

***Welcome to El Centro College***  
**[www.elcentrocollege.edu](http://www.elcentrocollege.edu)**

***2008-2009***

***Adjunct Faculty Handbook***



# El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Dear Adjunct Faculty:

Outstanding faculty in university transfer courses and occupational programs have been teaching students at El Centro College since 1966. As the first higher education institution in Dallas, El Centro prides itself on a tradition of instructional excellence. In Fall 2008, you will be teaching students at our exciting downtown campus during a renaissance in the central city. Over 5,000 people now live downtown and many of them will want to take a variety of El Centro courses. It is an ideal time then to begin or to continue as a member of the El Centro family.

Examples of the college's excellence abound in virtually every field. *Dallas Magazine*, for example, recently featured Tom Orr, an internationally known artist who began his formal work in the Design program at El Centro. Throughout his career, his pieces demonstrate the strong influence of his early education here.

Because so many of our students are first generation college students, you will appreciate the partnership and assistance of our talented student development professionals. Though student success will always depend upon inspired instruction, the importance of the support provided by the tutors in our Learning Center, our counselors including the college Ombudsperson, Rising Star, TRIO, and Transfer Center advisors is invaluable. Students involved in college activities are many times more likely to stay in school and graduate, so also take a minute to promote this form of student engagement.

Increasing student retention is the college's major goal this year, and retention, as every study makes clear, depends upon consistent confirmation that students have chosen the right school. So continue to set high standards for students, but while coaching them to complete your assignments, remind them that the college provides multiple opportunities for assistance and connection.

El Centro has always been an exciting place to teach, even more so today. Through our combined efforts, we have an opportunity to change the lives of students who are diverse by any definition. If I can assist you in any way with this important mission, please don't hesitate to ask.

Sincerely,

Paul J. McCarthy  
President



# El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Dear Adjunct Faculty,

When most people think of our college, they think first of its career and technical programs. El Centro is indeed well known for the education these programs provide to thousands of students, enabling them to pursue employment opportunities that exist in hospitals, business and industry. In addition, we maintain an enviable relationship with local, regional, and national industries such that our students may be privileged to enjoy competency-based learning experiences provided at choice work sites.

El Centro is also known as an academic transfer institution, offering an extensive array of core courses that will transfer and count toward a number of academic degrees at Texas four-year colleges and universities. The creative ferment our students experience in many of these courses also has served to produce a growing number of skilled musicians, writers, teachers, and community leaders.

We are extremely proud that El Centro serves so many essential roles in our communities. But few of our initiatives would be complete without the capacities you possess and share as our **adjunct faculty**. While openly acknowledging that our equipment and facilities are critical to our mission—at the forefront of education, serving the community in an urban, multicultural setting—we want you to know that an even greater asset is, of course, you. Welcome, once again, to El Centro.

Sincerely,

Micheal Jackson, Ph.D.

# TABLE OF CONTENTS

## PAGE(S)

<b>INFORMATION ABOUT El Centro COLLEGE</b>	1
<b>DCCCD LOCATIONS/TELEPHONE NUMBERS</b>	2
<b>DIVISION OFFICES</b>	3
<b>PROFESSIONAL EXPECTATIONS</b>	
DCCCD Mission and Vision	4
El Centro College Mission/Statement/Purpose/CORE Values	4-5
The Role of the Instructor	5
Employee Standards of Ethics	5-7
Employee Qualifications	7
<b>HUMAN RESOURCES</b>	
Hours of Operation	8
Employment Paperwork	8
Employment Agreement Contracts	8-9
Employment Agreement – General Responsibilities	9-10
Payroll Schedule	10
<b>COLLEGE PROCEDURES AND POLICIES</b>	
Attendance Procedures	11-12
Class Action Notice	12
Dropping a Course	12
Class Roll Procedures	12-13
Exams	13
Class Grade Procedures	14-16
Instructor Responsibility for Classroom	17
Course Syllabus	17-18
Texas Success Initiative Program (TSI)	18
Student Grievance Procedures	18-19
Student Discipline Procedures	19-20
Academic Integrity Guidelines	20-22
Guest Speakers	23
Field Trips	23
Sign Posting Guidelines	23
Faculty and Staff Publications	23-24
Copyright	24
Guidelines for Copying	24-25
DCCCD Copyright Policy	25-26
Use of College Equipment and Supplies	27
Computer Use Policy	27-30
Emergencies (Reporting – Fire – Weather- Shelter Areas – Threats)	30-31
Affirmative Action	31
Drug Free Workplace	31-32
Communicable Disease Policy/Procedures	32-33
Sexual Harassment Policy/Procedures	34-38
Family Education Rights and Privacy ACT (FERPA)	38
<b>COLLEGE SERVICES</b>	
Service Areas	38-45
<b>EL CENTRO COLLEGE OMBUDSPERSON</b>	
Ombudsperson	45-46
<b>EI CENTRO COLLEGE ORGANIZATION CHART</b>	47

## **Information about El Centro College**

El Centro College opened its doors in 1966, the first college of the Dallas County Community College District. Centrally located in the downtown Dallas, El Centro shares the excitement and challenge offered by a vibrant, urban setting and plays a vital role in the educational and cultural atmosphere of the area.

El Centro's convenient location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. Students can also enjoy one of the college's non-credit continuing education courses, such as Mediation, English as a Second Language, training for Health Careers and many others.

El Centro offers people opportunities to meet a wide range of goals. There is no typical student at El Centro. Students are of all ages and come from all walks of life. Their common goal is to use the rich educational resources at El Centro to fulfill individual needs for growth.

El Centro is an exiting place to be. Offering theater, musical performances, lunch hour forums and lectures by visiting authors and celebrities of national renown, El Centro is an integral part of the numerous cultural experiences available in downtown Dallas.

### **The Campus**

El Centro College covers a two-square-block site in the West End Historic District of downtown Dallas. It is bounded by Main, Lamar, Elm, and Market streets. The campus has gained international attention for making use of nine-story, turn-of-the-century department store, renovated to accommodate classroom space, student center, and administrative offices. Today, the campus architecturally blends the historic and modern with a newly renovated campus facility.

In September, 2005, the DCCCD Bill J. Priest Institute for Economic Development located at 1402 Corinth Street became the El Centro College Bill J. Priest Campus. In addition, the college purchased the Paramount Building located in the West End Historic District for the new Center for Allied Health and Nursing, which opened May 1, 2008.

### **President**

Dr. Paul McCarthy

### **Accreditation**

The Southern Association of Colleges and Schools

El Centro College is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency and is an affirmative action, equal opportunity institution.

## DCCCD LOCATIONS/TELEPHONE NUMBERS

### **District Office**

701 Elm St.  
Dallas, TX 75202-3299  
214-860-2135  
[www.dcccd.edu](http://www.dcccd.edu)

### **Brookhaven College**

3939 Valley View Lane  
Farmers Branch, TX 75244  
972-860-4700  
[www.brookhavencollege.edu](http://www.brookhavencollege.edu)

### **Bill J. Priest Institute for Economic Development A Campus of El Centro College**

1402 Corinth St.  
214 860-5900  
Dallas, TX 75215

### **Cedar Valley College**

3030 N. Dallas Ave.  
Lancaster, TX 75134  
972-860-8201  
[www.cedarvalleycollege.edu](http://www.cedarvalleycollege.edu)

### **Eastfield College**

3737 Motley Drive  
Mesquite, TX 75150  
972-860-7002  
<http://www.eastfieldcollege.edu>

### **El Centro College**

801 Main St.  
Dallas, TX 75202  
214-860-2000  
[www.elcentrocollege.edu](http://www.elcentrocollege.edu)

### **Mountain View College**

4849 W. Illinois Ave.  
Dallas, TX 75211  
214-860-8680  
[www.mountainviewcollege.edu](http://www.mountainviewcollege.edu)

### **North Lake College**

5001 N. MacArthur Blvd.  
Irving, TX 75038  
972-273-3000  
<http://www.northlakecollege.edu>

### **Richland College**

12800 Abrams Road  
Dallas, TX 75243  
972-238-6194  
[www.richlandcollege.edu](http://www.richlandcollege.edu)

### **Dallas TeleCollege at the R. Jan LeCroy Center for Educational Telecommunications**

9596 Walnut St.  
Dallas, TX 75243  
888-468-4268 (in Dallas: 972-669-6400)  
<http://telecollege.dcccd.edu>  
Number (214) Reception: 915-4822

### **District Service Center**

4343 N. Highway 67  
Mesquite, Texas 75150  
972-860-7700

## **DIVISION OFFICES**

**ARTS AND SCIENCES (A546/C340)...EXT. 2392/2337**

Betty Moran, Executive Dean

**BUSINESS AND PUBLIC SERVICE (A442)... EXT. 2202**

Howard Finney, Executive Dean

**COMMUNICATIONS/MATH/DEVELOPMENTAL STUDIES/URBAN EDUCATION (A341)...EXT. 2247**

Toni Pendergrass Executive Dean

**CONTINUING/WORKFORCE EDUCATION (A263)... EXT. 2146**

Sondra Flemming, Vice President for Health & Economic Development

**HEALTH AND LEGAL STUDIES (P712)... EXT. 5097**

LaCheeta McPherson, PhD., Executive Dean

**INFORMATION TECHNOLOGY PROGRAMS/SYSTEMS SUPPORT (A430).....EXT. 2688**

Susan Turner, Executive Dean

# PROFESSIONAL EXPECTATIONS

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## DCCCD MISSION AND VISION

### MISSION

Dallas County Community Colleges prepare students to become productive and responsible contributors in our communities.

### VISION

Dallas County Community Colleges adds value to lives and builds communities.

## EL CENTRO COLLEGE MISSION STATEMENT

El Centro College is an urban learning institution preparing students to live, to work and to be of service in a diverse, global society.

### PURPOSE

In keeping with the mission, the purpose of El Centro College is to provide:

1. Freshman and sophomore courses in arts and sciences;
2. Workforce education programs leading to associate degrees or certificates;
3. Continuing adult education programs for occupational or cultural enrichment;
4. Education programs designed for students who need additional preparation in order to be ready for college level course work;
5. Comprehensive student services, including on-going counseling and guidance designed to assist students in achieving their individual educational goals;
6. Adult literacy and other basic skills programs; and
7. A variety of instructional delivery modes, to include online and distance education; and
8. Such other purposes as may be prescribed by the THECB or local governing boards in the best interest of post-secondary education in Texas.

*\* Purpose is adapted from Texas Education Code 130.003e.*

## EL CENTRO COLLEGE VISION

El Centro College is a vibrant urban community college committed to a seamless educational process for all it serves. The college will focus its resources on support of life-long learning, with an emphasis on systematic assessment and intervention as indicated for its students.

Recognizing this unique opportunity offered by an urban multicultural setting, El Centro College will purposefully develop transcultural values and competencies in every aspect of the college experience. While attending to the distinctive needs of each individual, the college will initiate strategies for advancing a global perspective that promotes responsible citizenship throughout the college community.

## CORE VALUES

We are guided in achieving our mission by a set of core values, which direct all we do.

### We value **Learning**

Therefore we:

- Foster the personal, professional, and intellectual growth of learners by providing exemplary and innovative teaching and learning experiences and personalized student support services.
- Commit to providing learning opportunities that are accessible, affordable, and of the highest caliber.
- Provide viable, high-quality technical and liberal arts programs with relevance to the future and demonstrate improved learning outcomes for all of our students.
- Offer state-of-the-art professional growth opportunities to all employee groups.

### We value **Diversity**

Therefore we:

- Challenge individuals to broaden their concepts of self, expand their views of the world and recognize their roles in a global society by fostering values that respect and celebrate diversity while promoting social responsibility, critical thinking, communication, and innovation.
- Understand and act on the principle that inclusion makes us stronger and able to perform at higher levels.
- Recognize and respect the unique needs and potential of each learner.

### We value **Integrity**

Therefore we:

- Ensure equity and fair treatment in all policies, processes and procedures.
- Welcome constructive assessment and suggestions for improvement and follow through on our commitments.
- Value academic freedom and respect the rights and opinions of each individual. Encourage a lively, on-going interchange of views among students, faculty, staff, and administration.

### We value **Honesty**

Therefore we:

- Promote mutual respect and trust through open communication and actions.
- Encourage everyone to speak and act truthfully and to participate in authentic conversations.
- Value the public trust and support received from our community to prepare our students to be productive in an interdependent and changing world.

### We value **Excellence**

Therefore we:

- Continually expand our capacity to create high standards of performance through the acquisition of new knowledge and our commitment to constant responsiveness to the needs of our community of learners.
- Anticipate the changes in our society and embrace those changes in practical but innovative ways.
- Prepare today's workforce to meet the needs of a rapidly changing, technologically advanced, global economy through traditional and non-traditional alternatives.
- Take pride in what we do, how we do it and where we work.

### We value **Communication**

Therefore we:

- Foster inclusiveness of individual and community viewpoints in a collaborative decision-making process.
- Promote meaningful participation in shared governance by nurturing inquiry and frequent dialogue within a collegiate culture.
- Support employee involvement and empowerment as the means to improve student learning, services, and processes within the college.

## **THE ROLE OF THE INSTRUCTOR**

The instructor has a primary role in the implementation of the District's educational philosophy. In such a role, the instructor occupies a position of trust in relation to both students and community, and the freedom to teach must be exercised responsibly. The role of the instructor includes:

1. The presentation of issues openly, with fairness and clarity;
2. The discussion of arguments from various points of view, avoiding the imposing of personal opinions by the pressure of his/her authority in the classroom;
3. Encouraging students to analyze issues impersonally, to think critically and to draw independent conclusions;
4. The duty to present in the classroom, issues related to the course of study and to the general educational program of the college;
5. The awareness that, although the instructor speaks outside the classroom as a private citizen, the public may judge the teaching profession and the institution by what is publicly stated. Accordingly, except on those occasions when the instructor has been specifically designated as a representative of the college, he/she should make every effort

to indicate that he/she is not an institutional spokesperson when publicly presenting a particular point of view.

