

# Full-Time Faculty



# Handbook

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# McHenry County College, Mission, Vision, Goals, and Strategic Directions

## ***Mission***

At McHenry County College, we value learning, and we put the interests of our students and community first. By providing high quality, affordable and accessible learning opportunities, we enable students to meet their educational, career and personal goals. By sharing our knowledge and resources, we support our community's educational, social, cultural and economic vitality.

## ***Vision***

The community's first choice for a lifetime of learning.

## ***Goals***

To prepare students to transfer successfully to colleges and universities:

1. To prepare students to enter and advance in their careers,
2. To prepare students with the literacy and basic skills to succeed and grow as learners, workers and members of society,
3. To promote personal development and lifelong learning for all students,
4. To enrich the educational, social, and cultural life of the community, and
5. To address the community's workforce needs.

## ***Strategic Directions***

- Strategic Direction 1--Improve the learning environment  
Strategic Objective 1.1--Improve program and department effectiveness through research, assessment and review
- Strategic Direction 2--Increase student access to education opportunities  
Strategic Objective 2.1--Increase student success  
Strategic Objective 2.2--Strengthen student enrollment
- Strategic Direction 3--Improve systems and processes  
Strategic Objective 3.1--Understand and improve the effectiveness and efficiency of systems and processes through process analysis and Continuous Quality Improvement
- Strategic Direction 4—Use human resources effectively  
Strategic Objective 4.1--Recruit and retain a knowledgeable and highly skilled workforce
- Strategic Direction 5--Increase external partnerships  
Strategic Objective 5.1--Pursue common goals through external partnerships
- Strategic Direction 6—Improve College planning  
Strategic Objective 6.1—Coordinate institutional needs and long-range plans with the College's financial plans and processes.
- Strategic Direction 7—Increase financial resources  
Strategic Objective 7.1--Increase revenue to expense ratio

# General Education Philosophy Statement

MCC's commitment to its students includes a general education component structured to provide a wide array of life and career skills that will enrich your personal life and help you develop a well-rounded perspective. Each degree program is designed to broaden your knowledge and understanding of the world and enhance your ability to become an active, independent, and responsible citizen.

To that end, the College's General Education Outcomes are:

1. **Critical Thinking:** To identify, define, analyze, synthesize, interpret, and evaluate ideas.
2. **Information Literacy:** To locate, evaluate and use resources effectively.
3. **Effective Communication:** To develop, articulate and convey meaning.
4. **Ethical Awareness:** To identify and make responsible choices in a diverse world.
5. **Technological Literacy:** To use tools skillfully.

To measure student success and institutional effectiveness, MCC actively assesses student progress in the curricular areas of critical thinking; mathematics, reading, and writing after students have completed 45 credit hours at the College. This commitment to academic assessment and curricular transformation based on student performance is to ensure that associate degree graduates are prepared for their four-year institution of choice or to enter their chosen careers.

# McHenry County College Accreditation Process

The Academic Quality Improvement Process (AQIP) is an alternative process through which an already-accredited institution can maintain its accreditation from the Higher Learning Commission (HLC) of the North Central Association (NCA) of Colleges and Schools. With AQIP, MCC demonstrates that it meets the HLC accreditation standards and that it is an organization striving to improve its performance.

What most distinguishes AQIP from traditional reaccreditation is its concentration on systems and processes both as the basis for quality assurance and institutional improvement. Nine categories are addressed in the AQIP process and the interrelationships among systems essential to an effective College. The nine categories are:

- ❖ Helping students learn
- ❖ Accomplishing other distinctive objectives
- ❖ Understanding students' and other stakeholders' needs
- ❖ Valuing people
- ❖ Leading and communicating
- ❖ Supporting institutional operations
- ❖ Measuring effectiveness
- ❖ Planning continuous improvement
- ❖ Building collaborative relationships

Operationally, the College has an AQIP Steering Committee comprised of representatives from all employee groups. Continuous Improvement training supports Action Teams, comprised of employees from across the College, in activities to investigate, analyze, and make recommendations to improve systems and processes at the College. The results of the Action Team projects are presented to the Steering Committee for support. By sharing both the advancement activities and the results of these actions with AQIP, the College provides the HLC with the evidence it needs both to make a public quality assurance judgment and to support and to assist the institution in its efforts to excel at achieving the distinctive higher education mission it has set for itself.

Details about AQIP can be found at <http://www.AQIP.org> and information on the College's AQIP Steering Committee and Action Teams can be found at <http://www.insidemcc.mchenry.edu/aqip/>.

*Source-Principles and Categories for Improving Academic Quality, The Higher Learning Commission, 2002*

**The Faculty Association supports and participates in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities.**

# McHenry County College Fast Facts

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## About The College

- McHenry County College was chartered as the 28<sup>th</sup> community college in the state of Illinois with passage of a referendum on April 1, 1967.
- The doors opened on September 16, 1968 to 312 full-time students and 1,045 part-time students at the Pure Oil Building, a rented oil company laboratory on Route 14, in Crystal Lake.
- MCC has grown to a comprehensive community college providing events, credit and non-credit educational and training opportunities for nearly 60,000 participants annually.

## About Our District

- McHenry County's land area encompasses 603.508 square miles.
- McHenry County College serves District #528. The legal boundaries are formed from nine public high school districts:
  - #12, Johnsburg
  - #19, Alden-Hebron
  - #50, Harvard
  - #154, Marengo
  - #155, Crystal Lake-Cary
  - #156, McHenry
  - #157, Richmond-Burton
  - #158, Huntley
  - #200, Woodstock
- District #528 includes most of McHenry County and small parts of Boone, Kane and Lake Counties.

## About The Campus

- The campus includes six buildings on 110 acres.
- Total square footage is about 386,000.
- The first building on campus was the Applied Science Building (now Building D), which opened in September, 1975.

- Buildings A, B and C, a fire science tower and a library addition, were added over the following 20 years. Building E (The Center for Advanced Technology), opened in 1997 to help prepare students for a rapidly changing workplace.
- In spring 2003, MCC added a 62,000 square-foot classroom/student services building addition and built a new parking lot. The college also renovated the lower floor in building A. MCC received 9.54 million from the State of Illinois to complete these expansion projects.
- MCC also has two satellite facilities: University Center, a 10,969 square-foot campus in downtown Crystal Lake, the Shah Center for Corporate Training and the Illinois Small-Business Development Center, a 12,453 square-foot facility in McHenry.

## About Our Students

- 56% are female
- 12.1% are minority
- 39.8% are 19 or younger

## About Credit Programs

- The College offers 6 Associate Degree programs:
  - *Associate in Arts*
  - *Associate in Science*
  - *Associate in Fine Arts-Art*
  - *Associate in Fine Arts-Music*
  - *Associate in General Education*
  - *Associate in Engineering Science*
- MCC offers 17 options for an Associate in Applied Science degree.
- Certificate of Completion programs are available in 44 areas.
- Credit enrollment is expected to increase from 11,000+ students to 17,000 by 2019.

## About the Faculty

MCC has 102 full-time instructors and about 260 adjunct instructors per semester.

## About Finances

The sources of MCC's operating funds are:

- Local Taxes 62.07%
- State 7.91%
- Tuition and Fees 28.9%
- Investment Earnings 1.59%
- Other .34%

## About Tuition (2009-2010)

In district	\$ 80.00
Out-of-district	\$284.06
Online in-and out-of-district	\$ 80.00
Out of state or country	\$321.92

## Much More Than A College

In September 2009, MCC celebrates 42 years of service to the community. McHenry County College is the county's center for higher education and lifelong learning. MCC provides all residents with a wonderful, supportive outlet for creativity, and a positive place to satisfy a desire to learn, grow and explore new opportunities. MCC is also the area's resource for:

- Professional Education programs and continuing education courses ranging from financial planning to ballroom dance.
- A full-service conference center complete with catering and breakout rooms. The center features a 357-seat auditorium with stage and presentation technology.
- Free career services to MCC students, alumni and McHenry County residents.
- Free library access for all McHenry County residents who are 16 years of age or older. Check the MCC online catalog at [www.mchenry.edu](http://www.mchenry.edu) to access the college catalog - click on *Library*.
- Affordable fitness at MCC's 2,800 square-foot fitness center featuring a full line of weight training machines, treadmills, stair machines, elliptical trainers and more.

- The Shah Center for Corporate Training & Illinois Small Business Center provides services that support economic and workforce development, including training grant assistance, customized on-site training, financial and planning assistance, workshops and seminars, export assistance, small business development and more.

During FY 2008:

- 71 organizations were served.
- Total number of instructional contact hours – 5,704.
- Number of employees trained – 4,052.

## McHenry County College 2009-2010 Academic Calendar

### FALL SEMESTER, 2009

Aug. 20, Thursday	<i>Opening Semester mtg.-all employees; full-time &amp; adj. fac. workshops</i>
Aug. 21, Friday	Friday Night Credit Classes Begin
Aug. 22, Saturday	Saturday Credit Classes Begin
Aug. 24, Monday	Weekday Credit Classes Begin
Aug. 31, Monday	Adult Education Classes Begin
Sep. 7, Monday	Labor Day Recess, College Closed
Oct. 19-23, Monday–Friday	Mid-Term Week
Oct. 20, Tuesday	Professional Development Day, No Day or Night Classes; College Offices Closed
Oct. 21, Wednesday	Start of Second 8-Week Credit Classes
Nov. 13, Friday	Last Day for Withdrawals (For most 16-week classes)***
Nov. 25-27, Wednesday–Friday	Thanksgiving Recess, College Closed
Nov. 28, Saturday	No Saturday Classes College Closed
Nov. 30, Monday	Classes Resume
Dec. 11-12, Friday–Saturday	Final Exams for Credit Classes Meeting Only on Friday or Saturday
Dec. 12, Saturday	Commencement
Dec. 14-17, Monday–Thursday	Final Exam Period for Weekday Credit Classes
Dec. 19, Saturday	Last Day of Adult Education Classes
Dec. 24, 2009-Jan. 1, 2010, Thursday-Friday	College Closed

\*\*\* Per institutional policy, deadline varies for non 16-week courses

### SPRING SEMESTER, 2010

Jan. 14, Thursday	<i>Opening Semester mtg.-all employees; full-time &amp; adj. fac. workshops</i>
Jan. 15, Friday	Friday Night Credit Classes Begin
Jan. 16, Saturday	Saturday Credit Classes Begin
Jan. 18, Monday	Weekday Credit Classes Begin
Jan. 18, Monday	Adult Education Classes Begin
Mar. 8-12, Monday–Friday	Mid-Term week
Mar. 15, Monday	Start of Second 8-Week Credit Classes
Mar. 21-28, Sunday–Sunday	Spring Recess, No Classes (Offices remain open until 4:30 p.m.)
Mar. 27, Saturday	No Saturday Classes – College Closed
Mar. 29, Monday	Weekday Credit Classes Resume
Apr. 9, Friday	Last Day for Withdrawals (For most 16-week classes)***
May 7 & 8, Friday-Saturday	Final Exams for Friday Night & Saturday Credit Classes
May 10-14, Monday-Friday	Final Exam Period for Weekday Credit Classes (incl. Fri. day classes)
May 15, Saturday	Commencement
May 15, Saturday	Last Day of Adult Education Classes

\*\*\* Per institutional policy, deadline varies for non 16-week courses

### SUMMER INTERSESSION, 2010

May 17, Monday	Credit Classes Begin
May 31, Monday	Memorial Day, College Closed
June 10, Thursday or June 11, Friday	Final Exam Period for Credit Classes

### SUMMER SESSION, 2010

June 14, Monday	Credit Classes Begin
June 14, Monday	Adult Education Classes Begin
July 5, Monday	Independence Day Observance, College Closed
July 5-9, Monday–Friday	Mid-Term Week
July 30, Friday	Last Day for Withdrawals (For most 8-week classes)***
Aug. 7, Friday	Last Day of Adult Education Classes
Aug. 9–Aug. 13, Monday - Friday	Final Exam Period for Credit Classes

\*\*\*Deadline may vary per institutional policy

**NOTE:** Continuing and Professional Education offerings have open enrollment. For more information call Registration (815) 455-8588.

# Benefits and Employment

## Address Changes

Salary and personnel records are based on information given by instructors. If any change occurs in your name, address, telephone numbers (other places of employment), or direct deposit accounts, promptly notify, in writing, Human Resources and your executive dean or department chair.

## Advanced Placement

Full-time faculty have many opportunities for advanced placement credits that accumulate and result in faculty advancing on the salary schedule. Some of these activities are taking a pre-approved course for credit at MCC; graduate coursework elsewhere; completing an advanced degree; presenting at conferences; taking courses for CEUs in your discipline or occupation; workshop training at MCC or elsewhere; etc. Please consult your executive dean/dean on appropriate advanced placement credit activities. All advanced placement activities need prior approval from your executive dean/dean. Please see the application forms that appear at <http://www.insidemcc.mchenry.edu/Forms/FacultyTuitionReimbursementApplications.pdf> .

## Bereavement Leave

A five-day bereavement leave is available to full-time faculty for death in the immediate family. The leave days must be five consecutive, regularly scheduled workdays. Immediate family is defined as spouse, child, daughter/son-in-law, brother/sister, parent /parent-in-law, grandparent, grandchildren or legal guardian who has raised the faculty member. In addition, each employee may take one bereavement leave for a person not on the above list during their employment at MCC. For additional information, refer to the faculty contract.

## Bookstore Discount

All faculty members are eligible for a 10 percent discount on supplies, gift items, clothing, and card purchases. The bookstore will also order books for you at prices matching or lower than Amazon.com with no shipping charges.

## Business Cards (ordering)

Be aware - it takes ten people to make a full business card order. Therefore, it may take some time to get your cards. Don't wait until just before you are going to a conference to request your cards. To order MCC business cards ...

- 1) Fill in the blanks **below** and forward to the assistant in the Marketing & Public Relations Office (Jenne LeFevre) [jlefevre@mchenry.edu](mailto:jlefevre@mchenry.edu).

<b>NAME</b>	
<b>TITLE</b>	
<b>PHONE</b>	
<b>FAX</b>	
<b>EMAIL</b>	

- 2) Complete a payment request:

- i. Obtain payment request form from your dean's administrative assistant.
- ii. Fill in the form:
  - **Vendor name:** *KwikKopy Printing  
125 S. Virginia St. (Rt. 14); Crystal Lake, IL 60014*
  - **Department:** *your department*
  - **FY:** *year in which spring semester falls*
  - **Account number:** *your dean's administrative assistant can give you the number of your department's supply budget.*
  - **Quantity:** *250*
  - **Description:** *business cards/your name printed*
  - **Unit Price, Amount, and Total Amount (this appears in three different places; use the same number):** *\$15.90 for 250 cards*
- iii. Acquire signatures:
  - **Initiator:** *signature of any TIPPAR agent in your area*
  - **Administrative Approval (first line):** *signature of department chair*
  - **Administrative Approval (second line):** *signature of dean*

Note: Jenne LeFevre, sends the Accounting Dept. all POP forms for business cards at one time. Once your department chair has signed it, send it to Jenne. Your card order cannot be processed until your POP form has been turned in.

- iv. Dean or dean's assistant will return the form to Jenne (as mentioned above)

- 3) You'll receive a proof of your new business card via interoffice mail.
- 4) Once signoffs on proofs are received from all requestors, the order is sent to the printer. It takes a few days to complete the printing process.
- 5) When the cards are delivered, Jenne will email you to pick them up in room A136.

## Children's Learning Center (CLC)

Faculty can arrange for child care through the Children's Learning Center for daytime hours. The times available and fees, vary from semester to semester. Contact Debra Ryan, Director of the CLC, at 815-455-8555 (ext. 8555) for more information.

## Compensation

### [Board Policy 3.3.1.1](#)

Please consult the current faculty contract for the salary schedule outlined in Article XII of the Board-Faculty Association Agreement. If you have questions, please consult Human Resources or the Faculty Association president. Overload rates and summer/intersession rates can also be found in the current faculty contract. Letters of Agreement are issued for all employment outside of the nine-month contract. Please sign and return contracts and letters of agreement to Human Resources for prompt compensation.

## Contract Obligations

A contract is issued for a specific time period and includes the days designated for Faculty and Staff Workshops, examinations, as well as instructional time and office hours. Department chair and other special assignments may include additional work days. It is expected that each faculty member under such a contract will work the full period except those days when the College administration deems it unnecessary for faculty members to be available.

**SPECIAL NOTE:** The Faculty Agreement 2008-2009 through 2012-2013 in Article IX Section 9.5. Faculty Schedules states:

- A. 5. *Finals Week Policy – Faculty may elect to give final exams during the fifteenth week of classes or during the established final exam week. Final exams for classes meeting once a week on Monday or Tuesday may be administered during the fifteenth week. However, final exams for classes meeting in a two-day or three-day week sequence cannot be scheduled prior to Wednesday of the fifteenth week of classes.*

*Classroom faculty shall be present on campus for a minimum of eight hours during final exam week, to be distributed over the first three working days of the week. These hours shall be scheduled at the discretion of faculty, but should be at times which accommodate students.*

*Counseling faculty, Library faculty and other assigned faculty shall be present on campus fourteen hours during the final exam week. These*

*hours shall be jointly scheduled by the faculty and their respective administrator based upon the concepts of equity and maximum service to students.*

- B. In the best interest of the College, faculty members shall be present on campus for all professional duties and obligations, including classes, divisional meetings, workshops, one (1) commencement exercise per academic year, and student conference hours.*
- B.1 Each full-time classroom faculty member is limited to teaching two hybrids, telecourse, or online courses during any semester, intersession, or summer school schedule. Any exceptions will be determined by consultation with his/her Executive Dean and with the approval of the Vice President for Academic and Student Affairs. All full-time classroom faculty shall schedule a minimum of five (5) hours for student accessibility/conferences per week; one online office hour per online/hybrid class. The conference hours shall be scheduled to accommodate students. In addition, faculty members are strongly encouraged to participate in other professional activities.*
- B.2 The Friday following a Thursday Faculty Workshop Day at the beginning of fall and spring semesters is not a required contract day. Therefore, faculty assigned additional duties requiring their presence on campus that day shall be compensated on a per diem basis according to Section 9.6, Paragraph H.*
- B.3 Faculty must participate in one (1) commencement per academic year. If academic apparel is ordered for a faculty member who subsequently does not participate in the ceremonies, the faculty member will be charged for the rental of the apparel.*

### **Contact Hour Requirements**

Course contract hours are matter of articulation. Each course has been approved and articulated to include a set number of lecture and/or lab/contact hours and these hours are identified in the course catalog for every course; i.e. (3 lecture, 0 lab) = 3 contact hours; (3, 2) = 5 contact hours; (2, 2) = 4 contact hours; etc.

