

2024-2025  
FACULTY HANDBOOK



### ***Mission:***

Empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

### ***Core Values:***

*Student Focused, Integrity, Responsibility, Valuing People, Diversity and Inclusion, Building Community Relationships*

### ***Purposes:***

1. Prepare students for transfer to four-year colleges and universities
2. Prepare students for entry into the workforce, career advancement or career change through technical certificate and associate degree programs
3. Provide adult basic education, general education development (GED), developmental and other instruction that prepares students for college level course work
4. Provide programs and experiences that foster individual development through job skills and lifelong learning skills to meet the demands of a global, technology-driven and knowledge-based economy
5. Provide a learning environment that is supported by teaching excellence, high quality student services and well-equipped and maintained instructional facilities
6. Support education and research activities and the economic development of the district and the State of Illinois through partnerships and community service programs
7. Contribute to the advancement and well-being of the citizens of the district through cultural, civic, and professional activities

### ***Vision:***

We are the preeminent provider of relevant, high-quality learning experiences to the communities we serve.

The college combines the best of the traditional and the modern to provide an environment that is accessible and highly conducive to learning, social interaction, personal enrichment, physical development, and job skills enhancement.

Programs and support services are carefully designed to serve the current and evolving needs of our students. Faculty and staff exemplify the highest standards of service and performance and take pride in the achievement of our students and the College as a whole. Our actions reflect Lewis and Clark's core values of service, respect, responsibility, compassion and integrity. We hold ourselves accountable for our performance as educators and as stewards of the resources entrusted to us. The true measure of our performance is the personal and academic success of our students, the overall well-being and cultural enrichment of the communities we serve, and the economic vitality of the region.

## **NON-DISCRIMINATION STATEMENT**

Lewis and Clark Community College is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. This commitment requires that decisions involving students and employees be based on individual merit and be free from discrimination or harassment in all its forms. Lewis and Clark Community College is committed to equal educational and employment opportunity and to affirmative action. Programs, services, and employment opportunities are administered by Lewis and Clark Community College without regard to sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. The College abides by affirmative action principles, makes reasonable efforts to accommodate qualified individuals with special needs, and complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. These include but are not limited to:

- a. Title VII of the Civil Rights Act of 1964
- b. Title IX of the Education Amendments of 1972
- c. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990
- d. The Age Discrimination Act of 1975
- e. The Illinois Human Rights Act
- f.

It is the policy of the College that any form of discrimination or harassment, including sexual harassment, of employees or students on campus, is unacceptable and shall not be tolerated. Any employee or student of the College who feels that he/she has been a victim of any form of discrimination or harassment should notify the College's Human Resources Office and the complaint will be investigated. (See [Anti-Harassment Policy](#)) Complaints of discrimination or harassment prohibited by College policy are to be resolved within the existing College procedures. For additional information or assistance on the equal opportunity, affirmative action and harassment policies and procedures of Lewis and Clark Community College, please contact Lori Artis, Vice President of Administration, Erickson Hall, Room 103, Lewis and Clark Community College, Godfrey, IL 62035, (618) 468-3000.

## Table of Contents

Cover	1	Faculty Orientation	24
Our Mission, Vision, Values	2	Field Trip/Mandatory Field Work	24
Purposes	2	Final Examination Policy	26
Non-Discrimination Statement	3	Fraud, Waste and Abuse	26
Table of Contents	4	Gifts, Prizes and the IRS	29
Welcome	5	Grades	30
Absences	6	Keys	34
Alcoholic Beverages and Drugs	9	Learning Resource Center Information	34
Anti-Harassment Policy	9	Media Services	35
Appointment Procedures	9	Off Campus Assignments	36
Assessment Center	10	Office Assignments	37
Audio Visual Services	11	Online/Web Blended Course Assignments	37
Auditing Courses	11	Parking	38
Blackboard Learning Management System	11	Adjunct Faculty Orientation	38
BlazerNet Access	12	Patents and Copyrights	38
Bookstore	12	Payroll Procedure	40
Campus Phone and Voicemail	12	Payroll Related Fringe Benefits	41
Children	13	Plagiarism	41
Class Cancellation and Student Transfer	13	Prorated Pay Policy for Full-Time, Adjunct and Overload Faculty Members	41
Classroom Change Procedures	14	Protection of Minors	42
Closing Policy	14	Reasonable Accommodations	42
Communications	15	Retention, Persistence, and Completion (RPC)	42
Computer Access Information	15	Rosters	43
Confidentiality of Student Records	15	Sex-Based Misconduct Prohibition Policy	45
Coordination	15	Smoking Policy	45
Copier Usage	16	Solicitation Distribution	45
Copyright Information	17	Center for Access and Accommodations / Counseling Services	45
Counseling Service (See Center for Access and Accommodations)		Student Success Center	46
Course Adds and Drops	17	SURS 6%	47
Course Development	17	Technology Assistance	48
Course Surveys	17	Technology Resources Policy	48
Course Syllabus/Course Outline	18	Tenure	48
Disability Support Services (See Center for Access and Accommodations)		Travel	48
Drug Free Workplace	19	Tuition Refund Policy	49
Emergency Alert Notification	21	Weapons on Campus Policy	50
Emergency Telephone Numbers	22	Withdrawal Policy	50
Equal Employment Opportunity	23	Workplace Safety	50
Ethical Conduct	23	Workplace Violence	50
Exam Procedures	23	Appendix A Notice of Rights and Options	51

Dear Faculty,

The *Faculty Handbook* pulls together the policies, procedures and practices in use at Lewis and Clark Community College. It is offered as a resource to support you in your work as a faculty member at the college. In culture and behavior, the college is an excellent example of the concept of "living improvement." That means that we are constantly trying to improve. We do this by identifying problems, piloting practices to improve the problem, and measuring improvements. Improving student learning success and retention is at the top of all improvement efforts. We have a clear aim, to increase student learning success (A, B and C course grades) and retention. The goal is completion of a certificate and/or degree.

We work in networked communities where institutional researchers, faculty, and staff collaborate to improve practice. We welcome you into this community where we believe in what we are trying to accomplish and in how we are trying to achieve it. Our mission is "Empowering people by raising aspirations and fostering achievement through dynamic, compassionate and responsible learning experiences." It isn't simply empowering students, it is empowering all of us to achieve.

The *Faculty Handbook* is not a legal document or contract, and it doesn't supersede applicable federal, state or local laws or other college policies. We also rely on the College Catalog, Board Policy Manual, Departmental Procedures Manuals and our full-time faculty is also governed by the Faculty Agreement. This is simply a handbook to support your understanding of the college culture and environment. Feel free to ask questions, make suggestions, and offer opinions.

## **INSTRUCTIONAL POLICIES AND PROCEDURES**

### **ABSENCES – FACULTY ABSENCES IN FACE TO FACE, VIRTUAL, BLENDFLEX AND WEB-BLENDED CLASSES AND MEETINGS**

A faculty member who cannot meet his/her classes or other assigned responsibilities (committee meetings) because of illness or any other reason must inform his/her Dean as soon as possible. They should also request a sick day in Blazernet.

In case of illness or emergency preventing an on-campus or off-campus instructor from meeting his/her class, the following procedures should be followed to alter students:

1. The on-campus instructor notifies his/her Division Assistant. (Before or after hours, 8 a.m.-4:30 p.m., contact Campus Safety (618) 468-2300 to post a notice.)
2. The Division Assistant posts the class cancellation on the classroom door on campus.
3. The off-campus instructor notifies the appropriate Community Education Center Coordinator or Assistant.
4. The Coordinator or Assistant notifies the appropriate Site Coordinator, who posts the class cancellation on the classroom door off-campus.
5. The instructor is responsible for notifying his/her students, but in special situations when the instructor is unable to call, email, or post the notice in Blackboard for the students, the Division Office or Community Education Center will assist by calling or emailing students, assuming that time permits.
6. If an instructor's class can be taught by a substitute, subject to the approval of the appropriate academic administrator, a pay memo will be submitted to the Human Resources Office. Pay will be processed for the substitute instructor and a salary adjustment will be made on the faculty member's pay (adjunct), or a benefitted sick day can be used (full time).

### **ABSENCES – FACULTY ABSENCES IN ONLINE CLASSES**

In case of emergency or illness that interrupts an online instructor from logging in five out of seven days/week, or from responding to students within 48 hours, the following procedures should be followed:

1. The instructor notifies his/her Dean to discuss the specific circumstances. The Dean and faculty member will discuss options.
2. The Dean will contact the Vice President of Academic Affairs and, if the absences involve leave benefits, Human Resources, to consult and to develop an option for the faculty member.
3. Options may include communicating with students followed by a resumption of instruction after a brief break, or reassigning the online course to another qualified faculty member, or other such customized solutions.
4. The Dean will contact the affected faculty member and finalize a plan and the students will be notified.

## **ACADEMIC CALENDAR**

Academic/Semester calendars are in the Catalog and on the Lewis and Clark web site, [www.lc.edu](http://www.lc.edu)

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

### **INSTRUCTIONS FOR STUDENTS WITH ACCOMMODATIONS**

A student may show you a card/email containing a particular accommodation that you must provide to the student in your classroom. If so, here are some solutions that you can implement.

#### **Accommodation: Extended time and/or a quiet environment for tests AND Tests read aloud using the screen reader**

**Solution:** Students are able to get extended time on tests, a quiet environment and test read aloud using a screen reader in the Haskell Hall Assessment Center. If a student requests extended time, he/she is allowed **double time**. Follow the procedures for Make-up Testing provided by the Assessment Center. It is the student's responsibility to remind instructors that he/she would like extra time. The instructor then sends the test, along with a completed "**Proctored Test Instructions**" form (available under faculty resources on the website), to either HK B25 or [testingcenter@lc.edu](mailto:testingcenter@lc.edu). *Please be aware that, in order to receive extended time, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.*

#### **NOTE:**

- If you give your tests using Blackboard, you can extend the time for one student on the Test Options page. Please call or email Bb Support for help: [bb-support@lc.edu](mailto:bb-support@lc.edu) and (618) 468-2610
- If a test needs to be read aloud using a screen reader; the test needs to be on Blackboard, a PDF or a Word Document.

#### **Accommodation: Volunteer note taker**

**Solution:** For students who benefit from a volunteer note taker, we ask your help in locating a volunteer in your class willing to share a copy of class notes.

The following announcement may be useful if you need to request volunteers from the entire class:

*Center for Access and Accommodations is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.*

If a reliable volunteer cannot be located during the first week of classes, please let Center of Access and Accommodations know so other arrangements can be made.

**Accommodation: Enlarged tests and/or handouts**

**Solution:** All of our campus photocopy machines have ledger paper available. Please enlarge tests and handouts to the largest possible magnification, usually around 140%. If you need assistance, please see your division assistant or contact our office.

**Accommodation: Scribe for testing**

**Solution:** If a student is unable to write, it is the student's responsibility to inform you and contact our office for an appointment to have a scribe available.

**Accommodation: Accessible furniture**

**Solution:** If the student has made his/her need known to our office, special furniture is placed in the classroom prior to the beginning of the semester. Please let the Center of Access and Accommodations know at (618) 468-4121 if requested furniture is not in place. Faculty should not move accessible furniture from one classroom to another.

If you have ANY questions regarding a student and his/her accommodations, please contact **Center of Access and Accommodations at (618) 468-4121 or [access@lc.edu](mailto:access@lc.edu)**.

**For Disabilities** - Please include the following statement in your course outline:

**ACCOMMODATION STATEMENT TO INCLUDE IN COURSE OUTLINES:**

If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of Center for Access and Accommodations for assistance in verifying the need for accommodation and accommodation strategies. Contact the Center for Access and Accommodations in Caldwell Hall 2320 (618) 468-4211.

**Counseling:** Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Center of Access and Accommodations in Fobes Hall 1523/1525, (618) 468-4121.

**Veteran Services:** We support our veteran and service member students and their families by providing veteran services, including VA Education benefits. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact the Veterans Service Coordinator, Sarah Albright, at 618-468-5312 or [salbright@lc.edu](mailto:salbright@lc.edu)

**For Large Students** - Sometimes students have difficulty with the classroom environment due to their physical condition or size and our lack of adequate seating accommodations. Please be attentive to the needs of these students and make arrangements as necessary. Some students may be too embarrassed to approach you for assistance so it would be appropriate for you to make the initial contact. You may be able to provide a temporary solution in your classroom. Here are some possible interventions:

1. Many classrooms have a large, sled-based, tablet-arm chair that can be accessed from both the left and right sides. This is a sizable desk that can accommodate a large student.
2. Each classroom should have an instructor chair. If this is not in use, large students may choose the chair and the tablet arm of an unoccupied student desk.



3. Some classrooms feature the small drafting-type tables designed for students in wheelchairs. If this is not in use, large students may choose to use this table along with the instructor's chair.

If your classroom needs additional furniture to accommodate large students, do not hesitate to contact the Center for Access and Accommodations Office at (618) 468-4211. Please remember that it is our responsibility to make the learning environment conducive to student learning.

## **ACCREDITATION**

The college is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, (800) 621-7440/3(12) 263-0456, Fax: (312) 263-7462, <http://www.hlcommission.org>. College staff and faculty developed an Institutional Self-Study for the April 2023 campus visit. The Higher Learning Commission (HLC) responded by awarding the College a ten-year re-accreditation, 2023-2033. The college submitted an Assurance Argument in spring 2023 and will provide an Interim Report due July 2025 on program level assessment for Career and Technical programs; implementation of outcomes-based assessment for co-curricular programs; and clearly defined goals for student retention and completion.

In addition, the College is accredited by the Illinois Board of Higher Education and recognized by the Illinois Community College Board. Programs are accredited by the American Council for Occupational Therapy Education (ACOTE), American Dental Association, Commission of Dental Accreditation (CODA), Accreditation Commission for Education in Nursing, Inc. (ACEN), American Society of Health-System Pharmacists (ASHP), Automotive Service Excellence (ASE), Committee on Accreditation for the EMS Professions (CoAEMSP), North American Process Technology Alliance (NAPTA), and the Accrediting Bureau of Health Education Schools (ABHES).

