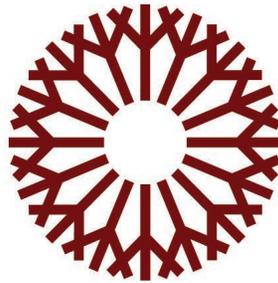


# **ADJUNCT FACULTY HANDBOOK**

**2021-2022**



**OKLAHOMA CITY  
COMMUNITY COLLEGE**

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## GENERAL INFORMATION

### 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 number is 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.

### Mission Statement

- Student Success and Community Enrichment

### 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 academic standards are set high, classes easily transfer to other colleges and universities in Oklahoma and nationwide.

### Built for Student Success

More than 40 years ago, the founders of Oklahoma City Community College had a dream to have thousands of students walk through the doors each year.

Today, that dream has become reality, and OCCC is now the fourth largest higher education institution in Oklahoma, serving more than 24,500 students each year.

### 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 Oklahoma City, making student access to the campus easy from a number of traffic routes.

Since humble beginnings in 1969, OCCC has expanded rapidly in order to serve a continuously growing student population, providing the following facilities that offer great opportunities for students:

### The Future and Beyond

Through the last four decades, Oklahoma City Community College has added programs, faculty, students and buildings to the campus, but the mission remains the same. OCCC aspires 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 also 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*

### 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

- Access: Our community has broad access to valuable certificate and degree programs, and non-credit educational opportunities and events.
- Student Success: Our students successfully complete their academic courses, persist in college and earn certificates or degrees at OCCC or another institution.
- Workforce Development: Our graduates earn higher-level degrees or are successful in technical and professional careers.
- 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.

## OCCC's Big Goals

- Triple annual giving and grants to support student scholarships, community events, the endowment and other college purposes.
- Close the academic achievement gaps that persist with low-income, first-generation, and minority students.
- Receive designation as a Hispanic-serving institution from the United States Department of Education.

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.

## **Student-Centered and Student-Driven**

At Oklahoma City Community College, every day, in every department, students are offered access to a high quality education and given all the support necessary to succeed. It is not just the vision; it is the 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.

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

Some students come to pursue one of the 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. OCCC is proud to say that professors work diligently not only to teach students, but also to mentor them as well.

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

## **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 is best for students?

## 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 departments and divisions:

Vice President for Academic Affairs: Dr. Vince Bridges ext. 7534

Associate Vice President for Academic Affairs: Dr. Glenne' Whisenhunt, ext. 7534

Administrative Assistant to the Vice President for Academic Affairs: Ms. Eleanora Palen, ext. 7534

### Center for Learning and Teaching

Director: Ms. Lindsey Baker

Department Office: SEM 2G3, ext. 7838

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 students historically do not 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 is 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 observe fully 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? Wish 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](mailto: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.

## **Curriculum and Assessment**

Director:

Department Office:

Curriculum and Assessment assists academic divisions in the preparation of curriculum changes for review by the Curriculum Committee and for submission to Academic Affairs and the Oklahoma State Regents for Higher Education (OSRHE), guides assessment strategies for program reviews and other assessment reporting, and works on the catalog and articulated transfer agreements. More information about Curriculum and Assessment is available at the following link: <http://www.occc.edu/ca/index.html>

## **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 allocate employee resources effectively.

Faculty should consult with the Department Chair and/or Division Dean for further information relative to responsible staff in administering the defined responsibilities contained in this handbook.

### **Division Deans**

The Division Deans are the direct supervisor of the Program Chairs/Program Directors and manage the daily operations of the division. The Deans report to Vice President for Academic Affairs.

- Coordinate the activities of the division and supervise the Program Chairs/Program Directors and the division office staff.
- Ensure institutional and state policies and procedures are followed
- Monitor division enrollment for capacity
- Assure the division faculty complete program and general education assessment
- Act as an appeal level for grade appeals
- Coordinate and implement Academic Affairs initiatives in the division

### **Department Chairs**

Serves as the direct supervisor of the academic department and manages the daily operations to include all of the following duties:

- Act as the hiring manager and direct supervisor to full time and adjunct faculty in conjunction with the Division Dean to coordinate hiring of full-time faculty, and assigning full-time faculty mentors.
- Collaborate with Division Dean on program updates and degree plan changes.
- Ensure appropriate course/curriculum updates for department's classes in collaboration with faculty.
- Build, monitor and adjust the schedule to meet enrollment needs.
- Monitor and record full and part time faculty workloads to ensure ACA compliance.
- Assure department faculty complete general education assessment.
- Develop five-year program plans/assessment and program reviews.

