

BRCC



FACULTY HANDBOOK
2016-2017

BATON ROUGE COMMUNITY COLLEGE

FACULTY HANDBOOK
2016-2017

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I. PREFACE

This Faculty Handbook has been created to provide all faculty with a ready-reference manual to Baton Rouge Community College (BRCC) and its policies and procedures. You are encouraged to use this handbook in conjunction with current editions of the *BRCC College Catalog*, *Academic Affairs Policy Manual*, *Louisiana Community and Technical College Systems (LCTCS) Policy*, *BRCC Student Handbook*, and *BRCC Administrative Policy*.

This handbook has been produced by the Office of Academic Affairs and has been reviewed by appropriate college and campus administrators and faculty representatives. This publication should be viewed as dynamic, and subject to change without prior notice. The information in this handbook may at any time be superseded by changes in the BRCC Policy Manual or other current college related documents. This handbook and other college documents may be accessed on BRCC's website (www.mybrcc.edu).

Your contributions are invited. Please submit suggestions for corrections, modifications or additions to this handbook to the Office of Academic Affairs.

Louisiana Community and Technical College System (LCTCS)

The LCTCS Board of Supervisors, created in 1999, serves as the management board of Louisiana's two-year institutions. The colleges that make up the Louisiana Community and Technical College System (LCTCS) are:

- Baton Rouge Community College, Baton Rouge
- Bossier Parish Community College, Shreveport
- Central Louisiana Technical Community College, Alexandria
- Delgado Community College, New Orleans
- L. E. Fletcher Technical and Community College, Houma
- Louisiana Delta Community College, Monroe
- Northshore Technical Community College, Bogalusa
- Northwest Louisiana Technical College, Minden
- Nunez Community College, Chalmette
- River Parishes Community College, Sorrento
- South Central Louisiana Technical College, Morgan City
- South Louisiana Community College, Lafayette
- SOWELA Technical and Community College, Lake Charles

The mission of the LCTCS is to prepare Louisiana's citizens for improved quality of life, workforce success, and continued learning. As part of LCTCS, BRCC contributes to the success of that mission through the educational, personal development, and service programs it makes available to the community.

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II. THE COLLEGE

Mission

The mission of Baton Rouge Community College is to identify and meet the educational and workforce needs of our community through innovative, accessible, and dynamic programs.


Vision

Baton Rouge Community College aspires to be the leader in providing world class educational opportunities for our community. World class is

- Excellence in teaching
- Access for all, and
-  sustaining resource for the economic development for the State of Louisiana.

Our Values

Baton Rouge Community College is committed to the following values:

- Integrity
- Promoting the highest level of ethical behavior and professionalism
-  sense of honesty and fairness.

DIVERSITY/RESPECT

- We acknowledge the dignity, the equality and the value of every individual.
- We encourage individual differences of opinions, thoughts, and ideas.

TEAMWORK/RESPONSIBILITY

- We promote excellence and quality in programs and services.
- We provide opportunities to work together to further excellence, efficiency and growth.

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STRATEGIC GOALS
2012 – 2017

GOAL 1: Enhance Curriculum/Expand Instructional Delivery

- 1.1 Enhance program review for curriculum relevance and updates
- 1.2 Expand and enhance E-learning programs
- 1.3 Expand dual enrollment offerings and career pathways
- 1.4 Develop an evening and weekend college
- 1.5 Assess the Quality Enhancement Plan's impact on student learning

GOAL 2: Increase enrollment/enhance student development

- 2.1 Increase student retention, completion, and graduation rates
- 2.2 Develop recruitment and marketing plan
- 2.3 Increase student satisfaction
- 2.4 Enhance student life and student engagement
- 2.5 Increase student placement and employer satisfaction

GOAL 3: Enhance organizational infrastructure and use of technology

- 3.1 Develop faculty and staff recruitment, retention, and recognition plan
- 3.2 Implement program for faculty and staff development
- 3.3 Enhance college policies and procedures
- 3.4 Review employee roles and enhance operational efficiencies
- 3.5 Increase employee satisfaction

