FACULTY HANDBOOK

Revised September 2016

Revised 9/2016

Preface

The Wytheville Community College (WCC) Faculty Handbook is a resource document that provides WCC faculty with information about the policies and procedures which affect their employment and which assist them in carrying out their duties and responsibilities. Most of the policies and procedures that govern WCC faculty are prescribed by the Virginia Community College System (VCCS) and apply to faculty throughout the VCCS. These system wide policies and procedures are provided in the *VCCS Policy Manual*.   http://www.boarddocs.com/va/vccs/Board.nsf/Public.

The system wide policies and procedures for human resource questions are provided in the *VCCS Policy Manual* at http://www.boarddocs.com/va/vccs/Board.nsf/Public.

Local policies, procedures, and issues that apply specifically to the faculty at WCC are provided in this *WCC Faculty Handbook*.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-2234762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

WCC FAULTY HANDBOOK

Table of Contents

I.   Introduction

A. About the College

Wytheville Community College is a two-year comprehensive community college serving residents of the counties of Bland, Carroll, Grayson, Smyth (Marion and eastward), Wythe, and the City of Galax. The college, one of 23 in the Virginia Community College System, operates under policies established by the State Board for Community Colleges and the Wytheville College Local Board. The college is financed primarily with state funds supplemented by contributions from the participating localities. Wytheville Community College is accredited to award the associate degree by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 404-679-4500, ext. 4504).

Locations:

Wytheville Campus
1000 East Main Street
Wytheville, VA 24382
276-223-4700

Crossroads Institute
1117 East Stuart Drive
Galax, VA 24333
276-744-4974

Summit Center
203 N. Church St
Marion, VA 24354
276-783-1777

B.   Virginia Community College System Mission Statement

The mission of the Virginia Community College System is to give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened. http://www.vccs.edu/about/

C.   Wytheville Community College Mission Statement

Wytheville Community College is committed to providing access to lifelong learning within an environment of academic excellence.
http://www.wcc.vccs.edu/our-mission

D. Our Vision and Our Values Statements

To view WCC's Vision and Values Statements, click the link below:
http://www.wcc.vccs.edu/our-values-vision

II. Faculty

A. Teaching Faculty Responsibilities

The major emphasis shall be on teaching, by working with students in classrooms, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens.

To view faculty policies and procedures mandated by the VCCS, reference the *VCCS Policy Manual*, Human Resources Section, http://www.boarddocs.com/va/vccs/Board.nsf/Public.

B. Teaching Faculty Evaluation Policy and Procedures-

The WCC Full-Time Faculty Development and Evaluation Plan is located in the "Faculty Share" folder on the P:/ drive.

C.   Course Syllabus

 A course syllabus, to be submitted to the Division Dean, is required for each course offered by the College and should be submitted on the college-approved syllabus template. Former course syllabi already exist and may be offered to other faculty, especially new full-time and adjunct faculty, as a guide. Syllabi are used to assist instructors in their course preparation, articulation with four-year college programs, and for curriculum development. Deans keep a file of course syllabi for each course offered in

their Division. Each course syllabus will include the following items at a minimum:

1. Course title, number, section and semester offered
2. Instructor contact information with name, position, office location, phone number(s), email address, and office hours
3. Course (Catalog) description
4. Course materials
5. Course learning outcomes/objectives
6. Method of evaluating student achievement
7. Student links and resources, to include WCC withdrawal policy, ADA compliance, inclement weather policy/WCC alert, financial aid policy/return of funds, grievance policy, Title IX, academic and computer integrity policies, alcohol and substance abuse policy; and FERPA.

On the college-approved syllabus template, each instructor will furnish his or her students with a syllabus that includes the information listed above. Information in the course outline or syllabus represents a contract with students. The course contract, grading system, and other information contained therein must be strictly followed.

D.   Textbook Requests

Requests to order textbooks should be submitted by the Instructor through the Follett online textbook request system.

Date Requests Due

Fall – April 15
Spring – October 15
Summer – March 15

This schedule will allow time for books to be ordered and delivered by the time needed. Early submittal of textbook request enables the Bookstore to better utilize their book buy-back program.

Instructors should be realistic in the number of textbooks requested. The average cost of a new book is about $200; however, many cost much more. Faculty who need to make a change in a required textbook must notify the bookstore as well as the division office. Reimbursement of shipping charges and/or restocking fee will apply if a change is made

concerning a book already ordered by the Bookstore per the instructor's request.

The normal expectation for textbook use in a course is at least two years. Some textbooks may be available via the Textbook Rental Program, or as a used book, or in digital format (e-book). If a typical new text costs $200, a typical used text will cost $150, at typical digital e-book will cost $60, and a typical rental will cost $70.

Follett's rental program brings a lot of flexibility and choice to students and parents so they can decide how, when and where they want to buy their books. The Rent-A-Text program is designed to be available in store and online with in-store pick-up. Students will have the freedom to highlight and take notes all within the normal wear-and-tear associated with coursework. Students will have the choice to buy their textbook at the end of the term if they want to keep the book.

E. **Appointment of Faculty**- please refer to the VCCS Policy and the Human Resource Section at http://www.boarddocs.com/va/vccs/Board.nsf/Public for information on Appointment.

F. **Reappointment-** please refer to the VCCS Policy and the Human Resource Section at http://www.boarddocs.com/va/vccs/Board.nsf/Public for information on Reappointment.