<b>Contact/Instructional Hours</b> For the semester (Each contact hours is the equivalent of 50 minutes)	<b><i>Instructional Hours</i></b> per week (50 clock minutes)		
	<b>16-week Semester</b>	<b>8-week Semester</b>	<b>4-week Intersession</b>
16	1	2	4
32	2	4	8
48	3	6	12
64	4	8	16
80	5	10	20

## Credit Union

Faculty is eligible to join the McHenry County Financial Federal Credit Union. Automated Teller Machines (ATM) are available at both Woodstock and Crystal Lake locations. You can now access your money 24/7. If you want to apply for an ATM card or have any questions, please contact the credit union: Crystal Lake: 815-459-3615, Huntley: 847-669-5850, or Woodstock: 815-338-3230.

## Direct Deposit

Compensation checks will be directly deposited into a checking or savings account on Thursdays, bi-weekly. Human Resources have an application to complete for this service. **Please note:** A voided check or deposit ticket must be attached; payroll cannot process your request without one. Payments will not be made to faculty having credit, non-credit, or special assignment responsibilities unless you have provided Human Resources with signed Notification of Assignment, Federal and State W-4 Employees' Withholding Allowance Certificates, an I-9 Form, and a direct deposit.

## Fitness Center

The MCC Employee Fitness Program is designed to enhance the health and well-being of our most important assets, our faculty and staff. The goal of the Employee Fitness Program is to promote healthy life-style changes in a supportive environment. Our Work-Site Fitness Program is effective and in a convenient setting to positively impact your health status.

### Employee Fees – Rates apply from September 1, 2009 to August 31, 2010

	Semester Rate	Yearly Rate
<input checked="" type="checkbox"/> Employee	\$30	\$70
<input type="checkbox"/> Employee + spouse <u>or</u> + 1 child (16-21)	\$65	\$150
<input type="checkbox"/> Employee/Family	\$100	\$210

- For all employees
- Only for full-time employees

**Note:** semesters are four months in length for employee rates:

- o Summer = May, June, July, August
- o Fall = Sept, Oct, Nov, Dec
- o Spring = Jan, Feb, March, April

Additional information about this benefit can be found at:

<http://www.insidemcc.mchenry.edu/fitnesscenter/employeeincentive.pdf>

## **Flexible Spending Account (FSA)**

All full-time employees are required to submit an enrollment form whether or not they participate in either the Health Care or Child Care Flexible Spending Accounts. FSA booklets and claim forms are available in the Human Resources Office. Please read the information thoroughly prior to participating. If you have any questions regarding FSA accounts, please contact Human Resources.

## **Insurance**

Health, dental, vision and life insurance are available through the College for all full-time employees. Please contact Human Resources for further information. Optional life and long term disability insurance are also available.

## **Liability Insurance**

The College carries adequate liability insurance coverage for its employees in the course of their job duties. We also carry workman's compensation insurance for job-incurred injuries. Such injuries should be reported immediately to the Director of Business Services.

## **Notification of Assignment**

Letters of Agreement are prepared by the appropriate Department Chair Secretary for appointment to a special assignment, i.e., part-time teaching, overloads, mentoring, seminars, summer teaching, etc. These letters are usually issued immediately following the first Board Meeting of each semester as well as during the semester.

The College reserves the right to cancel this appointment at any time. If more than one day of the special assignment has been completed prior to cancellation, a prorated portion of the total stipend shall be paid.

## Outside Employment for Faculty

### **Policy and Interpretation**

#### **Board Policy 3.3.2**

The following statement is McHenry County College's policy on outside employment of full-time faculty:

Faculty members are encouraged to accept professional consulting and other employment outside the College that contributes to their professional roles. The College president reserves the right to review such outside employment as it relates to fulfillment of the faculty member's responsibilities to the College.

The Board Policy was designed to apply to cases involving faculty/staff who take on work outside of the College which could impinge upon their responsibilities at the College. In such cases, the College does have the right to know about and approve work activities that might necessitate such considerations as the rearrangement of teaching schedules or the potential absence of a faculty or staff member at particular times. On the other hand, it is understood that the College has no right to approve or disapprove of work activities which a faculty or staff member conducts on his/her own private time, as long as they do not affect the professional responsibilities accepted at the College.

Questions regarding the possible relationship of the outside work activities of faculty or staff and his/her College responsibilities might occasionally arise. The administration of the College would be in a better position to respond to such questions if a clear and concise written statement concerning such outside employment was in the personnel folders for reference. Therefore, faculty are encouraged to submit a statement regarding outside employment as appropriate.

## Overloads

### **Assigned Overloads**

A full-time faculty member who is assigned an overload by her/his divisional administrator, has the option of accepting overload payment the semester earned or of accepting a reduced instructional load by the same course percentage (to a maximum accumulation of 25%) in a following Spring or Fall semester. Divisional administrators are expected to exhaust other available staffing options before making an assigned overload to a full-time faculty member.

### **Requested (Voluntary) Overloads**

A full-time faculty member who *requests* an overload for a given semester will need to do so in writing to his/her divisional administrator. The written request must be made by the deadline date set for divisional faculty to submit their recommended teaching schedule for the semester in question. Through the Office of Academic and Student Affairs, requested (voluntary) overloads will be distributed as equitably as practical among faculty who are interested and qualified for the available overloads.

## **Personal Leave**

Full-time faculty receives two days per year for personal leave. Personal days are credited to the employee at the beginning of the academic year. These days may be used for any personal reason at the discretion of the employee. Personal days do not accumulate; they will convert to sick days if not used within the fiscal year. One day per year of accumulated sick leave may be used as an additional personal day.

## **Sick Leave**

Full-time faculty receive 12 sick days per year. Sick days are to be used for personal illness, quarantine at home or serious illness in the immediate family or household. Accumulated sick leave will not be compensated for by the College upon termination; however, up to one year of unused sick leave can be applied by SURS in the computation of retirement benefits (180 days).

Full-time faculty are allowed 2 class absences per course taught each semester for participating in other professional obligations such as attending meetings, workshops, conferences, etc. without charge to their sick leave or personal leave days. Additional absences will be charged against sick or personal leave days.

## **Sick Leave Pool**

Full-time faculty members may elect to contribute days from their accumulated sick leave to the Faculty Sick Leave Pool each year up to a total maximum of fifteen days, which accommodates being fully vested. Full-time faculty members who have participated regularly in the Sick Leave Pool may then draw from the pool in the event of an extended illness in excess of the accumulated sick leave. Retiring faculty may elect to withdraw up to 15 days to help their retirement benefits or they may elect to donate any remaining days to the Pool. Request for additional days due to extenuating circumstances may be made to the Executive Board of the Faculty Association. The Sick Leave Pool is administered by a member-at-large of the Faculty Association Executive Board and recorded in the Human Resources Office.

## **Sponsored Leave**

See Appendix for explanation and a Sponsored Leave Request form.

## **State Universities Retirement Plan (SURS)**

All faculty members, except those employed on an occasional substitute basis or less than a full semester, contribute 8 percent of their pre-tax gross compensation to the State Universities Retirement Plan administered by the State Universities Retirement System. McHenry County College neither represents the benefits nor assumes the liabilities for benefits and/or employee benefit choices available through the SURS program. For more information, contact Human Resources at 815-455-8737 or SURS at 1-800-ASK-SURS.

## **Travel**

The divisional executive dean/dean shall review all requests to attend professional meetings and, after evaluating each request, shall authorize, within the limits of the budget, those which will be beneficial to the College and the individual faculty member. Travel Expense Forms are available in the Office of Academic and Student Affairs.

## **Tuition Waiver/Reimbursement for Faculty**

Faculty is eligible to receive a Tuition Waiver or Reimbursement (see Appendix) toward credit courses at MCC. One hundred percent tuition reimbursement is available to the faculty member's spouse and/or dependent children for course work at MCC. Reimbursement for tuition, fees, and book cost is available to full-time faculty, to a maximum of \$1,800.00 annually for approved course work taken elsewhere. The employee will receive a tuition waiver and their spouse/dependent children will be eligible for tuition reimbursement upon successful completion of the course.

The Tuition Waiver or Reimbursement form must be submitted to the faculty member's executive dean for approval signature prior to course registration.

# College Support Services

## Academic Computing Labs

Academic Computing Labs (located in A127 and E108) serve the computing needs of students. Copies of the Academic Computing Labs' policies and guidelines are available outside both labs. *These labs are not available for use as classrooms.* Thus, instructors should not bring classes (or direct their classes) to either of these rooms for the purpose of instruction or project work during the class meeting times. Also, instructors should not direct students to print class materials in either lab. Instead, please arrange for copies to be printed at the Duplication Center or a division office. The labs are set up to accommodate individual students, or small groups of students working on assignments and projects outside of class time. Instructors working with individual students or a small group of students during office hours or other non-class times may also use the labs. To familiarize students with the location and capabilities of these labs, brief tours are encouraged and welcomed!

## AV Equipment Reservations

Located in Rm. A110, LCD projectors, CD and DVD players, slide projectors, easels, cassette recorders, laptops, Laser Pointers and other equipment for college-related use may be reserved by calling **the HELP Desk at 8457 (select option #3 for AV Equipment Hotline)**. The AV Equipment number can also be accessed from outside the College by calling 815-455-8457. The AV Equipment Hotline has voice mail capability so you may record your request if necessary. A technician will receive the message immediately.

When you call to reserve equipment, please be prepared to provide the following information:

- Your name, department, extension or phone number
- The date and time of your call
- The equipment you are requesting
- The dates and times you will pick-up and return the equipment

**If you have a problem with AV equipment while using it on-campus - Call the MCC HELP DESK at ext. 8457 (8HLP)**

## Bookstore

All textbooks used by the College, as well as student classroom supplies, are sold through the Bookstore (located on the first floor of Building B). Used books to be resold the following semester are **sold back** to the Bookstore during the week of final exams. Phone number: 815-455-8747 (ext. 8747).

## Cafeteria

The College Cafeteria and the Employee Dining Room are located on the ground floor of Building B, adjacent to the Commons. The Cafeteria is available for a full range of meal, beverage and snack services 7:30 am – 7:00 pm Monday through Thursday, and 7:30 am – 1:00 pm Friday. We also offer a full range of catering services.

Vending machines are located:

1. in the Cafeteria
2. outside of the gym (Multi-Purpose room)
3. outside of the Fitness Center
4. at the stairway on the 2nd floor of Building A (near the Library)
5. on the 3rd floor of Building A next to the Adult Education office
6. at the entrance to Buildings D and E.

**Note:** *It is preferred that all foods served at MCC are provided by the Food Services Department. When it is necessary to bring in food from outside vendor sources, please be critically aware that all foods and services must meet all the strict requirements of the McHenry County Department of Public Health. Call Sandra Johnston at ext. 8793 for details.*

## Campus Mail Preparation and Processing

### **Incoming Mail**

Mail is picked up at the Crystal Lake Post Office and delivered to MCC by 8:30 a.m. Packages containing purchase orders are processed through the Mail Room or Receiving Room. Mail Room staff separate mail for each faculty mailbox. Faculty mailboxes are located outside the Mail Room (in the corridor of Building A, opposite the Art Department classroom). Mailbox keys are available through the Mail Room at 815-455-8595 (ext. 8595). Twice daily, packages/large envelopes are delivered to each office. Final mail pickup begins at 3:00 p.m. **All outgoing mail, personal or business, must have a return address that includes your name and/or department in the upper left corner**, otherwise the mail will be returned to you.

Processing of personal mail is extended as a convenience to employees. The mail must be pre-stamped and placed in an outgoing interoffice mail receptacle provided in most offices. All personal packages / boxes must be brought down to the mail room for processing – this does not include envelopes or small packets.

All UPS personal packages will be delivered during rounds when we have room on our mail carts. Office Depot and business packages will, as always, take priority.

## Campus Telephone Services

Long distance calls can be designated business or personal. For business calls dial 9 + 1 + area code + number. For personal calls dial 1967 + 9 + 1 + area code + number and the call will be charged and billed to you as a personal call.

### **Direct Inward Dial (DID)**

Direct Inward Dial allows outside calls to circumvent the Switchboard. All telephone extensions on campus use DID. If your extension begins with an “8”, the prefix is 455. If your extension begins with a “7”, the prefix is 479. If your extension begins with a “6”, the prefix is 261. Please encourage your students and other outside callers to dial your number direct. This greatly reduces the overload of calls coming through the switchboard. The area code for the College is 815.

### **Voice Mail**

If you are away from your office or are using your phone when another call comes in on your line, the caller will be answered by Voice Mail. You can record your own personal greeting and you may also record an “out-of-office” greeting. You may also check your Voice Mail messages from outside the College.

**For further information, check with the administrative assistants in your faculty office or call the MCC HELP DESK at ext. 8457 (8HLP) option #2 (phone support).**

## **Duplication Center**

The Duplication Center in room A133 provides duplication and finishing services related to instructional materials, tests, brochures, and other published materials within approved copyright guidelines.

Materials to be duplicated may be submitted in-person, via email, or dropped in the after-hours depository, if the Duplication Center is closed. Please attach a completed work order request to accompany your project. Work orders are available in the Duplication Center or any faculty office.

To submit your project to the Duplication Center via email, send to [duplicate@mchenry.edu](mailto:duplicate@mchenry.edu). Please furnish the following information in your email and then **attach the files**.

Name  
Date Required  
Number of Copies requested  
Instruction for the completion of your project (Follow the ***Specific Instruction*** on our work order)

Each academic division office is equipped with appropriate duplication equipment for that area, many of which can accept your Microsoft WORD, EXCEL or POWERPOINT documents via the local area network (LAN). Document in PDF format are also accepted by these units. Contact the Duplication Center staff for information or training at (815) 455-8798 (campus extension 8798) or by e-mail at: [duplicate@mchenry.edu](mailto:duplicate@mchenry.edu).

Please plan ahead. The beginning of each semester is always a busy time for the Duplication Center, so completion of your project may not be possible in the time frame you requested. It's a good idea to plan your requests *in advance* as the Duplication Center is not able to provide while-you-wait service.

## **Help Desk**

For assistance with computer software, hardware, telephone, or AV problems, call the Help Desk at ext. 8457 (8HLP).

### Regular Semester Hours:

Monday-Thursday 7:45 a.m.-8:00 p.m.,

Friday and 8:00 a.m.-4:30 p.m.

Saturday 8:00 a.m.-1:00 p.m.

### Intersession/Summer Hours:

Monday-Thursday 7:45 a.m.-8:00 p.m.,

Friday and 8:00 a.m.-4:30 p.m.

Saturday CLOSED

MCC's Help Desk is set up to work with, and through, the instructor on matters related to his or her students. For this reason, please do not give out the Help Desk phone number to students. Students who contact the Help Desk are referred back to their instructors as the point of contact and support on computer-related matters. Telephones are provided in computer-equipped classrooms for the convenience of instructors in contacting the Help Desk. The Help Desk is accessible off-campus by dialing 815-455-3700 and asking for the Help Desk (ext. 8457).

## **Human Resources**

The Office of Human Resources is located in A 244. The office coordinates recruitment and selection of staff, administers all benefits, collects all required forms, and keeps personnel files up-to-date and accurate. This office also serves as a resource for questions and concerns. Please feel free to contact any of the staff when you need information or assistance.

Assistant Vice President:	815-455-8738 (ext. 8738)
Director of Employment Services / Affirmative Action Coordinator:	815-455-8987 (ext. 8987)
Coordinator of Personnel Services:	815-455-8737 (ext. 8737)

### **Applications For Employment**

Prior to your formal appointment by the College Board of Trustees, the Office of Human Resources must have on file a completed application form with supporting data, professional experiences, qualifications, and a certified copy of college transcripts.

## **Information Desk/Switchboard Service**

Located in the Commons area of Building B, this is the ideal place to seek or share general college information and inquiries about college events. NOTE: *To effectively assist our students, colleagues, and the public, be sure to keep the Information Desk/Switchboard Service staff informed of all upcoming events, room changes, event cancellations, etc.* Dial “0” or email the information to [switchboardinformationcenter@mchenry.edu](mailto:switchboardinformationcenter@mchenry.edu).

## **Library Services**

### **Information Literacy Instruction**

The MCC Library’s Information Literacy Program reflects the librarians’ proactive approach to infuse information literacy instruction at key points in the curriculum to assist our students in becoming information-literate lifelong learners.

