

Faculty Handbook 2007-2008

PREFACE

This handbook has been developed to provide faculty information on policies, procedures, and available services in an alphabetical and categorical arrangement of topics. The handbook is available online at the ICC website, www.icc.edu/facultyStaff/ with continuous updated information. Therefore, the contents of this handbook is subject to change throughout the year. Every effort has been made for an accurate representation of information. Please report inconsistencies or inaccuracies to 694-5784.

If you have questions that are not answered by this booklet, please contact your Dean/Associate Dean, the Associate Dean of Instructional Innovation and Learning Resources at 694-5758, 239G, or Dr. John Avendano, Vice President for Academic Affairs and Student Development at 694-5784, 304B.



TABLE OF CONTENTS -- ALPHABETICAL

Philosophy of Illinois Central College.....	1	Health Services / Wellness Center	20
Mission of Illinois Central College	1	Illinois Articulation Initiative (IAI).....	20
General Education Goals	2	Independent Study	20
Instructional Values and Beliefs	2	Information	21
Diversity Pledge	3	Information Directory	21
Blueprint for the Future Strategic Plan	4	Instructional Innovation and Learning Resources	21
Absences	5	Instructional Space Requests	22
Academic Advisement.....	5	Joint College Advisory Committees	22
Academic Freedom.....	5	Keys	22
Academic Dishonesty / Misconduct.....	5	Late Registration	22
Academic Warning Process	6	Lead Adjunct Faculty.....	22
Access Services.....	6	Learning Labs.....	22
AQIP.....	6	Learning Resource Center / Library	23
Assessment.....	6	Liability Insurance.....	24
Attendance Rosters.....	6	Lost and Found	24
Auditing a Class.....	7	Mail.....	24
AV / Audiovisual	7	Marketing Services, Advertising, Promotional Items	24
Benefits Office.....	7	Mini Grant Opportunities	25
Board of Trustees Meeting.....	7	Moving Furniture	25
Bookstore.....	7	News Releases / Employee News	25
Building Access.....	8	Notaries Public	25
Campus Safety and Security	8	Office Hours	25
Career Services.....	8	Office Supplies	25
Change of Address, Name, Educational Degree, etc.....	9	Parking and Traffic	25
Child Centers.....	9	Payroll Procedures.....	26
Classroom Procedures.....	9	Peoria Locations.....	26
Confidentiality of Student Records	10	Personal Property.....	26
Copyright.....	10	Proficiency Testing	27
Counseling Services.....	11	Purchasing Guidelines	27
Credentials.....	11	Recreational Activities	27
Dental Clinic	11	Reservation of Facilities	27
Develop / Organizational Learning.....	11	Rights and Privileges.....	27
Discipline.....	11	Sexual Assault Response Team (SART)	27
Discriminatory Harassment	12	Sexual Harassment Prevention	27
Diversity	14	Six Sigma	27
Document Services	14	Smoking/Food/Beverages	28
Email and Technology.....	15	Special Academic Services/Applied Science Support Services	28
Emergency Procedures.....	15	Student Activities.....	28
Employee Assistance Program (EAP)	16	Student Attendance	28
Employee Services/Human Resources.....	16	Student Behavior	29
Energy Conservation.....	16	Student Service Center/Graduation Office	29
Equal Opportunity/Affirmative Action	17	Students Under 16	29
Evaluation Procedures	17	Syllabi and Course Policy Information.....	29
Evening Assistance.....	17	Teaching Awards.....	30
Facilities Services	17	Teaching and Learning Center.....	30
Field Trips	17	Teaching Suggestions.....	31
Final Examination Schedules.....	17	Telephone System	31
Financial Assistance	18	Test Proctoring Options.....	31
Fitness Center.....	18	Test Scoring	31
Food Services	18	Testing Center.....	31
Grade Exclusion Policy	18	Textbook Policies	31
Grade Posting / Recording.....	18	Transfer Center	32
Midterm Progress	18	Travel Procedures	32
Final Grades	18	Tuition Reimbursement	33
Grading System	19	Tuition Waivers	33
Grade Appeal Procedure	19	Veteran Affairs.....	33
Grade Changes	19	Web Pages for Faculty.....	33
Withdrawal Procedures	19	Website - ICC.....	33
Late Withdrawal Procedures	19	Who's Who and How to Contact Them	33
Graduation Ceremonies	20		

APPENDICES

Appendix A	What ICC faculty should know about course syllabi, calendars, and course-specific policies and procedures
Appendix B	TEACHING OVERVIEW Recommendations for Your First Class Session Delivering Instruction Evaluating Learning
Appendix C	ADJUNCT FACULTY CLASSROOM OBSERVATION FORM
Appendix D	FULL-TIME FACULTY CLASSROOM OBSERVATION CONFERENCE
Appendix E	Student Assessment of Faculty
Appendix F	A Guide to Assisting ICC Students in Need
Appendix G	INDEPENDENT STUDY AGREEMENT FOR TRANSFER DISCIPLINES – ICC 220
Appendix H	255 INDEPENDENT STUDY: AGREEMENT
Appendix I	CLASSROOM REQUEST FORM
Appendix J	JOINT COLLEGE ADVISORY COMMITTEES – Committee Descriptions
Appendix K	Who's Who & How to Contact Them Maps of ICC



Philosophy

Who We Are ...

Founded as a comprehensive community college in 1966 in response to the Illinois Master Plan for Higher Education, Illinois Central College was established to meet the post-secondary needs of the citizens of the District and to supplement the area schools and four-year colleges.

The College was formed on the belief that individuals have worth and dignity in their own right and should be educated to the fullest quality education appropriate to each individual's needs within the bounds of fiscal responsibility. **Illinois Central College is committed to non-discrimination and equal opportunity regardless of race, gender, ethnicity, religion, or physical capability. We believe that by representing the diversity of our district, we enrich the learning experience and create a broader and better understanding of our global community. In support of building this learning environment, we are dedicated to being a leader in recruiting, retaining, and promoting a diverse group of students, faculty, and staff.**

The student is the center of all that is done at Illinois Central College. The College strives to provide students the knowledge, skills, and understanding for successful and satisfying careers and for intelligent participation in and preservation of a free and democratic society. This includes the development of a higher sense of values and the desire for continuous education throughout life. To achieve these purposes, the College encourages excellence in teaching and close communication between instructor and student.

The College is committed to its **Core Values: Learning, Integrity, Responsibility, Community and Excellence.**

Mission

Why We Are Here ...

The mission of the College is to (1) enable students to reach their educational potential and (2) serve as a resource for the educational and cultural needs of the community. To fulfill its philosophy and mission, the College:

1. Promotes student access through both admission policies and reasonable student costs that encourage enrollment of those who can benefit from the instruction and services offered.
2. Enhances the academic and personal development of all students through a full range of support services.
3. Provides a broad general education curriculum for students in all programs as a basis for further study and specialization.
4. Offers the requirements and prerequisites in preparation for successful transfer to a four-year institution to complete a baccalaureate degree.
5. Provides a variety of occupational and technical programs that prepare students for successful employment and that meet the needs of area business and industry.
6. Provides developmental and remedial level studies for students with academic deficiencies.
7. Provides opportunities for students to appreciate and benefit from the diversity of people in a global community.
8. Offers continuing education opportunities for students interested in meeting personal goals of updating employment skills and pursuing cultural and leisure interests.
9. Cooperates with other educational, business, and governmental entities to address educational needs related to the economic health of the residents of the District.
10. Provides special cultural, recreational, and general interest events which enrich the life of the community.

Adopted - Board of Trustees 1/14/93
Reaffirmed Annually
Last Date of Reaffirmation 2/16/07

What We Believe In ...

GENERAL EDUCATION GOALS

To accomplish the College Mission, the College has identified the following goals for General Education:

1. The student is able to read and think critically.
2. The student is able to communicate clearly and effectively.
3. The student has the ability to use mathematical skills.
4. The student has an awareness of his/her own values as well as an understanding of tolerance for others' values.
5. The student has an awareness of/appreciation for their own culture as well as other culture/viewpoints.
6. The student can work collaboratively.
7. The student has the attitudes and skills required to function in a technical society.
8. The student has the intellectual skills needed for continued learning.
9. The student has learned knowledge-building skills.
10. The student has an awareness of world knowledge and the tools necessary to gain information needed to function as a responsible, productive, and ethical member of society.

Each credit course should address a minimum of one general education goal. All faculty are encouraged to assess learning of these general education goals within their courses.

INSTRUCTIONAL VALUES AND BELIEFS

Illinois Central College was formed on the belief that individuals have worth and dignity in their own right and should be educated to the fullest extent of their abilities and motivation. Education of each citizen creates a better community for all. We strive to provide quality education appropriate to each individual's needs.

Illinois Central College is a teaching and learning institution where the student is the center of all that is done. To educate is the reason for our existence. A successful education means the purposeful discovery, evocation, and transmission of knowledge, skills, and values. Faculty, students, and the College must maintain close communication to achieve these goals. The successful outcome for the student will be a satisfying career, responsible participation in and preservation of a democratic society, a higher sense of cultural and aesthetic values, and a pursuit of lifelong learning.

Faculty and Staff

We value the free exchange of ideas essential to our mission of educating the student. The academic freedom granted faculty, for the purpose of encouraging intellectual inquiry and the exchange of ideas, is balanced by the academic responsibility to be accurate and to respect the opinions of others. A faculty member's right to speak and write as a citizen, free from censorship, is accompanied by your responsibility as a special member of our educational community to project a positive image of the College.

In this dynamic learning environment, we believe that members of the College faculty have a professional responsibility to:

- **Be competent in their teaching discipline** and continuously work to increase their academic knowledge.
- **Be experts and advocates of their academic discipline** and participate in departmental and College curriculum development and evaluation.
- Organize and teach courses designed to **maintain high academic standards** and challenge students' intellectual growth, while assisting all students in attaining their academic goals or potential by expressing genuine concern for students.
- **Seek student feedback** concerning their learning experiences and utilize this information for improvement of instructional techniques. Classroom research and scholarly inquiry concerning the teaching and learning process are encouraged.
- **Participate in the governance** of their department and the College.
- **Be involved in community service** activities which promote the department and the College.
- **Provide students** with formal and informal **academic and career advisement**.

If the most effective learning experiences are to be created to enhance student learning, classroom management and direct instructional techniques are of primary importance. To enhance the teaching and learning environment, we believe that faculty have a responsibility to:

- **Recognize students as individuals** with unique differences, needs and learning styles, and accommodate the needs of specially challenged students.
- **Provide students with accurate course information** including descriptions of faculty expectations, attendance and methods of evaluation.
- **Enhance student success by encouraging student involvement and engagement** in the educational process, recognizing that a variety of instructional techniques will enhance learning.

- **Improve instruction continuously** through student evaluation, discussions with colleagues, reading educational literature, and attending professional meetings.
- **Improve upon their ability to assess learning outcomes** using a variety of methods.
- **Assist students outside the classroom** by being accessible and responsive to their need for information and direction.

Students

Students also have rights and responsibilities as active participants in the learning process. Students have the right to expect competent, organized classroom instruction where they are treated and judged fairly. The academic environment should allow students to freely exchange ideas in a responsible manner.

Students have the responsibility to attend classes, to faithfully prepare assignments, and to utilize the full range of support services available to assist them in achieving their educational goals.

To be successful, the College must provide a learning environment for students, which encourages creativity and challenging thought. Within this context, the College recognizes that students should have the right to:

- Study controversial issues with political, economic or social significance and concern.
- Access all relevant information, including materials which circulate freely in the community.
- Study under competent instructors in a healthy, responsive atmosphere free of bias and prejudice.
- Express personal opinions on controversial issues in a responsible manner and without jeopardizing their relationship with instructors or the College.
- Be treated fairly and respectfully and be accorded the best efforts of instructors, including access through regular office hours.

With these rights, students must accept certain responsibilities for their learning. We believe that students should:

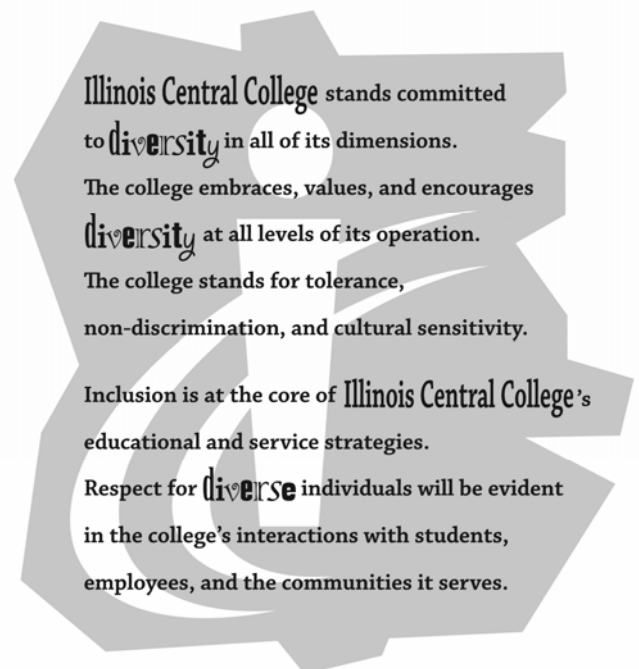
- Complete class assignments, and be prepared to participate in regularly attended class sessions.
- Accept intellectual stimulation and expect to be challenged by classroom instruction which stretches their understanding, curiosity, and desire to learn.
- Utilize a variety of support services available which can significantly enhance their progress toward academic and/or career goals.

College

The College has a responsibility for providing a safe academic environment conducive to learning and the exchange of ideas which promote participation in curricular and extracurricular activities leading to greater understanding, mutual respect, and learning.

The College accepts responsibility for providing a safe academic environment which will:

- Encourage the exchange of ideas and the participation of faculty and students in curricular and extracurricular activities.
- Support the basic needs for stable and stimulating learning including facilities and equipment.



Where We Are Going ...

BLUEPRINT FOR THE FUTURE STRATEGIC PLAN

In the spring 2003, the College adopted a strategic plan called the Blueprint for the Future. For three years teams have worked to implement many of the action steps in the original plan. The plan is a living document continually being revised and updated to address changes in the environment. The strategic plan for FY 07-09 addresses the following:

Mission

The mission of the College is to enable students to reach their educational potential and to serve as a resource for the educational and cultural needs of the community.

Vision

Illinois Central College is a comprehensive community college committed to a future that “surprises” our students, employees and community. We do not think that “settling” or “satisfying” is enough. We, the people of ICC, are dedicated to becoming an institution that delights our students with exemplary service, relevant and up to-date classes, and an enriching campus life, all at an affordable cost. We know what it takes for our students to succeed, and we make it happen. Education at ICC leads to successful careers, transfer to baccalaureate degree programs, and life-long learning experiences for our students.

