students from the building.

In the event of a severe accident, illness or emergency, call campus security at x4882 or the college information office at x4800. Administrators, not faculty, are responsible for notifying the family in an emergency situation. A report of emergencies must be made to the division office within 24 hours of the incident.

First aid for minor injuries may be self-administered from kits located at the Reception Desk in the Gallery, several locations in the P.E. Building, and the Security vehicle.

Emergency Evacuation

Emergency evacuation of fire or other disaster will be signaled by an alarm (bell or buzzer). All students and staff must leave the building and stand at least one hundred feet away until notified by the Security officer (the only authority on these matters) that the building may be reoccupied. Classroom, laboratory, office doors, etc., must be closed by the last person out of the area to prevent any potential spread of the fire or smoke.

People who are physically handicapped in such a way that prevents their own safe exit from the building must be assisted by employees to the closest external stairwell. Security/fire department MUST be informed where the person is located immediately. Another person should stay with the handicapped person while awaiting assistance from Security/fire department.

NO ONE MAY RE-ENTER THE BUILDING UNTIL THE "ALL CLEAR" IS PASSED BY SECURITY OVER THE BULL HORN.

The Safety 8

Eight key things for faculty to remember in any emergency.

1. Call security: 4882 or Emergency Phones

If you become aware of an emergency situation – anything from vandalism to a suspicious package to a broken water pipe – contact the HCC security office by dialing 4882 or using the emergency phones in hallways and parking lots.

2. For urgent matters, call 911 or pull the fire alarm, then call security.

An important exception to No. 1 would be a situation that requires urgency. Call 911 for medical emergencies, fire, or other life-threatening situations. Pull the fire alarm if there is clear evidence of smoke or flames. Then call HCC Security so they can assist.

3. Know how to evacuate ... and evacuate!

When the fire alarm sounds, immediately instruct your students to leave through a designated exit for your area and go to a designated assembly area. *Do not ignore alarms!* Help **students with disabilities** to the handicapped assembly areas (marked stairwells) and alert Building Monitors to their presence. Maps will be posted in offices and classrooms showing these areas. Note: they will not actually be evacuated unless necessary.

4. Watch for the orange hat and arm band

An orange hat and/or arm band is the mark of a Building Monitor. These HCC staff have special responsibilities for certain types of emergencies, especially during evacuations. Follow their instructions!

5. Know your tornado safety zones.

Each building has areas identified as safety zones in case of tornado. In general, these are basements, and interior rooms and hallways. Go to these areas when notified or if you hear that a tornado warning is in effect.

6. In delicate situations, call “Doctor Howard.”

Some situations may arise when you need to call for help, but discretely. For example, an irate visitor. Call Security or a Welcome Center, give your name and area you’re calling from, and say you must speak with Doctor Howard. This is a code to have Security come to your area.

7. Be mindful of others.

In emergency situations, follow procedures, and always be aware of others who may need help. Offer assistance yourself, or tell a Building Monitor.

8. Apply those critical thinking skills!

Perhaps the most important key to dealing with an emergency is common sense. Stay calm and think clearly.

Faculty Contact Information

In addition to division chairs, course coordinators, and program coordinators, Howard Community College provides several contacts for adjunct faculty that serve as resources and liaisons.

Coordinator of Adjunct Faculty Development

The Coordinator of Faculty is involved in all elements related to credit adjunct faculty at Howard Community College including faculty orientation and development. Additionally, the Coordinator of Adjunct Faculty serves as a liaison regarding issues involving adjunct faculty. As of this printing, the Coordinator of Adjunct Faculty is David Rader, Assistant Professor, Technology (Email: drader@howardcc.edu.)

Adjunct Faculty Representative to Faculty Forum

The Faculty Forum exists to promote unity among the teaching faculty at HCC, and to provide a voice for faculty in matters of instruction, curricula and student learning. The Faculty Forum is dedicated to improving the quality of instruction by providing a context for faculty to exchange ideas and concerns of importance to the fulfillment of the instructional mission of the college. In addition, the Faculty Forum serves as a representative of the faculty in the internal governance of HCC. As of this printing, the Adjunct Faculty Representative to Faculty Forum Dr. Charles Leonard, Senior Adjunct Instructor, Biology (Email: cleonard@howardcc.edu.)

VPAA Open Forums with Adjunct Faculty

The Vice President for Academic Affairs attempts to hold regular open forums for adjunct faculty members to answer questions and to give individuals the opportunity to share their teaching experiences. Meeting times and locations will be announced through college email.

