



**COLUMBIA GORGE**  
**COMMUNITY COLLEGE**



CGCC  
→ BLDG. 3 →  
H&S/Health & Sciences  
Registration  
↑ BLDG. 2 ↑  
Administration

# *Faculty Handbook*

**2024-2025**



# COLUMBIA GORGE COMMUNITY COLLEGE

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# **About Columbia Gorge Community College**

## **[Mission, Vision and Guiding Principles](#)**

Columbia Gorge Community College is a public two-year community college in Oregon. Its mission is to “build dreams and transform lives by providing lifelong educational programs that strengthen our community.” The college’s vision is to become the first option of choice for education and training in the communities it serves.

## **[Accreditation](#)**

Columbia Gorge Community college is accredited by the Northwest Commission on Colleges and Universities ([NWCCU](#)). Accreditation of an institution of higher education by NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. For more information about NWCCU and the most recent CGCC Self Evaluations click on the “Accreditation” link above to visit the college’s accreditation webpages.

## **[CGCC Foundation](#)**

The CGCC Foundation supports CGCC, and its students, to ensure that the college is a vital, accessible, premiere, educational resource in the beautiful Columbia Gorge.

## **[CGCC Board of Education](#)**

The CGCC Board of Education has seven members representing positions from both Hood River and Wasco Counties. Regular open-to-the public meetings are held in accordance with college policies and accreditation standards for an effective governance structure.

## **[Faculty Collective Bargaining Agreement](#)**

The Faculty Collective Bargaining Agreement is made and entered into the first day of July 2022, by and between Columbia Gorge Community College and United Employees of Columbia Gorge Community College, Local 4754, AFT, AFL-CIO, for itself and on behalf of the employees in the bargaining unit described herein.

## **About CGCC**

Columbia Gorge Community College is a 2-year public college in Oregon and is one of [seventeen community colleges](#) in the state. Two locations serve students primarily in Wasco and Hood River counties, a main campus in The Dalles, and a center in Hood River. The college service district serves approximately 10,000 square miles with a population of more than 85,000 people. The college also serves residents of five other rural counties in both Oregon and Washington, including Sherman, Wheeler, Gilliam, Klickitat, and Skamania.

CGCC is a federally-designated Hispanic-Serving Institution ([HSI](#)) and member of the Hispanic Association of Colleges and Universities ([HACU](#)).

CGCC is a sanctuary college committed to the diversity of its student body committed to the protection of all of its students including undocumented student immigrants and students who qualify as Deferred Action on Childhood Arrivals (DACA).

### ***Accommodations and Civil Rights Information - Nondiscrimination 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 local, state, or federal law in any educational programs, activities, or employment.

Columbia Gorge Community College is an equal opportunity educator and employer.

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

Columbia Gorge Community College  
400 E Scenic Drive  
The Dalles, OR 97058

### ***Employment***

Courtney Judah, SHRM-CP  
Executive Director of Institutional Effectiveness  
phone: 541-506-6151 email: [cjudah@cgcc.edu](mailto:cjudah@cgcc.edu)

### ***Educational Program and Student Programs, Activities, and Services***

Mike Espinoza  
Vice President of Student Services  
phone: 541-506-6010 email: [mespinoza@cgcc.edu](mailto:mespinoza@cgcc.edu)

**CGCC Designated Contacts:**

**Title II Coordinator**

Dr. Jarett Gilbert  
Vice President of Instructional Services  
phone: 541-506-6030 email: Jgilbert@cgcc.edu

**Title IX Coordinator**

Lisa AbuAssaly George  
Director of Diversity, Equity, and Inclusion  
phone: 541-506-6026 email: [lgeorge@cgcc.edu](mailto:lgeorge@cgcc.edu)

**Section 504 Coordinator**

Shayna Dahl  
Student Support Services Coordinator  
phone: 541-506-6046 email: sdahl@cgcc.edu

***Auxiliary aids and services are available upon request to otherwise qualified individuals with disabilities and special needs. Please contact Shayna Dahl at 541-506-6046, 711 relay, or sdahl@cgcc.edu.***

# **Teaching and Learning**

## **Guided Pathways**

CGCC is a Guided Pathways institution participating in the Oregon Guided Pathways Project led by the Oregon Community College Association (OCCA17) to support the implementation of structured academic and career pathways at scale, for all students. Building on national research from the Community College Research Center ([CCRC](#)) and the American Association of Community Colleges ([AACC](#)), this project is meant to help increase completion rates and student achievement across Oregon.

## **CGCC Catalog**

Updated annually with additional information regarding degrees, certificates, programs, policies and substantive information for reference. See [CGCC programs](#) webpage for links and descriptions of the six Pathways and [transfer](#) programs offered at the college.

## **Institutional Learning Outcomes**

Through their respective disciplines, CGCC students who earn a degree can:

1. Communicate effectively using appropriate reading, writing, listening, and speaking skills. (*Communication*)
2. Creatively solve problems by using relevant methods of research, personal reflection, reasoning, and evaluation of information. (*Critical thinking and Problem-Solving*)
3. Extract, interpret, evaluate, communicate, and apply quantitative information and methods to solve problems, evaluate claims, and support decisions in their academic, professional and private lives. (*Quantitative literacy*)
4. Appreciate cultural diversity and constructively address issues that arise out of cultural differences in the workplace and community. (*Cultural Awareness*)
5. Recognize the consequences of human activity upon our social and natural world. (*Community and Environmental Responsibility*)

## **Course Content and Outcome Guides (CCOGs)**

Course content and outcome guides include all the information for each course including prerequisites, descriptions and outcomes.

