LOWER COLUMBIA COLLEGE

FACULTY HANDBOOK

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INSTITUTION INFORMATION

ACCREDITATION

Lower Columbia College is accredited by the Northwest Commission on Colleges and Universities and operates under approval granted by the State Board for Community and Technical Colleges and the Higher Education Coordinating Board. Courses are designed to meet transfer recommendations of Washington four-year colleges and universities. The College is a member of the American Association of Community

Colleges. LCC has been approved by the State Approving Agency as an institution qualified to enroll veterans and others who receive VA educational benefits. More Information can be found: LCC Website: Accreditation

COLLEGE OUTCOMES

- Access - We invite the community to participate in the full array of programs, services, and activities at Lower Columbia College.
- Transfer - We offer courses and support for students to meet the requirements for transfer from Lower Columbia College and to pursue successfully upper division college and university programs.
- Professional/Technical - We provide opportunities for students to receive quality professional/technical training for employment, skills enhancement, and career development.
- Basic Skills - We ensure that all learners who are under-prepared for college-level studies have the opportunity to receive basic skills instruction for literacy development, diploma completion, English as a second language, citizenship, and preparation for higher education.
- Customized Education - We are an enthusiastic partner with business and community groups in creating programs and services.
- Community Enrichment - We enrich the community through diverse cultural, artistic, athletic, and social activities and programs for personal enrichment.
- Institutional Excellence - We are committed to institutional integrity, responsible stewardship, and excellence in meeting the educational, cultural, and service needs of the community.

More Information can be found: LCC Website: Strategic Plan

HISTORY

The Community College Act of 1967 states its purpose "…is to provide for the dramatically increasing number of students requiring high standards of education either as a part of the continuing higher education program or for occupational training…" The system that the Community College Act established is to:

"Offer an open door to every citizen, regardless of his academic background or experience, at a cost normally within his economic means.

Ensure that each community college district shall offer thoroughly comprehensive educational, training, and service programs to meet the needs of both the communities and student's served by combining, with equal emphasis, high standards of excellence in academic transfer courses; realistic and practical courses in occupational education, both graded and ungraded; community services of an educational, cultural, and recreational nature; and adult education.

Provide administration by state and local boards which will avoid unnecessary duplication of facilities or programs; and which will encourage efficiency in operation and creativity, and imagination in education, training and service to meet the needs of the community and students.

Allow for the growth, improvement, flexibility, and modification of the community colleges and their education, training, and service programs as future needs occur."

The act is based upon the philosophy that all people are entitled at least to have the opportunity to acquire quality, up-to-date education or training which is within their financial means and which is appropriate to their abilities and interests. This philosophy also is reflected in the Mission Statement for Lower Columbia College.

LCC looks forward to a bright future based on the strength of its proud heritage. LCC was established in 1934 as Lower Columbia Junior College. First time students registered for classes at Korten's Music Store in Longview, Dahlman Hardware in Castle Rock, and the Orr Furniture Store in Kelso. Accounts of the number of students who enrolled that first year vary from 42 to 55. Students managing the College's first student newspaper, The Lower Columbian, put out ten issues that year. The founding faculty held classes at R.A. Long High School. The first graduating class, including seven students, received their associate degrees in 1936. The number of enrolled students doubled in the College's second year, climbing to 96. As the number of students increased, instruction expanded into the Myklebust building in downtown Longview, and the Moose Hall. The Moose Hall continued to house classes until 1949, when damage from an earthquake caused the building to be condemned. Classes were also held on the first floor of the Longview Public Library. Enrollment continued to increase, with 149 students in 1939, up to 200 in the early 1950s, and finally reached 300 students in 1954. The proportion of female students also increased during that time. In 1948, the College received its first accreditation from the Northwest Commission on Colleges and Universities.

During the 1930s and 1940s, the College struggled with financial problems, and began to look for its own campus. Twenty-six acres were purchased from the Longview Company in 1942, at a reported bargain price. In 1950, construction began on —Old Main, LCC's first permanent building. The original building was slated to have thirteen classrooms, and came with a price tag of a quarter of a million dollars. The Lower Columbia College League, an association of friends of the College, assisted with fundraising efforts to pay for the construction.

After the College had achieved financial stability, it became a part of the Longview School District. In 1961, the College was elevated from a junior college to a community college. In 1967, LCC joined the state-supported community college system. Today, the College includes 25 buildings on 38.75 acres, and enrolls over 4,000 students each quarter.

Today, Lower Columbia College is meeting the challenges of the future through expanded professional technical and academic transfer programs which enhance the economic development of the community while ensuring quality education. The college is noted for its fine dramatic and musical presentations in the Rose Center for the Arts, a cultural center for the county. The Red Devils provide exciting entertainment in both men's' and women's' intercollegiate sports.

OUR MISSION

The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.

OUR VISION

Our vision is to be a powerful force for improving the quality of life in our community.

OUR VALUE SYSTEM

Our campus community expects an environment of integrity, respect, collaboration, cooperation, inclusion, and innovation that fosters personal growth, academic excellence, and accountability.

QUICK FACTS

Students (2015–16)
Total Student Headcount): 6,352
FTE (Full Time Equivalent): 3,340

Students Taking Classes
English as a Second Language   253
Adult Basic Education   1,154
Online (unduplicated)   2,262
Community Educ. (duplicated)   2,131

Enrollment by Intent (State Funded)
30%   Transfer

47%   Workforce
18%   Basic Skills
6%   Other

Students in Programs
378   Running Start
291   CEO

Demographics (State Funded)
63%   Female
26%   Of Color
29   Average Age
47%   Full-time (12+ credits)

Degrees & Awards
679   Associate degrees
106   Cert. of Proficiency
57   Cert. of Completion
167   High School Diplomas
50   GED
The average GPA of LCC students that transferred to a four-year college or university is 3.18.
Employment rate: 76% of Professional/Technical graduates employed within 9 months
LCC Website: Facts & Figures

POLICIES & PROCEDURES

ACADEMIC CALENDAR

The annual instructional calendar is prepared by the Calendar Committee composed of faculty and staff, and approved by Governance Council. This instructional calendar, which is published in the college catalog, is the official schedule for the college and includes class days, faculty days, quarter beginning and ending dates, and holidays. The college calendar may or may not observe legal holidays. Consult the College instructional calendar for the schedule of observed holidays. Academic Calendar

ACADEMIC DISHONESTY POLICY

Any student who engages in any form of academic dishonesty shall be subject to discipline. Common instances of academic dishonesty include (but are not limited to): cheating; falsification; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission. Academic dishonesty may be subject to both academic and/or conduct sanctions.

Instructors and students are responsible for maintaining academic standards and integrity in classes. Academic consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of "F" in the course. The instructor should attempt to notify the student of the suspected academic dishonesty and give the student an opportunity to respond. The notice and the opportunity may be informal and need not be in writing. Penalties for any disciplinary infraction must be imposed via the Student Conduct Code and the processes established.

Instructors are encouraged to report incidents of academic dishonesty to the VP for Student Success.