Professional Development Support

Howard Community College seeks to value and support life-long learning for all members of the college community. Toward this end, Howard Community College has development programs and committed resources to support the professional development of adjunct faculty.

Adjunct Development Grants

In addition to other professional development activities, division chairs may recommend adjunct faculty to receive adjunct development grants to realize identified division initiatives.

Adjunct development grants may support the development of new courses and programs, new delivery modes, or the enhancement of existing courses or programs through outcomes assessment and/or course or program revision.

Activities may take place during the major college semesters or during the summer depending on the needs and implementation timelines of the division.

The grant amounts vary from \$650 to \$1950 depending on the nature, complexity and duration of the project. Typically half of the grant money is paid at the beginning of the project and the other half upon successful completion.

Curriculum development projects must be initiated or approved by the division chair and approved by the Vice President of Academic Affairs. Please consult with the appropriate division chair before assembling a grant application.

Electronic versions are available on the s:/drive or at www.howardcc.edu/tli.

HCC Tuition Reimbursement Program

Howard Community College has in place a limited tuition reimbursement program for adjunct faculty.

The program will only cover courses taken at HCC where the focus of the course will enhance the adjunct faculty's carrying out of their responsibilities at HCC.

Prior approval of the Division Chair must be obtained in the form of the "Tuition Reimbursement Form" (available in the division offices).

The program is a tuition reimbursement rather than a tuition waiver, so the adjunct faculty must pay the initial course costs at the time of registration. After presenting documentation of successful completion of the course to the division chair, adjunct instructors who have been approved for tuition reimbursement will be reimbursed by the college for tuition. The college will not reimburse costs for courses that are not successfully completed.

The tuition reimbursement plan does not cover the cost of books and course materials that may involve a course fee. Since the anticipated requests for the program are expected to be far greater than the resources, tuition reimbursement applications will be prioritized so that the funds available have the broadest impact. To that end, no adjunct faculty person will receive tuition reimbursement for more than one course during any college year.

Tuition reimbursement applications are due by August 1st for the Fall semester, by December 1st for the Intersession (Winter Session), by January 3rd for the Spring semester, by May 1st for Summer I and Summer 1E, and by June 1st for Summer 2 and Summer 3. Tuition reimbursement forms for Continuing Education courses are due at least two weeks prior to the start of the course.

Adjunct Faculty Tuition Reimbursement application forms are available in the division offices. Completed application forms go to the division chair for his or her review and recommendation. Faculty will receive notification the week following the due dates.

Participation will be limited by available funding. For more information, please refer to the Adjunct Faculty Handbook or visit the Teaching and Learning Institute web site at <http://www.howardcc.edu/tli>.

Staff Development and Training

Every semester HCC offers a variety of workshops and training opportunities for college employees. Some of these sessions include required training such as Sexual Harassment Avoidance training. Other sessions are optional, such as training on how to get the most out of using Microsoft Word and Excel. These sessions are free to adjunct faculty, and faculty are encouraged to register for Staff Development Training sessions that will enhance their professional skills.

Faculty Services and Resources

HCC Express for Faculty

HCC Express for Faculty is a web-based interface to Howard Community College's administrative database. HCC Express is designed to provide secure access for students and credit faculty to useful real-time information and services. HCC Express can be accessed directly through the college's home page at <http://www.howardcc.edu>.

HCC Express for Faculty allows faculty access to the following features: Class Roster, Course Availability, and My Class Schedule. New faculty members will be notified of their login ID and PIN numbers through a mailing at the beginning of the major semesters.

The Class Rosters available through HCC Express for Faculty will display the college's email addresses for your students.

For questions regarding login/PIN problems, please contact the IT Help Desk at 410-772-4444 or email the department at helpdesk@howardcc.edu. Please contact Stephen Horvath (shorvath@howardcc.edu, 410-772-4939) regarding all other questions.

E-Mail Accounts

Howard Community College is pleased to create email accounts for all Adjunct Faculty Members. Using any computer with Internet access from your home, your office, or any of the college campus computers located in the Library, Welcome Center, Division Offices, and Computer labs you can go to an Internet browser and access your HCC email. Simply connect to the HCC home page at <http://www.howardcc.edu/>, and click on the “Email” button. Then click on “Go to Employee Email.” Notice the link to “Frequently Asked Questions” for Help. You can also bookmark this page for your convenience. To access your email, click on “Log into your mailbox” and enter your User Name and Password. If you currently have an HCC email account, it will remain unchanged and active as long as you remain active with the college.