GOAL 4: Enhance institutional research, planning, and assessment

- 4.1 Strengthen operational objective and student learning outcomes
- 4.2 Implement "Compliance Assist" software to improve electronic planning and IE processes
- 4.3 Determine assessment activities and collect needed data
- 4.4 Improve data management and accessibility
- 4.5 Enhance data analysis, dissemination, use and improvement

GOAL 5: Implement sound/effective resource management

- 5.1 Enhance fund raising strategies
- 5.2 Enhance planning and budgeting process
- 5.3 Enhance internal financial reporting
- 5.4 Develop a plan for tracking ROI with College resources
- 5.5 Develop a plan for alternative sources of revenue

GOAL 6: Connect and respond to workforce and community needs

- 6.1 Create a strong, visible role in economic development
- 6.2 Increase continuing education and adult basic education
- 6.3 Increase customized contract training and workforce solutions
- 6.4 Increase business and industry partnerships and knowledge
- 6.5 Increase participation in community and industry events and organizations

GOAL 7: Enhance facilities and technology infrastructure

- 7.1 Revise campus master plan to include technology
- 7.2 Enhance technology infrastructure
- 7.3 Automate facility planning and management process
- 7.4 Enhance facility safety and security
- 7.5 Enhance campus aesthetics

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III. ACADEMIC AFFAIRS

Academic Affairs' Mission Statement

Academic Affairs builds innovative and dynamic educational programs and enhances learning which strengthens the global community and improves the quality of life for the individuals served by BRCC.

Academic Programs

The college's academic programs provide an education that enables students to succeed personally and professionally in a changing and complex global society. The academic programs are designed to prepare students for transfer to four-year institutions and/or for entry into satisfying and rewarding careers. The college academic experience is designed to encourage truthfulness and expressions of ideas and opinions without constraints from political considerations, religious doctrine, economic pressure, or personal bias.

Academic Program Assessment

Each approved academic program at BRCC is involved in a thorough assessment regarding its content, outcomes, and demographic enrollment. The intent of the assessment is to maintain quality and make improvements as necessary. Academic program assessments are conducted each year and final documents are housed in the Office of Academic Affairs and are posted on the Intranet.

Committees

BRCC values the views, thoughts, and suggestions of the faculty, staff, and community members. A number of methods have been established to gather information from the college community. Committees may be college-wide, Faculty Senate committees, advisory to designated programs, and may be standing or task force groups. Adjunct and full-time faculty may request to be considered for assignment to a specific committee through the Vice-Chancellor for Academic Affairs.

Faculty Senate

The Faculty Senate is an established mechanism for faculty members to address a variety of issues, including standards of instruction and general educational policy. The Faculty Senate serves as a liaison with other entities of the college.

The Faculty Senate is composed of members elected by their respective divisions. The election of members to the Senate is conducted during each April. It is the Senate's responsibility to determine and publish the method of nomination and election of its members. Standing Faculty Senate committees include:

Assessment Committee
Committee on Committees
Curriculum Committee
Elections Committee
Faculty Grievance Committee

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General Education Committee
Improvement of Instruction Committee
Library Committee
Personnel Policies Committee

Advisory Committees

Community participation through Program Advisory Committees is an essential component to the continued success of the college's educational programs. Seeking the advice and cooperation of the community in working toward common goals provides the best results in meeting the educational needs of the community. Program Advisory Committees are made up of program administrators, faculty, and individual members of the community who assist in researching, planning, and promoting effective programs designed to serve community economic development. Each academic program should have a Program Advisory Committee.

Task Forces

Task forces may be established for short-term projects or policy development. These groups are designed to facilitate the accomplishment of a specific charge and the committee is deactivated when the charge has been accomplished.

Academic Freedom & Responsibility

“Teachers are entitled to freedom in the classroom in discussing their subject, but they should be **careful not to introduce into their teaching controversial matter which has no relation to their subject**” (#2 under “Academic Freedom” for the AAUP 1940 Statement of Principles on Academic Freedom and Tenure).

