FACULTY HANDBOOK

2017 – 2018

OKLAHOMA CITY COMMUNITY COLLEGE

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GENERAL INFORMATION

Oklahoma City Community College: Built for Student Success
More than 40 years ago, our founders had a dream to have thousands of students walk through our doors each year.

Today, that dream has become reality, and OCCC is now the fourth largest higher education institution in Oklahoma, serving more than 28,000 students annually.

Oklahoma City Community College: Student-Centered and Student-Driven
At Oklahoma City Community College, every day, in every department, our students are offered access to a high quality education and given all the support necessary to succeed. It's not just our vision; it's our mission.
OCCC academic advisors are available to aid in the application and admissions process as well as to lead students to enroll in the classes that will help them achieve their career goals. Likewise, the OCCC Financial Aid department walks students through the student loan, grant and scholarship opportunities that can ease the stress of paying for a college education.

We are excited that our student body is made up of all ages, races and income levels. That diversity reflects our view that we are here to serve all students.

Some students come to pursue one of our associate degree programs that will prepare them to transfer and continue work toward their bachelor's degrees. As they approach graduation, OCCC routinely hosts representatives from Oklahoma's four-year colleges and universities to ease the transition process.

Other OCCC students share the simple hope of learning new skills to help them advance in their career fields. They can do this through either an associate degree or certificate of mastery programs –programs that get them in the classroom and back to the workforce immediately.

Oklahoma City Community College faculty members also guide students in building professional networks in their career fields; this can only happen when professors maintain real-world experience in their subject matter and stay connected with businesses and industry in our community. We are proud to say that our professors work diligently to not only teach our students but to mentor them as well.

In addition, OCCC offers a wide range of community and continuing education courses, certifications, workshops, conferences and seminars.

Oklahoma City Community College: The Best Credentials
OCCC is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and is a member of the American

Association of Community Colleges. This means that since our academic standards are set high, our classes easily transfer to other colleges and universities in Oklahoma and nationwide.

Oklahoma City Community College: A Central Location and So Much More
Oklahoma City Community College sits on 143 acres just south of Interstate 240 at 7777 South May Avenue in southwest Oklahoma City, making student access to the campus easy from a number of traffic routes.
Since our humble beginnings in 1969, OCCC has expanded rapidly in order to serve a continuously growing student population.

Here's a quick look at what our facilities have to offer our students:

Arts and Humanities Center
This building is joined to the Main Building and contains a 300-seat theater as well as the office for the campus newspaper, The Pioneer. It also features three floors of classrooms primarily used for English, Humanities, Speech, and other language courses.

Capitol Hill Center
Located in the heart of Oklahoma City's main Hispanic neighborhood, OCCC's Capitol Hill Center is a leader in serving the adult education and job readiness needs of the community's diverse members.

Health Professions Center
The Health Professions Center makes OCCC a leader in health technologies and pre-health professional programs. It features a simulated hospital area with Human Patient Simulators.

John Massey Center
One of the newest buildings on campus, it features OCCC's Finance and Human Resources departments. These departments are the heart of the college, hiring our faculty and staff and keeping us all on track with the funds entrusted to us through student tuition.

Keith Leftwich Memorial Library
The library provides the newest digital and print resources for students, in addition to housing a new reflection and meditation room.

Main Building
This is often the first building students walk into and become familiar with. It has the Admissions, Financial Aid, and Academic Advisement departments and so much more. It also contains the College Union, where students can gather and study, and a multitude of classrooms on three floors.

Professional Development Institute
The Professional Development Institute (PDI) facility is located at 7124 S. I-35 Service

Road near Plaza Mayor. PDI houses the Alternative Fuels, Commercial Food Equipment Technician Program, Drone Operator Program and GED programs. The facility is comprised of twelve (12) instructional rooms, four (4) computer labs, four (4) automotive bays, and three (3) technical training areas. The facility is used to deliver workforce development training for the community.

Robert P. Todd Science, Engineering and Math Center
This structure connects to the Main Building and features state-of-the-art labs dedicated to providing our students hands-on experience. It also includes a world- class botany classroom and greenhouse for a one-of-a-kind biotechnology program, preparing skilled technicians for dynamic new career fields.

Transportation Technology Center
This building is home to our renowned automotive technology lab. OCCC has five automotive technology degree and certificate programs that certify our students in those programs to work in the best automotive facilities and dealerships in the nation.

Visual and Performing Arts Center
The building is to the west of the Arts and Humanities Center. It houses classrooms, labs and studios for art instruction, music, photography, and visual arts in addition to a world-class Film and Video Production program.

Visual and Performing Arts Center Theater
The newest building on our grounds is a cornerstone of the campus and attracts renowned musicians and actors as well as encourages students to follow their artistic and creative dreams.

Wellness Center
The Wellness Center contains a gymnasium, cardiovascular center, weight room and aerobics rooms.

Oklahoma City Community College: The Future and Beyond
Through the last four decades, Oklahoma City Community College has added programs, faculty, students and buildings to our campus.

But, even today, our mission remains the same.

We aspire to be one of the most significant community colleges in the nation – known for the amazing success of its students and for its prominent role in creating not only its community's future but the future of the state, the nation and the world.

> *The "American Dream" is that dream of a land in which life*
> *should be better and richer and fuller for everyone, with*
> *opportunity for each, according to ability or achievement.*
> *- James Truslow Adams, The Epic of America*

The 2018 Roadmap: An Indispensable Pathway
Oklahoma City Community College has experienced remarkable success through the years. Through access, preparation, student and graduate success and partnering with the community, OCCC continues to aspire to be one of the most significant community colleges in the nation. *The 2018 Roadmap* has been developed as a guide to keep the college on the path to greater significance.

Aspiration Statement
OCCC aspires, through bold and transformative action, to significantly raise the educational achievement of all our students and to be an indispensable pathway to a more prosperous and fulfilling future.

Our Big Goals
1. *Increase the number of our students who complete a certificate or degree by 50%.*
2. *Close the academic achievement gaps that persist with our low-income, first - generation, and some racial and ethnic groups.*
3. *Double annual giving to support student scholarships, community events, and the endowment.*

   What is a "Big Goal?" It's a goal that can't be achieved with the status quo. A "Big Goal" can only be accomplished by innovating, collaborating with groups within and outside the institution, stopping certain practices while beginning others, and a willingness to take risks. More than 80% of our new students indicate their educational goal is to earn a degree at OCCC or another institution, yet less than 60% return to OCCC or another college after their first semester. And, for some groups, the percentages are even lower. It is imperative that this unrealized human capacity reach its full potential - the huge benefits to the individual and the community are undisputed, as are the long-term costs because of gaps in achievement.

Mission Statement
OCCC provides broad access to learning that empowers students to complete a certificate or degree and that enriches the lives of everyone in our community.

ENDs
1. **Access:** *Our community has broad and equitable access to both highly valued certificate and degree programs and non-credit educational opportunities and events.*
2. **College Readiness:** *Our students develop skills and knowledge required to succeed in college.*
3. **Student Success:** *Our students successfully complete their academic courses, persist in college, and earn certificates or degrees at OCCC or another institution.*
4. **Graduate Success:** *Our graduates go on to earn higher-level degrees or are successful in technical or professional careers.*

5. ***Community Development***: *Our community's quality of life is enriched through our educational, artistic and recreational programs and events.*

Our Mission Statement describes why we exist and what we do. Traditionally, community colleges have been about providing access. But, it's not enough that students pass through our doors - earning a certificate or degree is what changes lives.

Our ENDs statements describe what success looks like if we were in an ideal world. As such, they are central to our commitment to accountability. Measures that evaluate the College's progress in achieving our ENDs are regularly reviewed by the faculty, staff, and the Board of Regents. These core indicators are part of our annual plans and are reported at least once a year.

Our new ENDs follow the changes in our Mission in being more focused on degree completion.

Values
    Students: Fundamental to all that we do
    Safety: Safe and secure environment for everyone
    Accountability: Use of evidence to measure performance and to make decisions
    Stewardship: Wise and efficient use of resources
    Integrity: Honest, ethical, and respectful to all
    Innovation: Creative and forward thinking
    Diversity: Embrace and appreciate the value of differences

Our values describe the behaviors we will exemplify in our work every day. Some, such as Safety, Stewardship, Integrity, and Diversity, are non-negotiable ethical standards all employees should follow.

Others - Students, Accountability and Innovation - are choices that have deep roots in the College. For instance, when several different approaches to a problem are being considered at OCCC, the tie-breaking question often is: What's best for students?

Accreditation
Oklahoma City Community College is accredited by the Higher Learning Commission which is located at 230 South La Salle Street, Suite 7-500, Chicago, Illinois 60604, Telephone 800-621-7440. The College is a member of the American Association of Community Colleges and is also recognized by the federal government to offer education under the veterans and social security laws.

ACADEMIC AFFAIRS

The accountability unit called Academic Affairs, headed by the Vice President for Academic Affairs and assisted by the Associate Vice President for Academic Affairs, is responsible for college credit instruction at Oklahoma City Community College. The unit is comprised of the following academic divisions and departments.

Vice President for Academic Affairs: Mr. Greg Gardner ext. 7546
Associate Vice President for Academic Affairs: Ms. Kim Jameson, ext. 7534

Division of Arts, English, and Humanities
Acting Dean: Kim Jameson
Division Office, 1E3 AH, ext. 7558

> *Programs:*
> *Art*
> *College Preparation English*
> *Digital Media Design*
> > *Graphic Design*
> > *Photography/Digital imaging*
> > *Digital Cinema Production*
> *Diversified Studies*
> *Humanities*
> *Journalism and Broadcasting*
> > *Broadcasting*
> > *Journalism*
> > *Public Relations*
> *Liberal Studies*
> *Modern Languages Music*
> *Pre-Education*
> *Speech and Theatre*

Division of Business and Information Technology
Dean John Claybon
Division Office, MB 2N4, x7550 and Division Office, LIB 323, x7888

> *Programs:*
> *Automotive Technology*
> > *Automotive Technology Internship Program*
> > *GM Automotive Service Education Program*
> > *Honda PACT*
> *Bilingual Banking and Finance Business*
> *Accounting/Finance Support Specialist*
> *Management*
> *Vehicle Service Management*
> *Computer Aided-Technology*
> > *Computer-Aided Design*
> > *Geographic Information System*
> > *Unmanned Vehicle Systems**
> *Computer Science*
> > *Computer Programming*
> > *Computer Systems Support*
> > *Cyber/Information Securities*
> > *Management Information Systems*

Software Development
Web Design and Development
Diesel Technology

Division of Health Professions
Dean Deborah Myers
Division Office, HP 201, x7507

Programs:
Anesthesia Technology
Emergency Medical Sciences
Medical Assistant
Nursing
Occupational Therapy Assistant
Physical Therapist Assistant
Respiratory Care Therapist
Speech-Language Pathology Assistant
Surgical Technology

Division of Sciences, Engineering, and Mathematics
Dean Dr. Max Simmons
Division Office, SEM 2E6, 682-7508

Programs:
Biology
Pre-Baccalaureate Nursing
Pre-Baccalaureate Allied Health Biotechnology
Chemistry
Pre-Medicine
Pre-Dentistry
Pre-Pharmacy
Clinical Research Coordinator
Engineering
Engineering Technology
Mathematics
Physics

Division of Social Sciences
Dean Dr. Susan Tabor
Division Office, HTC 1H4, x7359

Programs:
Child Development
Community/Public Health
History
Political Science/Pre-Law
Psychology
Sociology

Life Skills Requirement

Success in College and Life Course SCL-1001

Students must take a minimum of one credit of Life Skills as part of their degree programs. The primary course to fulfill this requirement is the one-credit Success in College and Life course: SCL-1001. Students may take SCL-1003, the three- hour Success in College and Life course, in place of SCL-1001. The three-credit course will satisfy the Life Skills requirement in the same manner the one credit course does.

Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community.

Students who transfer in nine hours or more of recent (within the past 2 years), successful (2.0 average) college credit, received post high school, must still fulfill the Life Skills requirement; however, they may elect to substitute one of the following courses to meet the Life Skills requirement:

BIO 1023 Introductory Nutrition
CD 1211 Parenting
FIN 1013 Personal Finance
LEIS 1602 Total Wellness
LIS 1111 Research Skills
PSY 1103 Human Relations
PSY 1123 Stress Management

Any transfer course substitutions not listed above, but that may qualify as a life skills course, must be approved by the Director of Academic Advising or their designee or the Professor of Student Success.

Department of Curriculum and Assessment

The Department of Curriculum and Assessment assists faculty in the reporting of new programs, program modifications, and other curriculum issues as well as the reporting process for academic outcomes assessment. For more information contact the office of the Associate Vice President for Academic Affairs, ext 7534.

Center for Learning and Teaching

The Center for Learning and Teaching is an instructional resource for all faculty members and is located on the second floor of the SEM Center in the Main Building, Office 2G3. The CLT team collaborates with and supports faculty in research and the implementation of innovative strategies and technologies to enhance learning and increase student engagement and success. The Center for Learning and Teaching provides a variety of workshops, seminars, and faculty learning circles throughout each semester. Additional times are available for individual faculty consultation sessions related to instructional design, use of the College's learning management system, instructional strategies,

instructional technologies, and cooperative learning.

The CLT has multiple resources available for faculty including a faculty resource center to work in as needed, many books and journals, and diverse meeting spaces.

Why do I need the Center for Learning and Teaching?
- *Identified content discussions* – Faculty can discuss a particular section, unit, chapter of content in which student historically don't perform well or faculty are uncomfortable with the present method of instruction. This discussion could include the consideration of new teaching strategies or the reorganization of content to provide support to the students as they grapple with the difficult content.
- *Investigating instructional technology* – The CLT has faculty learning spaces and team members dedicated to providing time for faculty members to investigate new technologies before utilizing them in a class. CLT team members are available for one-on-one mentoring and can be available for faculty support in the classroom as faculty members begin using the technology in the classes, if desired.
- *Faculty & departmental support* – Teaching is a time-consuming and often challenging task. We realize the time and energy that is required. We have compiled a variety of print resources for faculty on topics related to teaching and learning that are here for your use. If you need research done in preparation for a grant or in preparation for integrating a new technology or strategy, we are here to help! Just visit with one of the CLT team members and outline your needs.
- *Discussing teaching and learning* – It's easy to become isolated within our content areas and even into our own offices! Please know the CLT has several areas where you and colleagues can meet to discuss specified topics in learning circles or committees or you can informally visit with the team or other faculty members over a cup of coffee.
- *Course design* – The CLT team includes members with expertise in course and instructional design. As considerations are being made to redesign or reorganize a course, the CLT team can assist with the task as well as redesigning assessments or other assignments.
- *Learning management system* – The CLT team provides assistance to faculty as they work to provide students with course content within the College's Learning Management System (LMS). The team provides formal training sessions on use of the LMS and related instructional strategies as well as providing faculty support when issues arise.
- *Continued professional growth* – As faculty members continue to grow and research the craft of teaching, the CLT can provide support and resources during that process. The supports provided faculty members are formal instruction and andragogy sessions as well as training on the College's LMS and other instructional technologies. In addition to these larger sessions, confidential individual faculty consultations are also available for faculty to discuss teaching and learning.