## **Course Outcomes Assessment**

Course Outcomes Assessment measures student achievement of individual course outcomes, providing results and analysis that are used by faculty to improve teaching and student learning.



It is a collaborative process, combining student course evaluations and instructor outcomes assessment to improve teaching and learning at the course level. Student Course Evaluations are a part of the course assessment process.

### **Academic Assessment**

The purpose of Academic Assessment is to:

- Ensure student proficiency in course, program and institutional student learning outcomes.
- Systematically improve teaching and learning at the course, degree, certificate and program level.
- Create a continuous process that is collaborative and dynamic, engaging faculty and students to improve student success throughout the entire institution.
- Utilize assessment to improve instruction, while providing usable data that demonstrates this improvement to our community.
- Balance the process of assessment between the requirements of external compliance and a meaningful and thoughtful practice, which is part of what educators do on a regular basis.

### **Degree, Certificate, and Program Outcomes**

CGCC is committed to providing high quality education, delivered in a flexible manner, resulting in opportunities for our students to achieve their diverse educational goals.

Through a broad, well balanced curriculum, the General Education program strives to instill a lifelong love of learning and to foster civic competence within our students.

### **Program Outcomes Assessment**

Outcomes assessment at this level is conducted annually to measure student achievement of degree, certificate, and program outcomes.

### **Instructional Program Reviews**

Instructional programs are reviewed on a regular cycle to ensure relevancy, currency and alignment with professional standards and workforce needs. Faculty play a key role in the process assessing curriculum, resources, and student achievement of degree, certificate, and program outcomes.

## **Curriculum Office**

Resources for Curriculum Development and administrative support for the Curriculum Committee is provided by the Curriculum Office. The office assists faculty in the development and revision of courses, degrees, and certificates. Additionally, they act as a liaison between the college and state entities governing community college curriculum including the Oregon Higher Education Coordinating Commission (HECC) and Northwest Commission on Colleges and Universities (NWCCU).

## **Curriculum Committee**

The Curriculum Committee has the primary responsibility to review the appropriateness and integrity of CGCC's educational offerings. The committee analyzes the congruence between content and credits, rigor, and overall effect of courses, programs, certificates and degrees. Committee members, primarily faculty members and including representation from all academic departments, meet regularly and rotate elected office appointments and seats.

## **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 that 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 Instructional Office. In the case of courses taught previously, instructors will update the syllabi each term the course is taught. Refer to the link above for resources regarding content and guidelines.

## **Faculty In-Service, Continuing Education and Professional Development (CBA Article 10)**

Faculty have access to funds for professional development activities such as attending conferences, trainings, and classes related to their subject areas. To request professional development funds, contact the Office of Instructional Services by email to complete the appropriate documentation prior to participating in the activity or making plans for travel or attendance.

## **Faculty Professional Expectations**

The CGCC [Instructional Council](#) (IC) has developed the following list to help communicate academic and professional expectations that apply to faculty:

1. Meet classes as scheduled without cancellations, substitution of rooms, times, or days without prior administrative approval, and work contractually determined days and hours. (CBA Article 7)
2. Consistently evaluate student work. (CBA Article 7)
3. Submit grades in a timely fashion. (CBA Article 7)
4. Attend department and planning meetings as stated in the CBA.
5. Respond to students as stated in syllabi and per the CBA.
6. Attend at least two faculty In-Service sessions per academic year. (CBA Article 10)
7. Participate in the faculty evaluation process. (CBA Article 12)
8. Serve as members of committees and maintain workload. (CBA Article 7)
9. Complete outcomes assessments as scheduled per Administrative Rule [040.018.000](#) Course Outcomes Assessment; and in accordance with the CBA.
10. In accordance with the CBA, notify the Office of Instruction and the appropriate Department Chair or Instructional Dean in a timely fashion if for any reason a future assignment is unacceptable.

## ***New Faculty Orientation***

New instructors initially meet with Instructional Directors, Deans, or Department Chairs for an overview of instructional policies and procedures. This overview covers the following:

- Differences between onboarding and orientation.
- Identify how schedules are created and personnel responsible for these duties.
- Identify work done prior to course instruction.
- Delegation and explanations of other tasks and responsibilities.
- General information, contacts, and college resources.

## ***Faculty 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. This program is still in development.

### [Instructional Council \(IC\)](#)

Instructional Council meets monthly to contribute to the quality of education at the college. IC makes recommendations to the Vice President of Instructional Services on the planning, delivery, and assessment of instructional programs. Anyone is welcome to attend as a guest.

### **Family Educational Rights and Privacy Act ([FERPA](#))**

Faculty and staff must abide by the Family Educational Rights & Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment), which states that the institution will maintain the confidentiality of student records.

Contact: Office of the Registrar 541-506-6012 or Student Services 541-506-6011 select option 2 for questions and any inquiry regarding requests for student information.

Mandatory training videos available annually through Vector Solutions.