The **Baccalaureate Transfer Core** consists of an information literacy component integrated into three courses: MCC101, ENG151, and ENG152. The information literacy component of these courses is based on the Library’s Information Literacy Goals and Objectives as well as course objectives. Basic information navigation skills, evaluation of information sources, and the research process plus database search techniques are covered in MCC101, ENG151, and ENG152, respectively.

After completing these courses, students should be able to transfer the information literacy skills they’ve learned to other classes and research-based projects. Supplemental instruction will be provided through focused instruction sessions, handouts, or assignments as deemed necessary by the librarian and instructor of classes outside the core.

Students should be provided ample opportunity to apply and use information literacy skills during their course of study at MCC. That is why the librarians encourage faculty to give research-based assignments and projects and to hold students accountable for these skills. The librarians will be happy to work with faculty interested in designing an information literacy assignment and further integrating information literacy into their respective curricula.

**Occupational Programs:** The need for information literacy instruction is discussed with each occupational program during the program review process. The goal is to identify core occupational classes that the majority of students will take in each of the specific occupational programs offered at the College. Information literacy instruction is infused into these specific courses to meet agreed upon information literacy goals and objectives and the needs of each discipline.

To discuss the information literacy needs of your students or to schedule an instruction session, contact the Reference Librarians at 815-455-8762.

**Research Assistance & Faculty Development:** The Reference Librarians are available to assist you with your research needs. They also serve as research consultants, providing

information and instruction to faculty in research capabilities of both the MCC Library and the broader information world. A 3-credit hour graduate course, *Information Literacy for Educators*, is taught by one of our Reference Librarians. Call us at **815-455-8762** for more information on these services.

### **Library Reserve Materials**

“Reserve” allows for the equitable use of materials that are in high demand as a result of specific class assignments or which have very limited availability. To reserve class materials for all, or part of a semester, contact the library circulation assistants at 815-455-8533. Instructors must have a library card. Loose papers must be secured in a binder with a typed title label on the front cover. Loan periods can vary from “in-library-use-only” to two weeks. Whether the material is library owned, personal or photocopied, copyright laws must be observed. Reserve material is usually reviewed for usability and removed at semester’s end. Personal copies are returned to the owner and library owned materials are returned to the permanent collection. Complete Reserve Policy can be accessed from the Library homepage <http://www.mchenry.edu/library/>.

### **Purchase of New Books/AV Materials**

Recommendations for the purchase of new resources in your subject area for the Library collection may be discussed with Joan Perlman, or sent to the Catalog / Collection Development Librarian. The Library relies heavily on faculty requests, so let your needs be known. Prioritize your requests (i.e., need for class being taught next semester; indicate if funds are available, etc.). Please preview AV materials *before* payment to ensure these are appropriate for your courses.

## **Lost and Found**

Please refer anyone who has lost an item (or forward all unclaimed items) to the Information Desk/Switchboard Service - located in the Commons area of Building B (Dial “0” or email [switchboardinformationcenter@mchenry.edu](mailto:switchboardinformationcenter@mchenry.edu)).

## **Media Center**

The Media Center, located in room A210, provides faculty with state-of-the-art hardware and software in a hands-on environment. Distance Education and Professional Development personnel can provide help if needed; for best results, plan ahead and make an appointment.

## **Office of Marketing and Public Relations (OMPR)**

### **How to Initiate Your Next Project**

Your contact for all incoming project requests is Jenne LeFevre at ext. 8562.

#### **1) Advance Preparation**

As a subject area expert, please provide a working draft of the communication that you would like to share with others when you begin a project. Writers in OMPR will work

with you to edit and refine your draft into polished language prior to production. Staff is available for coaching, if desired.

## 2) Complete a Project Request Form

<http://www.mchenry.edu/projectinrequest/projectreqform.asp>

You'll find our online project request at the URL listed above. You may attach a document up to 50KB – if your attachments are larger, please email them to [jlefevre@mchenry.edu](mailto:jlefevre@mchenry.edu).

## 3) Your Project Team is Assigned

Once received, Jenne LeFevre works with the department director to assign a project team. Necessary meetings will be scheduled and deadlines for completion will be established based on prior commitments and staff availability at the time your project is initiated.

*\*Please note: Projects will not begin until OMPR has received a completed and detailed project request form.*

## At The Close Of Your Project

The OMPR is beginning to provide detailed reports of the staff time and expenses associated with many projects. If you are interested, you may request a paper copy at the close of your project.

## Professional Development

Faculty members are encouraged to participate in various workshops and other professional development opportunities as offered on campus. These workshops are free and are published on the automated registration system available by clicking the “Got Training” button on <http://www.insidemcc.mchenry.edu> Mentoring is also available through your dean.

## Reserving Space - Campus Wide

**Contact To Reserve:** (Call the Coordinator of Campus Facilities 815-455-8764)

Atrium (Bldg. A)	Employee Dining Room (B177C)
Black Box Theatre	Gym (A107)
Classrooms (including computer classrooms & instructional labs)	Hallways
Commons area (Bldg. B)	Main Dining Hall (B177)
Conference Center/Breakout Rooms	Parking Lot(s) (i.e. outer paved areas)
Conference Rooms (throughout MCC)	Playing Fields/ outdoor sports areas
	Scheduling for Outside Groups

Review of Procedures for Reserving Space – Campus-Wide

**A telephone call is not sufficient to generate a reservation. The Facilities Request Contract is available at: (<http://www.insidemcc.mchenry.edu/Forms/FacilitiesRequest.doc>) You must use this form when requesting space for meetings/events.**

When planning your event:

- Check with Coordinator of Campus Facilities on space availability
- **Completely fill-out** a Facilities Request Contract (including room arrangement, A/V needs, additional table requirements, etc.)
- You are responsible for contacting the Director of Food Services 815-455-8793 (ext. 8793) to confirm arrangements for food/beverages
- Make these arrangements prior to setting the date for your event
- Send the form as an email attachment, to Coordinator of Campus Facilities - [acarzoli@mchenry.edu](mailto:acarzoli@mchenry.edu). You will receive a reply email when your reservation is confirmed
- If the status of your event changes (i.e., number of attendees, AV needs, room set-up, cancellation of the event), it is very important to notify the Coordinator at 815-455-8764 (ext. 8764).

Your comments and suggestions are welcome. If we all do our part, things will run smoothly and last minute problems will be avoided.

# Student Affairs

## Advising and Transfer Center

<b>Advising &amp; Transfer Center - A262</b>	
Phone: (815) 479-7565	
Fax: (815) 479-7785	
<hr/>	
Office Hours August - May	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	8:00 a.m. - 1:00 p.m.
<hr/>	
Office Hours June-July	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.

The primary function of the Advising & Transfer Center is to take an active role in each student's learning environment by facilitating the process of educational planning. It is recommended that each student see an advisor once a semester for course selection and transfer planning or view the ATC website for degree and transfer information at [www.mchenry.edu/ATC](http://www.mchenry.edu/ATC) . For further information call 815-479-7565.

Advisors will:

- work with students in course selection
- help students select a degree
- interpret placement test scores
- provide advice about adding or dropping courses
- provide unofficial degree progress checks
- make referrals to appropriate student services (financial aid, counseling, etc.)
- provide in-depth transfer planning services
- provide new student orientation
- provide major-specific seminars

## Counseling

<b>Counseling - A262</b>	
Phone: (815) 455-8765	
Fax: (815) 479-7785	
<hr/>	
Office Hours August - May	
Monday - Thursday	8:30 a.m. - 7:30 p.m.
Friday	8:30 a.m. - 4:00 p.m.
<hr/>	
Office Hours June-July	
Monday - Thursday	8:30 a.m. - 4:00 p.m.
Friday	Closed

Counselors are often confused with academic advisors or guidance counselors. The counselors have Master's degrees in Counseling and help students with personal issues, provide career counseling, and guide students toward academic success. Students with a c.g.p.a. below 2.0 are required to see counselors to develop an Academic Success Plan after a student attempts 12 credit hours.

The counselors also teach 1 credit, transferable elective courses on Personal Development (PDV 100) topics such as Stress Management, Positive Living, Assertive Communication, and (PDV 110) Career Decision-Making.

Faculty is encouraged to refer students to counseling. Counselors are also available for consultation about student development issues. The website is another excellent source for self-help resources on mental health and career issues: [www.mchenry.edu/Counseling](http://www.mchenry.edu/Counseling) .

If a student is in crisis, contact the Counseling Office immediately. Do NOT leave a voicemail message. If it is after hours, contact the McHenry County Crisis Line 1-800-892-8900.

## Registration

<b>Enrollment Processor - A258</b>	
Phone: (815) 455-8588	
Fax: (815) 455-3766	
Office Hours August - May	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	8:00 a.m. - 1:00 p.m.
Office Hours June-July	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.

## Financial Assistance

<b>Financial Aid - A256</b>	
Phone: (815) 455-8761	
Fax: (815) 455-8594	
Office Hours August - May	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	8:00 a.m. - 1:00 p.m.
Office Hours June-July	
Monday - Thursday	8:00 a.m. - 7:30 p.m.
Friday	8:00 a.m. - 4:30 p.m.

The Financial Aid & Veteran Services Office administers and coordinates student financial assistance programs from federal, state, college, and private sources.

The five (5) types of financial assistance available at the College are:

- Scholarships
- Grants
- Student Loans
- Student Work Study/Job Opportunities
- Veteran's Educational Benefits

All inquiries regarding scholarships, veteran benefits, and all other types of student financial assistance should be directed to this office. For information, call 815-455-8761 (ext. 8761).

## Intercollegiate Athletics

MCC is a member in good standing of the National Junior College Athletic Association and the Illinois Skyway Collegiate Conference. The Athletic Department has shown concern for the total development of the student-athlete via institution-wide programs to help these participants achieve in the areas of academics, personal growth, and athletics. An academic monitoring program supported by counseling and academic advising is in place. It is appreciated when faculty respond to requests for academic progress information. (Student-athletes grant permission for academic monitoring by the Athletic Department.) Please inform the Director of Athletics, at 815-455-8547 (ext. 8547) or program assistant 815-455-8580 (ext. 8580), of any concerns related to attendance or performance.

All faculty members are eligible to receive a complimentary *family season pass* to all men's and women's Scots home basketball games. These passes are available in the Athletic Department Office - Rm. A109, beginning in the last week of October. Athletic and sports camp information, updates, results etc., are accessible at [www.mchenry.edu/athletics](http://www.mchenry.edu/athletics).

The following is a list of the Fighting Scots & Lady Scots sports offerings:

<b>Men's Sports</b>		<b>Women's Sports</b>	
<b>Fall</b>	Soccer	<b>Fall</b>	Tennis & Volleyball
<b>Fall/Winter</b>	Basketball	<b>Fall/Winter</b>	Basketball
<b>Fall/Spring</b>	Baseball	<b>Spring</b>	Softball
<b>Winter/Spring</b>	Tennis	-----	-----

## Student Affairs – WHO DO I CALL?

Name	Title	Extension
Dr. Normah Salleh-Barone	Assistant Vice President for Academic and Student Affairs	8613
(open position)	Administrative Assistant to the Vice President and Assistant Vice President for Academic and Student Affairs	7547
(open position)	Secretary, Academic and Student Affairs	7654
Lesley Frederick	Dean of Students	8734
Beth Pecoraro	Secretary to the Dean of Students	8696
Talia Koronkiewicz	Coordinator of Student Life & Campus Activities	8772
Sangita Patel	Student Life Receptionist	8550
Sonia Reising	Coordinator of Multicultural Programs and Student Leadership	7749
Brenda Romero	Secretary to the Dean of Library and Academic Support Services / Acquisitions Specialist	8777
Janet Scott and Cynthia Letteri	Reference Librarian	8762
Marianne Devenny	Director of Enrollment Services	8716
Susan Zingrone	Secretary to the Director of Enrollment Services	8767
Dr. Flecia Thomas	Dean of Student Success	7620
Rose Mikulski	Student Development Secretary	8917

## **Sage Learning Center (SLC)**

The Sage Learning Center is a general tutoring center and learning facility located in A247, near the Atrium entrance. It is available to all students seeking assistance in a variety of subject areas. Comprehensive support is provided in Math and in Writing/English. Assistance is also provided wherever possible in many other disciplines. Tutoring is delivered by professional and peer tutors on a scheduled drop-in and appointment basis and in both individual and group formats. Computer-assisted instruction, study groups, assorted handouts, videos, audiotapes, and CDs as well as a resource library are also available. On-site tours or classroom visits by a SLC staff member may be arranged by calling 815-455-8579, (ext 8579).

## **Special Needs Program**

The Special Needs Program is designed to provide reasonable support for otherwise qualified students with disabilities so that they have the same opportunity to succeed in college as other students.

Whether a student has a documented learning, physical, or psychological disability, or other barriers to learning; our comprehensive support services help to provide equal access to students with special needs. Some students in occupational programs who have limited English proficiency or are academically disadvantaged may also qualify for accommodations. Available services include tutoring, note takers, extended testing time, test readers, private testing, alternative text format, sign language interpreters, adaptive equipment, and advocacy on campus.

If faculty believe that one of their students may be eligible for these services, the student should be referred to the Special Needs Office, room A257, 815-455-8676 (ext. 8676), for an intake interview. More information on the department and its services can be found at: <http://www.insidemcc.mchenry.edu/SpecialNeeds/index.htm>.

## **Multicultural Programs and Services**

### **Multicultural Programs**

Multicultural Programs provides direct student support services and coordinates individual and group activities to promote integration into the college environment and academic success. Multicultural Programs strives to promote the following:

- Promote respect for diversity
- Ensure social, educational, and cultural student programming for underrepresented groups on campus is inclusive and accessible
- Provide students with a variety of resources and opportunities to learn about themselves, other cultures, and their community

- Strengthen students academic and social skills
- Encourage students to build a support network with staff, faculty, and administration
- Recognize and reward exemplary leadership behavior

In collaboration with the Student Life Office, Multicultural Programs supports student organizations such as Club Concordia, Equality, Black Student Union, and Latinos Unidos. Services are available to all students; however, the primary constituents are individuals of color or individuals with limited English skills. For more information regarding the services that the office of Multicultural Programs provides, please call (815) 479-7749, email [sreising@mcheny.edu](mailto:sreising@mcheny.edu), or visit Rm. A252.

## **Student Life**

### **Student Life and Campus Activities**

The Student Life and Campus Activities Office provides quality, student-centered programs, services, and involvement opportunities which foster leadership, civic engagement and student development. Listed below are a few services Student Life offers:

- Organize a variety of campus activities which entertain and educate students.
- Coordinate the Leadership Education and Development (LEAD) program.
- Assist MCC's 20+ student organizations in the planning of programs and activities directed toward meeting the wide variety of student needs and interests.
- Directly advise and support the Student Senate and its mission to promote student welfare, protect students' rights, and represent the opinions of MCC students wherever possible.

Faculty and staff are highly encouraged to act as advisors to MCC student organizations. For more information regarding the Student Life and Campus Activities Office or to inquire about becoming a student organization advisor, please call 815-455-8772, email [tkoronkiewicz@mchenry.edu](mailto:tkoronkiewicz@mchenry.edu) or visit the Student Life office in Rm. A252.

## **Student Performances/Publications/Art Work**

A variety of opportunities in the arts are provided for students interested in composing, producing, and performing. The jazz band, chorus, and Black Box Theatre are available to students. MCC also sponsors *Voices*, a literary magazine featuring original work; *The Tartan*, a student newspaper; art gallery displays of student photography, paintings, drawings, pottery, sculpture, and other three-dimensional art work are regularly presented. The College also participates in Skyway Competitions for art, writing, and jazz. In addition, the College sponsors an Accounting Bowl, Ethics Bowl, Illinois Drafting Educators Association Regional Competition and WYSE – World-Wide Youth in Science and Engineering Competition.

## Testing Center

The Testing Center (located in room A245; phone 815-455-8984) does a variety of testing, including, but not limited to, telecourses, online, correspondence, Constitutions, GED, CLEPS, ASSETS, CNA, proficiency, make-up exams, and placement testing.

Note:

- Correspondence, CLEP, Proficiency Exams, Online and GED, require appointments. Call 815-455-8984.

Make-Up Test Guidelines:

The Testing Center will proctor Make-Up Tests for individual students who cannot take the test in the usual classroom setting. MCC Instructors who wish to avail themselves of this service should be aware of Testing Center procedures:

Filling out the Make-Up Exam Authorization form:

- The forms are available in the faculty offices and in the Testing Center
- One copy will stay with the test, and one copy will be held in the Testing Center
- Tests will be returned to the room circled, or held in the Testing Center if "HOLD" is circled
- The "time needed to complete this test" line indicated the minimum time needed to complete the test, and enables the Testing Center staff to determine whether the student has enough time to take the test before closing
- If a Scantron, line paper, or other materials are required, the instructor must provide these. The Testing Center will provide calculator, scratch paper, and colored pencils

Miscellaneous information:

- If open book or notes are allowed, the Testing Center staff will not examine the contents
- The Testing Center cannot time tests

Information for your students:

- FEE: A \$5.00 fee will be charged for all students payable at Registration (A258) prior to testing. The fee will be waived for eligible Special Needs Students. (If the faculty member knows that the student is eligible for this waiver then she/he should check the "Special Needs" box on the form)
- ID: A picture ID is required for all tests
- CALCULATOR: If a test requires the use of a calculator, students must use a calculator provided by the Testing Center
- If a test is to be done in Microsoft Word and requires a printout, the student must put a header on the paper that includes the student's name, the instructor's name, and the class title

## **Travel Policies for Academic and Student Affairs**

### **A. Travel Policies/Procedures**

Any activity requiring off-campus travel (even for local travel) requires following the processes and procedures as stated below. This includes submission of hold harmless/liability release forms within 15 days of the trip.

All MCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.

If a College van is used, the designated driver(s) must review and sign the “Rules and Procedures for Using College Vehicles”. The completed form should be submitted to the Business Services Office, A-248. The college requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure.

Any MCC student attending any event or excursion at which they are a representative of MCC will be bound to the following terms of travel and procedures. “Student” is defined by the MCC Student Code of Conduct and Disciplinary Process, as “any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is using any service provided by the College.” Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

Funds for the trip may be provided for through an Activity or Course Fee incurred at registration or arrangements may be made on the part of the student. Trip facilitators will notify students of necessary financial arrangements in advance.

### **B. Prior to Travel**

1. 15 business days prior to leaving on the trip, the trip facilitator shall provide the Executive Dean with the following forms completed:
  - Off-Campus Student Field Trip/Event Form
  - Off-Campus Event Attendee List
  - Field Trip Agreement Form
  - Waiver
  - Expense Expenditure Form
2. The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.

### C. Travel Arrangements

1. For any **overnight** trips, all trip facilitators and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The trip facilitator(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action should be taken.
2. Preferred priority for transporting students is as follows:
  - a. Public transportation (bus, train, airplane) if financially feasible.  
Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.
  - b. College owned vehicle. MCC owns several vehicles, holding 7–15 passengers. To check availability and/or reserve a vehicle, contact the Business Services Office, A-248. Students cannot drive college vehicles.
  - c. Rented vehicle. If this occurs, the trip facilitator can recommend local vendors. Driver(s) must be employed by the college and at least 21 years of age; MCC covers the insurance in this case. Students cannot drive rented vehicles.

### D. Responsibilities of Trip Facilitator During Travel

1. The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
2. The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
3. In case of medical emergency, the trip facilitator shall notify 9-1-1 (or the equivalent via cell phone carrier in that area) immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
4. Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

\*NOTE: Due to liability, risk and insurance reasons, use of personal cars for college sponsored travel will generally not be approved. Please see immediate supervisor for parameters.

Off-Campus Field Trip Form  
McHenry County College

Today's Date: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Name of Trip Facilitator: \_\_\_\_\_

Name of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date(s) of Trip:

Leaving MCC (date, time) \_\_\_\_\_

Return to MCC (date, time) \_\_\_\_\_

Trip Location (Be as specific as possible and give contact information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Transportation:

\_\_\_\_\_  
\_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Instructors \_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**This completed form, along with the Off-Campus Event Attendee List  
must be turned in to the Administrative Assistant/Secretary prior to trip.**

Off-Campus Event Attendee List  
McHenry County College

Trip: \_\_\_\_\_

Trip Facilitator: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

	Student Name	Emergency Contact	Phone Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			

**This completed form, along with the Off-Campus Event Form must be turned in to the  
Administrative Assistant/Secretary prior to trip.  
The facilitator will keep a copy of this form with him/her during travel.**

## STUDENT OFF-CAMPUS FIELD TRIP AGREEMENT FORM

Student Name (please print) \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

### In Case of Emergency, contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell/Business phone (\_\_\_\_\_) \_\_\_\_\_

### PLEASE READ CAREFULLY BEFORE SIGNING FORM

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of McHenry County College while on any field trip, I agree to:

1. Observe all public laws and ordinances, including traffic laws as well as the usages and customs of good citizenship, decorum, and courtesy.
2. Observe all rules of the host institution or agency that apply to visitors or the general public.
3. Observe all McHenry County College rules and regulations including the Student Code of Conduct and Judicial Process at all time and represent the college in a professional manner.
4. Refrain from the purchase, distribution, or consumption of alcoholic beverages and/or illicit drugs.

**I HAVE READ AND UNDERSTAND THE RULES OF THIS FORM, AND I AGREE TO ABIDE BY THEM. (If student is under 18 years of age, parental approval is necessary.)**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature (if student is under 18 years of age)

\_\_\_\_\_  
Date

- This course requires more than one field trip throughout the semester and this Agreement Form covers all trips pertaining to this course.

# Policies

## Anti-Violence Policy

### Board Policy 1.10

McHenry County College is strongly committed to providing a safe environment free from violence, threats of violence, aggression, intimidation, and harassment from students, employees or outside parties including visitors and vendors. The College will not tolerate any acts of violence including domestic violence occurring on campus. Prohibited behaviors include, but are not limited to: acts of violence, threats or statements which expressly or impliedly carry the intent to cause harm to a person or property, physical aggression against persons or property, and any other form of violence otherwise described in Board policies, procedures, the Student Code of Conduct, and/or the College's course catalog.

To ensure a safe environment for employees, students, visitors and vendors, the College prohibits anyone from wearing, transporting, storing, or possession of firearms or other weapons on College property (including College-owned vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. Any employee or student who violates this policy may face disciplinary action, including termination and/or expulsion. Furthermore, individuals who commit such acts may be removed from College premises and/or subject to disciplinary action, criminal penalties, or both. All members of the College community are encouraged to report violations of this policy before such violations begin to compromise the health, safety, and efficiency of the College community. The administration will implement and maintain regulations to facilitate this policy.

"Weapons" includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air), knives (including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, any object which by use, design, or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.

This policy does not apply to any certified law enforcement personnel engaged in official duties. Furthermore, this policy is not intended to eradicate or abridge the effect of other existing College policies regarding incidents of violence or weapons possession on College premises, at College-sponsored or College-related functions or events, or during times when individuals are acting as a representative of the College.

Persons seeking exceptions to this policy for strictly educational purposes must petition the Director of Campus Security. A request for an exception must have the written approval of the Vice President for Academic and Student Affairs and must describe in detail the purpose

of the exception sought and the safety measures which will be observed if the exception is granted. For College procedure on implementation see the following website: <http://www.insidemcc.mchenry.edu/PoliciesProcedures/Anti-Violence.pdf>

## **Board Policy Manual**

This policy manual has been determined to be the official document of the Board of Trustees and sets forth the authority by which the board acts. Policy established herein reflects either legal restrictions or obligations of the board, or general policies which have been approved by the board to facilitate the operation of the College.

<http://www.insidemcc.mchenry.edu/PoliciesProcedures/BoardPolicyManual.pdf>

## **Children on Campus**

### **Board Policy 2.4.6**

It is recognized that the College must be concerned with maintaining a safe and orderly collegiate environment for the benefit of all students. To fulfill this broad responsibility, it is McHenry County College Board policy to:

a. Require that no children (e.g., less than 16 years of age) be permitted on campus unattended by a parent/guardian, except when they are attending classes offered or receiving services by the College for children.

b. Require that no children (e.g., less than 16 years of age) be allowed into a classroom/laboratory environment solely for the purpose of a parent/guardian providing direct supervision of his/her child.

## **Copyright Policy**

### **Board Policy 1.14**

The College will maintain current procedures and guidelines to ensure that all staff and students comply with applicable copyright laws and other intellectual property protection laws. The College will encourage staff and students to engage in the development of intellectual property and facilitate ownership protections with respect to such development of intellectual property. The College expects that staff and students will act responsibly and ethically in a manner consistent with all copyright laws and College copyright procedures and guidelines. This policy authorizes the College to adopt and maintain such procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

For further clarification of this policy and the college procedures for implementation refer to the following website: <http://www.insidemcc.mchenry.edu/PoliciesProcedures/Copyright/>

## Drug-Free Workplace Policy

### Board Policy 3.1.6

No employee shall unlawfully possess, use, dispense, distribute, or manufacture any controlled substances or drugs in the workplace. The College has enacted a Drug-Free Workplace Policy to conform to federal law and to further the educational aims of the institution. By establishing this policy, the College seeks to improve the work environment by eliminating unlawful use and/or possession of drugs in the workplace.

## Recycling at McHenry County College

Mixed paper, and bottles and cans are recycled at MCC. Large brown containers for recycling bottles and cans are located at five entrances to the College. Large blue paper recycling totes and green recycling totes are located at 20 “waste reduction stations” in the campus hallways. Small blue paper-recycling bins and green recycling bins are also located in each classroom. All paper (except paper with plastic coating) can be recycled in all the blue containers. The following types of bottles and cans can be recycled in all the green containers: aluminum, steel, glass, and plastics #1 through #7- inclusive. Please dump-out liquids before recycling bottles and cans. A large blue recycling tote for recycling bottles and cans is also located in the cafeteria near the conveyor belt.

Small blue paper recycling bins are also located in all offices. These recycling bins are provided to new employees by Dan Chmura at 815-455-8751 (ext. 8751). Employees are asked to empty their own bin into the large blue paper recycling totes located in the hallways. (Hallway locations are listed at [www.insidemcc.edu](http://www.insidemcc.edu) under Policies and Procedures.) The cafeteria, outside, hallway and classroom recycling containers are emptied regularly.

In addition, you can recycle old **cellular phones** at A257. **Transparencies** can be dropped off at the Duplication Center (Rm. A133). Check the faculty offices for additional drop-off locations for transparencies. **Household batteries** can be dropped off at the MCC Bookstore entrance. All types of **cartridges (laser, inkjet and fax)** can be recycled as well. Drop them off at Computer Labs A & E or Network Services (Rm. A110).

## Right to Privacy (Releasing Student Information)

FERPA (Federal Education Rights & Privacy Act) allows every student attending a postsecondary institution, protection from the distribution of any information to any third party - including parents - unless the student has signed a release. Students may obtain release forms in the Registration Office. Faculty may contact the Coordinator of Registration at ext. 8768, or the Director of Enrollment Services at ext. 8716, to see if a release has been signed.

## **Sexual Harassment Policy (Employee)**

### **Board Policy 3.1.7.1**

It is the policy of McHenry County College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the College community are respected, that sexual harassment of employees at McHenry County College is unacceptable conduct and will not be tolerated. Contact the office of Human Resources for additional information regarding this policy and the complaint procedure.

## **Smoking Policy**

### **Board Policy 2.4.7**

The College respects the rights of smokers and non-smokers. Within the limits imposed by the College facilities and current medical information, all reasonable efforts will be made to minimize the health hazards for non-smokers and provide necessary spaces and efficient practices to accommodate smokers within the College community.

Designated smoking areas are 50 feet from buildings and only in the following locations:

Building A – the patio facing the pond  
Building B – the patio outside the cafeteria

## **Student Attendance/Absences**

The faculty is free to establish their own attendance policies and procedures that are consistent with the objectives, content, organization, and instructional techniques used in their class. It is assumed that the established attendance policies and procedures are designed to assist each student to gain the maximum educational benefits from each class. It is required at the beginning of the course that faculty define his/her class attendance expectations and also their administrative withdrawal policy.

All students at McHenry County College are expected, and strongly encouraged, to attend every class meeting. Class attendance has been shown to have a definite relationship to a student's grades. The repeated failure of a student to attend classes can be expected to result in lower grades as a direct consequence.

Instructors may, at their discretion and with the full support of the College, require attendance, establish an excused absence policy, and impose penalties for non-attendance. Such policies, if established by an individual instructor, shall be provided in writing with the course syllabus and fairly imposed.

If an instructor determines that a student's absences are adversely affecting his/her performance in a course, the instructor may inform the student in writing of the problem and provide a reasonable opportunity to correct the situation. If the faculty member is unable to assist the student in resolving his/her attendance problem, the following three options are available: 1) Refer the student for counseling; 2) Encourage the student to withdraw from the

class; 3) Initiate an administrative withdrawal to remove the student from the class. Counseling referrals can be made directly to a Counselor or forwarded to the Dean of Students in writing. See "Withdrawal Policy" for information regarding withdrawal options.

## **Student Code of Conduct**

Consistent with the McHenry County College mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at the College.

We recognize that each student is responsible for knowledge of and compliance with this Student Code of Conduct. The Student Code of Conduct is available in the Student Life Office (Rm. A260) and <http://www.insidemcc.mchenry.edu/PoliciesProcedures/CodeofConduct.pdf>

## **Students Disrupting Classes**

Occasionally a student may be responsible for *chronically* disrupting the learning of classmates. Under such circumstances, the instructor has a responsibility to make every possible effort to work with the student to correct the situation. If these efforts fail, the case should be referred to the Dean of Students. The student will then be contacted by the dean's office to determine if the problem can be corrected. If it is impossible for the student to correct his/her problem through discussions with the faculty member and the dean, the Records Office may be instructed by the dean to withdraw the student from the class.

## **Procedures-Emergency**

### **College Closures and Cancellation of Classes**

If an emergency occurs overnight or in early morning, radio stations and College administrators will be notified of a College closing prior to 6:15 a.m. This means the College will be closed for the daytime classes starting before 4 p.m. A separate decision will be made by 3 p.m. for evening classes starting at 4 p.m. or later. Radio stations and College administrators will be made aware of an evening closure by 3:15 p.m. In the event of a closing, departmental telephone trees for College closings will go into effect. This will allow all College personnel to be informed of the closing.

For information on closings, listen to television and radio broadcasts, or call the College at 815-455-3700.

During a weather emergency, MCC employees may check the facility status online by visiting [www.mchenry.edu](http://www.mchenry.edu) and selecting SCHOOL CLOSING CENTER on the bottom of the home

page menu. Type in MCHENRY COUNTY COLLEGE and Crystal Lake to view the current status. Employees may also register online at the Emergency Closing Center website to receive instant email notification anytime the College closes. The website address is: [www.emergencyclosingcenter.com/ecc/email\\_notification.jsp](http://www.emergencyclosingcenter.com/ecc/email_notification.jsp) .

## **Safety Procedures in Case of Injury**

### **Emergency Care**

If someone is ill or injured or if you perceive the injury or illness to be life threatening, take the following steps:

- Designate a specific person to call 911 and relay information to emergency personnel.
- **Dial 22** and ask the operator to page Campus Safety & Security and send them to your location.
- Once a member of Campus Safety & Security arrives, she/he will coordinate efforts.

### **Non-Life Threatening Problem or Injury**

**Dial 22 if:**

- You or someone near you is in danger and needs immediate assistance
- You or someone near you is involved with a major emergency. A major emergency is defined as any incident, potential or actual, which affects an entire building or buildings and will disrupt the overall operations of the college.
- A disaster has begun. A disaster is defined as any event or occurrence that seriously impairs or halts the operations of the college.

## **Disaster Plans (See Classrooms for Safe Location Maps)**

If a disaster occurs, the first decision is whether to evacuate the buildings or to take cover. This is not always a clear-cut decision. An expectation of radioactive fallout to arrive three hours from now would be treated in a different way than a tornado expected within a few minutes. Therefore, we have several plans with built-in considerations that take into account time of day, urgency of action and degree of potential destructiveness of the particular disaster. Please see faculty offices or department chair for more details.

**College Security is provided at all times. For additional information see the [MCC Emergency Response Manual](#)**

#### **DIAL "0" (Safety and Security Problem)**

If you have a safety or security problem, assistance will be summoned.

#### **DIAL "22" (Immediate Danger)**

If you are in danger and need immediate assistance, this signals the switchboard of an emergency and the operator will notify security immediately.

# Teaching and Learning

## Assessment

McHenry County College has a comprehensive assessment program under faculty leadership with administrative support. All faculty are expected to participate in ongoing College-wide assessment efforts across departments and general education outcomes. In addition, the use of classroom assessment techniques (CATS) is encouraged to aid in formative assessment of student learning. Also, see your department chair for more information on each department's assessment plan and measurement tools.

### Assessment Plan



For current information and assistance with assessment plans, documentation in TracDat, or classroom implementation, contact the Assessment Liaison, the Assessment Chair, or Faculty Development Chair. For details, see the website at:

<http://www.insidemcc.mchenry.edu/LSSS/Assessment/index.htm>

## **Assessment**

As a part of an ongoing commitment to academic assessment, all full-time students entering McHenry County College will be assessed for general education competencies. Those students seeking a transfer associate degree or Associate in General Education degree will be required to participate in general education assessment activities as a graduation requirement. Further, all students (full-time and part-time) who complete at least 45 baccalaureate/occupational credit hours at MCC will be required to participate in these same general education assessment activities. The results of these assessment efforts are not intended to determine a student's eligibility to enroll in classes or graduate but rather to provide essential aggregate entry and exit level data in support of the College's ongoing commitment to enhance student learning.

In compliance with the Illinois Community College Board directive to implement end-of-program testing of graduates for all occupational programs, any student seeking an Associate in Applied Science degree or a certificate of 30 credits or more, will be required to participate in the assessment activities designated by the department for those degrees and/or certificates. These activities are designed to provide essential data critical to the support of the College's ongoing commitment to enhancing student learning. While academic assessment is integral to the mission of an educational institution, it represents only one facet of the necessary efforts to insure "best practices." MCC is equally committed to assessing and transforming all program and service areas of the College to insure that we are efficiently and effectively approaching the College's mission and are good stewards of the public trust.

## **Alternative Pedagogies and Instructional Methods Including Distance Education**

### **Definition**

Instruction at McHenry County College continues to evolve. For purposes of course and class schedule planning, determination of faculty loads and compensation, staff recruitment planning, and budget development, certain key distinctions need to be established between scheduled traditional class instruction and: learning communities, service learning courses, special curriculum infusions such as ethics across the curriculum, internships, individualized study, and independent study.

The following descriptions are intended to serve as initial operating distinctions:

### **Distance Education**

The Distance Education Department (DE) serves instructors and students and supports the use of ANGEL, our course management system. DE supports telecourses, online courses, hybrid courses, and use of ANGEL to supplement any other course. DE also assists departments or individuals using ANGEL for other purposes, such as departmental groups.

## **Distance Education Definitions, Policies and Procedures**

**Online courses** allow students to complete all course requirements at a distance via the Internet. Students are not required to come to campus for any instruction in the course. However, events with flexible scheduling, such as tests given at the Test Center or conferences with the instructor, may be required.

