TUNXIS COMMUNITY COLLEGE

FACULTY HANDBOOK

Welcome to Tunxis Community College.

You will find that the learning environment at Tunxis is very exciting; students of all
ages and backgrounds make a life-changing decision to invest in themselves.
We then work very hard to protect that investment by providing
state-of-the art technology, a first-class library, a wide variety
of special events, and a cadre of highly-qualified faculty and staff.

This handbook is designed to acquaint you with the College
and to help you better understand how Tunxis operates.

Mission Statement

Tunxis Community College offers its students a quality, yet affordable education
in an accessible and supportive environment, fostering the skills necessary
to succeed in an increasingly complex world.

Vision Statement

Tunxis Community College will be a vibrant educational and cultural center
responsible to current as well as emerging student and community needs.

1.0

ADMINISTRATIVE POLICIES AND PROCEDURES

1.1   APPOINTMENTS/CONTRACTS

An offer email stating the specifics of the course being offered is emailed to the proposed faculty member. This email has a return date that must be adhered to. Once the Academic Affairs Office receives the confirmation accepting the teaching position, a part-time lecturer (PTL) contract is issued and sent via email to the faculty member's Tunxis email address (first initial followed by last name@tunxis.edu). If employed by another state agency, Instructors **must** complete the dual employment section of their part-time lecturer contract and the dual employment form (see Section 1.13), secure the appropriate college signatures from their primary college (the one which they are employed first), sign the contract and return it intact to the Academic Affairs Office. This action is considered to be an acceptance of the conditions and compensation as stated. A copy of the contract is sent to the faculty member once the approval process has been completed.

1.2   APPOINTMENT PERIOD

Employment is valid for the semester dates listed on the contract (fall semester runs 8/25-12/23; spring semester runs the day after Martin Luther King day through 6/1; summer and winter semesters vary). Adjunct faculty members are allowed to teach up to eight credit (workload) hours per semester or session in the Connecticut Community College system.

1.3   ATTENDANCE

All classes should be held in accordance with the published semester academic calendar and in the assigned classroom. Instructors who find it necessary to be absent or change the meeting place or time of their scheduled class must notify the faculty secretary at 860-773-1522 before 4pm or the switchboard at 860-773-1300 after 4pm.

Instructors should consult with the Department Chairperson (DC) or Program Coordinator (PC) regarding substitution/make-up policy to avoid being docked pay.

Please do not schedule personal vacations during the semester when classes are in session.

1.4   CANCELLATION OF CLASSES

Emergencies (Accident, Illness, Personal):

See Reporting Absences or Tardiness, Changing Location of Class, or Scheduling a Room in Section 6 Appendices.

Non-Emergencies

Part-time instructors who know in advance that they cannot meet with a class should notify their Department Chair or Program Coordinator and make one of the following arrangements:

To provide the best educational experience to our students, you will be required to complete a makeup form letting your DC or PC know how you intend to make up the time missed by the cancellation of your class. Appropriate make up plans may consist of an additional assignment for students, the use of Blackboard to deliver the missed class content, conferences scheduled with students at a different time and location, an added field trip at a time different from class time, or anything that you may suggest that makes up the missed time, provided it is approved by your DC or PC.

Weather Conditions

The College Administration is responsible for canceling classes because of weather conditions. In the event that the class schedule needs to be modified because of adverse weather conditions, the following procedures should be followed:

1) In the case of inclement weather occurring **after** the workday has begun, the decision to modify the class schedule will be made as early as possible. Everyone on campus will be notified

of the changes. Faculty members who are off-campus and scheduled to teach should telephone the Tunxis Weather Line at 860-773-1301, check the college website at www.tunxis.edu or tune in to local television/radio stations for cancellation information.

2) On days when weather conditions are poor **before** the start of the work day, the decision will be made no later than 6:30 a.m. whether or not the class schedule will be modified. The radio stations listed below will be notified by College officials, and the stations will make one of the following announcements:

a. All Tunxis Community College day classes are cancelled. The normal schedule will resume with 4:00 p.m. classes.

b. All Tunxis Community College day classes are cancelled. Announcements will be made on radio stations by 4:00 p.m. concerning evening classes.

c. All Tunxis Community College day and evening classes are cancelled.

Administrative Offices will follow the same schedule of closing as the class cancellations.

Off-campus and Saturday students and faculty should be guided by the Tunxis radio announcements. Announcements may be heard on the following stations: WTIC-AM (1080), WDRC-AM (1360), WPOP-AM (1410), WWYZ-FM (92.5), WKSS-FM (95.7) and WRCH-FM (100.5). In addition, announcements may be heard on television stations WFSB (Channel 3), WTNH (Channel 8), and WVIT (Channel 30).

1.5   CLASS LOCATION AND TIME

All classes are expected to be held in the rooms and times scheduled by the Administration. Instructors are not permitted to change the places or times of their class meetings without a written request to tx-roomreservation@tunxis.edu with the reason for requesting the change.

1.6   CLASSROOM USAGE

Adjunct faculty members are responsible for classrooms during the periods in which they use them. Students and faculty are not permitted to smoke, eat, or drink in classrooms. Furniture and instructional equipment are not to be removed from classrooms. Missing, damaged, or malfunctioning computer equipment should be reported to the Information Technology Department at extension 31390 or TX-MIT-Helpdesk@tunxis.edu.

Each classroom is equipped with a phone and computer and directions for usage.

Every effort was made to put instructors in an appropriate room to match their teaching style. If you have a problem with the classroom you are scheduled in, please email tx-roomreservation@tunxis.edu. However, please be advised that the college is very short of space and that very few alternatives, if any, are available. Room assignments are posted on campus monitors, as well as online at my.commnet.edu.

Please adhere to the college policy of NO Food or Drink in Classrooms. Please notify students that you will not be able to admit them into class if they have food or drink. Please provide advance notice that the college is serious about this policy so that students can enjoy their food and drink prior to class time.

