



CITY COLLEGES of CHICAGO  
**Richard J. Daley**  
Education that Works

# **FACULTY HANDBOOK**

August 2015

## **DISCLAIMER**

The Daley College Faculty Handbook is provided as a professional resource, providing faculty with necessary information. This Faculty Handbook is not intended to be construed as a contract for employment. This Faculty Handbook may be withdrawn or updated at any time, without notice.

Revised 7/28/2015  
Daley College Academic & Student Affairs

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**Community College District 508  
CITY COLLEGES OF CHICAGO**

**CAMPUS DIRECTORY**

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Richard J. Daley College  
7500 S. Pulaski Rd.  
Chicago, IL 60652  
(773) 838-7500

Arturo Velasquez Institute  
of Daley College  
2800 S. Western Ave.  
(773) 843-4500

Kennedy-King College  
6800 S. Wentworth Ave.  
Chicago, IL 60621  
(773) 602-5000

Dawson Technical Institute  
of Kennedy-King College  
3901 S. State St.  
(773) 451-2100

Malcolm X College  
1900 W. Van Buren St.  
Chicago, IL 60612  
(312) 850-7000

West Side Learning Center  
of Malcolm X College  
4624 W. Madison St.  
(312) 850-7420

Olive-Harvey College  
10001 S. Woodlawn Ave.  
Chicago, IL 60628  
(773) 291-6100

South Chicago Learning Center of Olive-Harvey  
College  
3055 E. 92nd St.  
(773) 291-6770

Harry S. Truman College  
1145 W. Wilson Ave.  
Chicago, IL 60640  
(773) 907-4700

Truman Technical Center  
1200 W. Sunnyside Ave.  
Chicago, IL 60640  
(773) 907-3983

Lakeview Learning  
Center of Truman College  
3310 N. Clark St.  
(773) 907-4400

Harold Washington College  
30 E. Lake St.  
Chicago, IL 60601  
(312) 553-5600

Wilbur Wright College  
4300 N. Narragansett Ave.  
Chicago, IL 60634  
(773) 777-7900

Humboldt Park Vocational Education Center of  
Wright College  
1645 N. California Ave.  
(773) 489-8989

## **CCC REINVENTION VISION**

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The Vision is to transform the City Colleges of Chicago (CCC) into a world-class institution. This will be done by ensuring student success. It is the centerpiece of CCC's Reinvention effort. What is meant by student success is making sure that students are prepared to move into higher education and that they have the skills for jobs in the 21<sup>st</sup> Century. The Chancellor believes there is no other institution better positioned to become an economic engine for the City of Chicago.

## **CCC REINVENTION GOALS**

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- Increase the number of students earning credentials of economic value
- Increase the rate of transfer to Bachelor's degree programs following CCC graduation
- Drastically improve outcomes for students requiring remediation
- Increase number and share of ABE/GED/ESL students who advance to and succeed in college-level courses

## **DALEY COLLEGE MISSION**

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Richard J. Daley College provides high-quality education which leads to academic success, career development, and personal enrichment that fulfill diverse community needs.

## **DALEY COLLEGE VISION**

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Richard J. Daley will be the first-choice community college through which students' educational, professional, and cultural expectations are exceeded.

## **DALEY COLLEGE VALUES**

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Richard J. Daley College values:

- A life-long learning process which helps students obtain, appreciate, and use knowledge.
- Self-respect and responsible, accountable, ethical behavior including open, honest communication.
- Creative challenges and pursuit of new ideas.
- The continuous improvement of programs and the professional that encourages excellence sets common goals and objectives.
- Diversity.
- Partnerships with educational institutions, businesses, industry, government agencies and community groups and organizations.

# GENERAL EDUCATION OUTCOMES

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## GENERAL EDUCATION OUTCOMES

Upon completing the general education requirements for an associate degree at Richard J. Daley College, a student should be able to:

1. Communicate using Standard American English
2. Evaluate the moral, ideological, or intellectual viewpoints of diverse peoples or institutions.  
(Human Diversity outcome)
3. Prepare a document using digital technologies, such as word processors, spreadsheets, or presentation display software (e.g., PowerPoint).
4. Evaluate a proposed solution to a local, national, or global issue.
5. Produce an original piece of work demonstrating creativity

## ASSESSMENT

Assessment and evaluation are considered systematic and ongoing processes that collect aggregate data about what students know and can do based on measurable student learning outcomes and institutional effectiveness for:

- General Education
- Programs
- Courses
- Student Services

Data and information resulting from the assessment and evaluation process serve to inform improvements in pedagogy, course content, the curriculum, learning resources, and student services. Because the assessment process should be college-owned, faculty-engaged, and administratively-supported, utilization of assessment and evaluation data by faculty, students and administration is designed to improve student performance, student development, and student achievement.

## DALEY PROGRAM ASSESSMENT PLAN (2015-2018)

| Cycle  |   | 1         |             | 2         |             | 3         |             | 1         |             |
|--|---|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|
| Assessment Stage   | Description   | Fall 2015 | Spring 2016 | Fall 2016 | Spring 2017 | Fall 2017 | Spring 2018 | Fall 2018 | Spring 2019 |
| <b>Research and Design</b>   | Determine the type of data needed to address research questions, the assessment instrument(s) needed, and the types of analyses required. Determine the minimum number of students (sample size) necessary for statistical significance (power).  | SLO 1/2   |             | SLO 3/4   |             | SLO 5     |             | SLO 1/2   |             |
| <b>Pilot Assessment Instrument</b>                                     | Provide a random sample, if possible, and pilot instrument. At this stage, check reliability or validity.   | SLO 1/2   |             | SLO 3/4   |             | SLO 5     |             | SLO 1/2   |             |
| <b>Administer Assessment Instrument</b>                                | Select course sections and students for whom the assessment should be given.  |           | SLO 1/2     |           | SLO 3/4     |           | SLO 5       |           | SLO 1/2     |
| <b>Data Analysis (Summer)</b>  | Analyze the data obtained from the assessment.  |           | SLO 1/2     |           | SLO 3/4     |           | SLO 5       |           | SLO 1/2     |
| <b>Results, Discussion &amp; Next Steps (Fall – Faculty Dev. Week)</b> | Based on the research questions, determine the format in which the data will be displayed (e.g., graphs, tables, etc.). Present the results to stakeholders (e.g., students, faculty, and administration). Obtain feedback and recommendations from stake holders. Based on feedback from stakeholders provide recommendations for change that are supported by the data collected and analysis provided. |           |             | SLO 1/2   |             | SLO 3/4   |             | SLO 5     |             |
| <b>Implementation (Beginning of Term)</b>                              | Based on a feasibility study or budget analysis, begin the implementation process for recommended changes. For those changes that cannot be immediately implemented, provide a rationale. Implementation strategies may change based on end-of-term evaluations.  |           |             | SLO 1/2   | SLO 1/2     | SLO 3/4   | SLO 3/4     | SLO 5     | SLO 5       |
|  |   |           |             |           |             | SLO 1/2   | SLO 1/2     | SLO 3/4   | SLO 3/4     |
| <b>Evaluation (End of Term)</b>  | In this stage, you design the evaluation plan to be used for the next implementation of each SLO. This plan should address the expected outcomes desired as a result of the implemented changes. Implementation strategies should be evaluated at the end of each term.   |           |             | SLO 1/2   | SLO 1/2     | SLO 3/4   | SLO 3/4     | SLO 5     | SLO 5       |
|  |   |           |             |           |             | SLO 1/2   | SLO 1/2     | SLO 3/4   | SLO 3/4     |

## ACCREDITATION

Daley College’s accreditation was re-affirmed in November of 2012 by the Higher Learning Commission (HLC) for ten-years. Daley selected the Open-Pathway. Pursuant to the requirements of the Open-Pathway, Daley will undergo an assurance review by HLC in 2015. The latter is an online review. Daley’s next comprehensive review will occur in fiscal year 2022.