- *Classroom data collection* – As class sizes fluctuate, it is sometimes difficult to fully observe all student interactions with the designed lesson or activity. Members of the CLT are available to come in and observe and record requested student reactions or actions during a particular learning activity. The observations are then provided to the faculty member to analyze and inform instructional decisions related to that learning experience.
- *Student Engagement and Technical Support* – Do you ever wonder what students would like as far as instruction? Which you had someone to help you with explaining the technical aspects of the course to your students? The CLT can help with both of these aspects. The CLT team conducts surveys on students regarding their preferences in how content is delivered and can provide assistance with email set up on their phones.
- *Moodle Student Tech Support* – The CLT supports students in their use of Moodle. Students can contact the CLT as 682.7574 or at online@occc.edu.
  The CLT team is composed of members with diverse backgrounds and experiences but have the common goal of supporting faculty to enhance learning, student engagement, and success.

Professional Development

The Human Resources Department enhances the student experience through the recruitment, development and retention of key talent. The professional development efforts are focused. This is due to an understanding that the education, training and leadership development of our employees assist the College in meeting the key initiatives outlined in the strategic plan.

The following training and development opportunities are available for staff and faculty:

New Employee Orientation
Orientation has been divided into two sessions. The first session is completed within the first week of employment and provides detailed information about the benefits offered to college employees. The second session is New Full-Time Faculty Orientation which is held during Welcome Week (formerly known as Prep and Planning Week). All new employees are provided with *The OCCC Roadmap 2018*, which includes the vision, mission, and goals of the College.

The "Three C's of OCCC" are additional classes offered in the fall and spring semesters to help acclimate employees to the college. The training modules emphasize the importance of communication, confidence, and customer service. Topics are related to campus expectations.

Sexual Harassment Awareness & Prevention Training and Title IX Compliance Training Programs
OCCC is committed to creating a learning and working environment that is fair, respectful and free from harassment. The Human Resources Department provides an online course that is interactive and contains many challenging and interesting real-life workplace

situations. OCCC requests that employees complete the course within the first 30 days of their employment. Refresher training will occur throughout the employees' employment cycle with the college. We encourage all faculty and staff to discuss specific training requests with the Director of Equal Opportunity who may be reached at (405) 682-7540.

Information Technology
Workshops in this series are designed to help employees sort and disseminate an influx of information and provide tools and resources to achieve business needs. Training will be held for beginner, intermediate, and advanced users on Microsoft Office 2016. Best practices for cybersecurity and trends in information technology are routinely incorporated. Also, if the scheduled classroom sessions are not convenient, a wide range of highly interactive courses may be taken entirely over the Internet through the College's Ed2Go Online Learning. Ed2Go courses are subject to supervisory approval and available funding.

Leadership and Management
The importance of leadership training can never be underestimated. Leaders can be found at all levels, regardless of title or role. Current and future leaders at OCCC must continue to build their professional, management, and leadership skills. Divided into policy and law; supervision; and competencies, the courses are designed to offer strategies and develop management expertise.

Diversity
All members of the OCCC community share a responsibility for creating and fostering an environment where diversity and differences are respected, equity is sought, and inclusiveness is practiced. To this end, courses will be offered but not limited to exploring unconscious bias; cultural competence; and diversity and inclusion.

Financial Tools
With the reality of constrained budgets, eliminating waste, managing finances, and seeking revenue sources are paramount. Section courses are centered on effective financial management and procedures at the college. Participates will learn about purchasing, budgeting, and applying for grants.

Marketing and Public Relations (PR) Boot Camp
Courses are designed to give staff and faculty a better understanding of the vast and varied services available in the marketing and PR department. On a monthly basis, marketing and PR representatives will highlight how best to utilize particular services and build department procedures to achieve strategic goals.

Leadership OCCC
This program provides focused leadership activities that develop the talents of emerging OCCC. Leaders. The curriculum includes education on key issues affecting higher education; training in skills necessary for effective leadership; and connection opportunities with key local and state leaders. Full-time employees must be employed at the college for two years prior to applying to the leadership program.

Health, Wellness and Safety Training Sessions
Each quarter OCCC offers training courses and educational programs to help broaden employees' knowledge on the recognition, avoidance, and prevention of safety and health hazards in their workplaces. Faculty and staff are encouraged to discuss specific training requests with the Director of Emergency Planning & Risk Management who may be reached at ext. 7148.

Educational opportunities for employees
A continuing education benefit that is facilitated through the Director of Benefits provides the opportunity for tuition waivers for classes attended at OCCC and tuition reimbursement for classes taken at other institutions of higher learning. Information about this benefit can be found through the review of OCCC Policy No. 2302 or by calling the Director of Benefits at ext. 7823.

For more information about focused professional development contact the Coordinator of Professional Development at (405) 682-7827.

Faculty Association
The purpose of the Faculty Association is to improve OCCC's academic environment and to promote faculty needs and goals. Faculty Association provides a formal and direct means of communication between College faculty and administration. As an association, we share information, gather input, and consider and recommend improvements.

Faculty Association represents all faculty and librarians, though membership is voluntary. Dues are $10.00. Officers are elected. The association meets on the fourth Tuesday, August through April, from 12:30-1:20 pm in MB 3NO. All faculty welcome! More information is available at www.occc.edu/faculty-association.

Educational Approach
Oklahoma City Community College subscribes to a competency-based instructional philosophy. The ultimate goal of the instructional program is to enable each student to attain his or her highest possible level of learning. Competency-based instruction is characterized by predetermined competencies shared with students in the form of observable and measurable learning objectives for each course. Assessment occurs through test items matched to specific objectives in terms of content and level. Student evaluations are based upon a student's achievement of predetermined competency levels rather than on a comparison to other students' performance. Each student is presented a course syllabus containing learning objectives and the procedure for determining final grades in the course.

Grading System
Students at Oklahoma City Community College successfully complete courses when they demonstrate that they have accomplished objectives at the levels required for the course. Student performance is measured against standards set by program faculty. The grades which the students earn reflect the quality of their performances when measured against

these standards. Oklahoma City Community College conforms to the definitions of grading terms and the academic forgiveness provisions set forth by the Oklahoma State Regents for Higher Education.

Definitions and Provisions

At the conclusion of a course, one of the following grades will be listed on the student's transcript along with the course title:

Grade	Note	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure.	0

NOTE: To satisfy degree requirements, students majoring in certain programs or taking developmental courses must earn a "C" or better or "B" or better in specified courses.

Other Symbols:

S – (Satisfactory) In a limited number of courses, the grades "S" and "U" are used. An "S" is a neutral mark indicating minimum course requirements have been met and credit has been earned. An "S" is also used to indicate credit earned through advanced standing examinations. The grade of "S" is not used in computing a grade point average.

U – (Unsatisfactory) The grade of "U" indicates that a student did not meet minimum requirements in a course designated for "S"/"U" grading. The grade of "U" is not used in computing a grade point average.

I – (Incomplete) An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and a student may not be failing a course at the time an "I" grade is awarded. To receive an "I" grade a student should have satisfactorily completed a substantial portion of the required course work for the semester. If the instructor chooses to award an "I, s/he will prepare a contract specifying the work to be completed, and the date by which it must be completed. The normal "I" contract period extends through the late registration period for the next major enrollment, but may extend as long as one year. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within one year will remain as a permanent "I" and not contribute to the student's GPA.

W – (Withdrawal) A grade of "W" is issued when a student initiates a withdrawal during the college's withdrawal period. A student may withdraw as late as the twelfth week of a sixteen-week semester or three-fourths of the duration of a shorter term.

For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class. If an "F" grade is assigned, it

is calculated in the student's GPA (only the "W" is added for a drop or withdrawal); the "W" will not be calculated in the GPA.

AW – (Administrative Withdrawal) An "AW" may be assigned when a student has been "involuntarily" withdrawn from a class for disciplinary or financial reasons (need to include Never Attend). An "AW" is not used in computing grade point averages.

AU – (Audit) Audit status is used for the student not interested in a course grade, but who enrolls simply to learn the course content. The student receives no credit for the course and the grade of "AU" is not used in computing grade point averages. Note: A student may request a change in enrollment status from audit to credit through the late enrollment period. A student may change enrollment status from credit to audit through the official withdrawal period. Must meet pre-req's found in the catalog.

Never Attended – Non Attendance

- Students who do not attend the course(s) for which they are enrolled will be reported by the individual faculty member as never attended and be subsequently administratively withdrawn from the course(s). Students who enroll, but do not attend will be responsible for the full amount of the tuition and fees owed.
- Faculty members will be asked to submit a report of students who have never attended their class one week after the add and drop period for that term.
- Students, regardless of whether or not they have made any payment or been approved for financial aid, will be administratively withdrawn from their course(s), but no reduction in charges will occur.
- Those approved for financial aid will not be awarded that aid if marked as never attended.
- Never attended in online classes will be defined as having not engaged in course assignments or discussion and in face-to-face classes as having not had a physical presence in the classroom.
- Students will have 90 days from the end of the term to appeal for a late administrative withdraw and/or a reduction/elimination of charges. The appeal process will be administered on one form (there are two separate processes through Bursar and Registrar) and managed by the Director of the Bursar Office and the Registrar or their designees.
- Additionally, if a student does not begin attending any of their courses during the add/drop period, their pending financial aid disbursements will be cancelled. Funds disbursed prior to the start of the semester will be returned in full to financial aid programs and the student is responsible for reimbursing Oklahoma City Community College.

Cumulative GPA

Includes grades for all regularly graded course work attempted, including activity courses and forgiven course work. It is often used for admission to graduate or professional programs, to determine eligibility for graduation honors, and to determine eligibility for certain financial aid and scholarship programs.

Retention/Graduation GPA

Includes all course work attempted with the exception of activity courses and coursework which has been forgiven through the Repeat, Reprieve or Renewal provision. (See Academic Forgiveness.)

Academic Forgiveness

Oklahoma City Community College offers students an opportunity to recover from previous academic problems which have resulted in a poor academic record. The three provisions for academic forgiveness are: 1) repeated courses, 2) academic reprieve, and 3) academic renewal.

Although these options may result in an improved retention/graduation grade point average (GPA), the cumulative GPA will continue to include all coursework attempted, including "forgiven" coursework. Additional information and petition forms are available in the Office of Records and Graduation Services (Registrar and Records).

Repeated Courses

Students have the option of repeating previously completed course work within the following guidelines:

Students may repeat up to four (4) courses, totaling no more than 18 credit hours, in which grades of "D" or "F" were originally earned, and petition to have only the second grade used in the calculation of the retention/graduation grade point average.

1. Once a petition is submitted, the first four courses of repeated coursework will count in the sequence in which those courses were repeated. In the event such a petition is presented for a course that is repeated more than once, all grades earned with the exception of the first will be used to calculate the retention/graduation grade point average.
2. Repeated grades that are forgiven will continue to appear on the official college transcript, but will be noted with an * as forgiven.
3. Students repeating courses above the first four courses (maximum of 18 hours credit hours) of "Ds" or "Fs" may do so with the original grades and repeat grades averaged.
4. Although the repeat provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

Academic Reprieve

Students who can demonstrate extraordinary circumstances which contributed to or caused poor performance in a previously completed semester or term may request an academic reprieve for up to two consecutive semesters through the Office of Records and Graduation Services (Registrar and Records) within the following guidelines:

1. At least three years must have elapsed between the period of time in which the grades being reprieved were earned and the time the reprieve is being requested.
2. The semester(s) in question must be an unsatisfactory semester with a grade

point average of less than 2.0. Prior to requesting the reprieve, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded coursework.

3. The reprieve request may be either for one semester or term of enrollment or for two consecutive semesters or terms of enrollment. If the student's request is for two consecutive semesters, the College committee responsible for approval may choose to reprieve only one semester.

4. Any reprieve which is approved and awarded will be for all grades earned and hours attempted within the reprieved semester(s) or term(s). Students who are granted a reprieve will not receive credit for any courses passed during the reprieved semester or term.

5. However, if a student has proven proficiency within a reprieved course as evidenced by a passing grade, the student will not be required to repeat the same course. An additional course must be used to replace the reprieved credit hours.

6. A student may receive only one academic reprieve during his/her academic career.

7. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with * as forgiven. Reprieved coursework is not used in the calculation of the retention/ graduation grade point averages but is used in the calculation of the cumulative grade point average. Although the academic reprieve provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

Academic Renewal

Students who have had academic trouble in the past and who have been out of higher education for a number of years may recover without penalty and have a fresh start by requesting an academic renewal. Students may apply for a renewal within the following guidelines:

1. At least five years must have elapsed between the last semester being renewed and the time the renewal is being requested. The semester(s) in question must be of an unsatisfactory nature.

2. Prior to requesting Academic Renewal, the student must have earned a minimum of twelve credit hours (excluding activity or performance courses) with a grade point average of 2.0 or higher. During this period, no grade lower than a "C" may have been earned in any regularly-graded course work.

3. The renewal will be for all courses completed before the date specified in any approved renewal. Students who are granted a renewal will not receive credit for any courses passed or for any proficiencies earned during the renewed semesters.

4. A student may receive only one Academic Renewal or one Academic Reprieve during his/her academic career.

5. Semesters or terms reprieved will continue to appear on the official college transcript, but will be noted with * as forgiven. Renewed coursework is not used in the calculation of the retention/graduation grade point average but is in the

calculation of the cumulative grade point average.

Although the Academic Renewal provision may be an option for coursework completed prior to the conferral of a degree, a pre-existing graduation GPA will not be adjusted.

On Campus Student Attendance
College Policy #4023

1. Although student attendance is not the primary requisite for learning, academic success is closely related to classroom attendance. For this reason, students are encouraged to attend classes regularly. It is the student's responsibility to adhere to attendance requirements stated in the syllabus of each course.
2. Attendance Requirements
   2.1 OCCC encourages students to attend class on a regular and punctual basis. Oklahoma City Community College encourages students to attend class on a regular and punctual basis. If a student is absent from class, regardless of the cause, it is the responsibility of the student to communicate with the instructor to discuss work missed. The instructor will determine whether or not the student will be permitted to make up work and will decide on the time and nature of the make-up. If a student does not appear at a pre-arranged time for make-up work, he/she forfeits the right to make up the work.
3. Absences Due to Participation in Approved College Related Activities
   3.1 Any faculty or staff member planning an activity that will require students to be absent from other classes should (three weeks in advance of the activity) submit a request to the appropriate Division Dean. The Division Dean has final approval authority, as well as the responsibility of certifying the list of students who intend to participate in the activity. If approval is granted, within one week of receiving the request the Division Dean will circulate the certified list to instructors whose classes will be affected by the schedule absence. These instructors may then express to the originator any concerns they may have concerning a student's absence.

If a planned field trip or activity requires student participation outside the classroom that impacts other scheduled classes for that student, it is the student's responsibility to make sure his or her other course instructors are aware of and agree to that student's participation. In certain cases, this agreement may require conversation between instructors. In all cases, the Dean over the division planning the field trip must be made aware and approve.

Academic Integrity
College Policy 4016

1.0   Students of Oklahoma City Community College are expected to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity.
2.0   Any form of academic dishonesty is subject to disciplinary action by the College.

