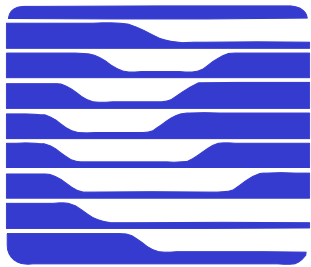


# Faculty Handbook

## 2012-13



**COLUMBIA GORGE  
COMMUNITY COLLEGE**

*building dreams, transforming lives*

# COLUMBIA GORGE COMMUNITY COLLEGE

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## CONTACT INFORMATION

ADMISSIONS/ADVISING .....	(TDC) 541-506-6011/(HRC) 541- 308-8211
AFFIRMATIVE ACTION .....	541-506-6150
<a href="#">PAYROLL and BENEFITS</a> .....	541-506-6054
BOOKSTORE.....	541-506-6061
BUSINESS OFFICE.....	541-506-6051
CLASSROOM SCHEDULING (CAO's Administrative Assistant) .....	541-506-6031
COLLEGE TELEPHONE (MAIN NUMBER) .....	541-506-6000
Use this number to access voice mail from home or to hear special bulletins regarding college closures. If you do not know the extension for the party you wish to call, dial "1" for an alphabetical listing by last name.	
FACILITIES/CUSTODIAL/MAINTENANCE.....	541-506-6071 or 1-541-300-1205
FINANCIAL AID.....	541-506-6021
HOOD RIVER – INDIAN CREEK CAMPUS (Administrative Assistant).....	541-308-8211
<a href="#">HUMAN RESOURCES AND STRATEGIC PLANNING</a> .....	541-506-6150
<a href="#">INFORMATION TECHNOLOGY SERVICES</a> .....	541-506-6091/7000
<u>INSTRUCTIONAL SERVICES</u>	
Chief Academic Officer (Brian Greene).....	541-506-6030
<a href="#">Adult Continuing Education</a> (Suzanne Burd, Coordinator).....	541-506-6123
<a href="#">Career and Technical Education</a> (Mary Kramer, Director).....	541-506-6033
Chief Academic Officer's Administrative Assistant (Char Lavender) .....	541-506-6031
<a href="#">Distance Learning and Instructional Technology</a> (Paula Ascher, Coordinator).....	541-506-6035
<a href="#">Library</a> (Brian Greene, Director).....	541-506-6080
Nursing and Health Occupations Director (Doris Jepson).....	541-506-6140
<a href="#">Transfer and Pre-College Programs Director</a> (Dave Mason).....	541-506-6040
<u>Department Chairs</u> (9):	
Dr. John Copp, Business/Social Science Chair.....	541-506-6000, x. 7181
John Evans, Mathematics Chair.....	541-506-6172
Mary Kramer, Career and Technical Education Chair.....	541-506-6033
Lynn Lewis, ESOL Chair.....	541-506-6000 x.7043
Brook Maurer, Pre-College Chair.....	541-506-6179
Richard Parker, Arts and Theatre/Humanities Chair.....	541-506-6178
Dan Ropek, Science Chair .....	541-506-6173
Diana Lee-Greene, Nursing and Health Occupations.....	541-506-6155
Tim Schell, Writing, Literature, Foreign Language Chair.....	541-506-6171
<b>Coordinators (4):</b>	
Paula Ascher, Distance Learning and Instructional Technology Coordinator.....	541-506-6035

Suzanne Burd, Adult Continuing Education Coordinator.....	541-506-6123
Shayna Dahl, Adult Literacy Program Coordinator.....	541-506-6043
Susan Lewis, Instructional Coordinator.....	541-506-6047

Email addresses for Instructional Services Directors, Department Chairs, Coordinators and staff are constructed using the person's first initial and last name in the following format: bgreene@cgcc.cc.or.us

<b>LIBRARY</b> .....	541-506-6081
<b>OFFICE FOR STUDENTS WITH DISABILITIES</b> .....	541-506-6046
<a href="#"><u>PRESIDENT'S OFFICE</u></a> .....	541-506-6103
<b>PUBLIC SAFETY</b>	
Police, Fire, Medical Emergency.....	911
Non-emergency assistance (Minor medical, etc.) .....	541-506-6071
<b>REGISTRAR</b> .....	541-506-6028
<a href="#"><u>RESOURCE DEVELOPMENT OFFICE</u></a> 541-506-6110	
<a href="#"><u>SMALL BUSINESS DEVELOPMENT CENTER</u></a> .....	541-506-6120
<a href="#"><u>STUDENT SERVICES</u></a>	
<a href="#"><u>Advising and Career Services</u></a> .....	541-506-6024
Chief Student Services Officer.....	541-506-6025
Chief Student Services Officer Administrative Assistant.....	541-506-6013
Director of Advising.....	541-506-6026
Financial Aid Director .....	541-506-6029
Registrar.....	541-506-6028
Special Assistant to the President.....	541-506-6010

*This handbook is not to be construed as a contract between the College and the employee, or as a guarantee of employment for any particular length of time.*



Dear Faculty:

Welcome to Columbia Gorge Community College (CGCC) and the 2012-2013 academic year. This is an exciting year for CGCC as we continue work towards becoming an independently accredited college. Your help, especially with regard to our efforts to assess student learning outcomes, is critical to the success of our accreditation work.

This faculty handbook includes useful information for new and returning faculty alike. The following pages provide you with a directory of relevant contact information, as well as a summary of policies and procedures related to instruction. I also encourage you to visit the college's website for additional information about our policies and procedures. If you have questions or need help, please feel free to contact me or anyone else in the Instructional Services office. We are here to support you and to help our students achieve their goals.