Upon receiving such a report, the VP of Student Success shall provide the student with written notice that a report has been made and appeal options. The VP for Student Success shall maintain the record of academic dishonesty until the student has graduated. The VP for Student Success may initiate the discipline process after receiving a report of academic dishonesty. A report of more than one academic dishonesty incident will automatically initiate a disciplinary process.

Students may learn more about academic integrity and how to avoid academic dishonesty in the Student Handbook

ACADEMIC FREEDOM

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to the free search for truth and its free exposition and applies to both teaching and research. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Instructors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Instructors are citizens, members of a learned profession and officers of an educational institution. When they write or speak as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and they should make every effort to indicate that they are not speaking for the institution. [1940 AAUP Statement of Principles on Academic Freedom and Tenure]

CHILDREN ON CAMPUS

In order to provide an effective educational environment for adults and to ensure the safety of children on campus, Lower Columbia College has adopted the following policy concerning the presence of children on campus.

Persons who do not meet the criteria for adults under the law (adults are defined as over the age of 18 years or an emancipated minor) are restricted from campus or any facility used by the college unless they are:

1) Enrolled in a college class,

2) Studying for a college class
3) Participating in a college event designated to include children, or
4) Accompanying an adult student or College employee engaged in College business, such as registering for classes, paying tuition, attending class with the instructor's permission, or meeting with College personnel.

However, the following restrictions apply:

1. Children must be under the orderly and effective control of a parent or legal guardian at all times and must not disrupt students, staff, or class activities. Children without supervision may disrupt the educational process and possibly create a safety hazard for themselves or for others on the college campus.
2. Children are prohibited from hazardous areas or other areas with significant risk of injury including, but not limited to, the chemistry labs, machine shops, weight room, and ceramics lab.
3. Children are prohibited in areas where they might present a threat to equipment or materials.

CLASS CANCELLATION

If a class does not meet its minimum enrollment during registration, it may be canceled. The dean is responsible for the decision to cancel a class. You will be notified via campus e-mail when a class is canceled. You may check Instructor Briefcase or the Quarterly Class Schedule, or call your dean's administrative assistant for enrollment figures before the quarter starts.

CLASS RECORDS

Faculty members shall keep accurate records of each class and each student's progress. For those classes in which attendance is required, accurate attendance records must be maintained and students must be informed of the attendance policy in the course syllabus handed out the first class day. Different offices, such as Financial Aid, Student Services and Athletics may ask for information indicating whether or not a student is attending class. Please be sure to check your attendance records before providing the information. FERPA does allow for sharing of information for educational purposes between college employees.

COPYRIGHT

The federal copyright statute governs the works of authorship including books, photographs, music, drama, videos, artwork, software, multimedia, and databases. Copyright laws limit what you may copy, under what conditions, and for what purposes. However, the laws were designed to enable educators and students to have access to information and to reproduce copyrighted materials under clearly defined limitations for educational purposes. LCC complies fully with the fair use provision of the copyright laws. The following criteria are used to evaluate fair use of copyrighted materials in an educational setting:

- The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount of work copied compared to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or the value of the copyrighted work.

For additional information on fair use go online to: More Info on Copyrights
Copyright regulations are posted in the Alan Thompson Library, the Office of Instruction, and the Print Shop. More information: http://lowercolumbia.edu/library/copyright.php or contact the campus copyright officer in the Learning Commons or call 360-442-2662.

COURSE PLAN 360-442-2865

All approved courses at Lower Columbia College have an official Course Plan on file. The Course Plan describes the course and intended outcomes, defines objectives, identifies any prerequisites, and means of assessing student progress. Course Plans and curriculum information will be listed online.

FAITH & CONSCIENCE

College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students' grades may not be adversely impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day (Friday immediately following the fourth Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on Saturday, the preceding Friday shall be considered a legal holiday.

FERPA

LCC abides by the Family Educational Rights and Privacy Act (FERPA) to ensure that student confidentiality is maintained. FERPA is a federal regulation. The College does not release any non-directory information about a student without written permission from the student. The unintentional use of student information is considered a College policy violation. In order to protect LCC students, it is important for faculty to adhere to privacy act guidelines at all times.

PETS AND SERVICE ANIMALS ON CAMPUS

To provide an effective learning environment, a safe and healthy campus, and to prevent damage to buildings and grounds, Lower Columbia College requires all pets to be attended, leashed, or properly restrained while on the campus grounds. With the exception of Service Animals, animals are not allowed inside college-controlled buildings without prior approval of the appropriate vice president or designee in consultation with the Director of Campus Services and Disability Support Services. Owners are responsible for the proper disposal of their animal's waste.

RELEASING STUDENT INFORMATION

No information regarding student status or performance should be released to a party other than the student except upon prior written consent from the student or upon judicial subpoena of a court.

SYLLABI 360-442-2550

Please send a copy of your course syllabus electronically to the Office of Instruction no later than the end of the first week of the quarter. Please email completed syllabi to officeofinstruction@lcc.ctc.edu. Previous quarter syllabi are available online at Course Syllabi. The course syllabus is developed by individual faculty members to define how the instructor will meet the learning objectives specified in the course. College policy requires that faculty distribute a written course syllabus to students during the first week of classes. Syllabi templates and guidelines are available online. Course Outcomes listed on syllabi should be from the official course plans.

EMPLOYEE OF LOWER COLUMBIA COLLEGGE

ADJUNCT FACULTY APPOINTMENTS

In consultation with the Vice President for Instruction, the authority to hire or terminate adjunct faculty is delegated to the Deans of Instruction. Adjunct faculty members are not eligible for tenure.

Instruction in the classroom is the first concern of your adjunct faculty assignment at Lower Columbia College. Students must know that you have planned your classes well, have high expectations for student success, and truly care that students learn. The instructor's primary function is to teach students and foster a professional environment which is conducive to learning and is consistent with LCC's Mission and Core Values. The instructor will communicate and work collaboratively with the department chair and Dean to:

- Teach courses in accordance with the course description and outcomes listed on the approved Course Plan.
- Assist students by making appropriate use of services, facilities, materials and methods available for enhancing the learning process.
- Create, implement and grade class assignments and examinations.
- Administer final exams according to the College final exam guidelines.
- Be reasonably available to students outside of class to assist them with problems associated with class materials.
- Maintain knowledge and professional skills in the discipline.
- Participate, if possible, in an adjunct faculty orientation
- Adhere to published policies and procedures.

In addition, adjunct faculty teaching in professional technical programs may be subject to the provisions outlined in WAC 131-16-092 regarding certification for instructors.

ATTENDANCE 360-442-2550

In the event of any unscheduled absence from campus (illness or personal emergency), you must notify the Office of Instruction as soon as possible. Office hours are 7:30 a.m. – 5 p.m. Monday through Friday, and voice mail is available 24 hours. Full-time faculty should refer to the *Faculty Agreement Article 700: Full-time faculty leave* for information on absences. Adjunct faculty should refer to the *Faculty Agreement Article 903 Adjunct Sick Leave* for information on absences. All faculty must complete a *Faculty Leave Request* for any absence, and include complete information on how your classes were covered. If your classes had to be cancelled, include this information on the form. Turn in the completed form to your dean. *Faculty Leave Request* forms are available in the Office of Instruction workroom.

