# ALPENA
## COMMUNITY COLLEGE

# ADJUNCT FACULTY HANDBOOK


REVISED 8.22.2024

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# INTRODUCTION

WELCOME ALPENA COMMUNITY COLLEGE FACULTY! *We are pleased to have you as a member of our part-time faculty staff.*

*ACC is committed to delivering high quality education to our students and we rely on our part-time teaching staff to help fulfill this commitment. You have been selected to be a part of ACC because of your skills and expertise in your field. We would like to assist you by providing this handbook of employment policies and procedures, instructional guidelines, and the ACC community in general.*

*If you have a question or concern that is not addressed in the handbook, please refer to the current college catalog, student handbook, or feel free to contact your department chairperson or the Vice President of Instruction.*

# ACC FACTS

The College first opened its doors in 1952 and is one of Michigan's 28 community colleges.   In 1967 ACC opened a branch campus in Oscoda, now known as the Oscoda Campus of Alpena Community College. The Alpena Campus serves residents of the college district, which includes Alpena County and Krakow and Presque Isle townships in southeast Presque Isle County, as well as a broader service area encompassing Presque Isle, Montmorency, Alcona, and Iosco counties.  At the Oscoda Campus, the counties served are Alcona, Iosco, and Arenac.

# ENROLLMENT

Approximately 2,133 credit and non-credit students are enrolled each semester.

### STUDENTS
Almost half of ACC's students attend classes part-time, while the rest are enrolled full-time with 12 or more hours during a semester. Many attend at least one evening class. Students are diverse in age, ranging from 15-76, with the average age being 20 years old. There is little diversity in race, economic, or cultural characteristics. Most students receive financial assistance.

### CAMPUS
The 700-acre central campus is located in Alpena and the Oscoda Campus is located 50 miles south in Oscoda. Presently, nine buildings comprise the Alpena Campus.

### CURRICULUM
ACC offers a full range of undergraduate credit courses that form the first two years of most college curricula. There are more than 50 liberal arts, transfer, career, and technical programs designed to help students further their education or enter the job market, with many courses offered online.  ACC offers a Bachelor of Science degree in Electrical Systems Technology.

### COSTS
Tuition and fees are $154 per contact hour for in-district students, $246 for in-state/out-of-state students, and $325 for baccalaureate level courses, with a $7 per contact hour Student Services fee, a $6 per contact hour Facilities Maintenance fee, a $6 per contact hour Technology fee, and a $30 registration fee per semester. Additional fees include: an online course fee of $30 per contact hour and a late fee of $10 per contact hour.

### ATHLETICS
Men and women participate in six intercollegiate sports. Men compete in basketball, cross-country, and baseball; while women compete in basketball, volleyball, and softball. The campus has health and fitness facilities for aerobic and weight training.

### FACULTY AND STAFF
The College has a full-time faculty and staff of approximately 100, with 70 more working part-time. Most faculty have Master's degrees, and many have or are earning doctorates. ACC faculty have won various awards and are recognized as among the best in Michigan.

# GOVERNANCE

The Board of Trustees at ACC is composed of seven members who are residents of the college district and are elected at large to six-year terms. Every other year, two to three seats on the board become available. The Board governs the College and sets the budget. Local control is important to the continued well-being of the College and the citizens of the service district.

# UNIVERSITY CENTER

The Madeline Briggs University Center at Alpena Community College provides space for accredited four-year institutions who are cooperating with ACC to make completion programs for selected bachelor's and master's degrees available in Northeast Michigan.  It is a concept ACC is actively pursuing to bring staff, classes, and services from partner colleges to existing facilities at the main campus in Alpena and at the Oscoda Campus for the purpose of offering a variety of advanced degree programs in their entirety.

# MISSION, VISION, VALUES, AND GOALS
## OF ALPENA COMMUNITY COLLEGE

### COLLEGE MISSION

The mission of Alpena Community College is to create a culture of educational excellence and service to the community.

### COLLEGE VISION

To be recognized in our local and global communities as the premier resource and first choice for exceptional, affordable, and innovative education.

### COLLEGE VALUES

- We demonstrate **accountability** to all our stakeholders, students, staff, business partners, industry alliances, and taxpayers.
- We act with **integrity**, placing fairness and honesty at the center of all our actions.
- We aspire to **excellence** in all our endeavors.
- We show **respect** for diversity, individual contributions, and educational partnerships.

### COLLEGE GOALS

CAMPUS/CULTURE

Offer a welcoming, safe, and adaptable culture that inspires diversity.

LEARNING/EDUCATION

Motivate continuous exploration of diverse opportunities and knowledge acquisition through a flexible learning environment.

COMMUNITY

Stimulate community collaboration, which fosters comprehensive economic, cultural, and community development.

VALUE

Exercise sustainable value that supports career pathways and fiscal responsibility.

# EMPLOYMENT INFORMATION

## EMPLOYMENT RECORDS

As a condition of employment, all part-time faculty are required to have on file with the Human Resources Office the following forms:

> Employment Application (completed and signed)
> I-9 Employment Eligibility form with copies of identification
> W-4 Federal
> W-4 State
> Hazard Communication Compliance/Right-To-Know Signature Page
> State of Michigan New Hire Reporting Form
> Direct Deposit
> Criminal Background Check Authorization
> MPSERS Enrollment Instructions
> Employee Information Form
> Official Transcripts
> It User Agreement / Email Contract

## COMPENSATION

The compensation rate for part-time faculty is outlined below. A part-time instructor is defined as anyone who teaches a total of eight (8) or less contact hours per semester. There is no premium for class size.

| CONTACT HOUR RATE | SEMESTERS |
|---|---|
| $676 | 1-10 |
| $706 | 11-20 |
| $735 | 21-30 |
| $764 | 31 and up |

Payroll amounts are calculated by dividing the total semester compensation by eight equal payments for full semester courses. Courses that are shorter than the full semester length will have different payroll dates dependent upon the start and end dates for the course and the number of pay dates the class spans. The final payment for all courses is contingent upon the part-time faculty member having completed his/her obligation to the College including, but not necessarily limited to, the following:

- Teaching each class as scheduled
- Completing the personnel file
- Submitting student evaluations
- Turning in any items that are college property and have been issued to the faculty member, such as keys, books, audio-visual materials or equipment
- Turning in final grades no later than the designated date and time

*Example:*
*Instructor A is teaching one course with 3.0 contact hours. This instructor is currently teaching their 10th semester at ACC.*

|  |  |
|---|---|
| $676 | Rate for 10th semester |
| x 3.0 | Total Contact Hours (Load) |
| $2,028.00 | Total Semester Compensation |

$2,028 ÷ 8 payments = $253.50 per pay amount
(See Semester Start-Up Information Memo for payroll schedule/dates)

## PAYROLL SCHEDULE/DISTRIBUTION

Your individual stipend information can be accessed in Self-Service® under the Employee menu. Payroll is bi-weekly on Fridays and will begin on the first or second pay date after the drop/add deadline (determined by ACC payroll schedule). Payroll will be directly deposited to your bank account or pay card. Any payroll questions may be directed to the Business Office.

## DIRECT DEPOSIT

Alpena Community College payroll is paid by Direct Deposit or Chemical Bank Payroll Card. Direct Deposit is

free and available to all employees and is the recommended method of payment. Pay advices (check stub information) are available in Self-Service. If you need to change your Direct Deposit account, you will need to complete a new Direct Deposit form which is available on the college forms website at http://myalpenacc. sharepoint.com.

## MILEAGE

As an adjunct faculty member, you are eligible for mileage paid at the federal mileage rate for teaching a course(s) during the Fall, Spring, or Summer semester when your commute from home of residence exceeds 15 miles one way to your teaching site (e.g., Alpena Main Campus, Oscoda Campus, or any off-campus site). This means that each mile beyond the reasonable commuting distance of 15 miles, or 30 miles round trip, will count for mileage pay.  Mileage pay is considered taxable income and will be included in your regular pay check.

Implemented August 24, 2009
Updated for clarification December 8, 2009

Mileage will be paid following the end of the semester upon submission of a completed Mileage Log to the Office of Academic and Student Affairs, Van Lare Hall 109. The Mileage Log is available on the college forms website,  https://myalpenacc.sharepoint.com/SitePages/Home.aspx   or from the Office of Academic and Student Affairs. If you would like the form sent to your campus mailbox or ACC email, please contact Jackie Witter at 989.358.7219 or witterj@alpenacc.edu. Questions regarding eligibility for mileage should be directed to the Office of Academic and Student Affairs.

## EMPLOYEE INFORMATION CHANGES

If you need to change your address, name, or phone number; update your emergency contact information; or change your marital status, you will need to submit a new Employee Information form to the Human Resources office. This form, as well as other college forms, is available on the college forms website: https://myalpenacc.sharepoint.com/SitePages/Home.aspx.  The Office of Retirement Services offers beneficiary change forms and name and address change forms on their website: michigan.gov/ors.

## TERMINATION OF EMPLOYMENT

If you resign or will no longer be teaching at Alpena Community College for any reason, please contact the Human Resources office to arrange an exit interview. An exit interview is a powerful tool that allows our institution to gain an understanding of why employees leave and what they liked and did not like during their tenure. In addition, the exit interview will cover a number of items such as final payroll information, return of keys and/or college equipment, retirement options, etc. We value the ability to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly. Exit Interviews can help us pinpoint potential action opportunities that can encourage reduction in turnover rates and improve employee morale.

## BENEFITS

Following is a summary of benefits afforded part-time faculty members at Alpena Community College.  For more information regarding the benefits listed below, please contact the Human Resources Office.