Maintain and update accreditation and certification status for department programs/degrees

### **Division of Arts, English, and Humanities**

Dean: Dr. Joe Moffett

Division Office, 1E3 AH, ext. 7558

#### Programs:

Art (AA)

Digital Media Design

-Graphic Design (AAS and Certificate)

-Photography/Digital Imaging (AAS and Certificate)

Digital Cinema Production (AA, AAS, and Certificate)

Diversified Studies (AA, AS)

Humanities (AA)

Journalism and Broadcasting

-Broadcasting (AA)

-Journalism (AA)

- Public Relations (AA)
- Liberal Studies (AA)
- Modern Languages
- French (AA)
- Spanish (AA, Certificate)
- Music (AA)
- Pre-Education (AS)
- Speech and Theatre
- Speech (AA)
- Theatre (AA)
- Workplace Writing and Communications (Certificate)
- Leadership (Certificate)

### **Division of Business and Information Technology**

Dean: Mr. John Claybon

Division Office: LIB 323, ext. 7888

#### Programs:

Automotive Technology and Honda Pact

- Automotive Technology Internship Program (AAS)

- Automotive Technology (Certificate)

- GM Automotive Service Education Program (AAS)

Business (AS)

Business

- Accounting/Finance Support Specialist (AAS)

- Bilingual Banking and Finance (Certificate)

- Business Management (AAS)

- General Business (AAS)

- Vehicle Service Advisor (Certificate)

- Vehicle Service Management (AAS)

Computer Science

- Computer Networking Support (Certificate)

- Computer Programming (AAS)

- Computer Systems Support (AAS)

- Computer Systems Support (Certificate)

- Cyber/Information Security (AAS)

- Cyber/Information Security (Certificate)

- Web Design and Development (AAS)

- Web Design (Certificate)

- Web Development (Certificate)

Computer Science

- Computer Science (AS)

- Management Information Systems (AS)

- Software Development (AS)

Computer Aided-Technology

- Computer-Aided Design (AAS)

- Computer-Aided Design (Certificate)

- Geographic Information System (AAS)
- Unmanned Aerial Systems (Certificate)
- Unmanned Vehicle System (AAS)

### **Division of Health Professions**

Dean: Dr. Kathy Wheat

Division Office: HP 201, ext. 7507

#### Programs:

Anesthesia Technology (AAS)

Emergency Medical Sciences

-Advanced Emergency Medical Technician (Certificate)

-Emergency Medical Technician (Certificate)

-Emergency Medical Sciences (AAS)

\*\*Medical Assistant (AAS-Prior Learning Assessment Program)

-Paramedic Certification (Certificate)

Nursing

-Baccalaureate to Associate Degree Nurse Accelerated Pathway (AAS)

-Nursing Career Ladder Pathway (AAS)

-Nursing Traditional (AAS)

Occupational Therapy Assistant

-Flex Track (AAS)

-Traditional Track (AAS)

Physical Therapist Assistant (AAS)

Respiratory Care Therapist (AAS-Francis Tuttle Cooperative Alliance)

Speech-Language Pathology Assistant (AAS)

\*\*Surgical Technology (AAS-Prior Learning Assessment Program)

\*\*Prior Learning Assessment (PLA)

Office of Records and Graduation, ext. 7512

### **Division of Science, Engineering and Mathematics**

Dean: Dr. Max Simmons

Division Office: SEM 2E6, ext. 7508

#### Programs:

Biology

-Biology (AS)

-Pre-Baccalaureate Allied Health (AS)

-Pre-Baccalaureate Nursing (AS)

Chemistry

-Chemistry (AS)

-Pre-Medicine (AS)

-Pre-Dentistry (AS)

-Pre-Pharmacy (AS)

Clinical Research Coordinator (AAS and Certificate)

Engineering (AS)

**\*\*Engineering Technology (AAS-Prior Learning Assessment Program)**

Mathematics (AS)

Physics (AS)

**\*\* Prior Learning Assessment (PLA)**

Office of Records and Graduation, ext. 7512

### **Division of Social Sciences**

Dean: Mr. John Castree

Division Office: HTC 1H4, ext. 7359

#### Programs:

Child Development (AA, AAS, and Certificate)

Community/Public Health (AS)

History (AA)

Political Science/Pre-Law (AA)

Psychology (AA)

Sociology (AA)

### **Honors Program**

Honors Program Coordinator: Dr. Liz Largent

Department Office: AH 2F2(B)

The Honors Program at Oklahoma City Community College invites eligible students to develop a deeper understanding of academic material through individually designed Honors Projects. Honors Projects present students and instructors with a unique opportunity to work collaboratively on a variety of creative and in-depth intellectual endeavors.