For planned absences (e.g., attending a conference or workshop), faculty must complete a *Prior Approval for Absence from Campus*. This form must be completed and approved **before** your absence. It also requires information about how your classes are to be covered in your absence. If you are not sure how your classes will be covered, you may provide that information at a later date or upon your return. Forms are available at: LCC Forms

CAMPUS DIRECTORY 360-442-2110

A directory of LCC employees is available online. To access the directory go to the LCC homepage (Website.) From the drop down menu, select Directory.

DEPARTMENT CHAIRS

Department chairs are elected by the full time academic employees in each department and serve a term of three years. The department chair represents all academic employees in the department. Department chair duties/responsibilities are outlined in the Faculty Agreement.

EMAIL 360-442-2250

Email is our primary method of communication and should be checked at least once a week. All LCC employees and students receive an e-mail account. For permanent employees of the College, this address is normally the first initial of the first name followed by the complete last name, then @lowercolumbia.edu. For example, Mary Smith would have the email address *msmith@lowercolumbia.edu*

FACULTY AGREEMENT (CONTRACT)

The *Faculty* Agreement sets forth the terms and conditions of employment for all academic employees of the College. It constitutes the negotiated agreement between the Board of Trustees of Lower Columbia College, Community College District 13, and the Lower Columbia College Faculty Association of Higher Education. Please refer to this document for questions regarding salaries and benefits, academic employee rights and working conditions, instructional issues, evaluations, grievances, etc. For more information visit the Faculty Agreement

FACULTY ASSOCIATION

The district recognizes the Lower Columbia College Faculty Association of Higher Education (LCCFAHE) as the exclusive bargaining agent for all academic employees employed by the District. The Association clarifies employment related procedures such as initial hire, additional assignments, department chair compensation, and grievances. The LCCFAHE is affiliated with the Washington Education Association and the National Education Association. All faculty are represented by the association whether or not they join and pay dues.

FACULTY EVALUATIONS 360-442-2550

The faculty evaluation process is intended to provide feedback for professional growth and to foster a standard of teaching and service that provides for quality student education. Several methods of evaluation are employed at Lower Columbia College, and different guidelines are used for full-time, adjunct, and tenured academic employees. Refer to the current *Faculty Agreement* for complete information on faculty evaluations.

PERSONAL INFORMATION 360-442-2120

In order to maintain accurate personnel records, any changes to an employee name, address, phone number and/or benefits must be submitted to the Human Resource Services. Contact HR at 360-442-2124 for the appropriate forms and details. Changes for beneficiaries of life insurance or retirement may be made at any time.

Please complete the Employee Change Form for any change listed below.

- **Name change**: In order to change an employee's name, a new social security card from the Social Security Department must be obtained. Human Resource Services will forward a copy of the new social security card to the Payroll department for processing. In addition, the employee must notify TIAA-CREF of their name change (see below).
- **Address change**: Please complete the Employee Change Form and turn it into Human Resource Services for processing. If you are enrolled in another retirement plan, contact the company to inform them of your new address. Employee Change Form
- **Benefit change**: There are a number of qualifying events that allow an employee to make changes to their benefits at times other than the open enrollment period each year. Some of these ―qualifying events include marriage, divorce, an addition to the family such as a birth or adoption, loss of medical coverage by a spouse, deleting a dependent, etc. To make an enrollment change, the employee must submit the appropriate form(s) no later than 60 days after a special enrollment event occurs.

- **TIAA-CREF:** To change your address, telephone number, beneficiaries, or email address, log into your TIAA-CREF account and select **My Profile**. Enter your new information, and then submit your changes. TIAA-CREF's National Contact Center can also update your address. Please call 1-800-842-2776 Monday through Friday from 8:00 a.m. to 10:00 p.m. and on Saturday from 9:00 a.m. to 6:00 p.m. ET.
Please note: Certain changes must be processed by mail. To change your name, a Change of Name form must be completed and mailed. To change your address with Trust Services or a 529 College Savings Plan, consult the website for your account.

PAYROLL/PAYCHECKS 360-442-2221

Payroll Services is located upstairs in the Administration Building. Lower Columbia College abides by the State of Washington laws and issues semi-monthly, lagged paychecks. For effort rendered from the 1st through the 15th, the pay date is 25th. For effort rendered from the 16th through the end of the month, the pay date is the 10th of the following month. If the 10th or 25th falls on a Saturday, the payday will be the preceding Friday. If the 10th or 25th falls on a Sunday, payday will be the following Monday unless Monday is a federal banking holiday, then payday will be the preceding Friday
More information: Visit the HR Website

- **Direct Deposit Checklist**: *Direct deposit is preferred for all employees.* An Electronic Funds Transfer form can be obtained from Payroll Services or at Visit the HR Website. Please call Payroll Services (ext.2220 or 2221) if you have any questions. Please attach a voided check to the form for verification of account and routing number of your financial institution. Direct deposit takes two pay cycles to take effect. You will be issued a check in the interim.

SYSTEM IDENTIFICATION NUMBER (SID)

Lower Columbia College has implemented a procedure whereby employees may use a SID (System Identification Number, also known as the Employee ID or 900 number) in lieu of a social security number in order to lessen the risk of identity theft. This number may be used to access the Employee Earnings History or Instructor Briefcase.

EMPLOYEE EARNINGS HISTORY
1. Go to The Employee Earnings Webpage
2. Scroll to the bottom of the page and click Employees Earnings and Leave
3. Enter your Employee ID and Employee PIN (contact Payroll if you need a PIN)
4. The following information is available:
   - Earnings, deductions, and contributions
   - Current year to date balances
   - Previous year to date balances
   - Leave balances
   - Pin change

For more information please contact the Payroll Office.

INSTRUCTIONS TO ACCESS INSTRUCTOR'S BRIEFCASE
1. Access Instructor Briefcase
2. Click on Instructor Briefcase.
3. Once in Instructor Briefcase you will be asked for:
   - Your instructor ID (SID number) or your social security number
   - Your employee PIN (Available by contacting Payroll at 360-442-2220)
4. Click on the quarter you wish to access. Click on OPEN.
5. The following information is available:
   - Up to the minute class rosters
   - Course waitlist information
   - Students' e-mail addresses

- Electronic grade submittal at the end of the quarter

Accessible from home or office computer and is available from 6:00 a.m. to 9:00 p.m. daily.

ADDING/DROPPING CLASSES 360-442-2370

Specific dates for adding or dropping classes are published in the quarterly class schedules. Students who have registered prior to the quarter starting may adjust their schedules by adding or dropping courses through the 3rd day of classes via Registration provided the class is not closed.

During the 4th through the 10th day of classes, students may still enroll in classes that are not closed, but an instructor signature is required. It does not serve student success to have students adding classes late unless there is a compelling reason. Students may drop classes in the first two weeks of classes without receiving a W on their transcript. Courses dropped starting week three will result in a W on the transcript. This is important to know because it counts as a course attempted but NOT completed for financial aid purposes.

Students seeking to drop a course should consult with their faculty advisor and if on financial aid, the financial aid office.