Goals

The goals encompass four areas:

- Student Learning & Growth – improving degree and certificate completion, educational goal attainment, employment rate, and course success;
- Outreach – increasing the number of people who participate in credit and noncredit training and diversifying both our employee base and student body;
- Customer Service – excelling in service excellence and enhancing intra and inter-unit teamwork and cooperation; and
- Cost of education containment.

Critical Success Factors

The critical success factors are the “things that must go right” for the organization if the College is to reach its goals and achieve its vision. Currently, the College is focusing on seven critical success factors:

- increase student success;
- demonstrate students are prepared for workplace or transfer;
- provide service that surpasses expectations;
- make college affordable and accessible;
- work with K-12 to strengthen our students’ ability to succeed;
- employ people who are committed to a positive experience for students and colleagues; and
- institutionalize a Six Sigma culture and philosophy.

Action Plans

Blueprint teams have formed around each of the critical success factors. In addition, departments, programs, and professional development plans should be written to support the achievement of one or more of the critical success factors. For more information on the strategic plan, call 694-8488.

General Information

ABSENCES

Adjunct Faculty - In case illness or other personal problems necessitate absence, notify your Dean/Associate Dean or Teaching Chair immediately. Adjunct faculty is granted one hour of sick leave for each ECH per semester. Adjunct faculty who has taught 12 or more semesters is granted one additional sick day per year. Under no circumstances should a substitute be obtained for your class without prior permission from your Dean/Associate Dean or Teaching Chair.

At the discretion of the Dean/Associate Dean, one day per year may be granted for **extreme emergency situations**. Emergency is defined as an unavoidable circumstance which requires the faculty member to be away from campus, e.g., extended health problems, etc. Advance request must be made to the appropriate Dean/Associate Dean.

Full-Time Faculty - In case illness or other personal problems necessitate absence, you must notify your Dean/Associate Dean immediately. Other instructional personnel may be asked by the Dean/Associate Dean to serve as a substitute for an absent faculty member for one or more classes.

Under no circumstances should a substitute be obtained for your class without prior permission from your Dean/Associate Dean. If a faculty member must be absent for an extended period of time, the Dean/Associate Dean may employ either full-time or adjunct faculty to fill the position.

ACADEMIC ADVISEMENT

Full-time and part-time students in a specific curriculum are assigned to a faculty advisor in their curriculum area. Undecided students are assigned to the Advisement, Counseling and Assessment Office for advisement.

The student has the responsibility to initiate contact with their advisor; however, you are encouraged to contact advisees who fail to contact you. Please ensure that your advisees are in the appropriate curriculum. Students may obtain their advisor's name from their grade reports, the department offices, or from the Advisement, Counseling and Assessment Office, CC 200, 694-5281.

ACADEMIC FREEDOM

As a member of the College's faculty, you are entitled to freedom in the classroom when discussing your subject

matter; however, you should be careful not to introduce material which has no relation to the subject.

A college faculty member is a citizen, a member of a learned profession, and a representative of an educational institution. The faculty member who speaks or writes as a citizen should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As a person of learning and an educator, you should remember the public may judge the profession and the institution by your comments. Hence, you should at all times make every effort to be accurate, to exercise appropriate restraint, to show respect for the opinions of others and to indicate that you are not speaking for the institution.

ACADEMIC DISHONESTY / MISCONDUCT

Matters relating to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment, test, or course. Based on the severity of the offense, you as the instructor may *recommend* dismissal from the College. In such cases where dismissal is recommended, a student must be allowed due process. See "Student Conduct Code: Disciplinary Due Process" in the Student Handbook.

A common form of academic dishonesty is plagiarism, or the use, whether deliberate or unintentional, of an idea or phrase from another source without proper acknowledgement of that source. Another form of plagiarism is copying or obtaining information from another student.

Obtaining an examination prior to its administration or use of unauthorized aides during the examination are clear acts of academic dishonesty. To knowingly aid another student in performing an act of academic dishonesty is also academically dishonest. Thus, in cases of inappropriate collusion on academic work, the provider of inappropriately used material is guilty of academic dishonesty as well as the actual perpetrator.

In brief, any act which represents work not one's own as one's own is an academically dishonest act. The penalties for academic dishonesty can be very painful and can affect the entire educational experience for the student at the College. Contact your Dean/Associate Dean for additional information about academic dishonesty or misconduct.

ACADEMIC WARNING PROCESS

Placing students on academic warning provides them with opportunities for assistance from college services, such as counseling, financial assistance, athletics, tutoring, etc. Faculty can place students on academic warning using a computer process that resembles reporting final grades. This process can be completed as often as you wish and has been connected with the attendance roster submission process. Please see your Dean/Associate Dean ad/or iccnet for additional information.

ACCESS SERVICES

EP Campus, Room L208
694-5749

If you have students in your class with disabilities and need assistance to facilitate their success in the classroom, please contact the Access Services Office. The Coordinator of Access Services assists students with sensory, physical, mental health, and learning disabilities. In order for students to receive academic accommodations related to their disability, the student must be registered with the Access Services Office. Students receiving services through the office should bring an accommodation form to the instructor explaining their needs such as special testing arrangements. The student, instructor, and Coordinator of Access Services must work as a team in providing needed accommodations. If nursing services are required, contact Health Services in Room 338C, 694-5475. The following adaptive equipment is available for student use:

- Braille Embosser
- Perkins Braille
- Braille label maker
- Braille 'n Speak
- FM assistive listening device
- Amplified stethoscope
- Tactile Enhancer
- CCTV
- Trays for wheelchairs
- Tables for wheelchairs
- Galileo Reader System
- Thermal Imaging Pen
- Recorders for books on tape (four-track)
- Assistance with contacting publishers for permission to enlarge textbooks or transfer to electronic format

In addition to the equipment listed, the College has a number of large screen monitors that are moved to labs used by students with disabilities. Two computer systems with Zoom Text software and one with a Braille Embosser are located in the library for use by students or employees with disabilities. All lab computers have sound cards so that students may plug in microphones and headsets for screen-reading software and dictation software. The network server has been adapted to provide individual preferences in font size, color combinations, etc., no matter from which computer on campus the student accesses the system. Please contact the PC Help Desk, 694-5457, for assistance.

AQIP

Because of our efforts with continuous improvement, the College decided to become a member of the Academic Quality Improvement Program (AQIP), an alternative method of accreditation offered through the Higher Learning Commission. In November, 2006, Illinois Central College sent a team of twelve individuals to the AQIP Strategy Forum where the team reviewed its progress on its three AQIP projects: new student orientation, customer service, and outcomes assessment. Other colleges will provide input to help ICC refine its efforts in these areas. Teams work on these projects throughout the year and report their progress to AQIP as part of the accreditation process.

ASSESSMENT

Illinois Central College is committed to providing quality education as shown in our philosophy, mission, core values, and most recently the Blueprint for the Future: "to provide high quality programs and services."

The Board of Trustees, administration, and faculty/staff of Illinois Central College are committed to excellence in teaching and learning and to professional enhancement through a comprehensive assessment plan. Integrating assessment activities throughout the College will enhance teaching and learning, improve strategic planning, demonstrate institutional effectiveness, and promote effective and efficient resource allocation. The model for assessment emphasizes that:

- Assessment occurs periodically during a student's academic progress at the College.
- Assessment occurs at all levels of the institution: in the classroom, in the program / department, and within the overall institution.
- Assessment occurs in both direct and indirect measures.
- Assessment focuses on student achievement as opposed to student participation, student satisfaction, student retention, or student success.

To enhance assessment, each department will have an assessment advocate who will encourage and support assessment activities. The assessment advocate will serve on the Academic Outcomes Assessment Committee.

ATTENDANCE ROSTERS

Students must be registered to attend your class. Students whose names do not appear on the roster should be sent to the Student Service Center for verification of enrollment. In approximately two weeks your roster should be an accurate listing of all students registered for your class. NOTE: Students who "audit" a

course will not appear on your roster. (See "Auditing a Class" information below.)

You are expected to monitor attendance in your classes. Regular attendance at all class and laboratory sessions is expected of all students. As a faculty member, you are responsible to record midterm attendance for each of your classes. A **"never-attender"** is a student who is listed on your class roster but has never attended a class meeting. **Note:** For non-classroom sections, never-attenders are students who have not turned in any assignments or have not logged into the Blackboard classroom system.

Students who stop attending a course should be **recorded as "non-attenders"** at the midterm of the class on the state attendance roster. A non-attender is defined by the individual instructor. It is your responsibility to provide a written definition of a non-attender (typically identified in the class syllabus) to each student.

Failure to properly report non-attenders may result in financial liability to students and ICC.

All students who are recorded as **non-attenders** or **never attenders** on the roster will be automatically withdrawn from the class. Please use extra care when determining whether students are non-attenders. Students who have been recorded as non-attenders will be notified by mail that they have been administratively withdrawn (dropped) from the class.

In cases where illness, accident or family problems are the cause for prolonged absence, the student has the responsibility to notify each instructor regarding their absence status.

Assistance with recording attendance rosters can be received from the Teaching and Learning Center, 240A, on the East Peoria Campus, or by contacting the PC Help Desk at 694-5457. Instructions are located on the Instructional Innovation website on the Faculty/Staff page at icc.edu/innovation/resources/peoplesoft/resources.asp.

AUDITING A CLASS

Many but not all courses at ICC may be audited. A student who audits a course is a non-participating listener who is not required to take tests or submit reports. The auditing student will not receive a grade or notation on a transcript relative to the audited course. The student's name will not appear on the class roster, but he/she should give you a copy of the class admission form as verification of enrolment. A student may not change class registration status from audit to credit or from credit to audit.

AV / AUDIOVISUAL

EP Campus, 694-5246
Peoria Campus, 999-4613
ICC North, 690-6837

Audiovisual Services, located in the EP campus library, houses a variety of materials instructors may assign for student viewing or listening to complete class requirements or review. These materials include videotapes, videodisks, interactive media, slide sets, and audiotapes. Some audio-cassettes for specific curricula, e.g., language classes, may be checked out by students. Tele-course tapes are also available for student viewing. Instructors may place non-print materials on reserve in the Library. A similar lab, the Media Room, is housed in the library at the Peoria campus in the Thomas K. Thomas Building. Purchases of materials and equipment are based on the recommendations of the faculty. If training in Smart Room technology or the Symposium is needed, call 694-8833.

BENEFITS OFFICE

EP Campus, Room 340 G
694-5398

Full-Time Faculty - Members of the benefits team are available from 8:00 a.m. to 4:30 p.m., Monday through Friday to answer questions and give directions relating to all forms of benefits: health, dental, vision, prescription drug plan, COBRA (continuation of health insurance after leaving the College), basic and voluntary life insurance, accidental death and dismemberment, section 125 program-Unreimbursed Medical/ Dependent Child Care, Employee Assistance Program, Wellness Program and expanded voluntary health programs through AFLAC. For additional information refer to the faculty contract.

Adjunct Faculty - Refer to the ICC Website for information.

BOARD OF TRUSTEES MEETING

You are invited to attend Board of Trustees meetings regularly scheduled at 3:00 p.m. the third Thursday of each month. Please check with the Board Secretary, 694-5731, to confirm date and time or if you need specific information. Meetings are usually held in the Founders Room, 211A, on the East Peoria Campus.

BOOKSTORE

The College Bookstore on the East Peoria Campus offers a complete textbook service and includes a large selection of reference books, software and items of general interest. Available for your use is *Books in Print* on CD. Desk copies of texts may be obtained from publishers by completing a form available in your department office.

The Peoria Campus Bookstore and North Campus Bookstore provide textbooks and supplies for purchase at either location during the first two weeks of the semester for classes offered at that location.

Classroom-related materials and supplies not available from your department may be charged against your department budget at the register at either location with your departmental Bookstore charge card. (Check with your department's administrative assistant for allowable charges.)

Faculty will receive a 10% discount on personal items that exceed one dollar (excluding sale items). In order to receive your discount, you must have a staff ID Card.

BUILDING ACCESS

General access to all Illinois Central College buildings is limited after 10:30 p.m. Individuals seeking access are required to sign in with Campus Safety and Security on the EP Campus, room 103A. Contact extension 5225 with your questions. For procedures and hours for the Peoria and ICC North sites, contact the appropriate Campus Safety and Security office listed below.

CAMPUS SAFETY AND SECURITY

EP Campus, Room 103 A, 694-5223

ICC North, Cedar 86, 690-6899

Perley, Room 122, 999-4599

Thomas, Room 112, 999-4699

- Campus security
- Motorist assistance
- Emergency
- Lost and Found
- College switchboard/dispatch
- Activity signage placement/roadways
- Van/bus rental
- Shuttle service

Campus Safety and Security personnel are on duty 24 hours every day. After normal school hours, entrance to the buildings is provided through the Campus Safety and Security Office where sign-in/sign-out is required. Unsupervised students will not be admitted to the facilities at such times.

Officers also provide assistance for motorists. To signal for help, raise the hood of the vehicle or use a nearby emergency call box. Officers will help start dead batteries by the use of battery cables and will sell small quantities of gasoline when the nearest gas station is closed;

however, officers do not change tires or do mechanical work. Telephones installed near the sidewalk in Lots A, B, C, E, and G are available for direct communication with the college operator. In case of emergency on any campus, dial 5111.

CAREER SERVICES

EP Campus, Room CC 200 694-5153

Perley, Room 112, 999-4514

ICC North, Cedar 27, 690-6893

Career Center

The Career Center is open to students and community members who are interested in career exploration and educational planning. Individuals may walk in anytime to do research. They may also register for Psychology 119, a self-paced career development course, or sign up for free monthly workshops. Workshop topics include career planning, resumes, interviewing and Myers-Briggs personality analysis. There are a wide variety of career building activities, computer software, and assessments.

Additionally, the Career Center may assist with customizing presentations to meet your classroom needs. Log on to the ICC Website www.icc.edu and click on Advisement, Counseling and Career Services to view the different areas within the department, or you may contact the Center at 694-5272 for a complete list of resources, access codes, training, and more information about presentations.

Job Placement

The Career Center Job Placement component provides students with many services.

- Resume critique service
- Information on cover letters or interviewing
- Computer database system exclusive to ICC students and alumni used by local and national companies
- Computer access
- On-campus recruiting for employers
- Spring career/job fair (Career Works)
- Current labor market information
- On-campus student employment listings

The database consists of full- and part-time jobs, both entry level and professional. **Please notify the office when you hear about a job opening and also refer your students to the office when they are looking for a job.** Local employers appreciate our students and graduates. For more information, contact the Job Placement office at 694-5321.