#### Eligibility

- Entering freshmen and students with fewer than 12 college credit hours must have the following: a composite ACT score of at least 22 or a high school grade point average of at least 3.25.
- Continuing Oklahoma City Community College students, including transfer students, must have the following: 12 or more completed college level, credit hours and a cumulative or retention college GPA of at least 3.25.

#### Application Process

The application process includes an application form, personal essay and an interview with the Honors Program Coordinator. Generally, students should apply to the Honors Program before completing 30 credit hours.

#### To Graduate With Honors, Students Must:

- Have a minimum cumulative or retention grade point average of 3.25.
- Complete four honors projects related to courses being taken or were taken within the last year, earning a B or better in the course in which the honors credit is applied. Exceptions to one year past may be made by review of the Honors Program Coordinator and the Registrar.

#### Contact Information

For more information regarding the Oklahoma City Community College Honors Program, or to make an appointment to discuss Honors Program opportunities, please contact Liz Largent, Professor of Leadership and Critical Thinking and Honors Program Coordinator, [liz.a.largent@occc.edu](mailto:liz.a.largent@occc.edu).

#### Program Benefits

- One-on-one mentoring interaction with Oklahoma City Community College faculty members.
- Unique academic work that will prepare students for the next levels of academic pursuit.
- Enhanced scholarship opportunities.
- Academic distinction noted on official transcript.

#### **Institutional Effectiveness**

Director: Dr. Adam Molnar

Department Office: AH 1B3

Institutional Effectiveness directs the college's research activities, monitoring reports, data collection, research data, preparation of reports, and other college assignments. More information about Institutional Effectiveness is available at the following link: <http://www.occc.edu/planning-research/index.html>

#### **Keith Leftwich Memorial Library**

Director: Ms. Ann Raia

Department Office: First floor of Library, ext. 7564

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 OCCC email user name and password. The Library has small-group study rooms for groups of two or more. A Collaboration Room and Huddle Station are available for groups to work on projects utilizing technology.

To check out materials faculty, staff and students use their OCCC ID cards or valid photo ID. 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 copies of textbooks may be placed on reserve at faculty request. Faculty may also place personal copies of materials on reserve. Contact Johnny Hill at x7315 or [johnny.c.hill@occc.edu](mailto:johnny.c.hill@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 through the "Renew Your Library Books" link on the Library homepage.

- A current OCCC or other valid 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 "Articles" tab. These provide access to thousands of full text articles in journals, and magazines and current and historical newspapers. Use the A-Z List of Periodicals to view the Library's full list of periodical subscriptions.
- Many other electronic resources are available under the "Other Resources" tab.
- 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 Portal/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 focus on materials and resources available for specific courses and assignments. Instruction may also focus 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. Contact the Library liaison for your division to make a request. 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 x7468.

Learn how to incorporate Library resources and research strategies into your courses. Visit the Information for Faculty Guide at <https://libguides.occc.edu/faculty> for information about the following:

- Library overview
- Instruction classes
- Information on how to link to the Library catalog, articles, and databases
- Links to Library tutorials and how to find help

- Teaching resources
- Copyright information

Contact your Library liaison if you have questions regarding services available to you.

Division Librarians:

Arts, English, and Humanities: Mr. Johnny Hill, ext. 7564

Business and Information Technology: Ms. Ann Raia, ext. 7468

Health Professions: Ms. Dana Tuley-Williams, ext. 7390

Science, Engineering and Mathematics: Ms. MaryGrace Berkowitz, ext. 7229

Social Sciences: Ms. Dana Tuley-Williams, ext. 7390

### Procedures for Requesting Streaming Video

To fulfill the mission\* of the Library, adhere to the *Library Collection Development Guidelines\*\**, and in support of the *OCCC Strategic Plan (Renewal, Change and Innovation: 2019-2023)* that highlights a focus on online learning, the OCCC Keith Leftwich Memorial Library supports faculty requests for streaming videos that enhance student learning and support the curriculum of OCCC courses. The Library asks that faculty and their supporting division work with the Library to find the most cost efficient option and understand that some requests cannot be satisfied due to cost, budgetary constraints, or failure to meet College accessibility requirements.