## **INTRODUCTION**

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The Daley College Faculty Handbook delineates policies and procedures at the college. It also details services offered. Please see appendix for sources regarding City Colleges of Chicago (CCC) policies and procedures. Each faculty member is responsible for knowing the contents of this Handbook. Contact the Department Chairperson/Administration for any item that needs clarification.

## **HISTORICAL SKETCH**

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### **THE CITY COLLEGES OF CHICAGO (CCC)**

CCC is a multi-college system which is comprised of seven colleges. CCC has a full-time/part-time staff of 5,800 and services the needs of more than 120,000 students. CCC welcomes adults of all ages and ethnic backgrounds, who wish to work toward a college degree, prepare for a career, increase/improve skills and/or study for self-enrichment. Although CCC institutions have many common characteristics, each reflects the traits and needs of the unique communities it services.

### **RICHARD J. DALEY COLLEGE**

Daley College was first established as the Southwest Side College in 1960 on the Bogan High School campus. The program enrolled mostly part-time evening students and evidenced rapid growth. In 1970, the Southwest College opened its doors in a set of pre-fabricated buildings and trailers designed to accommodate 1,000 students.

The current college site was purchased by the City of Chicago and opened in 1981. It was named after Richard J. Daley, the former Mayor of the City of Chicago. Daley College has expanded its sites to meet the increased needs of the population in the service area. In 1997, it opened a technical training center, the West Side Technical Institute at 2800 S. Western Ave. in 2009.

# HUMAN RESOURCES POLICIES AND PROCEDURES

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All employees should review the CCC Employee Manual, particularly the Work Rules, page 65. Employees should also review the CCC Board Policies and Procedures for Management and Government. Employees are expected to consistently update their contact information in PeopleSoft HR (PSHR) self-service from any CCC site. This will ensure that, in case of an emergency, employees will receive timely CCC Alert messages. Personnel questions should be directed to the Human Resources Office in Room 1110b2 or at (773) 838-7528. Employees with payroll questions may call (773) 838-7537.

## ABSENCES

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*Local 1600 CBA - Article VI (A)(3)*

*Academic Policy Manual – Number 2.13B*

*CCC Faculty Substitution Policy and Call In Procedures*

### NOTIFICATION OF ABSENCES

If a faculty member must be absent, the Department Chairperson is to be notified as far in advance of the absence as possible. If any absences occur after the Certificate of Attendance has been signed, a corrected Certificate of Attendance must be submitted by the Monday following the occurrence. In case of inclement weather or cancellation of class, please also notify the Security Department at (773) 838-7608 or (773) 838-7944 so that a notice can be posted on the classroom door.

### SUBSTITUTION POLICY AND CALL-IN PROCEDURES

Faculty members are required to maintain regular attendance and punctuality. Not only are regular attendance and punctuality conditions of faculty employment, they are also critical elements in the College's efforts to maintain high levels of student service and satisfaction. Still, the College recognizes that faculty may occasionally be absent from their regularly scheduled work activities due to illness, attendance at scheduled professional conferences, or exigent circumstances. In instances when faculty are unable to attend a scheduled class or professional responsibility, the following substitution procedures **must** be followed.

#### Contractual and CCC Policy Reference Points

The goal and the spirit of this substitution policy is to promote, whenever possible, active learning for the students enrolled in all courses parallel to Article VI(A)(3) of the Local 1600 Union Faculty Collective Bargaining Agreement ("CBA"), and Academic Policy Manual 2.13b.

*Local 1600 CBA - Article VI(A)(3)*

*Substitutes.*

*The Department Chairperson has the option to designate a substitute for a class if a teacher is expected not to be able to attend and teach that class. This provision applies to the first class session of a course and to all classes, regardless of the number of hours for which the class meets. A qualified*

*substitute from within the department will be assigned by the department chairperson, and the faculty member who substitutes shall be compensated at fifty percent (50%) of his regular base rate of pay.*

### **Academic Policy Manual – Number 2.13B**

#### *Arrangements for Substitute Teaching*

*A faculty member may not, on his/her own initiative, make arrangements for class coverage when said faculty member is on an approved leave or is otherwise absent. Arrangements for such substituting shall be made by the Department Chair, within the provisions of the Board-Union Agreement (local 1600), with the approval of the Academic Dean and /or Academic Vice President.*

...

*Faculty members will not be compensated for substituting unless the coverage was arranged by the Department Chair with the approval of the Academic Dean and/or Academic Vice President.*

*Further, any faculty member, including Department Chairs, initiating, participating in and/or permitting unauthorized substitute teaching shall be subject to appropriate sanctions for such actions.*

### **Types of Calls For Substitution**

**Timely** – Advance notification of at least 24 hours that a substitute is needed.

**Emergency**- Less than 24 hours of advance notification that a substitute is needed.

Note that pursuant to the Academic Policy Manual, faculty cannot assign a substitute themselves when one is needed.

### **Call-in Procedures**

#### ***Timely Call for Substitution***

In the event of a *Timely Call for Substitution*, faculty must send an email to or call **both** the department secretary and the department chairperson. The email must identify the class and section which needs a substitute instructor, and must contain the lesson plan for the scheduled class along with any special instructions for the substitute.

Upon receipt of the notification email, the following will occur:

1. A call for qualified/vetted instructors will be made in the area needing the substitute by the department chairperson or his or her designee.
2. If a qualified/vetted instructor is not found to be available or to be interested, a general call or an instructor from all areas will occur, as academically appropriate and defined by the department chairperson.
3. If a full time or part time faculty member is not found to be available or to be interested in substituting, the class will be cancelled, a cancellation notice displayed, and an attendance sign-in sheet posted by the department secretary or department chairperson. If at all possible, the absent faculty member will email the students informing them of the cancellation.

### ***Emergency Call for Substitution***

In the event of an *Emergency Call for Substitution*, faculty must contact, via email or telephone, both the department secretary and the department chairperson. If neither is available, faculty must contact security to inform students. The faculty member must identify the class and section which needs a substitute instructor, and must clearly communicate (in writing or verbally if by phone) the lesson plan for the scheduled class along with any special instructions for the substitute.