G. **Faculty Professional Development**- An engaged faculty is essential to accomplishing the institutional mission of the College, maintaining content competencies, and achieving institutional goals.

Every full-time faculty member will submit annual personal and professional development goals to his or her Division Dean as part of the evaluation process. Professional development activities should help the individual faculty member work toward improving teaching and learning and may include conferences, community activities, presentations, instructional activities (including graduate courses), and approved individual activities. See the complete WCC Full-Time Faculty Development and Evaluation Plan (located in the "Faculty Share" folder on the P:/ drive) for details.

H. **Employment Outside of the College**

VCCS Policy 3.8.8 allows for faculty to engage in outside employment as long as "it does not interfere with their work performance, or professional responsibilities to the college, or create a conflict of interest as specified in the State Conflict of Interest

Policy." To ensure that outside work commitments are consistent with state policy, the WCC President must provide written approval. All requests for approval must be sent to the President annually, prior to the start of the contract period. A copy of the written approval by the President must be kept in the Human Resource personnel file. http://www.boarddocs.com/va/vccs/Board.nsf/Public.

I. **Promotion of Faculty**

All WCC faculty, both nine- and twelve-month, will be considered for promotion on the basis of the Virginia Community College System's normal minimum criteria for each faculty rank. Eligibility for promotion does not mean that an immediate supervisor should or would automatically recommend a faculty member for that distinction. The following WCC guidelines are to be used to first determine if a faculty member can be promoted. The appropriate Dean, the Vice President of Instruction and Student Development, and the President will review and act on any recommendation that may result from such determination.

No faculty member will be recommended for promotion unless he/she has completed a minimum of three full appointment years in his/her present rank by the termination date of his/her current appointment.

J. **Academic Freedom**- please refer to the VCCS website at http://www.boarddocs.com/va/vccs/Board.nsf/Public for information pertaining to academic freedom. VCCS Policy 3.05.5 outlines the Academic Freedom and Responsibilities. VCCS Policy 3.12.4 pertains to faculty sanctions and academic freedom. VCCS Policy 3.13.3.k pertains to the Faculty Grievance Procedure and Academic Freedom.

K. **Intellectual Property**- please see http://www.boarddocs.com/va/vccs/Board.nsf/Public for additional information on the following items:

1. Intellectual Property Policy and Procedures
2. Intellectual Property Guidelines
3. Intellectual Property Definitions
4. Applicability of Intellectual Property Policy
5. Ownership of Intellectual Property
6. Student-Developed Intellectual Property Materials
7. Sponsor-Supported Intellectual Property Efforts
8. Intellectual Property Consulting Work
9. Administration of Intellectual Property Policy
10. Intellectual Property Interest Notification

11. Protection of Intellectual Property
12. Use and Commercialization of Intellectual Property
13. Intellectual Property Royalty Provisions
14. Intellectual Property Dispute Resolutions
15. Transfer of Intellectual Property
16. Intellectual Property Reporting Requirements

L.   Faculty Grievance Process

Wytheville Community College will use the VCCS policy in its entirety. This policy is found at http://www.boarddocs.com/va/vccs/Board.nsf/Public, Section 3, Human Resources, 3.13.

M.   Club Sponsorship

Faculty or staff members may act as sponsors for student organizations or clubs. Student club or organization sponsors have the following responsibilities:

- Have a thorough knowledge of the nature and objectives of the organization.
- Express belief and enthusiasm for the sponsored club and its mission.
- Be willing and make efforts to attend all meetings of the club, along with meetings of club committees.
- Enforce cooperation and teamwork between the organization and the advisor(s).
- Serve as a general resource for the club by enforcing college policies and procedures within the club for all planned activities.
- Develop a successful line of communication with the Student Activities Coordinator and the Dean of Student Success and Academic Development with all club activities and operations.
- Report any issues, problems, concerns, or suggestions that arise within the club to the Student Activities Coordinator.
- Initiate and encourage student input, leadership, and participation in all club activities and functions.
- Serve as a constructive listener and critic for students in order to meet all goals and objectives of the organization.
- Assist with the setup and logistics of planned meetings and activities.

- Encourage club members to increase awareness of club activities through the services of the Public Information Office and Student Services.
- Keep accurate records of club activities, such as meeting agendas, minutes, club activities, budget expenditure, etc.
- Oversee club fundraising activities, cash collection and verification, preparing deposits, and submitting to the WCC Business Office.
- Organize, arrange, and meet all travel and expenditure requirements set forth by the college for club activities involving travel.
- Complete the Student Club/Organization Information Form and Budget Request Form by the end of the Spring Semester in order to receive continued funding.

N.   Field Trips

The instructional philosophy of Wytheville Community College supports the integration of classroom, laboratory, and field experiences in the belief that relevant education is good education. Therefore, selected learning experiences may be provided at a site other than the campus.

Transportation of students to and from the College and such sites in College vehicles must be scheduled and approved in advance, in writing, through the appropriate administrator.

All trips related to student activities should be cleared through the Dean of Student Success and Academic Development Office. Expenses for student activities trips may be paid out of student activity funds in accordance with official policies and procedures established to govern the express expenditure of these funds. Trip sponsors should have each participant complete the Student Travel Assumption of Risk and Student Assumption of Risk forms, which can be obtained from the faculty share folder on the p drive, student forms folder. A copy of each completed form should be kept with any permanent records for that event, as well as a copy submitted to the Dean of Student Success and Academic Development.