At the end of class, please follow proper college protocol by locking the lecture room/laboratory door; shutting off the projector/equipment; re-setting laboratory materials and cleaning the laboratory benches; cleaning studio areas; and rearranging any lecture desks back to their original configuration. If there is a class scheduled immediately following yours, please end class on time so that the next instructor has time to prepare.

1.7   COMPENSATION

The number of credits previously taught at a state community college determines the rate of pay per credit hour. The initial compensation rate applies to instructors who have taught fewer than eighteen (18) credit hours, and a higher rate prevails for those having taught eighteen (18) or more credits. Union negotiations and contracts determine if these allocations will change. New staff members **must** complete payroll forms prior to being placed in the college's payroll database. These forms are available in the Business Office and will be mailed to the adjunct faculty member as soon as the offer email (see section 1.1) is returned to the Academic Affairs Office.

1.8   CONGRESS OF CONNECTICUT COMMUNITY COLLEGES UNION (4C's)

Union information may be accessed through the Congress of Connecticut Community Colleges union website at http://www.the4cs.org or by emailing them at info@the4cs.org.

1.9   COURSE EVALUATIONS BY STUDENTS – ONLINE

At the end of each semester, students will be asked to complete Student Evaluation Surveys conducted by Spectrum Survey. Online students will have the option to complete the survey online, using Spectrum Survey. This anonymous survey gives students the opportunity to help ensure the continued delivery of quality educational experiences by submitting feedback online.

1.10   CREDIT UNION

The Connecticut State Employees' Association has a Credit Union that is located in Hartford. Membership in this organization may be established by submitting appropriate forms (which may be obtained from the Business Office) and a $25.00 minimum deposit to the following address:

> Connecticut State Employees' Association Credit Union, Incorporated
>
> 84 Wadsworth Street, Hartford, Connecticut 06106
>
> 860.522.5388

1.11   DEFERRED COMPENSATION/TAX-SHELTERED ANNUITIES

Part-time instructors are eligible for the state-sponsored deferred compensation plan or tax sheltered annuities. Please contact the Payroll Office for further information at tx-payroll@tunxis.edu or at 860.773.1304

1.12   DRUG AND ALCOHOL ABUSE STATEMENT

Tunxis Community College is dedicated to the improvement of students' lives through education. Abuse of drugs (including alcohol) is contrary to this purpose. This statement is intended to ensure that all are aware of the College's position on this issue.

The unlawful possession, use, or distribution of drugs and/or alcohol by staff or students on College property, or at any College activity, is prohibited. Please see the Tunxis Community College catalog at www.tunxis.edu for more detailed information.

1.13   DUAL EMPLOYMENT

Any part-time instructor who is also employed by another state agency **must** complete the Dual Employment Form (CT-HR-25).

1.14   E-MAIL

Your College e-mail is accessible using your Net ID account. The Net ID account is created automatically as soon as your employment information is entered into BANNER (academic and administrative management system).

NOTE: Please make sure that you check your College email account (first initial followed by last name@tunxis.edu) either on campus or from home several times per week during the semester using Office 365. This is the primary means used at the College for communicating with faculty, especially concerning departmental matters.

Your timely response to college communications is essential and it is expected that you answer any correspondence using the college email. In answering student email, we suggest responding within a 24-hour time period. In addition, all student correspondence must be sent through the college email so that if a student issue arises, the college will have the appropriate official documentation.

Please contact the IT Help Line at 31390 if you need assistance with your Net ID.

1.15   EMERGENCY PROCEDURES

Please become familiar with the Emergency Procedures posted in the classroom, studio, and laboratory. Also, share with your students the various exits in the building that would be used during a fire drill or emergency. You may want to discuss with your students protocol used during a shelter-in-place emergency.

In the event of an emergency, please dial 911 from a campus phone (not your cell phone, as that does not document your location for emergency responders). The switchboard and additional areas will be alerted to the emergency.

For any other serious issues, please dial "0" to reach the switchboard, which is located in the 100-Building. Our Security's cell phone number is (860) 541-0800. You should put this number into your personal cell phone.

1.16   EVALUATION

During the first semester of employment, adjunct faculty members will be evaluated during a class session by the Department Chairperson, Program Coordinator or a tenured faculty member. Times for class visitations are mutually arranged in advance. Instructors are evaluated on organization, student development, sensitivity to student responses, general class atmosphere, educational stimulation, and other features pertinent to instruction. Instructors will be provided with a copy of the evaluation and may discuss it with the evaluator at a subsequent meeting. The evaluation becomes part of the instructor's personnel file. Instructors are encouraged to seek input from peers and students to promote professional development. In addition, evaluations may be conducted at periodic intervals, usually every fifth semester or every third year unless there is cause for an earlier evaluation.

In addition, all faculty members are evaluated by students on their classroom instruction each semester. The evaluation is conducted online near the end of the semester. While similar in most respects, the evaluation forms for lecture instruction, laboratory instruction, clinical instruction, and instruction in English as a Second Language vary slightly in emphasis and wording.

1.17   KEYPAD/ROOM CODES

All classrooms have a security keypad located on the door. A code is assigned to each room. Room assignments and codes for each semester are obtained using the link **www.tunxis.edu/mycodes** and following the instructions. **You will receive an email when this information is ready** from tx-roomreservation@tunxis.edu, prior to the first week of classes. Should you forget your room code and don't have access to a computer to use the link before the start of your class, the process is to visit the Welcome Desk with your college ID badge. Without it, the staff will not be able to give you the code. PLEASE NOTE: Security is not allowed to open rooms **or** give out codes and codes will not and should not be given to students.