Thank you and have a great academic year.

Sincerely,

Brian Greene  
Interim Chief Academic Officer

## **ACCOMMODATION AND CIVIL RIGHTS INFORMATION**

### **Columbia Gorge Community College**

#### **Non-discrimination Statements**

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

#### **Persons having questions about equal opportunity and nondiscrimination should contact:**

**Employment:** Robb Van Cleave - Chief Talent and Operations Officer; Office: Rm 2.422 Phone: 541-506-6151

**Educational Programs:** Brian Greene - Chief Academic Officer; Office: Rm 2.103 Phone: 541-506-6031

**Student Programs, Activities, and Services:** Lori Ufford - Chief Student Services Officer; Office: Rm 3.223  
Phone: 541-506-6013

**Auxilliary aides and services** are available upon request to individuals with disabilities. Please contact CGCC's Disabilities Resources Advisor Shayna Dahl at 541-506-6046 or the Event Coordinator in a timely manner.  
711 Relay.

### **Columbia Gorge Community College**

#### **Contact Statement for Special Needs**

Individuals requiring special accommodations due to a disability should contact the Disabilities Services Office at 541-506-6046 (The Dalles Campus), 541-308-8211 (Hood River Indian Creek Campus), 711 Relay.

### **Columbia Gorge Community College**

#### **Designated Contacts**

##### **Title II Coordinator:**

Lori Ufford, Chief Student Services Officer  
Columbia Gorge Community College  
400 E Scenic Drive  
The Dalles, OR 97058  
541-506-6025

##### **Title IX Coordinator:**

Mike Taphouse, Director of Advising and Career Services  
Columbia Gorge Community College  
400 E Scenic Drive  
The Dalles, OR 97058  
541-506-6026

##### **Section 504 Coordinator:**

Students:  
Shayna Dahl, Advisor, Disability Resources  
Columbia Gorge Community College  
400 E Scenic Drive  
The Dalles, OR 97058  
541-506-6046

**CGCC ACADEMIC CALENDAR  
2012-2013**

**SUMMER TERM 2012 (11 weeks)**

Registration begins	May 31
<b>Classes begin</b>	<b>June 25</b>
Last Day to Drop with Tuition Refund	June 29
Late fees begin	July 2
INDEPENDENCE DAY HOLIDAY (College Closed)	July 4 (Wednesday)
Last Day to Withdraw from Classes	August 17
<b>*Summer term ends</b>	<b>September 9</b>
Final grades submitted – <b>(no later than 12:00 noon)</b>	September 10

**FALL TERM 2012 (12 wks.)**

Registration begins	August 2 (Thursday)
LABOR DAY HOLIDAY (College Closed)	September 3 (Monday)
Fall Faculty In-Service <b>(All Day)</b>	September 22
<b>Classes begin</b>	<b>September 24</b>
Last Day to Drop with Tuition Refund	September 28
Late fees begin	October 1
VETERAN'S DAY HOLIDAY (College Closed)	November 12 (Monday)
Last Day to Withdraw from Classes	November 16
THANKSGIVING DAY HOLIDAY (College Closed)	November 22, 23 (Th-F)
<b>* Fall term ends</b>	<b>December 16</b>
Final grades submitted <b>(no later than 12:00 noon)</b>	December 17
WINTER HOLIDAYS/CLOSURES (College Closed)	December 24, 25, 26 (M-W)

**WINTER TERM 2013 (11 wks.)**

Registration begins	November 26
NEW YEAR'S HOLIDAY (College Closed)	January 1 (Tuesday)
<b>Classes begin</b>	<b>January 7</b>
Last Day to Drop with Tuition Refund	January 11
Late fees begin	January 14
MARTIN LUTHER KING HOLIDAY (College Closed)	January 21 (Monday)
Last Day to Withdraw from Classes	March 1
<b>* Winter term ends</b>	<b>March 24</b>
Final grades submitted <b>(no later than 12:00 noon)</b>	March 25
<b>SPRING BREAK</b>	<b>March 25-29</b>

**SPRING TERM 2013 (11 wks.)**

Registration begins	March 4
<b>Classes begin</b>	<b>April 1</b>
<b>COMMUNITY COLLEGE MONTH</b>	<b>APRIL</b>
Last Day to Drop with Tuition Refund	April 5
Spring Faculty In-Service <b>(All Day)</b>	April 6
Late fees begin	April 8
Last Day to Withdraw from Classes	May 24
MEMORIAL DAY HOLIDAY (College Closed)	May 27 (Monday)
<b>* Spring term ends</b>	<b>June 14</b>
<b>GRADUATION</b>	<b>June 14</b>
Final grades submitted <b>(no later than 12:00 noon)</b>	June 17

**SUMMER TERM 2013 (11 weeks)**

Registration begins	May 28
<b>Classes begin</b>	<b>June 24</b>
Last Day to Drop with Tuition Refund	June 28
Late fees begin	July 1
INDEPENDENCE DAY HOLIDAY (College Closed)	July 4 (Thursday)
Last Day to Withdraw from Classes	August 16
<b>*Summer term ends</b>	<b>September 8</b>
Final grades submitted <b>(no later than 12:00 noon)</b>	September 9

## **Academic Standards**

Academic Standards Committee: Review and make recommendations regarding academic standards policy and procedures. The scope covers topics that impact academic standards, academic degrees, programs and certificates, and other academic issues pertaining to or related to a credit granting institution of learning.