When a streaming video is needed, OCCC faculty should check for the availability of the desired video through the current OCCC Library streaming services: Films on Demand and Swank Digital Campus. If the video is not available in Films on Demand and is not part of the current OCCC Swank collection, a request for the video can be submitted using the Streaming Video Request Form:

<http://occc.libsurveys.com/streamingvideorequest>

The Library will first attempt to acquire the video through Swank. If the video is available, technical specifications, such as the availability of captioning, will be reviewed. If no concerns are found, the video will be acquired and made available to the faculty to be added to their course in the College LMS. If captioning is unavailable, the request cannot be processed, as the video does not meet College accessibility requirements.

If the video is unavailable or does not have the required captioning, faculty should search for an acceptable alternative video through the available streaming services. The liaison librarian is available to assist in searching for alternatives. If an acceptable alternative is unavailable, the faculty can request that the Library pursue streaming rights from an alternative distributor. For these requests, the Library will make efforts to honor the request based on the available budget for the current semester. However, if the cost for a single streaming license exceeds an acceptable amount or funds are unavailable, the request will not be fulfilled.

Streaming videos is a more recent format request. The Library will closely monitor streaming and make necessary adjustments, including the process for requesting individual streaming rights as well as changes to the streaming resource platforms to which the OCCC Library subscribes.

**\*Mission Statement:**

Oklahoma City Community College's Keith Leftwich Memorial Library will support the mission of the College through the following goals: Provide exemplary services that foster information literacy and enhance teaching and learning, and by developing, organizing, and maintaining resources that provide for diverse perspectives and styles of learning and that support the instructional programs, research efforts and social responsibilities of the College.

**\*\*From the OCCC Library Collection Development Guidelines:**

The OCCC Library is committed to providing students, faculty and staff a rich mix of resources (information and services) that support lifelong learning. As publishing and scholarship changes—as new formats appear and the ways people gather and share information migrate—the librarians will adapt strategies to ensure that the Library provides resources in the forms that are the most accessible and useful to users.

Last Updated: July 20, 2018

## **ADJUNCT FACULTY RESPONSIBILITIES**

**Adjunct 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**

An adjunct faculty member is primarily responsible for supporting student learning by providing quality instruction in courses that the adjunct 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, an adjunct faculty member is expected to:

- Manage program and course curricula by writing course syllabi.
- 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 as required.
- Acquire new knowledge and skills as appropriate for the academic discipline.
- Maintain license or professional certification specific to program requirements.
- Satisfy objectives for mutually agreed upon special assignments.
- Support the college's vision, mission, goals, and priorities.

An adjunct faculty member is also expected to:

- 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>
- Contribute to a safe educational & working environment.
- Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and others.
- Complete quarterly health and safety training pursuant to OCCC's established safety and health procedures and practices.
- Participate in all applicable OCCC emergency, evacuation and shelter in place drills and be prepared to take action and assist others in taking appropriate action should a health or safety emergency occur.

### **Syllabus Checklist**

Required Information Items (May be contained in the syllabus and in conjunction with other required course materials such as course schedule.)

- 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
- Expected times for responses to student emails and grading
- 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
- Created in the Section 508 Accessible Syllabus Template

#### Items Included in Moodle

- Institutional Attendance Policy, including Never Attended Information
- Withdraw Policy
- Academic Integrity Policy
- Assessment Statement
- Institutional Emergency Procedures

#### Moodle Requirement

- Syllabus w/ Tentative Schedule Uploaded
- Attendance
- Current Gradebook

#### Assessment of Student Learning

Oklahoma City Community College is committed to providing quality educational experiences to all students and to allow striving for continuous improvement in its programs and services. Student learning assessment is vital to the educational process and can be of significant value to you and to the students who follow you the student as well as contribute to their education success.

To ensure that adequate assessment information is available to allow OCCC to continuously improve programs and services, students you may be asked to participate in personal interviews; take program and/or general education assessments, which could be tests; give oral presentations, write assignments, take surveys, or engage in other activities. You may be asked to complete the assessments, tests, and other activities during designated times, which may include class periods in a semester. These opportunities are your opportunity to help OCCC improve the courses, programs, and services which could affect you and will certainly impact students in the future.

#### Attendance Requirements

OCCC expects 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 could forfeit the right to make up the work.

#### Email Statement

Each instructor's course will provide a detailed statement about the timeframes for responses to communication as well as how students should communicate effectively and professionally with their instructors.

Each course should provide students specific timeframes for grading of assignments and posting grades that are clearly stated and followed.