III. Grading

A. Grading System

Grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. These, along with the R, I, X, and W grades, are given more detailed explanation in the *WCC Student Handbook*. Normally, if a student transfers to a four-year college or university, only grades of A, B, and C will be accepted for credit in courses equivalent to those offered at the four-year college or university. In addition, only grades of A, B, or C will transfer between VCCS community colleges.

The recommended numerical range of each letter grade is as follows:
> A – 91 – 100
> B – 81 – 90
> C – 71 – 80
> D – 61 – 70
> F – 60 or below
> I – Incomplete
> W – Withdraw

Instructors are not required to follow this recommended scale; however, if an instructor plans to deviate from this range, students must be informed in the syllabus of the intended scale at the beginning of the term.

Final grades must be posted to the SIS web site no later than the due date at the end of the term, as published in the official academic calendar.

B. Pass/Fail Policy

P – (*Pass)* No grade point credit; applies only to non-Developmental Studies courses.

R – (*Re-Enroll)* No grade credit (indicates additional time is needed to complete the Developmental course).

S – *(Satisfactory)* No grade point credit; applies only to Developmental Studies courses.

U – *(Unsatisfactory)* No grade point credit; applies to Developmental Studies courses and courses with P/U option.

W– *(Withdrawal)* No credit. Student withdrawal from a course without academic penalty may be made within the first 60% of a semester and the student will receive a grade of "W." After that time the student will receive a grade of "F," except in rare, documented circumstances. A copy of this documentation must be placed in the student's academic file.

X – *(Audit)* No credit (permission of the instructor and Division Dean is required to audit a class.)

The grade point average (G.P.A.) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted.

C.   Auditing a Course

A student may, under certain circumstances, register to "audit" a course. One who audits a course attends classes but is not required to take examinations and, therefore, receives no credit. To register as an audit student, one must get permission from the instructor and the Division Dean and pay the normal tuition for the course. Students are allowed to audit courses only on a space-available basis and with reasons acceptable to the instructor and Division Dean.

An example of an acceptable reason would be to improve the student's background in a course he/she has taken previously but from which he/she does not feel adequately prepared to undertake an advanced course. Advanced standing credit will not be awarded for a previously audited course.

Audit is not a right and will be permitted only when it is clear that the decision is in the best interest of the student auditing, other students, and the College. Since audited courses carry no credit, they do not count as a part of the student's course load nor are they eligible for financial aid. A student who registers to audit a course, but then decides to take it for credit must change his/her registration by the last day to drop a course and receive a tuition refund. Changes from credit to audit must be made by the last day to drop a course and receive a tuition refund.

D.   Grade Reports

Students can access their grades via the Internet at https://signin.my.vccs.edu/cas/login?service=https%3A%2F%2Fportal2.my

.vccs.edu%2Fc%2Fportal%2Flogin. Grade reports are not mailed to students.

E. Academic and Early Alert System (SAILS)

During the fifth week of the standard fifteen-week semester, instructors will utilize the Student Assistance and Intervention for Learning Success (SAILS) system to report all students earning below a "C" grade. ***NOTE: The timeframe differs for the various summer terms and for courses that do not follow the traditional fifteen-week semester schedule.***

Faculty advisors, counselors, and students will receive these reports via email and advisors will schedule meetings with their advisees to discuss students' academic standings.

Faculty should contact those students who are having difficulty (including those with excessive absences) for a conference and offer their best advice and help. Faculty should try to do everything possible to assist students who are having problems in classes early in the semester.

SAILS alerts (flags) can be raised at any point in the semester to alert a student and his/her advisor to any difficulty the student may be having in the course, such as attendance concerns, test success, failure to submit assignments on time, etc. When a flag is raised, the student, the student's advisor, and any persons associated with the student's academic performance (Project Aim counselors, etc.) will receive a copy of the email. Academic advisors should check the SAILS system daily and contact students who have had a flag raised to discuss how best for the student to proceed to ensure academic success.

F.   Incomplete Grade

The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation.

Upon completion of the work, a Change of Grade Form should be sent by the instructor to the Registrar's Office and copied to the Division Dean.

All "I" grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances which must be approved by the Vice President of Instruction and Student Development.

Faculty members are further reminded that students may withdraw from a course without academic penalty and receive a "W" during the first nine weeks after the beginning of the semester (for regular session). After that time, the student will receive a grade of "F" except under mitigating circumstances that must be documented. A copy of the documentation must be placed in the student's academic file. This written documentation must be received in the Admissions Office before the deadline to turn in grades.
The "W" grades for all students who withdraw after the nine week period and who do not have the proper documentation, will be automatically changed to an "F" grade.

The assignment of grades is the responsibility of the instructor.

G.   Student Withdrawals

Students may withdraw from a course without academic penalty during the first 60% of that course's term and receive a grade of "W". For a standard 15-week academic term, a student may withdraw within the first nine weeks after the beginning of the semester. The latest date that a student can withdraw from a class is called "last date to withdraw without academic penalty." After this date, the student who withdraws will receive a grade of "F" or "U" (for Developmental courses) except under mitigating circumstances. Late withdrawals involving mitigating circumstances must be documented and approved by the Division Dean and a copy of the

approval and documentation must be placed in the student's academic file. A student may also receive a grade of "W" through the Instructor Initiated Withdrawal Policy.