## **Accreditation**

CGCC delivers college credit instruction, certificates and degrees through its contract with Portland Community College (PCC) which is accredited through the Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institutions, subject to the specific policies of those institutions. CGCC has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities (NWCCU). Candidacy is not accreditation or does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation.

## **AED's (Automated External Defibrillators)**

There are three AED's on The Dalles campus (TDC) and two AED's on the Hood River Indian Creek (HRC) campus. Locations of the AED's at TDC are: Bldg. 1 – right outside the Library (on wall); Bldg. 2 – first floor by elevator (on wall); and Bldg. 3 – second floor (on wall) near sitting area and Pathfinders Center (3.201). Location of the AED at HRC is: front entry way, next to the fireplace and classroom 202.

## **Alcohol/Controlled Substance Use Policy**

It is against Columbia Gorge Community College policy for any instructor or student to be under the influence of intoxicants or controlled substances. Refer to: [Alcohol/Controlled Substance Use Policy](#).

## **Buildings**

Throughout the college, the first digit of a room number indicates the building; the second digit indicates the floor level and the third and fourth digits indicate the room number. [Campus maps](#) are available on the college website.

## **College Vision, Mission Statement, Core Themes, and Goals**

*Vision:* Become the first option of choice for education and training services in the communities we serve.

*Mission Statement:* "Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community."

*Values:*

- *Respect for the individual*
- *Community focus*
- *Integrity*
- *Excellence*
- *Commitment to Learning*
- *Service before self*

*Core Themes:*

Core Theme A: Building Dreams (Opportunities), Core Them B: Transforming Lives (Education), and Core Theme C: Strengthen Our Community (Partnerships).

*Goals:*

1. CGCC will provide educational programs and services that meet the needs of our students, the workforce, and the communities we serve.
2. CGCC will provide services which support the development of our students and the achievement of their educational goals.
3. CGCC will employ and develop a qualified faculty and staff and foster a supportive working and learning environment.
4. CGCC will develop and maintain strong, collaborative partnerships and relationships within our community.
5. CGCC will provide governance and administrative structures which assure institutional effectiveness through innovative leadership and on-going planning and evaluation.
6. CGCC will build the institution's financial capability through sound planning and effective use of fiscal resources.
7. CGCC will provide efficient operational processes which support current organizational needs and directions.
8. CGCC will utilize technology to improve teaching and learning, delivery of student services, delivery of administrative services, and workplace effectiveness.

- CGCC will provide appropriate institutional facilities which support the achievement of the institution's mission and goals.

### **Class Size (Minimum and Maximum)**

**Minimum Class Size (12):** Classes with an enrollment of 11 or fewer on the Wednesday prior to the start of the term, will be canceled unless the class is needed for some of the students to complete their certificate or degree programs in the current academic year. There must be adequate fiscal resources available to cover holding a class with fewer than 12 students.

**Maximum Class Size:** The maximum class size for all face-to-face, hybrid, online, and other mediated deliveries is **30** students with the exception of MTH 20, RD 90 and all writing classes which is a maximum of **25** students.

### **College Closures**

Faculty should listen to the local radio stations, Portland TV stations, or check the college website for class cancellations or for college closures. You may also dial the College's main number (541-506-6000) and listen to the message to hear of any cancellations. Faculty can also sign up for FlashAlert, (an emergency text notification from CGCC) at [FlashAlert](#), click on FlashAlert icon (lower right of home page) or under the Spotlight section for Inclement Weather information. Link to:

### **College Locations and Campus Hours**

**The Dalles Campus** is located at 400 East Scenic Drive and is open from 7am to 9pm Monday – Friday during the term. Building 2 closes at 7pm and Buildings 1 and 3 close at 9pm on weekdays. On Saturdays, when activities are scheduled, campus hours are from 7am to 4:30pm. Faculty may access the campus on Saturdays with advance notice by calling Facilities at 541-300-1205. The campus is closed on Sundays.

**Hood River-Indian Creek Campus** is located at 1730 College Way and is open Monday – Thursday from 7:35am until 9pm weekdays. The campus is closed Friday-Sunday.

### **College Policies**

The Columbia Gorge Community College Board of Education [Policies and Procedures](#) are available on the college website.

### **Course Cancellation**

Columbia Gorge Community College reserves the right to cancel a course. When the college cancels a course or work assignment, part-time faculty shall be paid for all classes met prior to the cancellation. If the notice of course cancellation is issued less than three working days before the first class meeting, the part-time faculty shall be paid for contact hours scheduled for the first class session.

### **Class Cancellations and Make-ups/Substitutes**

**Faculty are expected to make up missed classes.** The College and the faculty will jointly make every reasonable effort to reschedule missed work time. Sick pay for those with an accrual will be issued only when the missed work time cannot be rescheduled and made up. Contact the appropriate Instructional Director as soon as possible to discuss how the time will be made up.

### **Computer Use by Instructors**

Computers are available in various locations for instructor use, including the Library, the Adjunct Faculty Suite (Bldg. 2, Rm. 2.034), Hood River, and both campus's computer labs. Additional instructional technology is available for use in the Adjunct Faculty Suite, Bldg. 2, Room 2.034 and in the shared faculty office at HR-ICC. All instructors are given college email accounts which are the primary source for college communication. A college intranet has also been created as a tool for communication (<http://intranet.cgcc.cc.or.us>) which can be accessed off-campus with a college email account.

### **Copy Machines (Copy Codes/Photocopying/Word Processing)**

Instructors receive copy codes so they may make any photocopies they need to assist them in their teaching. Copiers at The Dalles Campus are available in Bldg. 2, Room 2.034 (Adjunct Faculty Office Suite-Basement) and Bldg. 2, first floor mailroom (2.128). A copier is also located in the Faculty Office (Rm 216) at the Hood River Campus.