### RETIREMENT

As an employee of Alpena Community College, you will be enrolled in Michigan's Public School Employees Retirement System. Alpena Community College will submit employer contributions on your behalf and will submit your employee contributions based on the plan you are enrolled in. You will receive a "welcome letter" from MPSERS shortly after receiving your first payroll from the college. In the meantime, we encourage you to take a look at the MPSERS website at michigan.gov/ors, which offers a vast array of information and tools about the different retirement plans. This website explains how and what percentage of employee contributions will be deducted from your compensation, how and when you will qualify for the benefit and how it will be calculated. It includes forms for submitting a beneficiary or address change and so on. You'll also find the information you'll need if you leave public school employment, as well as an overview of the plan's disability protection, insurance, and survivor benefits.

### PART-TIME FACULTY TUITION WAIVER POLICY

1. Part-time faculty earn 0.5 contact hour tuition waiver for each one (1) contact hour taught, not to exceed a maximum of eight (8) contact hours per academic year. The academic year is determined to begin with the fall semester and end after the summer session.

2. A part-time faculty member may use this benefit for him/herself, a spouse, or an unmarried dependent child, as defined by the IRS for personal income tax reporting, at a total of no more than eight (8) contact hours.

3. The part-time faculty member can use this benefit after employment of one (1) academic year with ACC. This tuition waiver benefit is earned in the year prior to the year it is used. The part-time faculty member cannot accumulate this no-cost tuition benefit beyond the subsequent academic year after the year earned.

### WELLNESS CENTER MEMBERSHIP

As a member of the ACC Staff, part-time faculty may become members at the Alpena Community College Wellness Center free of charge in the current semester you are teaching. Spouses and dependent children (junior in high school or older) may join for only $35.00 per semester in the semester you are teaching as well. Registration is required through the Registrar's Office located in Van Lare Hall, Room 108. If you discontinue as a part-time employee, the current Wellness Center rates will apply to you and your family. Please contact the Wellness Center for further information and hours of operation.

### BOOKSTORE DISCOUNT

Part-time faculty members may purchase clothing and supplies at the Alpena Community College Bookstore at the staff discount of 10%, which does not include textbooks. Part-time faculty members should identify themselves as such to bookstore personnel prior to purchase to receive this discount.

### OFFICE 365

Through ACC's participation in Microsoft's volume licensing program, faculty and staff have free access to Office 365 with Word, Excel, OneNote, Outlook and PowerPoint, plus:
- Cloud-based Outlook E-mail, Calendar including 1 TB of OneDrive storage per user
- 5 Office Desktop version downloads including both PC and Mac

Login at: **portal.office.com**

### STAFF DEVELOPMENT

As a part-time faculty member at Alpena Community College, you have access to annual staff development offerings and individuals may request Staff Development funds for professional development opportunities. Such requests will be evaluated by the Vice President of Instruction. The application for staff development funds can be found on the College's internal website at https://myalpenacc.sharepoint.com/SitePages/Home.aspx under Staff/General. This form should be filled out in its entirety, along with a travel form, and submitted to your Department Chair for an account number and signature, then forwarded to the office of the Vice President of Instruction.

## ABSENCES

### CLASS CANCELLATIONS DUE TO INSTRUCTOR ABSENCE

If you are ill or if an emergency arises which will prevent you from being at your assigned class, contact the Human Resources office (989.358.7351 or 989.358.7211) as early as possible so students can be notified via SchoolMessenger®. When you report an absence, your department chairperson should also be notified.

Instructors must not secure substitute teachers for their class(es) without first receiving approval from the appropriate authority. If a substitute cannot be secured for the class, make up the class at a day and time determined by you and your students. It is imperative that lost days be made up; exceptions to this policy must be approved by the Vice President of Instruction or the Director of the Oscoda Campus.

## CLASS CANCELLATIONS

If an instructor's unavoidable absence requires cancellation of a class, the College will notify students utilizing the following methods of communication:

- SchoolMessenger – Receive a text message and/or email when you opt into the SchoolMessenger system. To sign up for the service, text OPTIN to 68453. It is necessary to verify that your phone number and email are correct in Self-Service and your Phone type must be listed as "Cell Phone" to receive text message updates via SchoolMessenger. Find more detailed information on the College website under the "Current Student" tab, SchoolMessenger.
- ACC Website – under "Current Students" tab, Closure Information.

It is the student's responsibility to update their contact information in order to be notified of class cancellations. Contact information can be updated in Self-Service or by completing a Student Information Change form available in the Registrar's office in VLH 108 or at the Oscoda Campus office.

## CLASS CANCELLATIONS DUE TO INCLEMENT WEATHER

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 a.m. whenever possible.

## ANNOUNCEMENTS AND DEFINITIONS

In the instances when the College deviates from its regular schedule, one of the following options is selected:

| | |
|---|---|
| Classes are cancelled: | Classes for the whole day are cancelled. College offices remain open. |
| Delayed opening: | Classes starting before the announced time are cancelled; classes start at or after the announced time meet as scheduled. Offices open at the announced time. |
| College is closed: | All classes are cancelled and all offices/services are closed. |

Weather conditions are evaluated at 11:00 a.m. and 3:00 p.m. each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations:

| | |
|---|---|
| Classes are cancelled: | All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m. |
| College closing early: | All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time. |

## FACTORS CONSIDERED WHEN EVALUATING CANCELLATION/CLOSURE

Designated staff members including the President, the Vice President of Finance and Administration and the Director of Facilities Maintenance consider the following factors when formulating a decision to cancel classes or close the College:

- Road conditions on U.S. 23 North, U.S. 23 South, M-32, and Werth Road
- Weather forecasts
- Travel advisories from law enforcement officials

### CANCELLATION/CLOSURE COMMUNICATION METHODS

If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system. When possible, the message is included on the College's website home page. A phone list is also utilized to directly notify certain employees. Staff and students are encouraged to call the College phone system to verify the College's status.

### DETERMINING THE ADVISABILITY OF TRAVEL WHEN THE COLLEGE IS OPEN

**Guidelines for Staff**

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

**Guidelines for Students**

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time — preferably within 24 hours.

Excused absence due to inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook.

The Director of the Oscoda Campus makes the decision to cancel Oscoda classes or close offices. When a decision is made to alter normal operations, the Oscoda Campus director contacts the Dean of Students and the Director of Public Information and Marketing. Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

## HOLIDAYS

Classes will not be held on the following days: Labor Day, Orientation/Advising Day, Fall Break, Thanksgiving, the Friday following Thanksgiving, Spring Break Week, and Easter Break.

## EVALUATION OF FACULTY

Each part-time faculty member will be evaluated during their first semester of employment. This evaluation will include: 1) a classroom observation by the Department Chair, b) a written evaluation submitted to the Vice President of Instruction by the Department Chair, and c) a student evaluation administered according to institutional policy. All part-time faculty are required to administer student evaluations each semester. The Testing Coordinator will contact you via your ACC email account with instructions to complete your student evaluation.

## STUDENT/LEARNING OUTCOMES

Alpena Community College is developing a comprehensive assessment program that includes a curriculum-embedded assessment process. This process will be used to assess achievement of general education outcomes as an institution. Curriculum-, or course-embedded, means the task is included in the course and may be an existing assignment, test, class exercise, project, lab report, etc.

## SUPERVISION AND COORDINATION OF INSTRUCTION

The Vice President of Instruction, Department Chairs, and Program Directors supervise part-time faculty. Your Department Chair or Program Director will attend a session of your class for purposes of assistance and evaluation. A full-time instructor from your discipline may be assigned as a mentor to assist you in your orientation to ACC and to coordinate your instructional approach with that of your department. Mentors are compensated and should be consulted for information and guidance as needed.

# CLASS RECORDS

## SYLLABUS

Your course syllabus should be distributed to your students the first week of class and must be distributed by the second week.  Simple Syllabus® software is available and directly implemented in Blackboard to assist you with creating your syllabus. For an introduction to the software, contact the Learning Technology Department at 989.358.7279 or 989.358.7289. If you choose to build your syllabus manually, a template is in the Writing a Successful Syllabus section of this handbook.  To assure continuity of course material and transferability of credit to other institutions, your syllabus must follow the master course outline.  The Academic Office can furnish you with that outline and other syllabi as resources.  Be sure to follow the provisions set forth in your course syllabus. This allows your Department Chair to support you in the event of a student complaint. While Simple Syllabus software will create an accessible syllabus, a manually created syllabus will need to be made accessible by the submitter.

## ROSTER

A copy of your class roster is available online at the college website through Self-Service® at selfservice.alpenacc.edu.  You will need to contact the Office of Information Technology to have a Self-Service account created at 989.358.7374 or helpdesk@alpenacc.edu.  Instructions for accessing your class roster in Self-Service will be emailed to you.

## STUDENT DROP/ADD PERIOD

The last day students may enroll in classes is the end of the first 5 days of the semester (for a 16-week course). During the second week of the semester, no registrations for in-session courses will be allowed with the exception of course level changes (ex. MTH 121 to MTH 113) and lateral course changes (ex. ENG 111 to another section of ENG 111) with approval of the course instructor(s). After these dates, you should review your class roster to note any discrepancies (e.g., a student attending who is not on the class roster, or a student on the roster but not attending) and report any discrepancy to the Registrar at 989.358.7353.