The process of responding to an *Emergency Call for Substitution* will be structured identically to a *Timely Call for Substitution* described above. However, the process must be expedited depending on the window of time after the identification of the need for a substitute and the beginning time of the scheduled class needing substitution.

### **Faculty Cancelling Class**

Faculty cannot self-initiate a class cancellation. Faculty must follow the *Substitution Policy and Call-in Procedures* in order to find a faculty member to facilitate active student learning. If neither the Department chair nor secretary are available, and security is contacted to cancel the class, faculty are required to follow up with the chair and department secretary.

### **Substituting Class Time Prohibited**

Alternative class meeting times cannot be substituted for a scheduled meeting time. When students enroll for a course they are registering for specific days and times on a scheduled grid.

# FACULTY RESPONSIBILITIES

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## SYLLABI

(See the CCC Academic Policy Manual Index #2.21C Subject: Blackboard)

Faculty members must prepare and update a course syllabus for every class taught at the beginning of each semester. Copies of current syllabi are kept electronically on file with the instructor's Department, Office of Instruction, and Office of Career Programs. All faculty members, including adjunct faculty, must post the course syllabus of their course on Blackboard under the Syllabus section (Course Menu must contain a content area labeled *Syllabus*) and make course available to guest and observers (see the CCC Academic Policy Manual Index #2.21C Subject: Blackboard).

Students are to be given access to the course syllabus on the first day of class that lists course title, number, section, description, course objectives, and measurable student learning outcomes. Course Syllabus must be made available on Bb's Syllabus Course Menu area to students, guest, and observers no later than the first week of the semester (see the CCC Academic Policy Manual Index #2.21C Subject: Syllabi).

Instructors should first check with the Department chairperson that a district-wide or departmental syllabus has not already been created. If so, the instructor must integrate the components of the district-wide syllabus into their course syllabus. Other information to be included in the syllabus is textbook information, course outline, method of evaluation, instructional methodology, grading methodology, academic pursuit statement, and attendance policy, if applicable. Course outlines shall be as detailed as possible for the benefit of the students. A copy of the syllabus format to be followed by all instructors can be obtained from the Department Chairperson.

## CLASS, CONFERENCE & OFFICE HOURS

(See Academic Policy Manual Index # 2.10 Subject: Criteria for Approval of Faculty Programs), (Local 1600 Faculty Contract Article VIII-Section D. Teaching Programs), & (Part Time Adjunct CCLOCIEA-NEA Contract Section XII)

Faculty members shall be present on campus for all professional duties and obligations, including classes, departmental meetings, faculty meetings called by the College President or the Chancellor, and student conference hours. Faculty members must, with professional preparation and responsibility, meet classes as scheduled, on time and for the full class time allocated. In addition, faculty are required to maintain at least one office hour for each course taught for the purpose of counseling and advising students, scheduled for the maximum convenience of students. See the union contract for more detail regarding conference and advising hours. These conference hours shall be posted outside the faculty member's office door. Absence from these hours shall be reported on Certificates of Attendance. Compliance with the posted hours will be monitored.

All office windows cannot be covered. Please remove all paper and make window visible. All faculty office hours are to be posted outside of office by the first week of the term.

## EMAIL USE

(See Academic Policy Manual, Index Number 2.30J)

Faculty are responsible for tending to their CCC email account. Please become familiar with the email and technology policy within the Academic Policy Manual. Please be mindful of students and attempt to reply in a timely manner.

## COMPUTER LAB AND TECHNOLOGY RESERVATIONS

1. Submit requests **no later** than the end of the first two weeks of the semester.
2. Approval of requests will be based on a first-come-first-serve basis **and** evaluation of need by the Office of Instruction.
3. Requests **must** be submitted electronically at: <http://booknow.appointment-plus.com/3xe2h8lg/>
  - a. A confirmed receipt will be emailed.
4. **No** instructor may reserve a computer lab for more than **four** times during a semester per course (section) and more than **90 minutes**, without permission from the Dean or Associate Dean of Instruction. Exceptions are courses that **must** be taught in a computer lab. These exceptions must be documented in the Office of Instruction. Lab times cannot cut across sections (see the Course Schedule Grid).
5. Lab requests must be spread throughout the semester.

### WHEN USING THE LAB:

- a. **Be on time**, as students often get very noisy while waiting for the instructor.
- b. Obtain entry to computer classrooms from security and **have your confirmation with you** (it is your proof of reservation).
- c. **DO NOT** stay in the room past your scheduled time or leave students unattended.
- d. **BE CERTAIN ALL STUDENTS HAVE LEFT THE ROOM AND THE DOOR IS LOCKED WHEN YOU LEAVE.**
- e. **Only computer classrooms are used for instruction, not open labs.** If you do not have a reservation, contact the Office of Instruction before bringing your class to the labs.
- f. **No** food or drink is allowed in the computer classrooms by students or faculty at **any** time.
- g. Instructors **and** their departments will be responsible for any damage done to or loss of computer equipment or any other property of Daley College that results from a scheduled instructor's negligence.  
***(This policy item also applies to smart classrooms as well as computer classrooms.)***

**Failure to comply to any of the above policy and rules may affect future scheduling privileges or result in disciplinary action.**

## REPROGRAPHICS

All printing assignments are responsible for adhering in a timely manner (3 business day turnaround time). Please see your department clerical for in-house department photocopy protocol.

## **DEPARTMENT RESPONSIBILITIES**

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(See Local 1600 Faculty Contract Section 3 Duties of a Department Chairperson) & (Part Time Adjunct CCCLOCIEA-NEA Contract Section B).

The Department Chairperson coordinates the activities and operations of the department. The Department Chairperson is responsible for submitting departmental reports; scheduling teacher programs; monitoring teacher performance; conducting departmental meetings; and addressing student, staff and faculty concerns; maintaining Department Policy Manual; and performing other duties as assigned by the college administration. The Department Chairperson reports directly to the Deans of Instruction.

### **ADJUNCT FACULTY & STUDENT EVALUATIONS AND CLASSROOM OBSERVATIONS**

Adjunct faculty will receive peer and student evaluations each semester. Department Chair will notify faculty of the evaluation dates, and evaluation forms will be provided to faculty by the Department Chair. Adjunct may also be observed and/or evaluated by the Department Chair, a fellow faculty colleague, or an instructional administrator as part of the adjunct evaluation process. Copies of evaluations will be provided upon request.

### **FACULTY MEETINGS**

Departmental meetings are to be scheduled at least monthly each semester. Department Chairpersons must send the Office of Instruction a list of their meetings no later than the end of the first week of the semester. District-wide meetings of faculty in a particular discipline may be held from time to time. Adjunct faculty members have an open invitation to all departmental meetings. It is the Department Chairperson's responsibility to invite all adjunct faculty members to each departmental meeting. Required meetings for adjunct faculty are compensated at the IEA/NEA Agreement set rate.