The academic freedom of faculty members is accompanied by equally compelling obligations and responsibilities to the profession, students, college, and community. Faculty members are afforded the rights of academic freedom while willingly accepting the responsibilities that follow. Faculty members:

- should be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy;
- should not attempt to force a personal viewpoint on students;
- should recognize their responsibility to maintain competence in their disciplines;
- should always make clear that the views they express are their own, and should avoid creating the impression that they speak or act on behalf of the college.

Archiving of Records

Archiving provides orderly retention of division records, and serves as a means to collect, preserve, and makes documentation readily available for approved personnel. Archived items include documents that

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reflect division activities, personnel documents, confidential faculty and student information, reports and data, course records, and other materials for the systematic administration of the division.

Each Academic Dean will assume responsibility for archiving important faculty, student and administrative information.

College Catalog

The BRCC Catalog is the primary academic publication of the college and is published annually. Faculty members should become very familiar with the information in the college catalog as well as policies set forth in the student handbook.

Policies specific to Academic Affairs can be found in the BRCC Policy Manual on the BRCC website. Academic-related revisions or recommendations to the existing college catalog should be forwarded to the Office of the Vice Chancellor for Academic Affairs.

Curriculum

The Curriculum Committee is the body responsible for curriculum review and oversight. All new courses, modifications to existing courses, and deletion of courses must be approved through discussion and specific action of the committee or the Curriculum Committee chair. Degree programs and courses are reviewed, discussed, and approved by the Curriculum Committee, and approved by the VCAA. Programs are forwarded to the LCTCS Board of Supervisors and then to Board of Regents for review and approval. Please refer to the BRCC Curriculum Manual for more information on curriculum processes and procedures.

Determination of degree programs is the joint responsibility of faculty, academic administrators, the Curriculum Committee, the Chancellor, the LCTCS Board of Supervisors, and the Board of Regents. Degree programs consist of a specific sequence of college-level credit courses to be completed by students prior to awarding of the degree. Determination of degree requirements involves a review of state laws and rules, accreditation requirements, needs of the graduates, intended application of the degree after graduation, college requirements, and business and industry needs. It is the responsibility of the academic administration to ensure the proper college procedures are followed for all curriculum matters, and to provide supervision of the instructional process at the college.

Master Syllabi

Every credit course is broadly defined by a master course syllabus and outline which are developed and approved by the academic discipline. The master syllabus and the outline set the minimum competencies necessary for satisfactory performance in the course.

The master syllabus determines course content. Faculty members are required to implement the course content to achieve learning outcomes. Latitude is given to faculty, however, to add or emphasize specific content areas. Current and approved master syllabi can be found on BRCC's web site at www.mybrcc.edu.

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Academic Program Development

Development of new academic programs is based upon long-range strategic planning and/or emerging community needs. Requests for new programs are directed to the Office of the Vice Chancellor for Academic Affairs for further consideration. Academic programs will be developed, added, expanded, or deleted in response to business and workforce needs.

For each proposed academic program, an initial assessment will be conducted. Assessment of the need for new programs will include projection of available and required resources, workforce and industry needs, identification of partners if appropriate, and collection of information required for feasibility of the suggested program(s).

Textbook Adoption

Review and adoption of textbooks is an important part of assuring that information provided to students is current and of high quality. Since textbook companies typically produce a new edition every two years, it is vital that faculty remain apprised of new publications and publisher changes in content and edition. The adopted textbook is used for all sections of a course. Adopted texts may be required or recommended.

Faculty members of a particular discipline are responsible for the review and selection of textbooks and supplemental support materials used in classroom instruction for that discipline. If there is crossover of course content in more than one discipline, all effected disciplines should participate in the selection of textbooks. Individual faculty may not select different texts from those adopted by the discipline without approval from the dean and Vice Chancellor for Academic Affairs (VCAA). Generally, textbook adoptions will remain in effect for a minimum of two years, unless a new edition is made available. Textbooks adopted by a discipline should:

- Support achievement of course learning outcomes
- Be adaptable to a variety of learning styles
- Be consistent with reading levels appropriate for student use
- Promote high-order thinking
- Provide objectivity, free of bias and prejudicial content
- Represent a good value for the student

While the primary responsibility for textbook adoption rests with the department chair, a designee may be appointed to coordinate the adoption of all textbooks and course materials. Problems concerning texts and materials should be directed to the dean, *not* to the bookstore. The dean will approve adoption of new textbooks/materials and any subsequent changes/additions to the original orders in consultation with department chairs or designee.