A student may withdraw from a course any time through the 10th week of the semester (for a 16-week course). Late withdrawals, beyond 2/3 of the course, will only be considered under extenuating circumstance which require a written request, proof of the circumstances, and the approval of the Vice President of Instruction. Students are strongly encouraged to talk to their instructor(s) during weeks 2-10 before dropping a course. After the first 10 days of the semester (or 1/10 of the semester for accelerated courses) a grade of W (Withdrew) is assigned for courses dropped during the withdrawal period, or if a student completely withdraws from college prior to the end of the semester, no later than the last instructional day prior to final exams.  Prior to the 10th day of the semester (or 1/10 of the semester for accelerated courses), a dropped course is not reflected on the student record.

## GRADES

A record of grades given by semester should be maintained for five years by the faculty member or turned in to the Assistant to the Vice President of Instruction at witterj@alpenacc.edu  to be maintained for you.

# SAFETY POLICIES AND PROCEDURES

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php), designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)
- The Violence Against Women Reauthorization Act of 2013, also known as Campus SaVE Act (Sexual Violence Elimination Act)
- The Drug-Free Schools and Campus Regulations of U.S. Department of Education

More information about these laws is available at alpenacc.edu under Safety, Safety Resources & Links.

ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies. For questions, suggestions, or information, contact any committee member.

# SUPPORT SERVICES

## TEXTBOOKS AND SUPPLIES

The Bookstore is located in the Besser Technical Center. Normal operating hours are from 9:00 am to 4:00 pm, Monday through Thursday, and 9:00 am to 2:00 pm on Friday.  During semester start-up and rental book check in, the Bookstore maintains extended hours.  Summer hours are Monday through Thursday. For more information, call the Bookstore at 989.358.7274.

The Bookstore offers new and used textbooks, supplies, ACC clothing, gifts, and snacks. The Bookstore offers book buyback year-round.

Faculty are responsible for informing the Bookstore of what books are to be used in their courses. They are also responsible for securing an instructor copy directly from the publisher. The Bookstore does not supply instructor copies.

Faculty and staff at ACC receive a 10% discount on general merchandise. There is not discount on textbooks.

## COMPUTER LABS

Computers are available for student use in The Learning Resource Center (CTR 111) and the Student Success Center (VLH 101) on the Alpena Main Campus and in room 206 on the Oscoda Campus.

## LIBRARY SERVICES

The Learning Resource Center is located in CTR 111 on the Alpena Campus.

Reserve Materials: Faculty members can have library and/or their own materials placed on reserve. Reserve materials are kept behind the library desk for controlled use by designated classes. The instructor determines any restrictions to be placed on materials, which may include books, articles, pictures, DVDs, etc.

Library Orientations:  The library offers class orientations on information literacy and research. Schedule at 989.35837249.

Interlibrary Loan: Books and periodicals can be borrowed from other libraries. Allow 3-4 weeks for delivery.

Materials Requests: Faculty can request the purchase of books or other materials to be placed in the library collection.

Facsimile Machine: A FAX is available for college-related business. Sending of non-college business is available at a minimal cost.

Contact the library at 989.358.7252 or 989.358.7249.

## SMART ROOMS/CARTS

ACC has many smart rooms and smart carts to enhance classroom instruction.  Smart rooms have a computer, VCR, DVD player, document camera, amplifier, speakers, and projector.  This equipment gives the user the ability to project computer programs, transparencies, pictures, videotapes, and DVDs.

Smart carts have a computer, DVD player, VCR, and speakers.  This equipment gives the user the ability to project computer applications and play videos in any room on campus that has a screen.

## VIDEO CONFERENCING

ACC also has several Cisco® Video Conferencing systems. These systems provide the instructor the capability of remote teaching in multiple locations at the same time. It also allows for guest lecturers, delivering instruction to a remote site, and remote academic advising. Any questions concerning information technology or to arrange for usage, should be directed to the Office of Information Technology at 989.358.7374.

## BLACKBOARD ACCESS

The online learning content management tool, Blackboard®, is available for part-time and full-time faculty to use to either support and enhance classroom instruction or deliver instruction online. Blackboard includes tools for delivering lecture notes, handouts, illustrations and photos, presentations, announcements, online assessments, collaborative communication tools, and includes an online gradebook. All distance learning instructors shall add appropriate course content, including a course syllabus, to the Blackboard course shell and use the Blackboard grade book. While the use of Blackboard by faculty who are teaching in a traditional classroom is not mandatory, it is encouraged as it better prepares students for transfer to four-year institutions, enhances and takes learning beyond the classroom, and prepares students for the information technology environment typically found in most careers. Blackboard is supported and managed by ACC's Director of Learning Technology, Sarah Burt. Faculty may contact Sarah to learn more about Blackboard and the benefits it creates for students and learning at 989.358.7279 or burts@alpenacc.edu.

## STUDENT SUCCESS CENTER

The Student Success Center is located in Van Lare Hall 101 on the Alpena Main Campus and in room 206 on the Oscoda Campus. The SSC provides services to students and faculty. Tutoring and instructor-reserved materials are available. Alpena campus hours may change by semester and are available on the ACC Website at alpenacc.edu. The Oscoda Campus SSC hours may vary based on class scheduling and students' needs. These hours will be posted and distributed at the beginning of each semester. For more information, contact The Student Success Center in Alpena at 989.358.7270 or in Oscoda at 989.358.7445.

## ADVISING

As a member of the part-time faculty, you have no assigned advising responsibilities.

## SELF-SERVICE

Self-Service gives students, staff, alumni, and guests levels of access to Alpena Community College's information systems. Part-time faculty will need to contact the Office of Information Technology at 989.358.7374 or helpdesk@alpenacc.edu to have a Self-Service account created. Some of the services available to part-time faculty in Self-Service are:

1. Search for sections
2. View your class schedule
3. View your class roster
4. View a student profile
5. Submit grades
6. View your Earnings Statements & Tax Information
7. View your stipends

For more information about Self-Service or for assistance, please visit:
https://discover.alpenacc.edu/admissions/current_students/self-service/staff.php.
You may also contact the Self-Service help desk at helpdesk@alpenacc.edu.

## FINANCIAL AID

The Financial Aid office is located in Van Lare Hall 107. Students receive assistance with procurement of grants, loans, scholarships, and college work-study.

## DISABILITY SERVICES

The Academic and Student Affairs office coordinates disability services for all students with identified and documented disabilities. Disability service eligibility decisions and service plans are made on an individual basis.  Documentation is required before accommodation services can be provided. Students applying for accommodation services are urged to make the request early in the registration process. Adequate time is necessary to arrange for specific services.

1. Students should contact the Academic and Student Affairs office (VLH 109) to obtain paperwork to complete the disability services intake process.

2. Students must provide documentation of disability from an appropriate licensed professional to the Dean of Students. All disability documentation will be maintained by the Dean of Students.

3. Student should make an appointment to meet with the Dean of Students.

4. A decision regarding reasonable disability accommodation services is made by the Dean of Students and the student based on the documentation. Arrangements will be made to contact instructors regarding disability accommodation services, if appropriate. Students are encouraged to contact their instructors personally to discuss course expectations early in the semester.

## STUDENT ACTIVITIES

- Inter-collegiate athletic sports. Alpena Community College is one of nine members of the Eastern Conference of the Michigan Community College Athletic Association. Students have the opportunity to participate in men's basketball, cross-country, baseball; women's basketball, volleyball, and softball.
- Publications. Publications at Alpena Community College include the weekly news bulletin, "The Splinter," which can be found on the College's website at alpenacc.edu.
- Student organizations.  Social clubs, service clubs, and academically-oriented groups are among the many organizations for ACC students, such as the Student Ambassadors, Phi Theta Kappa, Student Nurse Association, and Sigma Zeta.
- The Student Leadership Commission. The Student Leadership Commission coordinates use of student funds through its board and committees, expresses students' opinions, and coordinates activities of special groups and clubs. All student appointments to College committees and boards are made by this body.

## STUDENT EMPLOYMENT

Students seeking on-campus employment through the work study program should contact the Financial Aid Office in VLH 107, or the Student Success Center Technician at the Oscoda Campus in Room 206. Students must make a formal application and be interviewed for open positions.

## OFFICE SPACE

There is office space available in BTC 109E for part-time faculty to meet with students.  Keys may be checked out from Gwen Spence in Facilities Management (BTC 101) for BTC 109E. At the Oscoda Campus, a faculty lounge is available in Room 304.

## TESTING

Testing Centers are available on the Alpena Main Campus in VLH 101D and on the Oscoda Campus in room 206.  Test proctoring services can be arranged by contacting the appropriate Testing Center for available days and times.  All online and paper/pencil testing is referred directly to the Testing Centers.  Contact the Alpena Testing Coordinator at 989.358.7209 or the Oscoda Testing Coordinator at 989.358.7445.

## PARKING

Parking permits are required to park on the Alpena Main Campus. They may be obtained in BTC 101, Parking Patrol Office. Faculty permits on the Alpena Main Campus allow you to park in all lots except those designated as handicap parking. At the Oscoda Campus, stop by the office to obtain an application for an Instructor Pass.

## KEYS AND SECURITY

It is college policy that a part-time faculty member not be given classroom keys unless they are working in a classroom normally kept locked. A Maintenance/Custodial Request Form is used to request keys should a key be required for a room, and it is submitted to the Vice President of Instruction for approval before being routed to the Director of Facilities Management.  If you experience repeated instances of locked classrooms, please notify your department chair (on the Alpena Main Campus) or the Oscoda Campus office.

## MAILBOXES AND E-MAIL

It is a requirement that you utilize an ACC e-mail account. Contact Deb Kozlowski in the Office of Information Technology in CTR 108 or at 989.358.7374 for assistance in establishing an account. College staff and offices will communicate with you via your ACC email, please check it regularly.