**Hybrid courses** allow students to complete a portion of course requirements at a distance and a portion with regular campus attendance at scheduled class times. Dates and times of required on-campus attendance are listed in the MCC Credit Schedule.

**Telecourses** are completed at a distance and generally consist of a textbook, student study guide, and a multimedia component such as a CD-Rom, DVD or video. Most telecourses have multiple start dates and all telecourses run 18 weeks each. Some telecourses use ANGEL to support the class and some use only the US mail or campus pick-up and drop-off of paperwork or other items. DE oversees telecourse licensing and duplication, mailing of introductory letters, and posting of telecourse information and syllabi on the DE website at <http://www.mchenry.edu/telecourses>. Instructors are also sent student telecourse mailing labels in order to communicate with their students individually.

**ICE courses** allow students to take online courses at other colleges within the ICE system, which is provided by the Illinois Community College Online (ILCCO). DE facilitates the ICE process with the following administration:

- Providing ICE information listed in the credit schedule
- Facilitating imported/exported seat requests
- Gathering student information including email addresses
- Sending out login information
- Creating users and enrolling students in ANGEL
- Supporting Help Desk calls
- Facilitating test and grade exchanges
- Confirming attendance and withdrawals
- Training faculty and staff on the use of the ICE system
- Managing ICE rollover functions
- Facilitating student requests for ICE courses not listed in the credit schedule
- Working with academic departments to determine imported/exported ICE courses and seat requests

## **Distance Education Training**

The departments of Distance Education and Professional Development (PD) offer a number of training sessions related to the ANGEL learning management system and other online instruction skills and tools. Current course listings can be found on the [PD website](#). Tutorials can be found on the tutorial webpage on InsideMCC. An overview of the DE training sequence can be found on the DE webpage on InsideMCC.

## **Distance Education – Instructor Reminders**

### *Telecourses:*

Five (5) weeks prior to the start of a new telecourse section, create and forward a digital copy of the course syllabus to your department secretary who will create an E-syllabus and forward it to DE.

- Coordinate all testing/exam activity with the Testing Center. List on the telecourse syllabus approximate times allotted for each test/exam, so students can plan to come to the Testing Center at least 2½ hours before closing.
- Along with department dean and chair, please share with DE any interest in new telecourse licensing and/or multimedia options. New telecourses and new license renewals are determined in collaboration with DE and executive deans and appropriate approvals are secured prior to fiscal year budget development.

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#### *Online and Hybrid Courses:*

- Course shells should be opened on the first day of class.
- Courses should be checked every day and questions from students handled.
- Instructors must have access to high-speed internet connections at home.
- After any new online or hybrid course is offered for three semesters, the department chair and executive dean will review enrollment for the course. If enrollment has not been sufficient, the course will be put on hold.
- If enrollment for a new online or hybrid course has been sufficient after the first three semesters, the instructor, department faculty, and executive dean will review the assessment data collected from the online course. If the assessment data suggests that students are meeting intended learning outcomes, the online course may continue as originally designed. However, if the assessment data suggests that students are not meeting intended learning outcomes, the department considers alternatives, including converting the course from an online to a hybrid format, redesigning the course, or allowing a different faculty member to teach the course.

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#### *ICE courses:*

- Executive deans/chairs e-mail DE seat request approvals.
- Executive deans/chairs/Instructors monitor both MCC enrollments and ICE enrollments to determine if additional sections need to be opened by the administrative assistant. DE monitors ICE enrollments to ensure that enrollments are accurately being matched with seat requests.
- ICE instructors monitor adds and drops and record grades in the ICE system.
- ICE instructors update textbook information in the ICE system so the exchanging institution's bookstore can order the appropriate textbook.

### **Telecourse Load Determination and Compensation**

- Executive deans and administrative assistants will work with department chairs/faculty to determine telecourse offerings, scheduling, and faculty load. Telecourses are 18 weeks in length.
- The executive dean, in consultation with the faculty member, will determine if/how a telecourse is applied to a faculty member's teaching load and method of compensation. Full-time faculty may teach a telecourse as part of a regular load, or as an overload, or at individualized pay rate. Adjunct instructors can be paid at the individualized or adjunct rate. Should telecourse enrollment increase beyond an instructor's original load assignment, the following conditions apply:
  - 1-14 students: Either a full-time or adjunct instructor would be paid the individualized rate.

- 15-35 students or class maximum: A full-time instructor would be paid the overload rate, an adjunct instructor the adjunct rate.
- Course cancelled due to special circumstances.
- A telecourse will be considered part of a full-time faculty load between 15 students and the class maximum.
- Letters of Agreement shall be generated whenever enrollment reaches a minimum of 15 students.
- Determination of enrollment is made at the midterm of each telecourse section term of record (MTR).
- Class maximums are to be determined by the executive dean in consultation with department chair/faculty. Under most circumstances, the class maximum will be recommended at 35 students. When class exceeds maximum, the guidelines above apply.
- The executive dean will notify DE about course status: cancellations, individualized offerings, or section additions.

### **Online and Hybrid Course Load Determination and Compensation**

- The executive dean, in consultation with the faculty member, will determine if/how an online course is applied to a faculty member's teaching load and method of compensation. Full-time faculty may teach an online course as part of a regular load, or as an overload, or at individualized pay rate. Adjunct instructors can be paid at the individualized or adjunct rate.
- It is highly recommended that the instructor who develops an online course have the option to teach the online course for at least two semesters before a different instructor is assigned to the course.
- For the first three semesters an online course is taught, there is no enrollment minimum. After an online course is taught three semesters, academic/department enrollment guidelines apply. Online course maximums may vary in some instances. Best practices suggest online maximums to be no more than 25 students. However, if an instructor chooses to admit additional students, the instructor will not receive additional payment.

### **Guidelines for Developing Online Courses**

- Any course must be approved for traditional delivery and in the catalog before it can be approved for online delivery.
- Any instructor wishing to develop an online delivery for an existing course should first discuss the option with his/her department chair and executive dean and commence any necessary ANGEL training.
- The instructor then fills out a *Determination of Need* form and discusses developing the course for online delivery with the department.
- If the department supports online development of the course, a discussion must be held at a division meeting about online development of the course.
- Based on feedback from the department and division, the *Determination of Need* form should be forwarded for the approvals and signatures outlined on the form.

- If all necessary approvals and signatures are obtained on the *Determination of Need* form, the instructor should complete necessary ANGEL training and begin developing the course. The form should be sent to DE.
- After the course is developed, the department chair, executive dean, and supervisor of DE review the course and sign the *Online Course Development Completion* form. Once the *Online Course Development Completion* form has been signed, it should be forwarded to DE.
- The instructor and/or department chair should next submit a *Notification of Change in Course Information* form to CAPC.
- Once the *Notification of Change in Course Information* has been approved by CAPC, the online course may be included in the credit schedule.

### **ANGEL Shells for Online, Hybrid, and Web-Enhanced Courses**

- Course shell requests require 72 hours to process. The shell request form can be found in the Quick Links list on InsideMCC. A new shell can be requested as soon as the course is assigned to the instructor.
- Faculty will receive email confirmation from a DE technician that the course shell has been created. Faculty are responsible for copying course content, reviewing the accuracy of the copied content, and resetting date/time availability of content.
- At the completion of the semester, faculty are strongly encouraged to export the gradebook and make the course shell unavailable to former students. Due to space restrictions, online, hybrid, and web-enhanced course shells may not remain online indefinitely. Course shells will be deleted after the completion of the semester.

### **Assessment**

DE is committed to continuously improving student learning and program effectiveness and facilitates end of semester student evaluations for both telecourses and online courses. A student assessment survey designed to gauge technical and instructional effectiveness is linked within each online course two weeks prior to exam week. Student assessments are distributed to the appropriate instructors.

If you have questions, contact the Distance Education Department: 815-479-7878.

## **Independent Study**

This is a course that does not appear in the MCC catalog. Under this mode, students and instructors are not required to schedule themselves for specific class hours or numbers of contact hours per week. Prior to being allowed to engage in each study, students must be judged by their instructor to be able to carry out Independent Study. Through consultation with the directing instructor, each student must develop a written plan of study consisting of: objectives to be met, learning activities to be carried out, projects or paper(s) to be completed, evaluation expectations, methods to be employed by the directing instructor to assess the student's success in completing the course. Time limits for completing the Independent Study need not conform to any institutional academic calendar.

Students need not be bound to the campus facilities because primary locations for study and contact with the directing instructor is on an as-needed basis (by appointment) once the Independent Study has been initiated. The instructor initially has the prerogative of accepting or not accepting the directorship of Independent Study with any student who contacts him/her for this purpose. Having accepted the directorship of an Independent Study student, an instructor is responsible for spending adequate time with the student to assist her/him in developing the plan of study. The instructor should be available on an as-needed basis (by appointment) to assist the student as the study proceeds, as well as to carry out the final evaluation.

### **Independent Study Projects - Procedure For Approval**

Under the provisions of the Independent Study courses that have been approved within the College by ICCB, the instructional divisions were given the responsibility of establishing mechanisms for controlling the development and approval of independent study projects. The following procedural elements have emerged as common parameters of the project approval process and should be understood and carried out by students and faculty members involved:

- Students interested in Independent Study have the responsibility of approaching an appropriate faculty member (or being encouraged to do so by another staff member) to discuss the matter.
- Obtain Independent Study Request forms from the divisional secretaries, program coordinators and executive deans.

The faculty member who is approached by students for Independent Study has an initial responsibility in determining whether the student's interest is within the faculty member's area of expertise and whether the student appears to be capable of Independent Study.

If the faculty member accepts the directorship of an Independent Study project, he/she is then responsible for assisting the student to formulate a proposal which would include a minimum of the following elements:

- Name of the project.
- Projected completion date.
- Number of credit hours - (minimum of 1, maximum of 4).
- Objectives to be accomplished.
- General method(s) of study to be used.
- Information, concepts, and/or skills to be covered.
- Method(s) of evaluation to be used.

The completed proposal must be approved within the division by the directing faculty member and the executive dean.

The executive dean will arrange with the Records Office to open an appropriate Independent Study course section and arrange pay for the directing instructor in accordance with the current position on load and compensation for Independent Study.

The student will be directed to *register/pay tuition* for the Independent Study course.

The directing instructor will be responsible for keeping copies of all projects and the evaluations done on the Independent Study project, as well as notifying and turning in a grade to the Records Office when the student has completed the course.

## **Individualized Study**

This relates to a course that appears in the MCC catalog. Under this mode, each student is normally required to schedule himself/herself to work for a minimum number of hours during the week with no set class hours established each week for students to receive instruction as a group. Students are free to accelerate their pace of learning and may complete the course in less than the scheduled semester.

The instructor is responsible for being available during specified blocks of time each week to assist students on an individualized basis. The instruction normally involves the use of print and non-print self-instructional material combined with individual student-teacher interaction.

### **Individualized Study Registration Guidelines**

This relates to a course that appears in the MCC catalog. Special section(s) of a course will be opened for students who desire individualized study; however, the first pre-requisite is having a qualified instructor who is willing to teach the course. Consideration will be given whether or not these additional courses or sections will be opened according to the following:

- For students needing additional hours, or if the course is required for graduation and it either is not offered or was canceled, the course section will be opened and the student will be permitted to register. Individualized Study forms are available from departmental offices and executive deans.
- For those students whose outside work or other responsibilities necessitate “odd” time registration or who have completed a previous course prior to the end of the semester may register on an open basis.

## **Learning Communities**

Learning Communities are classes in which the subject matter and ways of investigating questions in two or more fields are integrated. Students learn from each other and their instructors as they see connections between fields represented by the courses. Classes are linked by common themes, readings, and even assignments. Sometimes both teachers will be in the same classroom, sometimes the teachers will seldom be in each other’s class, but the class roster is constant.

Learning Communities are a more effective approach to be aware of many ways to think about and approach issues which integrate both traditional and visionary perspectives in dealing with our changing world. This contrasts to most educational experiences offered in the *traditional mode* of separate, isolated courses in which we have little opportunity to make the connections between various fields of study.

The emphasis is on the “learning community.” Through participating in a shared learning experience, the college recognizes that students are important individuals within a dynamic group of peoples.

Students will receive full credit for both of the classes in the linked courses. The courses in a learning community will transfer as if taken separately. **Students must register for both of the courses in the learning community.** If students register for only one of the courses, they will be asked to move to another section of the course if available or to register for the other course as well. Please contact your executive dean for the codes by which to list learning communities in course schedules.

## Service Learning

Service learning represents one of the most powerful teaching tools available in today’s higher education arena, and the history of community colleges provides a sound basis for involvement in and leadership for the current service learning movement. Community colleges not only respond to their communities—they are intrinsically intertwined. If an institution can possess empathy for the heartaches and needs of a community—that institution is the community college.

Reasons to use service learning:

- Meets the mission of the community college
- Links coursework to real world experience, career exploration, and employment
- Helps students to develop self-esteem and confidence
- Builds relations with the community
- Creates a connection between personal development and civic responsibility

Service learning is the pedagogy that links community service and academic study so that each strengthens the other. The basic theory of service-learning is Dewey’s: the interaction of knowledge and skills with experience is key to learning. As defined by the authors of *Service Learning In Higher Education* (1996): Service learning is a form of experiential education in which students engage in activities that address human and community needs together with structured opportunities intentionally designed to promote student learning and development. Reflection and reciprocity are key concepts of service-learning. Please see your executive dean for special codes by which to list service learning sections in course schedules.

## Classroom Support

### **Textbooks and Instructor Manuals**

Department chairs and full-time faculty will be asked to assist in the selection of textbooks and manuals to be used by adjunct faculty. The department chairs have the primary responsibility of acquiring texts and manuals for the adjunct faculty member. Sample textbooks, faculty manuals for textbooks, and other books from publishers sent to adjunct faculty will be directed by the College mail service to the appropriate executive dean and/or department chair for distribution to the adjunct faculty member.

## Classroom Syllabus

McHenry County College has moved to a standardized electronic syllabus format (E-Syllabus) for all credit courses on campus. Thus, the College mainframe and database produce the opening section of the syllabus and the instructor develops the other section of the syllabus. The two sections are then merged by administrative assistants/division secretaries. A PDF format for web delivery is used; syllabi are then sent for duplication by the division and/or department office. All syllabi must be submitted electronically to the department/division offices in a *Microsoft Word* format by a date specified by the Office of the V.P. of Academic and Student Affairs.

### **College Segment of the Syllabus:**

- Course title, prefix, and number
- Course description
- Course objectives
- Course content outline
- Course start, end and drop dates
- College policies on:
  - Special Needs Statement
  - Academic Integrity
  - Copyright Policy
  - Student Code of Conduct and the Judicial Process
  - Teaching Schedule

### **Instructor Segment of the Syllabus – *must include:***

#### **1. Contact Information**

- Instructor Name
- Phone
- Office
- Email
- Office Hours
- Secretary's office location and or phone message center

## **2. Grading and Attendance/Participation Policy**

- How all grades and final grade will be determined
- Value of each skill, assignment, project, quiz and exam as it relates to the final grade and measures the student achievement of the learning objectives
- Extra Credit Options (if available)
- Attendance Policy

*Faculty members are free to establish their own attendance policies and procedures that are consistent with the objectives, content, organization, and instructional techniques used in their class. It is assumed that the established attendance policies and procedures are designed to assist each student to gain the maximum educational benefits from each class. It is required at the beginning of the course that faculty define class attendance expectations and also their administrative withdrawal policy.*

*All students at McHenry County College are expected, and strongly encouraged, to attend every class meeting. Class attendance has been shown to have a definite relationship to a student's grades. The repeated failure of a student to attend classes can be expected to result in lower grades and/or possible instructor-initiated administrative withdrawal from the course as a direct consequence.*

*Instructors may, at their discretion and with the full support of the College, require attendance, establish an excused absence policy, and impose penalties for non-attendance. Such policies, if established by an individual instructor, shall be provided in writing with the course syllabus and fairly imposed.*

*If an instructor determines that a student's absences are adversely affecting his/her performance in a course, the instructor may inform the student in writing of the problem and provide a reasonable opportunity to correct the situation. If the faculty member is unable to assist the student in resolving his/her attendance problem, the following three options are available: 1) Refer the student for counseling; 2) Encourage the student to withdraw from the class; 3) Initiate an administrative withdrawal to remove the student from the class. Counseling referrals can be made directly to a counselor or forwarded to the Dean of Students in writing. See "Withdrawal Policy" for information regarding withdrawal options.*

- Make up policy

## **3. Course Schedule**

- Date of Each Class Meeting
- Topics to be Covered (lab courses must indicate a section on safety, or incorporate secondary material by reference)
- Due Dates
- Assignments, Homework, and Projects
- Quizzes and Exams (type of exam to be given and date, time of final exam)
- Required Special Activities (field trip, attendance at an outside activity)

**Instructional segment of the syllabus may include:**

### **Textbook(s) and References**

- Title, author, publisher, date of publication
- References and their access

**Supplies** (for example: your expectation of “art supplies”, technology, equipment etc.)

### **Statements on Access and Use**

- Classroom or online discussion
- Group interaction and participation
- Participation in classroom activities
- Preparation for class
- Tutoring assistance
- ANGEL access  
Request a shell through Distance Learning Department  
ANGEL URL: <http://mchenry.angelllearning.com>
- Due date deadlines
- Library  
The MCC library's URL:  
<http://www.mchenry.edu/library/> We have many students who use their computers from home. They like being able to quickly access and bookmark the library's web site. They can also access several of the library's subscription databases from home from this website. Please note that most of the databases will require passwords which they can get by stopping in the library, or calling the library reference desk at 815-455-8762, ext. (8762).
- Testing Center: 815-455-8984, Rm. A245. (See section in Faculty Handbook)  
The Testing Center is not open on days the College is officially closed. (Please check the MCC academic calendar for specific dates.) There is a \$5.00 fee for make-up tests to be paid at the Cashier's Office prior to arriving for test appointment.