Your User Name will be set to the first initial of your first name followed by your last name. Your password will be initially set to the last 6 digits of your Social Security Number. You can change your password, once logged into your mailbox, by choosing the Options icon under Shortcuts and typing in your user information (Domain: Hccmain, Account: your User Name). Passwords are case sensitive and must be at least 5 characters. For example:

Joshua Blue **Your email address will be:**

jblue@howardcc.edu

Log On: jblue **Username: jblue**
Password: **(six digit birth date in mmddyy)**

Your campus email address will allow HCC to more effectively communicate with you as well as provide you with direct communications to your students and the entire college community. You will have access to the Public Folder bulletin boards, the Global Address List, and all of the departmental distribution lists. You will be able to receive the President’s weekly updates, and announcements of college news, events and activities.

Access & Responsibility Training

Access & Responsibility training is required for all HCC employees. The issues of Access and Responsibility are a part of the college’s Policies and Procedures of Ethics and Conduct and must be adhered to by all employees. The training takes only 10 minutes and can be found at <http://www.howardcc.edu/employees/access/>. Please read and complete the online “Employee Agreement of Responsibility for Confidential Information” form at the end. The online form will automatically be submitted to the Office of Human Resources and your email account will be created.

Technical Support

If you are logging on to access your mailbox for the first time, Technical Support will be available to help with problems associated with account activation and administration by calling

the IT Help Desk at 410-772-4444 or via email at helpdesk@howardcc.edu. Please also look at the answers to the most “Frequently Asked Questions.”

Voicemail Accounts

Voicemail is expected to serve as a major communication vehicle between you and the students. If you would like a voicemail number, you must contact Linda Heinbauch at 410-772-4631 or lheinbauch@howardcc.edu.

Voicemail numbers take a minimum of two days to be assigned. Faculty will be notified of their voicemail number via college email.

Note: If you had a voicemail number in the previous term, you must request to keep the number.

Changing Voice Mail Options

To record or change your personal greeting, follow these steps: If this is the first time you are accessing your mailbox, there will be a tutorial to follow which will aid in setting up your voice mailbox. This procedure will take no more than 5 minutes to accomplish.

1. Access your mailbox by dialing x4991 or 410-772-4990 (from off campus), your extension, * key followed by 1234. Press 8 for user options.
2. Press 4 for personal greeting.
3. Press 7 to record your greeting.
4. Follow system prompts to listen and/or save new greeting.

To change your password (the pre-set Voice Mail password is 1234) follows these steps:

1. Access your mailbox, then press 8 for user options.
2. Press 7 to change your password.
3. Enter your new password, and then wait for system confirmation. The Voice Mail system verifies your new password.

Utilizing Voice Mail

Students wishing to leave a message may dial (410) 772-4990, then your extension number, or spell your name, last name first, until recognized.

Faculty access messages by calling 410-772-4990, your extension number, *, your password (1234 is pre-set), 7 to listen.

You should check messages every day or so. Voice mail will store twenty-five messages.

Instructional Support Resources

AV/Educational Technology Services

Educational Technology Services is located in N112 and is open from 8:00am to 10:00pm Monday-Friday and 8:00am to 4:00pm Saturdays. Although most classrooms are permanently equipped with an overhead projector, a screen, a VCR and TV, a computer with internet connectivity and a data projector, additional equipment is available for circulation to classrooms and labs. This includes portable data projectors with computers, tape recorders, digital audio recorders, PA systems, VCR's, stereo systems, CD and DVD players, laptops, movie and slide projectors. Instruction on the operation and application of all AV Equipment is also provided. In addition to equipment, the department provides digital audio recording services for Powerpoint presentations and copying of audiotapes and other audio files to CD. To request equipment or help with the use of such equipment call 410-772-4819 or 410-772-4681 from off campus or x4681 or x4819 from on campus locations.

Multimedia Development and Graphic Arts Services

Production of visual aids, handouts and presentation materials for classroom support is available from the Multimedia Development Center in L-212. Services include design and imaging of presentation materials such as overhead transparencies, handouts, large posters, etc. Scanning of film and printed materials for integration into Powerpoint and other presentation programs is also offered. Additional services for faculty include laminating, assistance with self-service production of visual materials as well as web-based media, on-line classes and multimedia production services. These services are available for all HCC faculty. For general information on these services call Quent Kardos, Coordinator of AV Services at 410-772-4848 (ext. 4848). For web-based and media production service call Carolyn Wuyts at ext. 4621 or Karen Evans at ext. 4836.