It is also important that you maintain a mailbox in the building you teach your course(s). Please check the mailbox before every class session for documents from students, messages from the switchboard, packages, etc. Part-time faculty teaching off-campus should check with their department chair concerning a location for a mailbox to check periodically. Oscoda Campus part-time faculty members receive mail in the Oscoda Campus office. Outgoing mail can be deposited in the designated basket located in the mail area.

## MAINTENANCE/ROOM USE

Damaged college property should be reported to maintenance at 989.358.7202. If you are unable to contact someone in Facilities Management, please report the damage to the Vice President of Instruction at 989.358.7458. Damage of property in classrooms at the Oscoda Campus should be reported to the Director at 989.358.7442.

To request a room other than the classroom assigned, contact your department chairperson. Your cooperation in keeping classrooms clean and orderly, both on- and off-campus, is appreciated. If you remove items (e.g., chairs, maps, or AV equipment) from the classrooms, please return them immediately after use. If you are teaching in a computer lab and experience problems with any of the computers or related equipment, contact the Office of Information Technology at 989.358.7374.

## SMOKING, EATING, AND DRINKING POLICY

In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco products. To report violations, an incident report form should be filed with either the President (BTC 125), the Vice President of Administration and Finance (VLH 104), or the Vice President of Instruction (VLH 109) at the Alpena Main Campus and Room 211 at the Oscoda Campus. Eating and drinking are prohibited in all computer labs. Snack areas are maintained for use prior to class or during breaks.

## FIRE EVACUATION POLICY

In the event a fire alarm sounds while classes are in session, students and staff are to evacuate the building following the evacuation plan posted in your classroom. Proceed in an orderly manner to the nearest exit and withdraw a minimum of 100 feet from the building. Fire extinguishers are located throughout all buildings. Please familiarize yourself with their location.

# CLASSROOM PROCEDURES

## ACADEMIC FREEDOM

Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to instructors, and no special limitations will be placed upon study, investigation, presentation, and interpretation of facts and ideas. When the instructor makes a presentation outside the classroom setting and is not officially representing the College, but is identified as a college employee, he/she will indicate that he/she is speaking as a private citizen.

## GRADING PROCEDURES

The student receives one grade in each course taken. This grade combines the results of class work, tests, and final examinations. Grades are indicated by letters, each of which is assigned a certain numerical value in honor points per hours of credit as follows:

| | | | |
|---|---|---|---|
| A Excellent | 4.0 | C Fair | 2.0 |
| A- | 3.7 | C- | 1.7 |
| B+ | 3.3 | D+ | 1.3 |
| B Good | 3.0 | D Poor | 1.0 |
| B- | 2.7 | D- | 0.7 |
| C+ | 2.3 | E Failure | 0.0 |

Other marks used on student records include: I (Incomplete), S/U (Satisfactory/Unsatisfactory), W (Withdrew).

I-Incomplete: The grade of I (Incomplete is given only when a student is unable to complete a segment of the course because of circumstances beyond his/her control. The I grade must be removed by completing the required work before the deadlines set by the instructor (but in no case later than the end of the next regular semester) or a grade of E (Failure) will be recorded.

W-Withdrew: The grade W (Withdrew) is given in a course if a student processes a drop form for the course after the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams.

S/U-Satisfactory/Unsatisfactory. The satisfactory/unsatisfactory option gives students an opportunity to enroll in enrichment courses without the grade being used in the computation of the grade point average. The student either receives an S (satisfactory work) or a U (unsatisfactory work). This option may not be elected for courses required for graduation.

## GRADING SYSTEM REQUIREMENTS

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:
1. Is understandable by students—All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
2. Is relevant to the course—All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.
3. Uses a variety of evaluation methods—The grading system must employ more than one method of evaluating student performance.
4. Provides feedback to students—The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
5. Treats students consistently and fairly—Students with identical results on each component of the grading system must receive the same course grade.

**NOTE:** Your grading policy must be included in your course syllabus.

Grades are to be submitted electronically in Self-Service by the instructor of record. If you don't know the dates specific to the semester you are teaching, please contact Sheila Rupp, Registrar, at 989.358.7353.

## SELF-SERVICE GRADE ENTRY INSTRUCTIONS

Grade rosters are available in Self-Service. Grades are due by 12:00 noon the first Monday after the course ends, and are submitted online. Any questions about this process may be directed to the Registrar, Sheila Rupp, at 989.358.7353. A grade reminder will be distributed prior to final exam week.

Recently agreed upon academic calendar dates give the Registrar's office very little turn-around time to process submitted grades. As such, **it is imperative that your grades be turned in on time**. If you have any questions concerning your teaching assignment, please contact your department chairperson or the Vice-President of Instruction, Steven Fosgard, at 989.358.7458.

| | |
|---|---|
| **Faculty** <br> Here you can view your active classes and submit grades and waivers for students. | Sign into **Self-Service** and click the **Faculty** button on the homepage. |
| Manage your courses by selecting a section below <br><br> Fall Semester 2021 <br><br> Section — Times — Locations — Availability ⓘ <br><br> CIS-120-1488: Intro to Microcomputers — M/W 1:00 PM - 2:40 PM — 8/30/2021 - 12/16/2021 — Besser Technical Center, 117 Lecture — 18 / 24 / 0 | You will see a list of courses that you are teaching. Click the **section** of the course you are entering grades for. |
| **Section Details** <br> ‹ Back to Courses <br><br> CIS-120-1488: Intro to Microcomputers <br><br> Fall Semester 2021 <br> Alpena Main Campus <br><br> M/W 1:00 PM - 2:40 PM <br> 8/30/2021 - 12/16/2021 <br> Besser Technical Center, 117 Lecture <br><br> **Seats Available** 18 of 24 <br><br> Deadline Dates <br><br> **Waitlisted** 0 <br><br> Roster   Attendance   Census   Grading   Books   Permissions   Waitlist | You should now see your course details. Click the **Grading tab** to enter grades. |
| Roster   Attendance   Census   Grading   Books   Permissions   Waitlist <br><br> Overview   Final Grade <br><br> Student Name   Student ID   Never Attended   Last Date of Attendance   Final Grade <br><br> ☐   M/d/yyyy   Select Grade | Next, click the **Final Grade tab**. You will then see where you can enter **Last Date of Attendance** and the student's **Final Grade** in the corresponding columns. When you select a grade, it will automatically save. |

For grading questions, call Sheila Rupp at 989.358.7353 or email rupps@alpenacc.edu.  For technical questions or problems, contact helpdesk@alpenacc.edu or call 989.358.7374.

## FINAL EXAMINATIONS

The ACC calendar normally provides for a 15-week semester plus days designated as exam week which are scheduled differently from the regular class schedule, but during the summer session, the final exam is held during the scheduled time period. If instructors want to utilize a take home final exam, regular classroom instruction activities should be conducted during the scheduled two-hour final exam period.

As a part-time faculty member, you may find that the designated exam day/time is different from your normal class schedule. If it is not possible for you to proctor your final exam, contact your Department Chair (or the Director of Oscoda Campus).

## NEVER ATTENDED MEMO

By the third (3rd) week of classes, instructors will receive an email notification from the VP of Instruction with instructions to submit non-attending/rarely-attending students to the Director of Financial Aid. Faculty assistance helps prevent the College from incurring financial liability for those students.

## EARLY WARNING SYSTEM

By the fifth (5th) week of classes, instructors will receive an email notification from the Dean of Students with instructions to submit Early Warning Referral notifications. The instructor must indicate in Self-Service any students who are failing or in danger of failing the class. The Office of Academic and Student Affairs (VLH 109) will then send notification to identified students via email; this correspondence will recommend steps they can take to improve their standing in the class and promote successful completion.

## CLASS ROSTERS

Class rosters are available through Self-Service. Please call 989.358.7353 or email rupps@alpenacc.edu if you have questions concerning class rosters. For technical questions or problems, please contact Self-Service support at helpdesk@alpenacc.edu or call 989.358.7374.

## ATTENDANCE

At ACC, regular class attendance is considered an essential part of the student's educational experience. However, since some absenteeism may be unavoidable, standards are established by each instructor for his/her own class(es). Absenteeism will be a matter to be resolved between the student and the instructor. Absences may not be used as criteria for lowering a student's grade. However, students may be rewarded for regular attendance.

## CLASS CHANGES

Changes in location, meeting time, etc., require approval by the Vice President of Instruction at the Alpena Campus or the Director at the Oscoda Campus.

## CLASS LENGTH

Classes should start promptly at the scheduled time and end promptly. It is critical that classes be held for the prescribed amount of time and not abbreviated.

## CHILDREN IN CLASS

Minor children may not be present in classrooms, laboratories, or other instructional or work areas during class sessions or during work hours unless authorized in an organized group.

## FIELD TRIPS

An instructor who wants to take his/her class on a field trip must notify the Vice President of Instruction and their Department Chair in advance. A travel request form, field trip request, and list of students participating must be submitted.

## STUDENT ACADEMIC COMPLAINT PROCEDURES

Complaints About College Operation: Students with complaints about college operations should be referred to the Dean of Students, VLH 109, who will then refer the student to the appropriate supervisor. The supervisor will handle the initial informal discussion with the intent to solve the problem. Please refer to the Student Handbook for complete guidelines.

Complaints About Grading/Instruction: Student evaluation of instructors is provided for under the terms of the faculty contract. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a

complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation. Student requests to change/appeal a grade earned in a course must be made no later than the end of the next semester (including the summer session) in which the course grade was earned. Steps for the appeal process include verbal, meeting, and written. Please refer to the Student Handbook for complete guidelines.