### **Statements on Instructor and College Responsibility**

- Facilitating all students' learning
- Teaching to a range of learning styles
- Be prepared and punctual for class
- Timely distribution of assignments
- Timely grading and return of student assignments and evaluations
- Assessing learning outcomes
- Providing student assistance
- Challenging student learning
- Philosophy of instruction and instructional style

### **Methods of Instruction**

- Method(s) of evaluating student performance, including the number, length and type of writing assignments, if applicable.
- Delivery system, if non-traditional
- Computer and Internet Use

## Other

- Load and time commitment  
*Sample:* “A good ‘rule of thumb’ is to plan for 3 hours per week for each semester credit hour taken. (1 hour for the formal class meeting and 2 hours for outside study and homework.)
- Tips to prepare and study for course

## **Grades and Grade Point Averages**

Final letter grades are earned for each course at the end of each semester. Grade point average is calculated using quality points divided by attempted credit hours. Grades are recorded on each student’s transcript according to the following performance criteria:

Grades that are calculated in grade-point average excluding developmental level course work:

- A =** Outstanding performance in mastering of the subject; achievement of superior quality. (4 grade points per credit hour)
- B =** Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)
- C =** Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline. (2 grade points per credit hour)
- D =** Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)
- F =** Achievement at a level insufficient to demonstrate understanding of the basic elements of the course. (0 grade points)

Grades that are not calculated in grade-point average:

- I =** Incomplete – A temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the control of the student. (Note: An incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular (fall or spring) semester. Failure on the part of the student to do so will result in a grade of “F.”)
- IP =** In progress. Denotes that the course was still underway when the grade report or transcript was issued.
- W =** Student-, instructor-, or administrative-initiated withdrawal from a course.
- X =** Audit of a course. No credit or performance grade is awarded.
- N =** Non-credit course. Achievement of goals is not formally evaluated, thus, no performance grade is awarded.
- P =** Denotes satisfactory progress in a portion, but not all of a developmental course.
- S =** Denotes satisfactory completion of non-degree course work or a credit course graded pass/fail.
- NC =** Denotes unsatisfactory performances in non-degree course work or a credit class graded pass/fail.

**REPEAT =** Course repeated as indicated by REPEAT in the hours or CEU's column.  
Student has repeated this course and the resulting grade is shown elsewhere on the transcript.

**FORGVN =** Forgiven Grades indicated by FORGVN in hours column.

CLEP test results are not part of grade-point average calculation. Transcripts will reflect the course that the CLEP test is for and the credit hours.

### **Appeal for Change of Grade**

An instructor's grades are permanent once they have been handed to the Enrollment Services Office on the final day of the term. In extenuating circumstances, a student may appeal for a change of grade. The procedure for appealing for a change of grade is as follows:

**Step 1:** The student confers with the instructor. If the instructor no longer works at MCC, contact the chairperson of the department to discuss the problem and seek a mutually acceptable solution.

**Step 2:** If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem, and arrange to meet with the faculty member's immediate supervisor/department chair to review the problem and seek its resolution. *Students with disabilities may seek assistance from the MCC Special Needs Coordinator in room A257 or call (815) 455-8676.*

**Step 3:** If the problem remains, submit a written appeal outlining the problem, steps taken to resolve it, and the outcome of these efforts. Submit the written appeal to the dean/executive dean. *Students with disabilities may seek assistance from the MCC Special Needs Coordinator in room A257 or call (815) 455-8676.*

**Step 4:** Following receipt of a written response from the Dean/Executive Dean, and if still dissatisfied, contact the Dean of Students, room A252 (815)455-8734 and request an appeal to the Student Appeals Board. Following the request to the Dean of Students, an appeal hearing date will be scheduled. You will be given a minimum of seven (7) business days advance notice of the scheduled hearing date. The decision of the Student Appeals Board will be final.

NOTE: Efforts to resolve such problems should be made within 30 calendar days following the end of the semester in which the decision was made.

### **Grade Posting**

End-of-semester grades are processed by the Records Office. Effective Fall 2008, MCC will no longer mail grade reports to students. Students may view their grades online at [www.mchenry.edu/register](http://www.mchenry.edu/register). In order to access the online grades, students need their I.D. and PIN numbers. (Students who lost or cannot recall these numbers must go to the Registration Office - A258 - and present a photo I.D. for identity verification.) Grades will be available online within one business day of faculty members' submission to the Records Office.

Students often ask their instructors to inform them of their grades immediately following the completion of final examinations. In such cases, instructors have the prerogative of deciding if and how to comply with the student requests. If instructors decide to inform students of their grades, certain considerations regarding confidentiality would dictate that under no circumstances are grades ever to be posted. Students may give the instructor a self-addressed, stamped envelope that the instructor can mail to the student after recording the course grade. Alternately, if the instructor uses ANGEL, grades may be posted in this secure environment.

An instructor may orally inform the student of his/her grade. **Do not** give grades over the phone or in regular e-mail.

**Under no circumstances may a student's name, College ID number, or Social Security number be used to post grades.**

## **Grading**

### Academic Integrity Policy Statement

As an educational community, McHenry County College values the pursuit of academic excellence and integrity. In accordance with this philosophy and Chapter 10, Act 5, of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism, and all other acts of academic theft, is considered intolerable. Appropriate sanctions, up to, and including, suspension from the College will be imposed by authorized College personnel. Refer to the [Student Code of Conduct](#), Article VIII, page 7.

## **Final Grades**

### **Required Action:**

All baccalaureate and occupational courses require a grade entry of **A, B, C, D, F, or I** for each student currently enrolled. Grading policies are fully described in the College catalog. Internships and PDV course sections should be graded "**S**" or "**NC**." HHP 120 grades will be entered as **A, B, C, D, F, or I** grades. Remedial courses require a grade entry of **A, B, C, D, NC or I** for each student currently enrolled. **Instructors assigning "I" grades are required to submit Incomplete Grade Forms to the Records Office.** Incomplete Grade forms are available in the offices of executive deans and the Records Office. Return the signed and dated copy of the final grade sheet to the Records Office by the deadline date printed on the bottom of the class list.

Questions regarding any of the procedures outlined above should be directed to your executive dean or the [Coordinator for Records](#).

## **Full-time Faculty Load associated with Teaching MCC 101**

In order to encourage full-time faculty to participate in teaching MCC 101 - The College Experience, the following procedure regarding faculty load associated with teaching sections of MCC 101 is adopted:

Full-time faculty are encouraged to teach MCC 101 and may teach sections of The College Experience class as a part of their load. Each section is considered a one-contact hour class and, therefore, represents a 6.666% load. The maximum number of sections a full-time faculty member will be allowed to teach in any given regular academic year, herein defined as fall and spring semesters, will be three for a total of 20% load in the academic year. Additionally, the maximum number of MCC 101 sections a full-time faculty member will be allowed to teach in any given semester, including summer, is two for a 13.333% load.

In the event the MCC 101 sections are taught as overload in the regular academic year, the load may be paid or banked according to the overload provisions of the faculty contract. Sections of MCC 101 taught during intersession or summer, however, may not be banked and the load will be paid according to the summer pay provisions of the faculty contract.

## **Courses with Pre-requisites**

Pre-requisites are identified for students to ensure academic qualifications for advanced course work. Unless otherwise indicated, each credit course offered through McHenry County College assumes a level of proficiency in the basic skills (i.e., English, Mathematics and Reading) equivalent to that required to successfully complete college level course work.

As students review particular course descriptions and program outlines that appear in the Catalog, they will find course pre-requisites, if applicable, listed at the end of the various course descriptions. Program pre-requisites may be found preceding the listing of individual program requirements. Courses having a stated pre-requisite level of preparation are conducted on the assumption that all enrolled students possess the stated or equivalent level of academic proficiency. Students will be expected to document or otherwise provide satisfactory evidence of having met these pre-requisites at the time of registration.

## **Curriculum and Instruction**

The development of curriculum and related academic policies and procedures is a shared responsibility of the faculty and administration. This responsibility shall be coordinated through a body called the Curriculum and Academic Policy Council (CAPC) which shall function under the following general guidelines:

- A. Mission – The Curriculum and Academic Policy Council of McHenry County College is committed to enhancing student learning and success by providing continual comprehensive planning, oversight and review for academic development, curricular assessment and transformation (modification of curriculum to better meet student needs) in accordance with the educational mission and goals of the college.
- B. Objectives – The mission of the CAPC inherently includes, but is not limited to, the following fundamental objectives:
  1. To ensure a balance of educational program opportunities for area residents.
  2. To evaluate the need, justification, and structure of proposed and existing courses and programs.
  3. To provide direction, instruction, and oversight for outcomes assessment, program reviews, and curricular transformation.
  4. To participate in an education plan.
  5. To establish academic policy and planning procedures for such areas as grading procedures and appeals; the academic calendar; course scheduling procedures; student placement, orientation, and assessment; student withdrawals; curriculum development; and instructional equipment and facilities.
  6. To provide a platform for debate of pedagogy and academic policy.

In order to meet the identified mission and objectives, specific policies and procedures have been established. The procedures are aligned with specified interests and needs. Generally, these fall into four categories:

1. New course proposals
2. New curriculum/program proposals
3. Changes to existing courses
4. Changes to existing curriculum/program

***In all instances, CAPC and its standing committees are responsible for providing oversight and approval of these activities and all efforts must be coordinated through CAPC's organizational structure and schedule.***

Additionally, CAPC has developed a comprehensive set of forms which must be completed to initiate these activities. Guidelines and forms for specific identified interests are available on InsideMCC. It is important to note that the various standing committees of CAPC are responsible for different interests, therefore, deadlines for request submissions will vary accordingly. Thus, in order to efficiently and effectively move requests through the review and approval process, it is imperative that faculty refer to the guidelines and CAPC schedule and adhere to the established procedures.

The following are worthy of special note:

- For inclusion in the following Fall Schedule, new course proposals must be presented to CAPC by October 1 of a calendar year. Approved new courses will be listed in the next available academic catalog.

- The deadline for submission of forms and supporting materials for all new proposals is 10 calendar days prior to the meeting at which the proposal will be considered by the appropriate body (either CAPC or standing committee).
- Again, faculty should access InsideMCC for guidelines, forms and deadlines.

## **Curriculum and Academic Policy Council (CAPC)**

The Curriculum and Academic Policy Council (CAPC) is an important and pivotal aspect of shared governance at McHenry County College and is organized according to the terms and conditions of the faculty contract. According to those provisions, CAPC representatives are provided a percentage of reassigned time to accommodate attendance and participation in CAPC meetings. As a result, attendance at regular CAPC meetings is not only important to the proper functioning of the body, but is, in fact, required.

Therefore, CAPC representatives unable to attend regular CAPC meetings will be charged a quarter personal leave or sick leave day by the Office of the Vice President of Academic and Student Affairs. With appropriate reason, appeals to any such charge may be made to the Vice President of Academic and Student Affairs who will have the final determination as to whether or not leave should be charged.

Another important element of curriculum and instruction is “*status*”. The following definitions may be useful for clarification of course and program status.

### **Active Course Status**

All courses approved by MCC and the ICCB are considered “active” until formal withdrawal is submitted and accepted by the ICCB. All “active” courses are published in the current catalog.

### **Inactive Course Status**

This status does not exist for courses. ICCB does not recognize “inactive” status; a course is either approved or withdrawn. If a curriculum is submitted to the ICCB as “inactive,” the associated courses remain on the books as approved until a final decision is reached to keep the curriculum or to withdraw it. Until the final decision is reached, all associated courses are published in the catalog; term(s) offered are omitted from the display.

### **Withdrawn Course Status:**

Courses no longer used in curriculum should be withdrawn. Course withdrawals are submitted by the department chair to the CD&R committee using the Notification of Change in Course form. The MCC [Coordinator of Records](#) notifies the ICCB of the change. Courses that are withdrawn need to be removed from degree and certificate requirements in the catalog. It is up to the department chair to investigate how withdrawals affect all curricula.

Withdrawn courses do not appear in the course catalog.  
To “bring back” a course, a new course proposal must be submitted through the CAPC process.

**Notification of the following changes to courses must be submitted to the CD&R committee by using the Notification of Change in Course Information form:**

- Course Prefix (three letters)
- Course Number (three numbers)
- Title
- Course description/content
- Course and/or Catalog notes
- Course pre-requisite(s)
- Course credit hour value
- Semester(s) course will be offered
- Course name
- Course 3-digit number
- Course 3-letter prefix
- Course to be withdrawn
- Typo – CD&R not required – send to Office of Academic & Student Affairs
- Delivery Mode
- Other

**Active Curriculum Status**

All certificates and degrees approved by MCC and the ICCB are considered to be “active” until formal inactivation or withdrawal is submitted and accepted by the ICCB. All such “active” curricula are published in the current catalog.

**Inactive Curriculum Status**

If it is determined that certain certificates and/or degrees need to be placed in inactive status (usually resulting from a program review), a Notification of Change in Curriculum form must be submitted to the CD&R. The MCC [Coordinator of Records](#) notifies the ICCB of the change. To activate a program, see the Administrative Rules of the ICCB Manual, Section 1501.302f.

Courses that are associated with an inactive program are published in the catalog.

**Withdrawn Curriculum Status**

A department can request that a degree or certificate be permanently withdrawn by submitting a Notification of Change in Curriculum form to the CD&R. The MCC [Coordinator of Records](#) notifies the ICCB of

the change. All courses associated with such curricula should also be submitted for withdrawal or assigned to another program.

Notification of the following changes to degrees and certificates must be submitted to the CD&R committee by using the Notification of Change in Curriculum Information form.

- Curriculum (program) affected by change
- Title
- Curriculum prefix
- Curriculum number
- Minimum credit hours required
- Curriculum to be withdrawn
- Curriculum to be inactive
- Other

### **Program Review Process**

Academic and administrative departments of the College are required to take part in a program review. Separate forms are available in the Office of Academic and Student Affairs. It is advisable to look at similar reviews and begin the process several months in advance of the review. This office publishes the five-year calendar of scheduled program reviews and coordinates the process with executive deans and department chairs.

### **Registration**

Complete and specific information for a semester is provided in the Timeline of Classes. It may be that a student is unable to submit academic documentation for a pre-requisite or has non-traditional or job experience which may be the equivalent of a stated pre-requisite. In this case, an *Instructor's Permission for Pre-requisite* form must be signed by the instructor in order for the student to register and/or remain in the course section. Students may obtain this form in faculty offices.

Each instructor must assess, in some way, the skill level of such students and their likelihood to be reasonably successful in the course in question. Instructors are not required to approve permits if they feel the student is insufficiently prepared.

## Tuition Refund (For Students)

### Board Policy 2.3.3

Upon proper withdrawal procedure, a student may be allowed a tuition refund. The refund dates and amounts are available from the Cashier's Office and printed on the student schedule.

## Withdrawal of Students from Class

### Administrative Withdrawal

Students who no longer wish to continue in a course are responsible for withdrawing from it. Students who have excessive absences or are not actively pursuing the completion of course objectives must make satisfactory arrangements with their instructor or they may be subject to Instructor Withdrawal. The grade of "W" will be recorded if a student is administratively withdrawn. A failing grade will be posted on the student transcript if the student is not withdrawn.

Students also may receive an instructor withdrawal from their class for emergency or disciplinary purposes.

### Student Withdrawal from Class

There are three options

1. Students may contact their instructor and the instructor may withdraw the student prior to the last day to withdraw (see Student Withdrawal from Class)
2. The student may withdraw in person at the Registration Office (A258) prior to the last day to withdraw.
3. The student may FAX in the request to the Registration Office at 815-455-3766 giving their name, I.D., the class name and section number, and their signature prior to the last day to withdraw.
4. Student may withdraw over internet registration.

None of these options will generate a refund for the student if after the refund date. The student may complete an "Exception to Refund Policy" form in the registration office to be considered for a refund. These requests are handled through the bursar.

Students are encouraged to consult directly with the instructor and an advisor when considering a course withdrawal. The student may withdraw from a course by contacting the Registration Office as indicated above (include student name, student I.D., course prefix, number and section, course title, instructor, reason for withdrawing and student signature). Withdrawal from a class will not be accepted over the telephone. **All student withdrawal dates are  $\frac{3}{4}$  of the way through the semester, for example:**

<b>Length of Course</b>	<b>Last Day to Withdraw</b>
18 week course	last day of the 14th week
16 week course	last day of the 12th week
12 week course	last day of the 8th week
8 week course	last day of the 6th week

The grade of “W” will be recorded and it will not count in computing the student grade point average. A failing grade will be posted on the student transcript if the student does not follow college withdrawal procedures and if the faculty member does not withdraw the student.

### **Withdrawal Procedure – Faculty Initiated**

#### **Faculty individually determine how they will handle attendance:**

All faculty state on their course syllabus their attendance policy and whether students will be subject to administrative withdrawal for non-attendance/lack of progress.

#### **What to do regarding students who are not attending:**

Faculty can complete an “MCC Faculty/Administrator Request for Student Withdrawal” form for students they desire to officially withdraw from their classes prior to or up until the last day to withdraw from the course. (The last day to withdraw is identified on the class list.) Forms are available in the division offices and are to be submitted to the Records Office for processing. A notification mailer will be sent to the student letting them know that they have been Administratively Withdrawn for not actively pursuing the course objectives and, if this is in error, to contact the instructor immediately or no later than one week. After meeting with the student, if you choose to readmit the student, complete a “Permit to Re-add Withdrawn Class” form for the student (located in division / faculty offices) and have instructor or division staff submit it to the Records Office.