A student may not receive a "W" grade unless that student has completed the withdrawal process or a faculty member has withdrawn him/her through the Instructor Initiated Withdrawal Policy. Consequently, faculty members should not assign a "W" grade when completing the grade roster at the end of a class.

H.   Instructor Initiated Withdrawal Policy

VCCS Withdrawal Policy

A student may withdraw from a course without academic penalty during the first 60% of an academic term/session. For purposes of enrollment reporting, the following procedures will apply:

1.   If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

2.   After the add/drop period, but prior to the completion of 60 percent of an academic term/session, a student who withdraws from a course will be assigned a grade of "W".

3.   After that time (60 percent of the academic term/session), if a student withdraws from a course, a grade of "F" or "U" will be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented, submitted to the appropriate Division Dean, and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the withdrawal, the withdrawal was officially made before the deadline date published in the College calendar, or that the student was administratively transferred to a different program.

Student Non-Attendance Policy

A student who has not attended any classes during the add/drop period will be dropped and deleted from the course.

Instructor Initiated Withdrawal Policy

The instructor may withdraw a student from a course without academic penalty ("W" grade) during the withdrawal period for that course when the following conditions are met:

    a. the number of student absences equals twice the number of weekly meetings of the class, and

    b. the student grade at the time of the last absence is "D," "F," or "U."

A student who adds a class or registers after the first week of class is counted absent from all class meetings missed up until the student actually attends class.

Any student who meets the conditions described above may be withdrawn after the last date to drop (usually 14 calendar days in a normal session) and during the first 60% of an academic term/session. The student may appeal the withdrawal to the instructor. The instructor's decision to reinstate or not will be based on the circumstances and the student's status in the class.

Class Attendance and "F" and "U" Grades for Non-Attendance

All students who receive financial aid are awarded that aid based on (among other things) course credit load. If that load changes (student is withdrawn from class or receives an "F" or "U" as a result of nonattendance), the student's financial aid award must be adjusted accordingly and the excess money returned. College policy regarding this issue is:

1.   Instructor <u>must</u> keep attendance records.

2.   Students who have registered but have never attended class by the last day of drop/add (first 2 weeks of class meetings) <u>must</u> be withdrawn and reported to the Admissions Office. The reporting

should be done by the end of the week following the last day of drop/add.

3. For the remainder of the semester, each faculty <u>must</u> review attendance records regularly and fill out a withdrawal form when the number of absences and course grade warrants withdrawal for nonattendance (see above). List the last date of attendance on the form. The faculty must submit the form to the Admissions Office within 5 days after determining the student should be withdrawn.

4. Faculty who teach distance education courses use the last date an assignment was turned in, or the last date that the student accessed course materials (whichever is most recent), as the last date of attendance. Also, distance education faculty should have some indicator during the first two weeks to prove that students "attended class" and plan to begin or stay in the class. i.e., accessed course materials and produced an introductory letter, etc.

NOTE: If the student is withdrawn within the first 60% of the semester, he/she will receive a "W." After 60% of the semester, the student will receive an "F."

I. Final Examinations

It is the policy of the College that final examinations are required in all courses except those that are skill/competency-based (specific psychomotor skill levels to be achieved) and courses where the final examination and the completion of the course may occur at any time during the semester (Developmental Studies).

All students will be expected to take their examinations at the regularly scheduled times. No exceptions shall be made without the permission of the Vice President of Instruction and Student Development or another appropriate academic administrator and the instructor of the course.

Faculty members may exercise the option of waiving a final examination providing the student has an "A" average just prior to exam time (within one week of the end of classes and after the last major test), ~~and~~ the final examination is not a major part (more than 25%) of the student's course grade, and providing that this option is a part of the faculty member's course evaluation plan provided at the beginning of the semester.

J.   **Posting of Grades by Faculty and FERPA**

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of the Family Educational Rights and Privacy Act (FERPA). Even with the names obscured, numeric student identifier numbers are considered personal identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's unforced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

K.   **Independent Studies**

1.   Definition: An independent study is a course that meets the following criteria:
   - offered outside of the traditional constraints of a scheduled day, hour, and classroom;
   - has an enrollment of 5 or fewer; and
   - would otherwise be cancelled by the Division Dean/Administrator.

2.   The procedure for offering an independent study is as follows:
   - An Independent Study course will be offered only in extenuating circumstances.

   - An Independent Study course must be approved by the participating faculty and the appropriate Division Dean. Approval must be in writing on the registration form.

   - An agreement form outlining the conditions and requirements of the course must be filed in the appropriate Division Dean's office. The agreement must be filed by the end of the "add" period for that course. It is understood that the course content, the material covered, and the evaluation requirements should be comparable to the traditionally scheduled class.

IV. Classroom Policies

A.   Class Meeting Times

Every scheduled class is to be held, including the final examination, for the full scheduled number of minutes in the assigned room. If a change in classrooms is required, the instructor should contact the appropriate Division Dean or the Regional Site Coordinator for authorization and logistical support. In those rare instances when it is necessary to dismiss a class early, permission must be obtained from the instructor's supervisor in advance of the date of early dismissal.