Complaints About Inappropriate Behavior of Faculty/Staff: Students with complaints about inappropriate behavior of ACC faculty or staff members should contact the Dean of Students. For the purpose of this policy, inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment. Please refer to the Student Handbook for complete guidelines on the verbal and written steps.

## DISCIPLINE

Discipline problems are rare. Difficulties arising in this category are those unexpected occurrences for which no procedures have been established. You have the right to ask a student to leave the class if he/she becomes disruptive. You must summarize the incident in memorandum form and submit it to the Dean of Students on the main campus or the Director of the Oscoda Campus. Normally, a hearing will be conducted before the student is re-admitted to class.

## CHEATING AND PLAGIARISM

Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another's work and submitting it as one's own; intentionally falsifying information; or taking another's ideas with the intention of passing them in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice. A few examples would include (but are not limited to): 1) work copied verbatim from an original author, 2) work copied practically verbatim with only a few words altered from the original without proper credit being given, 3) copying answers from another's test paper, 4) evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, or 5) falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices will be determined by the course instructor. Minimum penalties will be: 1) the first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc., on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, etc.; however, the grade will remain as "E," 2) the second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred, and 3) any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the college for one full academic semester. The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the Vice President of Instruction, at the same time informing the chairperson of the department in which the course is offered as soon as possible.

# WRITING A SUCCESSFUL SYLLABUS

Each instructor is required to prepare a syllabus for each course he/she teaches each semester. The syllabus document should be prepared in advance and distributed to each student on the first day of class. When utilizing Simple Syllabus, the submission process is accomplished in the software. When manually creating a syllabus, an electronic copy of the Word document that meets accessibility requirements is sent to the Office of Academic and Student Affairs (send to Jackie Witter at witterj@alpenacc.edu) and your department chairperson for review by the first day of class.

The syllabus is a contract between the instructor and the student; therefore, both are expected to abide by its content. If a student problem or complaint occurs, the course syllabus is often used to resolve the differences. Following are the guidelines for developing a course syllabus, as well as sample syllabi.  Master course outlines are housed in the Vice President of Instruction Office for reference.

ACC is transitioning to Simple Syllabus® and at this time faculty can opt to use the Simple Syllabus template or write their own syllabus. All syllabi must meet digital accessibility standards. Note: Simple Syllabus provides the template and does most of the accessibility work for you.

## PREPARATION GUIDELINES

The course syllabus is an extremely important component of the instructional delivery system at Alpena Community College.  A syllabus should be viewed as the "road map" for the course. More frequently than ever, a syllabus is also being interpreted as a contract between the instructor, the student, and the institution.  Each student should be given a course syllabus during the first week of class.  A good comprehensive course syllabus protects the rights of the instructor, as well as the student. A syllabus should contain the following information:

SEMESTER BASED INFORMATION

**Course Identification:** Course number, title, current term, credit hours, section number, meeting times, days, and location.

**Drop or Withdrawal:**

Drop Procedures

Students may drop a course for a 100% tuition/course fee refund during the first 2 weeks of a 16-week course. For courses that meet less than 16 weeks, the refund period is 1/10th of the duration of the course. After the enrollment period there is no refund except under extenuating circumstances which require a refund appeal and proof of the request. Please contact the Vice President of Instruction if you have any questions.

Withdrawal Procedure

After the first ten days of the semester, students may withdraw from a course through the tenth week of the semester or 2/3 of a course shorter than 16 weeks, No refund will be given for withdrawals and a grade of W will be assigned.

Late withdrawals, after 10th week or beyond 2/3 of a short course, will only be considered under extenuating circumstances which require a written request, proof of the circumstances, and the approval of the Vice President of Instruction.

A student may process a complete withdrawal prior to the end of the semester and before final week. Grades earned in courses completed prior to the end of the semester will remain on the student's transcripts.  **Be sure to specify the last date for withdrawal from your course based on this 10-week requirement.  For short courses contact the Registrar's office for the correct withdrawal date to include in your syllabus.**

**Instructor Information:** Instructor's name, office location, office hours, phone number, and ACC email address. Part-time instructors who do not maintain office hours should include a statement explaining how a student can arrange for an appointment with the instructor.

**Course Materials**: Course texts and materials required for the course including equipment to be furnished by the student.

**Course Description and Prerequisites:**\*\* Include the course description and prerequisite(s) (if applicable) as stated in the current catalog.

**Course Instructional Objectives:**\*\*  Instructional objectives define the scope of the knowledge, attitude, and skills which students are expected to acquire for successful completion of the course. The objectives should be comprehensive and cover the major topics of the course.

**Topics:**\*\* Include a broad description of topics.

**Integration of Core Competencies:**\*\* Alpena Community College's Student Outcomes Assessment Plan obligates all faculty to assist in the development of core competencies for all students. Faculty should integrate instruction in as many of the core competencies as possible into all courses they teach. Each course syllabus should address which core competencies the course supports and the relationship between the course content and identified core competencies.

This course contributes to the development of the following <u>core competencies</u> basic to all associate degree students:

|      |                                        |
| ---- | -------------------------------------- |
| I.   | **How to learn effectively:**          |
| II.  | **How to solve problems:**             |
| III. | **How to use mathematical concepts:**  |
| IV.  | **How to communicate effectively:**    |
| V.   | **How to interact with the world:**    |

**Safety Procedures:** optional (lab-type courses).  Include the specific safety procedures to be followed in the course.

**Technical Requirements:** Microsoft 365, Blackboard, Webex, and Self-Service are programs used at Alpena Community College. Making sure your technology has the following specs will give the best experience with these programs:
- Operating system: Windows 10 or 11 or MacOS 12 or higher. Chromebooks are not recommended.
- Web browser: The latest two versions of every major browser release are supported: Chrome, Safari, Microsoft Edge, or Firefox. We highly recommend updating to the newest version of whatever browser you are using.
- Memory: 8 GB of RAM or higher
- Internet Connection: Broadband (cable or DSL) Internet from a reliable ISP with a minimum of 3.0 Mbps download/3.0 Mbps upload.

**Attendance Policy:**  Include the college attendance policy as stated in the catalog, "Students are expected to attend their scheduled classes according to the requirements of the instructor," and further define instructor requirements if necessary.  Attendance as a method of evaluation is an individual instructor's decision. If the instructor chooses to use attendance as an evaluation criterion, the grading scale must contain a definitive value (points, percentage, etc.) for the attendance criteria.

**Make-up and Late Paper Work Procedures:** Include a statement or description on procedures for make-up work.

**Grading Procedure:** Include all criteria used to determine the student's grade and the value assigned to each criterion. Multiple methods of assessment (i.e., assignments, projects, research papers, quizzes, tests, final exam etc.) are encouraged. Include the cumulative total point cut-off for each grade in the college grading system. The grading system must:
1. **be understandable by students** – all components of the grading system must be explained in detail in each course syllabus.  The instructor must orally explain the grading system to each section as part of the course introduction. The components and procedure used to determine a grade must be described clearly enough that students can understand the system.
2. **be relevant to the course** – all components of the grading system must relate to the course

objectives as stated in the department's course outline and the instructor's syllabus.

3. **use a variety of evaluation methods** – the grading system must employ more than one method of evaluating student performance.
4. **provide feedback to students** – the grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
5. **treat students consistently and fairly** – students with identical results on each component of the grading system must receive the same course grade.

**Ethics Policy:** Include any and all circumstances under which a student could be dismissed or failed in a class. This should include the statement from the Student Handbook on Disruptive Behavior: "Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. Students involved in disruptive conduct will be subject to disciplinary action as outlined in the handbook and which includes suspension or dismissal," and the statement on Cheating and Plagiarism: "Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own."

**{THIS IS WHAT IT STATES IN SIMPLE SYLLABUS UNDER "ETHIC" AND IS NOT EDITABLE}** In addressing cheating and plagiarism, the ACC Catalog and Student Handbook states: "Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own." Dishonest scholarly practices will not be tolerated. In accordance with ACC policy, a student is subject to dismissal or failure in this class if involved in cheating and/or plagiarism.

Certain written assignments will be reviewed using the program Safe Assign, a program that automatically links plagiarized text to the sites where it was copied from or from which the paper was purchased, or the name of the student who last submitted the work. Dishonest scholarly practices, including but not limited to plagiarism, will result in a grade of "E" for the assignment and possible failure and/or dismissal from the course.

**{ALSO, A SECTION IN SIMPLE SYLLABUS CALLED "STUDENT CONDUCT" WHICH STATES THE FOLLOWING AND IS NOT EDITABLE}**

Student conduct is expected to create or contribute to a positive learning and teaching environment whether in a traditional classroom, remote or online learning environment, or elsewhere on campus.

Disruptive Conduct

Unethical and disruptive conduct will not be tolerated and will be handled swiftly. Students are expected to conduct themselves in a manner that enhances rather than inhibits effective learning and teaching. Students are expected to be considerate and respectful of others, including instructors and classmates.

Student behavior deemed by the instructor to be detrimental to a respectful and positive learning environment or to the maintenance of a reasonable level of order in a traditional classroom, remote or online learning environment, or on the campus shall be considered disruptive conduct.

It will not be tolerated, and will be handled in accordance with the disruptive conduct procedure outlined below.

Students involved in disruptive conduct will be subject to disciplinary action which may include being removed from the classroom environment temporarily, withdrawal from the course permanently, transfer to another section or course, suspension or dismissal from the College depending on the context and gravity of the behavior.

Procedure for permanent withdrawal of a student from a course requires two written warnings simply identifying the nature of the disruptive conduct with a statement of possible implications followed by consultation with the Department Chair and authorization of the Chief Academic Officer unless the behavior warrants immediate forced withdrawal from the course without warning, suspension or

dismissal from the College, or referral to legal authorities because of the gravity of the behavior.