#### 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 Registrar. For more information regarding your student rights under FERPA, visit

<https://www.occc.edu/records/ferpa/>

#### Never Attended - Non Attendance

- Students who do not attend class(es) for which they have enrolled, will be reported as Never Attend and will receive a status of NA. The deadline for students to attend class or engage in an online class is the drop with refund date for the respective term.
- The NA will not be reported on the student's transcript.
- The status of NA is given regardless of the student's financial aid status and/or if the student has made any payments.
- A first semester student who is NA'd from all of their respective classes, will not be charged the \$30 application fee.
- Students will not be charged for the class(es) for which they receive an NA.
- Students' financial aid awards will be recalculated to remove NA courses, which may result in a reduced award amount.

#### Pregnancy and Parenting Statement

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 a designated Director of Equity and Compliance Senior Deputy Title IX Coordinator, Dr. Regina Switzer (405-682-7810) [regina.a.switzer@occc.edu](mailto:regina.a.switzer@occc.edu) Contact Dr. Switzer when a pregnant or parenting student needs assistance in understanding or protecting the students' rights under Title IX.

### OCCC Emergency Procedures

The health and safety of all our students, faculty, and staff are OCCC's prime concern. The procedures outlined below are designed to deal with emergencies of various types. Students should always follow the lead of their instructors.

Fire - First notification will come from the fire alarm horns, sirens, and strobes. The class should gather their belongings, exit the building using the nearest exit, and move to a parking lot. *Do not use the elevators.* No alarm should be treated as a false alarm. Horns, sirens, and strobes are only used for fire alarms.

#### Fire (Special Considerations)

If someone in your area is not physically capable of descending the stairwell, please ensure that they remain in the "*area of safe refuge*" located just inside each upper-level enclosed first stairwell. There are emergency phones located near each of these areas.

#### Medical Emergencies

For all medical emergencies use the "*Emergency*" button located on each classroom or office phone. The classroom or office phone will display your current location, allowing for fast response to your location. You can also report a medical emergency to the Campus Police Department using any phone by dialing 682-7872. Dialing 911 directly may delay emergency responders. Campus Police and Security Officers are Basic Life Support capable and will also direct necessary Emergency Medical Services to your location. Remember to treat all bodily fluids as if they were contaminated and a potential biohazard.

#### Bomb Threat/Evacuation

If you receive a bomb threat, document as much information as possible and push the "*emergency*" button on the phone. If the decision to evacuate is given, the phone will *sound* an alarm and *display* a text message. The class should gather their belongings, exit the building using the nearest exit, and move away from buildings to Faculty Circle by the most direct and safe route. Please turn off *all* wireless devices. (Cell phones, radios, laptops, and other portable devices.) Updated information will be communicated as soon as it is available. Do not return to any building until there is an "All Clear" message.

#### Severe Weather

Tornado warnings with a potential impact to OCCC properties will be sent directly to the classroom phone. The phone will *sound* an alarm and *display* a text message. The class should gather their belongings, move away from exterior glass and exits, and move to safer areas. Designated for the building you are occupying. These "Safer Areas" are lower-level interior classrooms and hallways. Some buildings include stairwells as safer areas. You should familiarize yourself with the safer areas near your classroom(s). If the city/county sirens are sounding and OCCC is *not* in the warning area, a message will be sent to the classroom phone advising this information.

#### Disturbance/Threats

If someone is causing a disturbance in a classroom, call the Campus Police Department immediately. Use the "emergency" button located on each classroom phone. Distance yourself from that person, do not place yourself in the person's exit path and remove all potential weapons from the area.

### Shelter in Place

If there is an armed person or active shooter on campus, the Campus Police will initiate a Shelter in Place alert. If in a classroom, office or other place where you can lock the door;

- Close and lock your hallway doors. Do not let anyone into the classroom.
- Silence cellphones, darken screens and remain calm & quiet
- Turn off the lights and shut any available blinds
- Use desks, tables and other objects to provide protection or barricade doorways
- Remain sheltered until an All Clear is issued by the Campus Police.

If in an open area;

- Get out of the building immediately using the nearest exit
- Do not look back or stop until you know you are away and safe
- Stay out and away from building until and All Clear is issued by the Campus Police.

### Withdrawal Policy

A student choosing to withdraw from a class must complete and submit an add/drop form which may be obtained from the advising office or withdraw online through his/her student account before the beginning of the fourth quarter of a semester (i.e., through the 12th week of a 16-week semester or the sixth week of an eight-week semester). Students who do not take the initiative to officially withdraw from a class may be given the grade of "F" and will be responsible for full payment of tuition and fees for the class. If you have questions regarding this notice, please consult your instructor.

