

Essential Classroom Information for Faculty

September 2009



Mission

Our mission is to provide the community with learning opportunities that enable people to achieve their goals.

www.grcc.edu/provost

Essential Information for Faculty

Introduction

Academic Information

800 Minutes Per Credit Requirement	2
Disability Awareness	2
Incomplete Grades (I)	3
No Show Grades (NS)	3
Syllabus	3

Academic Policies and Procedures

Changing Classrooms	4
Course Packs	4
Driving Clearance	4
Faculty Absences	5
Guest Speakers	5
Inclement Weather Policy	5
Institutional Review Board for Research at GRCC	5
Leaves of Absence	6
Office Hours for Full-Time Faculty	6
Textbook Policy	6

Resources

Academic Calendar	7
Blackboard in the Classroom	7
Campus Police	7
Classroom Phones	7
Classroom Door Guidelines	7
Distance Learning and Instructional Technologies	8
E-Mail	8
GRCC Emergency Communications System	8
Snedden Hall	9
Tobacco Free at GRCC	9

Essential Information for Faculty

Introduction

The information contained in this brochure will assist you and your students in having a successful year. We encourage you to keep this handy, but if you have questions, please contact your department/program office.

Academic Information

800 Minutes Per Credit Requirement

The State Activities Classification Structure (ACS) guidelines state, “A semester credit hour will not be less than 800 instructional minutes.” Please do the necessary computation to ensure that this requirement is met by all GRCC classes you teach. Multiply the number of times you meet during the semester by the duration per class session, and then subtract all holidays and break times, if any. The State of Michigan audits the College on this matter, and there is a financial penalty for each infraction. If you have any concerns about the total instructional minutes of your class, please discuss those concerns with your Associate Dean immediately. Each instructor shall remain responsible to ensure that his or her assigned classes meet during the time scheduled (as stated in the official College Course Schedule publication) and for the scheduled length of time. Any variation from this scheduled time needs to be communicated with your Department Program Director and/or Associate Dean.

Disability Awareness

Please be aware that GRCC and its faculty are required to provide reasonable learning and testing accommodations for students with disabilities. A failure to provide reasonable accommodations could result in a lawsuit. It is strongly recommended that the following statement be placed in your syllabus:

“Students with disabilities who require accommodations must register with the Disability Support Services Office in Room 368 of the Student Center. Verification of disability is required to receive reasonable academic accommodations. Call (616) 234-4140 for more information.”

Incomplete Grades (I)

A student may request an “I” (Incomplete) from an instructor. The “I” may be assigned only when the student:

- has completed at least 90% of the class, but is unable to complete the class work and/or take the final examination because of extraordinarily unusual or unforeseen circumstances or other compelling reasons; and
- has done satisfactory work in the course; and
- in the instructor’s judgment, can complete the required work without repeating the course.

If these conditions are met, the instructor electing to give an “I” must complete an Incomplete Grade Form at the time course grades are due. This form will indicate actions the student will undertake to finish the course, when those actions will take place, and the grade to be given (A, B, C, D, E), should the work not be completed. Both the student and the instructor will sign the form. Copies will be provided to the Registrar, the student, and the instructor. **If an instructor does not submit an Incomplete Grade Form or complete a grade change, the “I” will default to a grade of “E” one year from the end date of the class.**

All incomplete course work must be finished by the date indicated on the Incomplete Grade Form, but the deadline may not exceed one calendar year.

If the student is not satisfied with the decision of the instructor, or in the event of further unforeseen, extreme or unusual circumstances, a written appeal for an extension can be made to the Dean or Associate Dean of the School.

No Show Grades (NS)

The NS grade is used to track students who never attend your class. No Show reporting is critical to remain in compliance with Financial Aid and veteran’s attendance and reporting requirements. You should NOT wait to grade your No Shows until the end of the class—they should be recorded in the Online Faculty Center on or after Count Date, once you determine the student is a No Show. When you report your No Shows early, Financial Aid can be adjusted prior to refunding and may prevent a balance due from the student.