## EMPLOYEE STANDARDS OF ETHICS

1. Declaration of Policy: It is the policy of the District that no employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest. To implement this policy and to strengthen the faith and confidence of the citizens in the District, there are provided standards of conduct and disclosure requirements to be observed by persons owing a responsibility to the people of this District in the performance of their official duties. It is the intent of the Board that this policy shall serve not only as a guide for official conduct of these covered persons but also as a basis for discipline of those who refuse to abide by its terms.
2. Definitions: In this policy:
  - a. "Business Entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit is conducted.
  - b. An individual has a "substantial interest" in a business entity if he:
    - 1) has controlling interest in the business entity;
    - 2) has ownership in excess of 10 percent of the voting interest in the business entity or in excess of \$25,000 of the fair market value of the business entity;
    - 3) has any participating interest, either direct or indirect, by shares, stock, or otherwise, whether or not voting rights are included, in the profits, proceeds, or capital gains of the business entity in excess of 10 percent of them;
    - 4) holds the position of a member of the board of directors or other governing board of the business entity;
    - 5) serves as an elected officer of the business entity; or
    - 6) is an employee of the business entity.
  - c. "Dependent child" means a person's natural child, adopted child or stepchild, if during the calendar year, the employee provides for 50% of the child's support.
  - d. An "employee" is any full-time or part-time, permanent or temporary employee of the District.
  - e. The term "transact any business", as used in 3(e) of this policy, shall include the preparation of specifications, evaluation, recommendation, execution or administration of any purchase or contract for the purchase of goods or services by the District, other than Board-approved employment contracts.
  - f. for the purpose of this policy, a substantial interest in a business entity of any employee's spouse or dependent child shall be deemed a substantial interest of the employee.
3. Standards of Conduct
  - a. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence him in the discharge of his official duties or that he knows or should know is being offered him with the intent to influence his official conduct.
  - b. No employee shall use his official position to secure special privileges or exemptions for himself or others, except as may be otherwise provided by law.
  - c. No employee shall accept other employment or engage in any business professional activity which he might reasonably expect would require or induce him to disclose confidential information acquired by him by reason of his employment with the District.
  - d. No employee shall disclose confidential information gained by reason of his official position, nor shall he otherwise use such information for his personal gain or benefit.
  - e. No employee shall transact any business in his official capacity with any business entity of which he is an officer, agent, or member, or in which he owns a substantial interest.
  - f. No employee shall make personal investments in any enterprise which will create a substantial conflict between his private interests and the public interest.
  - g. No employee shall accept other employment which might impair his independence of judgment in the performance of his public duties.
  - h. No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another.

#### 4. Disclosure of Interest

- a. Certification of No Interest: Any employee engaged in the preparation of specifications, evaluation, recommendation, execution or administration of any purchase or contract for the purchase of goods or services by the District (other than employment contracts) shall certify, in writing, that he does not have a substantial interest in any business entity which is a party to or receives direct financial benefit from the District's purchase or contract.
- b. Non-certification: If in any case an employee is or anticipates that he will be unable to make the certification prescribed in a. above, he shall immediately notify his immediate supervisor of such fact, identifying the business entity in which he has a substantial interest and the nature and extent thereof. Such employee shall immediately be removed from any involvement in the transaction, and the Chancellor shall take such other action as he may deem necessary to avoid a potential conflict of interest with regard to such transaction.
- b. Financial Statements: Any employee routinely involved in activities covered by this policy may, at his option, make a disclosure of his personal interest by filing the Chancellor (or, in the case of the Chancellor, with the Board) a financial statement substantially complying the content requirements of Section 4, Article 6252-9b, V.A.T.S. Any such statement shall be updated annually. The Chancellor may require the filing of such financial statement by an employee routinely or extensively involved in the type of business transactions contemplated by this policy.

#### 5. Instructional Materials:

The Chancellor shall establish procedures governing the required purchase by students of instructional materials (including textbooks, study guides, syllabi, and supplies) either (i) from District employees; or (ii) from which a District employee may receive direct financial benefit.

An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Chancellor, College President, location chief administrator, or designee, who shall take whatever action is necessary, if any, to ensure that the District's best interests are protected.

6. Non-compliance: the failure of any employee to comply with one or more of the provisions of this policy which apply to him shall constitute grounds for termination of employment.

### **QUALIFICATIONS**

All district faculties "shall meet or exceed the current criteria for professional and/or scholarly preparation of the College Delegate Assembly of the Commission on Colleges or the Southern Association of Colleges and Schools and the guidelines of the Texas Higher Education Coordinating Board.

# HUMAN RESOURCES INFORMATION

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## OFFICE HOURS

The Human Resources office is here to assist you with your employment needs. The Human Resources is located in Room A-240, our office hours are 8:30 a.m. – 5:00 p.m. Monday – Friday. For HR questions or assistance, please call 860-2064.

## EMPLOYMENT PAPERWORK

**BEFORE** classes begin, adjunct faculty should schedule a time to meet with a member of the human resources department to submit the following employment paperwork:

1. DCCCD Employment Application
2. Original Transcripts from the University/College
3. Employment Eligibility Verification Form, I-9
4. Federal Tax Form, W-4
5. College Employee Data Sheet
6. Direct Deposit Form (Mandatory)
7. Social Security Card (Need for DCCCD Payroll Set-up)
8. Employment Authorization Request
9. E-mail Set-up Form (Your Division Office will have the form)
10. P/T Retirement Agreement Form and/or TRS Enrollment Form (whichever applies)
11. Faculty Credentials Inventory Form (FOR ALL –CREDIT AND NON-CREDIT)
12. Electronic Communication/Computer Use Policy Acknowledgment
13. Suspension Without Notice Acknowledgment
14. Drug Free Workplace Acknowledgment
15. Sexual Harassment Acknowledgment
16. Employment Agreement Contract – this form initiates your pay.

**VERY IMPORTANT NOTE: These forms/documents MUST be on file in the Human Resources Office BEFORE you begin to teach your class.**

## EMPLOYMENT AGREEMENT CONTRACTS

A contract of employment with the College District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period of time stated in the contract.

Employment agreements (general teaching) contracts are issued to adjunct faculty by the employing division. The contract should be signed and returned to the division office by the date indicated. If the contract does not appear to be correct, return it to the division office and contact the Dean or Coordinator within the teaching area.

Some adjunct faculty will be presented with a "Letter of Agreement for Professional Services." The purpose of this contract is to preserve the integrity of the partnership between El Centro College and the contracted instructor when that instructor agrees to do work with other businesses as a representative of El Centro.

### **EMPLOYMENT AGREEMENT – GENERAL RESPONSIBILITIES**

The general responsibilities are found on the back of the Employment Agreement and also defined in the Dallas County Community College District Board of Trustees Policies and Administrative Procedures Manual, Policy No. IV/D.

#### **A part-time instructional employee is expected:**

1. To meet all classes at the place and time specified, or when unable to do so, to notify the division office.
  - a. The instructor must notify the appropriate office if the class meets at an alternate location.
2. To be well prepared for each class section.
3. To develop a college syllabus for each course to be taught. Each syllabus will be supplied for division records and made available to students. The instructor should use the college template for a course syllabus. Each syllabus should contain at least the following.
  - a. Course name, number and section
  - b. Instructor's name
  - c. Means available for the student to contact the instructor:
    - 1) Instructors DCCCD e-mail address
    - 2) Division Office or other appropriate administrative office information. Notes and/or telephone messages will be placed in instructor's mailbox.
  - d. Required materials, including textbook to be used
  - e. Description of class attendance policy
  - f. Description of grade determination procedure
  - g. Description of the number and type of examinations to be given.
  - h. Description of other assignments, when due, and how the assignments will be evaluated.
  - i. Statement of course objectives
  - j. Other information required by the college or division
4. To check the assigned mailbox and DCCCD e-mail before each class period
5. To certify student attendance by the appropriate deadline
6. To certify and submit final grades in accordance with the deadlines and guidelines established by the Registrar.
7. To maintain accurate grade books in accordance with the guidelines established by the academic Vice President and to file the grade books with the division office at the end of the semester.

8. To be familiar with the contents of handbooks, instructional resource guides, pertinent and local policies, and other items of information which are distributed for faculty use including:
  - a. Student Code of Conduct located at <https://www1.dcccd.edu/cat0608/ss/code.cfm>
  - b. FERPA, located at <https://www1.dcccd.edu/cat0606/about/privacy.cfm>
9. To enforce district and college policies and procedures.
10. To participate in staff development activities that is agreed upon by you and your supervisor.
11. If the instructor is unable to attend class, the faculty member must notify the appropriate office. The instructor will be required to arrange for class assignments and/or instruction in consultation with the appropriate supervisor.
  - a. The instructor under contract is responsible for handling any financial compensation of a substitute should a substitute be required.
  - b. Under unusual and exceptional situations, the college may pay the substitute. In those situations, the pay of the instructor under contract would be reduced by the amount of the substitute pay.
  - c. In all cases where substitutes are used, the individual engaged is required to have the minimum teaching credentials for the subject area.
12. The instructor is required to initial the general responsibilities form after reading.

## **PAYROLL SCHEDULE**

Pay dates occur once per month, on the last day of the month. Providing that all of the documents that are listed above under "employment paperwork" are in the Human Resources Office, your pay schedule is as follows:

### **Fall Semesters:**

First pay date:	September
Second pay date:	October
Third pay date:	November
Final pay date:	December

### **Spring Semesters:**

First pay date:	February
Second pay date:	March
Third pay date:	April
Final pay date:	May

Payroll checks are directly deposited to the bank, credit union, etc. on payday which normally falls on the last business day of the month. The District Payroll department will send an e-mail notification informing you of the direct deposit. Printed end-of-month pay statements are not distributed by the payroll department. You will have to log on to the E-connect system to access your end-of-month pay statements. For CE classes, payment will be based on the actual dates of the class.

# **COLLEGE PROCEDURES AND POLICIES**

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## **ATTENDANCE PROCEDURES**

Students are expected to attend regularly all classes in which they have enrolled. Students have the responsibility to attend class and to consult with their instructor when an absence occurs (see “Absences” below).

Each instructor is responsible for describing his/her attendance policy and procedures to all students enrolled in his/her classes. This information should also be clearly stated in the course syllabus.

These are the standard symbols used within the District, placed on the permanent class rolls.

1. X - Student was Absent
2. (X) - Excused Absence
3. W - the date the student withdrew. Drops should not be considered “official” until the instructor receives a “Class Action Notice”.
4. R - Date student was reinstated. Reinstatements should not be considered “official” until the instructor receives a “Class Action Notice”.

Only use the above symbols with their companion definitions. Instructors will be at liberty to use additional symbols or entries for day-to-day record keeping; however, all symbols or entries must be explained as indicated in the grade book to facilitate any administrative or audit review that might be necessary at some future date. This format will be detailed on the Standard Grade Book Entry form.

## **ABSENCES**

There will be occasions when students may need to be excused from class attendance. Excused absences should be indicated with an X, under the correct date, on the permanent roll. Examples of excused absences are:

- a. Personal reasons such as illness, death in the family, or court appearances. An excused absence in these cases depends upon the judgment of the instructor or on guidelines established by your Division.
- b. Observance of religious holidays. Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor of his/her intent to be absent on that day for a religious holiday.
- c. College sponsored field trips. In these instances the student will have the responsibility of presenting to the instructor a memo prepared by the Division Dean indicating the date and length of the field trip.

## **ATTENDANCE VERIFICATION FOR FINANCIAL AID (Credit classes only)**

EI Centro is a participant in the federal financial programs and is required to verify that student begin attendance in each class for which they have registered. Failure to comply with this mandate could result in federally sanctioned financial penalties and /or loss of an institution’s eligibility for federal financial aid (Title IV) program participation.

Each year we have students that withdraw from classes early or who never attended class. When this occurs, the student has historically received the remainder of their financial aid award. These students then wind up in a situation where they have to repay money to the federal government and the institution also has a portion they have to repay.

In order to comply with federal regulations and reduce the annual return funds the following procedures that verify/certify attendance are to be done each semester.

1. Faculty login on with eConnect and go to “My Class Roster.” A class roster will appear for every class taught.
2. Following the guidelines and instructions, the instructor is to mark the box indicated if a student has never attended/participated in class prior to the 12<sup>th</sup> class day for Fall and Spring semesters and 4<sup>th</sup> day of class for Winter, May term, and Summer semesters.
3. If all students have attended at least once, the instructor is to mark the box indicating this.
4. The instructor is then directed to attach their electronic signature and submit. This must be done for each class by the 12<sup>th</sup> class day for Fall and Spring semesters and 4<sup>th</sup> day of class for Winter, May term, and Summer semesters.

5. On the 12<sup>th</sup> class day for Fall and Spring semesters and 4<sup>th</sup> day of class for Winter, May term, and Summer semesters, the District Service Center will run a query and any rosters that have not been verified/certified will be identified and forwarded to the director of financial aid. The director will then notify the appropriate division office.
6. Instructors who have not verified/certified attendance with have three days to do so. After the third day, the system will be locked and the instructor will no longer be able to access the system.
7. Financial aid awards will then be recalculated based on the classes that the student has actually attended. For example, if a student registered for 12 credit hours and only 9 were verified/certified, then the student's award will be decreased accordingly.

Instructors needing assistance with this process can notify the division office or come by the Evening/Saturday office for help.

## **CLASS ACTION NOTICE**

When a student drops your course, you will receive a "Class Action Notice" via email, informing you of the drop. This information, and the date of the drop, must be recorded on your Permanent Roll with a "W" listed for the student where you would normally record the grade received. These students will receive a "W" for the semester and the "W" will be preprinted on the final roll when you receive it.

## **DROPPING A COURSE**

Instructors are not responsible for dropping a student from their class roll even though the student may never have attended.

Full responsibility for dropping his/her course(s) rests with the student. This procedure must be completed by the student in the Registrar's office prior to the last drop day of the semester, as published in the class schedule and college catalog.