The dean or department chair will submit textbook and material lists to the bookstore, using the appropriate electronic template, no later than 5:00 p.m. on the dates established by the bookstore.

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Class Scheduling

Academic Deans, with input from department chairs, are responsible for oversight of the class schedule within their academic division. Annually, a master schedule will be developed that includes a basic schedule of classes for the entire year.

Each Dean's responsibility for oversight of the schedule includes:

- Establishing a schedule of class offerings
- Adding course sections as needed to maintain an availability of day, evening weekend and online offerings
- Arranging for quality staffing of scheduled courses
- Cancellation of classes
- Course overrides
- Management of student issues related to the schedule
- Sending adjunct/overload contracts to the VCAA, according to set deadlines.
- Final approval of the schedule of classes and subsequent changes is the responsibility of the VCAA.

Assignment of Course Instructor

BRCC reserves the right to change instructors listed in the course schedule due to course cancellation, or other conditions that might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name in the course schedule is no guarantee that the identified instructor will teach the course.

Schedule Modifications: Class Changes

Individual faculty members seeking modifications in scheduled classes should consult with the department chair for accommodations. Course modification requests will be forwarded to the dean, who will then submit the request to the VCAA

Schedule Modifications: Room Changes

Faculty requests for room changes must be submitted to the department chair. Division deans or designees will coordinate with the Office of Enrollment Services, or the VCAA designee, for room changes.

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Use of Copyrighted Materials

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right not to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Fair Use

The Fair Use of a copyrighted work, including such use by reproduction in copies or by any means specified by that section, for purposes such as criticism comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

Public Domain

A work in the public domain can be freely used by anyone for any purpose. Works considered to be in the public domain include works whose copyright have expired, U.S. Government documents, works with forfeited or abandoned copyrights, and works that are not eligible to be copyrighted.

eLearning

All courses will remain under the ownership of BRCC.

Credential and Training Requirements for eLearning Instruction

Faculty teaching via electronic means are required to attend mandatory training for eLearning instruction.

Faculty interested in teaching eLearning classes are required to be certified to teach using electronic delivery modalities. For more information, contact the Teaching and Learning Center or the E-Learning Manager.

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IV. CLASSROOM INSTRUCTION PROCEDURES

Check-in for New Faculty

Each new faculty member (full-time and adjunct) is required to attend check-in and/or acquire certain items. The division coordinator or department chair may assist with these procedures which include:

- Orientation
- Identification Card
- E-mail Account
- Blackboard Access
- Parking Pass
- Mailbox

End of Semester Check-out

At the end of each semester, all faculty (full-time and adjunct) shall make sure they have met all of their obligations to BRCC. For specific requirements, faculty members should consult with the department chair or academic dean. The college reserves the right to withhold final paycheck(s) for non-compliance with check-out procedures.

Class Rosters

All instructors shall keep an official attendance record for each class. Class attendance records should be accurate and precise, and should be submitted at the end of the semester to their division in the manner specified by the college. These records are subject to inspection by appropriate officials.

The first day of class, faculty members should generate a roster and take attendance to assure that students are in the correct class. Students who are not on the roster should not be allowed to sit in class. Students whose names do not appear on the roster should be sent to the Office of Enrollment Services immediately.

Faculty members will call roll each class period in order to provide accurate attendance records for the semester. Attendance should be reported into LoLA by the deadline given from Enrollment Services.

All students are expected to attend class regularly. Individual faculty members determine policies regarding attendance and making up missed work. Attendance policies are required to be included in the course syllabus. Excused absences will be granted at the discretion of the individual instructor. Examples of absences that are considered excused (with proper documentation) would include student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable

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circumstances beyond a student's control should be discussed with the instructor. A student with frequent absences should meet with the instructor to discuss his or her progress in the class, or consider voluntarily withdrawing from the course.