Also, after the 70% date you may assign grades of A through E, I, WP, and WF. Please note the last date of attendance is to be recorded for all W, WP, WF, and E grades using the online faculty center. Watch for additional messages from the Registrar throughout the semester about grading.

*Please see catalog for complete grading policy.

Syllabus

Please submit an electronic copy of your syllabus to your Associate Dean’s Support Staff and Department Support Staff member by the second week of classes.

Academic Policies and Procedures

Changing Classrooms

To avoid potential conflicts and other surprises, you must not change rooms. If you have a need to change rooms, contact your Associate Dean's office. The Associate Dean will then work with the room scheduler to try to accommodate the request. If your class is going to meet anywhere other than your assigned classroom, you must notify your Associate Dean's office.

Course Packs

As you know, Copyright Laws of the United States (Title 17 U.S. Code) govern the use of copyrighted materials and making copies or other reproductions of copyrighted material. Although we are an educational site, the doctrine of "Fair Use" does not relieve us of the responsibility to obtain permission for each use. GRCC policy endorses strict compliance with the law, and GRCC provides resources to assist you with compliance.

If you personally have obtained written permission to use specific material, please keep the permission in your records and include copies with your course pack order at Printing Services. If you do not have legal permission, Printing Services will work with you to obtain appropriate permission. To obtain permission to use any copyrighted materials in a course pack or as a handout, you must submit a full bibliography for each piece of material used, including:

- Author(s)/translator/editor
- Book/journal title
- Chapter and article title
- Exact page numbers needed where it appears in the course pack
- Publisher name
- Most recent date of publication

Forms for submitting bibliographic information are available from Printing Services or the Learner Resources and Technology Solutions (LRTS) website.

The College Library staff will be happy to assist you with the ascertainment of precise bibliographic data. The Learning Academy provides training on compliance with copyright law, as well as training on the basics of Copyright Law and Fair Use.

Driving Clearance

Any staff member who wishes to use a college vehicle to transport students or other college employees to an off-campus destination must submit a Driving Record Check Form to receive clearance to drive the vehicles. The forms can be obtained from the Provost's Office or Campus Police. Please plan on submitting the form 30 days prior to your departure date. These forms are sent to the Michigan State Police for clearance. The return of information takes approximately three to four weeks.

Faculty Absences

Faculty absences **must** be reported as follows:

- Call (616) 234-3909 by 7 a.m. to report daytime absences.
- Call (616) 234-3909 by 3 p.m. to report evening absences.
- Call (616) 234-3909 by 7:30 a.m. to report absences for Saturday classes.
- Call (616) 234-3671 to report absences for Sunday classes (Noon–5 p.m.).

Day and evening absences will be posted around campus and on the College website. If you are teaching off-campus, you **also** need to notify the host school regarding your absence so that proper posting and notification can be done.

All faculty members are encouraged to use Blackboard to notify students when they are absent and to communicate their instructions about assignments students need to complete.

Guest Speakers

Faculty members must seek approval from the appropriate Associate Dean for all guest speakers one week in advance via e-mail. Please provide name, organization or affiliation, topic, date, and time of presentation. Contact your Associate Dean's Office for assistance or questions.

Inclement Weather Policy

When GRCC closes due to inclement weather, the campus is closed for everyone. Please assist in making students aware that if GRCC is closed, no services will be provided or available to them. Let your students know that they can call (616) 234-GRCC after 6 a.m., or check the Web at www.grcc.edu for information about closing due to inclement weather.

Closure of the Lakeshore Campus will be decided and communicated separately. Due to the proximity to Lake Michigan, weather conditions can be quite different at that campus.