## **EARLY ALERT PLAN**

### **16-week Plan**

Importance:

- Identify students who may be at-risk of not succeeding
- Provide at-risk students with opportunity to remediate
- Increase student persistence and eventually student success
- All Daley instructors (full- and part-time) are expected to follow the time line below.

### **Time Line**

#### **2<sup>nd</sup> – 4<sup>th</sup> Week**

##### **(DATES)**

- Create assessment(s) to identify at-risk students beginning 2<sup>nd</sup> week.
- Administer assessment(s) to students by 3<sup>rd</sup> week.
- Identify at-risk students using assessment(s) results by 3<sup>rd</sup> week.
- Develop a remediation plan for each at-risk student by 4<sup>th</sup> week.
- Meet with each at-risk student to communicate remediation plan.
- Identify at-risk students and remediation plan on GradesFirst so that information can be sent immediately to an advisor by 4<sup>th</sup> week.

#### **5<sup>th</sup> Week – 8<sup>th</sup> Week (Midterm)**

##### **(DATES)**

- Follow-up with student regarding completion of remediation plan.
- Create assessment(s) to identify at-risk students beginning 6<sup>th</sup> week.
- Administer assessment(s) to students by 7<sup>th</sup> week.
- Identify at-risk students using assessment(s) results by 7<sup>th</sup> week.
- Develop a remediation plan for each at-risk student by 8<sup>th</sup> week.
- Meet with each at-risk student to communicate remediation plan.
- Identify at-risk students and remediation plan on GradesFirst so that information can be sent immediately to an advisor by 8<sup>th</sup> week.

#### **9<sup>th</sup> Week – 12<sup>th</sup> Week**

##### **(DATES)**

- Create assessment(s) to identify at-risk students before student-initiated withdrawal date.
- Administer assessment(s) to students by 10<sup>th</sup> week.
- Identify at-risk students using assessment(s) results by 11<sup>th</sup> week.
- Develop a remediation plan for each at-risk student by 11<sup>th</sup> week.
- Meet with each at-risk student to communicate remediation plan by 11<sup>th</sup> week.



- Identify at-risk students and remediation plan on GradesFirst so that information can be sent immediately to an advisor by 8<sup>th</sup> week.
- Obtain follow-up information from Student Services prior to the last date for student-initiated withdrawal (**DATE**).

Instructors should feel free to identify at-risk students earlier or more than the 3<sup>rd</sup>, 7<sup>th</sup>, and 11<sup>th</sup> weeks. Instructors teaching the Spring 2 section should follow the 12-week plan to fit their classes.

## **12-week Plan**

### **Time Line**

#### **2<sup>nd</sup> – 4<sup>th</sup> Week**

##### **(DATES)**

- Create assessment(s) to identify at-risk students beginning 2<sup>nd</sup> week.
- Administer assessment(s) to students by 3<sup>rd</sup> week.
- Identify at-risk students using assessment(s) results by 3<sup>rd</sup> week.
- Develop a remediation plan for each at-risk student by 4<sup>th</sup> week.
- Meet with each at-risk student to communicate remediation plan.
- Identify at-risk students and remediation plan on GradesFirst so that information can be sent immediately to an advisor by 4<sup>th</sup> week.

#### **5<sup>th</sup> Week – 7<sup>th</sup> Week**

##### **(DATES)**

- Create assessment(s) to identify at-risk students before student-initiated withdrawal date by 5<sup>th</sup> week.
- Administer assessment(s) to students by 6<sup>th</sup> week.
- Identify at-risk students using assessment(s) results by 6<sup>th</sup> week.
- Develop a remediation plan for each at-risk student by 7<sup>th</sup> week.
- Meet with each at-risk student to communicate remediation plan by 7<sup>th</sup> week.
- Identify at-risk students and remediation plan on GradesFirst so that information can be sent immediately to an advisor by 7<sup>th</sup> week.

Obtain follow-up information from Student Services prior to the last date for student-initiated withdrawal (**DATE**).

Questions regarding GradesFirst can be directed to Daley's GradesFirst Faculty Trainer, Prof. Katrinka Lally at [klally@ccc.edu](mailto:klally@ccc.edu). You may also access the Grades First Faculty Guide in your department office.

## **SYLLABI**

### **First week of the term:**

#### **Academic Policy Manual – Index Number 2.21 C**

All full- and part-time faculty are required, at a minimum, to post their syllabi on Blackboard. An external link to the course syllabus is not acceptable. The Blackboard (Bb) Course Menu must contain a content area labeled Syllabus.

The Course Syllabus must be made available within Bb's Syllabus Course Menu area to students, guests, and observers no later than the first week of the semester. Any exceptions must be approved by the Vice President for Academic and Student Affairs.

All posted syllabi will contain measurable student learning outcomes."

### **Daley Policy**

A copy of the syllabus must be forwarded directly to the department clerical to save in the college's internal storage and to the Chairperson for review.

## **GRADES**

### **Mid-Term Grades**

(CCC Academic Policy INDEX NUMBER 2.30D)

At midterm, each student must receive a letter grade, "WTH" or "ADW." Midterm grades are to be assigned to all students and entered on the midterm class list within CS9. **Student names cannot be added or deleted on the midterm class list.** Any student enrolled at midterm but not actively pursuing completion of the course shall receive for an "ADW" designation at midterm by the instructor. Faculty must certify "academic pursuit" criteria within CS9. Otherwise, their midterm grades will not be completely submitted electronically.

For any student receiving a letter grade, the faculty member must have proper documentation (e.g., papers, exams, quizzes, projects and attendance) to support the grade. Students earning passing grades (i.e., A, B, or C) at midterm are eligible to register for the subsequent course. Midterm grades will be available for students online at <http://my.ccc.edu>.

### **Final Grades**

(CCC Academic Policy INDEX NUMBER 2.30E).

Letter grades (A, B, C, D, or F) shall be awarded to a student by their instructor for the student's work in the course. Students enrolled in a Foundational Studies course receive S (Pass) or F (Fail) as a final grade.

The letter grades (A through F) shall be used for computing the grade point average. At least one week prior to the close of the semester, faculty will receive access to the Final Class Roster on CS9. A final

grade is to be entered directly into CS9 which will become an official record in the Registrar's Office.

On the first day of class, every instructor is responsible for providing their students in writing with the course objectives, student learning outcomes, requirements, methods of evaluation and course grading policies. Expectations for student attendance and make-up work should also be included in this document. Final grades of "A," "B," "C," "D," "F" or "I" (Incomplete) are awarded in accordance with the grading policy distributed by the instructor at the beginning of the class.

In order to satisfy audits, legal requirements, and to protect student rights, the instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades. Department Chairs should collect this information from instructors and retain it in departmental files. The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor's class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each "I" grade have been placed in the Department files and shall so certify to the Vice President.

### **Final Examinations**

All final examinations must be given during the final two class sessions unless prior approval had been obtained from the Vice President.