1.18   LATE/OVERLOAD REGISTRATIONS

If the college makes an advising error, or other error that is not the fault of the student, we do allow the student to register into a full class, but only rarely. In these cases, we try to let the instructor know immediately. You may be asked by students desperate to get into a full class to be allowed to "sit in class" and wait for a seat to open. Please do not get into this difficult position with students. Students can only add a course up until that section has met for a full three or more hours, i.e. the end of the first week. After that, students are not allowed to register for classes, except in very rare situations. If you teach English or mathematics and find a student was placed incorrectly and is struggling in a course very early in the semester, contact your department chair and we can arrange for another section, but this must be handled ASAP and not later than week 3.

1.19   MAILBOXES

Mailboxes for part-time instructors are located in the faculty office wing. Instructors should check the mail area frequently for telephone messages, department information, and important notices.

1.20   MANDATED REPORTERS

All faculty are considered Mandated Reporters, which means that if a student under the age of 18 notifies you that they have been a victim of a sexual assault, domestic/dating violence, either on or off campus, whether recent or some time ago, you are required to report the incident to the Title IX coordinator, Prof. Jessica Waterhouse (jwaterhouse@tunxis.edu). If students are apprehensive about reporting it, they do not have to give their name and can remain confidential. Please reassure them that Prof. Waterhouse just wants to make sure that students have the appropriate advice and resources as a victim, either on or off campus.

1.21   MEDICAL EMERGENCY PROCEDURES

Students may be referred to the Welcome Desk (directly to the left of the main entrance) or call the Switchboard at extension (0) for assistance.

During a medical emergency when immediate ambulance transport of a student to a hospital may be necessary, faculty should use the classroom telephone to contact the Emergency Medical Services (EMS) directly by calling 911 or 8-911. The Tunxis Community College phone system includes a Crisis Alert Line which is activated when 911 or 8-911 is called from any phone on campus. This signals available individuals designated as crisis alert personnel to respond to the emergency call. However, it is recommended to confirm with the Switchboard area at extension (0) the exact location of the emergency.

1.22   MEDICAL INSURANCE/GROUP HOSPITALIZATION PLANS

Part-time higher education professional employees and instructors may elect to participate, at 100% of their expense, in one of the group hospitalization and medical insurance plans currently available to full-time faculty. For information, contact payroll at tx-payroll@tunxis.com

1.23   MEETING ATTENDANCE

Your Department Chair or Program Coordinator may request your attendance at department meetings. You are encouraged to attend all departmental meetings to stay abreast of current happenings within the department and at the college.

College-wide faculty meetings are held the first Thursday of the month at 3:00 pm in room 2-201. All adjunct faculty members are invited and encouraged to attend.

1.24   OFFICE LOCATIONS FOR ADJUNCT FACULTY

Part-time faculty work/office space is available in an area located in the faculty wing of the 100 building. Desks, computers, a printer and phone are available for your use.

1.25   ORIENTATION

Orientation for adjunct faculty may be conducted during the fall semester. At these orientations, adjunct faculty information is designed and disseminated to help you understand more fully the state of the institution. Attendance at these orientation sessions is strongly encouraged.

1.26   PARKING ON-CAMPUS

Campus parking is on a first-come, first-served basis. The lots are extremely full the first few weeks of fall and spring semesters so please arrive on campus with plenty of time to find a parking space.

1.27   PAYMENT SCHEDULE

There are eight (8) pay periods, with the first payment sent no later than the sixth week of the semester. All payroll checks are mailed bi-weekly to the address listed on the most current W-4 form. Direct deposit services are available through Nancy Eschenbrenner of the Business Office (neschenbrenner@tunxis.edu or at 860.773.1304) who can also answer questions regarding deductions, retirement or other benefits. Questions concerning salaries should also be directed to Nancy. Contact Chuck Cleary in the Human Resources Office at ccleary@tunxis.edu if you have questions relating to personnel issues.

1.28   PROFESSIONAL DEVELOPMENT

Faculty, both full-time and part-time, may seek College support for professional development opportunities. To do so, obtain and complete a professional development form which is available from the Faculty Secretary, the Human Resource Office or the Tunxis Intranet. Submit the appropriate forms, along with supporting documentation to the Department Chair for review. If approved, the form will be forwarded to the Business Office where a check will be issued to the organization providing the professional development opportunity. Please submit all documentation as early as possible to assure the Business Office ample time to process your request. Any questions related to this issue should be directed to the Faculty Secretary or the Human Resource Office.

Tunxis provides professional development opportunities on campus through the College's Center for Teaching (CFT). Contact Dr. Colleen Richard at crichard@txcc.tunxis.edu for the semester's schedule of CFT campus activities as well as other CFT sponsored professional development opportunities.

1.29   RETIREMENT

Instructors may elect to join one of the retirement plans at the time they are hired. Brochures are available from the Payroll Office with information on the following: State of Connecticut Tier IIA Retirement Plan; the Connecticut Teachers' Retirement System; and for those who qualify, ING (Alternate Retirement Program). If a part-time instructor does not choose to join one of these plans, he or she is automatically covered by the State of Connecticut Tier IIA Retirement Plan. Please contact Cheryl Cyr at ccyr@tunxis.edu or at 860.253.3045 for questions.

1.30   SENIORITY POOL FOR PART-TIME LECTURERS

When a part-time lecturer in the system has taught 18 credits and has received a satisfactory evaluation, the part-time lecturer will be placed in the part-time lecturer pool at the college(s) where the part-timer has accumulated a minimum of 18 credits.

1. Once a part-time lecturer is placed in the pool, she/he shall remain in the pool unless and until he/she has received an unsatisfactory evaluation. Receipt of an unsatisfactory evaluation shall result in immediate removal from the pool. All members who are in the pool prior to the execution of this CBA shall remain in the pool.
2. Among the members of the pool, employees will be assigned on a seniority basis to at least one course per semester, subject to course availability. Seniority will be calculated by determining when the 18-credit threshold was met. This provision does not require that any specific course be assigned on a seniority basis, only that if the number of pool members exceeds the number of available courses, senior pool members will be assigned at least one course.