Institutional Review Board for Research at GRCC

GRCC staff, faculty, and students are increasingly being asked to participate in research projects. In addition, in the course of pursuing advanced degrees, some staff members are using GRCC as the site for research projects to fulfill course requirements. To monitor the research conducted at the College, to ensure that College students and personnel are treated with the respect and care outlined by the American Psychological Association guidelines for research with human subjects, and to maintain the integrity of the institution, proposals for all research projects conducted on the GRCC campus involving its students, faculty or staff must be submitted to and approved by the GRCC Institutional Review Board for Research at GRCC. Please contact Donna Kragt, Dean of Institutional Research & Planning, at (616) 234-4044 (dkragt@grcc.edu) for details or visit the website at grcc.edu/irb.

Leaves of Absence

If you are going to attend meetings and other College-related functions off campus, including class trips, you **must** complete an application for Leave of Absence Form at least five (5) days before the actual absence. **We cannot approve requests for a leave of absence after the fact.** If you are requesting an expense reimbursement, the approved Leave of Absence form must be on file; otherwise, the reimbursement cannot be approved. Expense reimbursements (especially if grant-funded) should be submitted within 30 days after the activity.

Office Hours for Full-Time Faculty

Teaching faculty (full-time) must be on campus a minimum of five (5) office hours per week (for student consultation), in addition to the faculty member's normal teaching load. These hours should be in both a.m. and p.m. modules and in locations accessible to your students.

To best serve our students, office hours should be scheduled in units of **no less than 30** minutes in length, posted for easy student viewing, and adhered to. This schedule should be submitted to the appropriate Associate Dean upon his/her request. If you will not be in your announced location during these hours, you must communicate the new location by posting a notice in a conspicuous location.

Faculty should also be available on campus additional times each week for preparation and attendance at meetings related to their responsibilities as full-time faculty members, as scheduled by their Dean, Associate Dean, or Department Head/Program Director.

Textbook Policy

This policy gives clear direction about ordering textbooks, course packs, instructional materials, and supplies. The policy can be located on the network at www.grcc.edu/?PageID=2296. The bookstore's Textbook Return Policy and hours of operation for the bookstore can be found at www.grcc.edu/bookstore. You may want to inform students, particularly those in the evening, weekend, and off-campus classes, that they may order their books via the internet. For information, call the GRCC Bookstore at (616) 234-3880, or e-mail Stewart at skruliko@grcc.edu.

Resources

Academic Calendar

The academic calendar can be found on-line at www.grcc.edu/Provost. This calendar has important dates for the current semester.

Blackboard in the Classroom

Feedback from students' surveys reveal that students consider Blackboard useful in helping them organize their work, get feedback, and connect with their instructors, their fellow students, and course materials. If you want to learn more about using Blackboard in your courses, see the Blackboard section of the Learning Academy website at www.grcc.edu/learnbb.

Campus Police

The Campus Police office is located in room 418 Main. The phone number is (616) 234-4010 and the office hours are:

- Monday through Thursday, 7 a.m. - 11 p.m.
- Friday, 7 a.m. - 10 p.m.
- Saturday, 7 a.m. - 5 p.m.
- Sunday, 11:30 a.m. - 5:30 p.m.

If you have an emergency, **please call 4911**, which will ring directly into Campus Police.

Classroom Phones

Classroom phones are placed in each classroom for support and emergency purposes. Classroom phones should remain active, or “on the hook” at all times. These phones are equipped to make local calls, but not long distance calls.

- Abusive use of classroom phones should be reported to Campus Police.
- Classroom phones are equipped with a “CODE 2” button, which will immediately connect you with Campus Police, if necessary. Dispatch will answer, and can immediately identify the classroom you are calling from in the event of a classroom emergency.
- Classroom phones are also used for the Emergency Phone Alert system, which will broadcast a message in the event of an emergency. (See GRCC Emergency Communications System.)

Classroom Door Guidelines

Grand Rapids Community College guidelines state that faculty should keep their classroom doors locked from the outside and closed while class is in session. The reasons for this are two-fold: first, this practice helps ensure the safety of students and employees in the event of an emergency situation on campus; and second, this practice helps the college conserve energy in pursuit of its goals as an environmentally-sustainable institution.