District policy states: "If a student is unable to complete the course(s) in which he/she is enrolled, it is the student's responsibility to drop from the course(s) by the appropriate date (this date is published in the college catalog and in each semester's class schedule.) If the student does not drop, he/she will receive a performance grade, usually an "F."

There may be instances when an instructor believes that an exception to this policy is warranted. Any exceptions should be discussed with your Executive Division Dean and will require the signature of the Executive Division Dean and the Vice President Academic Affairs.

## **CLASS/GRADE ROLL PROCEDURES**

### **Class Rolls**

Two rolls are distributed during the semester. There will be an instruction sheet from the Vice President Academic Affairs Success sent to the Division offices for credit courses. Please follow those instructions carefully as they will save you and your student's time and frustration.

### **Temporary Class Roll**

The temporary class roll, printed on yellow paper, is a record of all students who have registered for class during early and regular registration. It is printed after the close of regular registration and is usually distributed on or before the first class day. Students who enrolled during late registration will not be listed; however, they will have a copy of their paid fee receipt. They must show this receipt to verify enrollment. With that verification, add their name to your roll.

Students not listed on the temporary class roll and who cannot prove enrollment at late registration must be sent to the Registrar's Office or CE office (respectively) immediately for verification of enrollment.

### **Permanent Class Roll**

The permanent roll, printed on blue and white paper, is printed after the certification date of the semester (the 12<sup>th</sup> class day of fall and spring, and the 4<sup>th</sup> class day of Summer I and II 12<sup>th</sup> class day for Fall and Spring semesters and 4<sup>th</sup> day of class for Winter, May term, and Summer semesters.) It is a record of all students who have registered and paid for

class. It will NOT list the name of students who have dropped up through the certification date (see Attendance Procedures/Dropping a Course). For CE classes, the certification date is the third class day. Only the students listed on the permanent class roll should be allowed to attend class. BE AWARE that a student not on this roll will not be on the final roll. Students not listed on the permanent roll may not have completed registration (i.e. may not have paid for their course/s) and MUST be sent to the Registrar's office immediately.

The permanent class roll is the official record of each class and is maintained permanently as a legal part of the College records. For this reason, it is imperative that each instructor maintains this record as accurately and clearly as possible.

The permanent class roll should include the following information when it is submitted to the division secretary at the end of each semester.

- a. An accurate account of all student grades or scores. The scores should be identified (i.e. test score, research paper, etc.)
- b. An accurate account of any excused absences (see Attendance Procedures/Absences).
- c. A grade scale, which is clearly defined and will permit interpretation of the grading procedure.
- d. All class action notices, extenuating circumstances forms, incomplete contracts pertinent to students on this roll (See Attendance Procedures/Class Action Notices and Extenuating Circumstances, also, incomplete Contracts and WX Contracts, this section.)
- e. If a sign-in sheet or other monitoring charts are used, these should also be submitted with this roll.
- f. All entries on the permanent class roll should be recorded in ink, not pencil!
- g. Signature of the instructor with a date on each page.
- h. Course letter grade (which is also recorded on the Final Grade roll.)

## FINAL GRADE ROLL

Final grades for credit classes are now submitted through the eConnect system. You will gain access choosing the faculty menu and logging in. You will need to complete the process for each section you are teaching.

Classes are visible three business days before the official final day of each class. Grades **must** be entered by the end of the third business day after the official final class day for each student registered in the class. Students without grades by the end of the third business day will automatically be assigned a grade of NR (not-reported). To change NR grades, you must submit a grade change form to the Registrar's Office for **each** student. W grades will appear for any student who has formally withdrawn by the deadline. This grade must be reentered.

You have only **15 minutes** to input and submit your final grades. If you have not submitted your final grades within the 15 minute time period, you will be logged out of this screen and all additions will be lost. You do not have to enter all grades for this class in one session but you must save your changes before the 15 minutes is up in order for new inputs to not be lost.

You will see a confirmation screen indicating that you have partially or completely submitted final grades for this course. Be sure to print the confirmation screen for check out with your division dean. You can now choose another class to enter grades, or return to the faculty menu.

## END OF COURSE CHECK-OUT PROCESS

All instructors are required to go through a checkout process conducted in the division office at the end of each course. The purpose of this process is to ensure that all college requirements are met. After the required materials (final grade report, attendance and grade records, syllabus and course outline, etc.) have been submitted, a clearance sheet is signed by the Dean, or designee. Faculty teaching evening or weekend classes will check out through the Evening/Saturday office (Room A252).

## EXAMINATIONS

Each instructor is expected to prepare and give performance examination/evaluation through the semester. A final exam will normally be given.

Examinations should:

- a. Be directly related to the content of the course and measure the objectives defined at the beginning of the course.
- b. Be so constructed as to assist the students in organizing and synthesizing their learning experiences in the class.

- c. Include some objective reference based upon well-defined instructional objectives, even though they may include some subjective elements.
- d. Differentiate among students' relative achievement levels.

## GRADES

### Grade Assessment

Credit coursework is assigned grades. Continuing Education courses are graded with a "CP" (Completion) or "NC" (Non Completion) on the Continuing Education class roll. Students should be informed of the manner by which grades in your course are assessed. Grading should be objective as possible, and a student should be able to determine his/her standing in class at any time. For credit courses a minimum of four major grades should be assigned to each student per class. Final grades are reported for each student, for every course undertaken, according to the following grading system:

GRADE	INTERPRETATION	POINT VALUE
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
E*	Effort	Not computed
F	Failing	0
N	Non-Participation	0
I	Incomplete	Not computed
W	Withdrawn	Not computed
WX	Withdrawn (re-enrollment required)	Not computed
CR	Credit	Not computed

\*Used only with developmental studies courses.

Students who withdraw from a mandatory remediation course as a result of TSI remediation must also withdraw from all college-level courses.

### WX Grades

The "WX" grade is to be given to students who have not completed the course requirements, but who have made REASONABLE PROGRESS to complete the course in the following regular semester. The "WX" is given at the discretion of the instructor under a contractual agreement with the student. If students do not complete the course requirements, the "WX" is converted to a performance grade. The WX contract form is available from the Division office or the Registrar's office.

### WX Contract Procedures

- a. The instructor completes a WX Contract form stating the work to be completed the following semester. The WX Contract is submitted with the final roll at the end of each semester.
- b. The contract must be agreed upon and signed by the instructor, the student, and the Executive Division Dean. (In certain cases, the contract is submitted without the signature of the student. In those cases, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.)
- c. All students receiving a "WX" grade MUST re-enroll and complete their specified course work in the next regular semester.
- d. The "WX" grade of students who do not re-enroll (and the grade of those who re-enroll and drop without completing) will be converted to the performance grade indicated on the contract. This is usually an "F".
- e. Students who re-enroll and complete their course work will receive the appropriate performance grade for their second enrollment. The "WX" grade remains on their transcript for their first enrollment.

### E Grades

An "E" grade may be given to students when an instructor wishes to indicate that progress has been made in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that students participated in a course according to TSI guidelines, but were unable to do C-level or passing

work that would qualify you to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the courses.

Students on Federal Financial Aid should check with the Financial Aid office concerning E grade(s) and any impact they have on benefits.

### **N Grades**

If a faculty member determines that a student has failed the course, the faculty member assigns either a grade of "N" or "F" based upon the student's performance **AFTER** the official drop date. If the student "participates" in the class **AFTER** the official drop date, the faculty member assigns a grade of "F". "Participation for this purpose only is defined as.

- Submits or completes an assignment after the official drop date, or
- Attends at least one class after the official drop date.

If a student has not demonstrated one of the above and the instructor determines that the student has failed the course, the student will be assigned a grade of "N" by the faculty member. In such a case, the student's official transcript and academic record will reflect the "N" grade as an "F".

### **Incomplete Grades**

An Incomplete ("I" grade) may be given when an unforeseen emergency prevents a student from completing the work in a course.

### **Incomplete Contract Procedures**

- a. The instructor completes an Incomplete Contract form stating the requirements for the satisfactory completion of the course and the grade, which is assigned if such work is not completed. The Incomplete Contract is submitted with the final roll of each semester.
- b. The contract must be agreed upon and signed by the instructor, the student, and the Executive Division Dean. (In certain cases, the contract is submitted without the signature of the student. In those cases, the instructor must include a statement indicating that the student is aware of and in agreement with the contract).
- c. All "I" grades must be converted to a performance grade within 90 days after the beginning of the next long (or regular) semester. This process is done by completing the bottom section of the "I" Contract which needs to be approved by the Executive Division Dean. These are available from the Vice President of Academic Affairs and Student Success office.
- d. All "I" grades not completed within 90 days will be converted, by the Registrar's office, to the grade assigned on the Incomplete Contract.

### **W Grades**

When a student drops a course PRIOR to the official drop date, he/she will receive a "W" grade in that course. The "W" will be preprinted on the final grade roll.

The last drop date for regular semester courses is published in the college catalog and in the class schedule. The last drop date for short semester courses may be different and will vary, depending on the length of the course (see "Dropping a Course" in Attendance Procedure section.)

### **Grade Reports**

No grade reports are mailed. All credit students can access grades on-line through the Internet, on the DCCCD eConnect web site or through the Telephone Touch-tone system. If the student does not have access to a computer at home they can use the computer labs at the colleges or request a transcript.

### **Grade Change**

ONLY the instructor of record for a given course may make grade changes.

Students who question a grade they receive should discuss their concerns with their instructor(s). If the discussion with their instructor does not resolve the matter to the student's satisfaction, the student may appeal to the Division Dean,

proceeding on to the Vice President Academic Affairs, then to the President.

In some instances grade changes are initiated and sent to the instructor of record for input by the Registrar's office. Such changes are initiated when:

- a. A student's drop request has not been properly input and the student should have received a "W."
- b. A grade was incorrectly entered on the computer and the error is being corrected.

### **Grade Change Procedures**

- a. Grade change forms are available from the Division Offices.
- b. The instructor completes the grade change form, including a current address for the student [see (e) below].
- c. The request is sent to the Division Dean for approval, and then forwarded on to the Vice President of Academic Affairs and Student Success.
- d. The Vice President sends the form to the Registrar's Office to be recorded and the appropriate copies distributed.
- e. The student is sent an updated official transcript reflecting the correct grade.

### **Extenuating Circumstance Contracts**

Extenuating Circumstance Contracts provide an opportunity for a student to change sections of similar subject matter courses after the certification date.

Extenuating Circumstance Contracts are generally initiated because of a work schedule conflict.

#### **Procedures**

- a. The student or the instructor picks up the extenuating circumstances contract in the Division office.
- b. The student completes student section and takes it to the present instructor. If the request is approved, the instructor signs and the student takes the form to the future instructor. The instructor of the class to which the student is transferring must also approve the change. (Note: if one or both instructors do not approve the request, the process stops at this point.)
- c. If both instructors approve the request, the student should begin attending the new class/section immediately.
- d. The completed form is sent to the Executive Division Dean for signature (this is usually the responsibility of the last signing instructor).

### **Reinstatement**

Even though students are responsible for their own drops, there are instances when a student will request reinstatement (though these are rare). Normally, students will not be reinstated after the last day to drop. Students should come by the Registrar's office to initiate this procedure.

Usually the student will be asked to obtain written approval from the instructor and Executive Division Dean and in some cases, from the Vice President Academic Affairs.

## **INSTRUCTOR'S RESPONSIBILITY FOR CLASSROOM**

The first class meeting is an extremely important session to establish the proper learning climate. The instructor should arrive prior to the class and write his/her name on the whiteboard. The course name, number, and section number should also be included.

The instructor should very carefully and critically check the class roll and ask to see each student "fee paid" receipt. If the student does not have a paid receipt, he or she must immediately be sent to the Admissions Office (A220) for credit or Continuing Education Office (A260) to enroll or get verification of enrollment. Do not allow a student to attend class without verification of enrollment.

The instructor must "call the roll" at the first class meeting. However, many instructors call the roll at every class meeting. It is required that the roll be taken. After calling the class roll, the instructor should ask if there are students whose names were not called, and if so, those students should be asked for a fee receipt.

The instructor should distribute and discuss in detail the syllabus and topic outline, learning objectives, due dates, grading policy, attendance requirements, and other pertinent information. The instructor should expect and encourage questions about the syllabus. It is recommended that instructors utilize the first class session to establish a positive and organized learning climate.

Faculty members are responsible for enforcing College policy prohibiting food, drinking and smoking in the classrooms. Instructors should ensure that classrooms are left in a clean and orderly condition.

## **COURSE SYLLABUS**

The instructional staff is responsible for the preparation and maintenance of course outlines and syllabi. Syllabus formats are available in the Division office. Syllabi for technical courses must include the Secretary's Commission on Achieving Necessary Skills (SCANS) documentation.

A complete file of course outlines is to be on file in the office of the Division Executive Dean.

Course outlines are revised at the end of each term and filed again at the beginning of the next term. Each Executive Division Dean is responsible for the implementation of this policy.

Periodic audits of Division syllabi will be made. The following is a suggested format/outline for a course syllabus:

### **Required Elements**

- Instructor's name, phone, Internet address (student contact info) and office hours (if applicable).
- Course number, section number, title, number of credit hours or CEU's, lecture and lab hours, semester and year.
- Class days/hours.
- Course description from catalog with prerequisite courses or requirements.
- Course objectives and outcomes.
- Required textbook(s) by title, author and edition plus other required or optional materials.
- Methods of assessing outcomes, including grading methods (A third person should be able to reconstruct grades).
- Drop procedures with drop date.
- Attendance policy, include any effects attendance has on grades.
- Classroom rules and expectations
- Description of number and types of exams to be given.

- Disability needs, including ADA statement.
- Academic ethics statement (may vary per division).
- Reference to catalog and handbook for grievance procedure beyond any specific program procedure/ombudsperson services.
- Financial aid statement.
- Disclaimer regarding adjustment of syllabus schedule if necessary.
- For Technical Education courses: SCANS/learning outcomes (objectives)/method of evaluation)
- For Academic Transfer courses: Core curriculum intellectual competencies
- Exemplary educational objectives
- Religious Holiday Statement
- Children in Classes and Unaccompanied Children Policy.