B.   Class Admission

Proper registration must be accomplished prior to the last day to add a class. If there is a question regarding a student's registration, the instructor may request to see a copy of the receipt documenting tuition payment.

C.   Attendance Policy

Students are responsible for their own learning and are expected to attend class. Missing class compromises learning. If the number of student absences EXCEEDS twice the number of weekly meeting of the class, the student may be withdrawn under the terms of the Instructor-Initiated Withdrawal policy.

D.   Student Complaints

Any student wishing to file a complaint will need to follow the *Wytheville Community College Guidelines for Expression of Public Concern Policy*, located on the WCC Website at the following URL: http://www.wcc.vccs.edu/complaints

E. Disruptive Students

The *Wytheville Community College Student Handbook* (http://www.wcc.vccs.edu/sites/default/files/WCC_Catalog_and_Student_Handbook.pdf) indicates in the Student Conduct section (beginning on page 109 of the 2015-2016 edition) that a student is considered to be a "responsible adult" and that a student's conduct while in class, on campus, or on a college-sponsored activity "should reflect that adult responsibility." The great majority of students conduct themselves responsibly but occasionally a student's behavior may be outside the bounds of what is expected and can be considered "disruptive." Disruptive behavior on the part of students is not acceptable and may subject the student to disciplinary action.

Faculty and Staff Role in Student Disruptive Behavior

If and when an individual from the faculty or staff is faced with student disruptive behavior, especially in a classroom setting, that individual may respond to the behavior in one or more of several levels.

Level One

Try to manage the disruptive behavior directly. Faculty members, for example, can manage minor disruptive classroom behavior such as excessive talking or inappropriate use of cell phones without the need for assistance or without the need to initiate disciplinary action. For most minor types of disruptive behavior, individual response is all that is needed.

Level Two

When efforts to manage disruptive behavior (Level One) are not successful or when disruptive behavior appears to be out of hand, individuals from the faculty and staff should seek assistance from a supervisor or another appropriate individual.

Seek assistance from

On-Campus/ Day	Supervisor/Division Dean, or
	Dean of Student Success and Academic Development, or
	Vice President of Instruction and Student Development, or
	Vice President of Finance and Administration
On-Campus/Night	Police Officer/Security Officer on Duty Campus Police
Regional Site Classes	Regional Site Support Specialist (Staff) on duty
Other Sites	Site Facilities Specialist (Staff)

Level Three

If a student's disruptive behavior appears to be threatening to self or others, the individual should immediately seek assistance from Campus Police and/or 911, then notify the persons/offices listed in Level Two, as appropriate. The individuals/offices contacted should be apprised about the severity of the behavior and should be prepared to call for outside assistance from other responsible college personnel or from law enforcement authorities, as required.

Student Disciplinary Action

Disruptive students may be subject to disciplinary action by the College. Examples of conduct for which a student may be subject to disciplinary action are listed in the *Student Handbook* http://www.wcc.vccs.edu/sites/default/files/WCC_Catalog_and_Student_Handbook.pdf. under Student Conduct. Any member of the College community, including members of the faculty and staff, can initiate disciplinary action. Faculty and staff may wish to consult with their supervisors or other responsible college personnel about which individual should initiate the disciplinary process.

V. Curriculum Process

WCC follows all the curriculum policies set out by the VCCS and SCHEV. Complete information can be found in the WCC Curriculum Development Manual. The Curriculum Committee bears the responsibility of facilitating these processes and acts in accordance to the established guidelines.

VI. Support Services

A.   Learning Resources

The Learning Resource Center services are located as follows:

Library	101 Smyth Hall	(276) 223-4743
Audio-Visual Department	244 Grayson Hall	(276) 223-4746
Academic Resource Center	100 Bland Hall	(276) 223-4825

1.   Hours of Operation

The library is open during the regular session from 8:00 a.m. to 5:00 p.m., Monday through Friday. Hours of operation during weekends, summer sessions, and semester breaks are posted on campus.

All persons desiring to check out materials from the library are required to have a special identification card which carries a barcode. Identification cards are available in the Academic Resource Center in Bland Hall.

B.   Faculty Library Services

1. Library Instruction

Information Literacy
Information literacy is the ability to recognize when information is needed and to locate, evaluate, and use it effectively. Students in the basic English classes are expected to take the VCCS Information Literacy Tutorial "CONNECT for Success". This Web-based program provides instruction on how to find and evaluate information and includes exercises that can be completed online and scored electronically.

Course-Related Instruction
Librarians are available to teach students how to search for information, how to obtain copies of materials, and how to critically evaluate information resources relative to a particular field of study. We emphasize the use of print and electronic resources available in the WCC Library through the VCCS and VIVA (Virtual Library of Virginia). Please call a librarian to schedule course-related library instruction.

2. **On Campus**

The materials in the library include print, non-print, and electronic media. Faculty members may check out books and audio-visual materials for two weeks. These materials may be renewed for two weeks if a hold has not been placed on them.

Requests for materials to be placed on reserve should be made at least two days prior to the assignment. Personal copies of books or other materials put on reserve by faculty will be protected and circulated as library holdings, but risk of loss or damage will be assumed by those placing materials on reserve.

Varied resources and services are available in the library. Faculty members are encouraged to avail themselves of these services and to request assistance of the library staff at any time. Faculty members are encouraged to participate in book selection, particularly in their area of specialization, in order to maintain an updated collection. Instruction in the use of the LRC materials and equipment is available upon request. These services will be provided either in the classroom or in the library itself.