Continuous service in the pool for seniority purposes will be considered broken for a break in service resulting from the employee refusing, declining or otherwise not responding to course assignments for three (3) consecutive semesters.

NOTE: The CSCU system has a limit of 8 contact hours of teaching per semester within the community colleges for part-time instructors. You can only teach TWO courses total, even if you teach at other CT community colleges.

1.31   SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination that is illegal under state and federal law and is also prohibited by the Board of Trustees' Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of the employer-employee and student-faculty-staff relationships and interferes with the right of all members of the college community to work and learn in an environment free from harassment. Such conduct will not be tolerated. Please see the Tunxis Community College catalog at www.tunxis.edu for more detailed information.

1.32   TEACHING ASSIGNMENT EXPECTATIONS

Instructors are responsible for creating an environment for learning. Please be certain to:

• Submit, via email, course outlines to the faculty secretary, by the due date specified in the Academic Dean's memo attached to your contract (Program Coordinators and Department Chairs may also request a copy of your course outline).

• order necessary desk copies

• create an organized method of instruction

1.33 TUITION/FEE WAIVERS

Part-time instructors may be eligible for exemption from payment of tuition and/or fees for courses taken in the community college system. Please contact the Business Office at 860.773.1320 for additional information about Certification for Exemption from Payment of Tuition and/or Enrollment Fee Form and an explanation of eligibility criteria.

1.34 VOICE MAIL

Tunxis voice mailboxes are available, upon request, to adjunct faculty members. If you would like to establish your own voice mailbox, requests can be made to the IT Help Line at x31390.

2.0
COURSE
ORGANIZATION

2.1 ASSESSMENT AND TESTING

Assessment of learning should be frequent enough to provide both instructor and student with an accurate, ongoing evaluation of the student's progress in class. Students benefit from frequent and varied assessment, and instructors are encouraged to use differing methods of evaluation.

2.2 TAP Competency Info

In the summer of 2012, a steering committee comprising 17 faculty members—one from each CSCU institution—created a framework for a 30-31 credit competency-based general education core as part of 60-61 credit transfer pathways to be completed at the community colleges. This framework was voted on by all colleges and universities and approved by the BOR in fall 2012 for implementation in the system.

- Aesthetic Dimensions
- Continuing Learning/Information Literacy
- Critical Analysis/Logical Thinking
- Ethics
- Quantitative Reasoning
- Historical Knowledge and Understanding
- Oral Communications
- Scientific Reasoning
- Scientific Knowledge and Understanding
- Social Phenomena
- Written Communication

On some assignments, students will receive feedback on the degree to which they have mastered certain competencies. When this happens, students will receive a rating of 1 (Not Satisfactory), 2 (Satisfactory), or 3 (Distinguished) and an explanation for the rating. The goal will be to let students know where they stand at a specific time and what they need to do in order to improve in these competencies. We are convinced that development of these competencies in particular, is critical to students' success in all aspects of life.

Information on these competencies can be found here: http://www.ct.edu/files/pdfs/tap-general-education.pdf

2.1 ATTENDANCE

You should record attendance in your courses, but please note that attendance *per se* **cannot** be used as criteria for grading students. All grades should be based on student participation and performance. Obviously, if they are absent, that would naturally affect their performance and participation. For students wishing to make up classroom work, you should be familiar with any policy that may exist in your discipline, so please contact your PC or DC. If a policy does not exist, please document your expectations for your students in your course outline. Effective Fall 2019 we will take account for 'no show' students. Students who are reported as no-shows by faculty will be dropped at the course level removing them from the course roster. Subsequently, administration will identify students who failed to begin any courses and they will be dropped at the program level prior to the frozen date. These students will be reported as "never attended" to the National Student Clearinghouse for the purpose of updating the NSLDS. This policy applies to all students regardless of whether they are current financial aid recipients.

2.2   AUDITED COURSES

Students may audit courses. This status will allow them to participate in class activities without being requested to meet the examination requirements of the course. An instructor is not required to grade an auditor's course work, but may voluntarily evaluate assignments.

A student who wishes to change from credit to audit status must file the appropriate form with the Records Office within the first four weeks of the course. An auditor may not change to credit status.

2.3   CLASSROOM MANAGEMENT SUGGESTIONS

Please contact Dr. Colleen Richard, (crichard@tunxis.edu), Center For Teaching Representative, for information.

2.3.1   ACADEMIC INTEGRITY

The Board of Trustees of Community Colleges adopts this policy on student discipline for the system of Community Colleges in recognition of the need to preserve the orderly processes of the colleges, as well as to observe the students' procedural and substantive rights. As used herein, "student" means any person who is registered for a Tunxis Community College course, program, or extension offering.

Faculty Members

At the beginning of each course, faculty members should advise students of their obligation to conduct their studies with honesty and integrity.

A student may be found to have violated this obligation if he/she:

- refers, during an academic assessment, to materials or sources, or employs devices not authorized by the instructor

- receives assistance during an academic assessment from another person in a manner not authorized by the instructor

- possesses, buys, sells, obtains, or uses a copy of any material intended to be used as an instrument of academic evaluation in advance of its administration

- acts as a substitute for another person in any academic evaluation procedure

- utilizes a substitute in any academic evaluation procedure

- depends on the aid of others in a manner expressly prohibited by the instructor in the research, creation, writing, performance or publication of work to be submitted for academic credit or evaluation

- provides aid to another person, knowing such aid is expressly prohibited by the instructor in the research, creation or publication of work to be submitted for academic credit or evaluation

Tunxis Community College believes that all members of the academic community are entitled to expect compliance with academic integrity. Accordingly, any employee or student may initiate a request for a disciplinary process. Language dealing with academic dishonesty is included in the common section of the course outline that the College provides for all outlines.