When a student does not attend classes for one or more weeks, the faculty member is encouraged to call or send a written notification requesting that the student meet with him or her as soon as possible to discuss the student's progress in the course. Students who have never attended should be reported as a no-show (NS) for the required attendance report. A student who is unable to satisfactorily complete the course should be encouraged to voluntarily withdraw. If a student withdraws from a course prior to the official withdrawal deadline, a letter grade of "W" will be assigned.

Federal Title IV funding requires that all students receiving a final course grade of "F" or "W" must have a last date of attendance posted on the final grade sheet; the Financial Aid Office recalculates the federal financial aid award for the student based upon the last date the student attended class. Faculty are responsible for submitting a copy of all final grade sheets electronically to the division coordinator for each course taught.

Methods of Class Coverage by a Substitute for Teaching Faculty

Depending on circumstances such as the amount of previous notice, the familiarity of the subject matter to the substitute, and the nature of the subject matter under assignment, there are various levels of "coverage" in order of preference: (specific divisions may have additional requirements)

1. The class is met and taught, or the examination given, so that the syllabus is carried forward despite the absence. This should be especially possible in multi-section courses where different instructors and sections can be assumed to be teaching the same content.
2. The class is met and continued throughout the period by discussion, review, in-class written assignment, or similar instructional technique.
3. The class is met, attendance taken, and the class dismissed to do further research or written work previously assigned.
4. The class is met, attendance taken, and dismissed.
5. The class is canceled.
6. Classes scheduled to begin at 7:00 am, 6:00 pm, or on the weekend may contact the Dean or Department Chair of their division to notify of emergency absences.

Responsibility for Providing a Substitute Instructor

Whenever a full-time or part-time instructor expects to be absent from class, or be late for a class, it is the instructor's responsibility to notify the appropriate department chair. The instructor and/or department chair will find a substitute from among the faculty; or, circumstances demanding, a paid substitute instructor.

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As a rule, it should not be expected that instructors maintain a colleague's classes for more than a day or two; a week should be the limit before a paid substitute is employed. The appropriate department chair or academic dean is responsible for ensuring that such class coverage is provided.

Course Cancellation

Classes may be cancelled by the Vice Chancellor for Academic Affairs or division dean prior to the start of class. The Office of Enrollment Services and the academic deans are responsible for managing class cancellations. Classes with less than 15 students are considered to have low enrollment. Deans may request that a low enrollment class remain open for exceptional reasons. Permission to maintain low enrollment classes requires approval by the VCAA.

After decisions regarding class closures have been determined, the Office of Enrollment Services immediately closes the designated classes. Students may be notified by phone or email of the class closure.

Course Overrides

Class size is predetermined. Factors considered when deciding maximum class limits include curricular requirements, room size, space, available instructional resources (overhead projector, computer-related resources, etc.), ADA accommodations, and fire/safety concerns.

Changes in class size are made by department chairs and/or division deans. When a class has reached its maximum capacity and other sections are not available, the division dean may open additional sections with approval from the VCAA. In addition, the division dean or department chair may allow an override that will permit additional students to enroll. Overrides may be granted for extenuating circumstances only. Faculty, advisors, or staff members should exercise caution in encouraging students to seek overrides.

- No class overrides will be signed after the add/drop period, during a regular semester, seven-week session, or all summer sessions.
- No class overrides will be signed for schedules lost due to non-payment
- No class overrides will be signed over the course cap for:
 - Laboratory classes
 - Computer classes

Students who cannot be overridden into class should be encouraged to enroll in seven-week sessions.

Academic Integrity

Baton Rouge Community College expects the highest standards of academic integrity from its students and faculty. Ours is an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

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Categories and Definitions of Academic Misconduct

Cheating is the intentional use of inappropriate and unauthorized assistance, information, materials, or study aids in any academic exercise; and includes multiple submissions of the same or part of the same work to different instructors for different assignments in the same semester or in a different semester. Cheating includes, but is not limited to, the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, the act of conspiracy for the purpose of defrauding also constitutes cheating.