CHANGE OF ADDRESS, NAME, EDUCATIONAL DEGREE, ETC.

Please promptly notify the Employee Services Office and your Dean/Associate Dean if any change occurs in your address, name, marital status, home or office telephone number, place of employment, education, etc. In addition, if you earn a new degree after being hired, it is your responsibility to have an official transcript sent to Employee Services. Note that graduation caps and gowns are ordered for the degree on file with Employee Services for faculty attending graduation.

CHILD CENTERS

EP Campus, rooms 128A, 128B, and 129B.
Perley Bldg., Room 114

The College offers a child center program licensed by the Department of Children and Family Services. The Child Centers, supervised by professional staff and assisted by students in the Child Development Program, are open Monday through Friday providing a developmentally appropriate program for children two through five years of age. Children must be younger than six years of age and toilet trained to attend. Nutritious meals, snacks, and a rest period are included in the program. Two types of services are provided, full-day care and hourly care.

East Peoria Full-Day Child Center:

- The Center is open 7:00 a.m. - 4:45 p.m., Monday through Friday, except for days the College is officially closed. (Schedule for summer is determined yearly.)
- Children may be enrolled for two or more full days per week.
- The Center accommodates 24-30 children at a time.

East Peoria Hourly Child Center:

- Service available during the fall, spring and summer semesters between 7:30 a.m. and 3:00 p.m.
- Children may be enrolled for one to five hours each day the Center is open.
- The Hourly Center accommodates 12 children at a time and generally serves 30-35 children per week.
- No nap time is provided in the hourly center.

Peoria (Perley) Child Center:

- The Center is open 6:30 a.m. - 5:00 p.m., Monday through Friday, except for days the College is officially closed.
- Children may be enrolled for full-day care or hourly care.
- Children may not be dropped off between 11:00 a.m. and 2:00 p.m.
- The Center accommodates 16 children two to five years of age.

On the East Peoria Campus, applications may be picked up from the Center Manager, 127B. Those interested in enrolling their children at the Peoria (Perley) Campus may obtain an application from the on-site director at the Perley Building, Room 114. For further information, contact the Center Manager at 694-5116.

CLASSROOM PROCEDURES

Your First Class Meeting

1. Cover the following information: your name, where, how, and when you can be contacted outside the classroom, description of the class, course title, course number and section, and a list of textbooks and other required materials.
2. Call attention to any course prerequisites and any required placement tests (as in composition and mathematics courses). Any student lacking prerequisites should be sent to the student's academic advisor or to the Counseling Office, CC 200 on the East Peoria Campus, Room 120 on the Peoria Campus, Perley Building, or ICC North Cedar 27, for proper placement.
3. Take roll using the initial class roster. Students must be registered to attend your class. Go online or ask the department Administrative Assistant for a copy of your class roster. The names of students who may be enrolled to "audit" the class (test and grades not required) are not on your roster, these students will give you a copy of their class admission form. Students whose names do not appear on the roster should be sent to the Student Service Center, L211 on the East Peoria Campus, or Cedar Building Front Desk, C44 on the ICC North Campus, or Room 103 on the Peoria Campus, Perley Building, for verification of enrollment. In approximately two weeks, your roster should be an accurate listing of all students registered in your class(es).

Under no circumstances may students be transferred from one class or section to another without a formal class change being made and processed in the Student Service Center. Mass transfers may take place, such as in the cancellation or consolidation of classes, by the appropriate Dean/Associate Dean who must prepare the proper forms.
4. Present the objectives of the course and distribute course syllabus, schedules, and policies.
5. Explain the following: the general principle of two hours preparation out of class for each lecture hour; the standards expected of students on homework and attendance; and your grading system; and other classroom policies.

6. Be certain to obtain a Class Schedule for the current semester. The Class Schedule contains the College's official calendar, the final examination schedule and other information of general interest.
7. State withdrawal dates and procedures and emphasize the necessity of formally withdrawing if a student has to stop attending.

Refer to Appendices A and B for additional teaching suggestions.

Classroom Scheduling

1. Classes must **meet at the scheduled times and places**. In the event of a necessary change in the time or place of a class meeting, you must notify your Dean/Associate Dean.
2. Classes are to begin promptly and are to meet for the entire scheduled time periods. This includes the class meeting scheduled for the final exam session. Even if an examination is not given in the course, the class hour should be held unless other arrangements have been approved by the Dean/Associate Dean.
3. Field trips, make-up classes or any class meetings scheduled at other than the officially published dates and times may be held only if all class members are **informed in advance**, are able to attend and the Dean/Associate Dean has approved the change. Consideration should be given to students who may be enrolled in more than one class or may be employed during periods when they are not in class.
4. Clerical help is available for the duplication of class materials and examinations. Contact your department administrative assistant or refer to the section on Document Services.
5. The Academic Warning Process should be used to notify students of excessive absences or other instructional concerns. (See previous information regarding the Academic Warning Process.)
6. Information regarding midterm and attendance rosters for state apportionment is available on iccnet. **Posting of rosters and grades, procedures, and timelines must be followed explicitly. Be sure to meet all deadlines.** If problems develop or are anticipated, contact your Dean/Associate Dean immediately as this could delay every roster.

CONFIDENTIALITY OF STUDENT RECORDS

Students have the right to review their educational records and to limit the release of information under the college's policy on the confidentiality of student records. The college's policy on disclosure of student records information is available in the Student Service Center office, L211.

Only the following information may be made public and released from the Student Service Center office:

- Student's full name.
- Affirmation of the student's enrollment (full-time or part-time) and class level. The student's class schedule may **not** be released.
- Dates of attendance, graduation, degree(s) or certificate(s) earned and honors received.
- Pertinent information relating to participation in officially recognized activities and sports (e.g., debate tournaments, basketball games, etc.).

Because of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the potential effects of any future amendments on traditionally confidential documents, you should use prudence in writing references, recommendations, evaluations and other documents which contain subjective judgments about individual students. Such documents in the future may not be considered confidential parts of a student's record.

COPYRIGHT

The Library of Congress defines copyright as "a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of 'original works of authorship,' including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works." (Library of Congress, 1976).

Copyright protection is described in the 1976 Copyright Act. The work created by an author immediately becomes the property of the author and therefore use of that work requires the permission of the author. The term "author" does not limit the "work" to written works. Broad categories for copyrightable works include literary, musical including the music and words, dramatic with any accompanying music, pantomime, choreography, picture, graphics, sculpture, motion pictures, audiovisual, sound, and architecture. The work is copyrighted as long as it is "fixed" in some way. A work that has not been captured or recorded in any format, such as ideas, is not copyrightable.

The **Fair Use Doctrine** allows for limited use of copyrighted work for educational purposes. Fair Use takes into consideration (1) **the purpose and character of the use**, including whether such use is of commercial nature or is for nonprofit educational purposes; (2) **the nature of the copyrighted work**; (3) **the amount and substantiality of the portion used** in relation to the copyrighted work; and (4) **the effect of the use upon the potential market** for a copyrighted work.

The **Digital Millennium Copyright Act** became law in 1998. This Act describes the penalties for creating unlawful copies of software and distribution of code-cracking devices, limits liability of non-profit educational institutions when they act as an Internet service provider for faculty and students, requires "Webcasters" to pay royalty fees, and generally aims at striking a balance between the needs of distance faculty, students and copyright owners.

The **TEACH Act** (Technology, Education, and Copyright Harmonization Act) was signed into law in 2002. The TEACH Act provides for limited use of copyrighted works by instructors and students at accredited non-profit educational institutions. The TEACH Act makes provision for the use of literary, musical and other works in distance learning environments as the works would be used in the traditional classroom. The Act does not provide for the reproductions of instructional materials designed to be digitally transmitted nor the creation or unlawful copies of digital works.

Displaying a copyright notice on a work is not required by law. Therefore, it is not safe to assume that if a work does not display a copyright symbol that it is not copyrighted. **If the use of a work does not clearly fall under the exemptions of the Fair Use Doctrine or the TEACH Act, obtain permission to use the work from the author or copyright owner.**

For more information concerning copyright issues go to: www.icc.edu/iifd/copyright.asp or contact the ICC Copyright Facilitator at mcastle@icc.edu.

COUNSELING SERVICES

EP Campus, CC 200, 694-5281

Monday-Thursday, 7:30 am - 6:00 pm

Friday, 7:30 am - 4:30 pm

Peoria Perley Campus, 120E

Please call ahead for hours, 999-4544

ICC North Campus, Cedar 27

Please call ahead for advisement, 690-6800

Counselors and advisors are available in the Advisement, Counseling and Assessment Office, the Peoria Perley Building, and ICC North to assist students with career exploration and academic planning.

Standardized measures of aptitude, interest and personality are available to help students gather information about themselves, thereby assisting them in educational, career and personal decision-making. You are encouraged to refer students who may be confronted with various social, academic, and personal concerns. In addition to individual counseling, the staff

conducts group counseling sessions to help students deal with test anxiety, stress management, grief issues, and other topics. Interviews conducted are **confidential**, and there is **no charge** for counseling services.

CREDENTIALS

Personnel files are maintained in the Employee Services Office, 339G, 694-5437. It is your responsibility to arrange to have official college transcripts, especially those from schools from which you earned a degree, submitted directly to the Employee Services Office for inclusion in your personnel file. You have the right of access to your file during normal business hours. You do not have access to recommendations submitted to the College prior to your hiring as a member of our faculty.

DENTAL CLINIC

Peoria Thomas Bldg, Room 108
999-4616.

Dental hygiene services are provided for a nominal fee in the Dental Clinic in the Peoria Thomas Building. Services include X-rays, dental prophylaxis (cleaning), fluoride treatments and instruction in dental hygiene care. X-rays will be forwarded to your personal dentist. Appointments may be made for anyone age three and over by calling the Dental Hygiene Clinic.

DEVELOPMENT/ ORGANIZATIONAL LEARNING

The College sponsors orientation and recognition programs, seminars, workshops, and other activities for all faculty and staff. Activities are announced in *e-news*, the online newsletter, and the Instructional Innovation website found at www.icc.edu/inovation.

Please contact the Associate Dean for Instructional Innovation and Learning Resources, 239G, 694-5758 with any suggestions for development activities/ suggestions. Participation in wellness, personal, and professional activities is encouraged.

Professional Development Institute (PDI) workshops are also available to faculty and staff. After your Dean/Associate Dean approves your request to attend a workshop, please contact the Director of Organizational Learning, 239 H, 694-5295 to schedule.

DISCIPLINE

If a disciplinary situation exists which cannot be settled with the student, you should refer the matter to your Dean/Associate Dean. Disciplinary sanctions may be administered by the Dean of Student Development and Services depending on the nature of the offense and the student's previous conduct record. Procedures for disciplinary sanctions are contained in the Student

Handbook, which is available in your departmental office, the Information desk, or online in the student section of the ICC website.

DISCRIMINATORY HARASSMENT

Illinois Central College is committed to the philosophy that all employees and students have a right to work and be educated in a discrimination-free environment. This encompasses freedom from discrimination based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran or marital status. Any such discrimination undermines the integrity of the employment relationship and the educational experience. Title VII of the Civil Rights Act of 1964, as amended, includes sexual harassment as a prohibited form of sex discrimination for employees, and Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students. The Illinois Human Rights Act of 1980 also renders sexual harassment illegal. For these reasons, the following policy was developed.

Policy

It is the policy of Illinois Central College to maintain an environment which respects the dignity and worth of all members of the institutional community, and is harmonious with the College's mission of educating and providing services. To this end, harassment of faculty, staff, administrators, and students at Illinois Central College based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran or marital status, is unacceptable conduct, is in violation of this policy, and will not be tolerated. Retaliatory action against a person reporting sexual or other forms of harassment and intentional false accusations are also prohibited. Individuals in violation of this policy are subject to severe disciplinary action, up to and including suspension, discharge, or expulsion.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined, as in the Equal Opportunity Commission Guidelines, as any unwelcome, unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status,
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Unwelcome sexual jokes, comments, innuendos, advances, propositions, or abusive personal remarks
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors
- Demeaning behavior including but not limited to staring, leering, pinching, obscene gestures, touching and other physical conduct or blocking the movements of another person
- Obscene, pornographic, discriminating or sexually explicit phone calls, emails, or other communications

Complaint Procedure

1. Informal Procedure

The College encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The College recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, or if the individual wants further information or assistance, the individual should contact the Executive Director of Employee Services (694-5447). Students may also contact the Vice President for Academic Affairs and Student Development (694-5785).

If you receive information regarding sexual or other forms of harassment in your capacity as a supervisor, you are obligated to report it immediately. Individuals who believe they have witnessed sexual or other forms of harassment directed at others should report the harassment to any of the individuals listed above.

The Executive Director of Employee Services or the Vice President for Academic Affairs and Student Development will provide consultation and advice and will initiate whatever steps are deemed appropriate to affect an informal resolution acceptable to all parties. Every

effort will be made to assure confidentiality during the informal resolution process.

Discussing a complaint with the Executive Director of Employee Services or the Vice President for Academic Affairs and Student Development does not commit an individual to making a formal charge. (Formal procedures are initiated by the filing of a written complaint, which is signed by the complainant and a copy given to the accused person.)

An individual reporting sexual harassment or other forms of harassment should be aware, however, that the College may decide it is necessary to take action to address the harassment beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

2. Formal Procedure

As noted previously, individuals who believe they have been victims of sexual harassment or other forms of harassment should discuss their concerns with any of the persons listed in the previous section. If you receive information regarding sexual or other forms of harassment in your capacity as a supervisor, you are obligated to report it immediately. Individuals who believe they have witnessed sexual or other forms of harassment directed at others should report the harassment to any of the individuals above.

COMPLAINT. In the event a satisfactory informal resolution cannot be reached, or if the individual chooses not to use the informal resolution procedure, the Complainant will be advised of the formal complaint procedure. The Executive Director of Employee Services or the Vice President for Academic Affairs and Student Development will request the complainant submit a signed written complaint (statement) at this time. The appropriate College official will inform the accused person of the allegations and of the identity of the complainant. A copy of the written complaint will be given to the accused person.

REVIEW COMMITTEE. All formal written complaints will be investigated promptly and impartially by a Review Committee appointed by the President of Illinois Central College. The Committee will consist of five individuals representing administrative, faculty, professional, Carpenters' Union and classified employees. The chair of the committee will be appointed by the President of Illinois Central College. The Review Committee will interview the complainant and accused person named in

the complaint, and others, if appropriate, to ascertain the facts and views of both parties.