## **SPECIAL GRADING**

### **Developmental Education Initiative (DEI)**

Students enrolling in all Foundational Studies, Math 098, Math 099, English 098, 100, Reading 099, and Reading 125 courses are **mandated** to attend 21 hours of in-person and computer lab tutoring. The mandatory tutoring participation will be worth 15% of the student's grade and will be tracked by the Daley administration. Teachers will be given a list of students who have met or not met the above policy.

A student **must** meet **all** 15 hours of the tutoring requirement **and** retake the COMPASS placement test (at the end of the course) in order to receive 15% (out of 100%) of their final grade. Students who place higher on the COMPASS retake will be allowed to take the course of placement, regardless of the final grade in the developmental course. Students who do not place into a higher course using the COMPASS retake must rely on a passing letter grade of at least a "C" (or "S" for Foundational Studies) from their instructor.

### **NSW Policy – No-Show Withdrawals**

(CCC Academic Policy INDEX NUMBER 2.30G).

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Federal financial aid cannot be processed for classes from which students have a NSW. Students who do not attend at least one of the first two class sessions will be withdrawn from the class by the instructor and issued a NSW. Students who do not attend the first class session of a course, that meets only once per week, will receive a NSW. Students will be held accountable for the payment of tuition and fees of NSW courses. A student who receives a NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the course.

### **ADW Policy – Administrative Withdrawals**

A student may be awarded an ADW at midterm, if the student is not actively pursuing completion of the course requirements. Active pursuit **must** be defined in the course syllabus. Instructors are required to publish their measures of active pursuit and distribute them to student in their syllabus during the first week of class.

A student who receives an ADW at mid-term and is reinstated (RNS) by the instructor may not elect to withdraw from the class at a later time.

If a student receiving an ADW repeats that course, only the last grade received will be calculated in the GPA; however, both grades will appear on the permanent academic record and will be counted as registered hours to determine satisfactory progress, academic warning, and exclude status.

(CCC Academic Policy INDEX NUMBER 2.30G).

Faculty will be issued a Day One Initial Class List and a Tenth Day (Attendance) Class List. Faculty will be issued a Day One Initial Class List and a Tenth Day (Attendance) Class List. On these class lists, faculty shall make necessary corrections and updates. Besides spelling corrections, these will include addition of students' names who have been attending class and have provided proof of registration but whose names do not appear on the official class list; and deletion of students' names who have not attended in accordance with "ADW" policy (see above).

### **Incomplete Policy**

(CCC Academic Policy INDEX NUMBER 2.30F, 2.30G)

Faculty assigning an "Incomplete" ("I") designation for a final grade must attach an explanation, for each student receiving an incomplete, indicating the work that student must complete in order to receive some final grade. Any "I" designation not changed on a student's record by the eighth week of the subsequent semester, not including the summer semester, will convert to an "F" grade.

The "I" designation must be removed by the instructor issuing a grade change processed through the Registrar's Office. Incomplete grades should be given out sparingly. Faculty members can issue grade changes for courses, with proper rationale and documentation.

## **SUPPORT SERVICES**

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### **ADMISSION AND RECORDS (REGISTRAR'S OFFICE)**

The Admission and Records (Registrar's Office) maintains and stores student grades, transcripts and other academic records. In addition, the office provides students with applications for admission and facilitates registration activities. The Admission and Records Office is located in Room 1408 or Room 1217 at Arturo Velasquez Institute, our satellite campus. The office hours are Monday, Tuesday, Wednesday, Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 1:00 p.m.

### **ADVISING AND TRANSFER SERVICES**

Services are provided by advisors in Student Services, Room 1111 or Room 1217 at Arturo Velasquez Institute. Students are encouraged to schedule appointments for advising in advance. However, advisors will see students on a walk-in basis, if possible. Materials available in the Transfer Center include college and university listings and websites pertaining to specific majors.

### **CAREER PLANNING AND PLACEMENT**

The Career Planning and Placement Office provides services and resources to students, faculty and staff regarding resume, career profiles and employment.

### **OFFICE OF FINANCIAL AID**

The Office of Financial Aid assists undergraduate and professional students with identifying financial resources in order for them to pursue their academic and personal goals. The Office of Financial Aid strives to counsel, promote, and encourage students, families, and communities by identifying necessary financial resources for their academic pursuits.

The Office of Financial Aid is responsible for administering and coordinating aid funds from federal, state and campus based programs. The primary goal of the Office of Financial Aid is to provide financial assistance to applicants who would otherwise be unable to afford a college education. The Office of Financial Aid is located in Room 1403 at Daley College, or Room 1217 at Arturo Velasquez Institute. A financial aid advisor can be reached at [dafinaid@ccc.edu](mailto:dafinaid@ccc.edu), (773) 838-7581 or (773) 838-1505 (for AVI). (Monday-Wednesday, 9 am to 5; Thursday 9 am to 6 pm; Friday, 9:00 am to 1:00 pm).

### **DISABILITY ACCESS CENTER**

The Disability Access Center (DAC) serves as CCC's point of contact and coordination for students with disabilities. DAC provides a wide range of services and assistance to ensure students with disabilities are able to achieve their maximum potential. The short-term goal is to help students with disabilities succeed in their academic pursuits. Long-term, DAC services are designed to assist students make the transition from college to work.

In accordance with the [Americans with Disabilities Act](#) and [Section 504 of the Federal Rehabilitation](#)

[Act of 1973](#), CCC makes every effort to integrate students with disabilities into all courses and programs. Accommodations, based on the documentation received and the needs of the student, are designed to ensure that students, who are otherwise qualified, receive equal access to all of CCC's programs and services. CCC does not alter fundamental academic requirements, but it makes reasonable accommodations for students with documented disabilities.

DAC determines accommodation needs for students on an individual basis. Disability documentation must be provided. Services are provided at no cost to students. DAC is located in Room 1401, at the main campus. The office is open Monday through Friday, 8:00 am – 4:00 pm. For more information call (773) 838-7578.

## **ACADEMIC SUPPORT SERVICES**

All students enrolled at Daley College may use the free tutorial services located in the *CASH-to-ROI* building or Building 200 at the main campus and Room 2215 at Arturo Velasquez Institute. Services include individualized and group assistance to meet a wide range of academic needs. Part-time faculty can often work as tutors when their schedule permits and tutoring positions are available.

## **TESTING RESOURCE CENTER**

The Testing Resource Center administers assessments for all incoming and transfer students (credit and non-credit) in the areas of writing, mathematics and reading. Placement test scores determine enrollment for students into college credit and developmental education courses. Placement Testing will be waived for new students who have earned an Associate or higher degree and have an official transcript on file in the Registrar's Office. The Testing Resource Center may be used for proctoring make-up assessments, upon sufficient notice. Instructors must inquire about this service with the Testing Coordinator by calling (773) 838-7774. The Testing Resource Center is located on the 2<sup>nd</sup>-floor at the main campus in Room 2103. The center operates Monday, Tuesday, and Thursday, 9:00 am to 5:00 pm; Wednesday, 9:00 am to 8:00 pm; and Friday, 9:00 am to 5:00 pm scheduled exams only (no testing without an appointment).