### **Faculty FERPA Responsibilities include, but are not limited to the following:**

#### *Attendance Records*

Do not share with anyone other than the student. Do not leave in public places

#### *Class Rosters*

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

#### *Email*

If emailing the entire class or a group of students, use bcc "blind copy" option so that email addresses are not revealed to all students. Only use [@student.cgcc.edu](mailto:@student.cgcc.edu) email addresses for communication with students.

#### *Returning Graded Papers*

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

#### *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 to keep on file.

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

Only on a need-to-know basis.

#### *Talking to Parents, Spouse, or Family Members About Students*

Do not disclose information about a student to anyone unless the release of information form is confirmed to be on file with the Office of the Registrar, up to date, and is clear about what information can be shared with the third party.

### ***Credit Hours and Instructional Contact Hours/Class Breaks***

Courses vary in the number of instructional hours required. The state defines an instructional hour as 50 minutes of instruction. In an 11 week quarter, one credit of lecture requires one instructional hour per week; one credit of lecture/lab requires two instructional hours per week; and one credit of lab requires three instructional hours per week.

In addition to instructional hours, classes are required to involve out-of-class student work (i.e. homework assignments) at the following rate: 2 hours of homework for each credit of lecture; 1 hour of homework for each credit of lecture/lab; and little to no homework for lab courses.

CGCC 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. No one may release a class early without approval from the Vice President of Instructional Services. 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 the last week of the term.

### ***Waitlist Procedures***

Waitlists will be maintained for all classes exceeding full enrollments. If a space in the class becomes available before the term begins, the first student on the waitlist will be contacted by Student Services to be offered the open space. Students on a waitlist are not guaranteed enrollment. Waitlists are updated on a term-to-term basis and not carried over to the next term.

The waitlist 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 seat in a class becomes available. To facilitate being contacted by Student Services regarding waitlist status, students should be checking their assigned contact email regularly, and make sure all of their additional contact information is up to date and correct.

### ***Class Size***

The maximum class size for all face-to-face, hybrid, online, and other mediated deliveries is 30 students with the exception of all writing classes. Writing classes are limited to 25 students per class. Technology and Trades classes are limited to workstation capacity depending on the course and/or program.

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

Faculty are expected to make up missed classes, with the exception of campus closures due to inclement weather, in which case, the content can be remediated as needed without penalty to the students. Students cannot be required to turn in work, take a test, make up work due during the time of the campus closure, or mandatorily attend a lecture or class that moves to remote instruction for the period of the closure.

The college and faculty will jointly make every reasonable effort to reschedule missed work time within one week from time of individually missed class(es) due to unforeseen illness or emergencies. Sick pay for those with accrual will be issued only when the missed work time cannot be rescheduled and made up.

Contact the appropriate Instructional Dean or Department Chair as soon as possible to discuss how the time will be made up and/or to discuss the availability of an approved substitute. Substitutes without prior approval by the Instructional Services Department are not permitted. Substitutes must meet the required qualifications for approval.

Instructors must inform their Department Chair and Instructional Dean when they need to cancel a class due to illness or an emergency. Instructors should also inform the Instructional Services Administrative Assistant and Student Services Department when they need to cancel a class so that students can be contacted and signs posted.

### **[Campus Closures/College Closures](#)**

In the event the college needs to close or cancel classes, the information will be posted on the official college website, [FlashAlerts](#), and also on Facebook and Instagram. Everyone is recommended to subscribe to FlashAlerts for immediate notification. For instructions on how to subscribe to FlashAlerts, please visit the CGCC [alerts](#) webpage.

### ***Computer Use for Instructors***

Computers are available in various locations for instructor use. The most common spaces for use are located on the main campus in The Dalles in the Library Learning Commons, and at the campus location in Hood River in the faculty offices behind the commons area.

Instructors will participate in onboarding with Human Resources to include meeting with IT Services for equipment assignments, login information, email access, introduction to classroom equipment, printing access, and any additional technology-related information pertinent to their instructional assignment. Additional training with classroom equipment and software platforms including the college LMS and SIS will be scheduled as needed.

### ***Copy Machines, Printing, and Scanning***

Instructors use their college access key/ID card to make photocopies at any print station location for their classes. Instructors can print from networked computer accounts to any copier at either campus location. Once network access is established through IT Services, copiers are available for use to print, scan, and make copies. Instructors are responsible for producing their own syllabi, instructional materials, and photocopies for classroom use.

### ***IT Services and Technology Support***

For questions or issues regarding computer or copier use, classroom technology or equipment, please submit a ticket through the IT Services support site [support.cgcc.edu](https://support.cgcc.edu) or email [support@cgcc.edu](mailto:support@cgcc.edu) and your request will be addressed as soon as possible. For immediate assistance regarding instructional delivery emergencies related to technology, contact the Instructional Services Administrative Assistant for classroom relocation options.

### ***Mail and Email***

CGCC has mail slots available for instructor use in the mailroom located at the main campus in The Dalles in Bldg. 2 (2.128) and in Hood River at the entry front desk or faculty office located behind the commons area. For security purposes, students are not allowed in the mailroom.

All CGCC staff and faculty are assigned a [@cgcc.edu](mailto:@cgcc.edu) email address. Students are assigned [@student.cgcc.edu](mailto:@student.cgcc.edu) email addresses, and can also message instructors through the LMS system. For maintaining FERPA compliance and security reasons, faculty, staff and students are expected to use their assigned college email accounts for all work-related and official college communications. Please contact your direct supervisor if you have questions.