Interlibrary loan services are available to faculty members wishing to obtain materials that are not in the WCC collection.

3. **Regional Sites**

Library services and resources are available on-campus and through the library homepage - http://www.wcc.vccs.edu/library. The library's catalog may be accessed through the homepage, as well as numerous electronic databases which support many subject areas. To access the licensed databases, students and faculty must follow the instructions for remote access on the homepage. Inquiries regarding library services and resources may be referred to the library staff by e-mail or by using the tollfree telephone number for the College (1-800-468-1195).

Faculty members teaching in regional sites are encouraged to discuss their needs with the Library Coordinator (Smyth Hall, telephone 223-4744).

C. Instructional Technology/Audio-Visual Services

1. On Campus

Classroom audio-visual equipment not already contained in the classroom teaching stations or not present in a given classroom may be requested on a daily, weekly, or semester basis. Requests for equipment should be made to the Audio-Visual Department a minimum of two days in advance so scheduling of equipment, delivery, and pickup can be made.

Audio-Visual equipment and services are to be requested through the School Dude "Helpdesk" icon on WCC computers (https://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=/myschoolbuilding/myitdrequest.asp).

Equipment placed in classrooms is to be removed only by Audio-Visual Department personnel. Please do not move equipment from classroom to classroom.

Orientation in the use and operation of the Audio-Visual equipment will be provided upon request by the Audio-Visual Department.

Development and production of A/V media and multimedia presentations for educational purposes may be provided by the Audio-Visual Department. Faculty members are encouraged to use the services of the Audio-Visual Department.

2. Regional sites

Audio-Visual equipment is available to faculty for off-campus use at the regional sites on a daily and weekly basis, if the instructional space does not include a fully equipped teaching station. Audio-Visual equipment and services are to be requested through the School Dude "Helpdesk." Requests for off-campus loan of equipment must be approved by the Audio-Visual technician or the Audio-Visual supervisor. Equipment must be picked up and returned to the Audio-Visual Department. The responsibility of any loss or damage (including cosmetic) is placed solely on the

requestor until the equipment is properly checked back into the Audio-Visual Department. Some types of equipment are not available for off-campus use and some equipment is in short supply. Equipment cannot be provided for off-campus use on a semester basis.

3. Requests for Taping/Duplication

Requests for off-air and off-satellite taping and audio/video tape duplication should be made through the Audio-Visual Department. Such tapes will not be added to the library collection and will only be retained as per the copyright fair use policy. The Audio-Visual Department <u>adheres strictly</u> to all copyright laws.

D. Academic Resource Center (ARC)

The Academic Resource Center (Room 100, Bland Hall) is available to students who need tutoring assistance or other help with their academic studies. The ARC is staffed by peer-tutors who are available to work with each student on an individual basis or in small groups to help students become more proficient in their academic areas. Computers are available in the ARC for student use.

The ARC offers a variety of materials designed to assist students in making academic and career choices that affect future employment. Materials range from printed material to audio-visual sources; from job listings to resume preparation materials.

In addition, students will find a wide range of computerized interest inventories which may be administered and interpreted by a counselor at no cost to students. There is also a testing center in the ARC.

Computer Lab
Computers are available in the Academic Resource Center on a first-come, first-served basis. Computers for research purposes are also available in the library. Other labs may be available for student use outside class upon request.

E. Computer Support

The first stop for computer support is the WCC School Dude Help Desk. Simply access School Dude from your desktop for a rapid response

(typically faster than a phone call). If your computer is not available/operational, call 223-4812.

F. College E-mail Addresses

An e-mail address from the College will be assigned to each instructor for on-line communication with students. Faculty are required to use assigned e-mail addresses in order for the College to comply with Federal FERPA guidelines. All employees or instructors with access to the College computer system are required to take annual MOAT (Managed Ongoing Awareness Tools) training to ensure system security is maintained.

G. Copyright Guidelines

All College employees are expected to obey the United States copyright laws in their use of print and Audio-Visual materials and electronic media.

Illegal copies of copyrighted programs may not be made or used on equipment owned by the College. The legal protection of the College or the VCCS will not extend to employees who violate copyright laws. Employees should consult the learning resources staff for guidance as to the applicability of the copyright laws and education "fair use" in specific circumstances.

H. Supplies and Equipment Requisition of Purchase

All requests from faculty for supplies or equipment purchases should be coordinated through the appropriate Dean.

I. Course Publicity

Publicizing courses is an important part of any successful program. Individuals wishing to be involved with marketing of specific courses must work through the campus Public Information Office.

J. Students with Learning Disabilities

The Americans with Disabilities Act (ADA) states: "No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services,

programs, or activities of a public entity, or be subjected to discrimination by any such entity."

"Otherwise qualified" in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program, or activity are protected by the ADA. This means that accommodations which are a "fundamental alteration" of a program or which would impose an undue financial or administrative burden are not required.

The College has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student's responsibility.

To view college procedure for requesting reasonable accommodations, please refer to http://www.wcc.vccs.edu/disability-services.