In general, instructors need to produce their own syllabi, instructional materials and photocopies. At the beginning of each term, some limited assistance with photocopying may be available through the Instructional Services office. Contact the Chief Academic Officer's administrative assistant for assistance, 506-6031.



## Course Assessment

The Course Assessment process combines student course evaluations and outcomes assessment. Department chairs set the schedule so that regularly taught courses are covered once every three years and faculty at least once per year. More detailed information is available on the [Outcomes Assessment](#) page of the college website.

## Course Content and Outcomes Guides

All credit instructors are provided with a course content and outcome guide (CCOG). The CCOG provides information on required course content (some CCOGs reference required/recommended texts), expected student learning outcomes, suggested assessment strategies, etc. [CCOGs](#) are located on the Curriculum Office website. Check each year for updates/changes in these guides.

## Credit Hours and Instructional Hours/Class Breaks

Courses vary in the number of instructional hours required. The state has defined an instructional hour as 50 minutes of instruction. As a general rule, one credit hour of lecture requires one instructional hour each week (in an 11-12 week quarter); one credit hour of lab requires two instructional hours each week. Studio and straight lab course credits are one credit per three instructional hours each week.

**The College is committed to providing students with the instructional hours for which they register. This is not only a matter of obligation to students, but it is also a legal requirement by which the College must abide.** No one may release a class early without approval from the Chief Academic Officer. Class periods, including the first and last class meetings and those contiguous to a holiday, are to be conducted according to these guidelines. Final exams are to be given during finals week.

## Curriculum

**The Curriculum Committee** has primary responsibility for reviewing the appropriateness and integrity of courses, program offerings, certificates and degrees. The Committee makes recommendations regarding new courses, changes, and deletions to courses, programs, certificates and degrees. Committee membership includes faculty from each department and instructional administrators.

**Curriculum Office:** Coordinates the review and approval of new courses, programs, certificates and degrees, and changes to existing courses. Also, acts as the curricular liaison between CGCC, Portland Community College and the Department of Community College and Workforce Development. More information is available on the [Curriculum Office website](#).

## Custodial Services

The early morning custodial crew generally cleans classrooms and whiteboards. The evening custodial crew empties garbage and performs lock-up. Special requests for maintenance and/or supplies (such as replacing lights, replenishing hand towels, or miscellaneous repairs) can be made at any time. Contact Facilities Services at 506-6071 during working hours or after hours, including Saturdays, at 541-300-1205.

## Disability Resources

Academic support services for students with disabilities are available at CGCC. Students must provide documentation and are encouraged to request accommodations a minimum of three weeks prior to the beginning of the term to ensure the availability of appropriate and timely services. The objective is to accommodate the disability while maintaining the academic integrity of the course. Students should contact Student Services to schedule an appointment with the Disability Resources Advisor at 541-506-6011 in The Dalles, and 541-308-8211 in Hood River or 711 Relay.

Faculty should receive "letters of introduction" from the student indicating that the named student qualifies for the stated accommodations. It is the student's responsibility to discuss the details of the specific accommodations with instructors. Faculty are required to honor and facilitate implementing stated accommodations. Instructors and students should direct questions and concerns regarding accommodations to the Advisor. It is important that any problems be resolved expeditiously in order that neither the student's participation nor the course is compromised.

## Distance Learning and Instructional Technology

CGCC uses Moodle as its Learning Management System to deliver distance learning classes. Online technical support, training and resources are available for faculty teaching online, hybrid and online component classes. Visit the [Distance Education webpage](#) for more information.

## Emergencies

In the event of an emergency, please follow the three steps outlined below:

1. **Dial 911.**

2. Contact your immediate supervisor.
3. Report emergencies to Jim Austin in Facilities Services, 506-6074, Rm. 1.052. To document emergencies, fill out an [Incident/Accident Report](#).

If the College Emergency Alarm sounds, you need to clear the building with your students. Get at least 300 feet away from any building. Do not block access to roadways. As a faculty member, you are responsible for stopping at the elevator of your floor to assist any disabled students.

In the case of a medical emergency, Mid-Columbia Medical Center is the designated emergency medical facility for The Dalles Campus and Providence Hood River Memorial Hospital for the Hood River-Indian Creek Campus.

Following are specific instructions for emergency situations that might arise in your classroom:

*Accidents/Illnesses/Emotional Crisis Situations that Occur in Class*

Should the occasion arise when you or one of your students becomes ill or injured in class, follow the emergency procedures above.

The College has an [Emergency Plan](#) that outlines the College's plans in the event of a major emergency or disaster.

## **Evaluations**

Course evaluations are a part of course assessment process. Faculty are evaluated as per the Collective Bargaining Agreement. For more detailed information, see [Faculty Contract](#).

## **Faculty Offices, Office Hours and Locations**

Faculty offices are for instructors to use for class preparation and for meeting with students. Instructors may have to share desks, bookshelves, and file cabinets with other instructors. Full-time instructors are responsible for posting their office hours in the space provided. While adjunct faculty are not required to post office hours, they should be available for a reasonable amount of student contact and inform their students when they will be available for conferences to respond to questions and resolve problems related to the course. See the Chief Academic Officer's administrative assistant for office assignments and keys.

Faculty offices and computers are for instructors to use for class preparation and for meeting with students. Instructors may have to share desks, computers, bookshelves, and file cabinets with other instructors. Full-time instructors are responsible for posting their office hours in the space provided. While adjunct faculty are not required to post office hours, they should be available for a reasonable amount of student contact and inform their students when they will be available for conferences to respond to questions and resolve problems related to the course. See the Chief Academic Officer's Administrative Assistant for office assignments and keys.