### **[Campus Store and Course Materials](#)**

The CGCC Campus Store (bookstore) is located on the main campus in The Dalles. Operating hours for the store are posted at the beginning of each term.

The college bookstore uses the [Slingshot](#) for course materials. Slingshot is a course materials auto-fulfillment program. When a student enrolls in a course, a Slingshot account is created for them and their required course materials are automatically ordered, like a subscription service.

Students have access to their personal Slingshot account through the MyCGCC portal to view their course materials, access digital materials, return rentals, change format preferences, view transactions, sell back books, purchase optional course materials, or select different formats (if available).

If a student chooses to “Opt Out,” of the service, they will not have the ability to access the service for automatic materials delivery for the course or term. In this case, the student will be responsible for sourcing the correct course materials on their own. Guiding students to select “Opt Out,” can potentially negatively impact their access to the complete list of required materials for a course or term.

Instructors are expected to submit their textbook selections directly to their Department Chair with as much detail as possible (ISBN, edition, format, access code, etc.) prior to each term by or before the indicated deadlines to ensure availability to match the course enrollment.

Department Chairs are expected to submit course material adoptions in SlingshotPro on behalf of the instructors assigned to their department. Physical, digital, and OER course materials all need to be adopted in SlingshotPro by the indicated deadlines for each term for accurate reporting and for on-time student access to the materials prior to the start of the course.

Any additional questions regarding course material selection can be directed to the Instructional Services Administrative Assistant. Questions regarding the course material adoption process in SlingshotPro and student Slingshot questions can be directed to the Campus Store.

### **[OER \(Open Educational Resources\)](#)**

OERs are an alternative option to traditional textbooks for course material selection. Faculty are encouraged to seek and source low-cost, and no-cost educational materials as recommended by Oregon Legislation. Information regarding legislation and history [OR HB 2919, HB2213, HB2727, HB2871] can be found at this [link](#) to HECC Oregon Open Educational Resources and this [website](#) for Open Oregon Educational Resources. Please contact the Library and Learning Commons with any questions regarding OER usage.

### **[Instructional Technology Resources](#)**

Several quick reference guides and resources for classroom instructional technology and course delivery are available through accessing the Instructional Technology Resources page link located on the Faculty and Staff Resources page.

### **[Moodle](#)**

CGCC currently uses Moodle as the LMS (Learning Management System). Students have access to Moodle through their CGCC portal page. Instructors are assigned access by the Moodle Administrator. Please review the reference guides and recommendations for building course shells through the link above for Instructional Technology Resources. Additional support is available directly from the campus Moodle Administrator, Rob Kovacich, [email](#) contact is preferred.



### **Anthology**

Anthology Student is the SIS (Student Information System) for the college. Sometimes it is referred to as CNS. It is a cloud-based system and can be accessed on campus or remotely. Student registration and class rosters are collected in the system. Grades for each course are posted directly to the system. Instructors are expected to follow directions provided by the Office of the Registrar and communicate within the provided recommendations and guidelines each term regarding posting grades. All official communications are to be conducted through your CGCC email. Any questions regarding the SIS, problems with registration, student records, and access to rosters should be directed to the Registrar.

### **Online Learning**

CGCC offers remote access to education through online learning. Faculty and Students can access information regarding how to use online learning, review policies and use recommendations, and learn more about the distance learning modality options available at CGCC. Instructors are encouraged to support each other and students with access to online learning and innovation regarding equitable access to education for all students.

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

Faculty offices are for instructors to use for class preparation and for meeting with students. Instructors may be required to share desks, bookshelves, and filing cabinets with other instructors. Full-time instructors are responsible for posting their office hours in the space provided and all instructors are required to provide their office hours on their syllabi.

### **Library and Learning Commons**

CGCC has a full-service public-facing library (LLC) located in Bldg. 1 at the main campus location in The Dalles and a library desk at the Hood River campus location in the commons area on the first floor. Faculty are welcome to use library spaces at both locations for meeting with students, with private room access at the main campus location. The library is also open to community members for resources and general use. On and off-campus access provides both students and faculty with access to resources for all modalities of instructional delivery.

Instructors are encouraged to explore additional information regarding CGCC [library services](#) for faculty using the provided link that is also available on the Faculty and Staff resources webpage.

### **Tutoring Resources at The Cove**

CGCC offers free academic tutoring and study skills coaching under the direction of the LLC. Students are encouraged to utilize these resources when needed.

### [Gorge Literacy](#)

Gorge Literacy provides free community-based tutoring services to adult learners within the region. Services are open to all community members and not limited to CGCC students.

### [Testing Center](#)

The Testing Center is located in Bldg. 1, on the 3rd floor, on the CGCC main campus location in The Dalles. Testing requires scheduling and cannot be offered on a walk-in basis due to staffing. No children are permitted in the testing area or allowed to be left unattended outside of the testing room. No food or drinks are allowed in the testing area.

### [Grading Policies](#)

CGCC AR 050.038.000 - Grading Guidelines outlines the responsibilities of the instructors for grading the performance of students in their courses at the end of each term. Students are to be assessed using the instructor's best judgment and fair evaluation techniques. Student earned grades should reflect how well the student mastered the specific content and outcomes of the course as indicated in the course syllabi provided to the student at the start of the term.