3.0   Definitions:
    3.1   Working day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.
    3.2   Violation of academic integrity: The absence of academic integrity is described as cheating, generally defined as the deception about one's work to others. Such acts may include but are not limited to the following:
        3.2.1   Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers;
        3.2.2   Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work;
        3.2.3   Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
        3.2.4   Using a textbook, notes, or technology tools during an examination without permission of the faculty member;
        3.2.5   Receiving or giving unauthorized help on assignment or examinations;
        3.2.6   Stealing a problem solution or assessment answers from a faculty member, a student or other sources;
        3.2.7   Tampering with experimental data to obtain "desired" results, or creating results for experiments not done;
        3.2.8   Creating results for observations or interviews that were not done;
        3.2.9   Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the faculty member;
        3.2.10   Tampering with or destroying the work of others;
        3.2.11   Submitting substantial portions of the same academic work for credit or honors more than once without permission of the faculty member;
        3.2.12   Lying about these or other academic matters;
        3.2.13   Falsifying College records, forms or other documents;
        3.2.14   Accessing computer systems or files without authorization;
        3.2.15   Plagiarizing (Plagiarism is generally defined as the use in one's work of specific words, phrases, ideas and/or works without giving proper credit.) Specific examples of plagiarism may include but are not limited to the following:
            3.2.15.1   Copying and/or presenting the work of others as one's own work, including sources from the Internet.
            3.2.15.2   Copying words, even if you cite the sources, unless appropriate quotation is noted.
            3.2.15.3   Copying words and then changing them a little, even if you give the source.
            3.2.15.4   Copying material from an Internet source without properly citing it.
4.0   Any person with a good faith suspicion that a violation of academic integrity has occurred shall report the suspected misconduct to the appropriate faculty member or immediate supervisor in whose area the suspected misconduct occurred.

5.0 The primary responsibility for investigating, making determinations and assigning academic sanctions for academic misconduct resides with the faculty member in whose course the suspected misconduct allegedly occurred.

6.0 If a faculty member suspects that a violation of the Academic Integrity Procedure has occurred which will result in a reduction of grade on any assignment, exam, or course grade, the faculty member shall notify the appropriate Division Dean. The Division Dean will notify the Associate Vice President for Academic Affairs.

7.0 A faculty member who suspects that a violation of the Academic Integrity Policy has occurred shall notify the student in writing of the nature of the alleged violation and schedule a meeting with the student to offer the student the opportunity to discuss the allegation, review any supporting evidence, and offer any relevant information before a determination of violation is made.

    7.1 The meeting shall take place within 10 working days of the faculty member's discovery of the alleged violation. Exceptions to this requirement can be granted due to extenuating circumstances by the Vice President for Academic Affairs.

    7.2 The time, place and attendance of this meeting shall be documented.

    7.3 At this meeting, neither the faculty member nor the student may have legal counsel present.

    7.4 In determining whether a violation has occurred, the faculty member may rely on documentary evidence and the student will be permitted to review and respond to it in the meeting.

8.0 As a result of the actions described in section 7.0, the faculty member may:

    8.1 Dismiss the allegation; or

    8.2 Determine that a violation of academic integrity has occurred.

9.0 Should a faculty member determine that a violation of academic integrity has occurred, the following actions shall be taken:

    9.1 The faculty member may record a reduced grade no lower than zero for the assignment, require the student to redo the assignment and/or assign additional work, assign a failing final grade in the class, or recommend other appropriate action. Any action taken shall be reported in accordance with 9.2.

    9.2 The faculty member shall present in writing (electronic documents are not acceptable) a description of the specific occurrence, any supporting documentation, and the action taken to the appropriate Dean within 10 working days of the determination that a violation has occurred.

    9.3 The Dean shall review and forward all supporting documentation and his/her recommendations to the Associate Vice President for Academic Affairs within 3 working days.

    9.4 The Associate Vice President for Academic Affairs shall send the student a certified letter within three working days of receipt of the documentation that verifies that a report of the incident and the faculty member's actions is on file in the office of the Associate Vice President for Academic Affairs, and notifies the student of the student's right to appeal the determination that misconduct has occurred.

10.0 Should a student disagree with the determination of the faculty member, the student may file an appeal in accordance with the Student Appeal of a Grade procedure (Procedure 4030) within 5 working days of the receipt of the

certified letter.

11.0 The Associate Vice President for Academic Affairs may file an official complaint of a Student Conduct Code violation. The Student Conduct Code is published each year in the Student Handbook.

Student Misconduct

The provisions in the Student Conduct Code (Administrative Procedure No. 5076) are designed to help students understand the College's expectations regarding acceptable conduct and to provide a means for ensuring the security of and a positive educational atmosphere for the members of the college community.

Specific misconduct prohibited and subject to disciplinary action, is described in the policy. Student disciplinary procedures shall ordinarily be initiated by the filing of an official Conduct Code Violation form through MineOnline. Any student, faculty or staff member may file an official complaint against a student or group of students who they believe has violated the Student Conduct Code.

Complete student disciplinary procedures are described in the Student Handbook. For questions regarding Student Misconduct, contact Student Life at 405-682-7596.

FACULTY RESPONSIBILITIES

Division Organizational Structure

Oklahoma City Community College promotes a collegial and professional work environment to enhance employee productivity and efficiency and makes a conscientious effort to effectively allocate employee resources.

Adjunct faculty should consult with the Division Dean for further information relative to responsible staff in administering the defined responsibilities contained in this handbook.

Faculty Position (Job) Description

A faculty member at Oklahoma City Community College has the primary responsibility of instruction. Secondary responsibilities include supporting the integrity of curricula, encouraging student success, and promoting the mission of the academic division to which the faculty member belongs as well as the college as a whole.

Supervision

Work is performed under the supervision of the Dean of the Division.

Job Duties

(The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Essential Functions

A faculty member is primarily responsible for supporting student learning by providing quality instruction in courses that the faculty member and the department dean agree will

be taught. Quality instruction includes clear course objectives, prepared and relevant class activities, effective and understandable presentations of learning materials, fair and understandable grading practices, timely responses to students, and a positive atmosphere in the classroom.

In addition to the primary responsibility for supporting student learning, a faculty member is expected to:

- Be available to students by maintaining posted office hours.
- Serve as an academic advisor. Manage program and course curricula by helping select textbooks, evaluating learning materials, and writing course syllabi.
- Maintain a flexible schedule to meet program and department needs.
- Contribute to developing, implementing, and evaluating approved academic programs and developing new academic programs to meet community needs.
- Fulfill course, program, and department goals and objectives. Participate in the assessment of student learning outcomes for the program and/or department.
- Respond in a timely fashion to information requests from program, division, and college administrators.
- Attend department, division, and college meetings. Acquire new knowledge and skills as appropriate for the academic discipline.
- Maintain license or professional certification specific to program requirements.
- Develop and implement a professional development plan.
- Participate in on-campus staff development opportunities.
- Participate in mutually agreed upon committees.
- Satisfy objectives for mutually agreed upon special assignments.
- Participate in faculty-related activities that attract and retain students.
- Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and others.
- Support the college's vision, mission, goals, and priorities.
- Attend an in-service program discussing sexual harassment.
- Abide by the policies and procedures published in the Board of Regents Rules, Board of Regents Internal Operating Policies, and Administrative Procedures, which are accessible on the College webpage at http://www.occc.edu/policy/pp.html
- Assessment of program completers, the third type of assessment, uses both direct and indirect measures in the assessment of student learning outcomes and program outputs.

Students nearing graduation may be asked to participate in general education or program assessment activities. These assessments will be used to determine if changes are needed to make the curriculum more effective in enabling students to learn what they need to know to attain personal success and to fulfill their public responsibilities.

Full-Time Faculty Work Load
(College Policy #4009)
  1.0   The instructional load for each full-time faculty is approximately 15 credit hour

equivalents (CHE) in the Fall Semester and 15 CHE in the Spring Semester, to total a minimum of 30 CHE per 9-month contract period. The instructional load may include day, evening, weekend, distance education, or January Intersession classes.

2.0 In computing CHE, the following equivalencies are used:

   2.1 LECTURE: 16 lecture hours equal 1 CHE.

   2.2 TELECOURSES AND ONLINE COURSES: Faculty teaching telecourses or online courses will be compensated at the same rate as a lecture course.

   2.3 INTERACTIVE TELEVISION (12-LIVE, ONENET): 16 lecture hours which include both studio and remote sections equal 1.25 CHE.

   2.4 INDIVIDUALLY-PACED CLASSES (IP): Faculty teaching individually-paced classes will be compensated at the rate of .08 x course credit hours x number of students, not to exceed the credit hours of the course.

   2.5 CAMPUS LABS: 16 contact hours equals 0.7 CHE.

   2.6 CLINICAL TEACHING: 16 direct instructional hours equal 1.0 CHE.

   2.7 INTERNSHIPS, PRACTICUMS, AND PRECEPTORSHIPS: Faculty will be compensated at the rate of .08 x number of students x credit hours assigned to the activity component of the course, not to exceed the credit hours of the activity component.

   2.8 APPLIED MUSIC: 24 contact hours equal 1.0 CHE.

   2.9 NONCREDIT COURSES: 32 contact hours equal 1.0 CHE.

3.0 Faculty with more than 30 CHE per 9-month contract period (OVERLOAD) will be paid for the CHE in excess of 30 at the adjunct rate of compensation. Faculty whose instructional load will reach 30 CHE may contract to teach additional CHE at the adjunct rate of compensation. The maximum CHE in the Fall or Spring Semester is 21.5.

4.0 Faculty are expected to devote 10 office hours per week during the Fall and Spring Semesters convenient to students for advisement and consultation. Faculty will provide to their Division Dean and Department Chair or Program Director a mutually agreed upon schedule of office hours. Faculty will post office hours at the location of their office. All faculty are expected to meet professional obligations including course preparation, attendance at division, departmental, and committee meetings, and other college-related activities. All faculty are required to participate in graduation ceremonies.

5.0 Full-time faculty will normally have no more than three different course preparations per 16-week semester unless circumstances create a need to alter this number. In this case, the situation will be mutually agreed upon by both faculty and Division Dean.

6.0 The planned number of maximum students allowed to enroll in each course, will be agreed upon by program faculty and Division Dean. With mutual agreement by faculty and Division Dean, class size may exceed the planned maximum. In certain cases, faculty may be paid additional compensation with prior approval by the appropriate Division Dean.

7.0 Exceptions to these workload requirements must have prior approval by the Vice President for Academic Affairs.

Developing and Approving Faculty Reassigned Time

All faculty release time must be officially approved by the Vice President for Academic Affairs prior to commencement of the proposed work activities.

Department Chair

Release time for each department chair will be approved at the beginning of the fiscal year. The amount of release time will be specified on a Reassignment of Faculty Responsibilities form and will be accompanied by specific job functions to be performed. The request, which is prepared jointly by the faculty member and Division Dean, will be forwarded to the Vice President for Academic Affairs for approval. Release time for both fall and spring semesters will normally be considered at the beginning of the fiscal year.

Instructional-Related Activities

All other release time will be discussed informally between the Division Dean and the Vice President for Academic Affairs prior to submittal of a Reassignment of Faculty Responsibilities form. Following this discussion, the faculty member and the Division Dean will complete the form and forward the form to the Vice President for Academic Affairs for approval.

After approval by the Vice President for Academic Affairs, copies will be distributed to Human Resources, Division Dean, and the faculty member.

Appointment and Responsibilities of Department Chair or Program Director

Administrative Procedure #4032

A faculty member may be designated as a department chair or program director within an academic division. The department chair or program director assists in providing leadership to meet the instructional goals of the department or program, division, and college.

ELIGIBILITY:

Full-time faculty members within a respective department are eligible to be appointed as the department chair or program director.

Appointment, Length of Service, and Compensation. Faculty who will serve as department chairs or program directors are recommended by the respective division dean. A faculty member may serve as department chair or program director for a period that generally does not exceed three consecutive years. The compensation may include a reduction in teaching load and/or a stipend depending on the size and complexity of the department. The Provost/Vice President for Academic Affairs approves each appointment, compensation, and any variance in the length of service.

RESPONSIBILITIES:

The department chair or program director is responsible for coordinating the activities of the department and assisting the division dean. Responsibilities include:

FACULTY:

1. Assist faculty in providing a quality educational experience for our students.
2. Recommend, mentor, and supervise adjunct faculty.

3. Coordinate and recommend full-time faculty responsibilities: teaching assignments, committee assignments, and student advisee assignments.
4. Provide the division dean with input regarding the needs of faculty within the department, participation of faculty in departmental activities and projects, and suggestions for faculty development.

PROGRAM AND CURRICULUM:

1. Prepare and recommend class schedules.
2. Coordinate curriculum updates, course changes, program reviews, and accreditation reviews.
3. Coordinate with faculty the assessment of student learning outcomes for the program or programs in the department.
4. Coordinate the activities of curriculum advisory committees (when applicable).
5. Coordinate activities related to articulation and transfer agreements (when applicable).

DEPARTMENT:

1. Conduct regular meetings of the department or program faculty.
2. Coordinate the formulation of department or program short- and long-range plans.
3. Coordinate the representation of the department or program at local, state, regional, or national meetings.
4. Facilitate interaction and collegial spirit among the department or program faculty.
5. Coordinate the response to department or progam correspondence and reports.
6. Coordinate the preparation of proposed departmental or program budget request.
7. Support other department or program activities (student clubs and societies, recruitment efforts, faculty development, projects, etc.)

ADMINISTRATIVE:

1. Represent the department or program at meetings of department chairs and program directors.
2. Assist with student complaints, grievances, and grade appeals that originate in the department or program.
3. Other responsibilities as mutually agreed with the division dean.

Assessment of Student Learning

Oklahoma City Community College is committed to the assessment of student learning. The assessment includes involvement of both student and faculty in developing and sustaining a culture of assessment at the College.

Assessment is defined as the continuous improvement of and commitment to student learning through clear statements of student learning outcomes, explicit measures of these outcomes with an established criterion for success, and specified methods of how the program will use the results.

Student assessment begins with Entry-Level assessment. The academic background and

skill level of any student enrolling in credit courses at

Oklahoma City Community College will be assessed, and the student's placement will be based on the results. Placement will be required in developmental course work (this course work does not apply to a degree program) where a need is indicated. Assessment will include an evaluation of entry-level basic skills and educational readiness as defined below.

Reading and Writing

The ability to read and comprehend at the college entry level; to write developed compositions that demonstrate the principles of unity, coherence, and organization and which contain specific details and effective use of language; to communicate using academic language and conventions of Standard American English; and to understand and interpret information to solve problems and think critically.

Mathematics

The ability to perform basic operations with real numbers and polynomials, graph in the Cartesian coordinate system, solve linear and quadratic equations, and model applications using linear and quadratic equations.

These are minimum entry-level skill requirements. If there is a higher level prerequisite skill or course, it would be used for placement. Guidelines and specific requirements are available through Advising and Career Services.

In addition to Entry-level assessment, learning is assessed within and at the end of classes, and at program completion. Classroom assessment includes those activities that a professor uses to evaluate individual students and the learning that they achieve within that one course. End-of-course assessment includes any sort of final evaluation of the student's learning, such as a final examination, a capstone project, or final essay.