On the mid-term class list, faculty also will have an opportunity to withdraw a student for excessive absences or not actively pursuing a course by circling “withdraw” next to a student’s name. This action is separate from the “NA” designation.

**NOTE: Faculty may want to call students who have not attended the first class or send a “letter of concern” to students at the point when they have stopped attending class.**

#### **Clarification of NA:**

For state reporting purposes, faculty are to identify students who are not actively pursuing course objectives by placing an “NA” on the mid-term report. (This action will not generate an administrative withdrawal for the student.)

#### **To provide for due process for students:**

Students who are withdrawn will automatically receive a mailer from the Records Office informing them that they have been administratively withdrawn from the class due to non-attendance/lack of progress and if they want to be reinstated in the class that they should contact the instructor within a week.

**High enrollment and short-term classes:**

These classes will work out a common date and procedure for withdrawing students who do not attend class early on. This information will be conveyed to students in the class schedule so they are aware of the procedure when they register for the class.

**Last day a faculty member may withdraw a student:**

The last day will be the same as for student withdrawal (see Student Withdrawal From Class). This date will appear at the bottom right of all class lists, except the last one of the term. **However**, if it is beyond the last day for withdrawing a student or if grades are posted, faculty has the option of completing a 'FACULTY/ADMINISTRATOR RECOMMENDATION FOR ADMINISTRATIVE WITHDRAWAL' form. These forms may be obtained from your faculty office, or Susan Zingrone at ext. 8767.

## Quick Reference Help List

This reference list is intended as a guide to use in directing questions and/or problems to an appropriate person or office. The initial contact noted for each issue represents a person or office that can either offer an answer, make a decision, or facilitate getting an answer or decision in a timely fashion.

### **Question or Problem Area:**

### **First Contact Person:**

#### **Absence/Sabbaticals:**

Absence (planned)

Absence (unplanned)

Leaves of Absence & Sabbaticals

Substitute Instructors

Immediate supervisor/executive dean

Switchboard/executive dean

Immediate supervisor/executive dean

Immediate supervisor/executive dean

#### **Action Teams:**

Kathleen Plinske, ext. 8694

#### **Assessment Chair:**

Sarah Ruthven, ext. 8677

#### **Athletic Program:**

Wally Reynolds, ext. 8547

Patty Domin, ext. 8580

#### **Audio/Visual Equipment and Services:**

AV Equipment Repair

AV Equipment Reservations,

AV Equipment Use Problems

Audio & Video Taping

CD & DVD Duplication

Conference Center AV information

Video Production

Communications Technologies, ext. 8457  
(press option #2)

Communications Technologies, ext. 8457  
(press option #2)

Communications Technologies, ext. 8457  
(press option #2)

Communications Technologies, ext. 8457  
(press option #2)

Communications Technologies, ext. 8457  
(press option #2)

Communications Technologies, ext. 8457  
(press option #2)

Peter Lilly, Distance Ed. Office, ext. 7612

#### **Board of Trustee Agenda Items:**

President, ext. 8725

Pat Kriegermeier, ext. 8726

#### **Budget Expenditures:**

Budgeted Funds Available for:

Expenditures

Ordering Equipment

Ordering Supplies

Purchasing Problems or Follow-up

Immediate supervisor/executive dean

Immediate supervisor/executive dean

Immediate supervisor/executive dean

Business Services, ext. 8770

**Buildings and Grounds:**

Grounds Kevin Colombe, ext. 7606  
Mechanical/Electrical Steve Kormanak, ext. 8563  
Room Cleanliness ext. 8754  
Room Set-ups Dan Chmura, ext. 8751  
Utilities (except phones) Ed Hall, ext. 8564  
Vehicle Maintenance Steve Kormanak, ext. 8563

**Computer/Telecommunications Problems:** Help Desk, ext. 8457

**Conference Center:** Amy Carzoli, ext. 8697

**Curricular & Instructional Development Issues:**

Independent Study Executive dean/department chair  
New Course Ideas Executive dean/department chair  
New Program Ideas Executive dean/department chair

**Development and MCC Foundation:** Director, ext. 7510

**Distance Education (DE):**

Distance Education Hotline ext. 7878  
Distance Education Technologist John Fillicaro, ext. 8796  
Distance Education Technologist Peter Lilly, ext. 7612

**Duplication Center**

Stephanie Stoklosa, ext. 8798  
Grant Havens, ext. 8798

**Field Trip Arrangements:**

Immediate supervisor/executive dean

**Fitness Center:**

Coordinator of Fitness Center Joel Chapman, ext 8753  
Fitness Specialist Nikki Lewis, ext. 8551  
Part time Secretary/Receptionist Linda Reagle, ext. 8551

**Faculty Development Chair:**

ext. 8534

**Health and Other Emergencies:**

Campus Safety & Security, ext. 8733

**Human Resources:**

Assistant V.P. of Human Resources Angelina Castillo, ext. 8738  
FSA, Leave Days, Tuition Reimbursement Tina Rosenberg, ext. 8995  
Insurance Whitney Kuhlin, ext. 8577  
SURS , Personnel Records ext. 8737  
Retirement ext. 8737

**Internal Website (insidemcc):****Inside MCC (web masters):**

<http://www.insidemcc.mchenry.edu>  
updates to [profdev@mchenry.edu](mailto:profdev@mchenry.edu)

	Additions to Kathleen Plinske, ext. 8694
<b>Institutional Research and Planning:</b>	Joe Baumann, ext. 8915
<b>Library Services:</b>	
Dean, Instruction Technology & Interdisciplinary Studies	ext. 7545
Inter-library Loan Requests	Circulation Desk, ext. 8533
Information Literacy Sessions	Reference Desk, ext. 8762
Reference & Research Assistance	Reference Desk, ext. 8762
Requests for Purchases	Joan Perlman, ext. 8775
Reserve Materials	Circulation Desk, ext. 8533
<b>Locked Class Room:</b>	Department secretary, or security - ext. 8733
<b>Mail Room:</b>	Jeff Naskrent, ext. 8595
<b>MCC College Website</b>	<a href="http://www.mchenry.edu">www.mchenry.edu</a>
<b>Network &amp; Desktop Computing Needs:</b>	Help Desk, ext. 8457
<b>Office of Marketing &amp; Public Relations</b>	
Advertising – All Media	ext. 8562
News Releases and Brochures	ext. 8562
Photography Requests (for P.R.)	ext. 8562
Roadside Campus Marquee	ext. 8562
<b>Professional Development</b>	
Professional Development Director	ext. 8561
Information	ext. 7768
Faculty Development	ext. 8534
Employee Development	Pat Stejskal, ext. 7530
Technology Training	John Fillicaro, ext. 8796 and Peter Lilly, ext. 7612
<b>Publications:</b>	
<i>Employee Publications</i>	
<u>Bagpipes</u>	Office of Mkt. & Public Relations, ext. 8562
<u>Keeping In Touch</u>	ext. 8737
<i>Student Publications</i>	
<u>Tartan</u> (to submit articles)	Antoinette Countryman, ext. 8570
<u>Voices</u> (creative arts magazine)	Matt Irie, ext. 8552
<b>Recycling Information:</b>	Pat Dieckhoff, ext. 7817 (Lou Marchi Total Recycling Institute)

<b>Room Reservations:</b>	
Scheduling for all internal & external groups:	Amy Carzoli, ext. 8764
<b>Safety and Security:</b>	
	Duty Person, ext. 8733
<b>Student Life:</b>	
	Talia Koronkiewicz, ext. 8772
<b>Student Affairs and Concerns:</b>	
Administrative Withdrawals	Susan Zingrone, ext. 8767
Admissions	ext. 7782
Advising & Transfer Center	ext. 7565
Attendance Problems	Counselor, ext. 8765
Career Services Coordinator	Frank Lanko, ext. 8576
Counseling (personal/academic/career)	Counselor, ext. 8765
Course Articulation with Transfer Institutions	Laurie Cubit, ext. 8792
Course Enrollment	Vicki Brennan, ext. 7632
Dean of Students	Lesley Frederick, ext. 8734
Financial Aid	Laura McGee, ext. 8943
Multicultural Programs & Student Leadership	Sonia Reising, ext. 7749
Records	Lauri Stratton, ext. 8935
Refunds	ext. 8910
Sage Learning Center	Tawnja Trimble, ext. 8579
Scholarships	Carolynn Gray, ext. 8911
Special Needs	Bev Albright, ext. 8676
	Gayle Barkley, ext. 8766
Student Employment (on campus/work study)	Financial Aid Office, ext. 8761
Student Life & Campus Activities	Talia Koronkiewicz, ext. 8772
Student Issues Directly Related to	
Student Recruitment	Kellie Carper-Sowiak, ext. 8670
Testing Information	Tom Shepard ext. 8984
Veterans' Benefits	Lynn McCabe, ext. 8763
<b>Telephone System:</b>	
	Help Desk, ext. 8457
<b>Travel Requests:</b>	
	Immediate supervisor/executive dean
<b>Vehicle Use (College or Field-Trip):</b>	
	Rita Dubas, ext. 8708

# Appendices



## **Academic Assessment**

**Department/Program Planning Sheet, reports, CAT information etc.**  
<http://www.insidemcc.mchenry.edu/LSSS/Assessment/index.htm>

## **Advanced Placement**

**Faculty Professional Development Advanced Placement Guidelines**  
**Tuition Reimbursement/Advanced Placement Application**

<http://www.insidemcc.mchenry.edu/Forms/FacultyTuitionReimbursementApplications.pdf>



## **Evaluations of Faculty**

### **Self Evaluation**

An important component of the evaluation process, as per the Faculty Agreement, is the independent completion of a Self-Evaluation Form. This form, combined with student-provided feedback, is intended to serve as a planning base for the instructor and her/his executive dean. Executive deans distribute the forms.

### **Supervisory Evaluation**

Non-tenured faculty participates in a class visitation program conducted through the Office of Academic and Student Affairs. At various times during the year there will be class observations and student evaluations (TABS) administered by the divisional executive dean. These visits are followed by individual conferences designed to assist the faculty member with her/his teaching effectiveness.

### **Student Evaluation of Instructor**

Student evaluations of instructors are designed to help us provide and maintain excellent instruction in the classroom and to help each instructor develop a personal plan for growth and development. Instructors are responsible for providing each class with student evaluation instruments at some point between midterm and the last day of class. Following submission of student grades at the end of a semester, full time tenured faculty are required to select and submit a complete set of student evaluations from one class taught during the semester to her/his executive dean for review. Student evaluations for full time non-tenured faculty will first be reviewed by the executive dean and then forwarded to faculty at the end of the semester. Student evaluations for adjunct faculty will be reviewed by the appropriate department chair and then forwarded to the individual faculty member.

## **Adjunct Faculty (Part-Time Faculty) Evaluations**

### **New Adjunct Faculty (Part-Time Faculty) ( for the first 3 semesters teaching at McHenry County College)**

- *Classroom Observations* will be conducted by the department chairs. Time to be determined by department chair/supervisor. (see form attached)
- *TABS* will be administered by department chairs/supervisor for teaching faculty (September/January). (see form attached)
- *The Student Evaluation of an Instructor Form* will be administered in every class and reviewed and summarized by department chair/supervisor ([see process for all adjunct faculty](#))

### **Continuing Adjunct Faculty (Part-Time Faculty) (After 3 Semesters)**

- Classroom Observation is optional and used as result of concerns or comments on Student Evaluation.
- *TABS* is optional if faculty member or department chair/supervisor has concerns.

- *The Student Evaluation of Instructor Form* will be administered in every class and reviewed and summarized by department chair/supervisor using the following procedure:
  - All adjunct faculty will receive from their respective department secretary the *Student Evaluation of an Instructor Forms* and use these forms in each of the sections that they teach.
  - Each semester the department chair/supervisor must read the student evaluations for every adjunct faculty member.
  - Each semester the department chair/supervisor must provide written (and when possible face-to-face) feedback to every adjunct faculty member about student evaluations for their classes.
  - This written feedback must be forwarded to the executive dean/supervisor for accountability purposes.

#### Chair/Faculty Feedback on Evaluations

1. TABS Results
2. Classroom Observation of Instructor
3. Student Evaluation of Instructor

#### Support

1. Mentor Program
2. Orientation by Department Chair
3. Professional Development Workshops
4. Fall and Spring Opening Semester Faculty Workshops

#### Files retained by the Department Chair/Supervisor

1. *Classroom Observation* results
2. *TABS* results
3. Summary of *Student Evaluation of an Instructor*

## **Full Time Non-Tenured Faculty Evaluations**

#### Observations/Evaluations

1. *TABS* is administered for 5 semesters – one class per semester chosen by the instructor, but the selection must be representative of all classes taught over 5 semesters (schedule in September/January)
2. *Classroom Observation* conducted by administration each semester – two class per semester for 5 semesters. (Begin scheduling in September/January-completed by administrator and reviewed with faculty)
3. *Student Evaluation of an Instructor Form* administered in every class – reviewed and summarized by Administrator then returned to faculty

#### Executive Dean/Dean/Supervisor/Faculty Joint Evaluation Every Year

1. Faculty Action Plan
2. Classroom/Lab Observation (conducted each semester and reviewed with faculty)
3. Portfolio and Self-Evaluation Form – Annually (March)

4. Administrative Evaluation – Annually (March)
5. Faculty Action Midyear Review (October)
6. TABS Results (each semester)

#### Support

1. Mentor Program
2. New Faculty Orientation
3. Non-Tenured Faculty Professional Development Plan
4. Faculty Professional Development Action Plan
5. Professional Development Workshops
6. Fall and Spring Opening Semester Faculty Workshops
7. Faculty Development Chair
8. Graduate Course Enrollment
9. Conference Attendance

#### On File

1. Self Evaluation – Administrative Evaluation and Faculty Action Plan on file in divisional office and HR
2. Teaching Portfolios are kept by the instructor
3. Summary of Student Evaluations on file in divisional office

### **Full Time Tenured Faculty Evaluations**

#### Evaluations

1. Student Evaluation Form administered in every class
2. Instructors will read own Student Evaluations and choose one section per semester to be read by supervisor

#### Joint Evaluation

##### *Every three years*

1. Self Evaluation Form – Spring semester
2. Administrative Evaluation – Spring semester

##### *Annually*

1. Faculty Professional Development Action Plan at beginning of Fall semester

#### On File

1. Self Evaluation – Administrative Evaluation and Faculty Action Plan on file in divisional office and HR
2. Teaching portfolios are kept by the instructor
3. Summary of student evaluations on file in divisional office

## **Library Faculty Evaluations**

- *STUDENT EVALUATION OF AN INSTRUCTION LIBRARIAN* distributed in 5 teaching sessions per semester for all faculty
- *Classroom/Lab Observation* (conducted twice each semester and reviewed with faculty)

## **Role of Administrative Assistant**

- Coordinate development of *Student Evaluation of an Instructor* packets.
- Assist in the gathering and distribution as per the confidential process.
- Develop, distribute and summarize *TABS* Evaluations.
- Assist executive dean in scheduling *Classroom Observations*; *TABS*, Portfolio and Self Evaluation Conferences; as well as Midyear and Midpoint Review meetings.

## **Role of Administrators**

- The administrator, or her/his assistant/secretary, will receive completed evaluations and hold them until the start of the following semester. They will then distribute them to the full time faculty. Evaluation of adjunct faculty will go to department chairs, before being given to faculty member [as per process indicated above](#).
- Administrators will maintain a written summary of the evaluations for the classes that are submitted by tenured faculty, to be used with the evaluation of the faculty member, which is completed every three years.
- Administrators will keep a written summary for all classroom observations, *Student Evaluation of an Instructor* and *TABS* results for non-tenured faculty.

Non-tenured and tenured faculty are encouraged to save written summaries of their evaluations for annual and/or 3 year reviews, or to have them in their personal, historical files.

## **Non-Tenured Faculty Portfolio Outline**

### **Teaching and Learning examples**

- Video assessment
- Teaching strategies
  - Assessment
  - Innovation
  - Syllabus
  - Teaching squares
- Evaluations
  - Student Evaluation
  - Tabs
  - Executive Dean
    - Classroom visit
    - Evaluation / Self Evaluation
- Commendations

### **College contribution**

- Committees
- Program development
- College presentations

### **Community contribution**

- Participation
- Leadership

### **Professional development**

- Graduate courses
- Degrees
- Certifications
- Conference attendance
- Conference presentations
- CEU's and Clock hours

## Annual Faculty Professional Development Action Plan

Date:

Faculty Name:

Faculty's Department:

Division:

<b>Teaching and Learning Instructional Objectives</b>	<b>Planned Professional Development Activities to Support the Objectives</b>	<b>Support Needed</b>	<b>Target Date</b>	<b>Executive Dean/Supervisor comments and date (This plan should have an annual review with the faculty)</b>
<p>Modifications and date:</p>				

Annual Faculty Campus and Community Involvement (A faculty member should update this list as appropriate.)

College Committee Involvement:

Community Involvement:

## Student Evaluation of Instructors Process

Student Evaluations of Instructors are designed to help us provide and maintain excellent instruction in the classroom, and to help each instructor develop a personal plan for growth and development.

Instructors are responsible for providing each class with student evaluation instruments, at some point between mid-term and the last day of class. The evaluations are reviewed by your Executive Dean.