## **Affirmative Action Policy**

**Please review our current policy at:**

<https://www.lc.edu/college-information/consumer-information/affirmative-action-policy.html>

## **ALCOHOLIC BEVERAGES AND DRUGS**

References to these topics are in the Catalog under the heading of General Information/Student Conduct Code and under Drug and Alcohol Abuse Prevention.

## **ANTI-HARASSMENT POLICY – Including Sexual Harassment Policy**

**Please review our current policy at:**

<https://www.lc.edu/college-information/consumer-information/anti-harassment-policy.html>

## **APPOINTMENT PROCEDURES**

1. Adjunct faculty employed to teach on-campus, off-campus, or online credit courses are appointed by and responsible to the appropriate program coordinator and academic dean.
2. An adjunct faculty member appointment is valid only for the specific length of the teaching assignment.

3. The program coordinator will talk with adjunct faculty members and get verbal agreement to teach a specific assignment.
4. A load sheet (and email) is sent to adjunct faculty, indicating the part-time teaching assignments and the appropriate salary. The load sheet is not a binding contract. Insufficient enrollment or other factors may cause the college to nullify the assignment.
5. The program coordinator or appropriate division assistant will contact each adjunct instructor to cancel a teaching assignment.

### **ASSESSMENT & TESTING CENTER**

Main Godfrey Campus  
Haskell Hall (Lower Level) - Room 25  
5800 Godfrey Road  
Godfrey, IL 62035  
(618) 468-5232  
[testingcenter@lc.edu](mailto:testingcenter@lc.edu)

### **Hours\***

Monday - Friday 8 a.m. - 4:30 p.m.  
By appointment only.

**Walk-in hours available\***: (LC exams only. The center must have the Proctored Test Instructions Form, test materials, and allotted testing time available to utilize these hours.)  
Monday 1-3 p.m. and Thursday 8 a.m. – 11:30 a.m.

### **\*Hours subject to change.\***

*ALL testing stops at 4:15pm; 15 minutes before closing time.*

See the link for a Map and Directions: <https://www.lc.edu/college-information/locations-maps-directions.html#godfrey>

The Assessment & Testing Center is located in Haskell Hall (Lower Level), Room B25. They offer a variety of testing services, from proctoring L&C exams to conducting specialized certification testing, including CLEP, DSST, Pearson Vue, among others. Specialized testing is by appointment only. Please contact ext. 5232 or email [testingcenter@lc.edu](mailto:testingcenter@lc.edu) to make an appointment.

Students must have the course prefix/number, instructor's name, and name of the test (contact the instructor for this information) when scheduling their appointment via email or phone. Students are responsible for contacting their instructors, so the Proctored Test Instructions (PTI) and any necessary testing materials can be sent to the Assessment and Testing Center or other L&C testing locations.

A completed PTI Form must be submitted for each test. The completed PTI Form and exam materials can be delivered via email ([testingcenter@lc.edu](mailto:testingcenter@lc.edu)), campus mail, or in-person; HK B25. The Assessment & Testing Center cannot administer a test without the completed PTI Form. The form is available under "Assessment Forms" at: [https://www.lc.edu/\\_assets/pdfs/proctored-test-instruction-form.pdf](https://www.lc.edu/_assets/pdfs/proctored-test-instruction-form.pdf).

Students are not allowed to have backpack, books\*, paperwork\*, food, drink, electronic devices, or any other personal items at the testing desk. They are asked to place their items on the front table inside the testing room or are offered a locker located right outside of the Assessment & Testing Center entrance.

\*Unless the Proctored Test Instructions Form indicates they may utilize these materials while testing.

A Photo ID (student ID or Driver's License) is required for all testing.

## **AUDIO VISUAL SERVICES**

**AV Deliveries:** The Audio Visual Delivery Services can be reached by dialing 468-3271. Hours of operation are 8 a.m. – 8 p.m. Monday through Friday. Please call at least 24 hours in advance to ensure proper delivery of equipment.

**AV Technical Support:** For audio visual systems support or repairs, please contact the Helpdesk at (618) 468-4357 (x4357) or at [helpdesk@lc.edu](mailto:helpdesk@lc.edu).

## **AUDITING COURSES**

The audit enrollment period is one week before each semester begins. Audit enrollment means students enroll in classes for no credit and pay the normal tuition and fees. Audit students are expected to attend regularly but are not required to take examinations. Students receive an "AU" grade which does not affect grade point average or academic status. Students cannot change enrollment status from credit to audit or audit to credit after their original registration.

**NOTE:** The College does not receive State apportionment funding for audited enrollments.

## **BLACKBOARD LEARNING MANAGEMENT SYSTEM**

Blackboard is the Learning Management System supported by the College for teaching a course fully online and for web-blending, and/or web-enhancing a course. A Blackboard shell is developed for every course, making it easier for faculty to web-enhance courses.

A web-blended course (often referred to as a hybrid course) combines face-to-face instruction with online instruction in various combinations.

A web-enhanced course is a traditional face-to-face (f2f) course where classroom materials are accessed through Blackboard. It must minimally contain the following:

### **Minimal requirements for f2f faculty teaching web-enhanced classes**

1. Include a syllabus/course outline saved as a PDF as a reference for course policies.
2. Maintain a student-accessible grade book or provide private, weekly updates to each student's grade status.
3. Link the preferred method of private communication with the students to the course menu (either Blackboard email or messages) and state your response time for answering questions, not to exceed 48 hours, except for holidays and recesses.
  - a. If the email tool is used, it is explained that communication takes place outside of Blackboard using the student's LC account.
4. Develop course in accordance with ADA compliance. (Refer to Blackboard User Group for specifics.)
5. Adhere to Copyright rules. (Refer to Blackboard User Group for specifics.)

### **Best practice recommendations for f2f faculty teaching web-enhanced classes**

1. **Structural/organizational**
  - a. Introduction for entire class on day of first face-to-face meeting as to what course elements are online, and instructor's expectation on frequency of use by students, etc.
  - b. Class assignments

- Posting a copy of the assignment will provide students another place to review the assignment if the copy is lost or an absence from class. In addition, you could stop making hard copies, which would be environmentally friendly, and refer students to Blackboard for the assignment directions.
  - c. Course Content
    - Lecture Notes
    - Power point handouts or copies of power point show
    - Web links
    - Publisher materials
  - d. ADA compliance recommendations. (Refer to Blackboard User Group.)
- 2. Instructor Feedback on public discussions, assignments, quizzes and exams.**
- a. Describe the type of feedback students will receive and where they will receive it.
  - b. Return graded course materials with feedback no later than one week from their due dates.
  - c. State how often you log into the course, at minimum 5 out of 7 days a week, except for holidays and recesses.

The section entitled Online Course Assignments applies to both web-blended and online courses.

## **BLAZERNET ACCESS**

Access BlazerNet through either the College website or the Blackboard Portal (<https://blackboard.lc.edu>) and log into BlazerNet.

BlazerNet accounts are established for new faculty upon hire. For adjunct faculty, the Applications Administrator sends a temporary password to the Division Assistant who forwards that to the new faculty member. For full-time faculty, a computer technician will come to your office to walk through your system setup, including your login/temporary password information.

If a faculty member has difficulty logging in, they should call the Help Desk at ext. 4357 from 8 a.m. until 8 p.m. during the academic year work week.

Once you have entered your User ID and your temporary password, you will be prompted to create a unique password.

First enter your User ID again and your temporary password as your old password.

Then enter your unique password (8-50 characters requiring at least one uppercase letter, one lowercase letter, and one number). Once you have entered your User ID and password, hit Submit for access to your account.

## **BOOKSTORE**

Lewis and Clark's bookstore is located on the main campus in Baldwin 1401. A brief description of services and hours of the bookstore are in the Catalog. For more information, contact the bookstore manager at 468-3110 or 468-3111.

## **CAMPUS PHONE AND VOICEMAIL**

Full-time faculty and staff are assigned a telephone extension and voicemail. New employees will receive their account information and instructions from the telecommunications office after IT has their email & log-in accounts ready.

Adjunct faculty may request a virtual extension and voicemail to facilitate communications with students. The voicemail system is always accessible. Users can leave and retrieve messages from any phone on/off campus using the extension 2401 on campus and (618) 468-2401 off campus. To receive an extension, contact your Division Assistant or the Help Desk.

Any requests or questions about campus telephones or voicemail can be made by contacting the Help Desk at (618) 468-4357 or [helpdesk@lc.edu](mailto:helpdesk@lc.edu).

**Making a Call on Campus** – Dial the 4-digit extension number. It is not necessary to dial the prefix 468.

**Making a Call off Campus** – **First dial 9**, wait for the tone, then dial the number. Dial 7-digits if it is in the 618 area code. Otherwise dial 9, 1, (area code) (7-digit)

**Incoming Calls** – Anyone calling to campus should dial (618) 468-(4-digit extension #) Our main number is (618) 468-7000. Our main number will allow several options including directory and operator. \*Collect & recharged calls cannot be accepted from campus phones.

**E911 Calls** - If you have a life threatening emergency, **DIAL 911** to be connected to the Madison County E911 Emergency Center. Give them as much information as possible about your emergency. Our system will notify them of your location when using a campus phone. Campus Safety will be notified immediately of the 911 call and will respond to your location if called using a campus phone.

**Off Hook** – Any telephone left off hook will ring the Campus Safety Dispatcher. They will send an officer to investigate. If there is an emergency and you are unable to dial, just knock the phone off hook for help. The security dispatcher will be able to hear what's happening in the room as well.

**Campus Directory** - Search the Campus Directory for Lewis and Clark Community College faculty and staff members' contact information. Users can search by name, title, department, location and more. The directory is linked from the Team Member page of the LC website (<http://www.lc.edu/faculty-staff-directory/>)

## **CHILDREN**

No child less than 16 years of age shall be brought to the employee's workplace solely for the purpose of providing direct supervision of such a child. Children cannot accompany an employee while the employee is conducting college-related business at an off-campus location.

## **CLASS CANCELLATION AND STUDENT TRANSFER**

Students will only be transferred from one class section to another with a formal course change form. The forms are available through the Enrollment Center and CEC's. In some cases, group transfers may take place, such as in the cancellation of classes.

The Enrollment Center and Division Assistants make a thorough effort to contact all students enrolled in classes that have been canceled. The Enrollment Center emails notices to students enrolled in canceled classes under normal cancellation procedures. If the cancellation occurs late (after the original list is processed) the Division Office and/or the CEC personnel will notify affected students by phone. On-campus students should be directed to Baldwin 1450 where the appropriate course change and/or refund will be made.

## **CLASSROOM CHANGE PROCEDURES**

Classroom assignments are made in cooperation with the faculty and division office. An attempt is made to match the desired classroom environment to each course. Due to room configuration, technology, class size, classroom furniture, planned instructional strategies, and/or the nature of the course, it is sometimes beneficial to relocate a class to a more suitable environment after the semester has begun.

Under no circumstances should an instructor take it upon herself/himself to move a class without seeking approval.

There are several reasons for this directive:

1. Students arriving late to the classroom of record may assume the class has been dismissed or canceled.
2. During emergency situations involving a student or faculty member, the Campus Safety Office or Health Services Office may need to find someone and go to the classroom (of record) to pass along important information. (A crisis situation involving a family member is an example of a typical emergency situation.) If the class has been moved without prior approval, the person may not be found and the important message may not be delivered.
3. In addition, vacant classroom space may be reserved for college functions or rented to outside organizations. So, although it may appear that a classroom is vacant, it may only be a temporary vacancy.

It is much easier to request a classroom relocation than to experience needless problems later. The steps to follow are simple:

1. Call Jeff Coles at 468-4200, or email [jcoles@lc.edu](mailto:jcoles@lc.edu) with the following information:
  - a. Course subject, number and section (**for example: ACCT-131-60**)
  - b. Current room number (**for example: BA 3409**); desired room number (if known)
  - c. Reason for change.
2. If the change can be made, the new information will be updated in Colleague and will be visible to students in SelfService and notification of the change will be sent to the appropriate Division Office.

Additional information regarding classroom change procedures may be obtained from Jeff Coles in CW 2329, 468-4200.

## **CLOSING POLICY**

**Inclement Weather** - If it becomes necessary to close the college due to inclement weather, notification will occur in the form of voice messages, text messages, and emails based on user managed settings through the LC Alert system. Closings are also posted on the college's website and social media channels, as well as major St. Louis television stations, and major St. Louis and local community radio stations.

Classes held at the N. O. Nelson Campus and Community Education Centers throughout the district will follow the same closing policy as on-campus classes. Classes held at community public schools throughout the district will not meet whenever the main L&C campus is officially closed for inclement weather even if the off-campus site remains open. Off-campus sites may also be closed on a site-by-site basis by the local authority (principal or superintendent) even if

the main L&C campus remains open.

Classes held at specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of those organizations.

**Holidays, Thanksgiving Recess, Spring Recess** - L&C's Godfrey campus, the N. O. Nelson Campus, and the Community Education Centers will maintain the academic calendar and holiday schedule published in the Student Handbook and Catalog.

However, classes held at community public schools and other specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of the individual organizations. For example, if a public school teacher in-service day falls on a day when L&C courses are scheduled to meet, the L&C courses WILL NOT MEET on that day or evening in that location.

When L&C observes Spring Recess, on-campus and off-campus L&C courses WILL NOT MEET.

## **COMMUNICATIONS**

The College supports e-mail accounts for the official, work-related communication of full-time faculty and staff, adjunct faculty and part-time staff through Microsoft Exchange/Outlook. Students' e-mail accounts are also Microsoft Exchange accounts but are provided through Office 365 (cloud). It is expected that faculty, staff, and students use these accounts in their College communication. Only these e-mail platforms are supported by the College technology support personnel.

Email accounts are created for faculty and staff upon hire and can be accessed from the Faculty and Staff page of the L&C website. A link to student email is found on the Current Students page of our site. All LC email users must use their student ID and password to access their accounts. Full-time faculty and staff can access e-mail by using the Outlook software program installed on their office personal computer. Email can also be set up on iOS and Android mobile devices and tablets. See the <https://www.lc.edu/helpdesk/> for instructions.