**Optional elements might include:**

- Topical course outline with dates.
- Computer Center Lab rules Accessing eCampus Available study assistance - learning center, tutors
- Retention or reproduction of student work or projects, if appropriate to the course (i.e. studio courses)
- Space for students to record grades, etc.
- Cell phone or pager policy
- Software copying policy (for applicable classes)
- Additional policies/procedures as needed.

**TEXAS SUCCESS INITIATIVE PROGRAM (TSI)**

Students may be required to assess by taking one of the TSI state approved assessments prior to enrolling in classes that have prerequisite skills in reading, writing, or math. The college reserves the right to advise students in the appropriate remediation if assessment results indicate a need for improving skills in reading, writing, and/or mathematics. No student shall be exempt or waived from prerequisites without first evidence of academic readiness.

**STUDENT GRIEVANCE PROCEDURE**

**1. Definition**

Student grievance is a College-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This includes sexual harassment that a student may suffer from another student or employee of the District.

**2. Scope**

This Student Grievance Procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. It is designed to provide the student with the opportunity to question conditions, which the student believes impede his or her education or instruction. This procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, then by the Executive Division Dean, and so forth to the President, if necessary.

### **3. Limitations**

The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of policy or student grades.

### **4. Procedures**

Students who believe that they have a College-related grievance:

- a. Should discuss it with the college employee most directly responsible for the condition, which brought about the alleged grievance.
- b. If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the Administrative offices to determine the next level of authority.
- c. If an appeal does not resolve the grievance, the student may proceed to the appropriate Executive Vice President with a written presentation of the grievance.
- d. If the vice presidential level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.

### **5. Exception to Procedures Sexual Harassment:**

All students shall report complaints of sexual harassment to the College Ombudsperson or the Executive Dean of Students or the President. Employees shall report complaints of sexual harassment to the College Ombudsman or the College Director of Human Resources (See DCCCD Sexual Harassment Policy). Please refer to College Ombudsperson memorandum regarding sexual harassment.

### **6. Appeal Committee Procedure**

- e. A student who wishes a grievance to be heard must submit a request in writing to the Executive Dean of Students.
- f. The Executive Dean of Students will convene and chair the Appeal Committee.
- g. The committee must hear the appeal within ten class days of the request unless extended with the agreement of both the student and the Executive Dean of Students.
- h. The committee will be adhoc and will consist of two students, two faculty members and one staff member who is either an administrator or a non-contractual employee. It is the responsibility of the President or the President's designee to appoint all committee members.
- i. The Appeal Committee will make its recommendations directly to the President. The decision of the President shall be final.

## **STUDENT DISCIPLINE PROCEDURES**

The instructor has full authority to determine methodology, grading systems, content, etc. In addition, the instructor has the full authority to set any reasonable, fair behavior standards for students in class. If a student fails to comply with these standards, then he/she may legitimately be asked to leave the class until a teacher conference is arranged, or until an alternative action has been taken. If a student has a serious objection to a teacher's classroom requirements, then he/she may informally appeal to the Executive Division Dean, consult with the Ombudsperson for informal assistance, or initiate the grievance process.

## **HOW WILL A STUDENT BE DISCIPLINED FOR CHEATING?**

If any violation of academic standards occurs, e.g., plagiarism, cheating, collusion, etc., the teacher must decide if the violation warrants in-class action (Zero or F grades, make-up work, teacher, conference, etc.) and if so, simply take the action. If the violation is serious enough to warrant suspension from a class, program, or the college, then a complaint must be filed with the Executive Dean of Students. Preferably, this complaint would be jointly filed and the penalty jointly recommended by the instructor and his/her Division Dean. The complaint should be clearly outlined and contain specific dates, times, persons involved, witnesses, and other evidence that supports the complaint. The Executive Dean of Students will review the complaint and supporting evidence, confer with the Vice President of Academic Affairs and Student Success, and based on Student Code requirements either proceed with charges against the student, or in conference with complainants, decide to pursue other alternatives.

## **WHAT HAPPENS IF A STUDENT IS DISRUPTIVE?**

If a student engages in any minor disruptive, disrespectful, or otherwise inappropriate behavior, the teacher may warn the student, and then if the behavior continues, ask the student to leave and arrange a teacher conference through the Division office. If the conference is not productive, then a complaint may be filed with the Executive Dean of Students or you may request assistance from the Ombudsperson who would work informally with the student.

Remember that if the Executive Dean of Students takes disciplinary action, it must be based on testimony by the complainant, so a written statement must be in the student's file before any final sanction is imposed. Please see College Ombudsperson memorandum on Discipline and Grievance Information for Students.

## **WHAT HAPPENS IF A STUDENT ENGAGES IN THREATENING BEHAVIOR?**

In case of seriously disruptive or threatening behavior (to self or others) the President or Executive Dean of Students can impose an immediate interim suspension until the complaint is investigated. In such instances, the Executive Dean of Students and/or Campus Safety Officer should be notified as soon as possible. Written statements can be provided at a later time.

In the case of sexual or racial harassment, contact Bettie Tully, Ombudsman, the Executive Dean of Students, or your Executive Division Dean immediately.

There are frequently circumstances that allow for informal resolution of student problems. Please feel free to call on Bettie Tully, Fela Alfaro, or one of the counselors to work with any student on learning appropriate behaviors and coping skills.

## **PENALTIES:**

If a student is placed on Disciplinary Probation, he/she is warned that any additional offense will likely result in suspension from the college. While on probation, the student must maintain weekly contact with an assigned counselor.

If a student is suspended from the College, he/she will not be allowed on campus for any reason until the suspension period is over. If a student is suspended from a program or class, he/she is not allowed to continue in said program. If a student is expelled he/she is banned indefinitely from enrolling at any DCCCD college. See the Student Code of Conduct in the College Catalog for details.

## **PEOPLE TO SEE FOR ASSISTANCE:**

**Bettie Tully, Ombudsperson**, Room B302 Ext. 2105  
**Fela Alfaro, Executive Dean of Students**, Room A233 Ext. 2119  
**Campus Police**, Room A233 Ext. 4290

## **ACADEMIC INTEGRITY GUIDELINES**

The Student Code of Conduct is the foundation for responding to specific discipline activities which the code addresses. The Task Force on Academic Dishonesty is to develop specific guidelines on academic dishonesty to help faculty respond to incidents of academic dishonesty. The following operating assumptions and guidelines are not meant to enlarge or modify the Code, but are meant as explanation. If there is a discrepancy between this document and the Code, the Code will have precedence.

### **Basic Operating Assumptions on Academic Dishonesty**

1. The El Centro College faculty, staff, and administration commit to creating an environment where academic honesty is the norm. Academic dishonesty is not acceptable student behavior at El Centro College. Instances of academic dishonesty will not be tolerated.
2. The instructor, relying on professional judgment and experience, sets the standards of academic honesty in the classroom learning environment, determines when these standards have been violated, and determines the

consequences of that behavior by the student.

When the instructor is carrying out these charges, it should be noted that the Student Code of Conduct purposefully does not infringe upon the academic freedom of the instructor. (The Student Grievance Procedure, as contained in the Code, is not intended to supplant campus administrative matters of policy or student grades.) As a result of academic dishonesty a student may fail a test, or a course, if the instructor so determines.

In addition, after receiving a failing grade in a course, the student may also receive an authorized disciplinary penalty, such as an admonition, warning probation, disciplinary probation, or suspension.

3. Academic dishonesty at El Centro College is defined as any student behavior that results or might result in a student's receiving unearned academic credit. El Centro defines academic dishonesty to include:
  - a. **Cheating-intentionally** using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
    - stealing tests
    - taking unauthorized notes into the Testing Center or classroom test location
    - looking at another student's test during the exam process
    - taking a test for another person
  - b. **Collusion** - unauthorized collaboration with another person preparing work offered for credit.
    - talking during exams
    - taking exams for another student
    - providing exam information to another student
    - working collectively on assignments intended as individual tasks
  - c. **Fabrication** - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
    - Crediting a reference to a fictitious article or source
  - d. **Plagiarism** - intentionally representing the words or ideas of another as one's own in any academic exercise.
    - Copying another student's work/projects
    - Copying directly from another book without citing credit
    - Reproducing computer programs
4. The role of administration is to provide support for the decisions and actions of the instructor. The administrative support may include the following:
  - a. At the instructor's request, serving as a "witness" in discussions with the student.
  - b. Conducting a separate directive admonition conference with the student.
  - c. Initiating additional disciplinary action against a student involved in multiple academic dishonesty incidents, i.e. probation, suspension.
  - d. Blocking a student's records to prevent class withdrawal.

## Operating Guidelines

These operating guidelines are intended to provide a series of potential actions for an instructor to adopt, both to prevent academic dishonesty and to implement when instances of academic dishonesty occur.

1. Prevention of academic dishonesty. A basic assumption is that prevention of academic dishonesty is the goal of every instructor. In order to prevent academic dishonesty, possible actions on the part of the instructor are these:
  - a. Include a statement concerning academic dishonesty and its consequences in the course syllabus.
  - b. Discuss expectations with students in class.
  - c. In Class:
    - 1) Proctor exams
    - 2) Give multiple forms of tests (i.e. different colors; random collation of pages)
    - 3) Use original tests, not tests from previous semesters
    - 4) Have students use cover sheets

- d. Out-of-Class:
  - 1) Make the assignments specific
  - 2) Collect drafts, preliminary drafts, or in-progress critiques
  - 3) Validate written work through oral responses in class
- e. Testing Center:
  - 1) Random collation of pages
  - 2) Require permission slips
  - 3) Develop alternative versions of the test (sometimes 3 or 4 versions)
  - 3) Allow only one student to test at a time (one copy of test)
  - 4) Require students to list time-in and time-out on the test
  - 5) Require all scratch paper to be attached to answer sheet

## 2. Suspicion of academic dishonesty by a student:

- a. In class academic dishonesty:

### Some Examples:

- 1) Looking on another student's test during the exam process
- 2) Talking during exams
- 3) Tests turned in with similar wrong answers
- 4) Reports from other students

### Possible Actions:

- 1) Move the student
- 2) Have all students use cover sheets
- 3) Hold a conference with the student
- 4) Retest the student

- b. Out-of-class academic dishonesty:

### Some Examples:

- 1) The level of work exceeds previous performance
- 2) The student does not respond specifically to the assignment (topic is more global, inexact)
- 3) The work too closely reflects another student's work
- 4) The time reported is not the time spent (i.e. time in labs, self-paced courses, co-op, etc.)

### Possible Actions:

- 1) Hold a conference in which the student must bring in the resources used to construct the paper/project
- 2) Ask specific questions regarding the paper/project
- 3) Have the student redo the work when there is no concrete proof

## 3. Documentation Process (in more serious cases)

In instances of academic dishonesty, the following process is recommended to document the instances.

- a. Notify the Executive Division Dean and the Vice President Academic Affairs verbally and request that the student's grades be blocked.
- b. Meet with the student.
- c. Determine the penalty for academic dishonesty, i.e. zero on the item, "F" in the course, option of an "F" or dropping the course.
- d. Develop written documentation to include:
  - 1) Student's name
  - 2) Date of incident
  - 3) Course and section
  - 4) Instructor's name
  - 5) Explanation of academic dishonesty (what, where, when, how)
  - 6) Action taken by instructor
  - 7) Further action requested, if any
- e. Review the written documentation with the Executive Division Dean.
- f. Send the written documentation to the Vice President Academic Affairs.

## 4. Administrative Processes

- a. Initial incident of academic dishonesty:
  - 1) The Vice President may hold a conference with the student in support of the instructor's decision.
  - 2) A file will be maintained in the Vice President for Academic Affairs and Student Success' office on all students guilty of academic dishonesty. Access to the file will be limited to those persons directly

- involved in the incident.
- b. Repeated instances of academic dishonesty:
    - 1) The Vice President Academic Affairs will initiate sanctions against students involved in more than one instance of academic dishonesty.

## **OUTSIDE OR GUEST SPEAKERS**

The college policy concerning outside or guest speakers shall be designed to insure that students hear alternative views on a given topic. If an invited guest is known to adhere to certain controversial or extreme views, it may be advisable to request that time be allowed for a rebuttal or that some other procedure, such as debate, be used to insure that the primary purpose of such programs is information, and not indoctrination. In cases where guest speakers are known to be extremely controversial, or to be inclined to make inflammatory speeches, the faculty member responsible for inviting the speaker on the campus shall request approval from the Marketing/Communications office, the appropriate Vice President, and campus President, in advance of the visitor's arrival and presentation on campus.

## **APPROVAL OF GUEST SPEAKERS FOR INSTRUCTIONAL AREAS**

In the instructional area, the Division Dean must approve guest speakers, for both day and evening classes. It is the responsibility of the Division Dean to assure an opportunity for rebuttal if the speaker is discussing controversial issues.

It is the responsibility of the Division Dean to notify the Vice President when a controversial speaker has been invited to the campus. The Marketing/Communications Office should also be notified of visiting speakers on campus. The Vice President will be responsible for notifying the President of guest speakers.

A Notification of Guest Speaker form is available in the Division office to be filled out prior to the date the speaker is on campus.

## **FIELD TRIPS**

1. Prior to the trip, the trip sponsor must complete the Field Trip Participation Consent (Form #0771) and a Student Travel Advance and Approval Request (Form #0223) to provide coverage for participating students.
2. To minimize the district's liability exposure, the trip sponsor must have students sign a Field Trip Participation Consent (Form #0771).
3. A listing of the students participating and the field trip participation consent (Form #0771) should be attached to the Student Travel Advance and Approval Request (Form #0223), and submitted to the College Business Office prior to the trip.

## **FIELD COURSES AND INTERNATIONAL STUDY**

Field courses and international study provide expanded horizons for the students and staff of the Dallas County Community College District. Learning is enhanced when the content of the course is related to the environment in which study takes place. Such study is rigorous and demanding, both for the student and staff.

