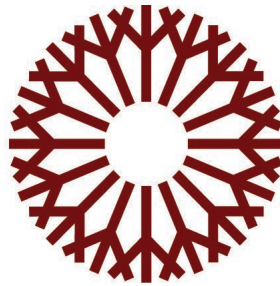


FACULTY HANDBOOK

2020-2021



**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

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.

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 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.

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?

OSCC'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 OSCC or another institution, yet less than 60% return to OSCC or another college after their first semester. Some groups have even a lower percentage. 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.

The Best Credentials

OSCC 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 OSCC 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 1972, OSCC 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. OSCC 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*

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 consists 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.

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:

Academic Affairs

Vice President for Academic Affairs: Dr. Vince Bridges

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

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

Center for Learning and Teaching

Director:

Department Office: SEM 2G3, 405-682-7838

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.

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, 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 Dean

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

Division Deans:

- 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 Chair:

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.
- Mediate disputes between faculty and students.

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)
 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. 7573

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.

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: MB1H3

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 ext. 7315 or 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

Academic Affairs has policies contained in the 4000 sections of OCCC Policies and Procedures that can be found on the OCCC website at <https://www.occc.edu/policy/pp/>.

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.

A Syllabus Checklist follows:

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

Items Included in Moodle

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

Overall Considerations

- Attractive Overall Appearance

Moodle Requirement

- Syllabus w/ Tentative Schedule Uploaded
- Attendance Kept in Moodle
- Grades Kept in Moodle

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.

Expectations from the Department Chair and 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.
- Submit your syllabi through the Syllabus Checklist to verify all syllabus 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.
- Faculty who desire to have off campus office hours, must agree to the Off-Campus Online Faculty Office Hours Agreement.
- Keep your dean informed of any problems concerning the success of your class.
- Check your mailbox every time you are on campus.
- Check you OCCC email account each working day of the week and respond to student emails promptly.
- Update your Moodle gradebook as each assignment is graded.
- Be available to review any/all items on any graded assignment at the request of the student.
- Submit your Never Attended, Final Grades, and Mid-Term Grades on time.

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.

The Best Practices were proposed by the Online Learning Committee and accepted by the Academic Affairs' Deans in December 2009.

The Best Practices became Expected Practices and were adopted by Academic Affairs' Deans Council in April 2013.

Revision June 2018 to include required LMS items and Never Attended

References

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- 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>.

Faculty Job Description

Each faculty position has a job description. A copy can be acquired through Human Resources.

Faculty Course Load

Full-time faculty are expected to carry five course sections per semester and the expectation is that each faculty member would be actively teaching in each term. Additional information can be found in [Policy No. 4009](#).

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. The expectation is that the grade book in Moodle be updated regularly to allow students to view them as needed. If the professor chooses to utilize an Excel spreadsheet, or another type of grade recording outside of Moodle, the class roster should be utilized from the OCCC Portal list. It is an expectation that students should be able to view their updated grades in Moodle.

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 listed in the grade book but who never attend the class should be identified via a Never Attending Report in Moodle, after the initial drop and add period has ended.

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

Grade Changes

An instructor can make a grade change by submitting a request for change request and "I" Conversion, if needed. 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

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

Final Grade Submission

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

U – Unsatisfactory (used only in those courses for which it has been approved).

I – Incomplete.

AU – Audit.

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

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

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

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

The Grade Book, along with a printed copy of the final grades submitted online, will be electronically submitted to the Division office by the date and time specified by the Division.

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.

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 are available to students via Moodle.

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." An "I" can only be submitted for students who have completed a substantive amount of coursework (75% or more).

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.

Responsibilities before the Course

Faculty must have:

- Completed any required forms for Human Resources, Division, Finance Office, etc.
- Signed contracts and any other required forms

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.
- Check with the Library to determine the availability of all learning materials which are 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.

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. Any requests from a student requesting must be done via an OCCC student email address. If information is requested by others, these requests should be sent to the Registrar for approval to release the information.

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.)

Academic Standards

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

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 require a student to enroll in a co-requisite course (this course work does not apply to a degree program) where a need has been identified. 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

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.