Grades are submitted online to the SIS, Anthology, by the instructor of each course by the deadline and method as indicated in communication from the Office of the Registrar in Student Services. In general, grades are due to be submitted online to the Registrar no later than noon on the Monday following the last Friday of each respective term. Instructors are responsible for understanding the college guidelines for grading and adhering to these guidelines when evaluating student performance, and understanding students' rights and responsibilities.

Instructions and assistance to access class rosters can be provided by the Office of the Registrar and the Instructional Services Administrative Assistant. Instructors are responsible for maintaining accurate and up-to-date rosters for the purposes of grading and attendance.

Additional details regarding grading can be found in the [CGCC College Catalog](#) and [CGCC Student Handbook](#).

*Important notes - Pass/No Pass and A-F grading:*

- The student is the only person who can file a request for a grade other than A-F.
- CGCC online grade rosters may continue to reflect P/NP (Pass/No Pass) or audit options; however, faculty do not have the option of offering these options unless a student has submitted an official request to be documented by the Office of the Registrar, prior to the request deadline for the given term.

- Faculty may not turn in a grade for which the student has not opted.
- Once a request for change to P/NP grading has been submitted by the student, this request is ***final*** and cannot be altered back to the option of letter (A-F) grading.
- Even if a student submits a request for a grade change after the P/NP grade has been submitted and transcribed, in this circumstance, an instructor cannot change or alter the grading option. Only grades or marks within the option selected, or the default (A-F) grading (if no request is submitted) are permitted. For courses with shorter term lengths; once an instructor has submitted a grade, changing the grading option will no longer be available to the student.
- Contact the Office of the Registrar with any questions or to review if any exceptions apply.
- Grade change requests must be submitted by the instructor within one year of the end of a course.
- If a student believes a mistake has been made in the selection of a grade for a course, they may choose to file a student grievance or complaint.
- If an instructor is no longer employed by CGCC, and a good faith effort has been made to contact an instructor, grade changes can be made by the appropriate Department Chair providing there is sufficient evidence to make a change.

#### *Incomplete (i) grades*

- An Incomplete (i) grade should be reserved for emergency situations when a student only has a small percentage of work that is incomplete (one or two assignments or exams left to be completed) in a course.
- No Incomplete grades can be issued without written notification to the student and the administration of both Instructional Services and Student Services. This includes, but is not limited to the appropriate Instructional Dean ***or*** Vice President of Instruction; ***and*** the Registrar ***or*** the Vice President of Student Services.
- An [Incomplete Grade Contract](#) form is the responsibility of the student to turn in to the Office of the Registrar, and must be completed and signed by the student and the instructor prior to the end of the term.
- Students are required to meet the conditions of the agreed upon contract created by the student and the instructor as indicated on the submitted form on file *within twelve calendar months, or one year. It is important to have documentation to support the grade you select for a student in the case of a dispute.*
- When a student submits the required work as indicated when the Incomplete grade was issued, please file the grade change correction as soon as possible.
- Delays in assisting a student with a grade change from an (i) to final grade selection can negatively affect the student's access to federal Financial Aid.

### **[Student Records and Release of Information](#)**

Faculty and staff are to abide by CGCC BP 5040 and the Family Educational Rights & Privacy Act ([FERPA](#)) of 1974, which states that the institution will maintain the confidentiality of student records. FERPA gives the student “the right to have some control over the disclosure of information from educational records.” An education record is defined as any record that directly identifies a student and is maintained by the institution.

For questions regarding Student Records and Release of information, please contact the Office of the Registrar. Students may elect to complete a [Release of Information](#) form. Completed forms are kept on file with Student Services and valid until the indicated date on the form. “When in doubt, don’t give it out”...even if a student provides verbal permission to disclose information, it is not allowed.

### **[Student Transcripts](#)**

Transcripts are permanent academic records including all courses take, all grades received, and all degrees conferred. To request a transcript, a student must fill out a [Transcript Request](#) form and return the completed form to Student Services.

### **[High School Students/Dual Credit Enrollment](#)**

CGCC offers students currently enrolled in high school within the service area opportunities for earning college credit through dual credit enrollment. Students approved for enrollment may enroll in CGCC courses on campus or online provided they are eligible to take the course. Some students may work toward or earn a college degree in conjunction with their completion of the [Oregon Diploma](#). Additional information and links to forms can be found on the CGCC College Now [Faculty Resources](#) and [Student and Parent Resources](#) web pages.

Students under the age of 16, or current Sophomore enrolled high school students must fill out additional form(s) available in Student Services. Any student enrolled in college credit is entitled to rights under [FERPA](#) to include direct communication with the high school and/or family members unless the appropriate release of information is current and on file. Any questions regarding communications to parties other than the student should be directed to the Office of the Registrar.

### **[Disability Resources and Student Accommodations](#)**

Support services for students with a disability are available at CGCC. To access these services, students will need to register with the college’s disabilities services office, provide documentation of their condition/disability, and engage in an interactive process to determine

appropriate accommodations. The goal is to create an inclusive and supportive environment that allows all students to thrive academically and personally.

Questions regarding specific students and their accommodations can be directed to the [disabilities services coordinator](#). Confidential communication is provided each term directly to an instructor regarding students enrolled in their class with accommodations. If instructors have any questions or needs, they are encouraged to seek support from disabilities services coordinator regarding their approach to students with accommodations. Professional development is also available for additional information.