## **COMPUTER ACCESS INFO**

How to reach IT for computer assistance: Call the Helpdesk at ext. 4357 (or [helpdesk@lc.edu](mailto:helpdesk@lc.edu)) from 8 a.m. until 8 p.m. Monday through Thursday, or 8 a.m. until 4:30 p.m. on Friday during the academic year work week. Faculty and staff now may submit technology (IT and AV) Helpdesk requests 24/7 using the new self-service technology available via the Web.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Student information is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and will not be released without written consent of the student unless it is needed by another school or agency to determine aid eligibility.

For questions, please contact the Dean of Students.

## **COORDINATION**

Career and general education program coordination is provided by faculty who agree to accept these additional duties. They are compensated for their teaching loads and for their coordination

duties based on a coordination template that the Vice President of Academic Affairs and the deans use to calculate coordination compensation.

Coordination duties may include any combination of the following depending on the variations in departments/programs:

- Scheduling classes
- Staffing classes taught by adjunct faculty
- Scheduling and chairing meetings involving department or program faculty
- Monitoring a maintenance budget and any priority budgets
- Maintaining department or program curricula
- Reviewing and updating the catalog copy
- Reviewing and updating department or program webpage content
- Participating in the hiring of adjunct faculty
- Assisting in the resolution of student complaints concerning adjunct faculty
- Ordering textbook and supplemental instructional materials
- Advising students
- Coordinating program-level learning assessment
- Soliciting, appointing and communicating with program advisory committee members
- Planning and chairing program advisory committee meetings
- Recruiting students
- Promoting programs to external audiences
- Developing brochures and other print media as necessary
- Coordinating external accreditation
- Serving on search committees for new full-time faculty
- Managing registration approvals for restricted enrollment courses
- Coordinating co-op, internship, clinical and/or job placements for students/graduates
- Attending college visitation events
- Maintaining and supporting department instructional technology/equipment
- Orienting and mentoring new faculty
- Conducting classroom, clinical, and/or lab instruction observations of adjunct faculty
- Coordinating high school partnerships

## **COPIER USAGE**

Each academic division has a copier located near the division office. For more information about the use of campus copiers please contact the Division Assistant for your academic area. The Division Assistant and the programs they support are as follows:

Amanda Saettele	Center for Access and Accommodations
Melanie Rieth	Business
Melanie Rieth	Liberal Arts
Leah Sandidge	Health Sciences; EMT/Paramedicine, Exercise Science, Occupational Therapy Assistant and Dental Assisting/Dental Hygiene (shared), Nursing (shared)
Melanie Rieth	Applied Technology and Business
Diane McDonough	Associate Degree Nursing and Certified Nurse Assistant
Kimberly McAdams	Mathematics; Science and Dental Assisting/Dental Hygiene (shared)
Karen Swan	Music Program
Sarah Jones	Adult Education and the Scott Bibb Center



## **COPYRIGHT FOR EMPLOYEES**

Please review the current policy at:

<https://www.lc.edu/college-information/consumer-information/copyright-employees.html>

## **COURSE ADDS AND DROPS**

Time periods to alter student schedules are established by the Enrollment Center. During these periods, students may alter their schedules by adding or dropping courses.

Courses added after the course begins require an instructor's permission.

Eligible students may withdraw from classes through Self-service or in person with a Course Change Form submitted to the Enrollment Center or a Community Education Center.

## **COURSE DEVELOPMENT**

Opportunities to develop new courses or to convert courses to an alternative format are sometimes available.

Faculty who want to develop a new course should complete a new course proposal using the Coursedog Curriculum Management software. Reasons for new course or program development could include:

1. Evidence of student learning supports need
2. Alignment with transfer college or university directs need
3. Recommendations from Program Advisory Committee direct need
4. Changes in labor market direct need
5. Acquisition of new equipment/facilities support need
6. Accrediting agency directs need
7. Developments in the discipline support need

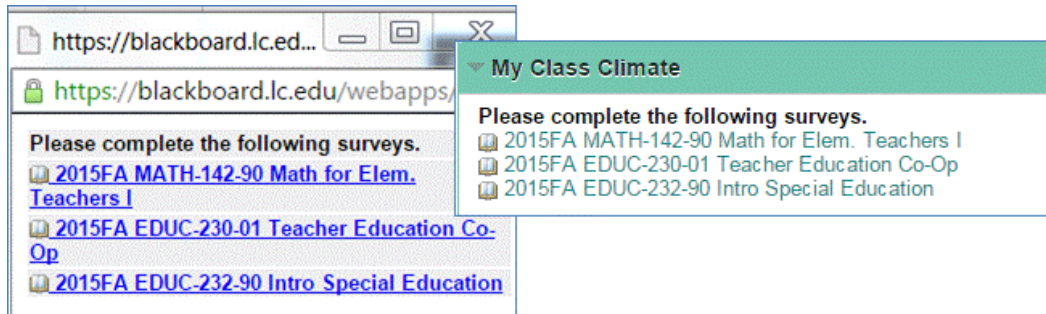
The proposal(s) will be reviewed by the appropriate academic dean and submitted to the Academic Affairs and Curriculum & Instruction Committees for approval. Faculty are contacted after their requests have been reviewed. Faculty may be eligible to receive a stipend for developing new courses or converting to an alternative format. Contact your Dean or Vice President of Academic Affairs for further information.

## **COURSE SURVEYS**

Students are asked to complete online end-of-course surveys for each course they take. The surveys cover three different aspects of the learning process: the course, the faculty member, and the student. Using the software, Class Climate, the surveys are sent out one week before the withdrawal date for each full and eight-week term. The process is as follows.

- Students receive an email for each course in which they are enrolled alerting them that there is a survey available that must be completed.
  - Within the message, there is a link that is unique for each student and each course.
- The student simply clicks on the link to complete the survey.

Students are also alerted in Blackboard. When they log in, they receive the pop-up window that contains a link to each course survey. There is also a My Class Climate module on their My L&C Blackboard page that contains the necessary links.



Instructors are sent an email with links to the survey results after final grades are submitted.

The Deans are able to view all survey results by faculty member. These results are used in the performance evaluation process. In the case of adjunct faculty, program coordinators should review these evaluation results and they may be factored into staffing decisions.

## **COURSE SYLLABUS/COURSE OUTLINE**

Faculty members are expected to teach courses according to the official course syllabus. Faculty can find course syllabi on the LC website at **Team Member>Faculty and Staff>Course Syllabus Database** <https://www2.lc.edu/syllabus/>

Each time a faculty member teaches a course, s/he develops a Course Outline. A course outline is a customized adaptation of the course syllabus to be distributed in hard copy, posted in Blackboard, or cited for students to find online during the first class. Each course outline shall contain the following:

- Course Description as well as the Learning Objectives (both found in the official course syllabus)
- Instructor name, contact and communication information
- Faculty should state the preferred method of out-of-class communication (email address and/or phone number)
  - The language on communication should tell students how quickly they can expect a response from faculty, preferably no more than 48 hours
- Instructor policies on the evaluation of student performance.
  - Faculty should provide details about how they will evaluate students' performances, including grading rubrics.
- Descriptions of graded assignments, grading policies, and the dates when graded assignments are due
- A week by week outline of work
- A course grading scale

The Illinois Articulation Initiative (IAI) is a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. The IAI has developed a course syllabus template that includes a course grading scale and a week-by-week outline.

The course outline must also contain:

- A detailed description of attendance policies.
  - These should be clear and measurable. If you lower grades due to absences, your policy should be identified. For example, "Two or more unexcused absences will result in a grade reduction of one letter grade." Or "Six or more absences during the semester will result in a grade reduction of one letter grade." The term "unexcused absence," if used, should also be defined.
- The College's statements on accommodations, counseling, and veteran services  
A statement on cheating, plagiarism and academic integrity
  - In general, it is always easier to explain the consequences of a student's actions when the consequences are clearly stated in the course outline.
  - Consequences should be stated in neutral and measurable terms, not undefined or punitive terms.

The LC policy statements can be found at the top of the log-in page in Blackboard on the [Policies and Resources](#) page.

## **DRUG-FREE WORKPLACE**

### **Policy**

It is the policy of the College to comply with the provisions of the Illinois Drug Free Workplace Act, 30 ILCS 580/1 et seq. and to take all reasonable steps to ensure a workplace free of illegal drugs and to strictly prohibit team members from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, being under the influence of alcohol or other intoxicating substance, or abusing any drug although legally obtained (such as a prescription drug) by not using the drug for prescribed purposes or not taking the drug according to prescribed dosages at the workplace or while otherwise conducting College business whether on or off the College premises.

### **Prohibition**

Whenever team members are working or present on College premises, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing illegal drugs;
- Being under the influence of alcohol or illegal drugs; and
- Possessing or consuming alcohol.

This policy does not prohibit team members from the lawful use and possession of prescribed medications. Team members must, however, consult with their doctors about the medication's effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Team members should not, however, disclose the underlying medical condition unless specifically directed to do so.

### **Definitions**

"College Premises" includes all buildings, offices, lockers, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the College.

"Illegal drugs" means cocaine, amphetamines, heroin, PCP, marijuana and all other substances listed in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), as now or hereinafter amended, as well as any controlled substance as defined in the Illinois Controlled Substance Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550) or any other substance that have no recognized medical use but are not listed in the controlled substances schedules (e.g. "designer" or "club" drugs).

"Under the Influence of Alcohol" means an alcohol concentration of .02 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that a team member is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use.

### **Criminal Convictions, Pleas and Sentences**

Team members who are convicted of, plead guilty to (including a plea of nolo contendere), or are sentenced for a crime involving illegal drugs in the workplace must report the conviction, plea or sentence to the Human Resources Office within five (5) days after such conviction, plea or sentence. If a team member who is convicted of, pleads guilty to or is sentenced for a crime involving illegal drugs performs work directly relating to the College's contracts/grants with the state and/or federal government, the College will report such a conviction, plea, or sentence to the state and/or federal government within ten (10) days after it receives notice of such conviction, plea or sentence.

Team members who are required to operate a vehicle as part of their job duties whose license is suspended and/or revoked at any point during employment must immediately report the change in license status to the supervisor. Failure to report a change in license status will result in discipline, up to and including termination. The College will evaluate the circumstances surrounding each reported change in license status to determine the impact on the team member's job and any further response by the College.

### **Required Testing**

Pre-Employment: All applicants must pass a drug test before beginning work or receiving an unconditional offer of employment.

The College President or his designee may require a team member to submit to a drug or alcohol test, if he determines there is reasonable individualized suspicion for such testing. Any or all team members who are required to possess a commercial drivers license (CDL) as a term or condition of employment may be required to participate in random drug/alcohol testing, provided that any such random testing shall be in accordance with applicable federal and/or state regulations relating to team members with CDL licenses.

### **Collection and Testing Procedures**

Team members subject to alcohol testing shall be sent or driven to a College-designated clinic and directed to provide breath specimen. Specimen shall be collected by trained technicians using federally-approved testing devices which are regularly calibrated and capable of producing printed results that identify the team member.

Applicants and team members subject to drug testing shall be sent or driven to a College-designated clinic and directed to provide urine specimen. Applicants and team members may provide split specimen and may provide specimen in private unless they appear to be submitting an altered, adulterated or substitute specimen. Collected specimen shall be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine, PCP and all other "controlled substances" as defined by the federal Controlled Substances Act (21 U.S.C. § 812), the Illinois Controlled Substance Act (720 ILCS 570) or the Illinois Cannabis Control Act (720 ILCS 550). A chain of custody shall be established from the time specimen are collected through testing and storage.

The laboratory shall transmit positive drug test results to a medical review officer ("MRO"), retained by the College, who shall offer persons with positive results a reasonable opportunity to establish whether their results are caused by prescribed medicines or lawful substances. Persons with positive test results may ask the MRO to have their split specimen sent to another federally-certified lab to be tested at their own expense. Such requests must be made within three days of the 108

notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the team member or applicant will be treated as having passed the test.

### **Consequences**

Applicants who refuse to cooperate in or fail to pass a drug test will not be hired.

Team members who refuse to cooperate in required tests, who test positive for being under the influence of alcohol or illegal drugs, or who use, possess, buy, sell, manufacture or dispense illegal drugs or alcohol in violation of this Policy will be subject to discipline up to and including termination.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and shall be maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of a team member or applicant.

### **Violation**

Any team member who violates the provisions of this policy shall be subject to discipline, up to and including termination. Nothing contained herein shall preclude the College from requiring satisfactory participation in a drug abuse assistance or rehabilitation program in lieu of or in addition to disciplinary action, up to and including termination.

### **Notice**

The College shall establish a drug-free awareness program; provide a copy of this policy to all team members and post a drug free workplace statement in a prominent place in the workplace.

## **EMERGENCY ALERT NOTIFICATION**

LC Alert is Lewis and Clark Community College's Emergency Notification System. In the case of an emergency on campus or a school closing due to inclement weather, important notices will be sent via voice, text, email and social media using the LC Alert system.

For your safety, students and employees are automatically registered to receive these important alerts using the contact information in our enrollment and human resources databases.

Please follow the instructions below to check your account annually and request changes or updates as needed.

### **2018 Update**

LC Alert recently migrated onto a new platform for emergency notifications. Any changes made to your profile in the old system, including contact numbers and email addresses added, may not be reflected.

Please log in using your lc.edu email address and password to verify your contact information and make sure we're connecting with you effectively.

### **Instructions**

Faculty & Staff

- Please log in at <https://www.getrave.com/login/lc> using your lc.edu email address and password. \*\*NOTE: If you are a new employee, please allow at least 24 hours for us to get you into the system.
- Click on your username in the upper right-hand corner of the screen and select "My Account" from the dropdown menu.

- From "My Account," you can change your password or add additional phone numbers and email addresses as desired.
- To make changes to your default phone number or email address, please contact HR.
- Once your info looks correct, log back in and click the yellow "test" button to see how notifications will work on your various devices.

Be sure to check in each semester to ensure you will receive timely alerts in the event of an emergency or school closing.