If the Instructor initiating the disciplinary action is the Department Chair, another Department Chair will be consulted in the process of referral to the Chief Academic Officer for authorization.

The Student Handbook is available online at https://discover.alpenacc.edu/ under the Current Students tab.

**Netiquette:** In alignment with the student conduct policy described above, students corresponding via the internet are expected to communicate in a respectful, professional, non-threatening, and collaborative manner. Derogatory comments, personal verbal attacks, condescending language, threats, putdowns, and other unprofessional and unacceptable behavior will not be tolerated. Any such actions will be addressed in accordance with the student conduct policy described above.

**Safety Procedures:** Add specific safety procedures for your course here, if applicable.

**Electronic Devices:** Use this space to explain your policy on electronic devices - for example: cell phones. **Additional Resource Materials:** Include a list of additional resources (i.e., a supplemental reading list) if applicable.

**Student Work:** Include your procedures/rules for keeping student work (i.e., exams, lab projects, research papers).

**Student Athletes:** Athletes must submit their season schedule to the instructor no later than the second week of class. Include your coaches' contact information for verification purposes. All absences for athletic events are treated as regular absences. Work that is due on the dates of athletic absence must be turned in early or on time. **Non-scheduled Laboratory Work:** (if applicable-optional) Include a statement of the amount of non-scheduled laboratory/practice time the student will be expected to complete to successfully finish the course.

**Syllabus Revision/Instructor Prerogative:** Include a statement about the instructor's right to revise the course syllabus as appropriate throughout the semester.

**Activity Schedule:** Include a semester schedule of activities/material to be covered in the course with approximate due dates such as tests, text reading assignments, and other activities associated with the student's grade.

**Blackboard:** Include instructions on how Blackboard will be used in this class to report grades, announce daily homework assignments, distribute projects and review handouts, solutions to selected homework problems, quizzes, midterms, copy of this syllabus, etc.

**Class Rules:** Spell out for your students your cell phone policy, class room etiquette, use of calculators, food and drink in the classroom, arriving late or leaving early, talking during lecture, etc.

## CORE COMPETENCIES
### INTRODUCTION

Student acquisition of core competencies is considered to be a necessary outcome for the two-year college-educated person. Contributions to this objective may come from a student's experience in an individual class, a required curriculum, or a program. This outcome is not necessarily the product of pre-determined course work as much as it is a synergistic interaction of all aspects of the student's educational experience with the college curriculum.

The concept of "*core competencies*" not only involves the cumulative effects of the college experience, but provides a shared responsibility for collective expectations of all faculty.

### RATIONALE

Those competencies identified as basic to all associate degree students are directly related to the accomplishment of the following Alpena Community College goal:

> *"To provide a general core curriculum to enable students to perform successfully in personal, educational, occupational, and social endeavors."*

GUIDING PRINCIPLES REGARDING CORE COMPETENCIES
      -Competency in the basic skills is necessary for success in collegiate-level learning.

      -Core competencies should be integrated and reinforced throughout the curriculum.

      -There should be a common core educational experience for all students obtaining an associate degree.

Students who receive an Associate Degree from Alpena Community College have learned the following:

I.    *How to learn effectively:*

      -They will possess effective learning skills
      -They will know how to access learning resources and information sources
      -They will understand learning as a life-long process

II.    *How to solve problems:*

      -They will be able to identify a problem, collect and analyze information, develop and apply strategies, and evaluate outcomes.

III.    *How to use mathematical concepts:*

      -They can understand and use concepts of mathematics appropriate to their chosen program of study
      -They are able to use mathematical knowledge as a component of problem solving in everyday life

IV.    *How to communicate effectively:*

      -They can read and write with sufficient skill to achieve their educational and personal goals
      -They can speak and listen with sufficient skill to achieve their educational and personal goals

V.    *How to interact with the world:*

      -They have an understanding of the rights and responsibilities of the individual in society
      -They have an understanding of historical, social, and geographical forces which shape the world
      -They have an understanding of aesthetic principles
      -They have an understanding of the nature of scientific inquiry
      -They can function effectively as individuals and as members of a group
      -They have an understanding of factors important to mental and physical health and well-being
      -They can clarify values and ethical issues

#1 HOW TO LEARN EFFECTIVELY

      -They will possess effective learning skills
      -They will know how to access learning resources and information sources
      -They will understand learning as a *life-long process*

**STANDARD**
      The graduate can:
      1.    Recognize and accommodate his/her learning style preference;
      2.    Utilize the services provided by a library
      3.    Utilize learning support when needed, including tutoring, supplemental instruction, videos, etc.;
      4.    Identify outdated information and acquire the most recent data.

#2 HOW TO SOLVE PROBLEMS
      -They will be able to identify a problem, to collect and analyze information, to develop and apply strategies, and to evaluate outcomes

**STANDARD**
      The graduate can:
      1.    Identify and define problems;
      2.    Select approaches to solve problems;

3.      Generate possible solutions, hypotheses, or propositions;
4.      Collect information regarding proposed solutions;
5.      Propose procedures to evaluate the appropriateness of the solution;
6.      Recognize steps or factors overlooked, faults in logic, and information not used in the problem-solving process.

## #3 HOW TO USE MATHEMATICAL CONCEPTS
-They can understand and use concepts of mathematics appropriate to their chosen program of study
-They are able to use mathematical knowledge as a component of problem-solving in everyday life

**STANDARD**
     The graduate can:
1.      Accurately perform arithmetic operations;
2.      Utilize fractions, decimals, and percentages;
3.      Convert basic units of measurements;
4.      Interpret bar, line, and circle graph data;
5.      Perform basic algebraic operations.

## #4 HOW TO COMMUNICATE EFFECTIVELY
-They can read and write with sufficient skill to achieve their educational and personal goals

-They can speak and listen with sufficient skill to achieve their educational and personal goals

-They can communicate in a variety of modes: oral, written, symbolic, numeric, and graphic, and within a variety of settings: one-on-one, and small or large group

**STANDARD**
     The graduate can:
1.      Obtain information from oral and written presentations and non-verbal cues;
2.      Send information through oral and written materials and non-verbal presentations;
3.      Send and interpret information from numeric and graphic presentations.

## #5 HOW TO INTERACT WITH THE WORLD
A.      They have an understanding of the rights and responsibilities of the individual in society.

**STANDARD**
     The graduate can:
1.      Identify the reciprocal relationships between society, social institutions, and individuals;
2.      Identify restraints and freedoms within social institutions.

B.      They have an understanding of historical, economic, political, social, and geographical forces, which shape the world.

**STANDARD**
     The graduate can:
1.      Identify social institutions and describe their structure and functions;
2.      Identify the principles of development and change of social institutions, nations, and society.

C.      They have an understanding of aesthetic principles.

**STANDARD**
     The graduate can:
1.      Identify activities and products which constitute the artistic/humanistic aspects of a culture;
2.      Identify the impact of artistic/humanistic expressions;
3.      Judge which artistic/humanistic expressions would be most congruent with the characteristics of a given culture.

D.      They have an understanding of the nature of scientific inquiry and its technological application.

**STANDARD**
     The graduate can:

          1.      Identify activities and products which constitute the scientific/technological aspects of the world;

          2.      Describe and utilize scientific concepts and principles that underlie scientific/technological activities and products.

E.      They have an understanding of the effect of technology on their lives.

**STANDARD**

The graduate can:

          1.      Explain the impact of technology on the natural environment, the individual, and society.

F.      They can function effectively as an individual and as a member of a group.

**STANDARD**

The graduate can:

          1.      Explain the importance and impact of self-respect for others in the workplace and society;

          2.      Distinguish between opportunities to lead and to follow others' leadership;

          3.      Understand how the skills of others contribute to the success of team projects;

          4.      Demonstrate acceptable work standards;

          5.      Complete tasks cooperatively and efficiently.

G.      They have an understanding of factors important to mental and physical health and well-being.

**STANDARD**

The graduate can:

          1.      Identify the life-long practices related to good health and fitness;

          2.      Understand the relationship between physical and mental health.

H.      They can clarify values and ethical issues.

**STANDARD**

The graduate can:

          1.      Identify major values and ethical issues faced in adult life in one's own culture and other cultures;

          2.      Distinguish values in contrast to faces;

          3.      Understand biological, environmental, and economic influences on values;

          4.      Identify reasons and/or circumstances people use to justify value choices;

          5.      Recognize the complexity of situations that bring values into conflict.

# GENERAL COLLEGE INFORMATION (The following should be copied/pasted into each syllabus)

**ASSISTANCE AVAILABLE:**
Should a student encounter difficulty with any of the concepts covered in this course or otherwise require outside resources, assistance is available from the following:

**STUDENT SUCCESS CENTER, VAN LARE HALL 101 AND OSCODA 206:**
Free tutoring is available to all students. The Student Success Center also offers students access to computers and printers. remote tutoring options may be available.
Contact: 989.358.7270 (Alpena), 989.358.7445 (Oscoda)

Free workshops are provided throughout the semester to support students with topics such as test-taking strategies, time management, and APA/MLA formatting.
Contact: 989.358.7408

**STEPHEN H. FLETCHER LIBRARY, CENTER BUILDING 111:**
Located on the Alpena Campus, students will find a full range of library services, including check-out privileges, inter-library loans, microform copies, coin-operated copier, and computers for word processing.
Contact: 989.358.7249, 989.358.7252

**TESTING CENTER, VAN LARE HALL 101D AND OSCODA 206:**
Students may be asked to take make-up tests in the ACC Testing Center. All students must provide Testing Center staff with a photo I.D. prior to testing. Please anticipate your testing needs and allow enough time for testing. Call the appropriate Testing Center to make an appointment.
Contact: 989. 358.7209 (Alpena), 989.358.7445 (Oscoda)

**MENTAL HEALTH COUNSELING SERVICES:**
Mental Health Counseling Services are free, professional, and confidential through a partnership with Carey M. Schiller, LMSW. With funding provided by the Strengthening Institutions Program (SIP) grant, Alpena Community College is able to provide mental health counseling services to our students. For more information, go to discover.alpenacc.edu/admissions/current_students/counseling_services.php.