Students should NOT make it a common practice to drop courses after the first week. Faculty can make a big difference in student success by reminding students of the consequences of dropping courses and helping students think through options. If students are missing class and it is obvious they should drop the course, please utilize the Early Warning Online System so that Student Services members can do outreach to assist the student to make the best choice possible regarding dropping the course. Faculty can assist students in being successful by referring students to free on campus resources such as tutoring, Career Center or Counseling.

For students who are struggling but regularly attending class and you are advising the student drop the course to avoid a failing grade, the 'sweet spot' for dropping a course with the least impact is after the 60% point of courses (indicated on online calendar as XXXX Quarter 60% Date) and any day prior to the last day to withdraw (the last day of classes of the 8th week). If a student can legitimately keep trying until this point of the quarter, there is no repayment of financial aid for that quarter. However, the W still counts overall against pace of progression (the student must complete 66% of what you attempt to be eligible for aid). Students in their first or second quarter are much more negatively impacted by dropping courses with a W than students who have earned more credits.

Things to remember when advising students:

- Any changes in course enrollment may impact tuition charges and subsequently, financial aid.
- To maintain eligibility for financial aid, students must OVERALL complete 66% of all courses they attempt (pace of progression).
- Students who drop the course prior to 60% completion point of the academic quarter will owe a financial aid repayment for funds received.
- Dropping courses after the 2nd week is more impactful on students whose enrollment drops below 12 credits (part-time students).

Example 1: First quarter student attempting 12 credits drops a 5 credit English course after to the 60% point of the course because they failed the midterm paper. Student drops the course and has completed only 58% of courses they received financial aid for, so will go on financial aid probation. The 2nd quarter the student takes 15 credits and drops 5 credits in week four due to missing class too often. For 2nd quarter, the student would be assessed a repayment of financial aid (difference between 15 credits and 10 credits of aid) and now the student has completed only 63% (17 out of 27 credits attempted) and their aid will be cancelled.

Example 2: Student in their 5th quarter at LCC has successfully taken and completed 58 credits and is enrolled in 17 credits. Only once has the student gotten an F (Math 98, but the student repeated the course and got a B). During this quarter, the student is struggling with an upper level math course and failed the midterm. Student drops the course to avoid an F (5 credits) and focus energy on passing a Biology course. Because the student had successfully complete 55 of 58 credits, and is enrolled in 17 credits currently, dropping the course has little impact on pace of progression. Pace was 95% and with the drop, the student still is completed 12 of 17 credits for the quarter and overall pace is 89% (67 completed out of 75 attempted).

CLASS SCHEDULING

The class schedule is developed to meet the needs of our students. Classes will begin on the hour, or half hour, exceptions to be pre-approved by the supervising administrator. Breaks will be built into the schedule as follows:

- 120 minutes of instruction + 10 minute break (130 minutes scheduled);
- 180 minutes of instruction + 20 minutes of breaks (200 minutes scheduled);
- 240 minutes of instruction + 30 minutes of breaks (270 minutes scheduled);

If you are teaching back-to-back classes with only 5-minute transitions, be sure to work with the Office of Instruction to book classes in the same building, floor, or room accordingly.

CLASSROOM CONDUCT

LCC exists to provide educational programs for its students. Activities that disrupt the educational process will not be tolerated. All members of the faculty and staff have a responsibility to ensure the orderly conduct of the educational process.

Faculty members are expected to maintain an appropriate atmosphere which is conducive to learning in the classroom. Students who do not adhere to classroom conditions, disrupt classes or otherwise interfere with the education process are subject to disciplinary action. Specific rules on disciplinary procedures for students involved in classroom disruptions are contained in the Student Handbook. Additional assistance regarding this subject can be obtained from the VP for Student Success or Director of Security and Safety.

Holding classes in accordance with adopted schedules is a high priority in the educational program. However, the class periods can on occasion, be superseded by other educational opportunities. Deviations from posted schedules must be approved by the Dean for performance of duties in locations other than originally scheduled. This does not include absences from any scheduled classes.

CLASSROOM TECHNOLOGY

Many of the classrooms, referred to as "Smart Classrooms," are equipped with instructional technology such as interactive displays, computers with internet access, projectors, and media players. This technology is maintained and supported by the Information Technology Services department. In order to access this technology, you may need to obtain a key to the media cabinet or closet in the room. Please see Key Authorization for information on obtaining keys. See eLearning for information about the learning management system, Canvas.

COOPERATIVE EDUCATION 360-442-2622

Cooperative Education allows students the opportunity to earn academic credit for work experience in their field of study. Participation in cooperative education is a partnership between faculty, Workforce Services Manager, student and employer. Students may earn up 15 cooperative work experience credits towards a degree or certificate. For every credit of enrollment, students must complete a minimum of 33 hours of on-site work. A maximum of 5 cooperative work experience credits may be earned each quarter.

Volunteer positions, internships, work study, and paid employment may be used to satisfy course requirements. Additionally, students are required to co-enroll in a 1 credit Employment Portfolio Seminar course. Enrollment in cooperative education courses is by permission only; students will need to contact the Workforce Services Manager for authorization to enroll each quarter. Updated information regarding registration and the dates for the mandatory Cooperative Work Experience orientation can be found in the quarterly class schedule.

Participating faculty will be paid a quarterly stipend in accordance with the rates set in the faculty bargaining agreement. New faculty will need to arrange an orientation with the Workforce Services Manager to discuss procedures and expectations participation in the program. Responsibilities for faculty participation are outlined below.

Inform student of Cooperative Education

- Answer student questions
- Refer student to Workforce Services Manager for enrollment

Assist student with job placement
- Assess/discuss student readiness, knowledge and skill
- Suggest student meet with career specialist to fine-tune resume
- Suggest worksite locations
- Encourage student to seek volunteer opportunities

Develop Learning Objectives
- Review work agreement with supervisor and student
- Discuss learning objectives with supervisor and student
- Assist student with drafting learning objectives to meet work and education goals
- Answer supervisor questions regarding Cooperative Education

Monitor student progress
- Maintain communication with student and supervisor through a minimum of three contacts per quarter.
- Meet with supervisor on site at least two times during the term and complete performance evaluation.
- Review completed coursework, seminar grade and submit final grade to Workforce Services Manager.

FIELD TRIPS

The College shall provide for and encourage participation in field trips, courses involving travel, and non-classroom activities, which may include student government, clubs, organizations, intramural sports, intercollegiate sports, and attendance at professional productions within the limitations of the resources available. No such activities shall take place without prior written consent of your dean, and completion of an Informed Acknowledgement of and Consent to Trip Hazards and Risk form. If you include field trips as part of your course requirements, parental permission is required for all students enrolled in the Running Start program.

GRADES

Grades are recorded in the Registration Office (Admissions Center). Only valid letter grades may be assigned. Every student must have a grade assigned. Grades must be submitted no later than the deadline for each quarter. Instructors shall distribute a grading plan in writing to all enrolled students at the beginning of each quarter. Instructors are not obligated to use all grading options in any specific course.