## **EMERGENCY TELEPHONE NUMBERS**

### **Campus Safety**

Located at Elm, Room 2 (white house at north entrance)  
Office Hours, 24 hours per day  
Phone Number(s) – (618) 468-2300 or Dial 0 from Campus Phone

Brad Raish – Director of Campus Safety  
(618) 468-3160, FAX (618) 468-7177  
E-mail: [braish@lc.edu](mailto:braish@lc.edu)

**Maintenance Office** – Daytime dial 3121. Evening Hours (Monday – Thursday, 4:30pm – 7:30pm), dial 0 for dispatch.

Campus Safety ensures the safety of students, faculty, staff and visitors to the Lewis & Clark Community College campus. The Campus Safety office is located at the north entrance of campus and is staffed 24-hours a day. Campus Safety is alerted of all 9-1-1 calls as received by the Madison County 9-1-1 service. To report a crime or criminal activities contact the Director of Campus Safety, the Vice Presidents or Deans of the College. The campus provides counseling services for victims or witnesses of crimes. Counseling services may be reached by calling (618) 468-4125. All services through the Campus Safety and Counseling Offices are confidential.

If you have a problem in the classroom that requires emergency attention due to seriously disruptive or threatening student behavior, contact Campus Safety by dialing 0 or simply take the phone off the hook if you wish to be discreet. A Campus Safety Officer will arrive at the classroom promptly to assist with the problem. After the incident is addressed, the faculty member should file an **Incident Report**.

**Concern Reports** should be completed by individuals who have a concern about a student. The Concern Report is located at <https://www.lc.edu/reporting/> or click "About" from the homepage, then "Safety and Security." Concerns about students may arise through observations of student behavior or appearance, such as, is the student tearful/crying, socially isolated, evidencing mood swings, intimidating to others? Other concerns arise when a student tells you about a significant issue such as a loss, relationship problems, problems of abuse or legal problems. Incident Reports and Concern Reports are submitted to the Vice President of Academic Affairs for response. The Vice President works with counseling, Campus Safety, and other staff and agencies in fact-gathering and responding.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with applicable law, Lewis and Clark Community College insures equal opportunities are offered in the employment of individuals regardless of sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. Any inquiries, complaints or grievances concerning this policy may be made to the Director of Human Resources, the Vice President of Administration, or the College President or his/her designee.

## **ETHICAL CONDUCT**

### **Gift Ban**

All employees are required to comply with the Board Policy on Ethics and Conflict of Interest and with State laws governing the ethical conduct of public employees. Employees and their family members are prohibited from intentionally soliciting or accepting any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. The prohibition on accepting gifts extends to gifts from "prohibited sources" which are defined by law to include individuals who are seeking official action by an employee, who do business with or are seeking to do business with the College, have interests that may be substantially affected by the performance or non-performance of the employee's official duties, or who are a registered lobbyist. This prohibition is not intended to extend to the distribution of educational materials, gifts from relatives, anything provided by an individual on the basis of a personal friendship, food or refreshments not exceeding \$75 per person in value on a single calendar day under conditions provided by law, or any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

An employee who receives a gift from a prohibited source should: 1) promptly return the gift; or 2) donate the gift or an amount equal to its value to a 501(c) (3) charity; and 3) report the gift and response to their immediate supervisor. Employees who violate the restrictions on receipt of gifts will be subject to discipline, in addition to any further action taken in compliance with State law.

**Conflict of Interest** College employees must disclose any personal interest they may have in any business transactions of the College to their immediate supervisor as soon as the employee discovers the interest.

### **Political Activities**

College employees are prohibited from engaging in political activity during working hours or while using College property and resources. No College employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

## **EXAM PROCEDURES**

**Printing** - Two options are available for the printing of exams: 1) The faculty member may take the exam to the print shop (Fobes 2521) or 2) The faculty member may duplicate the exam on a copier. There is no difference in printing and copying costs, so either method may be used.

**Proctoring** - Faculty are expected to administer their own exams. If an emergency occurs, arrangements for proctoring exams can be made with another faculty member or program coordinator.

**Grading** - Grading should be done by the faculty member. By personally grading exams, quizzes, etc., the faculty member can assess the quality of questions asked, how well each student is doing, and content areas that students may not have mastered.

## **FACULTY ORIENTATION**

Full-time faculty must attend fall and spring semester faculty in-service week activities. Adjunct faculty are welcome to attend those in-service sessions as well as departmental meetings that are held throughout the semester.

## **FIELD TRIP/MANDATORY FIELD WORK**

Students must complete a liability release before participating in any field trips, including mandatory program field work. Health Sciences provide faculty with forms, for others, the following Liability Release Form should be used.





**FIELD TRIP/OUT-OF-CLASSROOM PARTICIPATION CONSENT**

The \_\_\_\_\_ class will take place at  
(Course Title)

\_\_\_\_\_  
Field Trip/Out-of-Classroom Activity Location)

on \_\_\_\_\_. This activity will provide students the opportunity  
(Date)  
to enhance their learning experience by participating in this field trip/out-of-  
classroom

experience.

Students are to report to \_\_\_\_\_ at  
(Location)

\_\_\_\_\_ : \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_  
(Date)

Students are responsible for their own transportation unless provided by the  
College.

By signing this release, I acknowledge that I am voluntarily undertaking this activity  
in full consideration of the educational opportunity provided. I agree to assume  
responsibility for my participation in this activity and voluntarily waive, release and  
hold harmless Lewis & Clark Community College, its elected officials, officers,  
employees and agents from any and all claims, causes of action and damages for  
bodily injury that I may suffer as a result of or in any manner connected with, directly  
or indirectly, my participation in this activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
College Representative (Faculty Member)

## **FINAL EXAMINATION POLICY**

Instructors who administer a final examination should plan to use the last one or two regular class periods for the exam. The percentage of the final exam's value in determining a student's final grade should be identified in the student evaluation section of the course outline.

## **FRAUD, WASTE AND ABUSE POLICY**

### **Purpose**

To maintain a fraud, waste, and abuse awareness program that includes annual training and guidelines for reporting suspected fraud, waste, abuse and misconduct related to government operations.

### **References**

Grant Accountability and Transparency Act (GATA)

### **Applies To**

All Lewis and Clark Community College (L&C) elected officials, employees and non-L&C workers (contractors, contract workers, grant sub-recipients, vendors, interns, and volunteers).

Note: Non-L&C workers assigned to L&C are expected to adhere to the standards of conduct outlined in this policy while on L&C premises or otherwise conducting L&C business.

### **Definitions**

**Fraud:** The use of one's employment or business relationship with L&C either for improper or unauthorized personal or third-party (including L&C) enrichment or advantage, or for the improper or unauthorized detriment to L&C, through the deliberate misuse or misapplication of L&C processes, resources, or assets, including the use of funds inconsistent with the purpose or parameters authorized.

**Fraud Risk Assessment:** The identification and analysis of fraud risk determining appropriate management strategies and controls, such as an overall risk management assessment.

**Waste:** The careless or needless expenditure of L&C funds (including but not limited to public or private grant funds) or the consumption of L&C property that results from deficient practices, systems, controls, or decisions.

**Abuse:** The intentional excessive or intentional improper use of L&C or, if applicable, state, federal or private foundation resources to the detriment or potential detriment of L&C. This definition includes the intentional destruction, damage, sabotage, diversion, manipulation, misapplication, maltreatment, or misuse of said resources.

**Detriment:** As determined by the Ethics Officer, the detriment to L&C caused by fraud, waste, or abuse must be of some importance to L&C under the particular circumstances, having more than an incidental impact on L&C, but not necessarily having a material, significant, or consequential impact on L&C in every situation.

### **General Statement**

L&C maintains a culture of honesty and ethical behavior. Fraud, waste, abuse and other misconduct related to governmental operations are prohibited at L&C. A coordinated system of internal processes and controls is maintained at L&C to reduce the potential for the occurrence of fraud, waste, abuse and other misconduct and to minimize their impact in the event they occur. L&C

employees, elected officials and non-L&C workers participate in an ongoing program of awareness and education.

### **Covered Acts**

An illustrative list of acts that are covered by this policy is presented below. This list is not comprehensive and is provided only as an example of acts covered by this policy. In addition to direct commission of a covered act, use of one's authority or position to influence or coerce another to commit a covered act will be viewed the same as having committed the act directly and will subject that employee to corrective action as well.

- Any fraudulent act, actual fraud or financial irregularity.
- Crimes or violations of the law or governmental regulations.
- Forging or altering any document, software or report, so that the resulting payments or debits are credited or charged to the wrong person.
- Misappropriation/misuse of funds, supplies, property or other assets and/or failing to properly account for, track or support the use of said funds.
- Taking, for one's personal use, any assets that belong to L&C.
- Using L&C resources (e.g., email, servers, computers, facilities, or personnel) to conduct any business that does not relate to L&C business or directly benefit L&C, excluding incidental use.
- Seeking or receiving payment from an elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee in exchange for making an L&C-related decision which favors that person or business, or providing or manipulating any other L&C-related service to the elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee.
- Corruption, bribery or blackmail.
- Endangering the health or safety of an individual.
- Intentionally distorting the truth to an elected official, employee, employer, contractor, vendor, volunteer, intern or employee or an entity in a contractual relationship with L&C to convince the person, employer, or entity to give up money, property, some right or entitlement, or other possession rightfully belonging to that person, employer, or other entity for personal reasons, such as personal gain or recognition, or to benefit L&C improperly.
- Intentionally taking any action that results in a benefit, advantage, or outcome to which the recipient is not entitled such as circumventing established procedures or policy.
- Intentionally destroying records, furniture, equipment, information, or other assets belonging to the college without proper authorization.
- Intentional timesheet misreporting.
  
- Signing up for a class or other activity requiring the expenditure of L&C funds and then inexcusably failing to attend the class or activity.
- Providing false or misleading information in an application or narrative process or financial status document.
- Taking steps intended to hinder the detection of any of the above activities.

### **Reporting Procedure**

All team members, elected officials and non-L&C workers covered by this policy must promptly report any detected or suspected fraud, waste, abuse or other misconduct. It is the intent of management to attempt to maintain the confidentiality, to the extent possible, of any team member or other individual reporting such activities. However, absolute confidentiality cannot be guaranteed. A team member or other individual acting in good faith in reporting detected or suspected fraud, waste, abuse or other misconduct will not be subject to any reprisals, retaliation, threats, coercion, or similar acts for having disclosed such activities.

A team member should make a report under this policy to the team member's direct supervisor or the Ethics Officer/Vice President of Administration. Team members, elected officials and non-L&C workers may choose to make the report to the Ethics Officer/Vice President of Administration, President, General Counsel, or L&C Fraud and Ethics Email or Hotline, if the reporter believes it is necessary under the circumstances.

If a report is made to a team member's supervisor, the supervisor must promptly consult with the Ethics Officer/Vice President of Administration, President and/or General Counsel (as appropriate under the circumstances). The Ethics Officer/Vice President of Administration or General Counsel must promptly notify the College President and/or Chairman of the Board (as appropriate under the circumstances). The College President and/or Board Chairman, working in conjunction with the General Counsel or their designees, will promptly notify the Ethics Officer/Vice President of Administration or other individuals as appropriate to investigate the report.

The report may be verbal or written, and may be made by anyone having knowledge of the suspected activity.

**If the team member chooses, an anonymous report can be submitted** to L&C Fraud and Ethics Email (ethics@lc.edu) or by calling 618-468-4392 (4FWA) or to the VP of Administration/Ethics Officer.

**After making the initial report, the reporting team member should not take any further action to investigate.** To protect the personal safety and privacy of L&C team members and to preserve the integrity of the investigation, the reporting team member:

- Should not contact the team member or other individual who has been reported for any purpose, except for normal job duties, including efforts to gather additional information or demand restitution; and
- Should not discuss the report with anyone other than the person assigned to the inquiry.

### **Detection and Investigation**

All managers and supervisors should take steps necessary to be familiar with the opportunities for impropriety that exist in their area of responsibility, and be alert for any indication of fraud, waste, abuse or other misconduct described in this policy. All managers and supervisors should be aware of fraud risks impacting their respective areas, as well as any College-wide fraud assessment. **All allegations of impropriety reported under this policy must be investigated, regardless of the employee's length of service, position, or title.**

After the investigation, the investigator shall prepare a report to the individuals who assigned the investigation of the investigation results.

The above individuals, as deemed necessary, will determine whether: (a) L&C resources may have been lost, misappropriated, or misused; (b) any unlawful or prohibited conduct has occurred in relation to L&C operations; or (c) the findings warrant referral to outside enforcement and/or prosecutorial agencies. If so, the President, General Counsel and Ethics Officer/Vice President of Administration, or their designees, where appropriate, shall provide a report to the Board of Trustees Chair and will contact appropriate outside agencies, if any, as applicable. The President, in consultation with the General Counsel, shall determine the actions appropriate to recover any losses.

After the conclusion of the investigation, the Complainant will be informed generally of the results of the investigation.

### **Confidentiality**

To the extent allowed by law and consistent with responsibilities under this policy, team members

who make or receive a report under this policy or who have responsibilities for investigation or other actions under this policy shall at all times maintain the confidentiality of communications made under this policy, to the extent practicable..

### **Awareness Training**

L&C maintains an ongoing program of fraud, waste, and abuse awareness training to ensure that all L&C team members understand this policy and their roles and responsibilities in detecting and preventing fraud, waste, and abuse. The program shall be communicated annually to team members, contractors and sub recipients. Information shall be readily available at all times to L&C team members regarding fraud, waste, and abuse through multiple channels of communication.

### **Corrective Action**

Team members - corrective action, up to and including termination -- may be taken against members who:

- Have been found to have committed any of the covered acts or other activities prohibited in this policy or other acts determined to be fraudulent, wasteful, abusive or wrongful;
- Condone, permit, or have knowledge of prohibited conduct and do not take appropriate action to report such activity;
- Fail to cooperate or make false statements in connection with investigations under this policy;
- Exercise reprisal, retaliation, threats, coercion, or similar acts against another employee for making a report under this policy;
- Retaliating against an individual for reporting or cooperating in an investigation of fraud, waste abuse or other misconduct.
- Knowingly make a false report of fraud, waste, abuse or other misconduct.

Non-L&C Workers - violation of this policy may result in notification to the individual or contractor that the contractor, contract worker, sub-recipient, vendor, may no longer provide services to L&C or in the termination of an internship or volunteer opportunity, as applicable.

Team members and Non-L&C Workers may also face criminal and civil penalties under Illinois state law for conduct that violates this policy.