Instructors are encouraged to review their classroom and instructional policies, online learning course shells, primary and supplemental course materials, and current practice to incorporate accommodations wherever possible for all students enrolled in a course to promote equitable access to instruction and equitable opportunities for successful course completion. Assistance with embedded accommodations for Moodle shell course creation is available through the Moodle administrator and/or faculty mentoring.

### **[Academic Advising](#)**

Academic Advisors are available to assist students with access to resources, class registration, academic planning, program and career research, and transfer guidance. Academic Advisors are assigned to students based on their program Pathway as it relates to Guided Pathways.

#### **[New Student Orientation](#)**

Student New Student Orientations are held each term to introduce new students to campus systems and resources. Faculty are encouraged to participate in New Student Orientations when invited to assist with familiarizing new students with the college and its programs.

#### **[Multiple Measures Placement](#)**

CGCC uses Multiple Measures Placement for academic assessment and placement as a part of supporting a student's academic path. Academic Advising utilizes guidance provided by faculty department chairs to help with determining student placement in gateway coursework.

### **[Early Alert Referrals - PASS Program \(Promoting Access to Student Success\)](#)**

CGCC offers students opportunities to connect with resources through referrals placed by faculty and staff to the Early Alert System called PASS. Students may also elect to self-refer when

interested in being connected to resources to help them with their success. Faculty are encouraged to submit a request to PASS through filling out a simple [form](#) at any time they feel a student could benefit from connection to academic and/or support services.

### **[Financial Aid](#)**

Federal Financial Aid is available at CGCC for students to help bridge the gap between the cost of education and the available student and family resources. Additional information for students is available at [Financial Aid FAQ](#) or by contacting Student Services. CGCC Financial Aid also provides oversight to the Federal [Work-Study](#) Program.

### **[Student Payments](#)**

Students make payments for their tuition and fees to the CGCC Business Office. Any bursar questions or student account questions should be directed to the business office. Online payments are also accepted. The physical location of the business office is on the main campus in The Dalles, with a service window in the center of Building 2 near the front entry.

### **[Student Support Services](#)**

CGCC has a variety of support services available for promoting student success and wellness. Students can access basic needs, mental health, and counseling services in addition to academic supports through tutoring for no cost while enrolled at CGCC.

#### **[Virtual Care Group \(VCG\)](#)**

Students are provided free access to virtual health care including medical and mental healthcare appointments with 24/7 access, 365 days a year.

#### **[Resource Navigation](#)**

CGCC employs a full-time state supported Resource (Benefits) Navigator to assist students with access to resources for basic needs support. The Navigator can connect students to college provided and community resources to help with solutions to address student basic needs including, but not limited to, housing, food, clothing, counseling, transportation, healthcare, and supplies for school.

#### **[Counseling Services](#)**

Confidential, in person short-term counseling services are available by appointment at both campus locations. Virtual counseling is available through VCG.

### **[STEP Program](#)**

CGCC is a part of the Oregon STEP (SNAP Training & Employment Program) Program. Qualifying students are eligible for additional connections to support with assistance for accomplishing their educational and career goals.

### **[Residence Hall](#)**

Students who are interested in living on campus can apply to live in the Residence Hall located at the main campus in The Dalles.

### ***Student Engagement***

Students who participate in regular engagement activities generally have higher rates of success through feeling connected to the campus community and a sense of belonging. Check with the Office of Student Life across from the LLC on the main campus for more information regarding active campus clubs. Additional opportunities through CGCC Associated Student Government ([ASG](#)) are welcome to all interested students.

### **[The Hook Cafe](#)**

On the main campus, The Hook Cafe is open during campus hours and provides freshly prepared meals as well as grab and go food items weekdays. Hours of operation are posted term to term. Catering is also available and owns first rights for on campus events.

### **[High School Completion and GED](#)**

CGCC offers ABE and GED classes to prepare for or improve scores on college placement tests, GED exams, and build academic skills prior to entering into credit-bearing courses at the college. The GED is an alternative option to the Oregon Diploma.

### **[English for Speakers of Other Languages \(ESOL\)](#)**

ESOL at CGCC offers a variety of classes for English Language Learners from basic conversational instruction to advanced levels of language instruction.

## **General Information**

### **Academic Calendar**

For questions regarding the Academic Calendar, please contact Instructional Services.

### **Campus Locations and Hours**

Facilities posts campus access hours each term and provides updates with changes.

### **Buildings and Maps**

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

AED locations: The Dalles (TDC) Campus

- Building 1 - Library Learning Commons (LLC) entrance
- Building 2 - first floor near elevator (center of building)
- Building 3 - second floor near classroom 3.201
- Building 10 - near room 114 Sergeant's Office

AED locations: Hood River (HRC) Indian Creek campus location

- First floor - Commons Area near fireplace
- Second floor - near classroom 202

### **Facilities**

Facilities Services provides day-to-day maintenance, custodial services, building access, security, and safety for both campus locations. Offices are located in Building 1 at TDC.

#### **Safety Information including Emergencies and Evacuation**

- [Emergency Response Manual: The Dalles Campus](#)
- [Emergency Response Manual: Hood River Campus Location](#)
- [Clery Act Report](#) posted annually

#### **Incident and Accident Report form**

In the event of any injuries or accidents, please document and provide details as soon as possible by submitting a copy of the provided form to Facilities Services and/or Human Resources. For incidents involving student behavior, please communicate with your direct supervisor immediately for next steps.