## **SIGN POSTING GUIDELINES**

In order to maintain the attractive appearance of El Centro College and to regulate both quantity and kind of information posted, the following policies regarding the posting of signs, banners and advertisements have been established.

1. The Marketing and Communications office must first approve notices posted on college bulletin boards. Special bulletin boards are designated for campus events, student/staff classifieds, student housing information and off-campus educational and cultural activities. Notices will remain posted for one month.
2. Classified ads may not exceed 8 ½" x 11". All other notices may not exceed 14"x22".
3. No information containing commercial advertising will be allowed on campus.
4. Sale of commodities or distribution of information on campus must be approved by the Marketing and Communications office.

5. Political advertising will be restricted to certain specific activities, such as a candidate forum. It must be approved by the Marketing and Communications office.

## **FACULTY AND STAFF PUBLICATIONS**

Research Projects: Before beginning any research project that relates directly or indirectly to El Centro, its faculty, staff, students or programs, a written or verbal summary of the project, its objectives, methodology, use and intended publication must be submitted for approval to both the Executive Vice President Academic Affairs and to the supervisor of the area affected.

Faculty Publications: Faculty and staff are encouraged to chronicle events, activities, research, programs, instructional models, etc., that relate to El Centro College. However, faculty, staff and students must obtain approval from the Vice President Academic Affairs before submitting manuscripts for publication.

This policy is not designed to limit or censor. Its purpose is to assure accuracy of communication and to insure that research or related activities do not interfere with the instructional program of the College.

This policy does not involve a faculty member's research or publications in an academic discipline or area of interest. Publications dealing with topics not related to El Centro College do not require campus authorization. However, the college administration would appreciate knowing about these so that faculty members can be recognized and the work publicized on campus.

## **COPYRIGHT**

Personal audio and videotapes are not copied for instructor or for personal use. The College must fully abide by copyright laws.

## **AGREEMENT OF GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS WITH RESPECT TO BOOKS AND PERIODICALS**

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under 17 U.S.C. Subsection 107. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely, that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in 17 U.S.C. Subsection 107. There may be instances in which copying that does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

## **GUIDELINES**

### **1. Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book;
- b. An article from a periodical or newspaper;
- c. A short story, short essay or short poem, whether or not from a collective work;
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

### **2. Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below; and,

- b. Meets the cumulative effect test as defined below; and,
- c. Each copy includes a notice of copyright.

**Definitions:**

**Brevity**

- 1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- 2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion of any unfinished line of a poem or of an unfinished prose paragraph.)
- 3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- 4. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

**Spontaneity**

- 1. The copying is at the instance and inspiration of the individual teacher, and
- 2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

**Cumulative Effect**

- 1. The copying of the material is for only one course in the school in which the copies are made.
- 2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
- 3. There shall not be more than 9 instances of such multiple copying for one course during one class term.

(The limitations stated 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

**Prohibitions as to I and II above**, notwithstanding any of the above, the following shall be prohibited:

- 1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefore are accumulated or reproduced and used separately.
- 2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and like consumable material.
- 3. Copying shall not:
  - a. substitute for the purchase of books, publisher's reprints or periodicals;
  - b. be directed by higher authority;
  - c. be repeated with respect to the same item by the same teacher from term to term.
- 4. No charge shall be made to the student beyond the actual cost of the photocopying.

**DCCCD COPYRIGHT POLICY**

**1. Purpose:**

The Board acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to literary, dramatic, musical, artistic and other intellectual and creative works which are copyrightable or patentable. The following statement of policy and procedure is made for the purpose of defining ownership of such rights which are created by District employees independently or with District support, or by third parties.

**2. Rights Statement:**

**a. Independent Works:**

A District employee owns all rights to copyrightable or patentable work which is created by the District employee while not in the course and scope of his employment as illustrated by, but not limited to the following appropriate factors:

- 1) The work is the result of individual initiative.
- 2) The work is not a specific assignment made within the course of employment with the District.
- 3) The work involves only insignificant use of District facilities, time or resource.

**b. District-Supported Works:**

Unless otherwise provided herein, the District owns all rights to copyrightable or patentable work which is created by a District employee in the course of the employee's employment with the District as illustrated by, but not limited to the use of significant facilities, time, or resources of the District, including, but not limited to released time, grant money, sabbatical leave, or other material or financial assistance by the District.

**c. Third Party Works:** Rights to copyrightable or patentable work created by a third party, i.e., not a District employee, shall reside in the author/creator.

**3. Rights Agreement:** The Chancellor shall establish procedures to insure that any District employee who created copyrightable or patentable work with District support shall enter into an agreement with the District providing either:

- a. that the employee assigns ownership rights to the DCCCD; or
- b. for a fair and equitable arrangement for joint ownership, sharing or royalties, or reimbursement to the District of its costs and support. In all cases where a copyrightable or patentable work is created with District support, the agreement shall provide that the District will have a perpetual license to use the work without further compensation.

**4. Disclosure:** All District employees shall disclose potentially copyrightable or patentable work to the President and shall utilize the procedures specified in V/C-06 of this Manual. In the case of copyrightable work, an employee shall make such disclosure prior to beginning the work, but no later than completion of the work. An employee shall disclose patentable work within 60 days after disclosure to the third party contractor, if any, promptly after discovery.

**5. Institutional Review:** The procedure for institutional review of copyrightable or patentable work created by a District employee with District support is enumerated in V/C-06 of the DCCCD Policies and Procedures Manual. For purpose of this policy:

- a. the review procedure in V/C-06 3(b) shall be used exclusively to review copyrightable or patentable work;
- b. at each level of administrative approval in V/C-06, the designated administrator shall determine the extent to which the District and employee should share ownership and royalties of the copyrightable or patentable work based upon the significant benefit of the work to the District, and the Executive Cabinet shall exercise final approval; and
- c. V/C-06, are not applicable. If the District's ownership and share in royalties of the work is 50 percent or more, the District shall pay the costs of copyright or patent filing, otherwise the employee shall pay such costs.

**6. Equity and Management:** A District employee who creates a copyrightable or patentable work with District support may have an equitable interest in the work or a business entity involved with the work if the equity interest is promptly disclosed to the Vice Chancellor of Educational Affairs; however, the District employee is prohibited from holding an executive position in the business entity.

**7. Definitions in this policy:**

- a. Copyrightable or patentable work includes, but is not limited to literary, dramatic, musical, and artistic works as well as inventions, discoveries, trade secrets, and computer software. It is not intended that any intellectual property be excluded from this definition; and
- b. Employee means full-time contractual and non-contractual personnel as those terms are defined in IV/A except in VII/F, in which case, employees means all District personnel.

**8. Applicability - Project Funding:** In the case of works created under grants from governmental or foundation

sources prescribing ownership rights, this policy shall govern negotiations of the conditions of such grants.

**9. License or Sale of District Works:** The Chancellor shall establish procedures to protect the copyright and patent interest of the District in the sale, lease or licensing to others of District work products.

**10. Purchase License or Lease of Third Party Works:** All employees and students of the District shall comply with copyright laws and any licenses or lease agreements which are entered into between the District and third parties. The District strictly prohibits the unauthorized sale, transfer, or duplication of third party works. Any person who infringes on a copyright willfully or violates such agreements willfully is individually liable for such acts and is subject to disciplinary action by the District. The Chancellor shall establish procedures to implement this policy, which shall include notice of such policy to employees and students.

**Rationale:** State legislature requires all institutions of higher education to have a policy governing ownership and control of intellectual property within certain state guidelines. Failure to have such a policy would cause the District to be ineligible for certain state grants. The Board's current policy addresses copyrightable work, but not patentable work. Therefore, the above policy was written to include patentable work as required by the state.

## **OFF-CAMPUS USE OF COLLEGE EQUIPMENT**

Borrower agrees to reimburse the college for any negligent loss or damage to same. If return date is to be scheduled beyond the current semester or session, authorization must be obtained from the College President, appropriate Executive Vice President, Chancellor, Vice Chancellor, or Associate Vice Chancellor.

All items on extended use must be verified at the beginning of each fiscal year (September 1). A new form and appropriate authorization must be obtained if additional use of equipment is requested.

The lending division should inform the College Inventory Control officer and College Police/Designee by e-mail, or other written means of the date the equipment was returned.

## **PERSONAL USE OF COLLEGE SUPPLIES**

In the event that a member of the El Centro College faculty or staff makes use of college supplies or equipment involving cost to the institution, the faculty or staff member should be careful to insure that the College is reimbursed for such costs.

## **PERSONAL USE OF COLLEGE EQUIPMENT**

Materials processed through expense-generating devices such as duplicating machines, offset presses and postage meters must be relevant to campus business. Personal items or items relating to club or community activities of District employees may not be processed at taxpayer expense.

Exceptions to the rule may be authorized in writing by the immediate supervisor of the person requesting such exception. Supervisors shall be responsible to the District for exceptions. The District must be reimbursed for the cost of the service provided.

## **COMPUTER USE**

### **PURPOSE OF COMPUTER USE POLICY**

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet in particular supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the

District's policies concerning computer use. The Chancellor is authorized to promulgate policies and procedures to implement this policy.

## **USE OF DISTRICT RESOURCES**

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to, District- and College-owned host computer systems, networks, peripheral equipment (such as modems, terminals, and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks, and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user.

The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), District policies and procedures, and contractual agreements. Employees who use District computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR(REGULATION). The District reserves the right to limit, restrict, or deny computing resources and facilities for those who violate District policies, procedures, or local, state, or federal laws.

## **FREEDOM OF EXPRESSION**

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

## **PRIVACY**

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to ensure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

## **INTELLECTUAL PROPERTY**

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, use of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law and CR(REGULATION).

## **CRIMINAL AND ILLEGAL ACTS**

Computing resources of the District, which include the hardware, software, and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion, or sex.

## **AUTHORIZED USE**

Computing resources are provided by the District to accomplish tasks related to the District's mission. Some

computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. Imposes no measurable cost on the District;
2. Is not harmful to the District;
3. Is not a hindrance to the daily operations of the District; and
4. Has no adverse effect upon an individual's job or educational performance.

## **UNAUTHORIZED USE**

Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access, or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption.

## **INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES AND FACILITIES**

All users must use these resources and facilities in accordance with District policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the District, and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using the District's computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, respect the rights of other computer users, by comply with laws, license agreements, and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up workstations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek read, provide, remove, reconfigure, or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.
5. Report improper use of computer resources and facilities which may include:
  - a. Breach of computer security.
  - b. Unauthorized access to computing resources.
  - c. Release of password or other confidential information on computer security.
  - d. Harmful access.
  - e. Alteration, damage, or destruction of data.
  - f. Injection of a destructive computer virus.
  - g. Invasion of privacy.
  - h. Reading files without authorization.
  - i. Criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment and/or discrimination using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:
  - a. Is unwelcome;

- b. Interferes with the user's ability, or the ability of others, to work or study;
- c. Creates an intimidating, hostile, or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

## **COMPUTER SOFTWARE AND COPYRIGHT LAW**

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action.

District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

## **EMERGENCIES**

<http://www.elcentrocollege.edu/CampusInfo/Safety/Mainbar.asp>.

Dial **911** from campus phones for emergencies. For none emergencies, call 214-860-**4920**. The College Police Office is staffed to receive your call. However, after hours, officers carry two-way radios equipped with a phone patch that is capable of receiving incoming calls.

### **Additional help**

-Injury or Physical Illness: Extension 2113 (Health Center) If busy, call College Police from a campus phone at 911

-Emotional Crisis: Extension 2084 (Counseling Center) If busy, call College Police from a campus phone at 911

-Crime Extension 911 or red ring down call boxes

When using a cell phone, or an off campus telephone for police service, dial 972-860-4290.

## **REPORTING AN EMERGENCY**

When telephoning College Police or the Health Center to report an emergency situation, do not hang up until the following information has been clearly stated:

1. Name of person calling
2. Nature of emergency
3. Location of emergency
4. Description of suspect (if applicable)
5. Call back number

Keep in mind that emergency personnel can perform more efficiently if they have complete information.

## **REPORT ALL INJURIES/ACCIDENTS**

- a. Call Health Center, ext. 2113
- b. Call College Police, campus phone, 911

- c. Give the following information
- d. What happened? (i.e., fainting, breathing difficulty, a seizure, injury?)
  - 1) Give exact location.
  - 2) Give your name and the phone number you are calling from.
  - 3) Stay with the person until someone from either the Health Center or College Police arrives.

## **FIRE**

Be familiar with evacuation routes from your area. Any person who receives a report of, or observes a fire must:

1. Activate fire alarm.
2. Dispatch person to notify College Police
3. Assist in orderly evacuation of the building.

## **WEATHER – (Tornado)**

When the decision is made to take shelter, move to the centermost part of the floor you are on and away from glass, or, basements of “A” or “C” building.

1. Notify work group that severe weather is imminent.
2. Lead work group to the closest designated shelter.
3. Wait for College Police or emergency PA system to advise when danger has passed.

## **SHELTER AREAS**

Centermost part of each floor away from glass, or, basements of both “A” or “C” buildings.

## **BOMB THREAT**

In the event a bomb threat is received by telephone, the following procedures will be pursued.

1. Remain calm!
2. Attempt to identify background noises that may help determine location where call is made, such as traffic, music, laughter, etc.
3. Make an educated guess as to the sex, age, or accent of the caller, or if a disguised voice is used.
4. Determine, if possible, the time the bomb is scheduled to explode, the location of the bomb and the reason for the threat.
5. Complete the “bomb threat checklist” while details are still fresh in memory.
6. Immediately notify President’s Office at ext. 2011 and College Police at 2232.

## **EMERGENCY CALLS**

Only in extreme emergencies may a class be interrupted to deliver a message to a student. Extreme emergencies should be referred to College Police.

## **CLOSURE DUE TO INCLEMENT WEATHER**

During periods of inclement weather, the College may decide to cease instructional operations. Decisions on campus closing will normally be made prior to 6:00 a.m. Please listen to your radio and television stations for official notification that the College will be closed. For evening and weekend instructors, please call your instructional division office or the Evening Office for official information. You may also dial 214 860-2701 weather closing information.