### **GIFTS, PRIZES AND THE IRS**

According to IRS regulations, most gifts (cash/cash equivalents or tangible property) given to an employee by an employer are considered wages. So in the eyes of the IRS, those wages must be treated as taxable income. The value of such a benefit must be added to an employee's pay and is subject to tax and other applicable withholdings. However, there are exceptions to the regulations. Some such benefits are considered nominal or *de minimus* benefits because they are considered to have little value. The IRS also allows an exception for gift items (but not gift cards) given to our employees for service recognition (at 5 year intervals) if they are part of a "qualified plan," which ours is.

According to the IRS: "Cash and cash equivalent items (gift cards), no matter how little, are never excludable as a *de minimus* benefit." For instance, if an employer gives each employee a turkey, it would be a *de minimus* fringe benefit. If the employer gives each employee a voucher for a turkey that can be picked up at a specific supermarket, it would be a *de minimus* fringe benefit. But if the

employer gives his employees vouchers with a maximum value of \$20, it would not be a *de minimus* benefit. Even if an employee selects a turkey costing only \$18, he would still be taxed on the maximum value of the voucher. You can see how complicated the rules are.

So what does all of this mean to our employees? Whenever gifts are given to our employees, the following policies will apply:

1. Service Recognition Awards, Holiday Gifts, Safety Program Awards and Other Prizes or Giveaways (United Way, etc.)
  - Because the IRS does not define the maximum value for a *de minimus* benefit, the College has decided to use the maximum value of \$75 for gift items as stated in our Ethics Policy (which includes our Gift Ban policy).
  - Gift items valued at \$75 or less will not be taxable. All gift items greater than \$75 in value are taxable.
  - All gift cards of any value are taxable.

Please keep in mind that these policies are required due to IRS regulations.

Employees will need to decide if they want to register for gift giveaways or accept a gift that will require them to pay a tax. A Taxable Gift Form will be submitted to Finance for all gift cards and any gift items that are taxable. The tax and applicable withholdings for taxable gifts and all gift cards will be deducted from the employee's pay and reported on the employee's pay advice.

## **GRADES**

Faculty have the responsibility and sole authority for assigning grades. Faculty are accorded much latitude and freedom in setting standards, establishing requirements, evaluating performance and assigning grades. As instructors, this responsibility involves clearly stating the instructional objectives of a course, defining how grades will be assigned in a way that is consistent with those objectives, and then assigning grades. It is the student's responsibility to understand the grading criteria and then maintain the standards of academic performance established for each course in which he or she is enrolled.

### **Reporting Course Grades**

#### ➤ ***Reporting under Normal Circumstances***

**Policy** – Course grades are to be assigned by the instructor of record.

**Procedure** – The instructor will complete and submit final grades in the manner prescribed by the Enrollment Center within established deadlines. This involves logging into blazernet and submitting each student grade for each course taught.

#### ➤ ***Reporting under Extraordinary Circumstances***

**Policy** – The Dean and/or Vice President for Academic Affairs may assign grades only if:

1. The instructor is unable to assign a grade due to the following:
  - a) death
  - b) incapacitating illness
  - c) refusal
  - d) extraordinarily unusual circumstances
2. The instructor assigned an unwarranted grade while in an impaired physical and/or emotional state.

**Procedure** – The Dean and/or Vice President of Academic Affairs will instruct the Registrar to record the grade(s) accordingly after having consulted with the program coordinator and/or a tenured faculty member in the discipline.

### Correcting Course Grades

**Policy** – Grade corrections require the instructor to certify that an error was made in computing or recording the grade. In the event an instructor is not available to correct a grade, the Dean is authorized to take appropriate action. In doing so, the Dean must stipulate that there is sufficient evidence in the instructor's grade book or other documented evidence to indicate the grade was incorrectly assigned or that the instructor has authorized the correction by telephone, letter, e-mail, etc. No grade correction can be made if more than three (3) years have passed since the initial grade was awarded.

**Procedure** – The instructor or Dean submits a "Grade Correction Form" to the registrar.

**Grade Assignment** - The following letter grades are used at L&C.

A	Superior Performance
B	Good Performance
C	Average Performance
D	Poor Performance (may not qualify as a passing grade in some programs)
F	Failing the Course
PR	Progress Re-enroll, made progress but did not successfully complete <u>developmental courses</u> . Awarded "PR" at the discretion of the instructor. No credit earned and no grade point value. Can be awarded only once per course.
W*	Withdrawal - Student initiated, not assigned by instructors.
AU	Audit, no credit - Student initiated, not assigned by instructors.
I**	Incomplete, did not complete the requirement of the course. Work must be completed at least two weeks prior to the end of the next semester or a grade of F will automatically be recorded on the transcript.
S	Satisfactory, awarded for completion of those courses designated as pass/fail.
X	Unsatisfactory, indicates failure to satisfactorily complete the requirements of a designated pass/fail course.

WA, WB, WC, WD, WF, WI, WS, WX, WPR identify grades forgiven through Academic Renewal.

\*W Withdrawal - Students must contact the Enrollment Center or Community Education Center (CEC) in writing to withdraw from classes. Instructors cannot withdraw students from classes. Withdrawal must occur within the published deadlines in the Schedule of Classes. Students may withdraw by completing a Withdrawal Form in the Enrollment Center, Baldwin 1450 or at their nearest CEC or students may send a letter requesting withdrawal (postmarked by the published deadlines) including a signature and social security or student ID number to the Enrollment Center, Baldwin 1450, or fax their signed request to (618) 468-2310. Eligible students, in good academic standing and with no registration restrictions, may withdraw online through SelfService.

Students are not permitted to withdraw from a class after the published deadlines of the semester. In cases where extenuating circumstances exist, the student must file a written request to the Academic Vice President. A grade of "W" may be issued to the student if authorized.

\*\*I Incomplete Grade - Incomplete grades should be given only when documented extenuating circumstances (e.g. Student becomes ill and misses the last week of

classes) have prevented the student from successfully completing all course requirements. "I" grades should only be considered for students unable to complete course requirements after the withdrawal grade deadline. **For each Incomplete given, a Incomplete Contract should be completed specifying the requirement for completion of the course and time period for completing the requirement(s).**

When the student receiving the "I" completes all of the requirements of the course, a final grade should be submitted to the Enrollment Center as quickly as possible. Final grades must be submitted two weeks prior to the end of the next regular semester. Do not wait until the end of the semester.

If the student does not complete the requirements of the course two weeks prior to the end of the following regular semester, a grade of "F" will be recorded by the Enrollment Center. Requests for extensions of "I" grades beyond the following regular semester are not appropriate.

It is required that faculty either include in their course outlines a description of possible grades and the circumstances under which a faculty member will award them or, at a minimum, refer students to the Catalog.

**Recording Grades and Maintaining Grade Records** - Faculty are requested to maintain a record of course grades for four years. Each course has a Blackboard shell, making it easy to enter and maintain grades in the Grade Center. From the Grade Center, grades can be downloaded to Excel and stored. The second benefit of using Grade Center is that students can access their course grades in Real Time, an expectation that many students develop after taking a course in the Blackboard Learning Management System. For assistance contact the Office of Technology Enhanced Learning at 468-2617 or 468-2611.

**Grade Changes** - The new email accounts to send all record/registrar requests are listed below with a description of each one: [Records@lc.edu](mailto:Records@lc.edu).

- This email account will be used for in-house purposes only. This will be for faculty and staff to communicate to the Registrar the following needs and requests:
  - Substitutions/Exceptions
  - Grade Changes
  - Prior Learning Credit
  - AGS Degrees
  - 30 & Out Degrees
  - Degree Audit/Eval Issues
  - Duplicate Records

**Grade Point Average (GPA)** - L&C uses a quality point average system on which "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Overall averages are computed by dividing the total quality points earned by the total hours completed.

For example:  $30 \div 13 = 2.308$  GPA

1 hour of	A	=	1 x 4.0	=	4
4 hours of	B	=	4 x 3.0	=	12
6 hours of	C	=	6 x 2.0	=	12
2 hours of	D	=	2 x 1.0	=	2
13 hours			grade points		30

PR, AU, I, S, W, and X are not counted when computing the GPA.

**Grade Posting** - Posting students' grades outside of a classroom or office using a known identifier such as a social security number or part of a social security number is in violation of



the Family Education Rights and Privacy Act (FERPA.) It is also not appropriate to use students' IDs to post grades. Grades will be posted in SelfService (www.lc.edu). Hard copy grade reports are no longer automatically sent to students. However, students can request a hard copy report each semester at the Enrollment Center.

Any questions regarding the FERPA should be directed to the Dean of Student Experience.

## **GUIDELINES FOR WORKING WITH CHILDREN AND STUDENTS**

College employees who work with children, including students who are minors, are expected to conduct themselves professionally and in a manner to prevent child abuse. In addition, those College employees who are mandated reporters under State law should follow Department of Children and Family Services (DCFS) policies and must report any suspected abuse regardless of the source. Mandated reporters include medical personnel, social service and mental health personnel, law enforcement personnel, and childcare personnel. Any employee who works with children, though, may report suspected child abuse to the DCFS Hotline. It is not the responsibility of any employee to decide whether child abuse has taken place; rather, the employee's responsibility is to raise concerns to a supervisor, Campus Safety, and/or to DCFS.

Employees are additionally expected to avoid behavior that may constitute or be perceived as potentially abusive behavior toward children and all students. Inappropriate behavior includes: 1) hitting, physically assaulting or verbally abusing children or students; 2) developing physical/sexual relationships with children and students; 3) developing relationships with children that could in any way be deemed exploitative or abusive; 4) behaving physically in a manner which is inappropriate or sexually provocative in the presence of children and students; 5) doing things for children of a personal nature that they can do for themselves; 6) condoning or participate in, behavior by children or students which is illegal, unsafe or abusive; 7) spend excessive time alone with children and students away from others or in an unobserved setting; 8) engaging in any other conduct toward children or students that may violate the College's policies.

## **Harassment: Anti-Harassment, Including Sexual Harassment Policy**

Please review our current policy at:

<https://www.lc.edu/college-information/consumer-information/anti-harassment-policy.html>

## **HELP DESK (618) 468-HELP(4357) PROCEDURES**

The Helpdesk is a service designed to assist all faculty and staff with college-related network, computer and printer (not personal devices) and telephony problems. Hours of operation are 8 a.m. – 4:30 p.m. with a technician on call until 8 p.m. Monday through Thursday, and 8 a.m. – 4:30 p.m. on Friday. Currently Helpdesk assistance is not offered on weekends.

The Helpdesk can be reached by e-mail at [helpdesk@lc.edu](mailto:helpdesk@lc.edu) or by phone at (618) 468-HELP (4357), and by entering a self-service ticket yourself using the Self-Service web portal. To access, type [lc.edu/helpdesk](https://www.lc.edu/helpdesk) into the address bar of any browser and log into the Helpdesk interface using your student ID and password. Faculty and staff may submit technology Helpdesk requests 24/7. You can track the progress and history of all self-submitted requests and communicate with the assigned technician through this portal.

When you contact the helpdesk, personnel will need to know your name, location, phone extension and a detailed description of the technology problem, and if the problem is an emergency that needs escalation. Please ask for service ticket number for reference and follow-up. If yours is an ongoing

problem, please contact the Helpdesk each time the problem occurs. This will assist the Helpdesk in documenting a "lemon" and reopening service tickets for further review.

Requests for technology assistance within classrooms or labs will be given top priority. Problems with office technology will be given the status of NEXT-day service. Any maintenance or software installation requests will be added to the Helpdesk schedule and escalated accordingly.

## **HUMAN SUBJECTS RESEARCH POLICY**

L&C and federal policies require that any research activities involving human subjects be conducted in such a manner as to:

- Respect and protect the rights and welfare of the subjects involved;
- Ensure that informed consent is obtained when this is appropriate/required;
- Ensure that potential benefits from the research outweigh any risks.

L&C is fully committed to ensuring the responsible and ethical treatment of any human subjects involved in research, whether conducted by L&C employees or students directly, or in partnership with others on- or off-campus. This responsibility is shared by L&C and the individual researcher(s). It is L&C's responsibility to ensure that this policy and mandated procedures are in place, fully communicated, and effectively administered.

As a matter of policy, anyone proposing to conduct research of any kind involving human subjects must first complete and submit a Proposal to Conduct Research application. The Proposal to Conduct Research application is available as an [online form](#) on the Human Subjects Research web page and may be submitted electronically. Research applications designated for exempt or expedited review typically take 5 to 7 business days to process, and 10 to 14 days for applications requiring a full review of the Institutional Review Board (IRB). Questions about the IRB process should be directed to Dr. Dennis Krieb, IRB coordinator. Dennis can be reached at 468-4300 or emailed at [dkrieb@lc.edu](mailto:dkrieb@lc.edu)

## **KEYS**

Keys to offices, classrooms, studios, or laboratories may be obtained through the Division Assistant. At the time of termination of employment of adjunct faculty, keys must be returned to the Division Office from which they were obtained. Off-campus instructors will have access to classrooms through the building contact person. For lost/stolen keys, please contact the Director of Campus Safety regarding the procedure and cost associated with replacing keys at (618) 468-3160, FAX (618) 468-7177 or E-mail: [braish@lc.edu](mailto:braish@lc.edu).

## **LEARNING RESOURCE CENTER INFORMATION**

Reid Memorial Library offers a number of resources and services to its faculty for both professional development and classroom assistance. These include, but are not limited to, providing:

- Assistance with research, such as working toward an advanced degree, publication, presentations, grants, etc.
- Personal instruction regarding how to use the library resources for professional development
- Customized library research instruction sessions for classes for course-related projects
- Assistance with the development of student research projects
- Development of faculty electronic course reserves
- Faculty involvement in the library's collection development through the recommendation of titles for purchase and/or the removal of outdated subject matter
- Assistance with requesting materials from other institutions

Information regarding services offered by Reid Memorial Library is also in the Catalog and on the College web site, [www.lc.edu/library](http://www.lc.edu/library) or by dialing (618) 468-4301.

## **MEDIA SERVICES**

**Advertising** - All advertisements, excluding personnel/employment and bid ads, are placed by the college's Creative Services Manager. Persons submitting ads should inform the Creative Services Manager or the Media Services Manager of the amount to be spent and provide an account number to which the expenditure should be billed. Proofs of the advertising copy are provided to the paying party. The Media Services Manager reviews and approves all advertisements and related invoices for the campus.