Fabrication is the misrepresentation of a signature or a document as original (authentic) and includes the fabrication of any part of an individual or group academic assignment; or of official documents of the college or outside agencies, including drop/add slips, excused absence slips, and medical documentation. Fabrication also includes making up or changing data or results, or relying on someone else's results in experiments or laboratory assignments. The citing of sources that have not actually been used or consulted is also an offense.

Plagiarism constitutes the use of another person's ideas, words, data, arguments, or sentence structure in any academic assignments as the student's own without proper documentation or citation.

Misuse of academic resources constitutes preventing students, faculty, or staff from using print or electronic resources by rendering them unavailable, useless, or altered from their original form and purpose. This includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures, or other intentional misuse or destruction of educational materials.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally representing the condition or the situation as more or less than what it actually is to gain credit or special concessions on individual or group academic work including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the rules of each individual class concerning academic assignments and class behavior as referenced in the course syllabus.

Complicity is the willing involvement with others in any academic misconduct.

Software fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Multiple submissions of work include handing in academic work that was done previously by the student for another class or by someone else.

Unsanctioned collaboration occurs when a student is assigned to work independently on a out-of-class assignment and receives outside assistance.

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Academic Offenses and Sanctions

Any student found guilty of academic dishonesty or misconduct will receive a penalty. Penalties are based on the level and nature of the violation, number of times a student may have committed an offense, and the discretion of the instructor.

Violations are classified into three levels. For each level of violation, a set of sanctions is recommended. The levels of violations follow:

Level One Violations

Level One violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Examples of this type of violation would include unsanctioned collaboration on academic work or failure to give proper acknowledgment in an extremely limited section of an assignment. Sanctions include:

- Loss of a percentage of credit for the assignment
- “F” for the academic assignment

Level Two Violations

Level Two violations are characterized by dishonesty of a more serious nature, which affects a more significant aspect or portion of the course work. Examples of this encompass violations such as plagiarism over a large segment of the work or submission of someone else’s work as one’s own. Recommended sanctions include:

- Reduced grade for the course
- Awarding of “F” for the course

Level Three Violations

Level Three violations represent the most serious breaches of intellectual honesty and affect a major or essential portion of academic work done to meet course requirements. Examples include violations such as collaborating before an exam to exchange information, or using purchased term papers or other materials. Recommended sanctions include:

- An “F” in the course that is recorded as academic misconduct in the student’s permanent record
- Academic probation
- Expulsion

Further Consequences of Violating the Academic Integrity Policy

Students committing acts of academic misconduct or dishonesty not only face college censure, but run a serious risk of harming future educational and employment opportunities. Prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment

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on an individual's moral or ethical behavior. Since the forms are sent with the permission of the student, college faculty and administrators knowledgeable of academic integrity infractions are ethically bound to report such incidences.

Grading Policy

Faculty should make certain students learn and understand the evaluation and grading system used in their courses. Faculty should discuss how grades will be awarded at the beginning of each term and must publish this information in the course syllabus. Students should meet with the instructor during the term to discuss their academic progress if they have any questions or concerns.

The student's coursework will be reflected in a final letter grade awarded by faculty at the end of each term. Each grade awarded contributes to determining the student's grade point average (GPA). Students enrolled in developmental education courses will be eligible to earn letter grades; however, those grades will not be used to compute the cumulative GPA and will be denoted with an asterisk following the letter grade. Grades earned in developmental courses will not be used to fulfill degree requirements. GPA determines the student's academic status and indicates their eligibility to remain in college. Each grade awarded results in quality point allotments per semester credit hour. The college uses the following system of grading symbols and designation of quality points:

| Grade Rating | | Quality Points |
|---------------------|---------------|-----------------------|
| A | Exceptional | 4 |
| B | Above average | 3 |
| C | Average | 2 |
| D | Below average | 1 |
| F | Failure | 0 |
| I | Incomplete | 0 |
| W | Withdrawal | 0 |
| P | Pass | 0 |
| Au | Audit | 0 |

To calculate a student's overall grade point average (GPA):

- Multiply the course credit hours by the quality points to get the total quality points for each course
- Add the total quality points for all courses
- Add the total credit hours for all courses
- Divide the total number of quality points by the total credit hours for all courses having quality points.