## **AFFIRMATIVE ACTION**

The District shall comply with existing Federal and State laws and regulations, including the Civil Rights Act of 1964

(P.L.88-352) and Executive Order 11246 (Revised Order No. 4) where applicable. It is against the policy of the District to discriminate against and/or exclude from participation in any benefits or activities any person either on the staff or in the student body, on the grounds of race, color, creed, religion, national origin, sex, age or handicap. (DCCCD Policies and Procedures Manual, IV/A, p. 1).

## **DRUG FREE WORKPLACE**

The District shall comply with the Drug Free Workplace Act of 1988. The Board expects all employees to discharge their duties free from the influence of controlled substances and thereby maintain a working environment free of the problems associated with the use and abuse of controlled substances. The unlawful maintenance, distribution, dispensation, possession or use of a controlled substance by any employee is prohibited in the workplace and is a violation of this policy.

The term "controlled substances" is defined as those drugs listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812. The use of non-prescription controlled substances is inconsistent with the behavior expected of employees and subjects the District and its employees ability to perform their assigned duties in an efficient and effective manner. The non-prescription use, sale, possession, distribution, dispensation, manufacture or transfer of controlled substances on District property or property under District control by an employee is a basis for immediate suspension without notice.

Any employee who is convicted of a controlled substance-related violation in the workplace under state or federal laws or who pleads guilty or "nolo contendere" to such charges, must notify the District within five days of such conviction or plea. Failure to do so is grounds for suspension without notice. Employees who are convicted or plead "nolo contendere" to such drug-related violations and who are not terminated must successfully complete a drug abuse assistance or similar program as a condition of continued employment. If termination occurs, the District shall not reemploy the person unless he/she successfully completes a drug rehabilitation program.

In addition, if a grant employee or other employee covered by the Act so notifies the District, the District must report this to the grantor agency within ten days of the notice. The District is not required to report an employee who is not covered by the Act. (DCCCD Policies and Procedures Manual, IV/A-03).

## **COMMUNICABLE DISEASE**

### **Procedure:**

#### **Communicable Disease Coordinator:**

Each college, which includes the District offices, shall have a Communicable Disease Coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or employee who has a communicable disease is strongly encouraged to report the disease to the coordinator. After the report by an infected individual, the coordinator shall meet privately with the employee or student to consider the issues enumerated in paragraph two below and response by the college. A coordinator shall involve a medical doctor (ideally a public health official) in this administrative procedure at any time it is necessary to provide medical judgment regarding a communicable disease. In the event a student or employee does not report a communicable disease as provided herein and has symptoms of the disease, a coordinator may meet privately with the individual to attempt to determine the nature of the disease.

Each college must comply with the State Health Department's and local health authorities' rules, regulations and protocols for management of communicable diseases. A coordinator is not required to summon a medical doctor for communicable diseases such as rubella, influenza, and similar diseases unless such cases may have a significant impact upon the health of the college community. Each case will be handled on an individual basis by the Communicable Disease Coordinator, and the medical doctor selected by the District. Upon written agreement of the infected individual, other members may be added to the group as resource, for example, but not limited to the Human Resources Director and the infected individual's supervisor or instructors. Upon request of an infected individual, reasonable accommodation will be provided if the individual agrees, in writing, to add to the group those persons who have authority to coordinate and provide such accommodation. The college president or chief administrative officer of the location must be added to the group, but is limited to receiving and acting upon recommendations from the group as provided in (2) below. In this administrative procedure, a written agreement is not required from an infected individual unless the agreement is required by law.

**Risk Assessment and Related Issues:**

The group, identified in the paragraph above, shall consider whether the infected individual may pose a risk of transmission to others in the classroom, college program, or work place, as applicable, as well as related issues. The group shall consider the infected individual's knowledge regarding transmission of communicable disease and the individual understands of the need to attend the disease through medical care, personal hygiene, educational counseling, and avoidance of high risk behavior. Based upon the reasonable medical judgment of the medical doctor in this group, and the current state of medical knowledge, the group will consider the seriousness of the communicable disease by determining the:

- a. nature of the risk (the manner in which the disease is transmitted);
- b. duration of the risk (the period of time the individual is infectious);
- c. severity of the risk (the potential harm to third parties); and
- d. probability of transmission of the disease and the varying degrees of harm from such transmission.

If a student or employee who requests reasonable accommodation and in the judgment of the group, fails to meet the standards provided in IV/N5 of the DCCCD Policies and Procedures Manual, the group shall make appropriate recommendations to the college president or chief administrative officer of the location, which ever applies. The group shall also make recommendations to the College President or chief administrative officer when necessary for approval of the accommodation offered the infected individual. Each case of communicable disease shall be reevaluated when deemed necessary by the Communicable Disease Coordinator. Reevaluation may include reconvening the medical group referred to in this procedure. If an employee or student wishes to contest decisions of the medical group, he/she may use the grievance procedures.

**Confidentiality:**

The Communicable Disease Coordinator shall function as liaison between an infected individual and/or his/her physician and other staff who are providing services to the individual. The right of privacy of an infected individual shall be strictly respected unless the law, regulation hereunder, or order of a public health official requires disclosure to others. Therefore, knowledge that an employee or student has a communicable disease, especially HIV infection, shall be strictly confined to the medical group and such other persons as authorized, in writing, by the employee or student if the authorization is required by law.

**Reporting:**

The Communicable Disease Prevention and Control Act, Art. 4419B-V.A.T.S., requires certain communicable diseases to be reported to the local or state health authority by physicians and certain others. Therefore, the physician in the medical group shall report to the appropriate health authority those diseases which are considered reportable under the law.

**Reasonable Accommodation:**

The District may offer reasonable accommodation to an infected student or employee as illustrated by, but not limited to, job restructuring, reassignment, flexible scheduling, and other similar accommodation. In considering changes in work assignments, the District shall observe established policies governing qualification requirements, internal placement, and other staffing requirements.

**Educational Awareness Program:**

The Assistant Chancellor, in conjunction with the Vice Chancellor of Educational Affairs, is responsible for developing and maintaining a comprehensive educational program for students and employees regarding HIV infection. The administration shall utilize the Communicable Disease Coordinator at each college as a vital resource in the development and maintenance of the educational program. The educational program must provide current information, use reliable, up-to-date materials and be both easily accessible and widely available.

**Protection of Students and Employees from Infection:**

"Universal Blood and Body Fluid Precautions" as recommended by the Centers for Disease Control, Atlanta, Georgia, (Morbidity and Mortality Weekly Report, Supplement August 21, 1987/Volume 36 No. 25), or as amended or updated by the Centers for Disease Control, will be used for all individuals coming in contact with blood or body fluids. All employees should wash hands and skin immediately if contaminated with blood or body fluids. Gloves should be worn when cleaning up blood and body fluid spills and for handling items or surfaces soiled with blood or body fluids. Hands should be washed immediately after gloves are removed as well. Spills should be disinfected with household chlorine bleach freshly diluted 1:10 in water. Waste is to be bagged and tied in a plastic bag. Bags are to be disposed of

according to routine housekeeping procedures. Housekeeping personnel will use designated chemical germicides for general cleaning and disinfecting. College Health Center and Health Occupations employees will follow additional procedures, as needed in patient care settings to include masks, plastic aprons, specimen collection, and disposal of needles.

**Counseling:**

The Communicable Disease Coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

**Authority:**

The Communicable Disease Policy in IV/N of the DCCCD Policies and Procedures Manual provides authority and direction for these administrative procedures, which apply, to all employees and students of the District. (Also, see Policy Report No. 6, Board Meeting 09/06/88.)

**SEXUAL HARASSMENT POLICY**

**Illustrations of sexual harassment**

Generally sexual harassment includes any sexual attention that is unwelcome. Harassment means conduct amounting to more than occasional, isolated, or trivial act or remark. The following examples of sexual harassment are illustrations of prohibited conduct, but are not an all-inclusive list of such conduct:

1. Physical assault based on gender
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
3. Direct propositions of a sexual nature.
4. A pattern of conduct intended to discomfort or humiliate a person that includes one or more of the following:
  - a. Comments of a sexual nature.
  - b. Sexually explicit statements, questions, jokes, pictures, or anecdotes.
  - c. Unnecessary touching, patting, hugging, or brushing against a person's body.
  - d. Remarks of a sexual nature about a person's clothing or body.
  - e. Remarks about sexual activity or speculations about previous sexual experience

Item four above does not include conduct or comments that are legitimately related to the subject matter of an instructional course as illustrated by, but not limited to, a physical education course, a human development course, or a biology course.

**CONSENSUAL RELATIONSHIPS**

Consensual romantic or sexual relationships between a supervisor and employee or a faculty member and a student in the faculty member's class can create significant problems, and therefore, the District strongly discourages such relationships and any conduct (such as dating) that might reasonably be expected to lead to a romantic or sexual relationship. If a romantic or sexual relationship develops between a supervisor and employee or faculty member and student, the supervisor or faculty member must promptly disclose, in writing, the existence of the relationship to the supervisor's or faculty member's location human resource director or the District's human resource director. The employee or student may also make the disclosure.

The location human resources director or the District human resources director shall inform the employee's next-higher-level supervisor or the faculty member's department head (and others on a need-to-know basis) of the existence of the relationship, and the highest-level administrator will ensure that the supervisor or faculty member does not participate in activities or decisions that may either benefit or harm the employee or student.

The District recognizes that the terms "romantic" and "dating" are not capable of precise definition. But the District believes that either or both parties to such a relationship can and will understand the meaning of the terms as they apply to them, and will act in a manner consistent with this memorandum and with appropriate ethical and contractual obligations to the District and each other.

## **ISOLATED AND UNINTENTIONAL OFFENSES**

A student or employee of the District who, without establishing a pattern of doing so, engages in isolated conduct as described in item four above or who exhibits a pattern of engaging in such conduct, but fails to realize that such actions discomfort or humiliate a person, demonstrates insensitivity. Upon learning of such activities, the highest-level administrator at the location shall direct the person engaged in such conduct to participate in an educational program designed to help the person understand the harm of such activities.

If, after participation in the education program or failing to participate after being directed to do so, a student or employee continues to engage in the conduct described in item four above, the person will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

## **FILING OF COMPLAINT**

A complaint alleging a violation of one or more of the foregoing provisions in this procedure may be filed by any employee or student affected by the conduct or action; i.e., the complainant. Only a complainant is entitled to utilize the procedures in this memorandum.

## **REPORTING VIOLATION**

Any person may report an alleged violation of this procedure whether or not the person is affected by the conduct or action.

## **REQUIRED REPORTING**

Any administrator who becomes aware that a student or employee is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

Any supervisor who becomes aware that one of the supervisor's employees is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

Any faculty member who becomes aware that one of the faculty member's students is being sexually harassed by a District employee or student is required to report the alleged violation to the officials designated in the section on PROCEDURES—INFORMAL, below.

If a required report or a report by a third party (not a complainant) is made, the accused and the complainant will be notified of the report.

## **IMPROPER REPORTS**

A person who is malicious or intentionally dishonest in reporting a violation is subject to disciplinary action.

## **PROCEDURES**

**Procedures for filing a complaint are as follows:**

### **INFORMAL**

1. At the complainant's option, an informal complaint may be made to the location human resource director or an employee designated by the highest-level administrator at the location or both. Location representatives shall be trained to receive complaints and counsel with complainants. Representatives will be objective in taking a complaint and advising complainant; they will be sensitive to the complainant and accused, if the accused is informed; and they will not attempt to intimidate complainant from pursuing the matter. Information disclosed to representatives is confidential and may not be disclosed without consent of the complainant unless required by law, court order, or to defend the District in legal proceedings.

2. The representative to whom the complaint is made will counsel the complainant as to the options available under this procedure and, at the complainant's request, may assist the complainant informally and/or assist the complainant in drafting a formal complaint if the complainant decides to file a formal complaint.
3. The representative to whom the informal complaint is made will not inform the accused of the complainant's action without the consent of the complainant unless the conduct reported is sufficiently severe or pervasive that the District believes it must investigate the complaint.
4. The representative shall maintain confidentiality with regard to the names of the complainant and the accused, all witnesses, the details for the complaint, and any other information protected by law.
5. One of the goals of the informal complaint process is to resolve less serious matters in an efficient and effective manner.

## **FORMAL**

A complainant wishing to make a formal complaint shall file it, in writing, with the District director of human resources, if the complainant is an employee, or, with the Vice-Chancellor of Education Affairs, if a student. The District person receiving a complaint shall send a copy of the complaint to the highest-level administrator at the location.

## **INVESTIGATION PRIOR TO FORMAL ACTION**

The District human resource office or its designee shall conduct an investigation if the accused is an employee. The Vice-President of Student Development or equivalent position or that person's designee shall conduct an investigation if the accused is a student.

The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation has occurred. In conducting the investigation, the District human resources investigator shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all time, the District human resources investigator will take steps to ensure confidentiality during the investigation, including without limitation, requiring all parties to agree, in writing, that information disclosed during the investigation will not be disclosed to others unless required by law, court order, or to defend the District in legal proceedings. A violation of confidentiality shall be grounds for disciplinary action.

The investigation will afford the accused a full opportunity to respond to the allegations.

### **Possible outcomes of the investigation are:**

1. A judgment that the allegations are not warranted.
2. A negotiated settlement of the complaint.
3. Initiation of formal action described in succeeding provisions of this procedure.

## **PROCESS OF TAKING FORMAL ACTION**

### **Procedures for taking formal action are as follows:**

1. The decision to take formal action in cases in which an employee is charged, will be made by the next to highest level administrator at the location. If, after reviewing the report of the investigation, the next to the highest level administrator at the location concludes that there is a reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the administrator shall authorize formal action.
2. The decision to take formal action in cases in which a student is charged will be made by the Vice-President of Student Development or equivalent position. If, after reviewing the report of the investigation, the Vice-President of Student Development or equivalent position concludes that there is reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the Vice-President or equivalent shall authorize formal action. A student accused of a violation of this procedure shall be afforded an opportunity for a hearing under FMA (LOCAL).