**Campus Logo** - All campus printed materials should include the proper Lewis and Clark Community College logo(s). All printed materials (brochures, fliers, etc.) and promotional items (like coffee mugs, T-shirts, etc.) should be approved by Media/Creative Services personnel. Media/Creative Services personnel will also handle any necessary bidding and/or ordering of these projects and items. Camera-ready logos are available from Media/Creative Services personnel upon request.

**Copies** - Copy orders should be submitted to the Print Shop through the Media Services module in Blackboard. Orders (black and white or color) may take more than two weeks to process, and sometimes longer during peak production periods (at mid-term and the end of the semester). Please allow two weeks for all print jobs.

**Media Inquiries** - Media Services staff interact with the Board of Trustees, president, administration, faculty, staff, students and the public to ensure that the college responds to area news media in an expedient and professional manner and that an accurate and positive image of the college is presented to the public.

Media representatives calling the campus should be referred to the Media Services Manager who will respond to the call or transfer it to the appropriate office.

**News Releases** - The Media/Creative Services staff writes, proofs and edits all news releases issued by the college, and handles all communication with the media. When making a request for publicity, please allow at least two weeks' notice before an event.

**Photography** - The Media/Creative Services staff is available to photograph campus events and make promotional photographs for the college. Please submit a formal request for photographs to the college photographer via email at [jdona@lc.edu](mailto:jdona@lc.edu) or by phone at ext. 3280. You may also schedule an appointment with her through your Outlook calendar.

**Print Shop Procedure** - All Print Shop orders should be submitted through the Media Services organization in Blackboard. The Print Shop produces fliers, newsletters, stationery, transparencies, and all general printing and copying jobs. Design and copy for all pieces intended for off-campus distribution must be approved in advance by the Creative Services Manager or the Media Services Manager. The Print Shop staff will not begin work on a job until an approved work order is received.

**Printing** - The Print Shop is open 8 a.m. - 4:30 p.m. Monday-Friday. Please call the Print Shop at 468-3210 to make pickup or delivery arrangements before or after normal business hours.

**Publication Assistance** - The Creative Services staff can provide copy, obtain quotes, get bids and make print and design recommendations upon request. All printed material going off-campus must first be proofed by Media/Creative Services personnel before printing. This helps ensure some continuity of all campus publications.

**Requests for Publicity** - Ideas for news coverage should be presented to the Media Services staff which will make a determination of the appropriate media and assignment desk to refer the item. A priority is given to "dated" or "timely" news and advertisements such as campus events or enrollment campaigns that have deadlines.

**Test Security** - Every effort to maintain security for quizzes and exams is employed by the Print Shop. Student workers are not allowed to assist with quiz or exam duplication and delivery to offices. Student workers should not be used for delivery of quizzes or exams to and from the Print Shop. Full-time staff or faculty should submit the quiz or exam for printing via a work order in the Media Services organization in Blackboard and indicate that the order includes a test/exam. All quizzes and exams are held in a locked cabinet upon completion for pickup by authorized personnel.

**Social Media** - Individual departments on campus are not authorized to run their own social networking accounts representing the college's brand, and should distribute all messages through the main Lewis and Clark channels by one of two methods:

1. A faculty or staff member may request to have an event, message, photos, etc. posted on the college's social media pages by contacting the Media Services Manager or another media specialist.
2. A faculty or staff member may use his/her personal account to post links/messages/photos/etc. regarding a department or program on the main Lewis and Clark page. Personal social networking accounts should reflect positively on the college.

**Website** - The Media/Creative Services staff is responsible for the design elements and the contents of the college's website. All changes and updates to the web must be submitted to and approved by the Media Services Manager at [linlow@lc.edu](mailto:linlow@lc.edu).

**Work Order Forms** - The Office Services Work Order Form is an online form housed in BlazerNet. It can be accessed through the Media Services organization in Blackboard. For help completing a work order form, contact the print shop at ext. 3210.

## **OFF-CAMPUS ASSIGNMENTS**

The College offers courses at off-campus locations that are administered through designated Community Education Centers. A list of The Campuses is posted on the webpage. Faculty assigned to teach at the off-campus sites should report to the appropriate CEC and should contact their specific building contact person to acquaint themselves with particular site regulations and information concerning the availability of instructional equipment. A list of off-campus sites is in the L&C Catalog available on the website.

It is very important for adjunct faculty at off-campus locations to meet classes as scheduled and adhere to College regulations as well as those of the local center. Any questions concerning applicable regulations should be directed to the Director of Community Education & High School Partnerships at 468-5050.

## **OFFICE ASSIGNMENTS**

Adjunct instructors teaching on campus or at the N.O. Nelson campus will be assigned temporary office space when available by the Division Assistant who will also assign a mailbox. No office space is available for Lewis and Clark faculty at off-campus locations. Contact the appropriate Division Assistant or Program Coordinator for information.

## **ONLINE/WEB-BLENDED COURSE ASSIGNMENTS**

To meet the College's quality standards for online course design and instruction, new and existing online and web-blended faculty members are required to use the Online Course Checklist (see below) to review their courses. The checklist is also available on the [Team Member page of the LC website](#). Once they complete this self-review, the completed checklist is sent electronically to the Office of Technology Enhanced Learning. A subcommittee of the Technology Enhanced Learning (TEL) committee reviews the checklist along with the course and offers any necessary recommendations for further improvement to the TEL director. The director then shares these results with the faculty member. Once all revisions are complete, the course may be added to the appropriate semester schedule. This process is repeated on a three-year cycle.

Instructors new to online learning and/or instructors teaching a new online course must adhere to the following timetable before a course can be placed into the schedule.

<b>If a class is to be taught in the</b>	<b>And because enrollment starts the previous</b>	<b>The course must be completed by the</b>	<b>Which allows the following months for reviews/revisions</b>
<b>Summer</b>	<b>March</b>	<b>End of previous Fall</b>	<b>Jan/Feb</b>
<b>Fall</b>	<b>March</b>	<b>End of previous Fall</b>	<b>Jan/Feb</b>
<b>Spring</b>	<b>November</b>	<b>July 30 of the previous year</b>	<b>Aug/Sept</b>

New Online/Web-Blended Instructors – EDTR 266, Implementing Blackboard Learn:

The first step to teaching an online/web-blended class is to successfully complete EDTR 266, Implementing Blackboard Learn. This course is typically taught twice a semester; it is a four-week, online course that is self-paced, free to faculty, and worth one credit hour. Faculty who enroll will have access to two courses: the online course, which will contain instructor help and step-by-step instructions and a blank course shell which will be used for practice with the goal of building a web-enhanced course. With guidance, faculty will learn how to create a course menu, add content, conduct online discussions, build assignments and tests, and use the grade center. Anyone interested can enroll through SelfService or by calling enrollment. This course is repeatable three times.

### **Checklist for Instructor Review of Online and Hybrid Course Design**

#### **A. Introduction**

This checklist has been created to support the process of a self-review of an online or web-blended course in order to maintain continuous quality, to enhance student learning, and to assure course standards contribute to the fulfillment of Lewis and Clark Community College's mission statement. Criteria included in the checklist are based on a current literature review and are primarily adapted from the University of Maryland Online FIPSE Project: Quality Matters and the Illinois Online Network: Quality Online Course Initiative (QOCI). Online Course Review Checklist and Online Cuore

Policy Manual can be found at <https://www.lc.edu/team-members/index.html>, under Curriculum Development

## **PARKING**

Designated parking areas are established on campus for students, faculty, staff, and visitors. All vehicles must be parked on pavement. No parking on grass, sidewalks, or in restricted areas. Parking permits must be obtained for all vehicles from the Campus Safety Office or Enrollment Center ID Office and must be displayed at all times. The first permit will be issued at no charge. When visitor lots are full, visitors may park in student lots. Visitors must display a visitor's parking permit which is available at the Campus Safety Office. There is open parking in all lots after 4:30 p.m. Campus maps and complete regulations are available from the Campus Safety Office located at the north entrance to the campus. Parking violations will result in a \$25 parking citation which should be paid at the Bursar's Office.

Three gated lots are available for faculty/staff parking until 4:30 p.m., at which time the gates are raised for open parking. Please contact the appropriate Division Assistant on how to obtain a gate card to these lots if you need access before 4:30 p.m. There is no charge for the first gate card issued, but if it is lost or stolen a \$20 fee is charged for replacement. If the card breaks, a portion of the broken card should be turned in for a replacement card at no charge. At the time of termination of employment, the parking gate card must be returned to the office from which it was obtained.

## **ADJUNCT FACULTY ORIENTATION**

EDTR 201, Orientation for Adjunct Faculty, is required for all new adjunct faculty members.

The four-week, online, self-paced course is free to faculty, and worth one credit hour. It will focus on understanding the general college practices adjunct instructors are required to use. It includes step-by-step instructions on using such services as Blackboard and SelfService, and information on college communication systems, academic protocols, and student learning. Instructors who successfully complete EDTR 201 will automatically be placed in an Adjunct Orientation Organization where they will continue to have access to this same course information for as long as they are employed at L&C.

In addition, adjunct faculty will be oriented to the course(s) they have been hired to teach by the Program Coordinator. Adjunct instructors are invited to attend fall and spring semester faculty in-service week activities. They are urged to attend the departmental meetings and workshops that are scheduled throughout the academic year to support new and continuing adjunct faculty.

## **PATENTS AND COPYRIGHTS**

### **Policy Relating to Intellectual Property Rights**

It is the policy of the College to encourage the creative efforts of College personnel through the development and protection of intellectual property rights. The college is also committed to sharing the revenues derived from the intellectual property rights developed by College personnel on an equitable basis. This policy statement governs the respective rights of the College and College personnel relating to the ownership and revenues derived from such rights.

#### **A. Definitions**

As used in this policy the following terms have the meaning indicated:

1. Intellectual Property Rights: Any tangible or intangible thing or matter subject to protection under the laws of copyright (17 U.S.C § 100, et seq.), trademark, patent, (35 U.S.C. § 100, et seq.), trade secret or similar laws. These include, by way of example, not limitation: books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instruction materials, drawings, paintings, sculptures, photographs and other works of art.

2. Materials: Any tangible or electronic item (whether written or recorded), which contains or embodies material that is the subject of Intellectual Property Rights. These may include, for example: printed works (books and articles), musical works, computer programs and multimedia products.

3. College Personnel: Part-time and full-time members of the staff, all other agents and employees, adjunct faculty and students of the College.

#### B. Ownership of Intellectual Property Rights

1. The college shall own all Intellectual Property Rights created, discovered, made, or developed by College Personnel (a) in the course of employment by the College, or (b) made through the use of facilities or funds provided by or through the College. For the purposes of this policy, funds provided by governmental, commercial, industrial, or other public or private 44 organizations that are administered and/or controlled by the College shall be considered College funds.

2. College Personnel shall own all Intellectual Property Rights prepared on their own initiative and their own time, which is unrelated to the College's business and developed or created without using facilities or funds provided by the College.

3. Outside Activities: College Personnel desiring to engage in outside activities related to the individual's employment duties or the subject area of the individual's principal competence, whether with or without College facilities or funds may do so only with the written agreement with the College President or his/her designee. Such agreements shall not be withheld in an arbitrary or capricious manner. Intellectual Property Rights related to such outside activities may be owned by College Personnel only if approved in writing by the College President or his/her designee.

#### C. Use of Intellectual Property Rights/Materials

1. Internal Use: The College and College Personnel have the unlimited right to use Intellectual Property Rights and Materials created or developed by College Personnel for College purposes. Each such use shall be approved by the department head primarily responsible for the Materials.

2. External Use: The College has the right to enter into agreements with third parties for the sale, licensing or use of Intellectual Property rights or Materials. Such agreements shall be subject to approval by the college President or his/her designee.

3. Royalties: The creator, author or inventor of the Intellectual Property Rights/Materials shall not receive any royalty or other income for internal use. Royalty or other income derived from agreements for external use shall first be used to reimburse the College and/or any source of funding (as appropriate) for the costs and expenses incurred in connection with development, protection and commercial

exploitation of the Intellectual Property Rights. Unless otherwise agreed by the college, two-thirds of the net proceeds shall be retained by the College and one-third of the net proceeds shall be paid by the college to the College Personnel responsible for developing, creating or inventing the Intellectual Property Rights/Materials.

4. Exemptions: The College President or his/her designee may exempt particular categories of Materials. For example, personal use of artistic, musical or literary works created in a classroom setting.

#### D. Procedures

1. Reporting of the Creation of Intellectual Property Rights: Whenever College Personnel believes that Intellectual Property Rights, including, for example: inventions, ideas, and computer programs have been created which may have significant commercial value, a report shall be made to the College President, or his/her designee.

2. Cooperation: The College and College Personnel agree to work together in the evaluation, development, protection and use of any Intellectual Property Rights, including but not limited to executing such documents as may be appropriate to vest title in the Intellectual Property Rights or Materials in the College (or College Personnel) and assisting (at the College's expense) in the administration of any agreement relating to the Intellectual Property Rights.

3. Dispute Resolution: Any disputes between College Personnel and the College relating to the equity of the net income paid to College Personnel in specific situations shall be resolved by a three person arbitration panel comprised of one College staff member chosen by the College President or his/her designee, one College staff member chosen by the College Personnel, and one College Personnel member chosen by the two appointed panel members. In all other situations, the determination of the College shall be final.

#### E. Miscellaneous

1. This policy shall be deemed to be a part of the conditions of employment of every staff member of the College and a part of the conditions of enrollment and attendance at the College by students.

### **PAYROLL PROCEDURE**

Before a faculty member can be placed on the payroll, a completed employment packet needs to be submitted to the Human Resources Department.