**CLASS CANCELLATIONS:**
If the college alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system. When possible, the message is included on the college's homepage at www.alpenacc.edu.

Students will receive a text message and/or email if they have opted in to the SchoolMessenger system. To sign up for this service, text OPTIN to the number 68453. In addition, you must verify that your phone number and email are correct in Self-Service. Your Phone Type must be listed as "Cell Phone" in order to receive text message updates via SchoolMessenger. SchoolMessenger brochures are available in the Registrar's Office for further information.

**AMERICANS WITH DISABILITIES ACT:**
It is the policy of Alpena Community College to comply with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. ACC is committed to affording equal opportunity to persons with disabilities by providing access to its programs, activities, and services.

It is the responsibility of the student to make known, in a timely manner, the need for any accommodation or auxiliary aids. Find more information on ACC's website under the Current Students tab.
Contact: 989.358.7212, 989.358.7219

**COPYRIGHT AND FAIR USE LAWS**
One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or photo records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the

years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes

2. The nature of the copyrighted work

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole

4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work. The safest course is to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission. When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation. The Copyright Office can neither determine whether a particular use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

**E-MAIL ACCOUNTS:**
(myacc.alpenacc.edu) E-mail accounts are provided to every student. Official correspondence from the College will be sent to this account. Students are responsible for the information received and will need to monitor their account on a regular basis. Contact:  989.358.7374 or helpdesk@alpenacc.edu

**OFFICE 365:**
Office 365 is free for all ACC students. Download it from the College's website, www.alpenacc.edu.

**BLACKBOARD:**
Blackboard is free for all ACC students.
Contact 989.358.7289 or 989.358.7279

**CAMPUS SAFETY POLICIES AND PROCEDURES:**
Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php ) designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:
   I.  The Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

II. The Violence Against Women Reauthorization Act of 2016, also known as Campus SAVE Act (Sexual Violence Elimination Act)

   a. Alpena Community College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault, stalking, and sexual exploitation, which are collectively referred to as 'Sexual Misconduct.' All students should refer to the College's Sexual Misconduct Policy – 7009 for complete definitions, policy provisions, and procedures. Policy 7009 and other important resources can be found on the College website at
   http://discover.alpenacc.edu/safety/sexual_misconduct.php.
   Students who experience or have information regarding Sexual Misconduct are encouraged, but not required, to report it to the Title IX Coordinator (989.358.7211) or the Dean of Students (989.358.7212).

**THE DRUG-FREE SCHOOLS AND CAMPUS REGULATIONS OF U.S. DEPARTMENT OF EDUCATION:**

More information about these laws are available at www.alpenacc.edu under the Safety Resources & Links tab. ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies. For questions, or information, contact any committee member.

**TOBACCO-FREE CAMPUS:**

Alpena Community College has adopted a tobacco free environment on the main campus and at the Oscoda campus. Effective August 24, 2009, all tobacco use is prohibited on any Alpena Community College properties.

# EMERGENCY PROCEDURES
**In the event of an emergency:**

**EMERGENCY CONTACTS**
**Alpena Community College**

If you are a staff member, individual, or group who utilizes the College facilities before or after office hours and need immediate assistance, the College has various contact numbers available. Depending on the nature of the situation, the contacts below will be able to assist you and, if necessary, continue any emergency procedures per our campus emergency plan.

**In the event of an EMERGENCY:**
1. **DIAL 911!**
2. State the nature of the emergency and remain on the line until instructed to hang up.
3. Do not leave the scene.
4. Immediately report the incident to a member of the emergency management team. Phone numbers are printed below.
5. Remain available until released by emergency personnel and the emergency management team.
6. Follow up by completing an Incident Report form and submitting it to the business office.

## ACC EMERGENCY MANAGEMENT TEAM

| | | | |
|---|---|---|---|
| Director of Facilities Mgt | (C) 989.884.4998 | V.P. of Instruction | (C) 906.748.5498 |
| VP of Admin & Finance | (C) 989.464.1184 | Campus Housing | (C) 989.358.7394 |
| Dir. of Public Information | (C) 989.464.5566 | Dir. of Human Resources | (C) 989.356.9264 |
| Dean of Students | (C) 989.916.6528 | | |
| Dir. of Oscoda Campus | (C) 989.214.0181 | | |
| President | (C) 989.464.5396 | | |
| Exe. Director. of OIT | (C) 989.590.3498 | | |
| Dir. of Information Tech | (C) 989.464.8561 | | |
| Director of Nursing | (C) 616.283.6344 | | |

| SITUATION | DAY / TIME | CONTACT |
|---|---|---|
| **EMERGENCY**<br><br>Medical emergencies, major disturbances or facility emergencies, such as a violent or criminal behavior, fire, bomb threat, contamination, gas leak, suspicious packages, etc. See the ACC Emergency Procedures Manual for further information and instructions found in each office or on the ACC website. | **ANYTIME** | **DIAL 911**<br>THEN CALL **989.884.4998**<br>OR<br>**989.464.1184** |
| **NON-EMERGENCY**<br>Unlocking a room that you have reserved or need access to, water leak or spill that requires immediate attention, power outage, etc. | **ALPENA CAMPUS**<br>Mon-Fri 6:00 am – 7:30 am<br>Mon-Fri 7:30 am – 8:00 am<br>Mon-Fri 8:00 am – 4:30 pm<br><br>Mon-Fri 4:30 pm – 10:00 pm<br>Sat-Sun – Anytime<br><br>**OSCODA CAMPUS**<br>Mon-Fri 9:00 am – 6:00 pm<br>After 6:00 pm | Rich 989.766.0202 or Nick 989.766.0161<br>Switchboard 989.356.9021, then dial 0<br>Gwen 989.358.7360, Kurt Konieczny 989.358.7202, or switchboard 989.356.9021<br>Bill 989.766.0162 or Eric 989.590.4912<br>Kurt Konieczny 989.358.7202 or Nick Brege 989.464.1184<br><br>Cora 989.358.7295<br>Bryan 989.820.4536 or Nick Brege 989.464.1184 |

# MEDICAL EMERGENCY PROCEDURES

At the time the accident/injury occurs, the following action will take place:

I.  **Administer First Aid**

**First Aid Kits are located in:**

**BESSER TECHNICAL CENTER**
**Automotive Lab, BTC 119**
**Physics Lab, BTC 120**
**Welding Lab, BTC 103/105**
**Maintenance Shop, behind loading dock**
**Dining Services Kitchen, BTC 107**
**Facilities Management/Parking, BTC 101**

**CENTER BUILDING**
**Office of Information Technology, CTR 108**
**Library, CTR 111**
**Wellness Center, CTR 101**
**Machine Shop, CTR 124**

**FINE ARTS CENTER**
**Hallway to Office Suites, FAC 111**

**NATURAL RESOURCES CENTER**
**Chemistry Lab, NRC 109**
**Botany Lab, NRC 110**
**Microbiology Lab, NRC 108**
**Anatomy Lab, NRC 112**
**Classroom, NRC 215**

**WORLD CTR CONCRETE TECH**
**Classroom, WCCT 105**
**Concrete Lab, WCCT 107**
**Block Plant Restroom, WCCT 111**
**Custodian, WCCT 101A**

**ELECTRICAL POWER TECH CTR**
**Equipment Lab, EPTC 162**
**Equipment Lab, EPTC 166**
**Garage, EPTC 175**

**UNIVERSITY CENTER BUILDING**
**Hallway near restrooms**

**VAN LARE HALL**
**Registrar's Office, VLH 108**
**Switchboard, VLH Lobby**
**Copy Room, VLH 103**
**Nursing Office Suite, VLH 126**

**OSCODA CAMPUS**
**Main Office, OCSS 211**
**Nursing Lab, OSCC 203**
**Science Lab, OSCC 111**
**Student Success Center, OSCC 307A/B**
**Welding Lab, OSCC 107C**

II. If further medical attention is necessary:   **CALL 911**

A.  Give 911 operator the location of victim (building, room, etc.)
    and any information as instructed by the operator.

B.  If possible, send someone to meet and guide the ambulance.

C.  Have someone stay with injured person (should not be left alone) - Call loudly
    for help if necessary.  If unable to obtain help, make the judgment as to whether
    it is safe to leave victim long enough to get help.

III.     If or when no further attention is necessary:

Complete the incident/accident report form and send it to Administrative Services, Room 104, Van Lare Hall, Attention: Dick Sutherland.
Incident report forms are available in all administrative offices and college laboratories.

**At Oscoda Campus:**

At the time the incident/accident or injury occurs, take the following action:

I.  Administer first aid - first aid kits are located in the following rooms:
211     Oscoda Campus Office

II.  If further medical or emergency help is needed:

A.  Notification
1.  Report emergency to: Public Safety Department – 989.739.9793
2.  Provide the department with location and extent of injury or damage
3.  Send someone (if possible) to meet and guide emergency personnel
4.  Stay with victim (victim should not be left alone). Call loudly for help if necessary

III.  Complete the incident/accident report form (available in the Oscoda Campus Administrative Office) and turn it in to the Director of the Oscoda Campus.