## **Faculty Pay for Non-Teaching Work**

Part-time faculty working on approved college business beyond the scope of their teaching duties are compensated at the Special Projects Rate. Pre-approval (including approved hours and expectations/outcomes) from an Instructional Director or the Chief Academic Officer is required in writing before work can begin. See the [policies page](#) for more information.

## **FERPA Responsibilities**

Faculty is to abide by the Family Educational Rights & Privacy Act of 1974 (FERPA), which requires institutions to maintain the confidentiality of student records. FERPA gives students "the right to have some control over the disclosure of information from educational records." Therefore, the following guidelines should be followed:

### **Attendance Records:**

Don't share with anyone but the student. Do not leave in public places.

### **Class Rosters:**

Contains personal information about your students. Do not give to anyone for any reason or leave in public places.

### **Email:**

If emailing the entire class or a group of students, use the "blind copy" option so email addresses are not revealed to all students.

### **Returning Graded Papers:**

Return directly to the student. Have student provide a stamped, self-addressed envelope. Do not leave in instructor mailbox, Instructional Services Office, or in a box outside your office where others can see grades and other confidential information. If you want to share examples of "quality work", have a signed release from the student and blank-out their name.

### **Posting Grades:**

Use random numbers or letters which are known only to you and the student. Do not post grades using student names, initials, or any part of the student social security number.

### **Writing Letters of Reference:**

Have a release of information form signed by the student.

### **Sharing Information with Other Faculty or Staff:**

Only on a need-to-know basis.

### **Talking to Parents or Spouse about Student:**

Do not do!

Refer any request for information about a student to Lori Ufford, Chief Student Services Officer, 541-506-6025.

\* An excellent resource with clear examples can be found at <http://chapman.edu/RegOffice/privacyRights.asp>. Find the section 'For Our School Officials, Faculty and Staff' and click on the Chapman Faculty FERPA Training.

### **Food and Beverages in Class**

In the interest of maintaining the learning environment and college facilities, eating and drinking is limited in college classrooms, computer labs, and in the Library. The Food and Drink Policy can be found at: [Food and Drink Policy](#)  
Requests for exceptions to this policy may be made to the Facilities Services Supervisor.

### **Gorge Literacy**

Gorge Literacy provides free, basic literacy instruction and support to all adults in the Columbia Gorge enabling them to reach their goals and realize their potential in their family, work, and community lives. The program trains community volunteers to tutor adults who wish to improve basic reading, writing, math or English conversation skills. Services are open to all community members and not limited to CGCC students. Tutors are available to meet with students individually, in small groups or if desired, within the classroom. There is no charge, and tutors are available to fit a variety of schedules. For more information call 541-506-6043.

### **Grading**

Instructors are responsible for grading the performance of students in their courses at the end of each term. They should assess student performance using their best judgment and fairest evaluation techniques. A student's grade should reflect how well the student mastered the specific content and outcomes of the course.

Grades are submitted online by the instructor of a course(s). Specific instructions to access rosters, student information and grading rosters can be obtained from the Chief Academic Officer's Administrative assistant. Grades must be submitted online by the Monday following the last Friday of each term.

Detailed information about Grading Definitions and Options (including Incomplete, Grade Change, Withdrawal, Audit, Pass/No Pass, No Show, repeated course, and computing grade point averages) can be found in the [Other Grading Definitions and Options](#) section of the catalog.

#### **Important Notes:**

- The student is the only person who can file a request for a grade other than an A-F.
- The CGCC online grade rosters will continue to reflect the P/NP or audit options; however, **faculty no longer have the option of giving a Pass/No Pass or audit grade if the student does not officially request it by the deadlines.**
- If faculty turn in a grade for which the student has not opted, the grade will be rejected in the system and the student is then placed into a situation where their financial aid, graduation, transfer plans, etc. will be negatively impacted.
- **A-F:** This is the default mode for almost all classes. **If a student does not complete and submit a grade mode form, then the grade can only be A-F.**
- Once the grade request has been submitted by the student, **the grade option cannot be changed.**
- Even when instructors perform grade changes after the term has finished, instructors CANNOT request a change between grading options. The grades or marks within each option chosen by the student are the only changes allowed. For shorter term courses, once an instructor has submitted a grade, changing the grading option will no longer be available to the student.
- There are a few exceptions, as per PCC SACs. Contact the Administrative Assistant to the Chief Student Services Officer to confirm grade exceptions.

#### **Incompletes:**

An Incomplete ("I") grade should be reserved for emergency situations and when a student has only one or two assignments or exams left to be completed in a course. No "I" grades should be given without written notification to the student and the Chief Academic Officer. The conditions of completion of the work should be stated in writing, signed by the instructor and the student, and kept on file in the Student Services office. Link to [Incomplete Option](#)

**The incomplete form can be found at:** [Other Faculty Forms & Information](#) ~ Incomplete Form

*Students have twelve months to meet the conditions of the agreement. It is important to have documentation to support the grade you select for a student in case of a dispute.* When you have given a student an incomplete and that student

turns in the work required to acquire a grade, please file your new grade for the student as soon as possible. Delays on your part may affect a student's financial aid.

Students who believe that a mistake in a grade has been made should follow the [grievance process](#).

### **High School Completion/High School Credit (Hood River Only)**

Adult students may complete requirements for a high school diploma by taking independent study classes. Simultaneous high school and college credit can be granted. High school students may also come to the College for independent study classes to satisfy high school requirements. A referral from the student's high school is required. Interested students should contact the Pre-College Department at 541-506-6041 or Hood River-Indian Creek Campus at 541-308-8241.