## **THE LEARNING RESOURCE CENTER**

The Daley College Learning Resource Center (LRC) houses the print and the non-print materials and is staffed by professional librarians, trained para-professionals and a number of student aides. The LRC's collection consists of 60,000 volumes, online databases, and 125 current periodical subscriptions.

There are subscription databases that provide 24-hour online access to:

- Journals and Newspapers
- EBooks
- Reference tools

The book collection is cataloged, automated and classified according to the Library of Congress Classification system.

Faculty members are encouraged to request purchase of new titles, print and non-print items in their respective areas so the LRC may maintain well-balanced and up-to-date collections. All book requests and material request forms are available from any librarian.

LRC hours are available through the [Daley College library website](http://www.ccc.edu/colleges/dailey/departments/Pages/Library-System.aspx) (<http://www.ccc.edu/colleges/dailey/departments/Pages/Library-System.aspx>).

The Learning Resource Center provides the following special services:

- Class and individual orientation to the resources and services
- Study rooms for small group study
- Assistance in planning library instruction projects
- Notification of new publications and acquisitions in the various subject areas
- Compilation of bibliographies on special topics
- Interlibrary loan
- Preview rooms for media review, preview/purchase of audiovisual resources at faculty request (For IT Review)

## **OFFICE OF INFORMATION TECHNOLOGY (OIT)**

**Help Desk:** Problems with computers, computer equipment, software, or email can be forwarded to the Help Desk by calling (773) 838-7521 or emailing [dahelpdesk@ccc.edu](mailto:dahelpdesk@ccc.edu)

Open computer labs are maintained by OIT and computer update requests can also be forwarded to OIT.

**The Audio-Visual Center** is located in the library area. Hours of operation are from Monday through Friday 8:00 a.m. to 10:00 p.m., and Saturday 8:00 a.m. to 3:00 p.m.

The Audio Visual Center:

- Supports the needs of the faculty for media usage in the classroom
- Manages the technical aspects of the Daley College theatre and language labs

Usage of the Audio Visual Center equipment and media in the classroom requires:

Requests for audio visual and media equipment **must** be submitted electronically to:

<http://booknow.appointment-plus.com/3xe2h8lg/>. A confirmed receipt will be emailed.

If assistance is needed in operating audio-visual equipment an appointment can be made with Audio Visual Center staff to review use of equipment.

Rules to follow:

1. Unauthorized individuals should not attempt to repair equipment.
2. Faculty should avoid leaving AV equipment next to chalk trays while using the chalk board.
3. Any media that has been checked out of the AV Center must be returned the same day, unless advance permission has been given.

4. Faculty requesting films, videos and other media and/or equipment must present identification such as driver's license or Daley College faculty/staff ID card at the check-out window of the Audio Visual Center.
5. The preview room can be used on a first-come-first-served basis.



# CAMPUS SERVICES

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## PARKING

The parking area for faculty and staff is located directly north of the campus with the entrance at 75<sup>th</sup> and Pulaski Road. Vehicles must display a parking permit which is available from the Director of Security, Room 1114. Handicapped and visitors' parking is also located in this area. Parking for students is located in the South Lot and is available for all students attending the college. The South Lot entrance is off of Ford City Drive. Similarly, there is north and south parking at AVI for faculty, student and staff use.

## SECURITY

The Office of Security has primary responsibility for the protection of persons, campus property, and the control of traffic and parking on campus property. Security assistance is available around-the-clock. The Office of Security is located in Room 1114 and there are Security Desks at the Northwest and Bridge entrances to the college building. The emergency telephone numbers for Security is (773) 838-7608 or 7944. At AVI, Security can be reached by calling the front desk at (773) 838-1566. When the campus is closed, Security can be contacted directly at these same numbers.

## ONLINE BOOKSTORE

Information regarding online bookstore services can be found at: <http://www.ccc.edu/departments/Pages/Bookstores.aspx>. Instructors should work with their department chairpersons regarding book adoptions. Students can retrieve book and supply orders from Room 2120.

## FOOD SERVICES

At the main campus breakfast and lunch are served in the cafeteria, along with sandwiches, salads, desserts and beverages, managed by the Board approved vendor (Taher). Vending machine services are available in the Student Lounge areas on various floors as well as in the cafeteria at both campuses. However, consumption of food and beverages is restricted to the cafeteria and designated lounge areas.

## TELEPHONES

Each instructor has a phone in the office assigned by the department chairperson. Information regarding faculty and staff directories can be found online at <http://www.ccc.edu/Pages/Directories.aspx>. Outside calls may be made by dialing "9" and the area code. Long distance calls must be made from an approved telephone. Questions about long distance calls should be directed to administration.

## **DUPLICATING SERVICES**

All duplicating needs should be handled through the department secretary to be duplicated in the department or in the Mailroom. The rules and procedures governing duplicating are as follows:

- Only materials related to academic programs being taught or sponsored by Daley College may be reproduced. Syllabi and course outlines have duplication priority at the beginning of the semester.
  
- Any instructor requesting duplication of manuals, publications or bulletins of more than 25 pages and more than 40 copies of each page must receive authorization from their academic Dean. A copy of the authorization will be sent to the President's Office. Any material that is reproduced must have a work request "Form for Duplication."
  
- The U.S. copyright laws forbid reproduction of copyrighted materials including photocopying, and audio or videotaping, without prior approval in writing from the copyright holder. A "fairness doctrine" permits quotation of excerpts for review and the making of single printed copies for scholarly use and teaching. Reproducing multiple copies is, however, an illegal deprivation or confiscation, without payment, of the property rights of the authors and/or publishers and producers.
  
- A photocopy machine is available in an academic department office on each floor during the normal college working hours for small copy needs only. All other copying requests should be sent to the Duplication Center with the Form for Duplication to Room L202 for processing. One-week notice is required.

## **CLASSROOM AND OTHER FACILITIES ASSIGNMENTS**

In order to facilitate the coordination of classroom usage, assignments are confirmed by the Office of Instruction, extension 7517. This office is responsible for assigning classroom space, with the exception of computer lab usage, for all educational programs of the college. Other facilities usage is coordinated by the Dir. of Auxiliary Services, extension 7520. In addition, this office is responsible for scheduling the theatre, lecture hall (room 3223), conference rooms, faculty/staff lounge, gym, and coordinating the usage of the main lobby area at any other time except registration. Any special request for space should be made on the Facility Usage Form at least 10 days in advance of use of space. The theatre and physical education facilities require special arrangements in scheduling. The first priority is for educational usage.

Computer labs must be scheduled through the Appointment Plus system and approved by the Office of Information Technology (OIT). Procedures will be created and forwarded to instructors at the beginning of each semester. However, no instructor may use a computer lab for more than four times during a semester per course without the permission from the Office of Instruction. Exceptions are courses that ~~must~~ be taught in a computer lab.