The Dean of Student Affairs and the Dean of Academic Affairs should be notified of any academic dishonesty that is discovered.

2.3.2 CENTER FOR TEACHING

Dr. Colleen Richard (crichard@tunxis.edu) Tunxis Community College's Center for Teaching representative, is available to assist you with teaching techniques, course management ideas, and other teaching related items.

2.3.3 DISRUPTIVE STUDENTS

While there is not a single best way to handle disruptive students in the classroom, the following approach is offered:

The classroom demands certain etiquette and discipline if all are to mutually benefit. A few of our students come to college with a misunderstanding of the student's role or with less than an adequate commitment and must be reminded of expectations and limitations by way of written and/or oral orientation. It is suggested that this be done early in the semester and in private to prevent the escalation of the problem.

If the behavior persists, warn the student that continuing it may result in his or her removal from the class and a disciplinary hearing.

At this point, you should document past experiences and all warnings. This will be the basis for any disciplinary action that might ultimately be required. Documentation means to record the date, time, place, content of your warning and any comments the student made. Also, identify when the student was first informed of what was expected in the class, and any incidents that preceded this second step. If the instructor feels additional reinforcement should be given to the warning, the instructor should contact the Department Chairperson **and** Chuck Cleary, Dean of Student Affairs at CCleary@tunxis.edu or 860.773.1302.

In an emergency situation, you have the right and responsibility to tell the student that "he or she will have to leave until the situation can be reviewed by a dean, and should he or she fail to accept this temporary action, it will be necessary to have Security remove the student." ***A phone is located in each classroom to contact the switchboard and ask them to send security to your room.***

Unfortunately, these exchanges are emotional and, under the best situations, trying. If the student refuses to leave, excuse yourself from class or give the class a recess, and contact Security. Do not physically try to force the student from your classroom and place yourself in jeopardy by other actions. A student may be experiencing problems and the safety of your class and you are paramount.

Your department chairperson, the counselors, and the deans welcome an opportunity to discuss the topic in general or in specific.

2.4 COURSE OUTLINE FOR STUDENTS

The course outline provides students with the information they need to successfully complete course obligations and to fulfill the instructor's academic expectations. As an important element in course management, the instructor should distribute an outline during the first class meeting that contains all required information provided in the Student Course Outline template that is received along with the PTL Contract. An institutional syllabus for individual courses is available from the faculty secretary, your Department Chairperson or online.

The course outline should be submitted via email to the faculty secretary during the first week of classes. If you require copies for your class, the McDermott Copy Center is now self-service. Allow yourself plenty of time to make the copies you may need. An academic calendar, BOT Policy on Student Conduct and Other College Policies will be available online for students.

2.5 FERPA, GRADES AND MORE

2.5.1 FERPA – Confidentiality Policy

In accordance with the Family Educational Rights and Privacy Act—FERPA (also known as the Buckley Amendment), grades are NOT to be posted where all students may view them (i.e., faculty door). Students may view their final grades online. For additional FERPA guidelines see Section 6 Appendices. Any questions regarding the policies of the college pertaining to grades or assessment should be directed to the appropriate Department Chairperson, or the Dean of Academic Affairs.

2.5.2 FINAL GRADES: HOW TO POST

Students' final grades must be posted online through ONLINE BANNER: WEB for Faculty and Advisors. Adjunct faculty will receive training information and documentation on use of ONLINE BANNER (See attachment in Section 6 Appendices of this document.) ***DO NOT MAIL ROSTERS, OR COPY AND DELIVER THEM IN PERSON***. Information on posting dates will be forwarded near the end of the semester by the Registrar. At the end of the semester, any faculty member teaching a laboratory should submit grades to the instructor teaching the lecture section as early as possible, since the lecture instructor needs to calculate the overall course grade.

Any student who did not attend or attended rarely should be assigned an "UF" grade.

The following grading system is used to indicate the student's performance:

A..............outstanding.......................................4.0 quality points

A-...3.7 quality points

B+...........high quality..3.3 quality points

B...3.0 quality points

B-...2.7 quality points

C+...........average...2.3 quality points

C..2.0 quality points

C-...1.7 quality points

D+..........minimally passing.............................1.3 quality points

D..1.0 quality points

D-...0.7 quality points

F...0.0 quality points

The following notations also may appear on a student's transcript or grade mailer:

W..............withdrawn

I ....incomplete grade to be computed upon completion of course

AU...........audit no credit

M..............making progress

N ....grade not yet received from instructor

P ....Present

TR ....Transfer

UF...........Unearned F

X ....No Show

The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

- F: This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.
- UF (unearned F): This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a "last date of participation" by the assigning faculty member. When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student's transcript. It will be punitive and count in the GPA. The UF notation is used for internal reporting and will not appear on the student's transcript.

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course.

A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.

- The student submitted an exam.

- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.

- There is a documented posting by the student showing the student's participation in an online study group that was assigned as part of the course.

- There is a documented posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Note: A Blackboard login (recorded as "Last Access" in the Blackboard Grade Center) is NOT a valid "last date of participation" in any course including courses offered entirely online through Distance Education.

Using the criteria listed above, the faculty member must assess whether or not the student participated in the course for a portion of the term.

If "yes", the UF notation must be entered with the date on which the most recent instance of participation occurred.

If "no", the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on August 31, enter August 30.

In instances where the notation of UF is assigned, the college must be able to document the student's participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

Administrative Transcript Notations – Letters other than A-F

AU – Audit - An administrative transcript notation for students auditing a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this within the first four weeks of the course, using such forms and procedures as the college may prescribe. Students auditing a course may not change to credit status.

I - Incomplete - A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The use and management of this grade is prescribed in Board of Trustees policy 3.5.1—Granting of an Incomplete, adopted July 23, 2001.