Lewis and Clark encourages all faculty to enroll for the electronic transfer of payroll checks directly into personal accounts at banking or savings and loan institutions. Electronic transfer of funds is the quickest, most accurate and safest procedure for receiving your semi-monthly salary. To enroll for electronic transfer contact your Division Office. Verification of electronic transfer or salary checks can be viewed and printed on Self Service. Faculty will receive their checks by U.S. mail if they are not directly deposited. The number of pay installments is dependent upon the length of the course and the beginning and ending dates of the classes. The college's pay periods end on the 15<sup>th</sup> and the end of each month. The college pays in arrears. For full-length fall and spring semester courses, adjunct faculty will usually receive their pay in seven or eight pay installments each, beginning at the end of September and February respectively and ending on the pay day following the end of the pay period in which the class ends.



Full time faculty and adjuncts faculty with additional hourly paid positions are required to complete time sheets electronically. The time sheets are due to be submitted and approved by the employee's supervisor on the 2<sup>nd</sup> and 17th of each month.

## **PAYROLL RELATED FRINGE BENEFITS**

Adjunct faculty are not eligible for such fringe benefits as life and medical insurance, paid vacation and sick leave. State law requires that regular adjunct faculty participate in the State Universities Retirement System (SURS).

## **PLAGIARISM**

The Student Conduct Code in the Catalog cites "Academic dishonesty including, but not limited to, cheating, plagiarism and forgery" as "student conduct which is subject to disciplinary action."

Plagiarism is defined as including, without limitation, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using written, oral or digital work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own.

The following sanctions have been imposed on students for academic misconduct.

1. *Failing grade on an individual assignment which is part of a course.* Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and the appropriate academic dean.

A student may file a grievance if she or he believes the sanction is unfair. See the Student Grievance Procedure in the Catalog.

2. *Failing grade for a course.* Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and appropriate academic dean.

A student may file a grievance if she or he believes the sanction is unfair.

3. *Academic Misconduct.* In instances of academic misconduct in which the instructor, program coordinator, or appropriate academic dean believe that action other than, or in addition to, those described under paragraphs 1 and 2 above is warranted may recommend Disciplinary Probation, Separation from L&C for one semester, or one year, or Permanent Separation from L&C.
4. *A student's grade may be withheld by an instructor pending the outcome of charges under the Student Conduct Code.*
5. *Prior determinations of academic misconduct may be considered in determining sanctions for present violation.*

## **PRORATED PAY POLICY FOR FULL-TIME, ADJUNCT AND OVERLOAD PAY**

In the event of low enrollments, a faculty member may be given the option of either canceling the course or accepting a reduced prorated pay. Actual pay will be based on the highest enrollment between (1) 11:59 PM on the day before the class begins and (2) 11:59 PM on the day before the class's refund date. This procedure is programmed in Ellucian to allow a faculty member to accept new students in her/his class without a penalty.

## **PROTECTION OF MINORS**

Please review our current policy at:

<https://www.lc.edu/college-information/consumer-information/protection-of-minors-policy.html>

## **REASONABLE ACCOMMODATION**

Policy To ensure equal employment opportunities to qualified individuals with a disability, the College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact the Human Resources Director and request such an accommodation. The employee should specify what accommodation the employee feels he or she needs to perform the employee's job. The College then will engage in an interactive process with the employee to identify the barriers, if any that are interfering with the employee's ability to perform the essential job functions. The College will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the accommodation will be made.

## **RETENTION, PERSISTENCE, AND COMPLETION (RPC) PERFORMANCE**

L&C historically has and continues to address the challenges of student retention, persistence, and completion (RPC). This is done through tracking and analysis of these metrics, reporting performance to both internal and external audiences, and taking actions to improve performance in these areas. RPC metrics are measured both for their own sake (i.e., what they tell us about student success and achievement), and as the "student achievement" component of program assessment which is ultimately about giving our students the highest quality education in a cost-effective manner while serving a labor market need.

L&C defines *retention* as the ability to maintain (persist in) a course or program of study toward some form of intended "completion." In this sense, *retention* and *persistence* are essentially synonymous, however retention is measured as enrollment that persists fall to fall and *persistence* is measured as enrollment semester to semester. Ultimately, the goal for our students is to complete their programs of study, earning a credential in the shortest time. This allows them to go on to their next goal earlier, whether that goal is job placement, job advancement, advanced education, or military service. For the individual, this is a measure of *personal achievement* with its own intrinsic benefits. For educators, the state, and economists, this is also a measure of *institutional achievement* that overall translates into greater efficiency, lower costs, and greater productivity.

The term "*completion*" refers to the "*successful completion*" of a course, sequence, or program that may or may not conclude with a formal credential (degree or certificate). In this context, "success" is defined as earning a grade of at least a "C" or "passing" if the course is graded as "pass/fail." Successful completion of a particular sequence of courses (as in developmental or general education sequences) may include a "minimum credits earned" requirement. Success in a program means that the student has successfully met all course and other requirements the program mandates for the awarding of a degree or certificate. In the context of adult education programs, "attainment" of a GED certificate marks the completion of a high school diploma equivalency. For ABE students, level advances are equivalent to course completions in college level coursework.

The Illinois Board of Higher Education employs six community college performance measures in Performance Based Funding:

1. **Degree and Certificate Completion:** Students completing a degree or certificate.
2. **Degree and Certificate Completion of "At Risk" students:** "At risk" students is defined as those who are academically or financially at risk of not achieving their educational goals. The metric will measure student completion for students receiving a Pell grant and/or students who were enrolled in remedial education.
3. **Transfer to a Four-Year Institution:** Full-time and part-time students who transfer to another institution of higher education within three years for full-time students and five years for part-time students.
4. **Remedial and Adult Education Advancement:** Remedial students who advance to college-level courses and adult education students who advance to remedial or college-level courses.
5. **Momentum Points:** First-time/part-time students completing 12 credit hours, first time/full-time students completing 24 hours in the first year, and adult education students moving a "grade" level based on pre-and post-test performance. For purposes of this metric, completion of remedial courses is included, and adult education grade levels are based on NRS standards.
6. **Transfer to a Community College:** Full-time and part-time students who transfer to a community college within 18 months of leaving the initial community college. Lateral transfer is recognized as an important performance measure because lateral transfer students remain in higher education and reasons for lateral transfer are often prompted by changes in students' home residence, employment, or pursuit of a program not offered by the home institution.

## **ROSTERS**

Class rosters are available through BlazerNet. Once logged-in, instructors can choose **Class Roster** under **Faculty Information** to view and/or print a current roster for each class. No student should be officially admitted to class unless his/her name appears on the roster or a Course Change Form is presented by the student during the first week. A student whose name does not appear on the roster and who has not presented a Course Change Form should be instructed to report to the Enrollment Center to rectify the conflict.

**NOTE:** Students who do not appear on rosters but are attending classes should be sent to the Enrollment Center or CEC for enrollment verification.

To improve advisors' abilities to reach out to students and provide meaningful feedback and encouragement, faculty are asked to provide information on students. These rosters can be accessed through BlazerNet.

### **For sixteen-week courses faculty will be asked for information on this schedule:**

**4 weeks** – This report is an opportunity to identify concerns related to academics and concerns related to attendance. It also serves as the attendance verification roster for Financial Aid purposes. A legend on the roster will aid you in reporting the correct status for students. A space will be available for written comments regarding students, and the comments will be emailed to students. For students who are no longer attending, there will be space to record the last date of attendance. The last date of attendance is needed by the Financial Aid Department.

**Midterm** – Student grades are recorded in this report (A, B, C, D, F, I, PR) and attendance is marked only for students for whom it is a concern. A space will be available to record the last date of attendance for any students who have stopped attending, and any written comments regarding a student will be emailed to the student.

**Fall semester only, 11 weeks** - Grade and Attendance marked only for students for whom it is a concern, especially students who should withdraw and enroll in intercession courses which may enable them to complete the necessary credit hours to stay on track toward completion.

**Final Grade** – Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

**For eight-week courses faculty will be asked for information on this schedule:**

**2 weeks** – This roster is used in the same manner as the 4-week roster that is completed in 16-week courses.

**Midterm** – This roster follows the same format as the 8-week roster in a 16-week course.

**Final Grade** - Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

Refer to the "GRADES" section of this handbook for the definitions of grades, especially "I" grades.

Each student's final grade should be entered to the right of his/her name on the online roster by typing the grade or using the drop-down menu. You must enter a last date of attendance in the next column for any student who stopped attending.

Grades should be recorded for all students enrolled in the class. (Students who received grades of "W" should have the "W's" and the withdrawal date recorded next to their name.) Please do not assign "W" grades.

After grades have been entered you must certify the roster. Mark the certification indicator at the bottom of the roster and SUBMIT.

**MEETING DEADLINES IS VERY IMPORTANT, AND PROMPT COMPLETION OF GRADE ROSTERS IS ESSENTIAL TO THE PROCESSING OF MIDTERM ROSTERS AND FINAL GRADES. LATE GRADE ROSTERS MAY RESULT IN STUDENTS AUTOMATICALLY BEING PLACED ON ACADEMIC SUSPENSION OR FINANCIAL AID SUSPENSION!**

**Midterm Roster** - Midterm rosters are very important to the College because they are used as documentation to determine state apportionment funding. The College can receive state funding (apportionment) for students that are attending class at midterm. It is extremely important that faculty submit these rosters. State auditors will review them. These rosters can be accessed through the Blackboard Portal and BlazerNet. Each faculty member is required to enter his/her own grades and keep the login ID and Password confidential. The Illinois Community College Board reviews each roster to insure the credibility of this process.

**Quick review of NA and XA** - If every student that is listed is currently attending your class, simply submit the midterm roster. Use **XA** in the appropriate space for those students who have **never** attended. Use **NA** for those students who attended at least once, but not frequently enough to earn a passing grade.

**Note:** Please record the last date of contact with a student who has stopped attending. You will be required to provide this information to Financial Aid. Once midterm attendance is certified and submitted, no changes can be made to the rosters.

**Final Grade Roster** - Final grade rosters are accessed through the Blackboard Portal and BlazerNet. These rosters are available to faculty on the last day of each course each semester. Every student on the roster must be graded in order to submit the roster. Refer to the grading system above for the appropriate assignment of grades for each student. Inform the Enrollment Center if you find any discrepancies on your final grade rosters.

## **Sex-Based Misconduct Prohibition Policy**

Please review our current policies at:

<https://www.lc.edu/college-information/consumer-information/prohibiting-sex-based-misconduct-policy.html>

and

<https://www.lc.edu/college-information/consumer-information/prohibiting-sex-based-misconduct-procedures.html>

## **SMOKING POLICY**

Please review our current policies at:

<https://www.lc.edu/college-information/consumer-information/smoke-free-campus-act.html>

## **SOLICITATION POLICY**

Solicitation of employees and students by individuals or profit-making organizations with products or services for personal use is prohibited unless otherwise authorized by the College President or his/her designee. Solicitation by individuals or non-profit organizations is not prohibited provided that it does not interfere with College business, programs and activities, is approved by the Dean of Student Support Services and is affiliated with a College organization, club or office.

## **CENTER FOR ACCESS AND ACCOMMODATIONS AND COUNSELING SERVICES**

Faculty may refer students to the Center for Access and Accommodations and Counseling, Fobes 1523/1525, (618) 468-4121.

### **COUNSELING SERVICES**

Academic and Personal Counseling services are available to students to assist with crisis intervention, short-term individual therapy, academic issues, test anxiety, consultation, community resources, and referrals. Faculty may refer students and students may self-refer. Services are available by appointment, as well as on a walk-in basis in the event of an emergency. Students and faculty may contact the counselor through the Center for Access and Accommodations and Counseling office by calling (618) 468-4121 or (618) 468-4123, or by visiting Fobes 1523/1525.

### **DISABILITY SERVICES**

Disability Services are available to qualified students with disabilities. Services may include individualized accommodations, counseling and advising, and use of assistive technology. For further information, call the Center for Access and Accommodations Office at (618) 468-4121.

### **SUPPORTED COLLEGE TRANSITION PROGRAM**

The Supported College Transition Program (SCT) serves students with some mainstreaming experience in high school and with the academic preparation that indicates they can be successful in smaller class sections of college developmental courses (Reading, English and Math) with the additional support provided by a Supported College Transition class and Study Skills class. Through person-centered planning, students learn skills necessary to transition to established programs that lead directly to employment. SCT courses are college credit courses that are eligible for federal and state financial aid. Referrals can be made to the Coordinator of Access & Accommodations at (618) 468-4217 or (618) 468-4121.

### **COLLEGE FOR LIFE PROGRAM**

For students with intellectual and/or developmental disabilities who have had few inclusive experiences in high school, the College for Life program provides courses that continue the educational experience and also provides social growth opportunities on a college campus. College for Life courses are continuing education, non-credit courses and follow the same payment policies as all other continuing education courses. Students may begin the enrollment process by calling the Center for Access and Accommodations and Counseling at (618) 468-4121.

### **EMERGENCY LOAN FUND**

Center for Access and Accommodations and Counseling staff manage the College's Emergency Loan Fund. These funds can help a student with books, tuition, utility bills, gas cards, lunch cards and a variety of other financial supports. The Emergency Loan is typically paid back during the semester it is received. Students should call (618) 468-4121 or walk into Fobes 1523/1525 to start the process.

## **STUDENT SUCCESS CENTER (SSC)**

The SSC is decentralized with eight independent labs (seven on the Godfrey campus and one on the N.O. Nelson campus in Edwardsville), as well as an Online Paper Submission and an "Ask a Tutor a Question" online interactive services which provides help to students who are off campus or need assistance during the evening or on weekends. Tutoring is offered in math, writing, business, science, and nursing as well as other general academic and study skills areas. The SSC academic support services are coordinated, managed, and evaluated for quality and impact on student achievement.

Services include:

- The Writing Desk and Academic Tutoring are both located in Reid Memorial Library.
- Career Resource Center is in BA 2405 and provides individual career counseling, resumé preparation and assistance with job seeking.
- The Math/Science Tutoring Center (CM 233) and STEM Study Lab (MA 307) are in the Math/Science Complex.
- Nursing and Dental Hygiene tutoring are staffed by professional staff in their respective buildings.
- The Business Technology, Computer Information Systems, and Graphic Design students share a support center on the second floor in the Trimpe Advanced Technology Building (TR 250).
- ☐ The Technology Enhanced Learning Student Success Center (NU L205) assists faculty and students with Blackboard. NO Nelson campus SSC (N3 108) offers tutoring in multiple disciplines.
- The Business Department allows students the opportunity to set up one-on-one tutoring appointments online through the SSC web page at [lc.edu/ssc](http://lc.edu/ssc).
- The Communications Lab (TR 241) assists students with speech courses, oral presentations and job interviewing preparation. This lab also has the ability to video record student work for feedback.