In the case of a medical emergency, Mid-Columbia Medical Center is the emergency medical facility for TDC and Providence Hood River Memorial Hospital for HRC.



### **25 live - Room Use and Facilities Scheduling**

For room scheduling outside of classroom use, CGCC uses *25 live* for reserving a space or contact the Instructional Services Administrative Assistant. For larger events requiring assistance from facilities and custodial services, furniture placement, signage, and other coordination, please contact facilities in addition to completing a request form in *25 live* prior to promoting the event.

### ***Room and Equipment Use Responsibilities***

1. Room assignments are final. Any requests for classes to be held in locations other than the designated room assignment must be pre-approved by Instructional Services.
2. Workstations, podiums, floors, and desks are to be left clean and orderly.
3. Smoking and/or vaping is not permitted outside of designated areas.
4. Return and/or restore equipment and furniture to how it is upon arrival.
5. Please secure all windows and doors to classrooms upon exit.
6. Some food and beverages are allowed in classrooms, but not in computer labs or other areas as designated for safety compliance.
7. Telephones are located in or very near all of the classrooms for safety. In the event of an emergency, dial 911. Phones are not for personal or student use.
8. 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 Instructional Services Administrative Assistant, Director of Facilities, or Executive Director of Infrastructure, or IT Support Services immediately.
9. In science lab classes where hazardous or potentially dangerous equipment may be used, instructors must provide students with a safety orientation as the first part of the session. The instructor is required to document the safety orientation 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.

### **Alcohol and Controlled Substance Use Policy**

CGCC is committed to maintaining a drug-free institution and complies with the Drug-Free Schools and Communities Act (DFSCA) and the Drug-Free Workplace Act.

### **Lost and Found**

Please contact Student Services at TDC for all questions regarding Lost and Found items.

### ***Keys for Classrooms and Building Access***

Please contact the Instructional Services Administrative Assistant for key card assignments.

### **[Business Cards and Name Badges](#)**

Please work with the Instructional Services Administrative Assistant to place your first order of business cards and/or name badges. Please wear your name badge when representing the campus for onsite and offsite work-related functions.

### **[Timekeeping, Payroll and Benefits](#)**

Please refer to Article 14 of the [CBA](#) regarding compensation. All timekeeping and requests for paid time off are conducted through [Paylocity](#) and approved by your direct supervisor.

### ***Faculty Compensation for Non-Instructional Duties***

Part-time faculty working on approved college business beyond the scope of their classroom teaching duties can be compensated at a Special Projects Wage Rate. Pre-approval and definition of the scope of the assignment is required in writing by authorized leadership prior to beginning work for this type of project.

### ***Faculty Evaluations***

Faculty evaluation information is listed in Article 12 of the [CBA](#) for providing the employee with feedback concerning job performance. For faculty, the primary purpose of evaluation is to enhance the quality of instruction through an ongoing process of example, advice and self reflection. The faculty and management have a common goal of excellence in instruction leading to student success.

### ***Faculty Good Standing***

Faculty must meet all of the criteria as described in the [CBA](#) for one academic year to return to good standing status.

### ***Loss of Good Standing***

When notified by a designated supervisor of being out of compliance with two or more measures, or the same measure twice, in an academic year, faculty will no longer be considered in good standing. Faculty who are not in good standing are in jeopardy of losing rights for employment as determined by the CBA. Lack of compliance can result in loss of rights or termination of employment as spelled out under the conditions of the CBA.

### **[Tuition Waiver form](#)**

Faculty are eligible for a tuition waiver according to Article 11 in the CBA.

### **[Purchasing and Reimbursement](#)**

All purchasing and reimbursements must have prior approval and authorization by the appropriate supervisor and/or Instructional Services personnel. Policies for Purchasing are listed in [AR060.006.000](#) Receipts submitted without pre-approval will not be accepted.

Additional [forms and information](#) for employees are available regarding purchasing. Training is available for procurement and use of the campus systems if this is a part of your regularly assigned duties.

### **Travel**

Travel requests for professional development or other work related purposes must be approved prior to planning the trip by the appropriate supervisor(s) in writing.

Policies for Travel and Transportation are listed in [AR060.001.000](#)

The following information also applies to travel requests:

1. All out of district travel is reimbursable only if approved in advance by the appropriate supervisor. Once approved, follow procedures for reimbursement as advised by the supervisor.
2. Upon returning from travel, all receipts must be turned in for processing.
3. Mileage reimbursement will be provided at the current rate allowed by the Internal Revenue Service. Carpooling is encouraged when convenient.
4. CGCC does not reimburse instructors for travel from home to the work site.
5. The College President must approve any exceptions to these policies.

### **Marketing**

Faculty may fill out a marketing project request form and work with their direct supervisor for any marketing related requests. Follow the link for a form or contact marketing directly.

## ***College Policies and Practices***

All college employees are responsible for understanding of and adherence to policies and procedures as set by the college. Common policies are found on the college's [policies](#) page.