M - Maintaining Progress - An administrative transcript notation used for developmental courses only to indicate that the student is maintaining progress. It may be given to a student for a course only twice.

P - Present

R - No Grade

An optional administrative transcript notation for any situation where there is no grade reported by the instructor at the end of the traditional semester.

TR- Transfer

An administrative transcript notation in lieu of grades for courses accepted for credit from other colleges and universities.

W – Withdrawal

An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college.

X – No Show – Any student with an X is dropped from that class; student will be notified via email of the dropped course

2.5.3   GRADE CHANGES

Recorded grades may be changed by submitting a completed "Grade Change Form" (available at the Records Office or from the Faculty Secretary) and submitting it to the appropriate Department Chairperson for signature.

2.5.4   INCOMPLETE GRADES

An incomplete is a temporary grade assigned by the faculty member when approximately 80% of the course work has been completed and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not obligated to honor the request. The faculty member should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy (10 weeks into the next fall or spring semester).

A faculty member who assigns an Incomplete shall file a system report form that includes:

- A brief description of the requirements to be completed;

- The date by which the course work must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;

- A statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the Dean of Academic Affairs, the registrar, and such other appropriate parties as the college may identify. Incomplete Grade forms are available from the faculty secretary.

All Incomplete grades must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete grade and submit it to the Registrar by the end of the semester. If a student fails to complete the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average. (BOT Policy 3.5.1 – adopted 7/23/2001)

2.5.5 MID-TERM GRADES

Starting this semester (mid-October), we are opening the use of **midterm grades in banner**. Faculty are encouraged input midterm grades for students as it has been determined that students who know their progress at the midpoint of the term are more likely to persist, and those that are not passing have the opportunity to withdraw rather than take an failing grade.

2.6 FINAL EXAMINATION

Check with your Department Chairperson to find out if your department or course requires a final, cumulative examination. If a final examination is a required part of a course, it should be given during the final examination week. However, the final exam may be given during the last class meeting of the semester at which time the instructor must meet with the students during the final exam week to pass back exams, go over grades, and/or discuss portfolios. The final examinations are given in the same room in which the class is held. Any instructor who uses alternative assessments should contact, in writing, the appropriate Department Chairperson.

2.7 ONLINE CLASS ACCESS

If you are teaching an online course, please be aware that student access to the course begins one week prior to the start of the course. For an online course, please inform students how quickly they should expect answers to questions emailed or posted in a discussion board.

2.8 TEXTBOOKS

The instructor should consult with the Department Chairperson for information concerning textbooks and other instructional materials required for the course.

2.8.1 TEXTBOOK SCHOLORSHIPS If students share with you that they cannot afford to purchase the required textbook or materials for your class, please have them complete the Follett Bookstore Scholarship Request form. Also, remember that you can put books and readings on reserve in the library for students who forget their book at home and need to complete homework on campus.

2.9 TEXTBOOK DESK COPIES

It is the instructor's responsibility to secure desk copies of the textbooks for the courses being taught. Follett's Bookstore at Tunxis Community College 860.773.1335 is available to provide the information that you may use to request your own desk copy.

Should an instructor need a desk copy on short notice, a text may be PURCHASED in the Bookstore with the understanding that it may be returned, unmarked, with receipt, for a full refund by the date established with the bookstore manager when the purchase is made.

A list of required textbooks is available online prior to the start of each semester. Go to http://www.txcc.bkstr.com, click on Textbooks & Course Materials, select your term, department, course, section and then click submit.

2.10   WITHDRAWAL FROM COURSES

A student may withdraw from a course by completing a withdrawal form at the Records Office from 8:30 a.m. to 5:00 p.m. Monday through Thursday or 8:30 a.m. to 4:00 p.m. on Friday. A student may withdraw by the date specified in the Academic Calendar, which is normally the 13th week of the semester. Students should be told to go to financial aid PRIOR to withdrawing from a class.

3.0
SERVICES

3.1 ACADEMIC TUTORING & SUCCESS CENTER

The Academic Tutoring & Success Center fosters student success by providing support services designed to help students develop their learning and academic skills, as well as enhance their understanding of college demands. The following *free* services are available on an individual and/or group basis.

(a) Basic skills/placement testing is administered to assess student skills in math, English, reading, and writing proficiency. The placement testing section below describes the specifics of the test. Please contact Garth Pelton at 860.773.1525 if you require additional information.

(b) An internationally certified, free tutoring program is available on campus for students enrolled in English as a Second Language, developmental reading, writing and math courses. In addition, some tutoring is available for credit-level courses in a variety of departments dependent upon tutor availability. If you have any questions, please contact the center at 860-773-1530 or tx-asc@tunxis.edu.

(c) During the fall and spring semesters, online tutoring is available in a variety of subjects including: writing, math, statistics, accounting, biology, anatomy & physiology, chemistry and research methods & information literacy. Please contact the center at 860-773-1530 or tx-asc@tunxis.edu for more information.

(d) One-on-one research-based learning strategy sessions, such as note taking, how-to of learning math and memory techniques, are available to assist students with college learning. If you would like additional information, please contact the center at 860-773-1530 or tx-asc@tunxis.edu.

(e) Students with documented disabilities may be eligible to receive reasonable academic accommodations upon request. Please contact Cathy Felice at 860.773.1524 or The Learning Disabilities Specialist at the center at 860-773-1530 or tx-asc@tunxis.edu for more Information. Students who require special accommodations will be provided with college documentation from our Academic Success Center, and must show this documentation to each of their instructors. The Academic Success Center is in the 600-building.

English Lab

Students struggling with writing can go to the English Lab, a supportive, peaceful setting to get help with improving your reading and writing skills. Hours are posted at the English Lab, Room 300 in the 300 Building. For more information, call 860.773.1915.