### **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 allocate employee resources effectively.

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

### **Expectations from Dean**

- Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and others.
- Use an approved program/course syllabus that has been reviewed by the division dean. Guidelines for course syllabi are in this document.
- Use all assigned textbooks.
- Put all classroom, attendance and grading policies and procedures in writing for your students and distribute these early in the course.
- Inform your dean by completing a professional absence form any time an emergency requires that you miss class and arrange for a substitute if time permits.
- Take paperwork and deadlines seriously. One instructor's failure to complete requested paperwork or meet deadlines affects the efficient running of the entire college.
- Post and observe one office hour a week for each three-credit-hour course you teach.
- Consistent with the approved recommendations of the Online Instruction Task Force (dated May 20, 2002) faculty will have the option of holding off-campus online office hours during the

academic year.

- Faculty who desire to exercise this option must agree to the Off-Campus Online Faculty Office Hours Agreement (See Forms).
- Keep your dean informed of any problems concerning the success of your class
- Check your mailbox every time you are on campus.

### **Expected Practices for Designing and Teaching Online Courses**

A. The following expected practices should be used as guidelines in the development and teaching of online courses.

- Course introduction, syllabus, current schedule, and a personal greeting from the instructor are available online.
- Each course must maintain the Gradebook, Syllabus, and Attendance in the College's LMS system (Moodle). Instructors are required to have this information available at the start of the semester for students and maintain gradebook and attendance in a timely manner throughout the term of the course.
- Course and unit outcomes are clearly communicated and measurable.
- Course grading policies are clearly stated, as are descriptions of required assignments and tasks.
- Course is designed for interaction between students and student-faculty.
- Course assignment prompting engagement with course materials/objectives due prior to posted due date for add/drop period of the class term (online engagement examples: completed a discussion post or other type of assignment; or discussions or emails between student and instructor specific to course content).
- Time frames for responses to communications and grading of assignments are clearly stated and followed.
- Course design is based on appropriate pedagogy for the media and content.
- Continued student engagement is expected and required by course design and the enforcement of timelines/deadlines.
- Course design should support multiple learning styles and should exhibit high expectations for student learning.
- Required resources are displayed in a timely manner and provide the information to support the student during their learning.
- Resources should be scholarly and properly cited and permission has been received for their use.
- Navigation throughout the course is logical, consistent, and efficient.
- Multiple points of contact are listed for support resources within the online learning environment.
- Course content and presence should be engaging and inviting for learners.
- Course incorporates ADA standards.
- Course incorporates principles of academic integrity including those specific to the online environment.

B. Demonstration examples of these expected practices are available for faculty by one or both of the following methods:

- A course designed within the learning management environment that provides a working model showcasing the expected practices.
- An online reference area that displays and explains one or more samples of the various expected practices.

References

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ISTE (2008). The national educational technology standards (NETS-T) and Performance Indicators for Teachers. Retrieved from [http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS\\_T\\_Standards\\_Final.pdf](http://www.iste.org/Content/NavigationMenu/NETS/ForTeachers/2008Standards/NETS_T_Standards_Final.pdf)

Instructional Technology Council, University of Texas Telecampus, and WCET. (2009, June). Best strategies to promote academic integrity in online education, version 2.0. Retrieved from <http://wcet.wiche.edu/wcet/docs/cigs/studentauthentication/BestPractices.pdf>.

## **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 or Moodle. The printed sheet requires the professor to enter the grades by hand. If the professor chooses to utilize an Excel spreadsheet, the class roster should be accessed from the OCCC Portal list. In any event, the professor must check the accuracy of their class list(s) before students are allowed to reenter the classroom. It is a requirement that a gradebook be kept in Moodle and updated frequently to allow students to know where they stand in the class.

Professors should not add names of such students to their grade book without verification from the Registration area or their OCCC Portal 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 via 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.

## **Grade Changes**

An instructor can effect a grade change by utilizing the Request for Grade Change and “I” Conversion, forms. 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 for 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.

## **Transcripts to Students**

Grades are available no later than three days after the end of a semester and may be accessed online at [portal.occ.edu](http://portal.occ.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 [portal.occ.edu](http://portal.occ.edu); however, grades are posted to the Official Transcript within five working days of the last day of the semester or term of enrollment.

## **Final Grade Submission**

Final grades are submitted online in Moodle.

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.)

## **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 Human Resources.

## **Inclement Weather Procedures for Class Meetings**

OCCC values the safety of students, faculty, and staff. The decision to close campus and cancel activities is made by College officials, and the decision is based in the interest of safety.