### **Incident/Accident Reports**

Incident Reports help you document harassment, theft, danger, injury, violence or any other incident that concerns you as a victim or witness. Turn in Incident Reports to Jim Austin, Facilities Services Supervisor, Rm. 1.052, 506-6074. Link to: [Incident/Accident Report Form](#)

### **Information Technology (IT)**

For any information technology-related issues, questions, concerns or feedback, call 541-506-6096 or contact the [HelpDesk online](#). After selecting Helpbox, choose "Login End User", enter username (your first initial and last name), and for login enter "MIB".

### **Instructor Illness, Emergencies and Class Cancellations**

When an instructor cannot teach due to illness or emergency, inform the appropriate Instructional Director or Chief Academic Officer as soon as possible. If enough advance warning is given, a substitute instructor may be found, if appropriate. If alternate instruction is not available or appropriate, the Chief Academic Officer's Administrative Assistant will post notices of class session cancellation on the classroom door and attempt to notify students by telephone.

### **Keys for Classrooms**

Key cards for classrooms on both campuses are requested through the Chief Academic Officer's Administrative Assistant.

### **Library**

The Library provides services and materials to support CGCC's curriculum and meet the information needs of its students, faculty and staff. Through the Library's website you and your students can access library resources from any computer with an Internet connection. Library and research instruction may be scheduled by contacting the library.

### **Lost and Found**

Lost and Found services are located in the Student Services Office, 541-506-6011.

### **Mail/Email**

Columbia Gorge has mail slots available for instructor use in Bldg. 2 mailroom (2.128) and at the Hood River – Indian Creek campus. Sharing of mail slots may be necessary. For security purposes, students should not be allowed in the mailroom. E-mail is available to all instructors; fill out the [application](#) and turn it in to the Chief Academic Officer's Administrative Assistant.

### **Mentoring**

The purpose of faculty mentoring is to provide new CGCC faculty an opportunity for professional and academic support as well as orientation to the CGCC culture. The respective Department Chair will meet with the new faculty prior to their first term teaching at CGCC to determine the new faculty's needs and preferences. At that point an initial mentor will be assigned. The mentor can be another faculty member either within the same department or another department. A mentor should serve as an individual who does not judge, does not evaluate, and does not make employment decisions for the new faculty member. Mentors may serve as the person the new faculty member chooses for their first informal class observation.

### **Missed Classes/Makeup Plans**

Instructors should inform their Department Chair and/or Instructional Director when they cancel a class due to illness. Instructors should also inform the Chief Academic Officer's Administrative Assistant as soon as possible about cancelling class(es) so students can be called or emailed about the class cancellation and informed about any class assignments. Department Chairs and/or Instructional Director should be informed via email about makeup plans for missed classes.

### New Faculty Orientation

New instructors initially meet with their Instructional Director for an overview of instructional policies and procedures. Instructional Directors review and sign off on the New Instructor Orientation Checklist. Details and logistical information is dispensed by the Chief Academic Officer's Administrative Assistant.

### PASS Referral

As a faculty member you are on the "front line" with students who may be experiencing academic or personal difficulties. These students may be at risk for academic failure or of dropping out of school. Some problems may be beyond your resources, time or expertise to resolve. Faculty members can refer students to the PASS program (Promoting Access for Student Success) for further assistance. To refer a student, submit the [PASS program referral form](#) on the CGCC website. Faculty can contact Shayna Dahl at 541-506-6046 for more information.

### Professional Development

Faculty have access to funds for professional development activities (e.g. attending conferences, trainings, taking classes related to their subject areas). Part-time instructors have an allowance of up to \$350 per year and full-time instructors have access to \$500 per year. To request professional development funds, [complete the form](#) and submit it to your Instructional Director along with supporting documentation.

### Purchases and Reimbursements

The College will be responsible for basic equipment and supplies you will need for teaching (e.g. chalk, markers, photocopies, overhead projectors, pens, paper.) These items are available in the college bookstore and will be charged to the appropriate account by the Bookstore Manager. Instructors may also request special purchases/supplies for a specific class, but **must get pre-approval for purchase** of such items from the appropriate Instructional Director. Receipts without a pre-approved purchase order will not be reimbursed.

Get advance authorization from the Director who will determine if adequate funds are available and make sure the item you want is **not available** at the college. A purchase order number is required for a purchase and/or a reimbursement and will be processed by the Chief Academic Officer's Administrative Assistant. Receipts need to be turned in within two weeks of the purchase to the Chief Academic Officer's Administrative Assistant.

### Room and Equipment Use Responsibilities

1. The Instructional Services Administrative Assistant must approve room changes.
2. All workstations and floor areas are to be left clean and orderly.
3. Smoking is not permitted in any of the campus buildings or within 20 feet of entry ways.
4. Return room furniture and equipment to where you found it upon first entering the room.
5. When leaving, please secure all windows and close all classroom doors.
6. Some food and drinks are allowed in classrooms but **not** in the computer labs. See the [Food and Drink policy](#) for details.
7. There are telephones in all classrooms. Periodically, problems occur that may require immediate shifting of a class from one room to another. A telephone for Emergency 911 or college extensions is located adjacent to the restrooms on each floor in Building #1.
8. CGCC instructors are accountable for all equipment used in their classes and by their students. Loss of or damage to equipment must be reported to the Chief Academic Officer and/or the Facilities Services Director immediately.
9. In science lab classes where hazardous or potentially dangerous equipment may be used, instructors must give students a safety orientation as part of the first session. The instructor needs to document that this orientation took place, and keep the documentation on file.
10. Borrowed equipment is not insured by the College. Insurance coverage and replacement is the responsibility of the individual.