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For example, assume that a student has taken the following illustrated schedule, and has made the grades shown:

| Course Number | Attempted Credit Hours | Earned Grade | GPA Hours | Hours Earned | Quality Points |
|----------------------|-------------------------------|---------------------|------------------|---------------------|-----------------------|
| ENGL 101 | 3 | A | 3 | 3 | 12 |
| HIST 102 | 3 | B | 3 | 3 | 9 |
| BIOL 210 | 4 | C | 4 | 4 | 8 |
| COMP 101 | 3 | F | 3 | 0 | 0 |
| SPCH 120 | 3 | W | 0 | 0 | 0 |
| | 16 | | 13 | 10 | 29 |

Explanation of the Example:

Although the student signed up for five courses (16 semester credit hours), he/she withdrew from SPCH 120 prior to the withdrawal deadline, so that course will not be included in the calculation. Thirteen credit hours will be computed in the student's GPA even though he/she passed only ten credits because completed but failed courses are included in the calculations. Now look at the preceding quality-point list and multiply the number of hours completed in each course by the number of quality points assigned for each grade. The student earned a total of 29 quality points for his/her final grades in 13 credit hours. Divide the 29 quality points by the 13 credits used for his/her GPA to arrive at his/her GPA of 2.23.

While in this example, the student has received three passing grades, the one failing grade has brought the student's overall GPA to 2.23. A GPA of less than 2.0 is considered to be less than satisfactory academic progress and will result in the student being placed on academic probation for the following term.

A grade point average is computed on all work that a student completes with the following exceptions: courses with grades of "P," "W," and "AU." The temporary grade of "I" or Incomplete carries no grade value, but will convert to an "F" if work in the course is not completed within the specified time. The grade awarded when an "I" is removed will be used in calculating the grade point average.

Grading Scale

The standard grading scale for BRCC is as follow:

- 90-100 –A
- 80-89 –B
- 70-79 –C
- 60-69 –D
- 59 below -F

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Nursing Scale

The grading scale for all nursing and selected other allied health courses for BRCC is as follow:

93-100 –A

85-92 –B

77-84 –C

69-76 –D

<69 –F

Incomplete Grades

“I” grades are issued only after the last day to withdraw and before final grades are issued. An incomplete or “I” grade will be awarded to a student who has experienced a serious, documented problem where each of the following four conditions applies:

- A final grade has not been awarded;
- Present work in the class reflects at least a “C” average;
- The student is actually able to make up the work missed; and

The student must petition the instructor for an “I” grade. The instructor of record is responsible for awarding and removing an “I” grade. If the instructor of record is unavailable, the student should contact the division dean for assistance.

Incomplete grades are not given in place of a mid-term grade. Incomplete grades are not given for students with excessive absences. If a student has excessive absences, he/she should initiate a withdrawal in accordance with the deadline printed in the current academic calendar.

When an incomplete grade is awarded, the student has up to 90 days from the end of the semester to complete the missed work and/or to take the final exam. The student is required to complete the course by the deadline regardless of whether or not he/she is enrolled at BRCC. Failure to complete the required work within the 90 days will result in an automatic “F” for the class.

It is the responsibility of the instructor to specify the exact work to be completed to meet course requirements and provide documentation.

Mid-Term Grades

Faculty are responsible for letting students know mid-term grades. Mid-term grades are posted to LOLA.

Final Examinations

BRCC requires that final examinations be held. In cases where a final examination is unsuitable for the nature of the course an exception may be made upon approval of the appropriate division dean. For example, most internships may not require a final examination. Final examinations must be given during the published dates for final examinations. No faculty member may waive final examinations unless approved as an exception by the division dean.

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Students having three or more final examinations in a 24 hour period may request approval to take no more than two examinations on the day concerned. Requests should be made to the division dean of the degree program in which the student is registered. The dean is authorized to determine which examination may be taken at another time than that regularly scheduled and the decision is final. Students having a conflict between group examinations in two subjects at the same time will take the first examination shown on the schedule at the regular time. The instructor of the second examination will make arrangements with the student for the second examination at a special time. All schedule changes must be approved by the department head and the dean of the division.