Assessment of program completers, the third type of assessment, uses both direct and indirect measures in the assessment of student learning outcomes and program outputs.

Students nearing graduation may be asked to participate in general education or program assessment activities. These assessments will be used to determine if changes are needed to make the curriculum more effective in enabling students to learn what they need to know to attain personal success and to fulfill their public responsibilities.

Academic Freedom and Responsibilities

(Board of Regents Policy #4042)
A society, to remain free, requires citizens not only well-schooled in traditional knowledge, but fundamentally, citizens capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of shifting and weighing traditional approaches and creating and evaluating new ones.

Through the community and the community college, society should provide an academic atmosphere in which questioning is encourages, where alternatives can be explored, where one may follow where inquire leads.

Oklahoma City Community College ("OCCC") is committed to a systems approach to education as a means to fulfill its responsibilities to the community it serves.

Fundamental to OCCC's identity is the belief that professional educators must be academically free to seek and teach the truth.

Definition

> Professional academic freedom is defined as the freedom of professionally qualified persons to inquire or investigate, to discuss, publish or teach the truth as they see it in the discipline of their competence subject to no religious or political control of authority, except the control of standards of professional ethics or the authority of the rational methods by which truths and conclusions are established in the disciplines involved.[1]

Academic freedom, along with its accompanying responsibilities, is seen by OCCC as a necessary right of OCCC persons who carry out instructional functions with students in situations designed to foster learning and of students who participate in those situations.

Thus, educators and students are entitled to full academic freedom within a framework derived from OCCC philosophy and educational systems as described in OCCC's educational master plan, bulletin and policies and procedures manual.

Freedoms:
- Educators enjoy full freedom in the discussion of their subjects and related topics both in and beyond the classroom, the ultimate purpose of such freedom being the pursuit of truth.
- For educators, the right of expression on matters of OCCC policy and procedure shall not be denied or abridged, nor should such expressions jeopardize their academic positions, as long as the expressions are in a professional and ethical manner.
- As citizens, educators are entitled to all the personal and civil liberties pertaining thereto, and legal exercise of these privileges should in no way prejudice their positions as members of OCCC community.
- Program faculty shall have the responsibility for and authority to determine the design of their courses and instructional procedures in those courses in accordance with the principles of OCCC's philosophy and educational systems as

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[1] Hook, Sidney, "The Principles and Problems of Academic Freedom Accountability," Vital Speeches of the Day, Vol. 7, 1984, pp. 701-704.

described in the educational master plan, bulletin and policies and procedures manual.

Responsibilities:
- In work, educators should adhere to the policy and procedure statements of OCCC; in activities as citizens, educators are governed by civil law.
- When speaking or writing as citizens, educators should be entirely free from institutional censorship or discipline, but their special position in the community obliges them to remember that the public may judge the teaching profession as well as the institution by the validity of opinions and the manner in which they are expressed. When speaking or writing as citizens, educators should indicate that it is not done as spokespersons for the institution.
- Whether educators speak or write as citizens or as educators they should be scrupulously accurate and objective should maintain appropriate emotional restraint and should show respect for the convictions of others.

Travel Procedure

Step 1

Requestor/Traveler: Create an email with the travel information and send request to your immediate supervisor.

Step 2

Immediate Supervisor receives e-mail request for travel and responds on e- mail: *Request Approved.*

Note*: If there is an amount that is being set for this travel, please state the amount, along with the approval. If it is being charged specifically to the Department, note the Department number or Grant it will be charged to.*

Response Protocol: Immediate Supervisor forwards approved e-mail to the Dean (if applicable) and copies the Requestor.

Step 3

Dean receives e-mail from Immediate Supervisor and responds on e-mail: *Request Approved.*

Response Protocol: Dean forwards the approved e-mail to the VP of Academic Affairs, and copies the Requestor and Immediate Supervisor.

Step 4

VP of Academic Affairs receives e-mail from Dean and responds on e-mail: *Request Approved.*

Response Protocol: VP of Academic Affairs forwards e-mail to Original Requestor/Traveler and copies the Immediate Supervisor, Dean, and Carolyn Wittenbach.

Step 5

Once approvals have been completed, a travel information form will be forwarded to the Requestor to be completed and returned to Carolyn Wittenbach.

Important: Do not incur any cost for travel until all approvals have been obtained. In the case that the travel request is denied, the requestor/traveler will be responsible for any cost incurred.

Institutional Review Board

OCCC employees as well as investigators not associated with OCCC who are conducting research involving OCCC faculty, students, or staff must submit their research proposal to the College's Institutional Review Board (IRB) if they are obtaining information about living humans, interacting or intervening with humans, or are supported by government funding. Investigators must submit the following documentation:

- IRB Application
- Copy of survey instrument(s) if applicable
- Evidence of completion of Human Subject Assurance Training (OHRP) modules for researchers
- Copy of Informed Consent Form(s) if applicable
- Copy of home institution and/or other IRB approval
- Approval forms from applicable government agencies
- All research proposals should be submitted to the Chair of the IRB no later than two weeks before the second Friday of the month. Submissions after the due date will be considered at the following month's meeting.

Research proposals with no risks to human subjects can qualify as exempt. The IRB reserves the right to determine the use of human subjects and the risk level of the human subjects based on the submitted documents. Additionally, the IRB Chair may request further documentation, recommend changes to the research, or ask for clarification.

Research proposals that involve a minimal amount of risks to human subjects can qualify for expedited review. If expedited, the proposal will be reviewed by two members of the IRB, one of which will be a member who best represents the area of study. An expert may be consulted if necessary. The review team may request further documentation, recommend changes to the research, ask for clarification, or submit the proposal for review by the full IRB.

For research proposals that involve more than a minimal amount of risk to human subjects or if the expedited review team cannot reach agreement about the proposal, a review by the full IRB will be required. The IRB may request further documentation, recommend changes to the research, ask for clarification, or reject the proposal.

If the application is forwarded to the IRB, the IRB will respond to the proposed research within two weeks after it is reviewed. Approved research is granted no more than 12 months. Research work that exceeds 12 months will require the researcher to re-apply for IRB approval by completing a change form. The IRB may revoke the investigator's privilege if the investigator violates or deviates from the approved methodology. Any

changes in research methodology must be submitted to the IRB for approval.

An approved research project does not imply that the IRB will provide the researcher with access to students. The researchers must pursue this on their own.

An IRB site has been created under the OCCC Employee Page ￭About OCCC, Planning and Research, Institutional Review Board http://www.occc.edu/planning-research/irb.html. The IRB Procedures, the IRB Application Form, the IRB Continuation Form, the IRB Change Form, and the list of board members are included on the site.

Faculty Performance Review and Evaluation

Faculty will be evaluated on the basis of the established standards of performance and objectives established in the person's contract and any subsequent memorandums of agreement established for the position/person. Faculty are defined as employees who primarily perform teaching and instruction-related duties and who are employed on the basis of a written contract setting forth the duties to be performed and the compensation to be paid.

The performance appraisal for each faculty member will be conducted by the Division Dean. In preparation for the review, the employee will provide relevant information to the Division Dean at least two working days prior to the evaluation conference. The results of the subsequent performance appraisal conference will be documented on a rating sheet signed by both the employee and the Division Dean.

Performance Appraisal Review/Appeal Process

College Policy #2010.7.0

    7.1   An employee who is dissatisfied with his or her performance appraisal has two working days from receipt of the Performance Appraisal Summary Report to request a follow-up conference with his or her immediate supervisor. The Supervisor must conduct the follow-up conference within five working days of receiving the request.

    7.2   If the follow-up conference with the immediate supervisor does not resolve the dispute or if the supervisor fails to timely schedule a follow-up conference, the employee may appeal through each subsequent level of supervision to the employee's President's Cabinet Member. Each request must be made within two working days of the preceding conference. Each conference must be conducted within five working days of receiving the request.

    7.3   If the President's Cabinet Member's decision does not resolve the appeal to the satisfaction of the employee, the employee may submit a written statement of the case to the Vice President for Human Resources within two working days of the employee's receiving the President's Cabinet Member's decision. Within two working days after receiving the timely appeal, the Vice President for Human Resources shall appoint a different President's Cabinet Member to make the final determination. The appointed President's Cabinet Member responds to the appeal in writing, with a copy to Human Resources, within five (5) Working Days of receipt of the appeal.

First Year Faculty Mentoring Program

As part of the development process for first year full-time faculty, a mentoring program has been established. This program will be one of the strategies used to enhance the development of first-year full time faculty. The College is committed to a system of developing first-year faculty through an expansion of the role of faculty mentors. The development of first-year faculty will add value to student learning, as well as to the College and respective departments/programs and divisions.

Guiding Principles

- The mentoring program will be considered part of the first-year faculty member's contract requirements.
- The mentoring program will be a formative and developmental process, not a part of the performance appraisal process.
- The program will recognize the value of diverse teaching and learning styles and discipline specific instructional strategies and should avoid a "one size fits all" approach.

Academic Advisement

In the course of interacting with students, it is the responsibility of faculty members to serve as academic advisors. In addition, faculty give advice on a broad range of topics and issues. The kinds of advice offered by faculty can be categorized in the following ways**. It is important to underscore that this listing is intended to be suggestive rather than exhaustive or prescriptive.**

Program Requirements

With respect to program requirements, faculty advisement may address such things as degree planning (timing and sequencing of courses), identifying the appropriate catalog (degree plan to follow), selecting support electives, and meeting special requirements for a program or student (e.g., clinical performance, immunization, CPR).

Transfer Concerns

Relative to transfer concerns, faculty advisement may include such things as providing information on programs at area transfer institutions, information on out of state/state institutions, and transfer procedures to those institutions.

It may also include evaluation of course content of major courses being transferred in for a particular major.

http://www.occc.edu/transfercenter/index.html

http://www.okhighered.org/transfer-students/course-transfer.shtml

Career Information

Providing career information may include information about employment opportunities with various levels of education and responding to questions regarding how to select a

path to follow within the field.

Referral

Referral may be done when faculty advice is sought on such matters as financial aid, transportation problems, problems with transcripts, formal degree checks, personal problems requiring counseling, graduation procedures, or any issue that the faculty member determines can be best served by others.

Health & Safety Training Criteria

Each employee must participate in designated safety and/or health related training during each quarter of each year in which the person is classified as an employee of OCCC. For specific information regarding training requirements and opportunities, contact your supervisor or the Director of Emergency Planning and Risk Management.

Academic Standards

Oklahoma City Community College wants every student to achieve success. To help retain motivated students and identify those who may need special attention, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

Curriculum Revision Process

The Director of Curriculum and Assessment will update the Curriculum Guide and establish a schedule for submission of planned curriculum changes.

All requests must adhere to the Curriculum Guide and the following procedure:
- The program faculty (originators) agrees on the curriculum revision.
- The originators submit the request on appropriate forms and any supporting information to the Division Dean. The Division Dean may suggest revisions or additional supporting materials. The Division Dean's recommendation and the request are submitted to the Director of Curriculum and Assessment for review.
- The Director of Curriculum and Assessment will check the accuracy and completion of forms and may suggest revisions or additional supporting materials.
  - o If non-substantive changes are proposed and recommended by the Dean and approved by the Associate Vice President of Academic Affairs, the revision does not require curriculum committee review or approval. These forms will be forwarded immediately to the Associate Vice President of Academic affairs and then to the Vice President of Academic Affairs for approval. (Note: Non-substantive revisions include minor editing changes, course title modifications and curriculum pattern modifications.)
  - o The Director of Curriculum and Assessment submits requests involving substantive changes to the Curriculum Committee for its review and make recommendations.
  - o The Curriculum committee shall only review the proposal to ensure Oklahoma State Regents for Higher Education requirements are met.
- The Curriculum Committee acts and returns the request for substantive changes

and its recommendation to the Director of Curriculum and Assessment.

- If the Curriculum Committee does not concur with the request, the Director of Curriculum and Assessment will make every attempt to resolve the issue by working with the originators, the Division Dean, and Curriculum Committee Chair.
- If the change requires approval from the Oklahoma State Regents for Higher Education, the appropriate forms will be prepared by the Director of Curriculum and Assessment.
- The Director of Curriculum and Assessment will submit the request and required recommendations to the Vice President for Academic Affairs for approval. A request to add a new academic program requires approval of the President and the Board of Regents.
- Having all of the necessary internal approvals secured, the Vice President for Academic Affairs will finalize the appropriate forms required for submission by the President to the Oklahoma State Regents for Higher Education for final approval.
- The Director of Curriculum and Assessment will inform the Curriculum Committee, the Division Deans, and the originators of requests of the final decisions related to proposed substantive and non-substantive changes.

Standing Curriculum Committee. The purpose of the Curriculum Committee is to promote quality and excellence in the design and implementation of Oklahoma City Community College's curricula.

The Curriculum Committee must review and make recommendations to the Associate Vice President for Academic Affairs and then to the Vice President for Academic Affairs regarding the following matters:

- o proposals for new courses and programs
- o substantive changes in or deletion of courses or programs
- o changes in general education requirements
- o special admission requirements and procedures

- The Curriculum Committee may consider changes in policy related to the implementation of curricula and other matters related to instruction at the request of the Vice President for Academic Affairs. When the Curriculum Committee has approval to address a matter, it will accept, seek out, and carefully examine information related to that matter. The committee will then develop and submit recommendations regarding the matter to the Vice President for Academic Affairs.
- Generally, the Curriculum Committee recommendation will reflect a consensus of the committee, but all committee members have the right to submit alternate recommendations, which may include evidence and argument as well as additional proposals, concerns or other comments.
- The Curriculum Committee will consist of the following:
  - o Voting Members. Two faculty members from each department to be elected by the faculty of that department (each faculty representative will serve a two-year term), one representative from Student Development to be appointed by the Director of Academic Advising or their designee, one representative from Admissions and Records to be appointed by the Dean

of Admissions/Registrar, and two Division Deans to be appointed by the Vice President for Academic Affairs. If a voting member cannot attend a Curriculum Committee meeting, a designated substitute may attend. However, the substitute may not vote on matters before the Committee. Proxy votes are not allowed.

- Resource Members. Two students selected by the Director of Student Life and the Director of Curriculum and Assessment.
- Ex-Officio Members. Associate Vice President for Academic Affairs, Vice President for Enrollment and Student Services, and Executive Director of Planning and Research.

Course Syllabi

College Policy #4014

1. For all credit courses offered, a syllabus for students will be developed by the primary course faculty member(s) responsible for the course. The syllabus will contain the following:

    1.1 Course name, prefix, number, section number, and description as it appears in the College catalog;

    1.2 General information: instructor's name, telephone extension, OCCC email address, office hours and location wherein office hours will be offered;

    1.3 Course learning objectives: course objectives should emphasize measurement of the student's ability to communicate using academic language and to use elements of critical thinking: analyze, synthesize, critique, evaluate and/or draw reasoned conclusions;

    1.4 Required texts and any additional materials for the course;

    1.5 Statement of the attendance policy conforming to College policy calling on students to attend classes on a regular basis;

    1.6 Tentative schedule or list of assignments with due date;

    1.7 Specific statement of criteria that determines the student's final course grade;

    1.8 Legal statements as specified for the semester.

2. This syllabus will be approved by the Division Dean and provided to students.

While it isn't required that the syllabus include a note to students indicating they must use an OCCC email, it is highly recommended. A statement to this effect might be worded as follows:

> *Oklahoma City Community College has provided each student with an email address. All email correspondence must be conducted with this email. Email sent or received from any address other than an OCCC web address will not be opened or read.*

Another possibility:

> *Students use their OCCC email account to send emails to the instructor, while instructors use their OCCC email account to send emails to students. It is not acceptable to use a non OCCC email account to send or receive emails for this course. Forwarding your OCCC email to another email address occurs at your own risk as these email messages may be lost.*

In alphabetical order – text regarding procedures/policy that should be provided in all syllabi follows.