### Room/Facilities Scheduling

The Chief Academic Officer's Administrative Assistant is responsible for scheduling all instructional rooms for The Dalles campus: 506-6031, room 2.191. For scheduling rooms at the Hood River-Indian Creek Campus, please call 541-308-8215. The Facilities Services Administrative Assistant is responsible for scheduling all non-instructional room uses: 506-6071, room 1.052.

### Rosters/Registration

Instructors are responsible for checking class rosters for non-enrolled students and for students enrolled but who have not been to class. A student is not registered until he or she has completed registration and paid required fees. **Instructors must check rosters online.** The procedure is as follows:

1. All instructors should check class rosters for non-enrolled students, and refer those students to Student Services to complete the registration process.
2. Every person attending a class is required to pay the tuition and fees.
3. Students should be informed of all class costs in the first class session.
4. Students have until the second class session to complete their registration.

**It is imperative that attendance be kept because of verification of records requirements for financial aid and grievance procedures.**

### **Routing and Return of Student Materials**

Instructors should inform students at their first class and via their syllabus about how and when to turn in their assignments. Because of limited space, resources, and FERPA considerations, the College cannot store papers for students or route papers/assignments between students and instructors. Students who want materials returned to them should provide the instructor with a self-addressed, stamped envelope. It is NOT acceptable to leave materials for students in your CGCC mailbox, the Instructional Services Office, or outside the classroom. This VIOLATES the FERPA policy of privacy for students.

### **Safe Learning Environment**

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in removal from the class, the faculty member may remove the student from class for one day and must report the infraction in writing to the Chief Student Services Officer at the earliest opportunity.

### **Student Records/Release of Information**

Per the college's [confidentiality policy](#), student records are maintained in conformation with state and federal laws. In general, all information contained in the student records that would identify a particular student shall be kept confidential and not released to any person without prior written consent of the student or upon lawful subpoena. An exception to this confidentiality policy is directory information, which may be released to the media and for use in other local publications only at the direction of the Chief Student Services Officer. Students who do not wish to have directory information released by the College must make that request in writing each term at the time of registration. Directory information will not be released to vendors or others desiring to solicit students for contributions or purchases.

**Right to Review Record** In accordance with the Family Education and Privacy Act, students may review and, if necessary, may request correction of their own official records, files, and data with the following exceptions: Confidential financial information reported by the parent/guardian, unless the latter has explicitly granted written permission for the student to review the financial statement. Access to student records is guaranteed as early as possible but must be within 45 days of the student's official request.

### **Syllabi**

Clear and complete communication between faculty and students is an important aspect of student success. A current and effective syllabus is an important component of this communication. The syllabus is the faculty's contract with the student. It outlines the content and intended outcomes of the course, the assessment and grading of learning, as well as instructor expectations and other important information.

**Instructors are responsible for developing a syllabus for each college credit class they teach each term, and for distributing it to students in the first class session.** Prior to the start of the term, instructors are required to submit electronic versions of syllabi to the appropriate Instructional Director, Department Chair and to the Instructional Office. In the case of courses taught previously, instructors should update syllabi each term the course is taught. Refer to the [Syllabus Content Checklist](#) for complete syllabi requirements. A [sample syllabus](#) is available on the college website.

### **Telephone Messages/Telephone Use**

College staff don't take telephone messages for students **unless it is an emergency** (i.e. death, serious illness or injury). Instructors should inform students at the first class how instructor-student communication will be handled.

The college provides telephone service for use in conducting College business. Local telephone services are accessible through telephones at staff workstations. Long distance telephone services are accessed only by long distance authorization codes provided by the Business Office. Specific procedures for using long distance services are available through the Chief Financial Officer, 506-6050.

Campus courtesy telephones are available near the restrooms on every floor of Building 1 and next to the elevators on every floor of Building 3 (The Dalles Campus). Courtesy telephones may be used to call 911, for on-campus extensions, and for local calls.

### **Testing Centers (Test Proctoring)**

Testing Centers are located in the Student Services Office in The Dalles and Hood River to proctor make-up exams for students. This service is available for students who cannot take the exam during the regular class meeting time. Check with Student Services in The Dalles (541-506-6011) and Hood River (541-308-8211) for days and times available for test proctoring. The following rules apply to both campuses: No walk-ins will be accepted. No children are allowed in the testing room or left unattended outside the testing room. No food or drinks are allowed. Seating is limited, so reservations are required. To use this service, please complete an [Exam Proctoring Checklist](#).

### **Textbook Orders**

Textbooks (including supplemental items related to instruction) for all credit and non-credit classes in The Dalles are sold in the bookstore, Rm. 1.163. Textbooks for the Hood River-Indian Creek Campus will be sold at the front counter. The booklist for each term and other pertinent bookstore information can be found on the [bookstore's webpage](#).

In most cases, instructors of credit classes use Portland Community College-approved texts. Instructors may also ask the bookstore to order optional/recommended texts to supplement their course textbooks. Instructors may request other resource books/materials through the Chief Academic Officer.

Instructors should confirm their textbook(s) with the Chief Academic Officer's Administrative Assistant six to eight weeks before the beginning of the term. Books ordered after that time may not be available in time for the first week of the term. Before the term begins instructors are responsible for confirming with the bookstore that their correct textbook and edition has been ordered. Instructor desk copies are available if needed. Contact the bookstore with requests. Allow at least two weeks prior to the date needed to allow materials time to arrive.