- **Grade Point Values:** Below is the grading policy of the Board of Trustees of Lower Columbia College. Instructors will determine the quality of the student's work in the course and assign grades but must abide by the following grade schedule and grade point values:

A	4.0 Points (exceptional performance)
A-	3.7 Points
B+	3.3 Points
B	3.0 Points (above average performance)
B-	2.7 Points
C+	2.3 Points
C	2.0 Points (average performance)
C-	1.7 Points
D+	1.3 Points
D	1.0 Points (minimal performance)
F	0.0 Points (failure)
P	0.0 Points (passing grade for a designated pass/fail course)
W	0.0 Points (withdrawal)
I	0.0 Points (incomplete)
N	0.0 Points (audit)

- **Incomplete Grade:** An Incomplete (I) is assigned only when the student has completed most – but not all – of the instructional objectives of the course. As the instructor, you should feel satisfied that the student will be able to complete the remaining requirement(s) of the course and that you will be available to grade the work and submit a grade change to the registration office. Students who request an Incomplete early in the quarter or who have not completed most of the course requirements are not eligible for an Incomplete. If you have any questions about issuing a grade of Incomplete, consult your dean. When you assign a grade of Incomplete, you must complete the Incomplete Grade Submission Form, (available online under "Forms" on the Internal page) which details the specific requirements remaining to be met. The student should receive a copy of this information, and should be fully aware of any remaining course requirements. An Incomplete must be completed within one year of when it was given (or less than one year if so specified by the instructor). The final grade will replace the Incomplete on the student's transcript after the instructor submits it. Incompletes not completed within one year will result in a F.
- **Changing a Grade:** If there is any reason to change a student's grade after it has been entered into the system, the instructor must complete a Change of Grade form and submit it to Karla Rivers in the Registration Office (krivers@lcc.ctc.edu). Change of Grades forms available under "Forms" on the internal page: Faculty & Staff Webpage
- **Withdrawal:** A student may choose to withdraw from a course without a grade penalty by the designated deadline each quarter. Refer to the Academic Calendar. These dates are also published in quarterly class schedules. Withdrawal forms are available at the Registration Office (see also ─Grading Guidelines).
- **Independent Study:** Independent Study is established by a contract between a student and an instructor in which the student will be expected to do independent research, reading and/or writing under the supervision of the sponsoring instructor. The student shall also meet the criteria set forth in the college catalog. The course of study designated by the contract must meet the following requirements:
  1. The student is responsible for finding an instructor for the contract.
  2. The contract is to be initiated by the student who, in conjunction with the instructor, will be responsible for establishing subject materials, learning objectives and performance standards. (A template for an Independent Study contract is available from the Office of Instruction)
  3. The instructor is responsible for guidance and evaluation of the learning objectives and performance standards.
  4. All contracts must be approved by the dean.

GUEST SPEAKERS

All honoraria must be authorized by the VP of Instruction in writing before commitment can be made to any visiting speaker.

INSTRUCTOR'S BRIEFCASE 360-442-2373

Instructor's Briefcase provides up-to-the minute class rosters, course waitlist information, students' e-mail addresses, electronic grade submittal at end of the quarter, and is accessible from home or office computer. Instructor's Briefcase is available 6:00 a.m. to 9:00 p.m. daily at: Instructor Briefcase Contact Payroll at 360-442-2220 to obtain your PIN number. Contact LCC's Registrar if you encounter problems or have questions about using Instructor Briefcase.

PLACEMENT ASSESSMENT 360-442-2353

Students enrolling in degree/certificate programs must take a placement assessment in reading, writing, and math. Placement assessments are offered in the Admissions building Testing Office, open 8a.m.-5p.m. Monday – Thursday. Testing takes approximately 3 hours and is done on a drop-in basis: no appointment necessary. The cost is included in the $30 New Student Fee. Please visit the website for practice materials: Placement Assessment .

POSTING STUDENT GRADES

Posting of student grades or other performance indicators in a public place is prohibited. Courts have held that personally identifiable information on such a list--such as student name, social security number, student identification number or other information which makes the student's identity easily traceable—is considered a violation of the student's right to privacy. Allowing students (and others) to access graded papers of other identified students is no different than posting grades with names, a practice

which is clearly a FERPA violation. Many instructors post grades online in CANVAS, which is not a FERPA violation. If you have any questions regarding privacy policies or student records, the Registrar, at 360-442-2372.

REGISTRATION 360-442-2370

Registration and enrollment takes place online or in person in the LCC Admissions Center. Complete information on these services appears in the quarterly class schedules, the LCC Catalog, and online. *More information for [Online Services](#).*

RELEASING STUDENT INFORMATION

No information regarding student status or performance should be released to a party other than the student except upon prior written consent from the student or upon judicial subpoena of a court.

RETURNING STUDENTS' WORK

Student performance is confidential; therefore, homework, tests, and other student work must be returned to the student directly and in a manner where it will not be viewed by anyone other than the student. Leaving student work on an office desk or in the instructor's mailbox for students to pick up is not acceptable. Two potential solutions include: 1) return the work to the student during class, or 2) request a self-addressed envelope from the student so that work can be returned via mail.

ROSTERS 360-442-2373

At any time, you may print or view a class roster using the online Instructor Briefcase. Instructor Briefcase also allows you to submit final grades online. To access Instructor Briefcase, go to the LCC website and select "Faculty and Staff" from the menu on the left, then you will see a blue briefcase icon labeled "Instructor Briefcase." Students listed on the roster via Instructor Briefcase are registered for credit or audit. Students may enroll through the third day of the quarter if space is available. (See sections on Add/Drop and Admitting New Students)

When a student requests to be withdrawn after the 10th day, it shows in your Instructor Briefcase as a 'W'. If a student is withdrawn at the instructor's request (Instructor-Initiated Withdraw), it shows as a "V". Students who do not attend any of the class sessions during the first five instructional days of the quarter, (i.e., are absent for all of the scheduled class meetings) and do not contact the instructor regarding the absence in person, by phone, or by email, may be administratively withdrawn by the class instructor. In these cases, students will receive a grade of "V" (vanished) for the course. If a student never attended, an instructor can assign an "NA" grade at the end of quarter.

Final grade rosters can be printed from Instructor Briefcase after entering grades. No final grade rosters will be distributed from the registration office.

STANDARDS FOR CLASSROOM BEHAVIOR

To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students in the classroom are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. The instructor is authorized to take such steps as are necessary when behavior of the student disrupts the normal classroom procedure. Instructors may remove a student for the single class session in which such disruptive behavior becomes continuous and/or serious and may begin disciplinary proceedings. Violations of the disciplinary code may result in serious sanctions such as suspension or dismissal. In addition, instructors have the right to limit classroom discussion in order to meet the educational objectives of the class session.

These are some examples of disruptive classroom behaviors:
- Monopolizing class discussion
- Rude, disrespectful, contemptuous, or offensive language, posturing, or gestures
- Aggressive, hostile, or confrontational language, posturing, or gestures
- Sleeping
- Side conversations that are disruptive to the class
- Excessive or disruptive lateness
- Engaging in unrelated tasks
- Interruptions caused by cell phones and other electronic devices
- Unexcused exiting, or premature preparing to exit class

Nothing in this section is meant to curtail legitimate on-topic classroom discussion that is conducted in a civil manner. Academic dialogue is encouraged and is enhanced by these norms for civil behavior.