Academic + Adjustment/Accommodation Statement

Oklahoma City Community College complies with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request by contacting the office of Student Support Services located on the first floor of the main building near SEM entry 3 or by calling 405-682-7520. All academic adjustments/accommodations must be approved by Student Support Services.

If you have been approved by Student Support Services to receive academic adjustments/accommodations you must talk with me either after class or during my office hours. This will allow me to be better informed on how to assist you with access during the semester. To respect your privacy I will not approach you, but the academic adjustments/accommodations must be discussed to ensure ideal implementation for you. All information will remain confidential.

FERPA statement:

The educational rights and privacy of students of Oklahoma City Community College are governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. The Act ensures students certain rights with regard to their education records. Students are ensured:

- the right to inspect their education records;
- the right to request the amendment of those records if they believe they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- the right to consent to the release of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent, i.e., Directory Information;
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Oklahoma City Community College to comply with the requirements of FERPA;
- If you wish to review any academic record, please approach your faculty member to arrange a mutually agreeable meeting day, time and location;
- When distance is a barrier for a face to face meeting, an electronic form of communication for a meeting will be arranged;
- Students are encouraged to seek a review of their academic records while the course is in progress or shortly thereafter to ensure the record is maintained and available for review.
  The educational rights and privacy procedure of Oklahoma City Community College is published in the institutional policies and procedures manual and is available upon request in the Office of the Dean of Admissions/Registrar. *For more information regarding your student rights under FERPA, visit*

MOODLE statement:

Moodle grades are provided for informational purposes only. In the event of a discrepancy between grades reported in Moodle and grades calculated according to the course syllabus, the latter of the two is the official grade for the class. Other statements guiding policies and procedures are available in Moodle, and it may be a good idea to refer students to Moodle for further guidance regarding these statements.

Pregnant and Parenting Students

Oklahoma City Community College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should notify your professor immediately. For purposes of this notification, "parenting student" means a student who is pregnant or has recently been pregnant, or another student in a parenting role (regardless of gender), who is participating in a pregnancy-related or birth process.

Pregnancy-Related Absences: When a doctor determines absence is necessary, absences will be excused for students who are pregnant or parenting for as long as the student's doctor determines. Reasonable time will be given to make up missed work.

Title IX Coordinators: OCCC has designated a Title IX Coordinator, Regina Switzer (405-682-7540), and a Deputy Title IX Coordinator, Christina Atencio, (405) 682-7813. Either may be contacted when a pregnant or parenting student needs assistance in understanding or protecting the students' rights under Title IX..

A Syllabus Checklist for 2017-18 follows:

Required Information Items
Instructor's Name
Telephone Number/Office Extension
OCCC Email Address
Office Location
Office Hours
Course Name
Course Prefix
Section Number including Term/Semester
Course Description as in the Catalog
Course Competencies or Learning Objectives
Required Texts and Other Materials
Your Specific Attendance Policy
Specific Statement of Grading Criteria
Legal Statement as Specified for the Semester, for example:
ADA Requirements Statement
Pregnant and Parenting Students Statement

Tentative Schedule or List of Major Assignments with Dates
Recommended Information Items
Late Grade Policy, may be included in the Statement of Grading Criteria
Academic Integrity Policy
Special Department or Program Requirements if required
Expectations or Class Rules
Items Included in Moodle
Institutional Attendance Policy, including Never Attended Information
Withdraw Policy
Academic Integrity Policy
Assessment Statement
Institutional Emergency Procedures
Overall Considerations
Attractive Overall Appearance
Moodle Requirement
Syllabus w/ Tentative Schedule Uploaded
Attendance Kept in Moodle
Grades Kept in Moodle

Tentative Class List (Class Roll)

At the beginning of the first and second weeks of a class, the instructor prints a Tentative Class List showing all students in that class who have completed enrollment in the class. Of course, the class list may be accessed at any time by going to the faculty portal.

To assure that an instructor's Tentative Class List accurately reflects those students officially enrolled in a section; the verification of enrollment procedure is as follows:
If a student's name does not appear on the Tentative Class List, the instructor should ask the student to go to the Office of Records and Graduation Services (should be Academic Advising) prior to the next class meeting to ensure that s/he is properly enrolled.

After the initial Drop and Add period of the semester or term, the instructor should not admit any student into class unless the student's name appears on the Grade Book, or the student's name appears on the portal class roll.

Grade Book

Professors are expected to keep a grade book for each section they are teaching, and maintain a list of all students enrolled in the class with the assignments, tests, projects, daily grades, and attendance records. This may be kept via an Excel spreadsheet, Moodle, or by requesting a printed Grade Book sheet from the division secretary/division assistant. The printed sheet requires the professor to enter the grades by hand. If the professor chooses to utilize an Excel spread sheet, the class roster should be pulled from the MineOnline list. In any event, the professor must check the accuracy of their class list(s) **before** students are allowed to reenter the classroom.

Professors should not add names of such students to their grade book without verification from the Registration area or their MineOnline class roster allowed to reenter the classroom. Professors should not add names of such students to their grade book without verification from the Registration area or their MineOnline class roster.

Students who are listed in the grade book but who never attend the class should also be identified. These "never attending" students will be reported in Moodle, after the initial drop and add period has ended.

The grade book remains with the professor until the class is completed, at which time it is submitted to the Division dean and retained in the division office.

Final Grade Submission
1. Final grades are submitted online by going to Moodle for Faculty.
2. Final grades that can be entered on Moodle are:
   A – Excellent.
   B – Good.
   C – Average.
   D – Below Average.
   F – Failure (you will be required to enter a last date of attendance for this grade).
   S – Satisfactory (used only in those courses for which it has been approved).
   U – Unsatisfactory (used only in those courses for which it has been approved).
   I – Incomplete.
   AU – Audit.

NOTE: A last date of attendance must be entered for any student who receives a grade of F for a course. It is imperative that this information is accurate as it will ensure proper dissemination of information to the federal government, Office of Financial Aid, and the Registrar's Office.

NOTE: Some zero-level courses are assigned a letter grade of A through F, while others are assigned a grade of S, U, or I. Check with your department chair or dean to determine what is appropriate for your course.

NOTE: Instructors are not authorized to enter W or AW. If a question exists concerning a student's enrollment in a course, the professor must check with the Registrar's (Enrollment is now under Academic Advising) Office for clarification.

NOTE: A deadline date must be entered for any I grade. The date must not exceed one year. When a grade of I is posted, a contract (which is available in the division office) must be completed documenting requirements for course completion. The contract is then submitted to the Division Dean. The student must be passing the course in order to be awarded a grade of I. (See Procedure for Incomplete I Grades in this document.)

3. The Grade Book, along with a printed copy of the final grades submitted online, will

be turned into the Division office by the date and time specified by the Division.

Posting Of Grades
Family Educational Rights and Privacy Act (FERPA) dictates student grades may not be posted for public view in any manner in which personally identifiable information is used. Grades may not be posted by using the student's name, social security number (or any portion of the social security number), or the student's student college ID number. If grades are posted, the instructor must assign each student with a special code name or number which is known only to the student and the instructor and which is changed prior to each grade posting. Even with the use of such a code or number, grades should be posted in random order and never in alphabetical order.

Release of Academic Information (FERPA)
Academic information is on file for each student in the Office of Records and Graduation Services (Registrar and Records). It will be released to third parties only upon the written request of the student or in compliance with the Family Educational Rights and Privacy Act.

Official transcripts may be obtained on request at no charge. Students may also request and receive letters of good standing, verification of enrollment and other academic documentation. For further information, contact the Office of Records and Graduation Services (Registrar and Records).

Student Appeal of a Grade
(College Procedure No. 4030)

1.0 A student who believes a final grade in a course was incorrectly administered may appeal that grade.

2.0 Definition: Working day means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session.

3.0 Procedure for Student Appeal of a Final Grade:

3.1 The student must meet with the instructor who assigned the final grade and attempt to resolve the matter. The initial meeting with the instructor should occur as soon as possible and must occur within 90 calendar days after the final grade in question was placed on the student's permanent record. The student may obtain help in establishing an appointment with the instructor from the appropriate academic division office. If the instructor is no longer available, the student must meet with the appropriate Department Director, Department Chair, or Program Director, who will act on behalf of the instructor.

3.2 Appeal to Division Dean: Within ten (10) working days following the meeting with the instructor, if the student continues to believe the final grade is incorrect, the student may submit a fully completed "Student Appeal of a Grade" form to the appropriate academic Division office. The appeal must contain the student's name, student identification number, current address, and telephone number; the instructor's name; the course number, section number, and semester involved; the specific issue in question; the student's position on the issue; and pertinent documentation relating to the issue. The Division Dean will request relevant information from the instructor and arrange

a meeting with the student. The instructor may be present during the meeting. After meeting with the student and reviewing the appeal and any other available information, the Division Dean will make a recommendation to the instructor. Within ten (10) working days of the Division's receipt of the Student Appeal of Grade form, the Division Dean will notify the student in writing by certified mail of the instructor's decision.

3.3 Appeal to Grade Appeal Committee: If the student continues to believe the final grade is incorrect, the student may appeal the instructor's decision by requesting an appeal hearing before a Grade Appeal Committee. The student's appeal must be in writing directed to the Associate Vice President for Academic Affairs and must be received by the Associate Vice President for Academic Affairs within five (5) Working Days of the student's receipt of written notification from the Division Dean. If the student fails to submit the written request for an appeal hearing within this five (5) working day time period, the student loses all rights to appeal the instructor's decision.

3.3.1 Within ten (10) Working Days of Associate Vice President for Academic Affairs' receipt of the student's request for an appeal hearing, the Grade Appeal Committee shall be activated. The Grade Appeal Committee will be composed of faculty from each of the academic divisions, who have been elected by the faculty in the respective divisions, not to include the instructor involved in the case. The Grade Appeal Committee will also include three (3) students selected by the Vice President for Enrollment and Student Services.

3.3.2 The hearing to consider the appeal of the student will be scheduled for a date not more than 15 Working Days from the date the Associate Vice President for Academic Affairs receives the student's request for an appeal hearing. If, during the Summer Session, the Vice President for Academic Affairs determines that there are insufficient faculty for an appeal hearing, this time frame may be extended to September 1. All Grade Appeal Committee Hearings will be closed meetings.

3.3.3 At the hearing, the Committee shall evaluate the request and allow the student and the instructor to present their positions and any supporting information. The student and the instructor shall have no more than one hour each to present their positions and any supporting information or evidence. The student shall present first, followed by the instructor. The student shall then have 15 minutes to rebut the instructor's evidence. The burden of proving that the assigned final grade is incorrect rests at all times with the student. Neither the student nor the instructor shall be represented by an attorney at the hearing.

3.3.4 The Grade Appeal Committee shall consider all information and documents presented by the student and the instructor, and the recommendation of the relevant Division Dean. The Grade Appeal Committee may also consider other documents the Committee deems relevant to the proceedings, and the instructor and the relevant Division Dean shall provide the Committee access to such documents.

3.3.5 Extenuating circumstances involving sequential and prerequisite courses offered in less than 16-week formats will follow an accelerated procedure permitting student to provisionally enroll in next course until appeal process concludes. Certified mail and official college email will be used for official communication with the student.

3.4 Committee Determination: At the end of the Grade Appeal hearing, the

Committee will meet privately to discuss the case and make a determination. If the Committee determines by unanimous vote that it is highly probable that the assigned final grade is incorrect, then the final grade will be changed. If the vote is not unanimous, the assigned final grade will stand. The Committee will provide its determination in writing (not electronically) to the Associate Vice President for Academic Affairs within three (3) working days of the Committee's reaching its determination. The Associate Vice President for Academic Affairs will notify the instructor and student by certified mail of the Committee's determination within five (5) working days of the Associate Vice President's receipt of that determination.

4.0 Administrative Action: The Associate Vice President for Academic Affairs shall be responsible for the administrative action required to make any necessary final grade changes on the student's record resulting from the Committee's determination.

Grade Changes

An instructor can effect a grade change by obtaining the form, Request for Grade Change and "I" Conversion, from the division office. The instructor must explicitly state the reason for the change on the form and submit it to the division office.

The division dean must approve the change before it is forwarded to the Registrar's Office processing and inclusion in the student's permanent record. A copy indicating action taken will be returned to the appropriate division by the Registrar's Office.

Grade Report to Students

Grades are available no later than three days after the end of a semester and may be accessed online at mineonline.occc.edu or in the Office of Records and Graduation Services. **Note: transcripts cannot be released to students before grades are verified and academic standing is processed. Grades may be viewable by students online via mineonline.occc.edu, however Grades are posted to the Official Transcript within five working days of the last day of the semester or term of enrollment.**

Procedure for Incomplete (I) Grades

Please note that an "I" grade is not a substitute for an F grade. When, in the instructor's judgment, extenuating circumstances exist, an "I" (incomplete) grade may be issued. For each student receiving the grade of "I", appropriate information must appear on one of the following forms and must be submitted with the Final Grade Report.

Incomplete (I) Grade Information – This form is used if the student is required to complete necessary work no later than one week after the start of the next major term (Fall, Spring, Summer), which is the conclusion of late registration.

Deferred Credit Contract for I Grades – This form is required if the student's "I" completion date extends beyond the late registration period of the next major term.

Please note that the signatures of the student, instructor, and dean are required on the

deferred credit contract. The latest possible completion date for I grades is one calendar year from the last day of the semester in which the "I" grade was issued.

Instructors are encouraged to remind students of the last date to withdraw in the course syllabus and in the classroom as the date nears. Instructors are responsible for changing "I" grades within one year. If an "I" grade remains unchanged beyond the one year deadline, the "I" grade will become a permanent grade.

Official Withdrawal

A student may officially withdraw from class as late as the twelfth week of a sixteen-week semester (or 3/4 of the duration of a shorter course). A grade of W is posted to the student's records after the student submits a withdrawal form on campus or withdraws online.

Student Input on Instruction (SII)

The Student Input on Instruction process is a means of gathering student perceptions of instruction at the college. The results are intended to be used by you and your dean in identifying ways to improve instruction.

Students will receive emails during the 6th and 7th weeks for the first 8- week classes and the 14th and 15th weeks for the second 8-week courses and 16-week courses. Emails will include information to evaluate each course. Students will continue to receive emails during the designated weeks until they have completed all of their course surveys.

Faculty will have an opportunity to add questions prior to the survey administration. The results to these questions will not be accessible to deans. Faculty will receive emails during the survey administration process to provide feedback on the percent response rate and identify ways to increase response rates.