K. Policy for Accident or Illness

First Aid (On Campus)

The College is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies at the locations listed below:

Carroll Hall –	Police Department
Bland Hall –	Business Office; Academic Deans' Office
Fincastle Hall –	Medical Laboratory Technology laboratory
Smyth Hall –	Library
Galax Hall –	Nursing Office; Dental Clinic
Grayson Hall –	Workforce Development

Automated External Defibrillator (AED) Devices are located on each floor of Bland, Carroll building.

First Aid (Regional Sites)

The Regional Site Specialists (Staff) are responsible for responding to medical emergencies at regional sites. In all cases, a telephone and emergency number should be accessible to the site specialists. First aid supplies are located in the educational offices of Crossroads Institute and the Summit Center. The administrative assistants at each of these sites

are responsible for checking the first aid supplies twice a month and restocking if necessary.

Automated External Defibrillator (AED) Devices are located in the Front Office, Construction Technology Lab, Solar Lab and second floor Adjunct Faculty Office Area at Crossroads, in the Small Lecture Hall at the Summit Center and in the front Foyer at the 4th Street Civic Center.

Emergency

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness.

1. Keep the injured/ill person quiet and calm. Do not move or allow the person to be moved unless, by allowing to remain stationary, the affected person is deemed to be in further danger.

2. Go to the nearest phone and call 911; be prepared to give the following information:

   a. Exact location of the victim
   b. Nature and apparent severity of the injury or illness

3. Call College switchboard (dial "0"), or, if after hours, the WCC Police Department (dial "4713), and inform the operator or officer of the situation and location—**THEN RETURN TO THE INJURED/ILL PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.**

   a. Never administer assistance beyond the level of your training.
   b. Never give medical advice unless you are trained to do so.

4. If during the day, the switchboard operator is to:

   a. Immediately notify Student Services, who shall send someone to the location of the injured/ill person. Student Services will also be responsible for notifying the family if necessary.
   b. Notify the WCC Police Department so they can assist the rescue squad in getting to the proper location. Security will also require your assistance in completing an incident report. During the evening, call the Police Department directly (4713).

Hospital

If an emergency rescue squad has been called to come to an injured party's assistance, determine from the driver of the ambulance the hospital that will receive the injured party. Contact the hospital to alert them that an emergency case will be coming from this College and the nature of the injuries, if possible.

Emergency Phone Number

For all emergencies, dial **911.**

Employees and work-study students are required to file an incident report form with the WCC Police Department immediately after the accident. Students are required to contact the Student Services Office and the Student Services Office will contact the WCC Police Department so that an incident report can be filed.

In the event of student or community patron injury, the incident report should be forwarded to the Vice President of Finance so that the information can be forwarded to Department of Treasury, Risk Management Division.

In the event of an employee injury, the incident report should be forwarded to the Director of Human Resources who will then send the information to the designated claim processing/review firm.

L.   **College Emergency Event Procedures**

The College has developed and printed procedures for a variety of emergency events. Each classroom and office on campus and at off campus sites has the following procedures posted on an interior wall:

- Emergency Evacuation
- Emergency Procedure for an Active Shooter Threat
- Shelter-in-Place Procedure
- Tornado Shelter Procedure

All employees are expected to know the location of these printed procedures in their work areas (classrooms and offices) and to follow the appropriate procedures in the event of a college emergency.

VII. Logistics

A.   Parking Regulations

WCC provides open, on-campus parking facilities for faculty, administration, staff, and students. All are free to park in any space EXCEPT those spaces which are specifically reserved (for example, Handicapped, Hybrid Vehicle, or Visitor). Cars that are improperly parked are subject to towing at the owner's expense.

For safety reasons, there will be absolutely NO parking allowed along the roadway leading into the College from East Main Street. Everyone should park in designated parking areas.

Please check with Regional Site Specialists (Staff) concerning parking regulations at off-sites.

B.   Student Emergencies

Students will be called from class only in the event of emergency. All emergency numbers are listed below. **Emergency Phone Numbers:**

Bland County High School	(276) 688-3621
Carroll County High School	(276) 728-2125
Crossroads Institute	(276) 744-4974
Fort Chiswell High School	(276) 637-3437
Galax High School	(276) 236-2991
George Wythe High School	(276) 228-3157
Grayson County High School	(276) 773-2131
Grayson County Vocational School	(276)773-2951
Marion Senior High School	(276) 783-4731
Oak Hill Academy	(276) 579-2619
Rocky Gap High School	(276) 928-1250
Rural Retreat High School	(276) 686-4143
Summit Center for Higher Education	(276) 783-1777
Wytheville Community College	(276) 223-4700 or 1-800-468-1195

Faculty

If a faculty member is forced to cancel a class at the last minute, the faculty member should contact each student in the class, the Regional Site Specialist (Staff), the appropriate Dean, and the on-campus police/security officer, if the class is an evening offering.

Student

If a student needs to contact a faculty member, or if a student's family needs to contact him/her while classes are being instructed, he/she should contact the College's main switchboard at (800) 468-1195 or (276) 2234700. If the class is at a regional site, the message will be relayed to that regional site.

C.   Inclement Weather

The College inclement weather schedule and related information is posted at: http://www.wcc.vccs.edu/inclement-weather-delayed-schedule.