## **SUPPLIES AND EQUIPMENT**

All instructors should understand the following regulations governing the purchase of supplies and

equipment at Daley College. (Forms for ordering supplies and equipment may be obtained from the Employee Portal→Admin Service-→Procurement.)

1. **Office Supplies** – General requests for supplies are to be submitted by departmental clerical on a supply requisition form and sent to the Mailroom Room L201. Requests may be adjusted by the supply room according to the demand and amount in stock. All orders for supplies not normally stocked by the college are submitted on a purchase requisition form indicating the approved vendor and prices and department budget code to be charged. Quotes should be attached when necessary. The requisitions are forwarded to the Chairperson for approval and proper handling.
2. **Purchasing Procedures** – All purchases must have prior approval by the Business Office. No purchase, commitments to purchase, or acceptance of delivery of goods may be accomplished unless a requisition and purchase order have been processed in advance. Failure to observe this regulation may result in the instructor having to assume personal responsibility for the obligation. The proper procedure is as follows:
  - a. Fill out a purchase requisition; give as much information as possible in order to avoid delays in processing; attach quotes, if necessary; and be sure the department budget code is included.
  - b. Obtain the approval of Department Chairperson, appropriate Dean, and the Vice President for Academic Affairs or President.
  - c. Forward requisition to Business Office for budget approval and purchase order processing.
  - d. All invoices received by departments for purchases should be forwarded to the Business Office. Departments should not retain original copies of invoices.

## MISCELLANEOUS INFORMATION

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### FACULTY/STAFF ID

All faculty and staff are required to wear in a visible and appropriate manner their employee ID. Failure to follow this policy will result in disciplinary action. Faculty and staff coming to campus, when school is closed, are required to show their employee ID and sign the visitor's log. (Ron Martin) –After hours building usage

### COLLEGE EQUIPMENT

All college equipment is part of the college inventory and is intended to remain on site.

- Requests for temporary assignment of college equipment to off-campus locations require prior written approval of the Business Manager, the Vice President, or the President.
- Equipment Move Pass can be obtained from the Security Office and must be completed and approved before any equipment can be relocated.

### FIELD TRIPS

Within limitations of distance, time and cost, field trips are encouraged. Properly planned, supervised, and with careful class discussion of knowledge and experience gained, field trips are a valuable educational tool. Student absence must be filled out ten days before the expected date of the field trip and signed by the chairperson and the academic dean.

### KEYS

The department chairperson or secretary will complete a Key Request Form for administration approval. Keys will be kept in the department and must be signed out and returned to the department chairperson or secretary at the end of each semester.

### LOST AND FOUND

Any articles found are sent to the Security Office, Room 1114.

### SMOKING

Smoking is not allowed anywhere on CCC property according to district policy and city laws. Instructors are responsible for enforcing the no-smoking regulation in their classrooms.

### UNAUTHORIZED PERSONS IN THE CLASSROOM

Only registered students may be present in classrooms. **Children are not permitted in the classroom or computer labs with or without their parent(s).**

**Guest Lecturers** - Faculty members who desire to have guest lecturers in their classes should notify their department chairpersons and the appropriate academic dean beforehand.

**Visitors** – During the hours when the college is normally open to students and faculty, the offices of the college will be opened also to members of the public having business with, or seeking information from the college.

Visitors must have prior written permission to attend or be present at class meetings. Visitor passes should be obtained in the Security Office, upon the submission of a valid id.

Solicitation is not permitted without prior approval from administration. Except as otherwise ordered, the college shall be closed to unauthorized personnel after normal business hours (after 10:00 pm during the week and 4:00 pm on Saturday), in emergency situations and at such other times, as necessary, for conducting college business. During non-business hours, personnel, including faculty, must sign in with Security and display their employee ID. No staff or faculty are permitted on campus during non-business hours beyond 24 hours without prior permission from the President or designee.

# EMERGENCY PROCEDURES

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## ACCIDENT OR ILLNESS

When an emergency occurs in any of the college buildings, a faculty or staff or employee member or secretary will immediately:

1. Notify the Security Department at ext. 27608 or 27944 at the main campus or 21566 at AVI. Give an exact location of the accident or the person who is ill. (Example: Third Floor, Room 3301). Give a description of the injury or symptoms of illness.
2. Request security to notify an Administrator on duty or the Administration office. In the event it is necessary to utilize the services of a Chicago Fire Department (CFD) ambulance, it is the policy of the Fire Department to deliver the patient to the nearest hospital. If requested, attempts will be made by the Security department to notify the next of kin.

## FIRE

In the event of a fire:

1. Pull the nearest fire alarm in the hallway. The alarm will be sounded and the building must be evacuated, according to the law. The Fire Department will respond to all pulled fire alarms.
2. In the event of any minor incident, notify the Security Department at ext. 27608 or 27944 at the main campus or 21566 at AVI.
3. If possible, make use of the fire extinguisher located in the hall, laboratories, auditorium and cafeteria.
4. When the alarm sounds, classes, which are in session, must be accompanied out of the buildings by their instructors. Instructors must remain with their classes until the all-clear signal has been given.
5. All persons in the college's buildings must leave and move away from the buildings until permission is given to re-enter the building.
6. It is requested that in the event of an emergency evacuation of any of the campus buildings, faculty or staff members, who are in need of assistance, should notify the security department at ext. 27608 or 27944 at the main campus or 21566 at AVI. By cooperating with this request the information can be on file and disseminated to security officers on duty and to the Chicago Fire Department personnel responding to the campus.
7. Upon the sounding of the fire alarm, people with disabilities are to go to the student lounge area on the north side of the floor. Security shall, at the alarm's sounding, immediately send an officer equipped with radio to assist students and staff.
8. Security will establish the necessary and appropriate radio communication with the Chicago Fire Department upon their arrival.
9. Thereafter, the attending security officer is to proceed rendering appropriate assistance to the individuals in question under the direction of appropriate CFD personnel.