Distance Learning and Instructional Technologies

The office of Distance Learning and Instructional Technologies (DLIT) is located in 125 Main. They offer instructional technology training for faculty and orientations for distance learning students. This team can assist with Blackboard questions, as well as online and hybrid course development. E-mail ekunnen@grcc.edu or gbrand@grcc.edu. Visit the website at <http://www.grcc.edu/distance> or call 234-4547. If you are experiencing a technical problem with Blackboard, classroom technology, or your desktop/laptop, we encourage you to contact the IT Help Desk (ithelp@grcc.edu).

E-Mail

E-mail is the primary mode for communication at GRCC. All important information will come to you via that medium. All faculty members are expected to have an active GRCC e-mail box and to check it regularly. If you have not yet setup your GRCC e-mail box or need instructions regarding forwarding e-mail to a different e-mail box, please contact your department support person or your Associate Dean's office for assistance.

GRCC Emergency Communications System

In the event of an emergency, there are several methods the GRCC Crisis Management and Response Teams will deploy to communicate with faculty and students. The primary method for classroom communication will be:

Emergency Phone Alert System

- Classroom and office phones will broadcast an emergency alert message twice. Please listen for emergency instructions and assist your students if you are in a classroom.

Other Communications Methods for Emergencies Include:

1. All-staff e-mail messages
2. Pop-up messages on computer network stations
3. In-person notification by Crisis Response Team members
4. Messages on the College web site: www.grcc.edu
5. Messages on campus TV monitors
6. Text messaging
7. College phone switchboard
8. If appropriate, local media outlets and college cable channel 28

Ongoing Emergency Information Plans and Procedures can be found on the GRCC website under Raider Safety.

Sneden Hall

Here are some things to know about teaching at Sneden Hall:

- Technology for classrooms will be available on media carts. Technology for classrooms will be available via a mix of installed equipment, laptops and mobile carts for shared use on the floor. Wireless access will be available throughout the facility. The Technology Resources Room is Room 205.
- Major renovations to this site will occur in Summer 2010. For the 2009/2010 academic year, we are using only the second floor of Sneden Hall.
- There will be one computer lab available in Sneden for fall (Room 215). It will have open hours and will be reserved for certain classes at other times.
- Instructors will have shared office space (Room 116) in Sneden, with four computers available for use, as well as a number of desks, chairs, file cabinets, and tables.
- Department support professionals will continue to assist Instructors as they always have.
- Instructors will have access to photocopiers.
- There is a designated vending area at Sneden on the first floor.
- Instructors will be receiving keys for Sneden Hall. For now, those keys will be different from those used on Main Campus, but eventually, the same keys will work in both locations.
- Reserved parking will be available at Sneden, no new passes are needed. If you drive to this location, please arrive early enough to secure a parking place and make it to your classroom by the beginning of class. GRCC entrance is off Fountain Street only.
- You can find updates and other information at this website:
<http://www.grcc.edu/snedenhall>

In addition to the classes that have moved to Sneden Hall, GRCC's Admissions Office, Career Development Office, Tech Prep Office, and Upward Bound Program also have moved.

The Dean of the School of Arts & Sciences plus his Support Professional will be there for Fall and Winter as well.

Tobacco Free at GRCC

Effective November 20, 2008, Grand Rapids Community College officially became a tobacco-free and smoke-free campus. This includes GRCC's Learning Corners and M-TEC facilities.

Suggestions Welcome

If you have any classroom-related topic that you feel would be beneficial to the next printing of this booklet, please e-mail your idea/suggestion to ddewent@grcc.edu.



Office of the Provost
143 Bostwick Avenue NE
Grand Rapids, MI 49503-3295

Equal Opportunity and Non-discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations & EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3972.

GRCC is a tobacco free campus.

150997 9/09