The proceedings described are not those of a court of law and the presence of legal counsel is not permitted during these proceedings. The Review Committee will not adhere to formal rules of evidence. The appropriate College official or the Review Committee may at any point dismiss a written complaint if it is found to be clearly without merit. The Committee will determine whether there is reasonable cause to believe this harassment policy has been violated, and will submit its findings (in writing) to the President of Illinois Central College, along with a recommendation of appropriate action(s) to be taken. A copy of the Review Committee's findings and recommendation will be given to the complainant and the accused person. Both the complainant and the accused persons may, within seven (7) days of the receipt of the Review Committee's report, submit a written statement to the President concerning the findings and recommendation of the Review Committee.

RECOMMENDATION. The President shall receive the Committee's findings and recommendation and shall take whatever action is warranted by the evidence, or ask the Review Committee to consider the matter further and submit a supplementary report. Sanctions for sexual or other forms of harassment depend on the nature of the offense. Sanctions which may be imposed by the President (or in appropriate cases by the Board of Trustees of the College) include, but are not necessarily limited to training, referral to counseling, and disciplinary action such as warnings, oral or written reprimands, suspension, reassignment, termination of employment or expulsion. The reassignment of the complainant will not be an acceptable corrective action unless the complainant consents.

PRIVACY. At each step, these procedures seek to protect, insofar as practical and appropriate under the circumstances, the privacy of individuals involved in the complaint. Both in fact finding and in final disposition of the complaint, reasonable efforts will be made to carry out the procedures confidentially.

PROTECTION AGAINST RETALIATION. Retaliation against an individual for reporting sexual harassment or other forms of harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated. Constructive criticism and supervisory actions regarding performance or other workplace issues are not retaliation.

RECORDS. The College will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. Written records will normally be maintained for at least the same period as other personnel records are maintained.

FALSE AND MALICIOUS ACCUSATIONS. False and malicious complaints of sexual or other forms of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.

TIMELINESS IN REPORTING HARASSMENT. The College encourages the prompt reporting of complaints or concerns so that rapid constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual or other forms of harassment.

The complaint procedures set forth in the Discriminatory Harassment Policy are the only internal procedures available for sexual harassment complaints or complaints alleging other types of harassment defined in this policy (i.e., existing grievance procedures should not be used for harassment complaints covered by this policy).

DIVERSITY

Illinois Central College, in its strategic initiative to reach out to, attract, and retain a diverse student body and employee group and play a leadership role in community diversification initiatives, has established a Diversity Department and adopted a Diversity Pledge (page 3). The Executive Director of Diversity can be reached at 694-5561, L434.

DOCUMENT SERVICES

EP Campus, CC 107
694-5244

Document Services offers services and support to you as a faculty member to assist you in the preparation of high quality educational materials delivered in a timely manner so you will have a positive experience with your students and our department. The staff will work with you to complete a variety of materials that consume your time with details, such as:

- Keyboarding test questions from different documents with different formats to create new exams, quizzes, handouts, syllabi, and other instructional materials

- Preparing reports, handbooks, manuals, and other instructional materials
- Creating Access databases
- Creating Excel spreadsheets
- Posting tests and quizzes to Blackboard
- Scanning materials to pdf files and burning a CD
- Archiving electronic files for reference
- Compiling instructional materials for course packets to be sold in the Bookstore
- Copying black/white and color documents
- Printing multi-part forms
- Printing roadway and hallway directional signs
- Laminating materials
- Designing color or black/white flyers, brochures, certificates, newsletters, programs, posters, and other promotional materials for your courses and programs
- Designing color or black/white logos and graphics for course packet covers

Work Submission

If you require printed copies only, you can email those files directly. Attach the file(s) to your message and email to Printingrequests@icc.edu. Include the following information:

1. Name of your department
2. Number of copies you need
3. If more than two pages, if it should be collated and stapled
4. Any specifics, i.e., run one side only, a certain color of paper, etc.
5. Phone number where you can be reached if there are any questions
6. Date needed or delivered.
7. Location you want the material delivered

Job requests can be sent from the departmental offices. Forms are available in your departmental office to submit hard copy or handwritten materials. Pickup and delivery are scheduled every hour throughout the day.

Your electronic documents are stored in your own folder in our department. When you find a need to revise the document, simply mark the revisions on the original document in red ink and send it to Document Services. They will revise, make copies if needed, and send back the document electronically and/or hardcopy.

If you need assistance or have **last-minute emergency printing needs** please call **Document Services** and they will assist you. Staff members are available until 8:00 p.m. Monday through Thursday and until 5:00 p.m. on Fridays.

Copies

Because of the large volume of copies produced in the department, Document Services is able to contract for a much lower cost per copy than the cost of copies made on the departmental copiers. The department is charged 1½ cents/copy when requested from Printing Requests, where as if copies are made on your departmental copier, the charge is 5 cents/copy. Therefore, it is more economical for the College and your department to request your copies from Document Services.

Color copies can also be requested for 10 cents/copy; transparencies are available for 25 cents each. Faculty who distribute multiple handouts during a semester may wish to consider having them bound into a packet that is sold to the students in the Bookstore. Please call 694-5189 and the Coordinator of Services will help you.

Document Services cannot provide services to individuals for personal projects. Personal photocopy service is available for a nominal per-copy charge in the Library.

EMAIL AND TECHNOLOGY

The College provides email accounts for all faculty. All faculty are encouraged to use their ICC Outlook account. Contact the Help Desk at 694-5457 with any questions.

Tips for using an ICC email account:

- Email usernames are generated by the PeopleSoft computer system. The username will also be used for logging onto the campus network.
- If you prefer to use an alias such as your full name, you may contact the Help Desk for instructions on how to facilitate this change.
- When communicating with others, as a representative of Illinois Central College it is recommended that you use the ICC email account not an alternate email account.
- Please manage your email account, read your messages, file appropriately in *Personal Outlook Folders*, and delete old messages, etc.
- ICC email can be forwarded to a faculty member's home account.
- Use your web browser to access email off campus through the ICC web pages. Navigate to the Faculty/Staff web page, and on the lower right hand column select the Web Mail icon.
- ICC email is not to be used for financial gain, commercial or political purposes. Remember when using ICC email you are a representative of the College.

Computer Labs

Hours of operation for open computer labs are posted on the ICC Website and at each lab.

Help Desk

The Technology Services Help Desk (694-5457 or pchelp@icc.edu) is the primary point of contact for technology questions, problems, and issues for faculty, staff, and students. The Help Desk is open Monday - Friday 7:00 a.m. - 10:00 p.m. during the regular semester schedule. If you are unable to access the ICC Website, the Internet, Microsoft Outlook (ICC email), or Blackboard while on campus contact the Help Desk. If there is a problem with these systems after 10:00 p.m., Monday through Friday, or between 10:00 p.m. Friday and 7:00 a.m. Monday, notify Campus Safety and Security at 694-5011.

PeopleSoft System

The College utilizes an online system called PeopleSoft for managing student records and accounts. A detailed class roster or file can be obtained for an individual class, instructor, or department by using your PeopleSoft login ID and password. For assistance with PeopleSoft functions, you may contact the Teaching and Learning Center, 240 A, 694-5295, or the PC Help Desk, 694-5457.

Smart Printing

ICC has implemented "Smart Printing" guidelines for students to conserve paper consumption and reduce the costs associated with printing unwanted pages from college printers. The procedure limits individual student print request. See the ICC Website or contact the Help Desk for detailed information.

Technology Services

Faculty that need additional software loaded onto computer labs should contact their Dean/Associate Dean. Software for campus imaging must be requested and installed on the image at least six weeks before semester starts.

EMERGENCY PROCEDURES

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Campus Safety and Security at 5111 can be called from every phone on the ICC campuses.

Emergency Quick Reference Guide

Medical	5111 or 911
Fire and Explosions	5111
Tornado	5111
Crimes	5111
Bomb Threat	5111
Buildings and Utilities	5111
Animals	5111
Hazardous Material	5111

In an emergency seconds count. Calling 911 first on campus may delay response of immediate assistance. **Exceptions to this are immediate medical emergencies such as heart attack, stroke, or motor vehicle accidents with severe injuries.** Peoria and East Peoria Police and Fire will notify Campus Safety and Security of the situation and request a first response. Non-emergency situations may be reported to Campus Safety and Security, extension 5223, or use an emergency call box. Copies of the *Emergency Response Guide* with additional details for emergency situations may be obtained from the ICC website.

Fire

When the alarm sounds or if you are instructed to do so by a college representative, evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.

- Everyone must evacuate the building in an orderly manner.
- During adverse weather, wear appropriate apparel.
- Students should not leave the campus as it will cause interference with entering emergency units.
- Do not reenter the building until notified by authorized personnel.

The faculty member is responsible for:

- Evacuating the classroom.
- Assigning students to assist all people with disabilities.
- Directing students to exit.
- Checking to see all gas jets and electrical apparatus are off.
- Closing windows, turning off lights, and shutting the door.

Tornado / Severe Weather

In case of a tornado or severe weather, the alarm will sound and a continuous steady blast of the Civil Defense Siren will indicate a confirmed tornado sighting in proximity of the campus.

- Under no circumstances is anyone to leave the building.
- College personnel will take charge of their immediate area.
- College personnel should then move everyone in their immediate area into the hallway and away from all glass (windows, doors, etc.)
- College personnel should remain in the hallway with the people under their supervision until authorized personnel advise an all clear.

Emergency Closings

Classes will meet as scheduled unless inclement weather or other emergency circumstances create conditions which necessitate closing the College. The administration will notify faculty, staff, and students of the College closing as soon as possible through the following methods:

Television: WMBD Channel 31; WEEK Channel 25;
WHOI Channel 19;
Radio: WMBD 1470 AM; Big Oldies 93.3FM;
WSWT 106.9 FM; WXCL 104.9 FM
Website: www.icc.edu
Phone: 694-5ICC (694-5422)

Technical Emergency

If you are unable to access the ICC Website, the Internet, Microsoft Outlook (ICC email) or Blackboard while on campus contact the Help Desk at 694-5457. If there is a problem with these systems after 10:00 p.m., Monday through Friday, or between 10:00 p.m. Friday and 7:00 a.m. Monday, notify Campus Safety and Security at 694-5011.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is an outside, confidential counseling program that provides professional assistance to full-time employees and their immediate family for personal concerns such as marital or family stress, emotional upsets, legal concerns, financial problems, alcoholism, chemical abuse. Contact your EAP counselor through Resource Management Services. Call 681-5652 or 1-800-333-2095 for an immediate response, 24 hours a day, 7 days a week.

EMPLOYEE SERVICES / HUMAN RESOURCES

The Employee Services staff (formerly Human Resources), located in 339G, is available to answer questions regarding current vacancies, employment procedures, the retirement system, and other personnel related matters. Employee Services information is also available through the ICC website and iccnet.

ENERGY CONSERVATION

You are encouraged to conserve energy by following basic conservation measures whenever necessary. Some examples include turning off lights in classrooms and offices when not in use, keeping windows closed during heating and air conditioning seasons, etc. Recycling of paper, glass, and cans is strongly encouraged throughout the College campuses. Suggestions for other energy conservation measures should be directed to the Vice President for Administration and Finance.

EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION

Illinois Central College, an equal opportunity/ affirmative action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972. The College policy states that no person, on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran's status shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries may be addressed to Employee Services, 339 G, 694-5593.

EVALUATION PROCEDURES

Classroom Observation

New adjunct faculty are observed in the classroom for three consecutive terms of teaching by a Teaching Chair, Lead Instructor, or Dean/Associate Dean. The classroom observation form utilized is found in Appendix C and on iccnet. The criteria and basic form are the same as used for the full-time faculty. After the completion of the three satisfactory observations (during three consecutive terms), adjunct faculty are observed at least once every third year by a Teaching Chair or Dean/Associate Dean. At the completion of three satisfactory terms of teaching, an adjunct faculty member will move into the next higher compensation level for adjunct faculty. **Full-time faculty** are observed following the faculty contract guidelines. Refer to Appendix D and iccnet for the classroom observation form.

Self-Assessment/Self-Evaluation

An annual self-assessment is to be completed by the adjunct faculty prior to the last week of classes before final exams during the fall semester or similar time frame if only teaching in the spring or summer. The completed form is provided to the Teaching Chair, Lead Instructor, or Dean/Associate Dean as required by your department. **Full-time faculty** also completes a self-evaluation due December 15. The forms are found on iccnet.

Student Assessment of Classroom Instruction

A student assessment of classroom instruction is completed for faculty each semester. The college-wide process, forms, and procedure originate from the Institutional Research Office. Implementation of the assessment instrument for full time faculty will follow the guidelines in the faculty contract. The student assessment instrument utilized for full time faculty is found in Appendix E-1, adjunct is Appendix E-2.

EVENING ASSISTANCE

Between 4:00 and 8:00 p.m., Monday through Thursday, faculty and students should contact the Information Center, 694-5422 for assistance. If necessary, referrals will be made the next working day to the appropriate office. After 8:00 p.m., emergencies should be referred to

Campus Safety and Security; dial 0 from regular phones, 5111 from the white phones, or 694-5111 from off-campus extension sites.

Between 5:00 and 8:00 p.m., faculty and students at the ICC North campus should contact the Reception Desk in Cedar at 690-6870. After 8:00 p.m., contact Campus Safety and Security at 690-6899. After 5:00 p.m. faculty and students at the Peoria Campus should contact Campus Safety and Security at 999-4699 for the Thomas Building and 999-4599 for the Perley Building.

FACILITIES SERVICES

The Facilities Services departments are responsible for a variety of tasks including building maintenance, general operations, custodial services, grounds, and vehicle maintenance. Requests for work include repairs to the facilities, such as a light out, pipe leaking, temperature too hot or too cold, keys, etc. Requests are communicated through your department by Maintenance Connection found on iccnet.

FIELD TRIPS

Off-campus trips with students may be made with the approval of your Dean/Associate Dean. If a vehicle is necessary, you must complete a van request form at least 2-3 weeks in advance of the trip. Notify Campus Safety and Security if vehicles will be left on campus for an extended period, if late hours necessitate campus lighting or if entry is required into the building. Building access between 10:30 p.m. and 7:00 a.m. requires all entering individuals to sign in with the Campus Safety and Security office.

Drivers must meet college requirements in order to operate rental vehicles. Insurance agreements require that persons operating rental vehicles during such field trips be at least 25 years of age without exception. A Student Release Form must be signed by each student prior to participation in the scheduled activity. Release forms are available from the Risk and Benefits Management office, 338 (694-5398). Complete details and assistance may be obtained from your Dean/Associate Dean.