The window for replying to these surveys will be closed at the end of the designated survey weeks. Faculty and deans will receive access to SII results after grades have been officially posted.

Assignment of Classrooms

The division office manages classroom assignments. Initial assignments are made based upon anticipated class size and special requirements identified by the division office. Every effort is made to meet individual class requirements; however, on occasion it is necessary to change a classroom assignment. An instructor request for change must be processed through the division dean. Individual faculty are not authorized to move a class without specific approval to do so.

Copyright

(College Procedure No. 4003)
College employees are responsible for compliance with U.S. Copyright Law, a copy of which is in the Library. Current copyright law should be reviewed prior to utilizing

Oklahoma City Community College print and media services duplicating facilities and/or copying or duplicating materials.

SUPPORT SERVICES

Printing Services

It is important to plan early for copying needs. Typically, Printing Services can complete all production requests within two (2) business days, if there are finishing options such as coil binding or laminating it may take longer. Any production requests needed sooner than two days is considered a **RUSH** job and may require special authorization. During peak periods, such as two (2) weeks before the beginning of each semester, additional production time may be required.

Production requests should be submitted electronically, via the Online Print Shop. Access to the Online Print Shop site is available at www.occc.edu/employee. Usernames and passwords are unique to this program, so if you have not already registered, you will need to first go in and do so before you will have access to submitting requests electronically.

In an effort to reduce costs and lower paper usage, the College has changed the procedure on black and white copy production. Departments and divisions will now be responsible for the cost of both black and white printing in addition to color. At the beginning of each fiscal year, every department will be given a set amount to use for printing for the year. Once that amount is exceeded, an alternate funding source must be identified. Black and white printing is $0.05 per impression for an 8.5" X 11" sheet. Color printing is $0.09 per impression for an 8.5" X 11" sheet.

Costs will fluctuate depending on the size and quality of the paper selected and any finishing processes chosen.

To ensure quality work and compliance with college branding and copyright laws, all print jobs must be approved by the Marketing and Public Relations department and the designated approver for the department requesting the print job.

Printing Services operating hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Printing Services is located on the second floor of the Main Building in 2L9.

Copy machines are available for faculty use in the appropriate Division Office for emergencies, or for making single copies. Access codes to the copy machines are available from the Division Dean. College employees are responsible for compliance with the U.S. Copyright Law, a copy of which is available in the College Library. Guidelines that highlight the current copyright law may also be found in College Procedure No. 4003. For additional information regarding duplication of materials, see your Division Dean.

Library

Located just northeast of the Main Building, the Library is housed on the 1st and 2nd floor

of the clock tower building. The Library is accessible to Oklahoma City Community College students, staff, faculty, and members of the community. Users have direct access to library holdings that include books, eBooks, e-audiobooks, streaming video, DVDs, and numerous electronic resources.

The Library provides 80+ computers to access the online catalog and tens of thousands of online magazine and newspaper full text articles and citations. Login is required for computer use. Students, faculty and staff must use their MineOnline/student email user name and password. The Library has small-group study rooms for groups of two or more. A Collaboration Room is available for groups to work on projects utilizing technology.

To check out materials faculty, staff and students use their OCCC ID cards. Non-students may apply for a courtesy card at the Library's Circulation Desk.
Library Website: http://www.occc.edu/library

Circulation Services
- The **reserve collection** provides access to library materials for two hour in- library use. Materials from the Library collection and up to two copies of a textbook from the Bookstore may be placed on reserve at faculty request. Faculty may place personal copies of materials on reserve. Contact Ann Raia, Circulation Librarian, at x7468 or ann.f.raia@occc.edu for additional information.
- Circulation policies are accessible through the **"About the Library"** link.
- The checkout period for books is two weeks with up to two renewals, if the item is not on hold. Renewals may be made by phone or by clicking on "My Account" on the Library Catalog.
- A current OCCC photo ID is required to check out all materials.
- Faculty, staff, and students may use libraries at other higher education institutions throughout the state through the **OK-Share** program. Obtain an OK-Share card at the OCCC Library Circulation Desk. With the OK-Share card and your OCCC ID card you may go to any OK-Share participating library to utilize their facilities and borrow materials from their library. For more information please visit the Circulation Desk or call x7564.

Information Services
- From the Library's website, the OCCC Library Catalog allows you to search for books, eBooks, online films, and audiovisual materials owned by OCCC.
- Magazine and newspaper article databases are available under the **"Find Articles"** link. These provide access to thousands of full text articles in journals, and magazines and current and historical newspapers. A title and subject list to the Library's subscriptions and titles available full-text through the databases is accessible online.
- Many other electronic resources are available under the **"Other Resources"** link.
- Online tutorials are available on the website under" **Need Help?"**
- There is an Information for Faculty and Services for Students guide under

"Services".

- **Off-campus access** to most of the electronic resources is accessible through the Library's website. Login is the MineOnline/student email username and password.
- It may be possible to borrow materials from other libraries. **Interlibrary loan (ILL)** is a system linking libraries across the nation for resource sharing. Stop by or call the Library Assistance Desk (x7251) for additional information.
- **Professional librarians** are available to **instruct students** on research skills and information literacy. Visits may be geared to materials and
  resources available for specific courses. Instruction may also be geared specifically to online resources, the Internet, evaluating websites, etc. For further information on any of these services, please contact a librarian at the **Library Assistance Desk, x7251**.

Requesting Materials for Purchase
- Faculty may make recommendations for materials and resources to be added to the Library collection. If you are unsure of specific titles, authors or other pertinent information for requests, contact the Library liaison for your division. Any materials purchased become part of the Library collection.
- Professional librarians work with each division to build the collection to meet program needs. The Library liaison for each division attends division meetings.

The Library Collection Development Guidelines are followed when adding any titles to the Library collection. You may direct any questions about the Library to your liaison or feel free to contact the Director of Library Services, at x7315.

Business/Accounting Lab

The Business/Accounting Lab, located in area 2N2 of the Main Building, helps students enrolled in accounting/business courses develop and improve subject knowledge and skills. Tutors, computer-aided instruction, study guides, and practice sheets are available for many of the business/accounting subjects studied. Students also have access to limited check figures for accounting homework. Hours of operation and tutorial hours are posted at the entrance to the Business/Accounting Lab and the Business/Account web site.

Contact Information:
http://www.occc.edu/Business/AccountingLab.html
405.682.1611 ext. 7286

Communications Lab

The Communications Lab, located on the first floor of the Main Building, serves as a writing center and a computer lab. The Communications Lab helps students develop and improve reading, writing, and study skills.

Students can work with tutors in the lab or online through the ECHO 2.0 online writing tutoring service. In addition to tutoring, the Communications Lab offers ESL Conversation

Group, Study Skills sessions, and Accuplacer Test Prep assistance. The Communications Lab also offers a variety of in-class workshops for instructors.

Hours for Fall and Spring Semesters

Monday-Thursday: 8:00 a.m. to 9:00 p.m.
Friday: 8:00 a.m. to 3:00 p.m.
Saturday: 10:30 a.m. to 2:30 p.m.
Sunday: Closed

Hours for Intersession and Summer Semesters

Monday-Friday: 9:00 a.m. to 5:30 p.m.
Saturday-Sunday: Closed

Contact Information:
405.682.1611 ext. 7379
http://www.occc.edu/comlab/
http://www.occc.edu/comlab/tutors.html

Communications Lab 2
Comm Lab 2 is located in room 146 of the Visual and Performing Arts Center. A satellite location of the Communications Lab in the Main Building, the space is used to host workshops and group activities for students. Comm Lab 2 is open as needed for events.

Biological Science Center (BSC)
The BSC, located on the second floor of the Robert P. Todd Science Engineering and Math (SEM) building in 2D1/2D2, is accessible utilizing SEM Entry 2 from parking lot A.

The BSC is an interdisciplinary area designed to accommodate students with their independent study needs in the biological sciences. Free tutoring is available and appointments are required to reserve equipment for lab exercises.

Hours of Operation (Fall and Spring Semesters)

Monday – Thursday   9 :00 am - 9:30 pm
Friday and Saturday   9:00 am - 3:00 pm

Hours of Operation (Summer Semester)
Monday –Thursday   9:00 am -10:00 pm
Friday   9:00 am -1:00 pm

Contact Information: 682-1611 ext. 7269
http://www.occc.edu/sm/biologylab.html

Engineering Lab
Located in Area 1S2/1T2 of the Science Engineering and Mathematics (SEM) Building near the entrance from parking lot G, the Engineering Lab is designed to accommodate

the independent study, tutorial and project needs of engineering students.

Hours of Operation (Fall and Spring Semesters) – Hours can vary based on staff availability.

Monday – Thursday	9:00 am – 9:00 pm
Friday	10:00 am – 5:00 pm
Saturday	Closed

Contact Information:
Engineering Lab: 682-1611 ext. 7483
http://www.occc.edu/Engr/EngineeringLab.html

Mathematics Lab

The Math Lab is located in the Science, Engineering and Math Center **(2G6)** just inside entry SEM 2. This is a wonderful place to do your homework or meet with a study group! Do you prefer to use the computer or work at a table? Do you like to work alone or in a group? Whichever you prefer, we have a place for you.

Tutors are available to answer your mathematical questions and to direct you to our other helpful resources. An OCCC ID is needed to check out resource materials for use in the lab. Come join us in the Math Lab.

Hours of Operation (Fall and Spring Semesters)

Monday – Thursday	7:30 am – 10:00 pm
Friday – Saturday	8:00 am - 4:00 pm

Contact Information: 682-1611 ext. 7291 http://www.occc.edu/meps/mathlab.html

Music Lab

The Music Lab is located in the Visual and Performing Arts Center (VPAC) room 147. There are 12 stations, each equipped with an iMac, digital interface, microphone, headphones, piano keyboard, and a suite of software for recording, notation, and music theory skills. There's also a homework area, a hangout area, and a traditional piano.

The Music Lab is designed for homework associated with music theory and music literature classes, project recording, independent and guided study. The mastery of technology is an important aspect of 21st century music education—visit the lab and let us show you how to your record your next hit song!

Hours of Operation during Spring and Fall semesters

Monday – Friday	9:00 am – 5:00 pm.

Contact Information:

Michael Boyle ext. 7245,
mboyle@occc.edu

Physical Sciences Center
Located in Area 1D2/1E2 of the Science, Engineering and Mathematics (SEM) Building, near the entrance from parking lot A, the Physical Sciences Center is an interdisciplinary area designed to accommodate the independent study needs of students in the physical sciences including chemistry and physics.

Hours of Operation (Fall and Spring Semesters)
Monday – Thursday   8:30 am - 9:30 pm
Friday   8:30 am - 3:00 pm
Saturday   8:30 am – 12:00 pm

Summer hours:

Monday – Thursday   8:30 am – 10:00 pm
Friday   8:30 pm – 1:00 pm
Saturday and Sunday   Closed

Contact Information:
Physical Sciences: 682-1611 ext. 7711
http://www.occc.edu/meps/physicallab.html

Speech Lab
The Speech Lab is located in 1D4 in the Arts and Humanities Center across from the English and Humanities Division Office. It offers students the opportunity to practice speeches and presentations for their Introduction to Public Speaking classes but also for any classes or clubs or other situations on campus that they may need to make a speech or presentation.

The student can view the speech immediately in the lab, and these presentations will be recorded on USB drives, so the student is able to take them home for review and improvement. Online students can also use this lab to record their speeches for their online classes. Faculty and staff are also invited to use the Speech Lab to practice on presentations.

The hours this lab is open change per semester; they are posted outside the lab. Users are expected to provide their own USB drives.

Contact Information:
Professor Julie Corff ext. 7705
corff@occc.edu

Student Computer Center
The Student Computer Center is located on the 3rd floor of the Keith Leftwich Memorial

Library building. The SCC gives current students access to computers to work on assignments with the latest software available for their classes. Lab Assistants are always available to help with hardware or software needs. Tutors are available for Information Technology students in a vast array of courses in the IT Division. A student must present a current student ID upon entering the SCC. A student is allowed to print 25 sheets per day of course material.

Hours for Fall and Spring Semesters
Monday – Thursday: 7:30 a.m. to 9:00 p.m.
Friday: 7:30 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 3:00 p.m.
Sunday: Closed

Hours for Summer Semester
Monday – Thursday: 7:30 a.m. to 9:00 p.m.
Friday: 7:30 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 3:00 p.m.
Sunday: Closed

Hours for Intersession
Monday – Thursday: 7:30 a.m. to 8:00 p.m.
Friday: 7:30 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 3:00 p.m.
Sunday: Closed

Contact Information:
Student Computer Center 405-682-1611, ext.7397
CAD/Multimedia 405-682-1611, ext. 7208
http://www.occc.edu/it/scc.html

Test Center Hours
Monday – Thursday   8:00am to 7:00pm
Friday   8:00am to 5:00pm
Saturday   9:00am to 5:00pm
*These hours start August 26th

Contact Information:
405-682-1611, ext 7531

NOTE: Test Center doors are locked one hour before closing. All exams are collected at closing time. Please make sure your students are aware of the Student Guidelines below, especially that they need to arrive early enough to complete the exam by closing time and MUST also have an OCCC student ID to take an academic exam.

World Languages and Cultures Center
The World Languages and Cultures Center, located on the second floor of the Main Building, offers resources and technologies that support students who are learning foreign

languages and exploring cultures. The lab is equipped with RosettaStone in eleven languages, satellite television in different languages, and over 200 foreign films. Students may choose to learn another language individually, in a group, or with help from tutors. In addition, lab visitors can practice language skills and enrich their global awareness by participating in language and culture events sponsored by the lab. Students don't have to be currently enrolled in a language class to access the lab.

Hours are available on the website:
http://www.occc.edu/world/index.html

Contact Information:
Chiaki Troutman, 405-682-1611, ext. 7104

TECHNOLOGY SUPPORT SERVICES

Help Desk
Should you require assistance with your computer or are unable to login to any of the College's information systems you may call the Help Desk (ext. 7777 or 405-682-7777 from a non-campus phone) between 7:00 a.m. and 6:00 p.m. You may also submit an assistance request by logging on to helpme.occc.edu.

Audio/Visual Services
Staff members in this area are responsible providing technical assistance for equipment in classrooms and meeting rooms as well as designing and installing multimedia classrooms. Other services available include off-air recording, videotape or CD duplication, lecture and course review taping, and videoconferencing. Support from the Audio/Visual Services team can be requested through the request form located at helpme.occc.edu. The Audio/Visual Services office is staffed during the following hours:

Monday – Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

Video Services
Video Services serves as the College's in-house video production facility. It is a full service, fully digital production studio capable of producing programs to multiple media formats including streaming formats.

Theatre Use
The 285 seat OCCC Bruce Owen Theater and the 1,051 seat Visual and Performing Arts Center Theater are available for rent throughout the academic year. Both facilities are booked and scheduled by the Office of Cultural Programs (ext. 7576).

The facility rental fee and all basic technical service fees are waived for College-produced events. However, each department is required to pay for additional outside technicians, rented equipment and/or specialty services required in support of their event.

College-produced events are defined as events which are financed with College funds, and planned, administered, organized, and executed by divisions, departments, or officially sanctioned organizations of the College.