The Student Success Centers employ full-time staff, adjunct instructors, student workers, and discipline-proficient staff to tutor students.

Since the inception of the Student Success Center in 2010, its sole purpose has been to help Lewis & Clark students achieve success in their courses and programs. The impact has been significant and statistically relevant as evidenced by improvements in student course success and retention

For more information contact the Program Coordinator, Center for Access and Accommodations (468-4127).

## **SURS 6% EARNINGS LIMITATION GUIDELINES**

The following information is provided in an effort to clarify the State University Retirement System's 6% earnings limitation policy and any impact it may have for all College employees. Contact the HR Director, Gabe Springer, at 468-3700 if you have any questions or concerns.

### **Adjunct Faculty:**

Adjunct faculty and part-time staff alike are subject to the SURS 6% penalty based on total FTE earnings from the previous academic year to current. If current academic year FTE earnings exceed the prior year by more than 6%, a penalty is incurred. The academic year for adjunct faculty is defined as the academic year of the College, consistent with full-time faculty.

The Pension Code provides a global definition of "earnings" as "an amount paid for personal services equal to the sum of the basic compensation plus extra compensation for summer teaching, overtime or other extra service." (40 ILC 5/15-111). In the new provisions of Public Acts 094-0004 and 094-1057, the operative section refers to comparisons of the final rate of earnings. Earnings exceeding 6% may also become an issue when an adjunct faculty member works in another capacity at a different rate of pay (i.e., Student Success Center). The deans will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure adjunct faculty who are within the time periods SURS has designated for calculating retirement benefits do not exceed the 6% earnings limitation. Adjunct faculty must notify their dean if they teach any classes for another division or have any other assignments in addition to those assigned by the Academic Affairs Division.

### **Full-time Faculty:**

Penalties for exceeding 6% in earnings are based on the total earnings from one academic year to the next. Therefore no full-time faculty can earn more than 6% in creditable/reportable earnings who are 10 years from eligibility for retirement. Accordingly, pursuant to Section 14.9. of the Faculty Agreement, the College needs to monitor annual earnings to avoid incurring a 6% earnings limitation penalty. This will apply to Tier I employees when they turn 45 and when Tier II employees turn 52. Our Information Technology Department has provided salary reports to the deans and managers that identify maximum earnings for all full-time faculty that meet the above criteria. Additionally, all full-time faculty have the ability to track their individual earnings relative to a 6% limitation through the "Faculty" tab on Blazernet. As with the adjunct faculty, the deans and managers will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure faculty who may be eligible for retirement do not exceed the 6% earnings limitation. Full-time faculty must notify their dean if they teach any classes or have any other assignments in addition to those assigned by the Academic Affairs Division.

Compensation increases due to an annual pay raise plus a promotion could result in a salary increase greater than 6%. Section 14.9. of the Faculty Agreement states that the affected faculty member will receive increases in salary/creditable/reportable earnings not to exceed 6% in subsequent academic years until her/his salary reaches the appropriate step on the salary schedule tied to the promotion. In essence, any salary increase that exceeds the previous academic year's earnings by 6% or more will be given in future contract years until the salary increase is fully realized. **The academic year for full-time faculty is defined as the academic year of the College.**

### **Part-time Staff:**

Both full-time and adjunct faculty who perform duties for the College as part-time staff should be aware that all earnings are subject to 6% limitations. Earnings of part-time staff are calculated on an FTE basis and compared to the previous academic year earnings. **The academic year for part-time staff is defined as September – August (SURS Academic Year).**

Earnings exceeding 6% may become an issue when a part-time staff member becomes a full-time employee or also works in another capacity at a different rate of pay (i.e., teaching or SSC). Managers will need to monitor teaching assignments or any other additional assignments to ensure part-time staff who may be eligible for retirement do not exceed the 6% earnings limit. You must notify your manager if you teach any classes or have any other assignments that result in you working more hours or earning a higher rate of pay.

**Retirement Savings Plans (formerly Self-Managed Plan):**

Anyone enrolled in SURS' Retirement Savings Plan (RSP), formerly known as Self-Managed Plan (SMP), is exempt from the 6% earnings limitation.

**Please Note:**

Compensation for teaching or working at other SURS contributing institutions does not factor into 6% earnings limitations at L&C. SURS assesses employee earnings limitations separately for each institution and 6% earnings limitation penalties will be determined by year to year earnings comparisons paid by each individual institution, not in the aggregate for all SURS contributing institutions. Therefore any compensation earned at other SURS contributing institutions will not have to be taken into consideration by L&C for 6% earnings limitation purposes.

## **TECHNOLOGY ASSISTANCE**

For assistance with malfunctioning hardware or software, contact the Helpdesk at [helpdesk@lc.edu](mailto:helpdesk@lc.edu) or ext. 4357. For assistance in using hardware or software more effectively, advice or information on new technology or vendors or to request improvements to existing software applications contact Ron Wall at [rwall@lc.edu](mailto:rwall@lc.edu) or ext. 3880. Technology upgrades for classrooms and offices occur on a scheduled basis. Requests to acquire or improve hardware outside of the posted schedule should be completed as part of the priority budget process with your program coordinator.

## **TECHNOLOGY RESOURCES POLICY**

Please review our current policy at:

<https://www.lc.edu/college-information/consumer-information/technology-resources-policy.html>

## **TENURE**

Appointments to the adjunct faculty of Lewis and Clark Community College do not count toward tenure, even if the adjunct instructor is subsequently employed full-time by the College. The Faculty Agreement, 2022-2025, Article VI-Conditions of Employment, Section 6.4 Tenure describes the tenure process for full-time probationary faculty.

## **TRAVEL**

Faculty may be requested to travel on College business. These faculty will be reimbursed for allowable expenditures. Before travel, faculty submit a Request to Attend Professional Conference and upon return will submit a payment request through the Procurement page of Self-Service. Copies of receipts should be uploaded and a copy of the per diem meal rates should be saved and uploaded based on the city you traveled.



Before undertaking any travel, faculty should be familiar with all regulations concerning reimbursement so that she/he will have the necessary receipts within the designated limits when the claim is submitted for payment. The College Purchasing Office will make the airplane, car rental or train reservations once an approved requisition is received and the college will directly pay conference fees. Faculty are responsible for food, lodging, and ground transportation expenses and should keep all original itemized receipts for reimbursement. The College does not reimburse for alcohol. Meal expenditures are limited to the per diem rate based on the year and city in which you traveled. Information can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> Personal automobile expenses are reimbursed as \$.67 per mile. Division Assistants will assist you with travel questions.

## **Tuition Refund Policy**

### **Regular Credit Courses**

For classes that begin the first week of the semester and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following the first day of the term. Students are eligible for a 100 percent refund through the second Friday following the first day of the 8-week summer term. For classes that begin at midterm and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following midterm. There are no refunds thereafter. Requests for refund (deregistration) must be presented in writing by the end of the business day on that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner, faxed to the Enrollment Center (618) 468-2310, or mailed and postmarked before that Friday. Written requests must include the student's signature and social security number or student identification number.

For late starting classes (those that begin after the third week of the semester), students are eligible for a 100 percent refund through the first 12 calendar days (NOT course meetings) of each course. (Calendar days include Saturdays and Sundays.) This period is extended one day for each holiday. There are no refunds thereafter. If the last day for a refund is scheduled on a Saturday or Sunday, the request for refund (deregistration) must either be presented in writing the previous business day at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet on or before the 12th calendar day, mailed and postmarked before the 12th calendar day, or faxed to the Enrollment Center (618) 468-2310 on or before the 12th calendar day. Written requests must include the student's signature and social security number or student identification number.

### **Short Term Credit Courses**

Students enrolled in short-term credit courses of less than 24 days (i.e., the number of days between the course beginning date and ending date) are eligible for a 100 percent refund through the mid-point of each course.

### **Non-Credit Courses with a CE-- prefix**

Students in courses that meet for four or more sessions are eligible for a 100 percent refund prior to the start of the second session. There are no refunds for courses that consist of three or fewer sessions once the course begins. Certain specialized non-credit courses may have separate and specific refund policies outlined in contractual agreements or in course outlines.

### **Non-Credit Online Courses**

Students in non-credit online courses are eligible for a 100 percent refund prior to the first 10 percent point of a course using the course beginning and end dates. No refund is issued after the 10 percent point of the course. Certain online non-credit courses may have separate and specific refund policies.

**Note:** Debts owed to the college must be satisfied before any refunds or payments are made to the

student. A non-refundable \$50 fee will be charged for each proficiency exam and must be paid before testing.

## **WEAPONS ON CAMPUS POLICY**

**Please review our current policy at:**

<https://www.lc.edu/college-information/consumer-information/weapons-on-campus-policy.html>

## **WITHDRAWAL POLICY**

All students, credit and non-credit, who wish to withdraw from any course, need to officially withdraw. You can officially withdraw in three ways: (1) by logging into Student Planner and processing your withdrawal online, (2) by letter with your signature requesting the withdrawal either mailed or faxed to the Enrollment Center, N. O. Nelson Campus or Community Education Centers, (3) by course change form in person at the Enrollment Center (BA 1450) or at any of the Community Education Centers.

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE\_ \_ prefix. Withdrawal from non-credit courses after the refund period is not necessary. When withdrawing via Student Planner, use your ID and password. Credit students need to officially withdraw by the course deadline dates. You can find the exact withdrawal dates for your courses at [www.lc.edu](http://www.lc.edu). Click on Browse Our Classes to access Search for Courses and Course Sections, then enter your course information. Be aware that these deadlines are not related to refunds (See Refund Policy). You are encouraged to inform your instructor(s) of your intentions to withdraw. The withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If you do not officially withdraw from a course, you will receive a grade based on work completed - which may not be sufficient to give you a passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on your transcript. However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal. Requests to withdraw after the official withdrawal period will not be processed. Exceptions can be made only in hardship cases, described in writing to the Dean of Student Experience in the Enrollment Center.

If a student withdraws after the tuition refund period of a term and the student has incurred tuition and fee charges, institutional scholarships, external scholarships, state grants such as the Monetary Award Program (MAP) Grant, and state scholarships will be applied to charges incurred for the term accordingly unless restricted by the scholarship.

## **WORKPLACE SAFETY**

Each employee is required to develop and exercise safe work habit in the course of employment, to prevent injuries in the workplace to the employee or others, and to conserve College property and equipment. Employees are required to bring any unsafe working conditions to the attention of the College.

## **WORKPLACE VIOLENCE**

The College is committed to promptly responding to situations that involve the potential for violent behavior that are brought to the attention of the College. Any employee who attempts to intimidate or commit an act of violence toward any other employee, student, member of the public, or another third party on College property will be subject to discipline, up to and including termination. Any employee who is subject to such conduct by an employee or third party should report the incident immediately to any supervisor and to campus security.

## Appendix A



# Resource and Referral Options

*Sexual Assault/Harassment, Dating/Domestic Violence and Stalking*

It is always your right to choose whether or not you report to the police and/or college officials.

CONFIDENTIAL REPORTING	VICTIM ASSISTANCE AND ADVOCACY	MEDICAL ASSISTANCE	CONTACT LAW ENFORCEMENT / CAMPUS SAFETY	FILE A COMPLAINT/ ASK FOR ACCOMODATIONS
<b>Metro East Every Survivor Counts (Sexual Assault Crisis Line)</b> (618) 397-0975 <a href="http://www.metroeasteveryurvivorcounts.org">www.metroeasteveryurvivorcounts.org</a>	<b>Metro East Every Survivor Counts (Sexual Assault Crisis Line)</b> (618) 397-0975 <a href="http://www.metroeasteveryurvivorcounts.org">www.metroeasteveryurvivorcounts.org</a>	<b>*Anderson Hospital</b> 2133 Vadalabene Dr Maryville, IL (618) 288-5711	<b>Lewis and Clark Campus Safety</b> 5800 Godfrey Rd <i>near north entrance</i> Godfrey, IL (618) 468-2300 ("0" from campus phone)	<b>Title IX Coordinator</b> Lori Artis Erickson Hall 103 (618) 468-3000
<b>Lewis and Clark Community College Confidential Counselor</b> Caldwell Hall 2335 (618) 468-4125 <b>Or</b> Leave an anonymous message on the college's 800 number for reporting sexual violence (855) RSV-4RSV (1-855-778-4778) or email <a href="mailto:4rsv@lc.edu">4rsv@lc.edu</a>	<b>Oasis Women's Shelter (Domestic Violence Emergency Services)</b> Alton, IL 618-465-1978 <b>Phoenix Crisis Center (Domestic Violence Assistance)</b> Granite City, IL 618-451-1008 <b>Violence Prevention Center of Southwestern IL (Domestic Violence Emergency Services)</b> Belleville IL Hotline 24/7 - (618) 235-0892 <b>CenterStone (Mental Health Hotline)</b> 2615 Edwards St Alton IL 62002 (618) 465-4388 <b>National Suicide Hotline</b> (800) 273-8255	<b>OSF St. Anthony's Health Center</b> #1 Saint Anthony's Way Alton, IL (618) 465-2571 <b>*Alton Memorial Hospital</b> 1 Memorial Dr. Alton, IL (618) 463-7311	<b>Madison County Sheriff</b> 405 Randle St. Edwardsville, IL (618) 692-6087 or "911" for all emergencies <b>Edwardsville Police Department</b> 400 N Main St. Edwardsville, IL (618) 656-2131 or "911" for all emergencies <b>Alton Police Department</b> 1700 E. Broadway Alton, IL (618) 463-3505 or "911" for all emergencies <b>Carlinville Police Department</b> 570 N Broad St. Carlinville, IL (618) 854-3221 or "911" for all emergencies <b>Bethalto Police Department</b> 213 N Prairie St. Bethalto, IL (618) 377-5266 or "911" for all emergencies	<b>Title IX Coordinator</b> Dr. Sean Hill River Bend Arena 112 (618) 468-6000  <b>* This medical facility provides Sexual Assault Nurse Examiners (SANE).</b>