FINAL EXAMINATION SCHEDULES

Final examination sessions meet according to the printed Class Schedule unless you make other arrangements that are approved by your Dean/Associate Dean. Even if an examination is not given in the course, the class hour **should** be held unless other arrangements have been approved by the Dean/Associate Dean. In case of emergency cancellations, faculty should contact their department to confirm cancellation plans. An alternative schedule for examinations in case of inclement weather

or other closing of the College will be made available to the departments.

FINANCIAL ASSISTANCE

Illinois Central College offers a variety of financial assistance to students who qualify. Major types of assistance include federal grants, state and donor scholarships, government loans, and Federal Work Study. With the exception of a few scholarships, financial assistance is based on financial need rather than academic achievement.

Students may apply for financial assistance by picking up federal aid application forms (FAFSA) in Room L209, at their local high school or by applying online at www.fafsa.ed.gov. For information regarding financial Assistance, please call 694-5311. Additional information is also available in Appendix F.

FITNESS CENTER

Adjunct Faculty may use ICC's Fitness Center as follows:

- Enroll in and successfully complete PHYED 180, 181, 182, and 183 (each one credit hour @ \$100)
- Then enroll in REC (non-credit courses)
 - Per semester option, \$95 (REC C67)
 - One-year option, \$100 (REC C83)
- After retiring, and if you have taught 12 semesters, the annual fee will continue to be \$100.

Full-Time Faculty may use the Fitness Center as follows:

- Enroll in and successfully complete PHYED 180 (1 credit hour @ \$100)
- Enroll in REC (non-credit) courses following completion of PHYED 180
 - Per semester option. \$95 (REC C67)
 - One-year option, \$100 (REC C80)
- After retiring, faculty may continue to enroll in the annual or semester REC classes.
- Spouses are also eligible to take PHYED 180 and then REC classes for the same price as full time faculty.

FOOD SERVICES

The East Peoria campus cafeteria offers entrees, sandwiches, snacks, and beverages. Vending machines are located adjacent to the cafeteria dining area, AIT building, DPET building, and ICC North and downtown Peoria campus locations. Hours are 7 am to 7 pm Monday through Thursday and 7 am to 1:30 pm on Friday. Summer hours are 7 am to 6:30 pm Monday through Thursday and 7 am to 12:30 pm on Friday.

Café Breve, located in the Technology Center, is open 7 am to 8 pm Monday through Thursday and 7 am to 1 pm on Friday. Beverages, breakfast items, snacks and sandwiches are available.

The Birchwood Café is a snack bar located in Birchwood Hall at the ICC North Campus offering sandwiches, snacks, salads, and beverages. Hours are 7 am to 1 pm Monday through Friday, and 4:30 pm to 7:30 pm Monday through Thursday. Summer hours are 9 am to 1 pm Monday through Thursday. Special events requiring food services should be arranged through the department office.

GRADE EXCLUSION POLICY

The Grade Exclusion Policy at ICC provides a second chance for academic success to students who have failed courses that otherwise may make it difficult or impossible for them to pursue a degree or certificate. Qualifications for grade exclusion are detailed in the Student Handbook. Petition forms for Grade Exclusion may be obtained at the Vice President for Academic Affairs and Student Development office (304B), the Student Service Center (L211) East Peoria campus, or the Peoria Perley Building campus. Completed forms and/or questions should be directed to the Vice President office, 304 B, East Peoria campus, 694-5784.

GRADE POSTING / RECORDING

Midterm Progress

Note that midterm grades are not formally reported by the College; however, midterm state attendance rosters **ARE REQUIRED** for completion (see the Attendance Rosters section on pages 6-7). Faculty members are encouraged to inform students of their progress at various times throughout the semester. Contact your department or the Teaching and Learning Center in 240A, 694-5295 for suggestions and strategies for keeping students informed of their progress.

Final Grades

A final grade for each student listed on the official class roster must be submitted and posted. Failure to post student grades accurately will affect grade processing and may hinder the student's opportunity to transfer, achieve a degree, and/or achieve academic distinction. All e-services/PeopleSoft materials for faculty are located on the Instructional Innovation website on the Faculty/Staff page at icc.edu/innovation/resources/peoplesoft/resources.asp. Instructions are also available through departmental offices, and you may contact the Help Desk at 694-5457, or the Teaching and Learning Center, 240A.

In those instances where the grade roster is incomplete, the grade of "NR" (not recorded) will be assigned automatically to all students where grades have not been entered. When an NR grade is assigned, it becomes the responsibility of the instructor to send a grade change form to the Student Service Center to change the NR to a letter grade. At the conclusion of the grade processing function, you will be able to print a final grade verification which will include the grade recorded on the transcript. This document will serve as the validation of assigned grades. **Final grades will not be accepted or released over the phone.**

Prior to the end of the term, students may petition to re-enroll by completing an add/drop card, obtaining approval signatures from the instructor and Dean/Associate Dean and presenting the card to the Student Service Center for processing. Students who stop attending a course after the midterm but do not formally withdraw from it may receive an "F" grade for the course.

Grading System

At the conclusion of each semester, a student's GPA will be calculated according to the following grading system:

A	Superior	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failing	0.00
WF	Withdrawal Failing	0.00
I	Incomplete	no grade point
S	Successful	no grade point
U	Unsuccessful	no grade point
W	Withdrawal	no grade point
NG	No Grade	no grade point
NR	Not Reported by Instructor	no grade point

Grade Appeal Procedure

The purpose of the Grade Appeal Procedure is to afford a student the opportunity to appeal a grade if the student feels that the grade is not representative of their performance according to the instructor's specified grading standards or system. It is the intent of this procedure to afford students a fair and equitable process by which to appeal a grade while protecting faculty rights and the integrity of the grading system. Only final course grades may be appealed. See the Student Handbook for the complete details.

Grade Changes

1. Faculty should obtain Authorization for Grade Change forms from the department's administrative assistant or from the Student Service Center, L211.
2. No grade changes may be completed by telephone.

3. **Incomplete grades (I)** are changed to a grade by the instructor who originally assigned the incomplete. Incompletes must be changed within 90 days from the end of the term or an "F" grade will be automatically assigned. If an extension of time is granted by the instructor, the instructor must notify the Student Service Center in writing or by phone before the 90-day period has elapsed. A grade change form must be signed by the instructor and given to the Student Service Center office for processing.
4. **Not Recorded or "NR" grades** are changed to a grade by the instructor of the class. The "NR" will be treated in the same manner as the incomplete (I) grade (see # 3).
5. **Changing one letter grade to another** requires the signature of the instructor and the Dean/Associate Dean on the grade change form.
6. **Grades changed to "W" or withdrawals** (see sections regarding Withdrawal Procedures below).

Grade change forms should be hand delivered to the Student Service Center by a representative of the department (Dean/Associate Dean, administrative assistant, faculty member, or student runner). Failure to report grades or change incomplete grades may affect state apportionment funding and a student's graduation, probation, suspension, financial assistance, etc. Please avoid this occurrence.

Withdrawal Procedures

When a course withdrawal is necessary, the procedure varies depending upon when the withdrawal is initiated by the student.

1. Until 75% of the class has elapsed, the student may withdraw online, mail a signed letter requesting the drop, or complete an add/drop card and present the form in person or by mail to the Student Service Center Office, L211. Forms are available at the Student Service Center Office, ICC-Peoria Campus, Perley Building, and at the ICC North Campus.
2. After 75% of the class has elapsed and prior to the last day of the class, the student must have the consent of the instructor of the course in order to be withdrawn. The appropriate signatures of the instructor(s) and Dean/Associate Dean on the add/drop form must be acquired by the student.

Late Withdrawal Procedures

After the end of the semester withdrawals are considered **late withdrawals** and may be allowed only when justified by extenuating or serious circumstances such as illness, accident, death or illness in the immediate family. Such circumstances should be documented or the petition may

not be considered. Requests based on (a) the desire to improve grade point average, (b) unawareness of withdrawal procedures, or (c) past immaturity are not considered justifiable.

Petitions for a "W" grade may be obtained from the Vice President for Academic Affairs and Student Development or the Student Service Center and submitted to the Vice President's office, 304 B. The Vice President may deny the request if there is no justification or documentation for requesting the withdrawal.

Petitions are forwarded to the appropriate department to secure the recommendations of the instructor and the Dean/Associate Dean. If the Vice President's decision differs from the recommendation of either the Associate Dean or that of the instructor, the Vice President will inform the appropriate party of that decision and the rationale for it. If approved, a grade change will be processed. Students will receive either notification of the grade change or a denial letter.

GRADUATION CEREMONIES

Attendance at winter and spring graduation ceremonies are rotated among the faculty members of each department. All faculty are invited to participate. Academic dress is supplied by the College and must be ordered in the Graduation Office (L211) at least six weeks prior to the ceremonies.

HEALTH SERVICES / WELLNESS CENTER

EP Campus, Room 338 C
694-5475

While faculty, staff and students are expected to have medical needs met through their personal family physicians, community agencies, and outpatient facilities, the College accepts responsibility for providing services that promote the physical and mental health of students and employees. Services include care for acute illnesses, emergency care, limited diagnostic testing, health counseling, referrals, and the coordination of other health activities related to the college community. Students and staff with health related needs and/or extended absences are encouraged to contact Health Services. The Fitness Center and Risk Management joins with Health Services in the development and administration of "Wellness Works," the employee wellness program.

The Health Services Office is staffed by a nurse from 8:00 a.m. to 4:30 p.m. Monday through Friday. Campus Safety and Security staff will provide emergency first-aid at other times.

ILLINOIS ARTICULATION INITIATIVE (IAI)

Illinois Central College is participating in the Illinois Articulation Initiative (IAI) and has general education requirements for the Associate of Arts & Science degree to model the IAI. In most circumstances, a student who fulfills the new general education requirements for the Arts and Science degree at ICC has automatically fulfilled the lower divisional general education requirements at various colleges and universities within the state of Illinois, both private and public. This benefit is intended to make the transition to a four-year college or university easier. For more information about these requirements and the benefits of IAI, students should contact their advisor or the Transfer Center, 694-5330, CC 200, East Peoria Campus. Visit the Illinois Articulation Initiative website at www.iTransfer.org. The IAI Coordinator for the College is the Associate Dean for Instructional Innovation and Learning Resources, 239G, 694-5758.

INDEPENDENT STUDY

ICC 220 Independent Study is primarily designed for transfer disciplines. Occupational students should ordinarily be registered in the appropriate ICC 255 course. A standardized agreement form is available in your department office for either ICC 220 or 255. A copy of each form is included as Appendices G and H. Both ICC 220 and 255 courses have restrictions on the total number of hours of credit that can be earned. **(There is a four-credit hour limit for ICC 220 and a five-credit hour limit for ICC 255.)**

If you are approached by a student wishing to enroll in ICC 220, confer with the student to determine whether the proposed project is a legitimate area for independent study. If so, determine how much credit it appears to warrant and decide whether to guide the student through the project. The appropriate form is to be completed, signed by the student and the instructor, and submitted to the Dean/Associate Dean for approval. After an ICC 220 has been approved, a copy of the form and a registration card (or an Application for Admission and a registration card if the individual is not currently a student) are to be sent to the Coordinator of Instructional Services. The section will be assigned to the class, the ICC 220 agreement will be kept on file, and the registration materials will be forwarded to the Student Service Center. Tuition charges will be billed to the student.

The Dean/Associate Dean assumes the responsibility for maintaining a permanent record of 255 agreements, and adds a 255 section to the schedule by the usual procedure. The student may take the approved registration card directly to the Student Service Center for ICC 255 courses.

INFORMATION

EP Campus, Atrium
694-5422

The Information Center assists students and visitors by informing them of campus events, giving directions or determining which office can best help them. Brochures, catalogs, schedules and other College information are available.

INFORMATION DIRECTORY

An address book with telephone information of faculty, staff, and departments is maintained in Microsoft Outlook. If you cannot find the listing, please contact the Help Desk at 694-5457 and notify your Dean/Associate Dean. An employee directory, department phone, and fax number are available on ICCNET, which can only be accessed from an on-campus computer. Ask your Dean/Associate Dean regarding additional information.

INSTRUCTIONAL INNOVATION and LEARNING RESOURCES

The Department of Instructional Innovation and Learning Resources supports faculty, staff, and students through the following areas: Instructional Innovation, the Teaching and Learning Center and Distance Learning, Telecommunications and Media Production Services, Learning Resource Centers, HELP Labs and Instructional Services. Below is an abbreviated listing of the various support resources available.

Instructional Innovation and Learning Resources (694-5758)

- August and January *Celebration of Learning*
- Faculty and staff Development
- New Full-time Faculty Orientation
- Adjunct Faculty Advisory Committee and Lead Adjunct Faculty
- Mini-Grants, Endowed Chair and Teaching Awards
- Illinois Articulation Initiative (IAI) Contact and Course Applicability System (CAS) Contact
- Oversight, budget and staffing for all of the areas of the department listed

The Teaching and Learning Center and Distance Learning (694-5295)

- Coordination of the Teaching and Learning Center
- Blackboard and Technology Faculty Development and Support
- Online Learning – Faculty Development and Coordination
- Telecourse and Two-Way Interactive Video Course Coordination and Faculty Development
- Smart Classroom and Symposium Training
- Graphic Design for Faculty

Telecommunications and Media Production Services (694-5397)

- Media Production Services
 - Video stills and animation
 - Original audio recording, audio duplication, sound mixing and editing
 - Original video recording, duplication, editing
 - Tape and CD dubbing
 - Satellite recording, downloads, off air recording, MCW recording
 - Student class recordings
- Smart Classroom Technology
 - Planning and specifications
 - Installation and repair
 - Faculty support and troubleshooting
- Consulting, planning, specifications for meetings and special facilities
- Consulting with Radio/TV and Multimedia academic programs
- Distance Learning
 - Program reception, distribution and recording of satellite programming
 - Schedule and record video programming broadcasts by commercial and public providers
- Videoconferencing
- Channel 17 Programming
- Satellite Recording

Learning Resources (694-8504 or 5461)

Library Services – See www.icc.edu/library for a complete list of LRC staff

- Books, e-books, journals (print and electronic), electronic resources, recommended Websites, nationwide college catalogs
- Inter-library loan
- Library instruction (faculty and student)
- Purchase and cataloging of faculty requested resources
- Library Technical Assistant Program

Audiovisual Services

EP (694-5246), Thomas (999-4613)

- Checkout of A-V Equipment, laptop computers, portable computers, and multimedia projectors.
- Purchasing, cataloging and distribution of non-print instructional media materials.