# APPENDIX

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## POLICIES/UNION CONTRACT

**Employee Policies** - <http://ccc.edu/PoliciesManuals.asp>

**Union Contracts** - <http://www.ccc.edu/UnionContracts.asp>

## EMPLOYEE MANUAL & POLICIES

**Ethics Policy** - [http://ccc.edu/files/Ethics\\_Policy.pdf](http://ccc.edu/files/Ethics_Policy.pdf)

**Ethics Training Information** - <http://ccc.edu/EthicsTraining.asp>

**Board Reports** - <http://www.ccc.edu/brpublic/>

**Board Rules and Operations Manual** - <http://ccc.edu/RulesOperations.asp>

**Tenure Manual** - <http://ccc.edu/ContractRenewal.asp>

**Student Policy Manual** - [http://www.ccc.edu/student/files/Student\\_Policy\\_Manual\\_8.25.09.pdf](http://www.ccc.edu/student/files/Student_Policy_Manual_8.25.09.pdf)

**Disability Access Center** - <http://daley.ccc.edu/admissions/dac.aspx>

**EEO Policy** - <http://ccc.edu/EmploymentPolicies.asp>

**Responsible Computer Policy** - <http://ccc.edu/ResponsibleComputerUsePolicy.asp>

**Family Educational Rights and Privacy Act (FERPA)-**  
<http://www.ccc.edu/colleges/daley/departments/Documents/FERPA%20Handout.pdf>

## ACADEMIC POLICIES

**Student Appeal Policy** - [http://ccc.edu/student/files/ccc\\_grade-appeal\\_form\\_8\\_17\\_07.pdf](http://ccc.edu/student/files/ccc_grade-appeal_form_8_17_07.pdf)

**Academic Policy Manual** -  
<http://ccc.edu/student/files/AcademicPolicyManualFinalApril2009.pdf>

**Student Initiated Withdrawal Policy** -  
[http://ccc.edu/student/files/Student\\_Policy\\_Manual\\_8.25.09.pdf](http://ccc.edu/student/files/Student_Policy_Manual_8.25.09.pdf)

**IL Student Sexual Harassment Law Notice** -  
<http://ccc.edu/files/ILStudentSexualHarassmentLawNotice.pdf>

## **APPENDIX (continued)**

**Student Government Association Guidelines** - [http://ccc.edu/Files/SGAGuidelines\\_update](http://ccc.edu/Files/SGAGuidelines_update)

### **PROFESSIONAL DEVELOPMENT PROGRAMS**

**Faculty Development Seminars** - <http://ccc.edu/FacultyDevelopmentSeminarsTrainingSchedule.asp>

**Faculty Development Seminars FAQ** - <http://ccc.edu/FDSFAQ.asp>

### **ONLINE INSTRUCTIONAL SUPPORT TECHNOLOGY**

**Blackboard Coursesites** - <http://ccc.blackboard.com/>

**Blackboard Help Website** - <http://www.ccc.edu/bbsupport/>

### **LEARNING THEORY**

**Learning & Teaching Theory** - <http://www.engsc.ac.uk/er/theory/learning.asp>

**Learning Outcomes** - <http://www.abet.org/assessment.shtml#Assessment%20of%20student%20learning%20>

**Experiential Learning** - <http://www.businessballs.com/kolblearningstyles.htm>

**Multiple Intelligences, VARK** - <http://www.businessballs.com/howardgardnermultipleintelligences.htm>

**Blooms Taxonomy** - [http://tlt.its.psu.edu/suggestions/research/Blooms\\_Taxonomy.shtml](http://tlt.its.psu.edu/suggestions/research/Blooms_Taxonomy.shtml)

### **TEACHING TECHNIQUES**

**Idea Papers (Active Learning, Grading etc.)** - <http://www.idea.ksu.edu/resources/Papers.html>

**Collaborative Learning** - <http://www.wcer.wisc.edu/archive/CL1/CL/default.asp>  
<http://www.wcer.wisc.edu/nise/CL1/CL/resource/scismet.htm>

**Team Based Learning** - <http://atlas.services.ou.edu/idp/teamlearning/index.htm>

**Case Study Teaching in Science** - <http://ublib.buffalo.edu/libraries/projects/cases/case.html>  
<http://ublib.buffalo.edu/libraries/projects/cases/webcase.htm>



## **APPENDIX (continued)**

**Problem-based Learning** - <http://chemeng.mcmaster.ca/pbl/pbl.htm>  
<https://chico.nss.udel.edu/Pbl/>  
<http://www.udel.edu/pbl/others.html>

**Just-in-Time-Teaching** - <http://webphysics.iupui.edu/jitt/jitt.html>

### **FACULTY ROSTER**

#### **Department of Biology**

Ashraf, Dr. Mohammed  
Hadjiagapiou, Dr. Christos  
Misayah, Dr. Rowena  
Raziuddin, Dr. Syed  
Thomas-Hall, Julianne

#### **Department of Business**

Baldwin, Felicia  
Williams, Alta

#### **Department of Child Development**

Alexander, Jennifer  
Burnside, Joann  
Hunter, Benita  
Terrell-Hearns, Joy

#### **Department of Computer Information Systems**

Chyu, R. Younker  
Bui, Dihn  
Ma, Szu-Chen

#### **Department of English & Speech**

Arredondo, Ana (English/Gender Studies)  
Banks, Camille (English)  
Bozena Janiszewska (Composition/Reading)  
Farley, Jeffrey (English)  
Hakim, Ismail A. (English)  
Haptas, Alicja (Composition/Reading)  
Held, Michael (English)  
Crenshaw, Michael (English)  
Powell, Cassandra (Composition/Reading/Speech)  
Sazonova, Tatiana (Composition/Reading)  
Williams, Yvonne (Speech)

## **APPENDIX (continued)**

### **Department of Humanities, Social Science, & Foreign Language**

Armstead-Hannah, Winifred (Psychology)  
Berenberg, Daniel (History)  
Dehring, Lissa (Art)  
Shechter, Benli (Political Science/Social Science/Sociology)  
Kuzniar, Michael (Phil.)  
Harbison, Maytee (Spanish)  
Lally, Katrinka (Humanities/Art History)  
Robinson, Tabatha (Political Science/Criminal Justice)

### **Department of Mathematics**

Hernandez-Medina, Luisette  
Kourpas, Katerina Oseledets, Dr. Cyrill  
Lewis, Qiana  
Mustari, Charles  
Peterson, Dr. Eugenia V.  
Siadat, Dr. M. Vali  
Reavill, David  
Wang, Dr. Ming-Jer  
Zhang (Jack), Guo Quan

### **Department of Physical Science**

Fuoco, Dr. Erick (Chemistry)  
Han, Dr. Catherine Y. (Chemistry)  
Kahvand, Dr. Hassan (Chemistry)  
Kodogeorgiou, Dr. Athanassios (Physics)  
Lemkau, Luisel (Chemistry)

**APPENDIX (continued)**

**COURSE SCHEDULE GRID**

**ROOM \_\_\_\_\_**

| TIME               | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------------|--------|---------|-----------|----------|--------|----------|--------|
| 7:00 am - 7:50 am  | E      | E       | E         | E        | E      | E        | E      |
| 8:00 am - 9:40 am  | C      | B       | C         | B        | F      | S        | Z      |
| 9:50 am - 11:30 am | G      | D       | G         | D        |        |          |        |
| 11:40 am - 1:20 pm | H      | I       | H         | I        | U      | Y        |        |
| 1:30 pm - 3:10 pm  | J      | K       | J         | K        |        |          |        |
| 3:20 pm - 5:00 pm  | L      | N       | L         | N        | V      |          |        |
| 5:10 pm - 6:50 pm  | O      | P       | O         | P        |        |          |        |
| 7:00 pm - 8:40 pm  | Q      | R       | Q         | R        |        |          |        |
| 8:50 pm - 10:30 pm | T      | W       | T         | W        |        |          |        |