The college operates under Board Policies (BPs), Administrative Rules (ARs), and Operating Procedures (OPs) for general governance and guidance. Additional information can be provided upon request. [\*\*\*Administrative Rules and Operating Procedures \(ARs & OPs\)\*\*\*](#)

The college has a variety of internal and external advisory councils and committees to ensure the needs of students and the community are met. In 2023, CGCC's Board of Education adopted an [Equity Statement](#) BP1300 to guide and inform college practice.

## **Resources and Contact Information**

### **Directory Pages**

*please contact your direct supervisor for additional information*

main phone: 541-506-6000 admissions and advising: 541-506-6011 select option 2

### **Human Resources**

Executive Director of Institutional Effectiveness - Courtney Judah, SHRM-CP

phone: 541-506-6151 email: cjudah@cgcc.edu

### **Payroll and Benefits Manager** - Brenda Garcia Lua

phone: 541-506-6153 email: bgarcialua@cgcc.edu

### **President's Office**

President - Dr. Kenneth Lawson

email: presidentsoffice@cgcc.edu

Director of Executive Services - Tiffany Prince

phone: 541-506-6013 email: tprince@cgcc.edu

### **Business Office**

Vice President of Finance - Dr. Lorelle Davies

phone: 541-506-6050 email: ldavies@cgcc.edu

Controller/Grant Accounting Coordinator - Mark DeMoss

phone: 541-506-6056 email: mdemoss@cgcc.edu

Accountant, Accounts Payable - Marty Fiegenbaum

phone: 541-506-6053 email: mfiiegenbaum@cgcc.edu

### **Instructional Services Department**

Vice President of Instructional Services - Dr. Jarett Gilbert

phone: 541-506-6030 email: jgilbert@cgcc.edu

Instructional Services Administrative Assistant - Sara Wade

phone: 541-506-6037 email: swade@cgcc.edu

Instructional Systems Coordinator - Sara Mustonen

phone: 541-506-6029 email: smustonen@cgcc.edu

### **[Pathways Directors and Chairs](#)**

Director of [Pre-College Programs](#) - Anne Kelly  
phone: 541-506-6040 email: akelly@cgcc.edu

Director of [Nursing and Health Occupations](#) - Janie Griffin  
phone: 541-506-6140 email: jgriffin@cgcc.edu

Director of [Technology and Trades](#) - Robert Wells-Clark  
phone: 541-506-6185 email: rclark@cgcc.edu

Department Chair - [Arts, Culture & Communication](#) - Leigh Hancock  
phone: 541-506-6171 email: lhancock@cgcc.edu

Department Chair - [Business](#) - Todd Meislahn  
phone: 541-506-6124 email: tmeislahn@cgcc.edu

Department Chair - [Education & Social Science](#) - Dr. Zip Krummel  
phone: 541-506-8217 email: zkrummel@cgcc.edu

Department Chair - [Mathematics](#) - Pam Morse  
phone: 541-506-8218 email: pmorse@cgcc.edu

Department Chair - [Science](#) and Moodle Administrator- Rob Kovacich  
phone: 541-506-6174 email: rkovacich@cgcc.edu

Department Chair - [Technology and Trades](#) - Jim Pytel  
phone: 541-506-7257 email: jpytel@cgcc.edu

### **[Curriculum and Assessment - Teaching and Learning Foundations](#)**

Dean of Teaching and Learning Foundations - Susan Lewis  
and Director of Curriculum and Academic Assessment  
phone: 541-506-6047 email: slewis@cgcc.edu

Associate Dean of Teaching and Learning Foundations - Tori Stanek  
and Director of Library and Learning Commons  
phone: 541-506-6085 email: tstanek@cgcc.edu

Academic Assessment Coordinator - Kristen Kane  
phone: 541-506-6036 email: kkane@cgcc.edu

Title III Academic Assessment Coordinator - Kristen Booth  
phone: 541-506-6041 email: kbooth@cgcc.edu

### **Student Services Department**

Vice President of Student Services -Mike Espinoza  
phone: 541-506-6010 email: mespinoza@cgcc.edu

Registrar - Cat Graham  
phone: 541-506-6025 email: cgraham@cgcc.edu

Director of Enrollment Services - Jared Dill  
phone: 541-506-6028 email: jdill@cgcc.edu

Director of Advising and Outreach - Karly Aparicio  
phone: 541-506-6232

Director of Housing and Student Life - Tiffany Prince  
phone: 541-506-6013 email: tprince@cgcc.edu

Student Resource Navigator- Marco Beitel  
Phone: 541-506-6247 email: mbeitl@cgcc.edu

### **Campus Store/Bookstore**

Campus Store and Retail Operations Manager - Kat Twomey  
phone: 541-506-6062 email: ktwomey@cgcc.edu

### **Child Care Partners**

Director of Child Care Partners - Nancey Patten  
phone: 541-506-6130 email: npatten@cgcc.edu

### **Community Education**

Community Education & Customized Training Coordinator - Jill DeMoss  
phone: 541-506-6031 email: jdemoss@cgcc.edu

### **Community Education**

Director of Marketing and Communication - Tom Penberthy  
phone: 541-506-6011 email: tpenberthy@cgcc.edu

### **SBDC Small Business Development Center**

Director of SBDC - Gregory Price  
phone: 541-506-6121 email: gprice@cgcc.edu



**COLUMBIA GORGE  
COMMUNITY COLLEGE**

***It is the policy of Columbia Gorge Community College and its Board of Education that there will be no unlawful 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.***