First-Year Faculty Mentoring Program

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

well as to the College and respective departments/programs and divisions.

Guiding Principles

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

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-board/> 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.

Performance Appraisal

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

The Appraisal will consist of 70% teaching and 30% service. The teaching portion will consist of a classroom observation(s), a discussion of SII results, a discussion of course success rates, and the achievement of the teaching goals set by the faculty and the chair.

The performance appraisal conference be conducted by the Chair. The final performance appraisal documentation will be completed after the appraisal meeting. Additional information can be found in the employee handbook.

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 are 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, 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.

New Employee Orientation

Orientation has been divided into two sessions. Human Resources provides the first session is completed within the first week of employment and provides detailed information about the benefits offered to college employees. The second session is New Full-Time Faculty Orientation, which is conducted by the

Center for Learning and Teaching, is held in the fall semester during Welcome Week.

Monthly New Full-Time Faculty meetings are provided in the fall and spring semesters to help acclimate employees to the college.

Center for Learning and Teaching

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

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.

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 Human Resources who can be reached at 405-682-7810.

Educational Opportunities for Employees

A continuing education benefit that is facilitated through the Director of Benefits provides the opportunity for tuition waivers for classes attended at OCCC and tuition reimbursement for classes taken at other institutions of higher learning. Information about this benefit can be found in the employee handbook.

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 Chair 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. 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 Conduct, contact Chris Snoddy at 405-682-7834.

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 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 Student Success Advising or their designee or the SCL Coordinator.

Supplemental Instruction

Purpose and Expectations

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

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

rather than as a work-study or personal assistant to the instructor.

Supervisor (Faculty or Designated Personnel) Expectations:

1. Meet weekly with your Student Supplemental Instructor (SSI) to give him or her guidance and direction about what you expect during sessions. SSIs may serve during class time and outside of class in study sessions, but are prohibited from the following:
 - a. Proctoring an exam or quiz with or without an instructor present.
 - b. Grading coursework, exams, and quizzes.
 - c. Viewing graded student work unless a student provides the graded work to the SSI.
 - d. Serving as a work-study or personal assistant to the instructor.
2. Help your SSI prepare activities and/or handouts to supplement and reinforce what the class is learning.
3. Remind your class periodically that SI is being offered and that they should attend study sessions if possible.
4. Electronically review and approve your SSI's timesheet biweekly through the OCCC Portal.
5. Require your SSI to complete Title IX Awareness and Violence Prevention training once every two years. Remind your SSI to enter time spent completing the training in his or her timesheet. Training hours must be included within the total allocated hours for your SSI this semester. Be sure to factor this into the schedule you arrange with your SSI.
6. Require your SSI to complete quarterly safety training each quarter he or she is employed. Remind your SSI to enter time spent completing the training in his or her timesheet. Training hours must be included within the total allocated hours for your SSI this semester. Be sure to factor this into the schedule you arrange with your SSI.
7. Notify the appropriate division dean if an SSI becomes inactive or terminates employment.

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.

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. Support from the Audio/Visual Services team can be requested through the request form located at helpme.occc.edu. Technology Support Services are provided by IITS and their office is staffed during the following hours:

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.

Travel

Each division has a professional development budget to be used by faculty or staff to attend conferences, participate in webinars, or other approved job-related professional development. Funds may be reserved through a request made to the appropriate Chair, approved by the Dean and the Associate Vice President of Academic Affairs.

Labs and Centers

Business/Accounting Lab

The Business/Accounting Lab, located on the 3rd 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.

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 or make arrangements with a Child Development faculty member.

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.

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.

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 for students to do homework or meet with a study group. 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.

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!

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.

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.

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.

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.

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 tutoring assistance and Accuplacer Test Prep assistance. The Writing Center also offers a variety of in-class workshops for instructors.

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.

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.

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 division office staff for information regarding procedures for charging instruction-related supplies.

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 7:00 a.m. and 6:00 p.m.

Assistance requests can also be sent by email to 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 Chair or Dean's Office for a quicker response time. Outside normal working hours when the respective Division Office and Facilities Management are closed, contact extension 7554.

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 chair or 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.