Help Labs EP (694-5768), Thomas (999-4514)

- Academic Support for students
- IVC Tutor
- Student Blackboard Help

Instructional Services (694-5745)

- Curriculum Development Support
- Official Course Syllabi Database

- ICCB Curricular Communications and Approvals – Courses, Certificates, Degrees
- Program Improvement Process
- Class Schedule Production
- College Catalog Development
- PeopleSoft Catalog/Course Changes and Requisites/College Calendar
- Classroom Scheduling

INSTRUCTIONAL SPACE REQUESTS

A web-based space scheduling system called “iSpace” allows you to make room and lab requests through ICCNET. If you wish to use a classroom or lab for a meeting or class make-up, correspondence testing, etc., access iSpace and search for an available location. A password is required to make a room request. Contact Alaina Smith (694-5522 or asmith@icc.edu) or Jean McAdams (694-5745) if you need assistance.

Classrooms, labs, and other instructional spaces are assigned by your Dean/Associate Dean. You may not change the assigned use of space without prior approval of your Dean/Associate Dean. **NOTE:** Some rooms that appear vacant at the beginning of a semester may have a 12-week, second 8-week, or other variable duration class scheduled in the space. Never assume that you can use space without approval.

JOINT COLLEGE ADVISORY COMMITTEES

Faculty is encouraged to participate on the Joint College Advisory Committees that meet their interests. Full time faculty must contact the Faculty Forum Vice President to indicate an interest in specific committees. Adjunct faculty should contact their Dean/Associate Dean. Descriptions of the Joint College Advisory Committees may be found in appendix J. The current committee listing may be found on ICCNET.

KEYS

Our key system is designed to allow access to secure areas for authorized people. Each person who has been issued a key is responsible for the proper use of the key. Keys must be requested through your Dean/Associate Dean. Lost keys must be reported immediately to Campus Safety and Security and your department. Do not pass keys on to someone else because the key is registered in your name.

LATE REGISTRATION

Students should register for classes prior to the start of the semester. To enroll during the **first week** of classes:

- Students may register for a class through the business day prior to the first class meeting.

- If the class is meeting for the first time that day or has already met, then students must go to the class and get the instructor’s signature on the registration card. The signed registration card must then be submitted to the Student Service Center.

To enroll during the **second week** of classes students must file a formal petition for a late add AND complete a registration card. The petition and card must be signed by the instructor AND Dean/Associate Dean. Both forms must be submitted to the Student Service Center. Students considering enrollment during the second week of classes are encouraged to pursue 12- and 8-week classes for the semester.

LEAD ADJUNCT FACULTY

Adjunct faculty who have taught part time for the College for several years and have completed additional training may be designated as Lead Adjunct Faculty by their Dean/Associate Deans. This is an annual appointment based on department need. The Lead Adjunct Faculty receives additional compensation for completing their assigned duties, trainings and required meetings. Adjunct faculty will teach assigned classes as well as carry out additional responsibilities, which may include the following:

- Serve as mentor to new or relatively new adjunct faculty as assigned by Dean/Associate Deans/Teaching Chairs
- Contact assigned adjunct faculty to offer assistance
- Provide support and information during the semester as needed
- Invite newer faculty to observe their own classes
- Facilitate communication between Dean/Associate Dean/Teaching Chairs and newer faculty
- Assist with the recruitment and hiring of additional adjunct faculty
- Assist with the planning of additional departmental adjunct faculty orientations and/or development programs
- Assist department with curriculum development and/or textbook selection
- Assist with student advisement
- Assist with departmental recruiting activities
- Assist with the operation of off-campus instruction sites
- Serve on various college committees or teams

LEARNING LABS

The **Writing Labs**, Rooms 238A and Perley 303, offer free, individualized help to students with questions about writing or writing assignments for any ICC class. Lab instructors assist students in improving their writing skills by helping identify writing errors and offering advice on how to correct them. Instructors read through students’ papers with them and answer specific questions about

organization, documentation, punctuation, spelling, etc. Materials for practice and handouts are available.

The labs also offer individualized credit courses in grammar and vocabulary improvement. Students' needs are assessed, and programs are designed to help improve their present skills. For more information and lab hours, call 694-5292 or 999-4575.

The **Study Skills Labs**, Rooms 236A and Perley 303, provide a variety of services in addition to typical reading courses. Free reading ability testing is available along with evaluation and advisement regarding reading concerns. Information and advice on study habits, note-taking, and test-taking are available by appointment. For more information and lab hours, call 694-5220 or 999-4576.

The **Mathematics Lab**, Room 235A, offers a variety of services helpful to students including tutorial help for any mathematics class in which they are enrolled; geometry, trigonometry and algebra; computers with software to support most mathematics courses; self-paced courses in computational math; and a mathematics library. The lab is staffed by adult tutors, student tutors, and the math faculty. Hours of operation differ by semester and are posted outside rooms 235A and 320B. For more information, call 694-5222 or 694-5364.

The **Learning / HELP Labs**, Rooms 236A, Perley 112, and Cedar 136 offer academic assistance to students enrolled in various college courses. Services include tutoring; space for study groups; computer tutorials; supplemental course materials; assistance with use of Blackboard and Internet research; use of Microsoft Office basic applications and study skills. Faculty should view the semester tutoring schedules on the ICC Website and recommend services to their students. Instructors can place materials in the Labs for student use. For more information call 694-5768 (EP), 999-4514 (Perley) or 690-6833 (ICC North).

Online tutoring services are provided through IVC Tutor at <http://ivctutor.Illinois.edu>. A 48-hour response is promised. This service is available to all students.

LEARNING RESOURCE CENTER / LIBRARY

The Learning Resource Center or Library collects and distributes materials to faculty and students in support of their involvement with the various curricula. The College provides library services at the East Peoria campus, in the Thomas K. Thomas Building at the Peoria downtown campus, and at the ICC North campus. Users may electronically search the holdings of ICC's collection and other academic libraries by using the Library catalog

online. Various indexes may also be electronically searched by using the Library web page, icc.edu/library.

The Library is active in interlibrary cooperation and has agreements with other libraries. For further information regarding inter-library cooperation agreements with specific libraries, contact the Interlibrary Loan/Reference Librarian, 694-5620 or 694-5355 or email at LIB_ILL@icc.edu.

Instruction in the use of Library resources is available for individuals and groups. Arrangements may be made by contacting a reference librarian, 694-5355 or by using the link located on the library web page. The Library staff has prepared handouts to assist in the efficient use of the resources. Copies are available upon request.

Faculty is strongly encouraged to participate in the selection of materials for the Library. Contact the reference staff for additional information or submit requests using the link located on the library Web page. Copy your Dean/Associate Dean on all requests.

Library Services at East Peoria Campus

The Library is divided into two main service areas: the Library and Audiovisual Services. (See page 7 for Audiovisual information.) These two areas in the Library/Administration Building of the East Peoria campus provide books, magazines, newspapers, and electronic resources for research and leisure reading. During fall, spring and summer semesters, the East Peoria Campus Library is open:

- Monday-Thursday 7:00 a.m. - 10:00 p.m.
- Friday 7:00 a.m. - 4:00 p.m.
- Saturday 9:00 a.m. - 4:00 p.m.
- Sunday 12:00 p.m. - 4:00 p.m.

The Library closes at 4:00 p.m. when evening classes are not in session. Consult the ICC website at icc.edu/library.

The EP Library also serves as an open computer lab for the College. Eighty public access computers are available on the third floor and the fourth floor balcony level of the Library. Library applications and lab applications to support the College's various curricula are available on all computers.

Library Services at ICC North Campus

A Library/Lab is located in Cedar 59 containing fifteen computers for student use. Library resources are provided via the campus network and include over 50,000 electronic books, over 11,000 electronic journals, and access to reference services via the "Ask A Librarian" link on the web page. Professional Reference Librarians are available to assist in using these "Virtual

Library" resources. Print materials are transferred twice daily when requested.

Hours are as follows:

- Monday-Thursday 7:30 a.m. - 9:00 p.m.
- Friday 7:30 a.m. - 4:00 p.m.
- Saturday 9:00 a.m. - 2:00 p.m.

The Library closes at 4:00 p.m. daily during interim periods.

Library Services at Peoria Campus

Both library and audiovisual services are provided at the Thomas K. Thomas Building, Peoria Campus. A materials collection is provided, and electronic access to the East Peoria Campus collections makes transfers of materials easily accessible to Peoria Campus staff and students. Hours are as follows:

- Monday-Thursday 7:30 a.m. - 9:00 p.m.
- Friday 7:30 a.m. - 4:00 p.m.
- Saturday 9:00 a.m. - 2:00 p.m.

LIABILITY INSURANCE

Illinois Central College maintains liability insurance on its Board members, employees, and student interns in accordance with the provision for indemnity insurance outlined in Chapter 122, Section 103-29 of the Illinois Community College Act of 1976 Revised. The College also has an umbrella liability policy which takes effect after the limits of liability in the general liability policy has been reached.

LOST AND FOUND

Lost and found items should be turned in or claimed at the Campus Safety and Security office. Please periodically check to see if your item has been found. Items are held 30 days prior to disposal.

East Peoria, room 103A

ICC North, Cedar 86

Perley, room 122

Thomas, room 112

MAIL

A mailbox is provided for faculty use near or in your department office. Rosters and other important notices will be left in your mailbox. Outgoing mail should be placed in the appropriate collection box. Mail is delivered and picked up at least twice per day on all campuses. Please check your mailbox frequently. At the Perley campus, mailboxes are located in the lounge next to the main office, and ICC North mailboxes are located behind the reception desk in Cedar and Birch Halls and in Arbor Hall, front reception area.

Please arrange for personal mail to be delivered to your home address. Stamps are available from Mail Services

or in the Bookstore for your outgoing personal mail. Large outgoing mailings should be discussed with your Dean/Associate Dean first and then with Mail Services, 694-5135, to determine proper design and the most economical method of mailing.

MARKETING SERVICES, ADVERTISING, AND PROMOTIONAL ITEMS

The Marketing Services Department oversees marketing and advertising. The department provides help in creating marketing strategies to reach target audiences; producing printed materials like brochures, business cards, and recruitment materials; developing and implementing promotional events; providing help for hosting events on campus. All materials prepared for audiences beyond ICC employees, enrolled students, and Board of Trustees members must be directed to the Marketing Services Department. All promotional items such as brochures, posters, flyers, special programs, and other material are to be coordinated through Marketing Services after approval from your Dean/Associate Dean.

Media Contacts and Publicity

The media (defined as radio, television, newspapers, magazine, and Internet information sources) make frequent requests for interviews with administrators, faculty, students, and other personnel. The Marketing Services Department maintains responsibility for working with media to identify the appropriate spokesperson and to be attentive to media needs and deadlines without disrupting students, employees, college functions and services, and the learning environment.

Employees **should not** grant interviews with media concerning matters of official College business, represent themselves as spokesperson, or issue a news release of an ICC-affiliated program or event without the advance approval and knowledge of the Public Relations Coordinator, the Associate Vice President of Marketing, Communications, and Public Relations, or designee. This does not prohibit employees from speaking to the media as a representative of their collective bargaining unit or as a private citizen as long as employees do not present their views as official views of the College administration.

Coordination of information, scheduling of interviews, and all photography/videotaping by media will be done through the Marketing Services office. If any faculty member or employee encounters a media representative on campus, the employee should advise the journalist to contact the Public Relations Coordinator or Marketing Services Department if he/she has not already done so.

Faculty members are not obligated to allow media into their classrooms. Media should not enter an ICC classroom without first making arrangements with the Public Relations Coordinator or other representative from the Marketing Services Department who will obtain permission from the faculty member.

Direct media requests to: Public Relations Coordinator, L407, 694-5440 or Marketing Services, L410, 694-5596.

MINI-GRANT OPPORTUNITIES

Funds for instructional projects are available through the ICC Educational Foundation and from the Instructional Innovation and Learning Resources budget. Faculty is invited to submit proposals for mini-grant projects and activities designed to provide faculty development and/or improve teaching and learning. Applications are available from the Instructional Innovation website under Grants/Awards or www.icc.edu/innovation.

Applications may be submitted to the Associate Dean for Instructional Innovation and Learning Resources, 239G, any time throughout the year. The Mini-Grant Review Committee responds generally one month from the time of the submission of the grant application. Proposals may address but are not restricted to the following areas:

- Development of innovative teaching techniques and instructional materials
- Assessment of student learning
- Development of a new course or program (must first be approved through the ICC Curriculum Committee)
- Enhancement of learning through the use of instructional technology
- Development of career exploration for students
- Development of online courses and other formats that expand accessibility
- Improvement of the learning environment

MOVING FURNITURE

Furniture may not be removed from any room to which it is assigned without the permission of your Dean/Associate Dean. A shortage of chairs should be reported immediately to your Dean/Associate Dean so additional chairs may be provided or a change of room authorized.

NEWS RELEASES / EMPLOYEE NEWS

Persons/departments wanting information released and/or media coverage for a program, class, service, or event should contact the Public Relations Coordinator in the Marketing Services Department to coordinate coverage. All requests for publicity with off-campus media must be directed to this department. This may include a planned program, event, or an interesting or unusual classroom activity or discussion that may be of interest to

the news media or may be relevant to a timely national/world event. The Public Relations Coordinator generates publicity/ news releases only for ICC sponsored or official ICC activities/events. **Submit your information for news releases and e-news to:**

enews@icc.edu

Public Relations Coordinator, Room L407

phone 694-5440

Marketing Services Department, L410

phone 694-5596.

NOTARIES PUBLIC

Notaries Public are available in the following locations: Counseling, Employee Services Office, the administrative offices on the fourth floor of the Library/ Administration Building on the East Peoria Campus, and Room 103 of the Perley Building, Peoria Campus.

OFFICE HOURS

Each **full time** faculty member shall maintain regular, posted office hours adequate for the needs of students. Hours by appointment shall be arranged by the faculty member for students whose schedules do not allow use of posted hours.

Each faculty member shall maintain posted office hours equal to one contact hour, i.e., fifty minutes per week, scheduled during two or more days during the week, for each full three equated credit hours assigned, including summer session. Office hours shall not be prorated for increments of less than three equated credit hours. For **adjunct faculty**, one contact hour for three equated hours of class may be scheduled on the day of the class either before or after class.

Faculty teaching classes where there is no expectation of regular face-to-face meetings between faculty and students, (e.g., Internet, correspondence, and telecourses), may hold their office hours associated with those courses off campus. Those hours must be posted in the department office and communicated to students.

OFFICE SUPPLIES

Classroom related materials and supplies are available through your department office. You should contact your department administrative assistant who will assist you in obtaining the needed materials.

PARKING AND TRAFFIC

Copies of the College's traffic rules and regulations are available in the Student Service Center and the Campus Safety and Security office. All State of Illinois Motor Vehicle Regulations and College Traffic Regulations are in effect 24 hours a day throughout the year. In order to park in areas designated for the physically handicapped,

you must obtain a disabled license plate or hanging tag from the State of Illinois. Violators are subject to fines in accordance with State laws.