Theatre rental information for non-College productions is available from the Office of Cultural Programs (682-1611 x7576).

ADMINISTRATIVE SERVICES

Evening/Weekend Questions and Requests for Assistance

The welcome center staff or campus security are available to assist faculty and students with appropriate information, emergencies, etc. Contact the welcome center at extension: 7553 or call the College Operator as needed and when problems occur.

Test Center Information for Instructors

Mission
The Testing Center and Assessment at Oklahoma City Community College supports the student-centered mission of the college by providing a professional, safe, inclusive, and minimal distraction testing environment for test takers. Testing Center and Assessment does this by maintaining strict compliance with the National College of Testing Association's Professional Standards and Guidelines, safeguarding the confidentiality of student's records, and creating an optimal testing environment that meets the increasing needs of our students, faculty, administrators, and community.

Description of Services
The Test Center offers a number of testing services to the College. It serves as a centralized testing area for instructional testing purposes. It also offers entry level placement exams for new, incoming students along with pre-requisite exams: Zoology, Anatomy, and Physiology I, and Science Deficiency Exams.

The Office of Testing and Assessment Services administers tests including, but not limited to, the following: PEARSON VUE Certification Exams, National and Residual ACT Exam, Test of English as a Foreign Language (TOEFL), Test of Essential Academic Skills (TEAS). Testing and Assessment also provides High School Equivalency testing in both GED and HiSET.

For more information contact Testing and Assessment Services at (405) 682-7531 or go to http://www.occc.edu/testing/index.html
The OCCC Test Center is available to all Faculty members for out-of-class testing. Instructors may place copies of their exams in the Test Center to allow students flexibility in taking exams and to increase the number of hours for content presentation.
Faculty wishing to use Test Center Services are required to complete the form, "Faculty Guidelines for Faculty Use." For your convenience, an electronic form can be found here:

http://www.occc.edu/testing/test-center-faculty.html

Getting Started Q&As for Faculty

I want to use the OCCC Test Center to proctor my tests, what do I need to do to get started?
Any faculty member who wishes to use the Test Center Services is required to fill out the Test Center Policy and procedures form. This form contains the steps that need to be taken when submitting tests to the Test Center.

What am I responsible for when using the Test Center Services?
Faculty is responsible for:
- Designing, filing, retrieving, and grading exams
- Requesting testing services from the Test Center
- Providing students with testing guidance
- Responding to "testing incidents"
- Approving/denying students' requests for rescheduled testing
- Notifying students of acceptable Test Center behavior

What can I expect from the Test Center staff?
Testing Center staff is responsible for:
- Protecting the integrity of your exam
- Verifying student identification and insuring that he or she is authorized to test
- Scheduling the exam during times agreed upon
- Providing a low- distraction environment for testing
- Reporting incidents to faculty in an appropriate amount of time
- Monitoring testing students
- Contacting faculty if there is a question regarding tests

How can my tests be administered?
Exams can be administered as basic written exams, objective or scan-based exams on paper or can be proctored through the Test Center's secure online testing.
- ***Paper Based Testing:*** OCCC Faculty can choose whether students write answers on tests, fill out a Scantron, or have additional paper for essay writing.
- ***Secure Online Testing:*** Online testing can be integrated with Moodle.
- Testing Center Staff can sign students into your Moodle test.

I want to move my paper test to Moodle. Who can I contact for assistance?
Instructors interested in learning more about secure online testing and/ or need guidance on how to make the best of their Moodle testing platform, can contact the Center for Learning and Teaching (CLT) at (405) 682-7378 or online at www.occc.edu/c4lt/moodle.html

What should I tell my students if I want them to test in the Test Center?
Inform your students that you have submitted a test to the Test Center and that, when they visit the center, they should know the following information:
- Student Guidelines for Test Center Use www.occc.edu/testing/test-center-students.html
- Students must present an OCCC photo ID each time to request a test.

- Students must have the following information:
- Course Number
- Instructor's Name
- Test Number (As documented on your test copies and Test Information Form)

What if my student needs a testing accommodation?
Let students know that they can meet with Services to Students with Disabilities staff and talk about accommodation needs.
Accommodations will be determined at that time. To make an appointment call
(405) 682-7520 or email disabilityservices@occc.edu

Please help us help you by advising students of the following:
- Students must have an OCCC photo ID. A test will not be administered without an ID.
- Students must place all personal items, including turned off cell phones, in our lockers. We will provide a token for the locker and students will have a key to hold on to while they are taking their test.
- Students may not leave the Testing room during the test. Once they leave, the test is considered complete and they may not come back and continue the test.

How we can work together:
- Please do not ask students to relay information to Test Center staff. Contact a Testing Center staff member directly if something changes with the student's test. (i.e. you've extended their test date, etc.)
- Please replace outdated tests.
- Please send us the appropriate amount of copies for the number of students taking the test.
- Please understand that we will not return exams via interoffice mail.

More information regarding Faculty Test Center Use can be found at: www.occc.edu/policy/pdf/4004.pdf

Policies and Procedures for Test Center Use
1. Professors will create, print, and deliver their tests to the Test Center
2. Tests should be checked in with a member of the Test Center staff.
3. Professors are responsible for ensuring tests have the necessary information on the first page of the test:
   - Instructor's name
   - Course Prefix and number
   - Online/ On-campus
   - Scantron Type/ Write-On Test
   - Exam number
   - Materials Allowed (book, notes, charts, calculator etc.)

EXAMPLE:

Dr. John Smith   **Exam 2**

4. The OCCC Test Center conducts high volume testing, administering **approximately 70,000 OCCC Academic Exams a year**. Due to the volume of testing the OCCC Test Center cannot:
   - Time Tests
   - Score Tests
   - Pick-up or deliver tests
   - Administer two part tests
     - Professors may submit two tests for an academic unit but the tests must have separate folders and instructions and the student will have to sign out each test individually
   - Make copies of tests for professors
   - Please check with Test Center staff for any other special requests

5. If teaching the same class both **on-campus** and **on-line** and use different tests for each, please **print the "on-line" tests on pink paper**. Tell online students to be sure they get the **"pink"** test. This helps ensure staff are administering the correct exam.
6. Please complete all the information on the yellow instruction sheet in the Test Center to communicate how test is to be administered.
7. Tests on file and test instructions should be reviewed regularly to insure they are correct, up to date and unaltered.
8. At the end of the academic year (summer semester) all old tests and instructions will be removed and placed in your file to be picked up or updated.
9. Please review and update instructions each year.
10. Supply copies of the Test to the Test Center.
11. When **dropping-off** new or additional tests please count them and sign them in on the Test Center Test Log-in/Log out sheet.
12. If **removing** any blank tests for an active exam, please also sign them out on the Test Center Log-in/Log-out sheet.
13. If **dropping-off a new test**, place the instruction sheet and test copies with a Test Center Assistant. The Test Center Assistant will make the folder and place the folder in the "Active Tests on File" file cabinet.
14. Faculty should discuss any special procedures, instructions or requests with the Assistant Director of Testing and Assessment.

Procedures for Picking up a Completed Exam in the Test Center
1. Each professor will have a "Completed Tests File Folder" in the Faculty File Room.
2. Instructors will be responsible for picking up the completed tests in the Faculty File Room at the Test Center.
   - The instructor must compare the Completed Tests Log-in sheet to the tests in their completed tests folder to ensure that all the tests they are picking up are

included and to ensure that they do not have a test that does not belong to them.

- If a test is missing or you have a test that does not belong to you, PLEASE notify the Test Center staff immediately.
- Instructors will initial the log indicating that they have picked up the tests. Please also remove any remaining copies of tests in your "active test file." This decreases confusion for staff and students as to which test is current.

If you have questions about the above policies or the procedures for utilizing the Test Center, please contact testing@occc.edu.

Testing and Assessment requires that all faculty who intends on using the OCCC Test Center review the Test Center Policy and Procedures in order to ensure that faculty and Test Center staff are aware of the expectations of Test Center use.

Supplemental Instruction

Purpose and Expectations
At OCCC, supplemental instruction is offered to provide peer support to students in traditionally difficult courses. A professor may ask a former student who has successfully completed a course to serve as Student Supplemental Instructor (SSI) for a selected class session(s).

The SSI's purpose is to serve the students in the current course, whether facilitating during a class period or within a scheduled study session. The approach is collaborative and non-remedial: all students taking the class should be allowed and encouraged to work with the SSI towards improving assignment and test performance, as well as class discussion and participation. The SSI serves as a resource for students, rather than as a work study or personal assistant to the instructor.

Supervisor (Faculty or Designated Personnel) Expectations:
1. Meet weekly with your Student Supplemental Instructor (SSI) to give him or her guidance and direction about what you expect during sessions. SSIs may serve during class time and outside of class in study sessions, but are prohibited from the following:
   a. Proctoring an exam or quiz with or without an instructor present.
   b. Grading coursework, exams, and quizzes.
   c. Viewing graded student work unless a student provides the graded work to the SSI.
   d. Serving as a work study or personal assistant to the instructor.
2. Help your SSI prepare activities and/or handouts to supplement and reinforce what the class is learning.
3. Remind your class periodically that SI is being offered and that they should attend study sessions if possible.
4. Electronically review and approve your SSI's timesheet biweekly through

MineOnline (http://mineonline.occc.edu).

5. Require your SSI to complete Title IX Awareness and Violence Prevention training once every two years. Remind your SSI to enter time spent completing the training in his or her timesheet. Training hours must be included within the total allocated hours for your SSI this semester. Be sure to factor this into the schedule you arrange with your SSI.

6. Require your SSI to complete quarterly safety training each quarter he or she is employed. Remind your SSI to enter time spent completing the training in his or her timesheet. Training hours must be included within the total allocated hours for your SSI this semester. Be sure to factor this into the schedule you arrange with your SSI.

7. Notify the appropriate division dean if an SSI becomes inactive or terminates employment.

SERVICES & RESOURCES FOR STUDENTS

Graduation, Employment, and Transfer Services
Faculty may contact the Office of Graduation, Employment, and Transfer services for information regarding graduation and future planning. Faculty may schedule classroom presentations on subjects including graduation requirements, transferring to four-year baccalaureate institutions, and planning for future job placement.

Resume, Cover Letter and Interviewing development is offered at: http://optimalresume.com through the OCCC Optimal Resume website. Students may visit the office of Graduation, Employment, and Transfer Services for assistance with creating a professional resume.

Students seeking employment while in school may register on the OCCC Student Job Board at www.collegecentral.com/occc with their 7-digit Student ID Number and view new job listings. New positions are posted daily. Job opportunities both on-campus and off-campus include: Federal Work-Study; Student; Part-time; Full- time; Seasonal; and College Internships.

Student Activities and Organizations
Various services are available to students through the Office of Student Life. The office provides a variety of student activities, cultural events, leadership programs, service opportunities, and student organizations on campus.
Student activity fees fund the campus events offered through the Office of Student Life, and all students are encouraged to participate. Some of the annual events offered include Student Organization Fair, Student Leadership Workshop, lecture series, and service learning opportunities. An activities calendar, giving specific information about student activities and other campus events, is available in the Office of Student Life, sent to student email regularly, or on the Student Life homepage.
Student Handbooks are an important tool, which can be located on our website. All students are expected to be familiar with the information included in the Student

Handbook. This important document outlines the full array of student services, facilities and activities available on campus.

The Student Handbook describes the Financial Aid Satisfactory Academic Progress Policy, campus security information, parking procedures, the Student Conduct Code, student grievance and appeals procedures, and various other information pertaining to life on campus.

Whether a student has an interest in a special area, seeks to develop leadership skills, enjoys meeting people, or just wants to have fun, student activities and organizations on campus help enrich the college experience. For additional information about clubs and organizations offered on campus, please contact the Office of Student Life at (405) 682-7523 or access our club list at http://www.occc.edu/studentlife/clubs.html.

Civic Honors and Campus Impact

The Office of Student Life also provides two service learning programs. The Civic Honors and Campus Impact programs are designed to be a co-curricular option for students who wish to participate in service-learning. The objectives for these programs are to gain insight and experience about societal needs through civic involvement, to develop leadership skills and an understanding of leadership theory that can be used as a future leader in our community, an opportunity to gain an understanding of the complex issues facing our society and the world, as well as gaining an expanded awareness of self and others. OCCC recognizes students who demonstrate an outstanding commitment to both civic involvement and personal life skill development. For more information about these service learning programs, please contact the Office of Student Life at (405) 682-7523.

Office of Academic Advising

Academic Advising is located on the first floor of the Main Building. Students receive academic advisement, assistance with setting educational and career goals, selecting a major, and is the primary campus location for students to enroll/register for classes. Academic Advising provides career exploration tools, career advisement, and useful information for students who want to transfer to four-year institutions after they complete their studies at OCCC.

Responsibility for advising students is shared by the Office of Academic Advising and members of the faculty. Professional advisors in the Office of Academic

Advising serve new degree-seeking students, students who have not yet decided on a major and are seeking guided exploration of career options, students seeking to make application to one of the health professions programs offered at OCCC and returning students working toward a degree in the first few semesters. Faculty advisors provide career and academic planning guidance for returning students who have selected a major and are beginning to take courses specific to their major. Students are assigned a faculty advisor by their division after the drop period (or enrollment census date) of each 16 week semester. Students can also request a faculty advisor by visiting the Office of Academic Advising.

Each year, Faculty Advisors are invited to join the Academic Advisors in the office, working

either as a Summer Faculty Advisor during June and July or during a 16 week commitment in the Fall or Spring terms. Interest forms are distributed to the Deans a few months prior to contract start date. For more information contact the Office of Academic Advising at 682-7535.

Scholarships

Recruitment and Admissions manages and awards a number of scholarships for first-time students, GED recipients, recent high school graduates, and adults. Recruitment & Admissions provides limited information regarding externally funded scholarships but does offer initial advising regarding funding for college.

Other scholarship information can be found at this link: http://www.occc.edu/admissions/scholarships.html

Student Financial Aid

The Financial Aid Office is located in the Main Building (MB1G2). Students may visit the Financial Aid Office for assistance with completing the FAFSA (Free Application for Federal Student Aid). Available online at: www.fafsa.gov . Questions about grants, tuition waivers, loans, veteran's benefits, and federal work-study student employment should be directed to the financial aid office at: 682-7525 or financialaid@occc.edu. Information is also available online at www.occc.edu/financialaid.

STUDENT SUPPORT SERVICES

Counseling Services

Student Support Services houses licensed professional counselors, who offer brief solution focused counseling and referrals to community agencies and resources. OCCC recognizes that students' academic success depends on their personal
 development and emotional health. Counselors provide a supportive environment to foster the intellectual, emotional and personal development of students.

Information for faculty on how to assist students who may need counseling services can be found in the *Students in Distress* guide, which will help you identify, assist and refer students to the counselor. If you have not received this guide, you can find it at http://www.occc.edu/support/index.html in the faculty and staff information link.

Students who need community resources can find them on the Student Support Services website at http://www.occc.edu/support/community.html.

Hours of operation are 8am to 6pm Monday-Thursday, 8am to 5pm Friday.

If you have any questions regarding counseling services, please contact Student Support Services at (405) 682-7520.