- Faculty are required to hold class unless there is a campus-wide closure. In the event a faculty member feels unsafe to travel to campus, faculty are 1) required to request approval from the Division Dean in advance before cancelling any class(es), and 2) are required to take appropriate leave if FT and appropriate compensation will be deducted from adjunct pay. Request must be in advance and may be denied. Failure to comply will result in disciplinary action.

- Students are encouraged to exercise their best judgment when traveling to and from campus and to contact individual professors to make arrangements if unable to safely travel.

Oklahoma City Community College officials monitor weather reports for inclement weather. In the event there is a need to cancel classes and activities, College officials will notify students and employees promptly.

Campus closings and delayed openings will be announced through local radio and television stations and posted on the College's website, Facebook and Twitter pages. They will also be announced through the College's Campus Alert Notification (CAN) System. For information about how to sign up to receive text messages and add email addresses via the CAN system, please visit [www.occc.edu/can](http://www.occc.edu/can).

### **Infofest and Adjunct Night**

Infofest is a required orientation for all adjunct faculty.

Adjunct Night is a night for the Dean and Program Chairs to share information for the upcoming semester. All adjunct faculty are encouraged to attend departmental meetings following the division meeting.

### **LMS (Moodle) required items:**

Each course must maintain the Gradebook, Syllabus, and Attendance in the College's LMS system (Moodle). Instructors are required to have this information available at the start of the semester for students and maintain gradebook and attendance in a timely manner throughout the term of the course.

### **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.

### **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. Appropriate information must appear on one of the following forms and must be submitted with the Final Grade Report for each student receiving the grade of "I."

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.

### **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).

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.)

### **Responsibilities before the Course**

Adjunct instructors must have:

- Completed a new-adjunct orientation
- Signed the Appointment Contract

The following forms on file in the Human Relations Office:

- A completed application
- All official transcripts
- A resume
- A completed I-9 form
- A completed Teacher Retirement Option form
- A completed Teacher Retirement Enrollment form (if applicable)
- A completed Direct Deposit Payroll Option form
- The following forms on file in the Finance Office
- A signed W-4 form, and
- A signed Loyalty Oath
- Inform your dean of other employment within or outside the College that may pose a conflict of interest with your work at OCCC.

### **Responsibilities during the Course**

Each faculty member's primary responsibility is to facilitate student learning in a given subject area. Fulfilling this responsibility requires that the faculty member accomplish several specific responsibilities during the scheduled course. The specific responsibilities are summarized below.

- Meet all classes up to and including the final day of the course. The instructor should begin and

end class at the scheduled time. Consistent early dismissal of class or tardiness is not acceptable.

- Maintain accurate student records.
- Administer and/or complete all forms requested by the dean in a timely manner.
- Administer Student Input on Instruction (SII) forms as requested by the Vice President for Academic Affairs.
- Check with the Library to determine the availability of all learning materials referenced in the syllabus. Notify the Director of Library Services and the division dean of missing materials.
- Enforce College policies prohibiting use or consumption of alcohol, illegal drugs and tobacco.
- Ensure that classrooms are left reasonably clean and orderly for the people who use the room afterward.
- Ensure that only enrolled students and their interpreters are permitted in your classroom. This means children and guests are not allowed to attend.

## **INFORMATION FOR ADJUNCT FACULTY**

### **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 may be required to enroll in a co-requisite course (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.

#### Learning

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 classes, 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.

### **Assignment of Classrooms**

In addition to #4021 (<https://www.occc.edu/wp-content/legacy/policy/pdf/4021.pdf>) listed on the website, please note the following information regarding classroom assignments:

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.

### **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

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: <https://www.occc.edu/institutional-effectiveness/irb/> . 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.

### **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.

### **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.

There is a walk-up printer located outside Printing Services for faculty and staff to use during college hours. Please ask your division for the code that is required to print.

### **Professional Development**

The Human Resources Department enhances the student experience through the recruitment, professional 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. Professional development is not just a curriculum or a one-time training session; it is an ongoing process of personal and professional growth that is unique to each individual employee at OCCC. The Human Resources Department offers a system of opportunities developed to set the stage for individual and organizational success. Opportunities for focused learning create the links between OCCC employees and the organization. It is an investment that OCCC makes in each employee. The intended result is an employee who accesses learning opportunities that promote success in the work, an employee who is engaged in the work and an employee who understands why the work is important to the mission and vision of OCCC. Upcoming professional development training may be found at this link: <http://www.occc.edu/hr/pd.html>

### Center for Learning and Teaching

The Center for Learning and Teaching provides teaching and learning resources, teaching and learning webinars, and teaching and learning sessions throughout the semester. To learn more about these opportunities, visit the CLT page for more information: <http://www.occc.edu/c4lt/>

### 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 Equity & Compliance, who may be reached at ext. 7850.

### 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.

### 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 Equity & Compliance, who may be reached at (405) 682-7850.

### **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.

### **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 the OCCC website at <http://www.occc.edu/obat/reports.html>. 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 Chris Shelley at 405-682-7528.