East Peoria Campus

If you desire to use parking reserved for faculty and staff, you are required to register your vehicle with the Campus Safety and Security office and display a hanging tag that will be issued to you. Faculty parking on the East Peoria Campus is available in Lots A, C, E, and F. The specific areas reserved for faculty and staff parking are identified by signage and by blue pavement markings.

Parking is restricted to designated painted spaces in campus lots. Tickets will be issued for vehicles parked outside of these painted spaces or in reserved spaces without an appropriate permit. No parking is allowed on campus roadways, bus zones, sidewalks, or other designated areas. Tickets must be promptly paid or an appeal filed with the Campus Safety and Security office for review by the Traffic Committee. The appeal process form is available in the Student Service Center. If you wish to drop off or pick up heavy or unwieldy items, you may do so by going to the Loading Dock or to Lot E where spaces are provided for 15-minute parking. Contact Campus Safety and Security if you expect a longer period of time will be needed.

Peoria Downtown Campus

Parking is available for Peoria Campus students as space permits in the One Technology Plaza Building, in the 200 block of SW Adams. Passes must be purchased prior to use at the Perley administrative offices, 115 SW Adams. College staff will validate parking for faculty who are teaching a class or attending meetings at the Peoria Campus. Contact the Perley Building office for details, 999-4500.

ICC North

Parking for faculty, staff, students and tenants is available in any of the parking lots on the ICC North Campus. No special vehicle identification (i.e. hanging tag or window sticker) is required.

PAYROLL PROCEDURES

All payroll checks are electronically deposited into the designated banks or other depository five times per semester for 16-week courses and three times per semester for 8-week courses, on the College's last working day of each month. Earning statements for each pay period are available electronically through the ICC Website. Please contact your Dean/Associate Dean or the PC Help Desk (extension 5457) for assistance in accessing your individual account. Questions regarding

paychecks, including any adjustments or changes, should be referred to your Dean/Associate Dean.

All faculty are required to participate in the State Universities Retirement System, if eligible. Those who are not eligible, as determined by the Employee Services Office, are required to have Social Security deductions withheld.

PEORIA LOCATIONS

The Downtown Peoria site consists of two buildings, the Perley Building located at 115 S.W. Adams and the Thomas K. Thomas Building located at 201 S.W. Adams. These facilities consist of classrooms, laboratories, conference rooms, a learning center, a student lounge, and office space for faculty and staff. They are designed to accommodate persons with physical disabilities and are easily accessible from the midtown community and suburban area via public transportation.

The campus offers a variety of academic programs and classes for full- and part-time students. The health careers programs are housed at the Thomas K. Thomas Building. Workshops and seminars offered through Corporate and Community Education and PDI are housed at the Perley Building. Counseling and testing services are available to assist students in career exploration at the Perley Building. For more information regarding programs and services downtown Peoria sites, call 999-4600.

In addition to the downtown campus, Illinois Central College opened the ICC North campus at 5407 North University. ICC North has classrooms, a library, open computer labs, learning/help lab, faculty offices, student areas, an auditorium, gym, technology for SMART classrooms, credit and non-credit courses, accessibility to the city bus line, and parking.

Students can register for classes, pay tuition, meet with an advisor, take the academic placement test, and purchase books in Cedar Hall. Classes are held in Arbor, Birch, and Cedar Halls. Culinary Arts classes are held in Dogwood Hall, and a science lab and a Health Careers lab are located in Birch Hall. ICC North also houses the Public Services programs. In addition, the campus is home to the weekend college, or "Weekends at North." For more information regarding programs and services at the ICC North location, call 690-6863.

PERSONAL PROPERTY

The College does not insure against theft or loss of personal property. Radios, purses or other valuables should be locked out of sight and office doors locked when an office is unoccupied.

PROFICIENCY TESTING

Internally developed proficiency examinations may be established by academic departments. Proposals for such examinations should be submitted to the Dean/Associate Dean for review and approval. For information regarding procedures, fees, etc., for such examinations, contact the Testing Center, L220, 694-5234.

PURCHASING GUIDELINES

All purchase requests must be initiated through your Dean/Associate Dean; therefore, do not initiate the purchase of major items or services for the College without obtaining the approval of the appropriate Dean/Associate Dean and the Purchasing Office. Invoices received from companies for unauthorized purchases will not be approved for payment from College funds.

The College name may not be used for the purchase of any goods or services except those which are approved by the appropriate administrative officer for the operation of the College.

Payment of Bills

Invoices received by the Accounts Payable Office will be forwarded to the appropriate individual for notation of date of receipt of goods or services and for approval for payment. Original invoices should be signed and returned to Accounts Payable promptly. Major invoices received after the cutoff date for the Board meeting will be deferred until the next regular Board meeting.

Petty Cash Voucher Procedures

Cash advances or reimbursements for up to \$250 for materials and supplies (not travel or meals) must be approved and processed through your departmental office. Petty cash reimbursement requests over \$250 will be paid by check rather than cash.

Expenditures over \$10 require documentation (e.g., invoice, receipt or cash register tape) and a copy of the original petty cash voucher to be returned to the Student Service Center, L210, along with refund of monies advanced.

RECREATIONAL ACTIVITIES

The gymnasium and tennis courts may be available for recreational play to all members of the College staff when not scheduled for physical education or athletic events. For further information and a schedule of times when facilities are available, contact the Athletic Director, 694-5429.

RESERVATION OF FACILITIES

Requests for use by any on- or off-campus group for the reservation of various College facilities should be directed to the Vice President's office, 694-5522.

RIGHTS AND PRIVILEGES

All faculty are accorded the same prerogatives of academic freedom and bear the same professional responsibilities in the classroom. Refer to the Instructional Values and Beliefs section in the front of this handbook. Additional benefits are outlined within this handbook and on the ICC website; however, adjunct faculty are not eligible for tenure or other provisions of the Contract Agreement with the full-time faculty at Illinois Central College.

SEXUAL ASSAULT RESPONSE TEAM (SART)

Illinois Central College has established a Sexual Assault Response Team (SART) to provide emergency and follow-up services to victims of sexual assault within the college community. The team also provides prevention programs year-round to educate students, faculty and staff about topics such as date rape drugs, personal safety, self-defense, and acquaintance rape.

To talk with a member of the SART Team, call the Counseling Office, 694-5281, Health Services, 694-5475, Campus Safety and Security, 694-5223, or the Center for Prevention of Abuse, 691-0551. The SART Coordinator for the campus is the Dean of Student Development and Services, L221, 694-8970. All services offered are completely confidential. The College places the highest priority on protecting the health and safety of everyone in the college community and encourages anyone who has experienced sexual assault to seek assistance.

SEXUAL HARASSMENT PREVENTION

An online training program is available on the Faculty/Staff webpage for all ICC employees to help prevent sexual and other forms of harassment. Please complete the online training and provide your certificate of completion to Employee Services.

SIX SIGMA

Six Sigma is a disciplined, data-driven, team-based approach to improving major processes critical to accomplishing the College's strategy.

Training

There are three levels of training for employees. The first is White Belt training. All new employees will be given the opportunity through Employee Services to participate in a brief online introduction to Six Sigma when they begin employment. Employees are also asked to participate in one of the three-hour Yellow Belt classes held

periodically throughout the year. Yellow Belts are trained to have a general understanding of sigma metrics, Six Sigma methodology, and Six Sigma philosophy.

The next level of training, Green Belt training, is typically provided to members of project teams. These individuals participate in a more comprehensive program learning specific Six Sigma tools, especially as they apply to each project stage: Define, Measure, Analyze, Improve, and Control (DMAIC).

Certificate of Recognition

Each participant in Yellow Belt and Green Belt training receives a personalized certificate of recognition for placement in personnel file/professional portfolio. In addition, the College enters a certification notation into the employee database, PeopleSoft. During college-wide recognition receptions, each participant receives a lapel pin to commemorate certification.

Gate Reviews

Public reviews called Gate Reviews are scheduled at the end of each phase of the DMAIC process. The purpose of these reviews is to provide ICC employees with an opportunity for an update on each team's progress and a chance to ask questions and/or respond. Gate Reviews are advertised in e-news.

General information about ICC's progress with Six Sigma is available on the ICC Website. For more information on Yellow Belt or Green Belt training, contact 694-5731.

SMOKING / FOOD / BEVERAGES

Because of our concern for the health, comfort and safety of our students and staff, smoking is prohibited inside all Illinois Central College buildings. This regulation is in accordance with State of Illinois Public Act 86-1018.

Food and beverages are to be consumed only in appropriate areas such as the cafeteria, faculty lounges or faculty offices and should not be taken to classrooms. Alcoholic beverages are prohibited from being consumed on campus except by express approval of the administration and Board of Trustees.

SPECIAL ACADEMIC SERVICES / APPLIED SCIENCE SUPPORT SERVICES

Financial Assistance to purchase required equipment and supplies is available to qualified students in applied science and certificate programs. Academic assistance is available through peer tutors and the College HELP Labs. Personalized assistance is also available to students having difficulty due to the need to improve study skills or basic academic skills.

Special Academic Services are located at:
Room 216C, East Peoria Campus, 694-5170 and Room 203ZZ, Peoria Campus-Thomas Building, 999-4657.

STUDENT ACTIVITIES

Campus-wide services provided by Student Activities include Student Orientation, bulletin board posting, scheduling of Student Center facilities, and leadership and personal development workshops open not only to all students but also to faculty, staff, and the general public. Student Activities also assists with securing student volunteers for campus and community events through the Student Education and Service Ambassadors (SESA) program and provides a co-curricular development transcript called DETAILS that allows students to maintain a validated record of all non-academic activities and campus involvement while attending ICC.

Students have many opportunities for interaction and campus involvement outside of the classroom through a broad range of social, recreational, cultural, and intellectual programs and activities that extend academic learning into real life applications and experiences. These opportunities include concerts, travel, intramural and club sports, performing groups, cheerleading and dance teams, lectures, theater, leadership development, community service, and student organizations.

Student-run organizations operate on campus and provide membership opportunities for students to share common interests, expand educational experiences, and enhance career and leadership development. All organizations are faculty- or staff-advised, and enjoy full freedom to recruit members from the student body on the basis of scholarship, skills, interest, or other criteria consistent with the purposes and ideals of individual organizations. For more detailed information, students and faculty are encouraged to contact the Student Activities Office at 694-5201, room 305B.

STUDENT ATTENDANCE

You are expected to monitor attendance in your classes. Regular attendance at class meetings and laboratory sessions is expected of all students. Please cooperate by making it possible for a student who has been absent because of illness or participation in college-sponsored activities to make up work. The student must initiate this procedure. You determine when a student's absences have reached the point where they jeopardize their potential for success in the course. The attendance policy is explained for students in the Illinois Central College Catalog and Student Handbook.

Official attendance reporting for state funding is processed separately from grade reporting on the State

Funding Attendance Roster. An attendance roster is generated to your PeopleSoft account at midterm for most sections. Please see "Attendance Roster" section for additional information.

STUDENT BEHAVIOR

Many students are inadequately prepared for the expectations of college faculty. A faculty member should not assume that students understand what behaviors are expected, what behaviors are disruptive, or what they need to do in order to be successful in the course. Faculty can also influence students' behavior by modeling punctuality, preparedness, organization, tolerance, behavior toward others, civility, etc. Therefore, it is helpful for faculty to provide students with explanations, definitions, and expectations of classroom behavior. For additional information, see "Discipline" section on page 11 and refer to Appendix A.

STUDENT SERVICE CENTER/ GRADUATION OFFICE

The Student Service Center/Graduation Office is located in L211, Library Administration Building, East Peoria campus. Registration services are available from 7:30 a.m. to 6:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Fridays. Records and graduation services are available from 7:30 a.m. to 4:30 p.m. Monday through Friday. All aspects of admission, records and graduation may be completed in this office.

STUDENTS UNDER 16

ICC will consider limited enrollment (up to seven semester hours) on a case by case basis for students who have not completed their high school curriculum. Prior to consideration for enrollment into academic courses, students under 16 must have submitted an ICC application, provided a high school transcript, taken the COMPASS Academic Placement Test for proper course placement, and met with the designated academic advisor to plan a class schedule. Once these steps have been completed, students should contact the Director of the Student Service Center, 694-5354, or the Dean of Student Development and Services, 694-8970, for additional approval and enrollment procedures.

SYLLABI AND COURSE POLICY INFORMATION

Course syllabi are developed within each department according to the standardized format contained in the Curriculum Committee Procedure Guide. Course syllabi are to be reviewed on a regular basis and must be updated at least once within every five years and submitted for review. These syllabi are the source of course information included in the College catalog. Changes of syllabi including rewording of course descriptions and/or prerequisites, credit hour and type of

credit changes, and any title changes (section A) must be submitted to the Curriculum Committee as a modification.

Other syllabi changes that are necessary to keep up-to-date, such as the addition of the General Education Goals and Method of Assessment of Student Learning sections or updates to sections B through H, must be submitted to the secretary of the Curriculum Committee in the Instructional Services Office, room 314B, who will forward them to the Curriculum Subcommittee for review. **Five copies of the syllabi are required with an electronic copy submitted upon approval.**

Upon the completion of the review, the subcommittee will recommend syllabi to the Curriculum Committee for approval or return syllabi to the originator for correction and subsequent resubmission. Approved syllabi will then be officially archived in the Office of Instructional Services and distributed to the Student Service Center and the Transfer Office. The processing of syllabi is not complete until an electronic copy of the approved syllabus has been received by the Secretary of the Curriculum Committee. Dean/Associate Deans and the Vice President for Academic Affairs and Student Development have the responsibility of ensuring that all faculty members follow these syllabi guidelines.

Requests from other colleges and universities for ICC syllabi are handled by the Instructional Services Office, Room 314B on the East Peoria Campus, 694-5745.

Each instructor should develop the policies and calendar pertaining to his/her specific section of the course. Dean/Associate Deans may require a copy of this information so that it is available if students come to them with questions or concerns. Your policies and class procedures should be clearly stated and distributed to all your students at the beginning of the course. When the information is clear, complete, reasonable, distributed to all registered students, and applied equitably, classroom time can be used most productively. Additionally, Dean/Associate Deans and other administrators can more easily support instructors when students convey concerns. As a further effort to reduce misunderstandings, some instructors require students to sign statements indicating they have reviewed the course information and policies.