Technical Support and Reporting Computer Problems

The Technology Help Desk serves as a single point of contact for HCC faculty, staff and students to get timely assistance with their technology needs. We provide information and troubleshooting for classroom technology, email, voicemail, telephones, WebCT, internet access, web pages, HCC Express, printers, and computer hardware, software, and peripherals. The Help Desk staff strives to provide immediate solutions. If we cannot resolve your problem quickly, we will coordinate the assistance you require from other IT staff.

To contact the Help Desk, call **410-772-4444** or e-mail helpdesk@howardcc.edu. You may also walk in to our office in the Instructional Lab Building, Room 110. During Spring and Fall semesters, we are staffed Monday through Friday, 8:00 a.m. to 11:00 p.m.; Saturday and Sunday from Noon to 5 p.m.; shorter hours during Summer semesters and breaks. Our web site <http://www.howardcc.edu/helpdesk> contains online forms for requesting IT help. For after hours support, customers who call the Help Desk can leave a voicemail message or page Help Desk staff for emergency classroom and network problems.

Video Services

The Emmy award winning Television Studio is located on the first floor of the Administration Building and is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, or by appointment. They provide documentation of speakers and events as well as script to screen production services for classroom instruction or for cablecast over the Howard County cable system on Channel 71. Duplication of copyright cleared video tapes is also available. Two weeks lead time on documentation shoots and at least three months lead time is requested for preparation of most full productions.

Computer Lab

Howard Community College provides two Computer Open Labs: Room L180 and Room ILB110. Both labs are open to students, staff, faculty, and alumni with current HCC identification. Our goal is to provide a quiet academic environment for study and research. The computers have high speed internet access and are configured with a variety of software packages based upon the needs of the academic community. Scanners and printers are located in each lab. Computers are audio-ready, but students must bring their own headphones. Black ink laser printing is free, but we reserve the right to set limits on usage of the printers and paper. The labs are staffed by student lab consultants to assist with software use and technical problems. To keep the equipment in top working order, personal data saved on the lab computers is automatically deleted each time the computer is rebooted. We recommend that all personal data be copied onto 3.5" floppy disks. Some lab computers are equipped with zip drives or CD writers.

Hours of Operation (Fall and Spring Semesters):

Room ILB110 (410) 772-4602

Monday – Thursday: 8 a.m. – 11 p.m.

Friday: 8 a.m. – 10 p.m.

Saturday: 9 a.m. – 5 p.m.

Sunday 1 p.m. – 10 p.m.

Room L180 (410) 772-4087

Monday – Friday: 9 a.m. – 5 p.m.

No weekend or summer hours

L180 open lab is CLOSED during winter break, winter session, spring break and summer semesters. Check for varying hours posted or our website <http://www.howardcc.edu/openlabs.cfm> to confirm the schedule for both computer labs.

Test Center

Located in L-154, the Test Center provides centralized testing services to the college community. Academic make-up exams, placement assessments, professional certification and independent study exams are given at the center, which also provides accommodations for students with special needs.

The center seats 40 students and cannot accommodate whole-class testing. Test Center forms are available in the center and in the division offices for filing academic make-up exams. These

forms should be filled out as explicitly as possible and should include the instructor's phone number. For further information regarding services and times, please contact the Test Center at 410-772-4853.

Adjunct Faculty Offices

ILB 137, 138, 141, 337, and 341 are available to adjunct instructors for class preparation, checking email, and for meeting with students. If the door is locked, please ask Division Office staff for a key or get security to let you in. You must return the key after unlocking the door. Please close the door if you are the last one to leave. Please note that ILB 141 and 337 are swipe card accessible. Eventually, all of the work rooms will be this way. The other adjunct offices are HR 373, HR 376, and ST 149 (which is open until 9:00 p.m.). Access to these offices can be obtained by going to the respective Division Office or security. Clerical services, such as word processing, supplies, and administrative assistance are provided by the Division Offices.

Evening Services

Evening adjunct faculty clerical needs will be carried out by the Evening Services office associate, who operates in the division office on the first floor of the Science and Technology Building (ST-149). The office is open from 5:00 p.m. to 9:00 p.m., Monday through Thursday. Please allow at least three days lead time for typing materials. If you ask the Workgroups or Evening Services to send a job to printing allow extra days for printing.

Print Service

The Print Shop provides copy service to all faculty and staff. We are located in room ST 020H and the hours of service are Monday through Friday 7:30 a.m. until 5:00 p.m. Please note that these hours can change depending on some circumstances. We have an after hours drop box for all faculty to use located on the door of the Print Shop.