### **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  
PLC 2122 President's Leadership Class  
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.

### **Technology Support Services**

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](http://helpme.occc.edu).

### Audio/Visual Services

Staff members in this area are responsible for providing technical assistance for equipment in classrooms and meeting rooms, as well as designing and installing multimedia classrooms.

Monday – Thursday: 7:00 a.m. to 6:00 p.m.

Friday: 7:00 a.m. to 5:00 p.m.

After hours by appointment

### 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).

### **Exam Proctoring**

OCCC uses an exam proctoring software to assist with maintaining exam integrity. For more information, contact the Center for Learning and Teaching.

### **Labs and Centers**

#### Business/Accounting Lab

The Business/Accounting Lab, located on the 3<sup>rd</sup> floor of the Keith Leftwich Memorial Library, 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. A student must present a current student ID upon entering the Business/Accounting Lab.

Contact Information: <http://www.occc.edu/Business/AccountingLab.html>

405.682.1611 ext. 7286

#### Child Development Workroom

The Child Development Workroom is located in SSC 1H3, and may be accessed via SSC Entry 1 or Entry 2. The Child Development Workroom is for Child Development Academic Programs.

This workroom offers Child Development students the equipment to complete projects including Ellison die cuts, paper cutters, computers and a printer and supplies too numerous to enumerate. Some equipment

may be checked-out for observation/laboratory/fieldwork use only from Social Sciences Division office staff. To access the workroom, visit with Social Sciences Division office staff located across the hall in SSC 1H4, 7:30-5:45 Monday-Thursday and 7:30-5:00 Fridays. Monday –Thursday evening access may be obtained by prior arrangement via the professor.

### 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.

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.

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.

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 is 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](mailto: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.

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](mailto: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.

Contact Information:

Student Computer Center 405-682-1611, ext.7397

CAD/Multimedia 405-682-1611, ext. 7208

<http://www.occc.edu/it/scc.html>

#### 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 Rosetta Stone 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 do not 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

### Writing Center

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

Students can work with tutors in the center or online through the ECHO 2.0 online writing tutoring service. In addition to tutoring, the Writing Center offers Accuplacer Test Prep assistance. The Writing Center also offers a variety of in-class workshops for instructors.

Contact Information: 405.682.1611 ext. 7379

<http://www.occc.edu/writingcenter/>

<http://www.occc.edu/writingcenter/tutors.html>

### **Student Success Advising**

Student Success Advising has two locations in the main building. One on the first floor, and one on the second floor. Student Success Coaches help with academic advisement, assistance with setting educational and career goals, selecting a major, financial aid assistance, as well as referrals to support services for daily life. Student Success Advisors provide 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.

### **Records and Graduation Services**

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

### **Scholarships**

The Coordinator of Scholarships and Waivers in Financial Aid manages and awards a number of scholarships for first-time students, GED recipients, recent high school graduates, and adults. Financial Aid 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/scholarships/index.html>

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## **Student Accessibility 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.

You can find additional information about SAS on their website <https://www.occc.edu/support/>

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

### 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:

#### **Accommodations for Students with Special Needs**

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 Accessibility and Support 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 will receive an email from them with your approved accommodations attached. You should forward that email to me so I will know what is authorized and then 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.
- Be watching email as students will be forwarding their accommodation letter email to you if they are seeking accommodations in the class. Contact Student Support Services if there are 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.

## **GENERAL COLLEGE RESOURCES AND 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.

### **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

### **College Vehicles**

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.

### **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](mailto:TechSupport@occc.edu).

### **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.

### **Parking**

Parking is designated for College faculty and staff. Employee vehicles must be registered with the Campus Police Department in order to receive a 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.

### **Recreation and Fitness**

The Recreation and Fitness department offers a variety of non-credit fitness classes. As an Oklahoma City Community College employee, you are able to use the Wellness Center 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.

### **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.

**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.

**Telephone Service**

The switchboard is staffed during business operating hours. Incoming calls at other times are transferred automatically to designated stations. To place a long distance call, a long distance code number may be obtained in the division office.