**Any request to change the approved textbooks must be made to the appropriate Instructional Director or Chief Academic Officer.**

Textbooks (except basic skills books) not purchased by the second week in the term are returned to the publisher to make room for the following term's books. If a course is canceled, a full refund may be given to students for returned textbooks in original condition, accompanied by the sales receipt, and returned by the end of the second week of the term.

### **Timesheets**

Timecards are used to pay part-time faculty for instruction-related items (e.g. attending meetings, conferences, workshops, tutoring). Pre-college instructors (ABE, GED, ESOL) are paid on timecards. Full-time instructors use timecards for instruction-related items/events not covered by their contractual agreement and must be approved by their Instructional Director. Timecards are due to Instructional Directors on the 15<sup>th</sup> of each month. Directors will review and approve the timecards and forward them to payroll.

### **Transcripts**

**Official Transcripts:** Official student records are on file at Portland Community College. To obtain a transcript of classes, a student fills out a [transcript request form](#) that is available online and in the Student Services Office. There is no fee for the first three official transcripts. There is a \$3 fee for each transcript after that.

**Unofficial Transcripts:** Students may access their unofficial transcripts via the MyCGCC link on the CGCC website at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us).

### **Travel**

When instructors travel for College-approved activities, the following steps must be followed:

1. All out-of-district travel is reimbursable only if authorized in advance by your instructional director or the Chief Academic Officer. Once approved, the information should be forwarded by email to the Chief Academic Officer's Administrative Assistant to submit a travel purchase order.
2. Upon returning, instructors must turn in all relevant receipts to the Instructional Services Office within two weeks of travel where it will be processed for payment and sent to the Business Office. Meal receipts will be required. Reimbursements will be made according to college policy. Any questions about travel/mileage should be directed to the appropriate Instructional Director.
3. The mileage reimbursement rate for College personnel is the current rate allowed by the Internal Revenue Service.
4. Columbia Gorge Community College does not reimburse instructors for travel from home to the College work site.
5. The College President must approve exceptions to these policies and procedures and all travel must have been budgeted.

## Tuition Waivers

Faculty receive tuition waiver benefits. To participate, complete and submit the [tuition waiver form](#).

## Tutoring: Math /Writing /Sciences

Drop-in tutoring in math, writing, and sciences is available at scheduled times in the Tutoring Room in Bldg. 1, Rm 1.139 (north end of the Class Act Café). The Math Table offers assistance for credit math courses. The Writing Desks, located in the College Library and in the Hood River Information Commons, offers assistance to students working on any class projects which involve writing, including book reports, research papers, essays, summaries, resumes, personal statements, and letters. No appointment is necessary for either the Math Lab or the Writing Desk, though students may make an appointment at the Writing Desk to guarantee a tutoring session. Call the Instructional Services office for the current term's drop-in hours (506-6031).

**Math Table: Bldg. 1, Rm 1.139 (north end of the Class Act Café), 506-6000, x. 7211**

**RET Tutoring: Bldg. 1, Rm 1.365, 506-6175**

**Writing Desk: Bldg. 1, College Library ~ Mt. Adams Room, 506-6171**

**Tutoring at Hood River-Indian Creek Campus: Information Commons**

## Underage Policy for College Credit and Non-Credit Courses

Students under the age of 16 need to:

- 1) File an Under 16 Enrollment Form. Form is available through Student Services.
- 2) Take the College Placement Test. You must place at the minimum levels of WR 115, RD 115, and MTH 60.
- 3) An interview with the Chief Student Services Officer and/or the Chief Academic Officer and a parent is scheduled at the time of application.

For additional information see the Underage Policy on page 9 of the [college catalog](#).

## Voice Mail

Instructors are eligible for voice mail accounts. Request one from the Chief Academic Officer's Administrative Assistant. After receiving an access code, you can review your voice mail from any on-campus phone or from home. The following procedures should be followed to access voice mail from home:

Step 1: Dial 541-506-6199. A recorded message gives options.

Step 2: When the Voice Mail answers, press the \* key.

Step 3: Enter your mailbox extension number, then press the # key.

Step 4: Enter your password, then press the # key; proceed to listen, send, etc.

## Wait List Procedures

Wait lists will be maintained for all classes with full enrollments. If a space in the class becomes available before the term begins, the first student on the wait list will be contacted by Student Services to be offered the open space. Being on a waiting list does not guarantee enrollment. Wait lists are not carried over to the next term.

**Prior to the first day of the class, the first 5 waitlisted students will be contacted and asked to attend the first class. ONLY those 5 students should attend. Those waitlisted students still need to complete the process and get "officially registered" through Student Services.**

The wait list is maintained on a first-come, first-serve basis. Every effort is made to contact students in a timely manner to allow sufficient time for schedule changes if a class becomes available. To facilitate being contacted by Student Services regarding wait lists, students should check their contact information to ensure that the information is correct. To change contact information, students should log in to their online student account and click the link for "Update Personal Information."

The appropriate Instructional Director or Chief Academic Officer will, on occasion, override the class limit. Factors which will be considered include the student's need and progress/status in program, cycle of course offering, student-teacher ratio, impact on learning and teaching environment, the number of available seats, room size, materials and equipment impact, textbooks needed, and available resources.

1. The first five (5) wait listed students will be advised by Student Services to attend the first class.
2. If a faculty member chooses to accept more students into their class(es) and if the classroom size, furniture, and fire code allow more students, they will contact the Instructional Services Office at 541-506-6031 to request an increase to the class size limit (preferably by email).