### Assembling an Evaluation Packet

#### Step 1:

**On a manila envelope, write your name, the class prefix & section number, and affix your division's color-coded dot to the outside of the envelope.**

*Note: Using the dots expedites the mail coordinators' job of sorting and delivering completed evaluation packets to the appropriate Executive Dean.*

Green dots = Humanities Division

Blue dots = Business and Technology Division

Yellow dots = HPSSS Division

White dots = Personal Development courses (Counseling)

Red dots = MATH, SCIENCE Division

#### Step 2:

**Inside each manila envelope:**

- **evaluation forms**
- **one copy of the *Memo to the Student-Evaluation Administrator***

*Note: The Memo to the Student Evaluation Administrator instructs that person to:  
Distribute evaluation instruments after the instructor has left the room  
Collect the completed evaluations and return them to the manila envelope*

*Deposit the envelope in the drop-off box across from the Bookstore, in Bldg. B.*

**Supplies for the student evaluation process are available in divisional offices. Instructors are responsible for distributing evaluation packets to each of their classes.**

## Student Evaluation of an Instructor Form

Instructor's Name \_\_\_\_\_  
Course \_\_\_\_\_

**A note to students:** Your responses are important and will be used by this instructor in assessing his/her performance and in developing a personal plan for further growth and development. Please comment on:

1. The usefulness of the syllabus.

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2. The instructor's classroom presentations.

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3. The encouragement you received from the instructor.

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4. The instructor's enthusiasm for the course.

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5. The instructor's accessibility such as keeping designated office hours, returning messages and phone calls, etc.

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Whether you would take another course with this instructor.

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6. Whether this course challenged your learning ability.

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7. How free you felt during class to ask questions.

---

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8. How free you felt during class to discuss the class material.

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9. What you consider to be this instructor's strengths.

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10. List any suggestions you want to make to this instructor about this course.

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11. List the benefits you have gained from this course in proportion to the effort you have made.

---

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12. The thing I liked most about this course was

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13. This course would have been better if

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## Student Evaluation of an Instruction Librarian

Librarian's Name \_\_\_\_\_  
Course \_\_\_\_\_ Date \_\_\_\_\_

**A note to students:** Your responses are important and will be used by this instruction librarian in assessing his/her performance and in developing a personal plan for further growth and development. **Please circle your responses.**

1. The librarian presented the subject matter in a **clear** and **organized** manner.
  - a. Strongly agree
  - b. Agree
  - c. Neutral/Undecided
  - d. Disagree
  - e. Strongly disagree
  
2. The librarian used **relevant examples** of applications for the skills and concepts covered.
  - a. Strongly agree
  - b. Agree
  - c. Neutral/Undecided
  - d. Disagree
  - e. Strongly disagree
  
3. The librarian had effective **communication and presentation skills**.
  - a. Strongly agree
  - b. Agree
  - c. Neutral/Undecided
  - d. Disagree
  - e. Strongly disagree
  
4. The overall quality of **instructional materials** (handouts, overheads, etc.) used was:
  - a. Excellent
  - b. Very good
  - c. Good
  - d. Fair
  - e. Poor
  
5. I felt free to **ask questions** during the presentation.
  - a. Strongly agree
  - b. Agree
  - c. Neutral/Undecided
  - d. Disagree

e. Strongly disagree

6. The librarian was **enthusiastic** about teaching information skills.

- a. Strongly agree
- b. Agree
- c. Neutral/Undecided
- d. Disagree
- e. Strongly disagree

7. The librarian was **knowledgeable** about the material presented.

- a. Strongly agree
- b. Agree
- c. Neutral/Undecided
- d. Disagree
- e. Strongly disagree

8. I would feel **comfortable approaching** this librarian with a reference question.

- a. Strongly agree
- b. Agree
- c. Neutral/Undecided
- d. Disagree
- e. Strongly disagree

9. The information in this presentation will be **relevant/useful** to my course work.

- a. Strongly agree
- b. Agree
- c. Neutral/undecided
- d. Disagree
- e. Strongly disagree

10. What do you consider to be this instruction librarian's **strengths**? \_\_\_\_\_

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11. List any **suggestions** you want to make to the librarian about this presentation. \_\_\_\_\_

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12. **Other comments:** \_\_\_\_\_

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## MCHENRY COUNTY COLLEGE Classroom/Lab Observation Form

Instructor: _____	Date: _____
Class/Lab: _____	Location: _____
Observer: _____	

### I. General Information

The purpose of this observation is two-fold: To recognize positive performance and to identify areas for improvement.

For each of the general categories listed, you are encouraged to provide feedback in several ways:

A. Rating any/all specific indicators/descriptors which apply to your observation, using the following:

- + = Observed/Done well
- = Observed/Needs discussion
- 0 = Not observed/No discuss. Needed
- Ø = Not Observed/needs discussion

B. Marking (X) at a point on the Rating Scale provided for each category which best reflects your overall conclusion.

C. Providing narrative commentary designed to reinforce, clarify or otherwise relate to your observation.

## II. Performance Areas

### ORGANIZATION

#### A. The Opening:

- \_\_\_\_\_ Provided an overview of what was planned for the class period.
- \_\_\_\_\_ Related topic to previous topics covered in the class.
- \_\_\_\_\_ \_\_\_\_\_

#### B. The Body/Presentation:

- \_\_\_\_\_ Summarized main points periodically.
- \_\_\_\_\_ Indicated transitions to new topics and ideas.
- \_\_\_\_\_ Pointed out relationships between ideas.
- \_\_\_\_\_ Gave more than one example of a concept.
- \_\_\_\_\_ Demonstrated variety of movement, speech, and gestures.
- \_\_\_\_\_ Varied activities over the class period.
- \_\_\_\_\_ Utilized a comprehensive vocabulary.
- \_\_\_\_\_ Used illustrative materials and teaching aids.
- \_\_\_\_\_ Demonstrated sensitivity to response of students to presentation.
- \_\_\_\_\_ \_\_\_\_\_

#### C. The Closing:

- \_\_\_\_\_ Summarized major points covered in the class period.
- \_\_\_\_\_ Introduce the next topic to be covered.
- \_\_\_\_\_ Made an assignment/activity that reinforced the day's topic.
- \_\_\_\_\_ \_\_\_\_\_

#### Rating Scale for Organization



Commentary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SCHOLARSHIP**

- \_\_\_\_\_ Included fundamental principles, generalizations, and theories.
- \_\_\_\_\_ Showed application and relation of theory to practice.
- \_\_\_\_\_ Discussed/contrasted more than one point of view.
- \_\_\_\_\_ Went into detail rather than just generalizations.
- \_\_\_\_\_ Presented information from related fields and related topics.
- \_\_\_\_\_ Emphasized ways of solving problems rather than solutions.
- \_\_\_\_\_ Demonstrated evidence of current research/knowledge in the content area.
- \_\_\_\_\_ \_\_\_\_\_

Rating Scale for Scholarship:



Commentary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLASSROOM RELATIONSHIPS**

- Called student by name.
- Included material relevant to student interest.
- Made clear his/her own way of considering ideas/attacking problems.
- Used humor, when appropriate
- Demonstrated social skills.
- Provided opportunities and encouraged student participation.
- Clarified material when asked and answered questions clearly.
- Allowed time for students to answer questions.
- Encouraged comments and questions.
- Checked to see if material/answers to questions were understood.
- Related student comments to one another.
- Remembered and referred to student ideas.
- Used student comments/questions to introduce new material.
- \_\_\_\_\_

Rating Scale for Presentation:



Commentary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FOLLOW-UP CONFERENCE SUMMARY

### I. Areas of Strengths:

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### II. Areas for Improvement:

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### III. Conference Verification:

This observation was discussed with me on: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Observer's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## Self Evaluation of an Instructor

Instructor's Name \_\_\_\_\_

Date \_\_\_\_\_

### Instructions to the Instructor:

Constructive comments in response to all of the questions are expected in order to make this evaluation a valuable part of the overall assessment of you this year. This instrument should be completed prior to your review of your Administrative and Student Evaluations.

1. When beginning the teaching of my courses, I provide all students with clear objectives in written form.

COMMENTS:

2. My classroom presentations are well organized and are easy to follow.

COMMENTS:

3. I provide encouragement and show a genuine concern for the progress of students in my courses.

COMMENTS:

4. I am available to students outside class times during my designated office hours.

COMMENTS:

5. During my classes I encourage students to discuss and ask questions regarding the information I provide.

COMMENTS:

6. During this year I have demonstrated that I am remaining current in my field e.g., workshops, graduate courses, conferences, association memberships).

COMMENTS:

7. I am enthusiastic about my work at the College.

COMMENTS:

8. I effectively communicate with my peers and staff of the College.

COMMENTS:

9. I demonstrate positive attitudes toward:

a. Students of the College

b. My peers in the College

COMMENTS:

10. I am involved in College affairs (e.g., divisional meetings, committee meetings, town meetings).

COMMENTS:

11. I demonstrate a respect for College policies and procedures (e.g., keeping office hours, holding classes for full periods, meeting budget and schedule deadlines).

COMMENTS:

12. I demonstrate an understanding of and commitment to the institution's community college mission (e.g., support for the remediation role of the College, support for the counseling services of the College, support for the community services of the College, involvement in articulation activities).

COMMENTS:

13. I consider my strengths to be:

14. I plan to work on the following during the coming year to further improve my effectiveness as an instructor:

15. I believe that the divisional administrator has provided active support for my activities and development during this academic year.

COMMENTS:

## Administrative Evaluation of an Instructor

Instructor's Name \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

### Instructions to the Evaluator:

Constructive comments in response to all of the questions are expected in order to make this evaluation a valuable part of the overall assessment of this instructor. This instrument should be completed prior to the evaluator reviewing this instructor's Self and Student evaluations.

1. Has the instructor demonstrated that he/she is remaining current in his/her fields (e.g., workshops graduate courses, conferences, association memberships)?

COMMENTS:

This is an item which should take priority in this instructor's development plan.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Does the instructor demonstrate enthusiasm toward his/her work at the college?

COMMENTS

This is an item which should take priority in this instructor's development plan.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Does the instructor demonstrate the ability to communicate effectively with peers and staff of the College?

COMMENTS:

This is an item which should take priority in this instructor's development plan.

Yes\_\_\_\_\_ No\_\_\_\_\_

4. Does the instructor demonstrate positive attitudes toward:

a. Students of the College?

b. Peers in the College?

COMMENTS:

This is an item which should take priority in this instructor's development plan.

Yes\_\_\_\_\_ No\_\_\_\_\_

5. Does the instructor demonstrate involvement in College affairs (e.g., divisional meetings, committee meetings, town meetings)?

COMMENTS:

This is an item which should take priority in this instructor's development plan.

Yes\_\_\_\_\_ No\_\_\_\_\_

6. Does the instructor demonstrate a respect for College policies and procedures (e.g., keeping office hours, holding classes for full periods, meeting budget and schedule deadlines)?

COMMENTS:

This is an item which should take priority in this instructor's development plan.

Yes\_\_\_\_\_ No\_\_\_\_\_

7. Does the instructor demonstrate an understanding of and commitment to the institution's community college mission (e.g., support for the role of the College, support for the counseling services of the College, support for the community services of the College, involvement in articulation activities)?

This is an item which should take priority in this instructor's development plan.

Yes\_\_\_\_\_ No\_\_\_\_\_

8. I consider the instructor's strengths to be:

9. I would make the following suggestions to this instructor for his/her improvement:

# **Mentor Handbook**

## **Mentoring Program Description and Guidelines**

This Mentoring Program is designed to provide our faculty with mentors to help them become more effective instructors. The goals of the program are to:

1. Provide instructional support for new part-time faculty (and/or those teaching a course at MCC for the first time) and for new (1<sup>st</sup> year) full time faculty members.
2. Improve coordination of instruction between full-time and part-time faculty
3. Meet the needs and deal with the problems encountered by faculty members at MCC.
4. Strengthen professional relationships.
5. Improve retention of students by increasing the effectiveness of the faculty.
6. Maintain the integrity of the curriculum.

## **Selection Procedure**

Faculty to be mentored are:

1. New full-time faculty members (1<sup>st</sup> and 2<sup>nd</sup> year).
2. Part-time faculty members presenting a course not previously taught by that faculty member or where the Department Chair/Supervisor or faculty request.
3. Full – time faculty as requested by the faculty or Executive Dean/Dean.
4. A peer coaching and/or video evaluation program is available for all other interested faculty members.

## **Mentor Selection**

1. Mentors are appointed by Executive Deans or Department Chairs (for part-time faculty) and report directly to them regarding mentoring responsibilities.
2. Mentors for full-time faculty should be tenured instructors; appointment is a form of recognition of excellence; appointment should be seen as an honor worthy of respect. Senior part-time faculty mentors may be chosen for new part-time faculty members.
3. Only those willing to accept the responsibility/risk should be chosen.

## **Duties of Mentors**

- Contact the assigned mentees at least one week prior to the beginning of the semester.
- Establish an agenda and schedule of meeting dates.
- Identify the needs of the mentee through discussion with the Executive Dean/Dean/Chair and the mentee
  - Knowledge based assistance

- i. advise mentees about course content, departmental, division, and college practices/policies,
  - ii. provide coaching on the syllabus
  - iii. Assist in teaching strategies or job functions
- Guidance discussion
- Peer and professional development coaching
- Provide the mentee with a phone number and office hours during which contact can be if/when a problem arises.
- To “fine-tune” the program, an evaluation session at the end of the semester will be made to get feedback from mentors/mentees.

### **Duties of Mentee**

- Maintain regular contact with mentor as established in the preliminary meeting discussion.
- Use the mentor as a resource in discussion of college, division, department policies and procedures.
- Use the mentor as a resource in discussion of teaching strategies.
- Discuss the effectiveness of the mentor relationship with the mentee’s Executive Dean/Dean/Chair/Supervisor.

### **Differentiating Mentoring from Orientation:**

<b>Mentor’s Role</b>	<b>Possible Discussions</b>
One who “takes trouble with”	Emphasis on Quality
Encourage	College level work (not high school or grad school)
Support	Texts
Mediate risks	Attendance
Provide perspective	Grading
Nurture potential	Exams
Sounding Board	Example of Course Syllabi
Sharing Information	Pre-requisites/Learning Disabilities/Academic Deficiencies
Counselor/Teacher	Learning Lab
Peer/Friend/Buddy	Orientation to Students
Guide	Ethics
Sponsor/Patron/Coach Opportunity	Classroom Management
Helping Relationship	Student Code of Conduct
Transmitter of Culture of MCC	Student Engagement
Listening	Assessment
Positive Expectations	Continuous Improvement
Advocate/ally	
Structure (goals)	
Making it Special/Unique	

<b>Mentor's Role</b>	<b>Possible Discussions</b>
Discussion	
Reality Checks	
Modeling	
Providing a "Map" – "How to Behave"	

**Remuneration/Honorarium for Mentor/Mentee**

Both mentors and mentees will be paid for three hours of contact per term at the prevailing part-time faculty hourly pay rate.

# Sponsored Leave

## Process

### **Information:**

The Sponsored Professional Development Leave Program underscores the College's interest in providing significant financial support and positive encouragement for faculty to improve their professional skills. In keeping with MCC's commitment to provide high quality instruction and academic support, the program is designed to recognize a variety of well-planned professional development proposals of a semester or academic year duration including graduate study, other specialized study, advanced technical training, applied work experience, or other professional development activity.

After four years of full-time employment, full-time faculty is entitled to request a sponsored leave for one semester at two-thirds salary. After six years of full-time employment, faculty is entitled to request a sponsored leave for one semester at full salary or for two semesters at one-half salary. The beginning date of employment will be used as a basis for calculating years of service.

### **Criteria:**

A committee chaired by the Vice President for Learning & Student Support Services will review all applications for Sponsored Leave and make recommendations to the President.

Sponsored Leaves are intended to clearly benefit both the individual and the College upon the recipient's return to MCC. In keeping with the stipulations in Section 12.1 of the current Faculty Agreement, committee consideration of Sponsored Leave requests will be given in the following order:

Requests which directly relate to the individual's current role and responsibilities.

Requests which relate generally to the individual's academic/vocational field but not necessarily to one's current position.

Requests which are for other professional development purposes.

In addition to submitting a completed Sponsored Leave Request form (see appendix) to the Vice President for Academic and Student Affairs, each applicant will have the opportunity to meet with the Sponsored Leave Committee to discuss his/her proposal in greater detail.

Note: The information provided on the request form and the information presented when meeting with the committee will serve as the basis for the committee's recommendation.

### **Application Process:**

Application for Sponsored Leave consideration must be made prior to the end of the fall semester of the academic year preceding the leave period. Completed applications may be submitted to the Vice President for Academic and Student Affairs at any time during the applicable fall semester. The review process will be completed by March 15 of the following spring semester.

## Sponsored Leave Request Form

I. Personal Information

Name: \_\_\_\_\_

Division/Area: \_\_\_\_\_

Current Professional Role: \_\_\_\_\_

Requested Leave Period: First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Sponsored Leave Proposal

Please address the following points, attaching additional pages as necessary.

- A. Describe in detail the purpose and scope of activities included in your planned leave.
- B. List the specific professional development goals you intend to meet through such a leave.
- C. Using the current Faculty Agreement as a guide, specify the particular subsection to which your request applies.
- D. As a sponsored professional development leave is intended to clearly benefit both you and the College, please specify the expected benefits to be derived for:
  - 1. You individually.
  - 2. Your current role, particularly as it affects students.
  - 3. Your anticipated role, if it differs from #2 above.
  - 4. Your professional role generally within the College.
- E. Explain how this experience will fit into the Plan for Professional Development approved by your Executive Dean.