3. If a complaint involves an administrator who is authorized to take formal action as enumerated in item one above, the decision to take formal action will be made by an administrator of higher rank than the accused administrator. Likewise, any other provision in this procedure involving an accused administrator shall be assigned to an administrator of higher rank than the accused.

## **FORMAL ACTION**

### **Formal action procedures are as follows:**

1. If formal action involving allegations of violations of one or more of the foregoing provisions is required, the highest level administrator at the location shall thoroughly review all evidence gained from the investigation and may request additional evidence (testimonial or documentary, or both) from the complainant, the accused, and other relevant witnesses. The review is not a hearing. Failure of an employee to comply and cooperate with a request from the highest-level administrator may be grounds for disciplinary action, including termination.
2. The highest level administrator shall make a decision, based upon a preponderance of the evidence presented and shall report the decision within 10 working days to the complainant and the accused.
3. Based upon the decision, the highest-level administrator shall promptly take appropriate action, if any, toward the accused and any other persons involved with a complaint. Such action may include, but is not limited to, termination of employment or other action as deemed appropriate. Any action that is adopted shall utilize existing policies and procedures in this manual for implementation, if necessary.

## **PROTECTION OF COMPLAINANT AND OTHERS**

Investigations of complaints will be initiated only with the complainant's consent unless the conduct reported is sufficiently severe or pervasive that the District believes it must investigate the complaint. The complainant will be informed fully of steps taken during the investigation.

All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include, but are not limited to:

1. Lateral transfers of one or more of the parties in an employment setting; or
2. Arrangements that employment evaluations concerning the complainant or others be made by an appropriate individual, other than the accused.

In extraordinary circumstances, the next to highest level administrator at the location with the consent of the highest level administrator at the location may, any time during or after an investigation of a sexual harassment complaint, suspend from employment the accused with pay. The next to highest level administrator may suspend an employee from employment after reviewing the allegations and, if necessary, after interviewing the accused and complainant, and, if it seems appropriate, others with pertinent knowledge, and the administrator finds that it is reasonably certain that (1) the alleged sexual harassment has occurred and (2) serious and immediate harm will ensue if the accused continues in employment.

## **PROTECTION OF THE ACCUSED**

At the time the investigation begins, the accused will be informed of the written allegations.

In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if the proceeding has damaged it. An example of such a step may include, but its not limited to, publication of the results of the proceeding.

A complainant found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action that may include, but is not limited to termination of employment. An unsubstantiated complaint is not per se malicious or intentionally dishonest.

## **PROTECTING BOTH PARTIES**

To the extent possible, the proceedings will be conducted in a confidential manner calculated to protect the interests of both parties.

After the investigation, the parties will be informed of the facts developed in the course of the investigation.

## **EDUCATION**

Educational efforts are essential to the establishment of a climate that is as free as possible of sexual harassment. The goals to be achieved through education are:

1. Ensuring that all victims (and potential victims) are aware of their rights.
2. Notifying individuals of conduct that is prohibited.
3. Informing administrators and others concerning the proper manner to address complaints of violations.
4. Helping educate the insensitive concerning the problems this policy and procedure addresses. The highest-level administrator at the location responsible for achieving the above-listed goals.

## **PREPARATION AND DISSEMINATION OF INFORMATION**

The District director of human resources is charged with distributing copies of this policy and procedure to all current employees and to all future employees. A copy of this policy and procedure will be included in the college catalog and will be made continually available at appropriate campus centers and offices. It is the responsibility of the highest-level administrator at the location to educate all employees concerning the essential elements of this procedure.

The District director of human resources will develop a series of training sessions for persons who are likely to receive complaints under this procedure. The highest-level administrator at the location is responsible for implementing this training.

The District director of human resources will develop or identify a course or counseling designed to inform those who unintentionally violate the provisions in this procedure. The course or assistance shall be mandated for those in violation of provision 3 of this procedure and may be mandated for persons found to have violated this procedure.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** also known as the Buckley Amendment

**FERPA** is a federal law that applies to educational agencies and institutions that receive federal funds under any program administered by the Secretary of Education. Generally, FERPA prohibits the funding of an educational agency or institution that has a policy or practice of disclosing a student's educational record (or personally identifiable information contained therein) without the consent of the parent. When a student turns 18 years old or attends a postsecondary institutional at any age, the rights under FERPA transfer from the parent to the student (eligible student).

You will receive an update of FERPA in your faculty mailbox and it is very important that you read it and be familiar with what you can and cannot share regarding student records.

Please click <https://www1.dcccd.edu/cat0809/about/privacy.cfm> to read full Family Educational rights and Privacy ACT (FERPA) document.

## **COLLEGE SERVICES/GENERAL SERVICES**

**Accounting Office** A244 "A" Second Floor (214) 860-2044 Office hours (Monday-Thursday: 8:00-7:00, Friday: 8:00-4:30, Saturday: 8:00-noon) The College Accounting Office is located on the second floor of the "A" Building in Room A244 and is responsible for all college business accounting-related transactions. These include: cashiering functions, check request processing, agency billings, college purchasing of materials and supplies, physical assets inventory, student and employee travel processing, grants management, budget maintenance, and journal entry processing.

**Admissions/Registrar** A133 "A" First Floor (214) 860-2311 Office hours (Monday-Thursday: 8:00-7:00, Friday: 8:00-4:30, Saturday: 8:00-noon). The Admissions/Registrar's Office is responsible for credit student registration, withdrawals, changes, and student records. All instructors must verify class rosters and send students with admission and records problems immediately to the Admissions Office.

**Adult Resource Center:** CM10 "C" Mezzanine (214) 8602427

<http://www.elcentrocollege.edu/studentservices/ARC/index.html> The Adult Resource Center offers assistance to single parents and other students who are in need of basic social services such as, child care reimbursement, S.U.R.G.E., textbook lending, adopt an angel, emergency loans, and community resource referrals.

Child Care Reimbursement - Through a calculation of college hours, tax information, and other information we assist single parents in need of child care assistance.

**S.U.R.G.E.** (Students in Under Represented Gender Education) Male students who have declared a major in Fashion Design, Interior Design, Paralegal, Medical Staff Services, Medical Assistant, Nursing, Accounting, or Office Technology may be eligible for assistance with books, tools, supplies, and uniforms. Adopt an Angel every year we try to provide assistance to our single parents by hosting the Adopt an Angel program. Members from the El Centro Community adopt the angels and purchase gifts for the single parent's children for Christmas.

**Assessment Center:** A152 "A" First Floor (214) 8602178 Mission Statement: The El Centro Assessment Center provides testing, assessment, placement and support services to the El Centro College community. Our mission is to actively assist learners to meet their educational goals by administering a variety of testing instruments for an ethnically diverse population while maintaining the highest degree of professional standards, competency, and ethical values.

#### **Specifically, the Assessment Center:**

1. Provides traditional paper and pencil instructional exams, as well as a variety of computer based instructional assessments.
2. Provides an array of admissions and placement testing.
3. Routinely administers state and national entrance, certification tests and college credit exams.
4. Provides assessment services for Tele-College, Cross-Campus programs and Correspondence Courses.
5. Provides assessment services to the Middle College.
6. Offers assistance for the improvement of test construction.

The Center also collects information that may be retrieved for College research and actively interacts with all academic divisions in discussions about assessment needs and criteria.

Operational hours for the Assessment Center are:

Monday –Thursday: 8:00 a.m. – 8:00 p.m. – last test given out at 6:30 p.m.

Friday & Saturday: 8:00 a.m. – 4:30 p.m. – last test given out at 1:30 p.m.

To provide a secure testing environment:

1. Students are required to present a picture I.D. before testing.
2. A camera security system has been installed in testing rooms.
3. A system that monitors all testing computers has been installed.

**Books and Supplies:** Follett Bookstore "B" First Floor (214) 698-0461 A desk copy of the text, grade book and classroom supplies are provided to instructors. These are available in the division offices. Personal items and other books and supplies are available from the College Store.

**Campus Organizations Information:** B270 "B" 2nd Floor (214) 8602137 For information regarding campus organizations, clubs, special interest groups, contact the Coordinator of Students Programs and Resources (SPAR).

**Care in Case of Illness or Injury:** A270 "A" Second Floor (214) 8602113 The Health Center, located in A270, is maintained by a Registered Nurse on campus to provide health counseling and education, as well as, minor emergency and first aid care, and adult immunizations that are required by Health Occupations.

Health Center hours:

8:30 am – 5:00 pm Monday through Thursday

8:30 am - 4:30pm Friday

**College Computer Center : A435 “A” Building - 214 860-2197** Provides access to the Internet and a wide variety of software for all currently enrolled DCCCD credit and non-credit students. Students must present a current student ID to use the lab. Faculty should show their faculty ID when they use the lab facilities. All users must establish a Pay-for-Print account in order to obtain printouts and black and white or color copies in the College Computer Center A435.

## Hours

### Fall & Spring Semester Hours – A435

Monday- Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 5:00 pm
Saturday	8:00 am - 5:00 pm
Sunday	1:00 pm – 5:00pm

### Auxiliary Computer Lab A431

Friday 5:00pm - 9:00 pm.

### Summer Semester Hours – A435

Monday – Thursday	8:00 am – 9:00pm.
Friday	8:00 am – 5:00pm
Saturday	8:00 am – 1:00 pm
Sunday	Closed

### Auxiliary Computer Lab A431

Friday 5:00 pm – 9:00pm

**College Computer Services:** B221 “B” Second Floor (214) 8602167. College Computing Services is responsible for hardware/software installations, computer repair and maintenance and network infrastructure and server support. The office also provides information technology consultation services, technology quotes, and coordination of District “Colleague” account requests. Services may be requested by calling ext. 2167 or emailing 5dphelp.

**Continuing Education Office:** A260 “A” Second Floor (214) 860-2147. The Continuing/Workforce Admissions Office is responsible for non-credit student registration, withdrawals, changes, and student records. All instructors must verify class rosters and send students with admission and records problems immediately to this office.

## Registration Hours

Monday - Thursday: 8:00 am - 7:00 pm

Friday: 8:00 am - 4:30 pm

Saturday: 8:00 am - 12:00 noon

**Counseling:** A110 “A” First Floor (214) 860-2084 The Counseling Center provides services that supplement classroom programs and offers Students the opportunity to develop themselves personally, socially, and intellectually. The main objective of the Counseling Center is to assist the student with decision-making processes concerning his/her occupation, education, social, and personal life. The Counseling Center uses various testing procedures to discover the student’s goals and objectives and to guide and assist the student in determining the best possible course of action in pursuit of his/her educational process.

**Duplication Services:** C003 “C” Basement (214) 860-2028 RICOH is responsible for the printing and duplication needs of the College. Printing request forms are available in the Division offices or the mailroom. Please allow 24 hours for all printing requests.

### Disability Services: A110 “A” First Floor (214)

8602411 <http://www.elcentrocollege.edu/StudentServices/COUNSEL/index.html>. This office offers assistance to help make attendance in college a successful experience for students with disabilities. These services, which may be short-term or extend over the entire semester, include academic advisement, career counseling, accommodation assistance and consultation with faculty.

### Educational Resource Center “B” Building (B210) Connection, Second Floor (214) 860-2176

#### The mission of the ERC

As an integral part of the educational process, the Educational Resources Center provides resources, instruction, and services that support the college curriculum and enhances the intellectual, professional, cultural, and personal growth

of the college community by providing an environment which encourages and nurtures discovery, critical thinking and the life of the mind.

Principal URL

<http://www.elcentrocollege.edu/Library/>

## Library Services

### Hours

#### Fall & Spring Semester

Monday – Thursday 7:30am – 9:00pm

Friday 7:30am – 4:30pm

Saturday 9:00am – 1:00pm

Sunday 12:00pm–3:00pm

#### Summer Semester

Monday – Thursday 8:00am – 8:30 pm

Friday 8:00 am – 4:30 p.m

Saturday closed

**Reference And Collections** - Over 70,000 books are available in the El Centro College Library to support and supplement course work and provide general information. A generous collection of reference materials, 200 current journals and magazines, and recreational reading collections are arranged on the main floor (B200).

**Bibliographic Instruction** - The District Library mission includes providing information literacy training for all entering students. Instructors are encouraged to schedule “first level” classes for library orientation. Librarians work with instructors to provide tailored exercises that will assist students to learn “hands-on” access to library materials through the online catalog, journal articles through databases, and general information through the Internet. Instructors of advanced classes find the Librarians helpful in constructing course-specific Web sites. Contact the Reference Desk at 214860-2174, address email to 5LIB, or use the request form found on the Library Web page.

**Circulation and Reserves** - With a current El Centro College ID card or drivers license, circulation materials may be borrowed for three weeks, with an option of one three week renewal. Individuals failing to return materials when they are due will be blocked and not permitted to borrow any more materials until the overdue items are returned or paid for if lost. At the end of each period of enrollment all materials must be returned or the borrower will be charged replacement cost plus a processing fee. Course materials, particularly textbooks, may be placed on course reserves behind the

**Circulation Counter** - This assists students who need to copy a few pages, who may have left a textbook at home, or who are temporarily stymied by a Bookstore shortage. Instructors are encouraged to obtain a copy of the textbook for each course and to place it on reserve.

Course syllabi, handouts, PowerPoint presentations, exercises, amendments to assignments, and other faculty-authored materials may be placed on electronic course reserves. Links are easily made from e-Campus and official faculty Web pages to those materials and to the Course Reserves search engine. To obtain assistance making links, please contact the Circulation Supervisor or Library Director. <http://library.dcccd.edu/screens/opacmenu.html>.