Algebra Lab

Located in the 300 building, room 302. Open to students in Pre-Algebra, Introductory, Elementary, and Intermediate Algebra. Check the Algebra Lab page for hours and more information. Any questions, contact Agata Smiarowski, Algebra Lab coordinator, at 860-773-1536 or asmiarowski@tunxis.edu.

3.2 ADVISING/COUNSELING

The Academic Advising Office provides a wide range of services to assist students with self-exploration, goal-setting, decision-making, problem-solving and academic planning issues. Advisors and Counselors are trained in academic, career, personal and transfer advising. Students should contact the Academic Advising Secretary to set up an appointment at 860.773.1508.

3.3 COMPUTER CENTER

The Computer Center, located in the West Academic Wing (300 building), provides instructors and students with a variety of computer hardware and software. Hours of operation are posted each semester. The Center consists of a large open lab area and four general computer classrooms. Student ID photos are taken in this area. Students need a College ID to use the Computer Center.

3.4 DRESS TO IMPRESS

Dress to Impress, a clothing donation closet of professional attire for job interviewing or business appropriate apparel, is located in Founders Hall. Staff, faculty, and students can access the closet for free. Clothing can be borrowed or kept (preferably). Donations can be made in the Academic Advising and Counseling Center Monday-Friday between 8:30AM - 4:00PM. Clothing should be free of holes, stains, and tears; preferably dry-cleaned prior to donation. Hours to access the closet are walk-in Monday through Friday between 9:00AM - 3:00PM. Students or college staff/faculty can take up to three complete outfits per visit.

3.5 EVENING AND WEEKEND ADMINISTRATOR

The Evening Administrator is a resource for information, problem-solving and emergencies. The Evening Administrator may be reached through the Welcome Desk after 7:00 p.m. The Evening Administrator's Office is located in the Welcome Desk area or may be contacted by telephone at 860.773.1600.

3.6 LIBRARY & MEDIA INSTRUCTIONAL TECHNOLOGIES DEPT (LIT)

The Tunxis Library reflects the College's focus on student success, community spirit, and diverse perspectives through a relevant and vibrant collection of books, DVDs, audio-CDs, music, periodicals, and digital resources, as well as library services and instruction for faculty and students. The Library's website provides access to thousands of full-text journal and newspaper articles, hundreds of e-Reference books, and Libris – our online catalog. The Library also offers many group study rooms, individual study carrels, comfortable chairs and sofas, conference rooms, Internet workstations, and a 24-seat library instruction classroom.

Faculty/Librarian Collaboration: Faculty are encouraged to contact the reference librarians, check out the latest library acquisitions, comment on our blog, place interlibrary loan and hold requests, make suggestions for purchase, and add items to our Reserve collection. Our collaborations and conversations with you enrich our collection, shape effective information literacy assignments, infuse new technologies into the curriculum, and bolster our joined enthusiasm and fluency with the various disciplines.

Information Literacy: For courses assessing for the Information Literacy Ability, the librarians can help create information literacy assignments that are aligned with your curricular goals and also ensure that your students are able to use the right sources for their informational needs. We can also provide library instruction to any or all of your classes.

Library Policies: The Tunxis Library is a public library, but focuses its services and collection development on academic success. To check out materials, each faculty member is given a Tunxis Library card which can be kept on file at the Circulation Desk. Visit the Library's website at www.tunxis.edu/library/ to find out more about the Library's services, hours, resources, and policies.

Library Phone Numbers:

- Main number: 860.773.1550
- Reference: 860.773.1556
- Circulation: 860.773.1560

3.7 LIBRARY & MEDIA INSTRUCTIONAL TECHNOLOGIES DEPT (LIT)

The Media Instructional Technologies Department, which consists of media instructional support and duplicating services, is located in Library. Most classrooms are equipped with computers with Internet access, and DVD technology. The staff provides media instruction, project assistance, and production workshops to the college community. Contact the MIT Help Desk at TX-MIT-HelpDesk@txcc.commnet.edu or 860.773.1371 to arrange for instruction regarding classroom technology. Contact Adrianne Dunham to arrange for assistance regarding Blackboard (faculty course shells or distance learning courses and/or issues) at adunham@tunxis.edu or 860.773.1371

The McDermott Copy Center is now a self-service center for day and evening instructors. If you need copies of materials for class, you now have access to the center to make your copies by using access code provided to you.

3.8   Operation Academic Support for Incoming Service Members (OASIS)

Operation Academic Support for Incoming Service Members (OASIS), is dedicated to fostering a healthy relationship between students and community. Established in 2007, the OASIS has turned into more than just a place on campus for student veterans. The center, located near the student lounge, thrives off community support and donations. Karen DeBari, veteran mentor, has established the Tunxis OASIS as the pillar example for community colleges in how they support servicemen and women transitioning out of service. https://site.tunxis.edu/veterans/

3.9   PLACEMENT TESTING

Once an application has been submitted to the Admissions Office, applicants contact the Academic Success Center at 860.773.1530 to schedule an ACCUPLACER Placement Assessment. This assessment is required of all incoming students. Exceptions to this requirement include those students who wish to attend on a part-time basis and who do not plan to take an English or math course, or a course that has a math or English prerequisite. However, once a student has completed (6) credits, he or she must take the ACCUPLACER Placement Assessment.

Transfer students may be exempt from this requirement if they have taken appropriate levels of college math and/or English at their previous institution(s). Transfer students must provide an unofficial transcript if they wish to be exempt from placement testing. Students who have taken the SAT (Scholastic Aptitude Test) within the last 2 years may also be exempt based on scores. Students must provide documentation of SAT scores.

Adjuncts who teach developmental or introductory credit-level math and English courses may access a student's placement test scores through the Banner system, which is helpful when a question arises concerning the student's suitability for the course in which he or she is enrolled. Prerequisites for developmental or introductory credit-level math and English courses are specific Accuplacer scores.