D.   Use of Tobacco Products

Smoking is defined as any product or apparatus (such and an electronic or e-cigarette) that emits smoke or is designed to simulate smoking cigarettes or any other tobacco product. At this time, smoking is allowed in certain designated areas. In situations where there is no designated area, the smoker should be 25 feet from the closest building. The use of tobacco products is not permitted inside any WCC building including the Crossroads Institute and the Summit Center and no tobacco products are allowed in any of the classrooms at regional sites. The college will continue to offer prevention programs for all drugs to promote healthy living.

E.   Use of College Bulletin Boards and Display Cases

The College bulletin boards are available to promote College events and to provide information of interest to College students and staff. To ensure that items posted on the bulletin boards are relevant and current, notices should be stamped in Student Services and marked with the date of posting. Persons hanging notices should remove them after announced events are completed or within 30 days to ensure that items on College bulletin boards are timely.

College bulletin boards should not be used to promote commercial enterprises or other activities unrelated to the College, its students or staff.

For safety and cosmetic reasons, posters and announcements should not be hung on walls, doors or windows.

### F.	Where to Find Assistance

The following are suggested places to seek answers or solutions:

Audio-Visual materials ....Audio-Visual Technician – ext. 4746
Class rosters..................................... Admissions and Records – ext. 4701
Contracts .... Division Dean
Counseling services .... Student Services – ext. 4758
Desk copies .... Division Support Staff
HR/Payroll ....Payroll Office – ext. 4870
Library materials .... Librarian – ext. 4742
Non-attending students .... Admissions and Records – ext. 4701
Paychecks ....   Payroll Office – ext. 4870
Purchases...Division Dean
Students not on roster .... Admissions and Records– ext. 4701
Supplies...Central Receiving-ext. 4768
Textbook orders.....................................Division Dean/Bookstore
Tutoring services .... Academic Resource Center -- ext. 4825

For other problems, seek assistance from a Dean or Regional Site Coordinator.

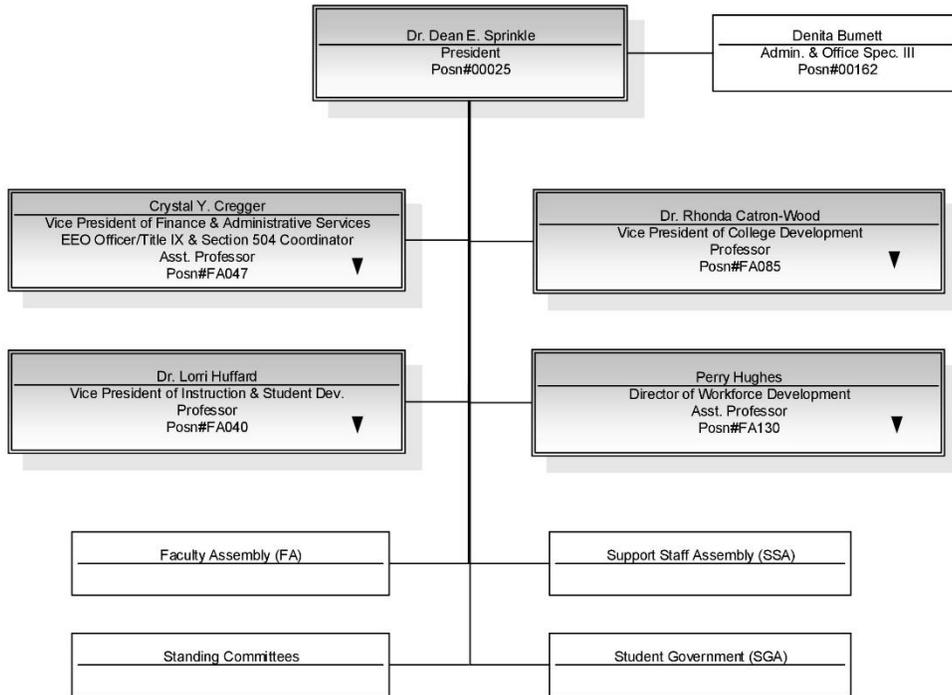## VIII. Evaluation of Administrative and Professional Faculty Policy

The WCC Full-Time Administrative and Professional Faculty Evaluation Plan is located in the "Faculty Share" folder on the P:/ drive.

.

Summary

Wytheville Community College evaluates the effectiveness of faculty-ranked administrators and teaching faculty, non-ranked professional faculty and classified staff. These evaluations adhere to the requirements of the Virginia Community College System and the Virginia Department of Human Resource Management. With an ultimate goal of continuous improvement, these evaluations are based upon criteria that are specific and appropriate to each administrative position.

Wytheville Community College
Organization Chart

August 31, 2016

Dr. Dean E. Sprinkle President Posn#00025	**Denita Burnett** Admin. & Office Spec. III Posn#00162

Crystal Y. Cregger Vice President of Finance & Administrative Services EEO Officer/Title IX & Section 504 Coordinator Asst. Professor Posn#FA047 ▼	**Dr. Rhonda Catron-Wood** Vice President of College Development Professor Posn#FA085 ▼

Dr. Lorri Huffard Vice President of Instruction & Student Dev. Professor Posn#FA040 ▼	**Perry Hughes** Director of Workforce Development Asst. Professor Posn#FA130 ▼

Faculty Assembly (FA)	Support Staff Assembly (SSA)

Standing Committees	Student Government (SGA)

As retrieved from:
http://www.wcc.vccs.edu/organizational-documents.
Please click URL or visit the link online to view additional levels.

Revised September 2016