STUDENT ATTENDANCE

Students are expected to attend all classes for which they enroll during a particular quarter. The officially adopted student attendance policy of Lower Columbia College permits (but does not require) an instructor to withdraw a student from any class in which the student does not report during the first class day or first lab session without communicating with the instructor.

STUDENT CONDUCT 360-442-2301

Admission to Lower Columbia College carries with it the presumption that the student will conduct himself/herself as a responsible member of the academic community. When he/she enrolls in LCC, the student assumes the obligation to observe standards of conduct that are appropriate to our society and to the pursuit of educational goals. Behavior that is disruptive to the educational process that cannot be resolved at the instructor level should be referred to the Vice President for Student Success or Director of Security and Safety. Refer to the current *LCC Student Handbook* for the Student Conduct Code.

STUDENT PRIVACY/FERPA

LCC abides by the Family Educational Rights and Privacy Act (FERPA) to ensure that student confidentiality is maintained. FERPA is a federal regulation. The College does not release any non-directory information about a student without written permission from the student. The unintentional use of student information is considered a College policy violation. In order to protect LCC students, it is important for faculty to adhere to privacy act guidelines at all times.

SUBSTITUTE INSTRUCTORS

Notify the appropriate supervisor prior to your absence to allow ample time for a suitable substitute to be hired. Substitute instructors will be authorized by the appropriate dean and will be paid as promptly as possible.

SYLLABI 360-442-2550

Please send a copy of your course syllabus electronically to the Office of Instruction no later than the end of the first week of the quarter. Please email completed syllabi to officeofinstruction@lcc.ctc.edu. Previous quarter syllabi are available online.

The course syllabus is developed by individual faculty members to define how the instructor will meet the learning objectives specified in the course. College policy requires that faculty distribute a written course syllabus to students during the first week of classes.

The following is to be included in your course syllabus:
- Your name, office hours, and how students can contact you outside of class
- College Mission Statement
- Course title and section
- Course meeting time, days, and room where class meets
- Course goals and objectives as they were approved on the Course Plan
- Title and author of textbook(s) and supplemental materials, if any
- Your policies on attendance, homework, tests, and make-up exams
- A statement on academic honesty – See Suggested Language below:
  - Suspected cheating, plagiarism or other forms of academic dishonesty will not be tolerated and may result in disciplinary action. Refer to the Student Handbook for more details information.
  - Students are expected to be honest and forthright in their academic endeavors. To incorporate the words or ideas of another without giving credit to the source or to cheat on an examination corrupts the essential process

by which knowledge is advanced. Refer to the Student Handbook for more details and potential consequences for engaging in academic dishonesty.

- A statement on disability services – See Language below:
  - o Reasonable accommodations are available for students who have a documented disability. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services Office as soon as possible to better ensure that such accommodations are implemented in a timely manner. All accommodations must first be approved through the Disability Director. Disability Support Services is located in the Admissions Building, 143. For an appointment or information contact the Disability Support Service office at 360-442-2341.
- A statement on how the final grade will be determined.
- If a specific time is scheduled for topics, chapters, tests, etc., this information should be included.
- Cell Phone/ Technology Policy – See Suggested Language below:
  - o You may use a laptop to type notes, but use of laptops for activities unrelated to class activities may result in being asked to leave. Using cell phones to take pictures, text message, or to make phone calls during class is prohibited. Cell phones should be switched off and left in book bags, purses, or pockets. Having a cell phone on your desk will subject it to being confiscated for the duration of the class. MP3 players or other stereo equipment with earpieces or cell phones should also be switched off and put away during class time.

A carefully prepared syllabus is a valuable aid in structuring your presentations, lectures, discussions, tests, and other course work. It informs students of what is expected of them and how they will be evaluated. Reasonable adherence to a syllabus is vital to ensure that your instruction meets the expectations of students and the department or division scheduling the class. Clearly outlining the requirements for the course and clearly stating how a student's grade is determined will assist students in achieving their learning objectives. It may also avoid problems if students challenge grades on tests, papers, or final exams. For assistance in preparing your syllabus, you may consult with your department chair, dean, professional partner or tenure review committee.

TEXTBOOK SELECTION 360-442-2240

The LCC Bookstore is located in the Student Center. Hours of operation are 7:30 am – 5 pm Monday through Thursday, and 7:30 a.m.-2 p.m. on Friday. Extended hours are available during registration periods each quarter. The Bookstore staff is responsible for ordering textbooks. Your department chair can offer advice and information on how textbooks are typically selected in your discipline. A Textbook Requisition form will be sent to you quarterly. You are required to return the completed form by the listed deadline.

If you need a desk copy of any text (for instance if you want to preview a textbook for possible adoption), you may contact the publisher yourself or ask for assistance from the Bookstore.

Textbook rental is another option that is being offered to students to help reduce costs. To rent a book, students need their Student ID# and a valid debit or credit card. They will receive an email with the order and return information.

Complimentary copies of textbooks and other instructional materials are available to the instructor from various publishers. Each instructor has the responsibility for contacting the publisher and requesting complimentary copies of books and other materials for their use in the classroom. This should be done as soon as the instructor knows what texts will be used. Desk copies are the property of the college. More information: Bookstore

WAITLISTS 360-442-2370

LCC maintains a wait list for students who want to enroll in a class that is already at capacity. If a class is enrolled to capacity, you have the option of allowing a student to enroll late. The student will require your signature on a *Late Registration* or *Permission to Exceed Class Limit* form, which the student obtains from the Admissions Center. However, students on the waitlist are to be admitted (in the order which they appear on the list) before any other students are admitted. Students beginning class late are

expected to make up work assigned prior to their enrolling. You need not feel obligated to go to extraordinary lengths to provide instruction to late-starting students.

COLLEGE OPERATIONS & DEPARTMENTS

CAREER & EMPLOYMENT SERVICES 360-442-2330/2331

Located in the Admissions Center, Career & Employment Services provides resources to employers, students, alumni, and community members. Services include career training, interest assessments, one-on-one guidance, and free career workshops designed to help individuals prepare for a rapidly evolving workforce. More information: Career Center Info

COLLEGE RELATIONS AND MARKETING 360-442-2110

The Office of College Relations & Marketing is responsible for activities that support strong and lasting relationships with the community and staff. College Relations manages the College's website and social media sites, and can help create flyers, brochures, advertising, press releases or other materials that help promote the College's programs and services. All materials intended for external audiences must pass through this office for design and content review. The creation of college-linked social networking sites should be cleared with College Relations. More information: College Relations & Marketing Webpage

COMPUTER LABS, INSTRUCTIONAL 360-442-2712

LCC maintains modern computing facilities equipped with the latest hardware and software. The Instructional Computing Department is located in the Applied Arts Building, and the CS Lab is located in the Vocational Building. In the Instructional Computing Department there are eight computer labs with dozens of application packages available, including Internet access software, programming languages, and office productivity suites. Please call ext. 2712 to reserve time in an instructional computer lab. Independent Lab (AAR 110 Lab 2) hours are 7:30 a.m-7:00 p.m. Monday-Thursday, 7:30 a.m.-4:00 p.m. on Friday. Hours of operation vary during summer quarter. The Independent Lab (AAR 110 Lab 2) is closed during intersession and holidays. *More information:* Service Website