Topics you might consider including in your course policies and procedures are (listed in no particular order):

- Course number, title, and credit hours
- Your name, office, phone number, email address, and/or any other ways students can reach you or leave messages; and your office hours
- Required texts, supplies, other materials

- Any optional or recommended texts, supplies, other materials
- Attendance policy, including how attendance is defined, when it will be taken, how it will be documented, if/when there are “excused” absences, and how absences may/will affect a student’s grade
- Any policy on tardiness
- The note that students who have been absent or tardy are responsible for initiating discussion with the instructor regarding any missed work or information
- Grading issues, including how grades will be calculated and the grading scale used for the course
- Your position and any procedures for late and/or missed assignments, quizzes, tests (For example, you might require students to notify you prior to the beginning of an exam before you would consider any make-up arrangement.)
- Your position on optional assignments and/or extra credit (Some students expect extra credit opportunities if they have been accustomed to those in high school or in previous college classes. Each instructor determines what, if any, opportunity there might be for extra credit in the course.)
- Expectations for student participation during class
- Estimates of time and effort required of students for success in the course
- Course calendar, including primary topics, assignments, quizzes, tests, etc.
- If you are unable at the beginning of a course to provide specific assignment information for each class meeting, do so as you’re able, perhaps for each portion of the course to be covered by a major exam
- The withdrawal date and your position on requests for course withdrawals after the drop date
- How and when written work is to be submitted (e.g., at the beginning of the designated class period, in a particular format, etc.)
- Importance of acknowledging information from other sources and how to do so, along with the definition and consequences of plagiarism
- Any other information regarding academic honesty
- Other expectations/requirements (e.g., no activated cell phones or pagers without prior approval of the instructor; no listening to radios, CD players, tape players; not interrupting others; no sleeping; no reading newspapers; etc.)

TEACHING AWARDS

Gallion Award for Full-Time Faculty

The Gallion Award was established in 1969 after Gene Gallion, a beloved instructor of geology and geography, to recognize teaching excellence. The College invites students to nominate outstanding instructors from mid-October through mid-March each year.

Selections for these awards are made by college committees, and the recipients are honored at the May graduation, Spring ICC Staff Recognition Banquet, and at the National NISOD Conference in Austin, TX.

Teaching Excellence Award for Adjunct Faculty

Nominations of adjunct faculty for the Teaching Excellence Award are made by students and collected from mid-October through mid-March.

Endowed Teaching Chair

The Dr. Thomas K. Thomas Endowed Teaching Chair Award at Illinois Central College recognizes teaching excellence. Specifically, the program looks for **tenure track or tenured faculty** who exhibit distinction in one or more of these areas:

- Student-centered instructional philosophy
- Commitment to teaching
- Contribution to Illinois Central College’s mission and values
- Classroom innovation
- Impact on community

The Dr. Thomas K. Thomas Endowed Teaching Chair awards a stipend of up to \$3,000 or equivalent in release time. The stipend award is made possible through the Educational Foundation and supports faculty plans to improve instruction or enhance professional development. Full-time tenured and tenure-track faculty are eligible to complete an application. Recipients must maintain continuous full-time employment at ICC.

Applications and complete information are available on the Instructional Innovation website under Grants/Awards or contact the Associate Dean for Instructional Innovation and Learning Resources in 239G, 694-5758.

TEACHING AND LEARNING CENTER

Illinois Central College encourages excellence in teaching and learning by providing faculty with a Teaching and Learning Center (TLC) to experience, develop, and practice instructional innovation. The TLC is located in room 240A on the East Peoria campus and in room 204 of the Thomas K. Thomas Building. TLC staff will help full-time and adjunct faculty learn how to create and integrate computer-generated instructional materials, Internet, and Web-based materials. TLC staff will also help faculty learn to use and develop instruction for online courses.

The TLC also provides a special collection of instructional resources on teaching and learning for the exclusive use of faculty. Teaching strategies and instructional consultation is available. View the Instructional Innovation website for additional information and offerings at

www.icc.edu/iifd . TLC staff is available during the normal daytime hours of operation of the College, but can be available at other times at the request of faculty. Staff members are available for one-on-one or small group instruction. For additional information call 694-5758.

TEACHING SUGGESTIONS

See Appendices A and B and the Instructional Innovation website at www.icc.edu/iifd for many suggestions.

TELEPHONE SYSTEM

Dial 9 for an outside line then dial the number. Local calls are billed by the minute. It is not necessary to dial 1 to call anywhere in the 309 area code, but calls to locations outside the Peoria area, such as to Galesburg or Moline, are billed at long-distance rates. When calling other area codes, dial 9 plus 1, the area code, plus the number being called. Direct-dialed toll calls are the least expensive and should always be used when conducting College business.

Calling Between Campuses

Calls to anyone on campus can be placed by dialing the extension number (the last four digits of the telephone number).

Personal Calls

Personal calls should be charged to a personal calling card, credit card, or to your home telephone number. The cost of direct-dialed personal calls should be reimbursed by the caller. Payment for direct-dialed calls may be made to the Student Service Center, L211.

Telephone Directories

A telephone directory of faculty, staff and departments is maintained on Microsoft Outlook in the Address Book. Access this directory from your email by clicking on 'Tools' then 'Address Book..' Campus and faculty directories may be found on the ICC Website; an employee directory is available on the intranet.

Due to increases in rates for calling directory assistance, 4-1-1 and 555-1212 can no longer be dialed from campus. If a number is not listed in the telephone directory or in one of the online directories, employees may call 1800free411 (1-800-373-3411). This new service provides quality directory assistance free of charge. Internet directory services such as Anywho.com and Yahoo People Search are also good resources for local and out of town phone numbers and for reverse-directory look-ups.

If you need additional assistance with our phone system, please consult the instruction pamphlets furnished with your telephone, or contact Facilities Services, 694-8509.

TEST PROCTORING OPTIONS

for Non-traditional* Classes

**Internet, Telecourses, Correspondence or any class not meeting in a scheduled lab or classroom*

Faculty is responsible to schedule an appropriate and convenient time for the **majority** of students to take the exam. The faculty must proctor the exam for these students. Students who cannot be tested during this time can be referred to the services below. Please consider non-daytime hours when scheduling exams for non-traditional classes. To schedule a room for the faculty-proctored exam, call 694-5726 with date and time of test or follow already established department protocol for administering exams. For students who are unable to attend the scheduled exam, a proctored exam form must be completed one week in advance. Please contact the Testing Center, L220, 694-5234, to schedule the appropriate dates. Hours are Monday-Friday 8:00 a.m.-4:30 p.m. Additional evening hours are available each semester during midterms and finals from 5:00-9:00 p.m.

TEST SCORING

The College provides test scoring and item analysis as a service to faculty. Test scoring forms, available in each department office, permit the grading of a maximum of 140 objective true/false or multiple-choice questions (maximum of five choices). Tests should be sent or taken directly to the Computer Center, L154. The test results will be emailed to you. The master sheet, graded tests, and test analysis will be returned via campus mail to you after grading has been completed or you may pick them up.

TESTING CENTER

To assist students in assessing their current academic abilities and to assess knowledge based on previous educational or work experiences, the following services are available:

- Academic Placement Testing
- Professional Certification Testing
- ACT Exam
- CLEP/Departmental Proficiency Examinations
- ESL Testing
- Test proctoring by appointment.

For more information call the Testing Center at 694-5234 or stop by L220. For Academic Placement Testing at Perley Campus, call 999-4540, and at ICC-North, call 690-6870. An appointment is required.

TEXTBOOK POLICIES

Basic Texts: Hardbound or sometimes large paperback books which are the principal texts of the course.

1. In multiple-section courses, all faculty must use the same basic text. Exceptions must be approved by the Dean/Associate Dean.

2. The Textbook Coordinator may provide information that may be of assistance in making a text decision, such as current retail price of texts under consideration, availability, etc.
3. Once a basic text has been selected for a course, ordinarily it will not be changed for two years unless a written request is approved by the Dean/Associate Dean.
This request will include a written analysis of the book to be adopted and the book to be rejected, with an explanation of the reasons for desiring the change as well as how the book to be adopted fits the course syllabus.
4. In those multiple-section courses in which no basic text is used and in which perhaps only a number of inexpensive paperbacks are utilized, the Dean/Associate Dean should work with individual faculty to select common texts.
5. Faculty should assign readings in any texts that the student is required to purchase.

Supplemental Texts: Inexpensive paperbacks which supplement basic hardbound texts.

1. Faculty is not required to use the same supplemental texts in multiple-section courses; however, any supplemental texts used by an individual must be approved by the Dean/Associate Dean, who should determine that the texts are necessary, that they follow the course syllabus, and that the total cost of the books for any course is not prohibitive.
2. Once a supplemental text has been adopted, it may be changed at any time with the approval of the Dean/Associate Dean, who will ensure that the Bookstore is not overstocked. When a textbook change is being considered, such questions as the following should be considered:
 - Does the proposed text fit the course objectives?
 - What is the cost of the text?
 - If this book is adopted, what will the total cost of books be for this course?
 - In what ways is the proposed text superior to the one presently in use?
 - Is the book written suitably (level of difficulty and interest) for this particular course? In other words, non-transfer courses should use texts which are different from those in transfer courses.
 - How many copies of the old text does the Bookstore have in stock?

Textbooks for each course are approved by the Dean/Associate Dean and made available for students to purchase in the College Bookstores. See your Dean/Associate Dean, Teaching Chair, or Administrative Assistant to obtain a desk copy of the text(s) to be used in the course(s) you are teaching. Faculty should assign

readings in any text that the student is asked to purchase.

Textbook Requisitions

The Textbook Coordinator originates the Textbook Requisition form listing texts previously requested. Available status information for each text listed will be included. The forms for each course to be offered the next semester are sent to the appropriate Dean/Associate Dean at least two weeks prior to the due date.

1. It is of the utmost importance that the Bookstore has correct and current text information recommended by each instructor. The Bookstore wants to give correct information to our students.
2. If a new text is being requested, all information about the text including ISBN# is to be filled in on the requisition to ensure the correct text is ordered.
3. Completed Textbook Requisitions are to be returned to the Textbook Coordinator by April 15 for Fall semester, October 15 for Spring semester and March 15 for Summer semester. The dates may seem early but the textbook information is needed to prepare for buyback at the end of the current semester and ensure the texts are ordered for sales to begin weeks prior to the start of classes.
4. If the instructor cannot reach a decision on the textbook by the return date, "to be announced" may be written on the form so that the form may be returned on time. A decision should be made as soon as possible and submitted in writing or by email with the Dean/Associate Dean's approval.

TRANSFER CENTER

EP Campus, CC 200
694-5330

The Transfer Center has detailed, up-to-date information about courses and programs to help students transfer to four-year colleges and universities. Illinois Central College students are given the opportunity to visit various four-year institutions, speak with college representatives and attend open houses to help identify and apply to the four-year school that meets their needs. The staff strives to answer questions about transfer procedures, admission requirements, housing, and scholarship information in order to assist students through the transfer process. Information about the Illinois Articulation Initiative is also available in the Transfer Center. Visit the Illinois Articulation Initiative website at www.iTransfer.org

TRAVEL PROCEDURES

1. When a teaching assignment is located off campus, the full time faculty member will be reimbursed for

travel expenses as specified in the faculty contract. Travel **between** ICC campuses for teaching will not be reimbursed. Adjunct faculty may receive reimbursement or a stipend for the extra driving mileage in excess of that to and from the faculty members' home and the ICC campus at which the faculty member's office is located. Travel reimbursement requests must be approved by the appropriate Dean/Associate Dean.

2. Faculty requests to attend conferences, workshops and other meetings will be evaluated by your Dean/Associate Dean as to the benefit to the College. Upon administrative approval, the faculty member will receive appropriate reimbursement for the expenses incurred. Mileage for the approved use of a personal car will be paid at the rate established by the Board.
3. When college personnel have travel expenses for reasons other than teaching a class, a Conference and Meeting Request form must be completed for an advance or reimbursement. Due to budgetary constraints, meals are generally no longer reimbursed. All request forms require the appropriate Dean/Associate Dean or executive officer approval in advance. See your department for forms.
4. If conference and meeting requests are received in the Accounts Payable Office by Monday at 4:00 pm., checks will be disbursed on Wednesday of the same week. Cash requests up to \$250 will be processed in the Student Service Center.
5. Final accounting for conference and meeting advances should be submitted to Accounts Payable (on the yellow copy) no later than five (5) working days after return from the trip. Any request not accounted for after five (5) days will prevent disbursement of additional travel funds.

For additional information regarding rental of vehicles, meal allowances, student expenses, etc., contact your department.

TUITION REIMBURSEMENT

A tuition reimbursement program is provided by Illinois Central College as assistance in covering a portion of the cost of credit classes taken at accredited colleges and universities for full-time faculty and staff. Limited funds are available each fiscal year for reimbursement, thus there is no guarantee. Applications should be in memo format addressed to the Executive Director of Employee Services. Application deadlines are July 1 for summer term, November 1 for fall term, and April 1 for spring term. Guidelines for eligibility and procedures are available from the Employee Services Department in 339G. Contact 694-5593 for additional information.

TUITION WAIVERS

Adjunct faculty members are eligible for one tuition-free credit class for each term taught. Waivers may be earned for a course equivalent in credit hours to the course taught. If more than one class is taught, the tuition waiver may equal only the credit value of the class with the largest credit hour value. Class tuition waivers may be taken during the same term being taught or must be taken within one calendar year of the end of the semester when the teaching occurred.

After three successful terms of adjunct teaching, the additional benefit of transferring a tuition-free credit class to an immediate family member is possible. The waiver covers in-district and out-of-district tuition. For additional information and/or the Adjunct Faculty Tuition Waiver Form, contact the Employee Services Office, 339 G, 694-5447. **Full-time faculty** and staff may take ICC courses tuition-free.

VETERANS AFFAIRS

EP Campus, Room 238 D
694-5562

Information is available for veterans seeking help with acquiring their V.A. educational entitlements, National Guard/ Reservist and Illinois Veteran's grant program scholarships.

WEB PAGES FOR FACULTY

Faculty web pages linked to the ICC website display faculty information such as name, office number, phone number, and email. To update an informational faculty web page, contact the webmaster at 694-8469. Faculty who want to create web pages to deliver or support instruction should contact Instructional Technology, 694-5295, or stop by the Teaching and Learning Center at 240A on the East Peoria Campus.

WEBSITE www.icc.edu

The ICC Website contains a wealth of information about the College and events taking place at the College. Of special interest to faculty and staff is the "Faculty & Staff" area of the ICC homepage www.icc.edu. Links are provided to Employee Services and benefits information, news and events on campus, web publishing information, access to library databases, *enews*, Instructional Innovation and Learning Resources, and many other areas. For more information, contact the webmaster at 694-8469, CC 110.

WHO'S WHO AND HOW TO CONTACT THEM

Please refer to Appendix K for key contact information.