## TELEPHONE OPERATOR WHO RECEIVES REPORT OF MEDICAL EMERGENCY:

The Operator will:
A.     **Call 911**
B.     Notify appropriate building personnel (contact the first person listed - if not available, proceed down the list in order indicated):

**Van Lare Hall**
1. Paige Gordier, ext. 7458
2. Nick Brege, ext. 7368
3. Nancy Seguin, ext. 7212

**Besser Technical Center**
1. Don MacMaster, ext. 7246
2. Kurt Konieczny, ext. 7202

**Natural Resource Center**
1. Paige Gordier, ext. 7458
2. Nick Brege, ext. 7368

**University Center Building**
1. Paige Gordier, ext. 7458

**Fine Arts Center**
1. Paige Gordier, ext. 7458

**OSCODA CAMPUS**
1.  Marv Pichla ext. 7442
2.  Cora Dykes ext. 7295

**BUILDING PERSONNEL ANSWERING EMERGENCY CALL:**
A.  Proceed immediately to scene of accident/incident
B.  Ask victim which next of kin should be contacted
C.  Contact next of kin as directed
D.  Complete accident/incident report
E.  Send report to Administrative Services – Attn: Nick Brege, Van Lare Hall room 104

**FIRST AID PROCEDURES**
**EYE INJURIES:**
Foreign Body: Wash with tepid water: Seek medical attention.
If shattered glass strikes eye, seek medical attention immediately.
Blunt hits - seek medical attention.
Lacerated Cornea - seek medical attention (avoid infection).

**EAR INJURIES:** Seek medical attention, but:
(a) Outside part of ear, apply ice.
(b) Bleeding from inside ear: cover ear with gauze pad to soak up blood but:
**Do not put anything inside ear.**

**NOSE:**
Nosebleed due to trauma:
(a) ice pack
(b) if bleeding lasts more than five minutes, go to Emergency Room
(c) if blood is gushing, go to Emergency Room immediately
(d) if high power hit to nose and no bleeding, go to Emergency Room

**SPRAINS:**     seek medical attention.

**CUTS, SCRAPES, BRUISES:**
Clean with soap and water
Apply Band-Aid
For bruise - apply ice: if under fingernail, may need medical attention

**BLISTERS:**
Do not break.  Cover with a dressing (Band-Aid).  If blisters are a result of a burn, or if person is diabetic, advise to seek medical attention.

**FAINTING AND DIZZINESS:**
Feeling faint: sit down and lower head between legs.

If feeling lasts beyond 1 - 2 minutes, or
If feeling is followed by confusion          Call 911
If accompanied by chest pain
Loss of bladder/bowel control

**STUBBED TOES, SMASHED FINGERS:**
Try ice, rest, elevation, and seek medical attention.

**SEIZURES:**
Protect person from injury
Clear the area, keep as quiet as possible
Turn on side to prevent person from swallowing tongue

**POISON:**
Call 911

# INSTRUCTION AND STUDENT SERVICES STANDING COMMITTEES

2024-2025 ACADEMIC YEAR

ACADEMIC STANDARDS COMMITTEE
Deb Hautau
Nancy Seguin
Cathy Kappius
Rob Mills
Matthew Bedard

CURRICULUM COMMITTEE
Paige Gordier
Marv Pichla
Sven Pearsall
David Cummins
Tim Kuehnlein
Jim Berles
Rob Mills

DEPARTMENT CHAIRPERSONS
Shawn Sexton (Language, Arts, and Humanities)
Mike Kelley (Math)
Scott Ratz (Science)
Amber Vesotski (Social Sciences)
Matt Gallarno (Professional Occupations)
Tim Onstwedder (Industrial Technology)

# Collegial Consultants

| NEED TO KNOW ABOUT . . . , | ASK FOR . . . , | OR CALL . . . , | |
| --- | --- | --- | --- |
| Academic and Student Affairs Office | Paige Gordier, Vice President of Instruction | VLH 109 | 358.7458 |
| | Jackie Witter, Assistant to the VP | VLH 109 | 358.7219 |
| Instructional Support/Student Testing | Nancy Seguin, Dean of Students | VLH 109 | 358.7212 |
| | Collen Jacobs, Tutor Coordinator | VLH 101 | 358.7270 |
| | Beth Matzke, Testing Coordinator | VLH 101D | 358.7209 |
| Admissions/Recruiting | Mike Kollien, Director | VLH 111 | 358.7339 |
| | Sally Shubert, Assistant to the Director | VLH 111 | 358.7234 |
| Blackboard/Instructional Development | Sarah Burt, Director of Learning Technology | VLH 115 | 358.7279 |
| | Alex Gorton, Learning Technology Technician | VLH 115 | 358.7289 |
| Advertising | Jay Walterreit, Director | BTC 125 | 358.7215 |
| AV Equipment | Lauren Mantlo, Director | CTR 111 | 358.7249 |
| | Pat Manning, Technician | CTR 111 | 358.7252 |
| Institutional Research | Lisa Snyder, Exe. Dir. of Office of Info Systems | CTR 108 | 358.7358 |
| | Shelly Clarke, Assistant Programmer | CTR 108 | 358.7452 |
| Board of Trustees | Jay Walterreit, Board Secretary | BTC 125 | 358.7215 |
| Bookstore | Karen Webster, Manager | BTC 104 | 358.7259 |
| Business Office/Requisitions/Travel/Purchasing/ | Nick Brege, V.P. of Admin. & Finance | VLH 104 | 358.7368 |
| | Lyn Kowalewsky, Controller | VLH 110 | 358.7280 |
| | Vicki Goodburne, Assistant Controller | VLH 110 | 358.7235 |
| | Danielle Kollen, Accounts Receivable | VLH 110 | 358.7281 |
| | Brandi Markey, Accounts Payable/Cashier | VLH 110 | 358.7213 |
| Career Planning/Placement | Nancy Seguin, Dean of Students | VLH 109 | 358.7212 |
| Facilities/Maintenance | Kurt Konieczny, Director | BTC 101 | 358.7201 |
| | Gwen Spence, Secretary | BTC 101 | 358.7360 |
| Financial Aid/Veterans | Amanda Belusar, Director | VLH 107 | 358.7229 |
| | Alexis Young, Financial Aid Tech. | VLH 107 | 358.7205 |
| | Kristen Schnell, Secretary | VLH 107 | 358.7286 |
| Food Service | Ray Bock, Director | BTC 107E | 358.7216 |
| Foundation Office | Penny Boldrey, ACC Foundation Director | BTC 125 | 358.7297 |
| | Kerrie Kamyszek, Assistant to Director | BTC 125 | 358.7359 |
| Honor Societies | Phi Theta Kappa, Rob Mills, Advisor | BTC 109C | 358.7208 |
| | Sigma Zeta, Daniel Rothe, Advisor | BTC 121A | 358.7305 |
| Oscoda Campus | Marv Pichla, Director | OSCC 211 | 358.7442 |
| | Cora Dykes, Secretary | OSCC 211 | 358.7295 |
| | Patrice Billiel, Student Success Center | OSCC 206 | 358.7444 |
| IT (Data Center/Computer Labs/Phone) | Lisa Snyder, Exe. Dir. of Office of Info Systems | CTR 108 | 358.7231 |
| | Mark Grunder, Director Info Technology | CTR 108 | 358.7376 |
| | Corey Sarnia, Telephone, Data | CTR 108 | 358.7266 |
| | Michal Belusar, Computer Technician | BTC 111 | 358.7204 |
| | Jessie Huizenga, Computer Technician | BTC 111 | 358.7454 |
| | Deb Kozlowski, Clerical/Operator Assistant | CTR 198 | 358.7374 |
| Library | Lauren Mantlo, Director | CTR 111 | 358.7249 |
| | Pat Manning, Technician | CTR 111 | 358.7252 |
| Maintenance/Parking/Room Utilization | Gwen Spence, Secretary | BTC 101 | 358.7360 |
| | James Chapman, Parking Attendant | BTC 101 | 358.7323 |

| | | | |
|---|---|---|---|
| Nursing/Allied Health | Kelli Leask, Director | VLH 126D | 358.7426 |
| | Lisa Brege, Secretary | VLH 126A | 358.7217 |
| Personnel/Benefits | Melissa Guy, Director | VLH 102 | 358.7211 |
| | Jaimie Wilson, Assistant to Director | VLH 102 | 358.7351 |
| Public Relations/Publications/Marketing | Jay Walterreit, Director | BTC 125 | 358.7215 |
| President | Dr. Don MacMaster | BTC 125 | 358.7246 |
| Registration/Transcripts | Sheila Rupp, Registrar | VLH 108 | 358.7353 |
| | Kathy Vought-Skuse, Assistant to Registrar | VLH 108 | 358.7228 |
| Student Leadership Commission | Meghan Cameron, Advisor | BTC 126A | 358.7307 |
| Student Nursing Association | Bonnie Schopfer, Advisor | VLH 126D | 358.7426 |
| Student Success Center | Colleen Jacobs, Tutoring | VLH 101 | 358.7270 |
| Talent Search | Sarah Prevo, Director | BTC 108 | 358.7283 |
| | Chelsea Leeck-Putkamer, Secretary | BTC 106 | 358.7380 |
| Tutoring | Colleen Jacobs, Technician | VLH 101 | 358.7270 |
| Wellness Center | Noel Curtis | CTR 101 | 358.7391 |
| Workforce Development | Dawn Stone, Director of Workforce Dev. | WCCT108 | 358.7293 |