COPY MACHINES 360-442-2268

High-speed copy machines are available for faculty use in the Instructional Support Center in the Alan Thompson Library Building Room 135 and at the Print Shop in the Campus Services Building. The general rule of thumb is to make use of copy machines if you need *fewer than 100 copies*. For more than 100 copies, the Print Shop should complete the job. There are also multiple smaller copiers located on campus connected to the network and are available to print 25 or less impressions. Each department has an assigned four digit code to use for copies, to get your department's code and order paper, contact the Office of Instruction. Copiers are generally available during all building operating hours. Please observe the operating guidelines and all copyright laws. For instructions or assistance with a copier, consult with a designated individual in the immediate area (a contact name is posted near copy machines).To contact Print Shop call 360-442-2268. *More information: Service Website*

CUSTODIAL/MAINTENANCE SERVICES 360-442-2261/2264

Custodial staff clean office areas, classrooms, and replenish classroom supplies such as chalk and whiteboard markers. If you need to request special custodial services or report problems with heating or air conditioning systems, please call telephone number shown above. For emergencies on campus, call extension 2911. *More information:* Campus Service Website

E-LEARNING 360-442-2520

Lower Columbia College facilitates courses through Canvas, MyMathLab, and Vista for Spanish. Users access their online courses and groups through a web site using a secure username and password. The learning management systems are used to facilitate online, hybrid, and face-to-face courses to share course material, facilitate communication, and provide course activities and assessments. Before instructors can use Canvas for an online, hybrid, or enhanced course they are required to complete an online Canvas Training offered by the Washington State Board or the eLearning Department. Please contact the number above or email elearning@lowercolumbia.edu to find out about competency requirements. The eLearning department also assists in lecture capture technology, educational technology, mobile technology, and instructional design.

Forms 360-442-2550

The business forms most frequently used by instructors are available on the wall rack in the Office of Instruction mailroom, or online. These include Faculty Schedules, Purchase Requisitions, Travel Vouchers, Leave Requests, Prior Approvals, Key Requests, Grade Change Requests, Computer, Media, Printing Service Requests, PDU, and many other forms. The Office of Instruction staff can provide assistance or advice on the use of various forms.
More information:
 Forms
Course Plans & Curriculum Information
PDU's

HUMAN RESOURCE SERVICES 360-442-2120

Human Resource Services is located on the first floor of the Administration Building. If you have questions or concerns regarding employment, employee files and records, employee benefits, retirement, workers' compensation claims, salary administration, employee relations or staff development, please call or visit the office for more information.
More information: Human Resource Webpage

INFORMATION TECHNOLOGY SERVICES 360-442-2250

Information Technology Services (ITS) provides services to LCC faculty and staff, including support for classrooms, computer labs, internet video conference rooms; and laptops, and tablets. All campus hardware equipment, software purchases, installation and maintenance are processed or performed by ITS or their designated agent. Hardware and software inventory, and software licensing databases are managed and maintained by ITS. To request services, submit a Computer Service Request Form

KEY AUTHORIZATION 360-442-2260

Adjunct faculty may obtain keys to their classrooms and/or offices. All keys must be approved by the appropriate Dean, and the VP of Instruction and issued by the Buildings and Grounds Office and returned at the conclusion of employment. Security concerns warrant a strict and limited issuance of keys for special purposes or part time use. Keys to media cabinets in classrooms are available but must be approved by the same process noted above.

LEARNING COMMONS 360-442-2660

The Learning Commons in the Alan Thompson Library Building combines Library Services, eLearning, and the Tutoring Center. Whether students need help with studying, research, or tutoring for specific classes, the Learning Commons is here to help. Learning Commons hours are 7:30 a.m. – 7:00 p.m. Monday through Thursday, 7:30 a.m. – 4:00 p.m. on Friday, and 10 a.m. – 2 p.m. on Saturday. Hours of operation vary during summer quarter. The Learning Commons is closed during holidays and between quarters. More information: Learning Commons Webpage

OFFICE OF INSTRUCTION 360-442-2550

The Office of Instruction is located in the Alan Thompson Library and provides services to faculty including support with purchases, travel, budgets, PDUs, schedule development, faculty evaluations, syllabi, contracts, mail, committee support, advising assignments, outreach efforts, and special events. Useful links can be found on the LCC website at Faculty & Staff Webpage

Full-time faculty may earn Professional Development Units (PDUs) for specific activities or experiences that contribute to an individual instructor's professional growth. Appropriate documentation must be maintained to earn PDUs. Please refer to the Faculty Agreement (contract) for details on PDUs. *More Information:* [Faculty & Staff Webpage](#)

PROFESSIONAL DEVELOPMENT FUNDING OPTIONS

Professional development activities serve as the basis for advancement on the salary schedule for full-time faculty. The professional development system is described in Appendix A of the FAHE agreement and is referred to as PDU"s (professional development units). Below are funding options available to faculty to cover the cost of activities:

ELEARNING

The eLearning funds are designated for specific conferences related to eLearning operations: WACC (Washington's Annual Canvas Conference) NW eLearn, and other professional development opportunities related to online learning.

- Submit requests to: Sarah Griffith, Director of eLearning
- Funding approved by: Director of eLearning / Deans
- Total amount available: Varies, approximately $10,000
- Who can apply for funds? All faculty

EXCEPTIONAL FACULTY

Available to all faculty. Funds are designed to support projects that promote student learning or that develop services that promote student learning in alignment with the college's Core Themes. Projects should emphasize innovative approaches to teaching and may relate to existing or new programs, courses, or services. Funds are authorized by the State through the Exceptional Faculty Awards Trust Fund (RCW 28B.50.841). Ideal for more than two faculty members participating in the same activity/conference. Grant recipients will be required to submit a brief report of project & evaluate and share project results with the LCC Foundation and Trustees. In general, awards are not to exceed $2,500.

- Submit the foundation application to: Sheila Burgin
- Funding approved by: Exceptional Faculty Committee
- Total amount available: Varies, $15,000
- Who can apply for funds? All faculty
- Funding Schedule: Applications due in spring, committee review in May.

FOUNDATION GRANTS

Available to all faculty (& staff). Funds are designed to support projects that promote student learning or that develop services that promote student learning in alignment with the college's Core Themes. Projects should emphasize innovative approaches to teaching and may relate to existing or new programs, courses, or services. Grant recipients will be required to submit a brief report of project & evaluate and share project results with the LCC Foundation and Trustees. In general, awards are not to exceed $2,500.

- Submit the foundation application to: Sheila Burgin
- Funding approved by: Lower Columbia College Foundation
- Total amount available: Varies, $15,000
- Who can apply for funds? All faculty & staff
- Funding Schedule: Applications due in spring, committee review in May.