Depending on the size of the job, regular service can take one day or longer. Forms for completing copy requests are available in the Print Shop, the Division offices and evening services. Forms must be filled out completely specifying how you want your work processed. You must include your cost center number for the Division that you teach from. If you do not know it please ask your Division office staff. Please be sure to fill in the section of the form that asks when you will need your work.

You may send us your work as an attachment to an e-mail, but be sure to include your cost center number as well as how you want your work processed. This would include number of copies and date needed as well as if you want to pick it up yourself or have the Division do it for you. If you choose this method please address the e-mail as follows:

tholbrook@howardcc.edu

pgrim@howardcc.edu

Please be sure to send your e-mail jobs to both people.

In keeping with HCC cost containment practices, work will be run on white paper and printed on both sides of the sheet.

If you have any questions, please contact us at the following number: 410-772-4834.

Library

The library is located on the second floor of the Clark Building. The phone number for reference services is 410-772-4921; circulation is 410-772-4922.

Library Hours (Fall and Spring Semesters)

M - Th	8:00 a.m. until 11:00 p.m.
Fri	8:00 a.m. until 10:00 p.m.
Sat	9:00 a.m. until 5:00 p.m.
Sun	1:00 p.m. until 5:00 p.m.

The Library contains supplemental materials for all courses taught at HCC. To request the purchase of a book or other materials, please contact Lucy Gardner at x4634. Additionally, the Library will rent films and video tapes for use in the classroom and can also place course material on Electronic Reserves. For information on rental materials or Electronic Reserves, please contact Marie Kottis at x4635.

Security Services

The Security Office, located in the Galleria, provides safety and protection services for the college community. This office is the primary resource for handling accidents and injuries, vehicle problems, theft or other criminal acts, and lost and found. A protective escort service for students and staff is available upon request. Security Services may be reached at x4225 or 410-772-4225 (outside line) for non-emergencies and x4882 or 410-772-4882 (outside line) for emergencies (let it ring several times).

Student Support

Admissions and Advising

The college provides comprehensive academic advising services for students to help them with course selection, learning programs, transfer preparation and assist international students with advising concerns. Students are encouraged to meet with an advisor prior to each term and more often if necessary. The Office of Admissions and Advising is located in L-130 (410-772-4856) and provides advising services year round.

Services for Students with Disabilities

The office of Student Support Services (N-200) provides appropriate and reasonable accommodation to disabled students in need. This includes assistive and adaptive technology as well as the hiring of interpreters, writers and readers. It is the philosophy of this office to abide by the spirit of the law in arranging for accommodations while encouraging each student to become as independent as possible by utilizing their own academic strength and technology. Faculty input is helpful when arranging accommodations for students in their classes. Call 410-772-4822 for further information.

The Learning Assistance Center (LAC)

Howard Community College maintains the Learning Assistance Center (LAC) to help HCC students achieve their academic goals. Located within the college library, L230, the LAC provides free group tutoring in most HCC credit courses. Students may request 1 hour per week, per course. Drop-in help is also available.

At the LAC, academic specialists conduct requested workshops for students on such topics as study skills, learning styles, time management, memory building, note taking, test taking, and grammar.

Also located at the LAC is the “Write Room,” which is staffed by writing instructors and tutors to provide help with students’ writing assignments for any course. The LAC also houses a computer lab with tutorial software for enhancing students’ writing and study skills.

Staff of the Learning Assistance Center also provide specialized services to students with physical or learning disabilities and administer two programs, Student Support Services, a federally funded program for low-income, first generation, or disabled students; and Vocational Support Services, for students enrolled in vocational/career programs.

Hours of operation for the LAC are 8:30 a.m. to 10:00 p.m. Monday through Thursday, 8:30 to 5:00 p.m. on Friday, and 10:00 a.m. to 3:00 p.m. on Saturday. For more information, or to volunteer assistance, call the Learning Assistance Center at 410-772-4822.

Personal Counseling

Counseling and Career Services (410-772-4840, Room L-140) offers FREE personal and career counseling to students, as well as consultation to faculty and staff.

Check out our Personal Counseling webpage

(<http://www.howardcc.edu/counseling/Default.htm>) to access the following:

- **2 Faculty Guides** (one aimed at “Working with Students in Distress” and the other established to aid in “Recognizing and Confronting Substance Abuse”)
- Personal Growth information and links to other resources

A community mental health resource guide

Career Services

The Career Center is open to the public and provides a library of job and career materials, including printed resources, video tapes, and computerized self-assessment and career exploration programs. For further information, contact the Academic Support and Career Services Offices, room L-140 or call 410-772-4840.