Retention Alert Program

The Retention Alert is a retention intervention program. Faculty and staff are able to refer

students about whom they have academic concerns to the Learning Support Specialists for an intervention. Referral may be that the student is not submitting homework, has repeatedly failed or scored low on tests, or demonstrates inappropriate classroom etiquette.

Referrals can be made through:
- **Moodle:** This is the preferred method. Select "My courses," select the appropriate course, and select "Final Grades" located under ILP Integration. You may then click on "Retention Alert" in the last column to select that specific student. This helps insure that the correct student is referred to the Learning Support Specialists.
- **Employee Portal:** Select
  - MineOnline
  - Faculty
  - Faculty Information
  - Contribute Retention Info
  - Then enter the student's name or ID number. *It is important to enter the correct number and spelling be used with this method of referral.
- **Employee Portal:** Another method is to make the above selections, then select:
  - Class roster
  - Contribute Retention Info at the top of the page
  - Then enter the student's name or ID number. *It is important to enter the correct number and spelling be used with this method of referral.
- Once in the system, faculty will select an appropriate choice from a menu of options. Referrals will go directly to the Learning Support Specialists who will begin the intervention process.
- The referring instructor will receive a confirmation email when the Learning Support Specialists begin processing the case. Additional interaction between the instructor and the learning specialists may be necessary.
- Referrals made for an academic concern begin an intervention process which includes attempts to contact the student and to provide resources, information, or general support to help that student be as successful as possible in the learning environment. Referrals made for mental health concerns will be forwarded to a licensed counselor on staff.

Automated emails are sent to all students who have been referred EXCEPT for those referred for C.A.R.E.

C.A.R.E referrals should only be used when a student has behavior is a questionable, suspicious, inappropriate, or possess a threat of harm to self or others. These referrals are evaluated by the C.A.R.E. team to determine what course of action needs to be taken. Public safety is the number one concern of the team, and any action taken will depend on the gravity of the circumstances at the time.

A new Early Alert system is being piloted and access to the traditional retention alert system is limited. During the transition to the new system, all faculty will have access to submit a C.A.R.E. referral, as appropriate.

Disability Services

It is the responsibility of the faculty to work in conjunction with Student Support Services to provide approved accommodations and support services, in a fair and timely manner. Students should initiate a meeting to discuss the accommodations.

- Include an accommodation statement on every syllabus and read aloud to students during the first week of class. The following statement is appropriate:
  Oklahoma City Community College complies with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request by contacting the office of Student Support Services located on the first floor of the main building near SEM entry 3 or by calling 405-682-7520. All academic adjustments/ accommodations must be approved by Student Support Services.
  If you have been approved by Student Support Services to receive academic adjustments/accommodations you must talk with me either after class or during my office hours. This will allow me to be better informed on how to assist you with access during the semester. To respect your privacy I will not approach you, but the academic adjustments/accommodations must be discussed to ensure ideal implementation for you. All information will remain confidential.

- Check your MineOnline Roster regularly for the Academic Adjustment/Accommodation. Contact Student Support Services if you have any concerns about the requested accommodations. The student's documentation is considered a medical record and therefore does not qualify to be part of the student's records and is not subject to faculty inspection.

- Provide the accommodations either personally or by making arrangements with the SSS office.

- Assure the **confidentiality** of any information relating to a student and a disability. At no time should the class be informed that a student does have a disability. Shred all documents after the student is either no longer in your class or the session is completed.

- Ensure that the student with a disability is held accountable for the mastery of material as all students, although it may be demonstrated in a different manner.

- Ensure testing will occur in an appropriate manner. If the test will be administered in a location other than the classroom, ensure all directions are communicated to the test administrator. Coordinate test delivery and return with the test administrator.

- Contact the Student Support Services if there are questions or concerns about providing the accommodation as written.

- Complete and return any accommodation follow up inquiry.

- Complete captioning instructional form on-line when needed.

- Any questions concerning interpreting accommodations for deaf students contact the Coordinator of Disability Services.

TRiO Student Support Services Program

Additional wrap-around services are available to 160 students accepted into the TRiO-SSS program. TRiO Student Support Services provides eligible OCCC students with academic and support services to ensure their successful transfer and completion of a baccalaureate degree. To qualify for TRiO SSS, students must be first-generation, low-income, or have a documented disability. Services include peer tutoring, study skills training, time management skills, academic advisement, financial aid and scholarship assistance, and college transfer assistance. Additional services include peer mentoring, personal counseling, cultural awareness, and career exploration. Students can apply at any time and cohorts begin the program at the start of each semester. Office: MB, Room 1T7. More information: 682-7865, http://www.occc.edu/sss/.

GENERAL COLLEGE RESOURCES & INFORMATION

Campus Safety

The OCCC Campus Police Department is responsible for providing a safe and secure campus environment for each student, employee and patron of OCCC. There are Police or Security officers available 24 hours each day to respond to any calls for assistance. In addition to responding to police, fire and medical emergencies, the Campus Police manage parking and traffic flow, provide security escort to and from parking areas when requested and assist with minor vehicle problems such as assistance when keys are locked in cars or when a vehicle has a dead battery.

In an emergency, Campus Police can be contacted using any of the following methods; pressing the Emergency Button on any Cisco campus telephone, dialing X 7872, activating any Red Emergency Phone or by activating any of the Blue Call Boxes located in the parking lots and other outdoor areas used for pedestrian travel.

Dialing 911 with any telephone either cell or hard wired will connect you with the Oklahoma City Emergency Communication Center. If 911 is dialed from a campus telephone, the Campus Police will also be notified the phone was used to access emergency services. The Campus Police will be unaware of your need for service if you dial 911 from a cell phone. Campus police personnel can be on scene more quickly and encourage persons on the OCCC campus to make the Campus Police department the original point of contact. To contact the Campus Police utilizing a non-campus telephone or cell phone, dial 682-7872.

The Campus Police Department is located on the first floor of the Main Building in area 1K8.

Recreation and Fitness

The Department of Recreation and Fitness offers a variety of non-credit classes, special events and activities on campus. As an employee of Oklahoma City Community College you are able to use the facilities and attend classes free of
 charge. The Recreation and Fitness program aspires to encourage and provide quality wellness, recreation and fitness opportunities to our students, staff, and community

members. We seek to instill a healthy lifestyle through a diverse range of educational and recreational programming.

Wellness Center
Our Wellness Center provides people with opportunities to develop and maintain their individual level of fitness. The center features a weight room, gymnasium, cardiovascular room, and aerobics room. We maintain a comfortable workout environment for our members, and weight room staff is always on duty.

Enjoy variety, flexibility, and fun in the Group Exercise classes with many to choose from including TRX, Zumba, Cardio Kickboxing, Sets & Reps and Tabata Spin classes, to name a few! The classes are designed to provide a balanced workout regime by providing a mixture of cardio, strength and flex workouts.

The weight room consists of free weight and many brand new selectorized and plate loaded machines. The new Hoist Roc-It machines are designed for natural safe movement of the joints and can work for any fitness level. These machines have descriptions and pictures to show targeted area and correct usage with QR codes for additional information. The cardio area, with 4 big screen TVs, consists of treadmills, recumbent bikes, water rower, ellipticals and a lateral elliptical. The Wellness Center has 2 basketball courts which can be converted for Volleyball and Badminton. There is a TRX, stretching/core area and a group fitness room. The locker rooms offer private dressing rooms, showers, restrooms and day lockers (must provide your own padlock).

Employee Wellness Benefit
Employees and retirees may attend the group fitness classes offered through the **Recreation & Fitness department.** Class offerings will vary from semester to semester and are subject to change. Current schedules are available on-line or at the Wellness Center check-in desk.
1. All class participants must check in at the Wellness Center Desk before the class begins.
2. Once checked in, a wrist band is placed around the wrist. It is mandatory the wrist band be worn throughout the class.

Recreation and Fitness Membership
All regular full-time employees, faculty, adjuncts and regular part-time employees of Oklahoma City Community College are eligible for a free membership.
For any questions please contact the Recreation office at (405) 682-7860.

Information Center
The Information Center provides information and assistance to the public, students and staff concerning the College schedule, services and procedures. Call extension 7553 for information.

Computer Services

Assistance with computer hardware or software problems is available by calling the Computer Hotline (Ext. 7777 or 405-682-7777 from a non-campus phone) between 8:00 a.m. and 5:00 p.m.

Assistance requests can also be sent by email to TechSupport@occc.edu.

Parking

Parking is designated for College faculty and staff. Employee vehicles must be registered with the Campus Police Department in order to receive hanging placard for faculty and staff or adjunct parking. The hanging parking placard must be clearly displayed inside the vehicle facing out on the vehicle rearview mirror. Oklahoma City Community College Traffic and Parking Regulations are available in division offices and from the Campus Police Department, located in area 1K8 of the Main Building. Assistance with stalled vehicles is also provided.

Telephone Service

The central switchboard is staffed from 7:00 a.m. to 10:00 p.m. Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday. The College is closed on Sunday. Contact the Evening Administrator for summer operating hours. Incoming calls at other times are transferred automatically to designated stations. Outgoing calls in the Oklahoma City area may be dialed directly using a "9" prefix. To place a long distance call dial 9-1-AREA CODE-NUMBER, wait for the "prompt," and enter your long distance code number. Your long distance code number may be obtained in the division office.

To check voicemail when you are off campus dial the voicemail system at 405- 686-MAIL. When you hear the message start, enter your extension number. You will be prompted for your pin number followed by the #.

Removal of College Property

College owned equipment may not be removed from the premises. If there is a need to check out equipment, contact the appropriate dean and inform the Campus Police Department at the time of removal.

Maintenance and Care of Facilities

All faculty and staff members are urged to take pride in the appearance of areas which they use, or for which they are responsible, and to keep these areas neat
 and orderly. Report all custodial and maintenance needs, including hot/cold calls, to your respective Dean's Office so a work request can be generated.

Report urgent or emergency facilities requests requiring immediate attention to your Dean's Office and Facilities Management at extension 7554 for a quicker response time. Outside normal working hours when the respective Division Office and Facilities Management are closed, contact extension 7554 and the call will be transferred to the College operator.

College Bookstore

The Bookstore sells textbooks, supplies and materials to students, faculty and staff. All merchandise purchased for resale by the Bookstore is sold at the approved mark up. There are no discounts to individual faculty and staff.

See your dean for information regarding procedures for charging instruction related supplies.

Normal hours of operation are:
Monday – Thursday   8:00 a.m. to 6:00 p.m.
Friday   8:00 a.m. to 5:00 p.m.
Saturday – Sunday   Closed

Automated Teller Machine

For your convenience OCCC houses an ATM on campus. The machine is located just outside the bookstore entrance. Withdrawals require a fee of $2 per transaction, unless the customer has an account with Republic Bank & Trust and uses a Republic Bank & Trust Card.

College Vehicles (Transportation)

OCCC vehicles are available for OCCC employees for the sole purpose of providing transportation of College employees and students who must travel to perform **official OCCC business and are NOT for personal use**. A vehicle can be requested by going to the OCCC's employee portal site at https://portal.occc.edu/employees/Pages/default.aspx under the application pull down menu select Vehicle Reservation or by using this link https://occc.agilefleet.com/login.asp. Before making your first reservation an employee will have to register and be approved as a driver. Upon registering, an employee will be asked to select their own username and password for accessing the online vehicle reservations. To register as a driver go to the lower left corner of site select the **Sign Up Now!** option and complete the registration information form. Once the employee's information is approved an email will be sent back signifying they have now been approved as a driver. Once a driver is approved they are able to log-in and make a vehicle reservation.

Once a reservation has been scheduled, a vehicle Reservation Confirmation email will be sent to the requesting driver. This will require the driver's signature <u>as well</u> <u>as</u> the Accounting Unit and/or Program Head's signature that the requested vehicle will be supporting. The signed Reservation Confirmation form <u>must be presented</u> to pick up the keys and Trip Sheet.

Keys and Trip Sheets may be picked up at the Material Control Office Monday through Friday from 7:30 a.m. to 5:00 p.m. (excluding holidays). After normal business hours, keys, and Trip Sheets can be picked up from the Campus Police Office. To contact the Campus Police office when the building is closed, use one of the external emergency call

boxes or call 682-7872.

The driver named on the reservation is responsible for understanding and adhering to ALL OCCC policies and procedures regarding Motor Pool while the vehicle is checked out to them. These policy and procedures can be reviewed from the **Fleet Management** site under Policies and/or from the OCCC procedure #3015.

Vehicles are to be returned on time (if unable the Material Control Office should be notified as soon as possible to assist in any scheduling conflicts that this may have caused). Vehicles are to be parked in their assigned vehicle spot in the Motor Pool parking area. Ending odometer reading is to be filled out on the Trip Sheet. The returned vehicle should be free of trash or excessive debris. Remove all personal property. Make sure that the vehicle is locked and all lights and accessories are turned off.

Keys, Trip Sheets, and all fuel receipts must be turned in to the Material Control Office during normal business hours.

After business hours or on weekends, vehicle keys and Trip Sheets may be returned to the drop box located outside of the Material Control office on the Shipping and Receiving Dock. Additionally, vehicle keys and Trip Sheets may be returned after hours and on weekends to the Campus Police office or to a campus Security Officer. To contact a campus security officer when the building is closed, go to one of the external emergency call boxes or call 682-7872. Vehicle, keys, and Trip Sheet MUST BE turned in at the end of the scheduled reservation.

Vehicle reservations that are no longer needed should be cancelled as soon as possible to allow other requests to potentially be fulfilled. A driver can cancel a vehicle reservation by going to the Vehicle Reservation site, then to **My Schedule** link, and clicking on the red X next to the reservation they wish to cancel. Additionally, they may call the Fleet Management Clerk @ 682-1611 Ext. #7316.
 If you have additional questions and/or specific inquiries please contact Fleet Management Clerk @ 682-1611 Ext. #7316 or the Material Control Assets and Production Manager @ 682-1611 Ext. #7693.

Mail Procedures
(OCCC Procedure #3022)
The OCCC's mail services are for OCCC business only. Each department is responsible for the preparation of its own mail, including the functions of addressing, enveloping and completing customer forms. All out-going mail has to have the sender's department account number in the upper left corner. The Material Control Department may inspect the contents of any piece of mail to which OCCC postage is being applied to confirm that the mail contains business-related material. The Material Control Department may also inspect incoming OCCC mail to determine whether it contains revenue or to determine its destination if the envelope is unclear. The use of OCCC's address for receiving personal mail is discouraged. Only OCCC employees are permitted to use OCCC's address to

receive mail. The OCCC return address is the only return address that can appear on mail presented for OCCC postage processing.

FORMS

The following forms can be found on the employee portal or through your division office. (https://portal.occc.edu/employees/forms/default.aspx)

Faculty Performance Self-Appraisal
Faculty Performance Self-Appraisal Summary Report
Faculty Development Plan
Travel Process Instructions and Form
Online Office Hours Agreement Form
Learning Outcomes Plan
Learning Outcomes Report
Deferred Credit (I) Agreement
Override/Late Registration Authorization Form
Student Appeal for a Grade
Arrangements for Professional Absence
Arrangements for Class Absence
Test Center Instructions Form