**Print Delivery System** In 2005 a new print delivery system was installed for labs, the Library, Career Center, and some computer classrooms. The new system brings us to a new level of technology and helps manage rising printing costs. Some of the features in the system include:

- Networking-the system can be operated at any attached network workstation that is licensed to do so.
- Cost has purposely been targeted to minimize impact on students – the College does not make a profit from the system. The cost per page will be a nickel (5¢).
- A color copier/printer is available in the A435 lab which charges fifty cents per page.
- Coin-op copiers were replaced by new units that tie into the system.
- Everyone has an account in the system: credit students, non-credit students, faculty and staff. Accounts will have to be activated with an initial cash deposit at one of the add-value stations.

Over the past few years the cost for printing has steadily been shifting from classroom handouts to handouts printed in the lab. Part of this is the result of putting more class content, handouts, and syllabi into Blackboard. Part of it is the result of more robust syllabi requirements as standards have risen. Part is due to increased use of the internet and word processing. The new system also allowed us to update the printers and copiers that are available. Committees that considered the total print environment understood two important considerations:

- The College needs a print environment that has accountability for what and how much is printed.
- Unless costs are contained at this point, print costs will begin to drive tuition increases.

The printing system is relatively simple and convenient to use. Please familiarize students with these features:

- Data for most students is pre-loaded to create an account in the system. Before printing can be done, each student must input money to their account in order to activate the account. Value stations are located in the Library, A435 and A642. (The cashier CANNOT input funds!)
- Access to printing accounts is made through student ID numbers and numeric passwords, much like the protocols used with other systems like eConnect.
- Students should input funds to their printing account before they are needed! This will avoid long lines when due dates are near.

There are several ways to minimize the cost of printing for students:

1. Instructors may allow students to email assignments to them
2. Save journal articles from databases to a floppy disk or flash drive rather than printing them
3. Use "PRINT PREVIEW" before printing
4. Use the spell checker!

NOTE: Printing at the BJP Campus Library is managed through printing cards that are sold through the business office at that campus.

**Electronic Access** - A wide variety of services, including direct order of media materials and equipment, requests for library instruction classes, and requests for consideration of additional materials for the collection may be initiated using Web forms. The Web forms are found by accessing the Library Web Page at the following address: <http://www.elcentrocollege.edu/Library/>

Through the online catalog, patrons may renew books and check on the status of intercampus and inter-library loans. <http://library.dcccd.edu/search/>

Other Services - Users may obtain TexShare cards through our Library in order to access the services of other academic libraries in Texas.

Intercampus borrowing of books from other DCCCD campuses may be done directly from the online catalog by clicking on the "Request" button found at the item display page for a particular book. Students, faculty, and staff may also use any of the other DCCCD campus libraries and may check out materials by presenting their El Centro College ID cards.

A special page of "Faculty Quicklinks" is available at:

<http://www.elcentrocollege.edu/Programs/FacultyWeb/default.asp>

Faculty may check out digital cameras and the Mobile Classroom for class-related purposes by contacting the Circulation front desk. Call 214-860-2175 for reservations. These items must be checked out and returned in person.

#### **eConnect**

The **employee menu** provides online access to **payroll information** and management of your personal information (log in required).

The **faculty menu** provides access to online services that allow you to view **class rosters** and **teaching schedules** (log in required).

#### **Evening/Saturday Office** A252"A" 2nd Floor (214) 860-2157

The evening department assistant is available for faculty during the evening hours and throughout the day on Saturday. This office is available for assistance with instructional media, copying and printing, and assistance with other college resources.

#### **Financial Aid** A009 "A" Basement (214) 860-2199

The main objective of this service is to ensure that any person seeking an education will be given assistance in securing necessary financial support. The Financial Aid Office assists in the following areas:

- acquiring federal grants
- college work-study programs
- applying for student loans

- veterans' benefits
- Texas Public Education grants for students in Continuing/Workforce Education courses (TPEG) Copies of the application form for TPEG can be obtained in the Workforce/Continuing Education office and in the Financial Aid office. Click <http://www.elcentrocollege.edu/StudentServices/FinancialAid/> for more information

**Graphics B260** “B” Second Floor (214) 860-2181

Services available to faculty and staff include design and production of signs, posters, forms, brochures, flyers, advertising and recruitment giveaways. Request forms must be filled out in the Marketing Office.

**Hours**

Monday thru Friday 8:30 am – 5:00pm

**International Center:** CM60 “C” Mezzanine (214) 860-2090

El Centro College has International students studying from over 30 countries around the world.

**Hours**

Friday 8:30am – 5:30 pm

**Career Services** A210“A” Second Floor (214) 860-2066

CISC serves as a liaison for job opportunities between the college and community businesses. Notices of job opportunities will be posted in CISC. Students must register with CISC to access the services. The Center will match the students’ skills with their job needs and arrange the interviews between the employers and the students. Often instructors are aware of job vacancies within their own permanent employment. It would be a distinct service for instructors to contact CISC about such vacancies. Click [www.elcentrocollege.edu/StudentServices/CareerServices/](http://www.elcentrocollege.edu/StudentServices/CareerServices/) for more information.

**Learning Center** A350 “A” Third Floor (214) 860-2133

The Learning Center is designed to provide individualized student usage of various materials. Slides, slide/tape programs, filmstrips, workbooks, audio and videotapes, and other materials may be placed in the Learning Center. These materials should be accompanied with clear instructions for use by your students. Class or group visits for orientation sessions should be scheduled in advance with the Learning Center coordinator. Click [www.elcentrocollege.edu/Programs/CommunicationsMath/learnctr/](http://www.elcentrocollege.edu/Programs/CommunicationsMath/learnctr/) for more information

**Lost and Found:** A047 “A” Basement (214) 8602232

Any property found on campus should be taken to College Police, “A” Building Basement, room A047 immediately. If you have lost any property, come to or call this office to verify whether or not the property has been turned in.

**Media Services:** B240, Second Floor, 214- 860-2170

Fall & Spring Semester hours

Monday – Thursday	8:00am – 8:00pm
Friday	8:00 a.m. – 4:00pm

**Summer Semester hours**

Monday – Thursday	8:00 am –6:00pm
Friday	8:00am – 4:00pm

Requests for audio-visual material and equipment may be made in person at Room B240, through campus email to 5MEDIA, or by phone to 214-860-2170. Supplying complete information will expedite booking and confirmation. The information needed is:

For materials: Title, Catalog Number, Time of Use, Date of use, Room Number, Phone Number and Name of Person making request.

Media items are indexed in the Online Catalog. As an example of such a search, you might enter “food service and video” to obtain food service videos. The catalog is located at: <http://library.dcccd.edu/screens/opacmenu.html>

To assure that materials are available, please plan ahead using the following lead times:

Equipment and media from El Centro 24 hours

Media from other DCCCD campuses 3 working days

Routine inventory and assessment of all Media equipment is performed at the end of each semester. All loaned items must be returned to Media Services on or before the day following graduation. Need for immediate repairs of broken equipment should be reported to Media Services at X2170 or through email addressed to 5MEDIA.

Certain equipment is of such value or appeal that it cannot be left in the classroom unattended. These items include digital cameras, "smart" carts, tegrity carts, and portable music systems. Faculty must arrange to pick up and return such items themselves. Generally, if the time scheduled for use is outside of normal office hours, a location such as the Evening Office will be agreed to as a drop-off/pick-up point.

Please let us know at the time media equipment is scheduled if special arrangements are needed to move heavy pieces of equipment.

### **Recording of Commercial Television**

When recordings are made of commercial programming, extra staff time is devoted to insuring that the program is properly captured. Please use this service sparingly and with the clear intent to use the resulting material in class.

### **Copyright**

Personal audio and videotapes are not copied for instructor or for personal use. The College must fully abide by Copyright laws.

### **Off-Campus Use of Equipment**

A limited amount of equipment is available to support presentations at professional meetings. Reservations should be booked well in advance. PowerPoint or other software presentations may require that a laptop be checked out from the Computer Center. Be prepared to let the Computer Center and Media Services know the type of media the presentation is stored on, the screen resolution you expect to present at, and the software version that you are using. Faculty and Staff must obtain Division/Administrative approval on an off-campus use form. Plan to spend at least an hour in advance of your trip for testing compatibility and for familiarization with the particular pieces of equipment you will be using.

### **Poster Approval**

B260 "B" Second Floor (214) 860 2037

Request to post any item on the campus must be approved by the Marketing and Communications office.

### **Room Reservations**

A244 "A" Second Floor (214) 860 2772

Reservations for lecture classrooms or the Administrative Conference Room (A222) can be made through the Room Use Coordinator (ext. 2772). Reservations for the Food Service Dining Room are made through Anne Macdonald (ext. 2636). Reservations for the Performance Hall are made through Dean Armstrong (Ext. 2254).

### **Resource Development**

A218 "A" Second Floor (214) 860 2169

Resource Development at El Centro College has three major components: information on external funding opportunities from private foundations and corporations, or from public federal, state, or local sources; coordination of proposal development and submission; and monitoring existing grants including assistance and information for grant managers. The Resource Development Office transmits all budget changes, requests for information, required reports, and other grant paperwork to the District Office of Resource Development, the District Service Center, and the DCCCD Foundation.

Resource Development is a support service for all components of the college. Grant applications are prepared in a team approach for all projects. Resource Development will be aligned with the strategic plan and support the District and College Goals. Each year in March, the Executive Director of Resource Development will create an Annual Agenda for Resource Development based on input from the College Planning Council as well as faculty coordinators of the various programs and academic disciplines.

New projects and "bubble-up" ideas that are brought up during the year will be analyzed by using the Grants Decision-

making Matrix. This matrix is used to assess new grant opportunities against the college strategic plan and other projects on the agenda. Bids are selected from the decision matrix by the Executive Director of Resource Development, Dean, and Project Director or Principle Investigator. As projects are being planned and developed during the year, the Executive Director of Resource Development will complete the Preliminary Grants Form and submit it to the President's Cabinet for review. Grant development processes and forms can be found on the Resource Development website at <http://www.elcentrocollege.edu/CampusInfo/ResourceDevelopment/INDEX.htm>.

### **Distance Learning**

Distance Learning courses provide instruction to students who are not in the same location as the instructor. Various forms of technology are used including the Internet, television, videotape, computer CDs, print media and the telephone. Admission in a distance-learning course has the same prerequisite requirements and provides the same credit hours as a comparable on campus section.

Distance Learning through El Centro College and the other campuses in the Dallas County Community College District is offered via several options:

Dallas TeleCollege (DTC) – As the “Virtual Campus” of the DCCCD, the TeleCollege offers courses designed to be totally at a distance and therefore require no campus visits. Section numbers for these courses are 9000-9999.

Campus-based distance courses are offered by El Centro College and the other six campuses of the district and may be entirely at a distance or they may require orientations, on-campus visits for review, remediation, or testing. Section numbers for the El Centro College distance learning courses are 5000-5999.

Three methods of delivery of distance courses are used at El Centro College:

#### **Online Courses (INET)**

Online courses are delivered using only computers and multimedia components. The vehicle for online instruction is the DCCCD version of Blackboard named “eCampus.” All DCCCD faculty, after attending an initial training class on eCampus, may use eCampus to add a distance component to a traditional course or create a course to be taught entirely at a distance. Students are required to have Internet access and the latest version of an Internet browser. In some instances, the course has instructional material that is accessed from CD-ROM or has specific equipment requirements for viewing media. Online courses generally have an online orientation and may also require on-campus activity. The course schedule will specify orientation and meeting requirements. In the class schedule, online courses may be identified with the designation (INET).

#### **Telecourses (TV)**

These courses require the student to access a local TV cable channel. The syllabus has the complete viewing schedule including other viewing methods. Students enrolled in campusbased TV or TVP sections are provided with video lessons on VHS tapes or DVD check-out from the library for the duration of the course at no additional charge. Students must acquire the videos from and return them to the college where their course is taught. Students enrolled in Dallas TeleCollege sections go to: <http://www.dallastelecollege.dcccd.edu> click on Current Students, Books/Course Materials.

#### **Telecourse PLUS (TVP)**

Telecourse PLUS courses are delivered using a combination of multimedia, online computer activities and video. Video may be delivered via CD-ROM, VHS tapes or streaming media. Students are required to have Internet access and a required browser. As with other online courses, Telecourse PLUS courses have an online orientation. Specific information is available on the [Dallas TeleCollege](#) web page and in the printed class schedule. Telecourse PLUS courses are identified in the class schedule as (TVP).

### **ECC OMBUDSPERSON**

El Centro College continues to provide a unique counseling/advisement service for students and staff. A Counseling faculty member has been designated as the College Ombudsperson and reports directly to the President. The Ombudsperson's role is to help students and staff with the resolution of exceptional college-related problems through informal and confidential counseling, training and mediation. The Ombudsperson is available to help students and staff constructively resolve differences, and she is an initial contact for anyone who perceives inequities related to gender, ethnicity, age, etc.

The need for this service becomes more obvious every year as the El Centro College student enrollment continues to diversify and as federal, state and District guidelines require more complex admission, assessment, and financial aid procedures. For many of our first generation and returning adult college students, inexperience at negotiating bureaucratic systems become a major obstacle in pursuit of their educational goals. One of the Ombudsperson's primary functions is to assist in this negotiation and introduce students to college norms and expectations. She is also available to faculty and staff members as a consultant on student discipline and classroom and work group concerns.

The most important outcomes of the service are:

1. Students have quick access to an intermediary/advocate who has comprehensive understanding of the bureaucracy and administrative mandate to intervene, therefore, problems/conflicts are resolved expeditiously and with minimal frustration. The unique aspect of an Ombudsperson's responsibility is the license to immediately explore all avenues of resolution.
2. Students can learn to successfully negotiate the college system by shadowing the Ombudsperson and fully participating in problem solving. Each interaction includes informal teaching/counseling.
3. Students who engage in disruptive behavior can be informally counseled and coached instead of being plunged directly into college's formal discipline process.
4. Teachers have an ally/helper immediately available to assist them with problem students and students who have problems. The teacher can focus energies on instruction and classes, knowing that professional and personal attention is available for dealing with individual student concerns.
5. Students, faculty and staff have access to an objective expert who can find answers to those questions they are afraid to ask and provide help in dealing with sensitive issues.