3.10   STUDENT ACTIVITIES AND STUDENT GOVERNMENT ASSOCIATION

Student clubs and organizations exist to further the ideas and spirit of the College. They are designed to attend to particular student interests and present opportunities for individual growth and development.

The representatives of the Student Government Association help to plan activities and provide a means of communication within the College structure. The SGA has the responsibility of administering the calendar of College events sponsored by Student Activities, coordinating the expenditures of the Student Activities budget, and planning the College's Student Activities program. All students, both full- and part-time, are members of the Student Government Association.

Additional information about existing clubs, as well as procedures for initiating a new club, are available from Christopher LaPorte, Director of Student Activities. Contact Chris at claporte@tunxis.edu or 860.773.1362.

3.11   STUDENT SERVICES

The College offers a range of student services, from academic, personal and career counseling to various student organizations and clubs. Instructors who identify students with special needs should consult with the staff in the Academic Success Center. The Tunxis Catalog (http://www.tunxis.edu) contains more information regarding these services.

3.12   thePantry@Tunxis

thePantry@Tunxis is located in Founders Hall. Students are allowed to self-refer, or may be referred by campus departments. Students in need are welcome to visit The Pantry twice per month and receive a total of 20 items per month. Grab N' Go snacks are also available through the Pantry! Students are encouraged to bring their own grocery bag or to reuse the bag they are given upon their first visit to the pantry. Students must present their Student ID or other proof that they are a current, registered Tunxis student in order to receive food. Walk-in Hours During the Spring and Fall Semesters - Monday-Thursday – 10:30 am to 12:30 pm; Mondays – 4:00 to 6:00 pm. For access outside of walk-in hours: During the day: Any Counselor in the Academic Advising and Counseling Center – 860.773.1510; in the evening (5:30 to 7:00 pm): The Welcome Desk.

3.13   SUPPLIES

Supplies such as pens, paper, and staples are available in the Faculty Office area during regular business hours. Instructors of evening courses may request such supplies by contacting the faculty secretary.

4.0
ACADEMIC AFFAIRS ORGANIZATIONAL INFORMATION

4.1   ACADEMIC AFFAIRS TELEPHONE DIRECTORY

ADMINISTRATION (FALL 2018)

Amy Feest ....Interim Dean of Academic Affairs…………………….860-773-1514

Sylvia Simonian ....Assistant to the Interim Dean of Academic Affairs…860-773-1405

Sabina Ostynska ....Functional Discipline/Inst Contracts Coord………...860-773-1518

Stacey Palumbo ....Academic & Student Affairs Associate………………...860-773-1493

Rosalie Pion ....Faculty Secretary……………………………………….860-773-1519

Full-time Faculty

4.2   Faculty list/phone/offices (Fall 2019)

Biological & Health Sciences Department

		ext.	off. #
Smith, Robert	Department Chair, Chemistry Studies TAP Contact	31648	25
Annecharico, Erin		31680	10
Carbone, Candace	Business Office/Health Info Technology PC	31609	54
Cook, Edward		31614	21
Green, Rachel		31621	6
Jacobs, Gary	Dental Assisting PC	31674	25
Johnson, Patricia	Dental Hygiene PC	31679	13
Knowles, Robin		31675	3
Laskowski, Lynn	Biology Studies TAP Contact	31644	41
Turcotte, Claudia		31678	11

Business, Human & Social Sciences Department

		ext.	off. #
Fierro, Rafaele	Co-Chair, Political Science TAP Contact	31642	52
Waterhouse, Jessica	Co-Chair, Criminal Justice PC, Criminology Studies TAP Contact	31646	40
Blaszczynski, Andre		31606	46
Cianci, Harriet		31608	27
Clucas, Marie	Sociology Studies TAP Contact	31632	24
Coan, Francis	History Studies TAP Contact	31613	12
Edwards, Richard		31616	12
Lardie, David		31623	50

Machado, Tatiana	Business Administration PC, Business Studies TAP Contact	31628	51
Mann, Kelly	Psychology Studies TAP Contact	31636	56
Marchand, Ren		31625	36
Milewski, Mark		31633	53
Richard, Colleen	Human Services PC, Social Work Studies TAP Contact	31637	4
Voisine, Joyce	Early Childhood Education PC, Early Childhood Teacher Credential Studies TAP Contact	31611	44

English & Humanities Department

Bradford, Debbie	Co-Chair	31653	34
Yawin, Marguerite	Co-Chair	31640	5
Abbot, Jesse		31603	45
Beckford, Kerry		31654	35
Celona, Lisa	French/Italian/Spanish Studies TAP Contact	31604	33
Ersinghaus, Stephen	English Studies TAP Contact	31617	19
Gentry, Susan	Pathways to Teaching Careers PC	31651	31
Golchin, Matthew		31682	7
Hall, Alicia	English as a Second Language PC		33
Hamilton, Patrice	Communication Studies TAP Contact	31643	18
Hanson, Alva		31650	7
Peters, Kirk		31697	47
Schlatter, James		31645	43
Terrell, Sally		31639	42
Wittke, Jennifer		31630	30

STEAM (Science/Technology/Engineering/Arts/Mathematics)

Spinelli, Mathew	Director of STEAM	31672	20
Cenet, Jean-Marc		31610	29
Clark, Robert		31612	32
Decker, Jackie	Art/Photo PC	61356	21
DeNegre, Peter	Liberal Arts & Sciences PC, Art	31629	22
Garside, Carianne	Art Studies TAP Contact	31647	28
Hadley, Robert	Physics Studies TAP	31618	37
Klema, Stephen	Graphic Design PC	31620	23

Kriscenski, John		31622	48
Lounsbury, Susan		31652	26
Milward, Hendree		31649	1
Saindon, Michelle		31655	38
Shah, Mahendra	Computer Information Systems PC	31638	49
Stugard, Nick	Mathematics Studies TAP Contact	31627	9