FACULTY DEVELOPMENT

Available to all faculty. Applicants may be awarded up to $1,600 in a two-year funding cycle. Funds are to be used to promote activities which enhance the professional growth of the faculty thus improving the quality of learning and services at Lower Columbia College. Funding negotiated and will be outlined in the Faculty Association Agreement. Ideal for up to two faculty members participating in the same activity/conference. All requests are processed through the Faculty Development Committee.

- Submit application material to: Natalie Richie / Faculty Development Committee

- Funding approved by: Faculty Development Committee
- Total amount available: $18,500, $2,500 designated for adjunct faculty.
- Who can apply for funds? All faculty
- Funding Schedule: Application period open 4x's per year. Visit website for dates.

VICE PRESIDENT OF INSTRUCTION FOUNDATION FUNDS

This fund is made up of all unencumbered Exceptional Faculty Grants funds from the year prior. Funds are for faculty use for activities that are consistent with the mission of the Exceptional Faculty committee. Requests can be made directly to the Vice President of Instruction or through the Faculty Development Committee or Exceptional Faculty Committee.

- Submit request to: Brendan Glaser, Vice President of Instruction
- Funding approved by: Brendan Glaser, Vice President of Instruction
- Total amount available: Varies each year.
- Who can apply for funds? All faculty.

DEPARTMENT TRAVEL FUNDS

Faculty travel funds are consolidated into the respective Dean's travel account and will be dispersed as determined by the dean. Requests for funds should be made directly to the appropriate dean.

VICE PRESIDENT OF INSTRUCTION GENERAL INSTRUCTION TRAVEL

The Vice President of Instruction allocates $5,000 for general instruction travel in the operating budget. These funds are spent at the discretion of the Vice President of Instruction. Requests for funds should be made directly to the Vice President of Instruction.

- Submit request to: Brendan Glaser, Vice President of Instruction
- Funding approved by: Brendan Glaser, Vice President of Instruction
- Total amount available: Approximately $5,000.
- Who can apply for funds? All faculty.

PROFESSIONAL PARTNER PROGRAM 360-442-2636

New faculty teaching at the College for the first time will be assigned a professional partner. The professional partner will provide assistance with course objectives, curriculum design, test construction, instructional delivery, and student evaluation. For a new academic employee, with no teaching experience, they shall be assigned a professional partner shall be assigned at least the first 2 quarters the person is at the college. Adjunct faculty with prior teaching experience will work with a professional partner for at least the first quarter they are teaching at LCC. The professional partner program coordinator will contact new faculty within the first two weeks of the quarter. The coordinator will identify the professional partner assigned to new faculty, and will explain how the partnership works. Throughout the quarter, the professional partner will meet with the new instructor, and will make an appointment to visit and observe the instructor's class at least once during the quarter. The objective of this program is to ensure curriculum continuity and enhance teaching excellence.

PRINT SHOP 360-442-2268

LCC's Print Shop is located in the Campus Services Building on 20th Avenue. Hours of self-service operation are 8 a.m. – 5 p.m. Monday through Friday. Hours of staffed operation are 7 a.m. – 2 p.m. Monday through Friday. Hours of staffed operation during the summer quarter are 7 a.m.-2 p.m. Monday through Thursday. Generally, it is best to make use of the Print Shop for any job that requires more than 100 copies, or jobs that entail complicated duplication or bindery. A request for print services can be submitted directly to the print shop. Color print jobs will require prior approval from your department dean.
More information: Service Webpage

SAFETY AND SECURITY OFFICE 360-442-2270/2291

LCC is committed to providing a safe work environment. The following procedures will help to ensure safety for all employees and students. More information: Safety & Security Webpage

When you are in a building during posted closed hours, call Security at ext. 2911 after hours and inform them of your presence (2270 will just go to voicemail). The security staff does not know or recognize all campus employees, so you may be asked for identification.

If you enter a locked building, be sure that it is locked when you leave. If you find it unlocked at a time when you think it should be locked, contact Security. It may be that there is a scheduled event and the building was unlocked accordingly. But it may also mean that someone did not properly lock up. When you lock a building, please check the doors to be sure they are secure. If the door is not lockable, or it is difficult to lock, please report this to Security.

When you plan to return to campus late in the evening after a trip, always contact Security and inform them when you plan to return. This will help them know what to expect and they are better able to provide assistance should you need it. If you leave a vehicle overnight or on the weekend, it is a good idea to let Security know in advance.

The Security Office offers the following suggestions for enhancing the personal safety of you and your students:
- Park in a well-lighted area for evening classes
- When classes are dismissed, walk in pairs to your cars
- If you have to wait for a ride, arrange to wait inside a classroom or a well-lighted building.
- Always keep your car locked
- Place loose and/or valuable objects out of sight or in your trunk
- Check the inside of the car before entering to be sure no one is hiding in the back seat
- Also, please review the College's safety brochure entitled Because We Care

SCANTRON TEST SCORING MACHINE SERVICES 360-442-2712

A Scantron machine is located in the Instructional Computing Department area of the Applied Arts Building. This machine will score tests and provide an item analysis. Scantron test forms are also available in this area.

SCHEDULING FACILITIES 360-442-2510/2440

To schedule facilities, visit the 25Live online software system to view and request rooms (or space) in academic classrooms and multi-purpose spaces. Please call 360-442-2510 for general bookings. For student center requests, please call 360-442-2440. *More information:* 25Live Webpage

SUPPLIES 360-442-2550

General supplies that you need for your desk or office such as pens, pencils, highlighters, note pads, paper clips, rubber bands, binder clips, notebooks, scissors, staplers, etc., are available in the Office of Instruction.

TELEPHONE SERVICES 360-442-2250

Telephone services are supported by the Information Technology Services department. A list of campus telephone numbers is provided periodically online. To call an on campus number, simply dial the 4-digit extension. For local off-campus calls, dial 8 and then the number. For out-of-area calls, you must dial 8 plus 1 - (Area Code)—7-digit Phone Number—7-digit SCAN long distance access code. Long distance access codes are assigned to all permanent college employees. Instructions for using your phone, a list of campus telephone numbers, and the form to request telephone services is available at: Telephone Assistance

TRAVEL 360-442-2550

Contact the appropriate administrative assistant to assist with travel arrangements. College-owned automobiles and vans are available for approved work-related travel. For all travel, you must complete a Prior Approval for Absence from Campus form. Please confirm available funding and obtain the required approvals. Airline, rail or bus tickets must be arranged through the Vice President of Instruction's office. The Prior Approval form has a section for information on how classes will be covered in your absence. It is important that you arrange to have classes covered and provide this information on the form. Forms are available online.

The Travel Expense Voucher must be completed and approved after your trip. Contact your dean's administrative assistant for completing the form.

VOICEMAIL 360-442-2250

Campus telephones are equipped with a voice mail system that provides automated messaging service to the LCC community 24 hours a day. Faculty should include their campus telephone number on course material and check their voicemail for messages at least once a day. Adjunct faculty who do not have an office on campus should provide a telephone number where students can leave messages. In addition, adjunct faculty may request voice mail by contacting the appropriate dean's administrative assistant in the Office of Instruction. Voicemail can be accessed from off campus by calling 360-442-2999, allowing faculty and staff to check messages and set greetings.