Review sessions may not be held during the final examination period because of possible conflicts with scheduled exams.

The five days preceding final examinations, are designated study days for students. During this time, no extracurricular or school sponsored social functions may be held on or off campus.

FINAL GRADES MUST BE POSTED TO LOLA ON OR BEFORE PUBLISHED DEADLINE DATES.

Grade Reports

Faculty members must report final grades according to the academic calendar and published deadlines. Final grade reports are issued by the Office of Enrollment Services.

Faculty may not enter grades of “W” for withdrawals. Students must withdraw from courses through the Office of Enrollment Services. For students who have not been attending class, but for whom no “W” appears on the final grade sheet, faculty should post an “F”. For students with excessive absences, faculty should refer to the Class Attendance Policy. Faculty cannot initiate an incomplete or “I” grade in the midterm or final grade posting process. See the Incomplete Grade Policy in the BRCC Catalog for details.

In addition to posting grades electronically by the deadline date, faculty should give their division coordinator:

- Electronic copies of grade book records and attendance records for each class.
- Procedures used for calculating final grades in each class. This procedure should be listed in the syllabus for each course.

Student Behavior in the Classroom

Instructors are referred to the Student Handbook for guidance in matters concerning student behavior in the classroom. The Student Handbook also contains the college policy and operating procedures governing situations involving either academic or nonacademic misconduct.

Instructors should follow these general guidelines on appropriate student classroom behavior:

- a. Include a statement in the syllabus about expectations for students’ behavior in the classroom and discuss that statement on the first day of class.

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- b. Faculty have the “duty to warn” any student not complying with stated guidelines. Inform disruptive students that their behavior is not acceptable (be specific in identifying the unacceptable behavior), specify what behaviors are required, and inform students of the consequences of not complying with those guidelines.
- c. Faculty must give students an opportunity to comply with expected requirements.
- d. If students continue with inappropriate behavior, faculty may ask them to leave the classroom and may seek assistance from the Dean of Students, the Vice Chancellor for Student Affairs, or the Office of Public Safety.

Classroom and Campus Safety Information

This section is meant to inform faculty members of how these situations have been handled in the past, and to give guidance for future action.

- **Threats or Possible Mental Illness**

If you feel someone is a threat to property, themselves, or others, immediately refer them or the situation to the Counseling Center, Public Safety Officers, or the Dean of Students. They will be counseled and a determination made as to the next course of action. Action could include counseling, disciplinary action, protective custody, or transportation to a facility for evaluation.

- **Disruptions in Class**

To handle classroom disruptions, tell the student(s) involved to stop the disruption. Ask the student(s) to meet with you after class. Tell them specifically what they are doing wrong and let them know that they cannot pass the course if the behavior continues. If it continues, refer the students to the department chair or dean. Tell them they must make contact with the department chair or dean before the next class period and before they can return to class. The faculty should also notify their department chair or dean of the incident. If the students do not make contact with the department chair or dean, he/she will meet them before class at the classroom door. The department chair or dean will provide the student “due process” by setting up a meeting with the instructor before taking action; the department chair or dean will document the incident and action taken and notify the Dean of Students.

If the behavior continues, the student will be removed from that class. An attempt will be made to place the student in another course with a different instructor. If this cannot be done, the student will be dropped from the class (depending on the semester date and current grade), possibly “purged” with no grade or a return of tuition, or be advised to withdraw as he/she cannot pass. The Dean of Students and/or the Vice Chancellor of Student Affairs will deal with specific incidents and will keep a record to determine a pattern of behavior.

Medical Emergency

Always contact safety officers by picking up one of the campus-wide red phones or by dialing 216-8888 – if it is a critical emergency call 911 and let the Emergency Medical Services (EMS) decide what to do.

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Bomb Threat Procedures

In the event a bomb threat is received; the following steps shall be followed:

1. Employee receiving the bomb threat should remain CALM and make notes.
2. Write down the number displayed on the caller ID display of your telephone and all other items of information.
3. Attempt to identify background noises that may help to determine the location from where call is made, such as traffic, music, laughter, etc., and note the information.
4. An educated guess should be made as to SEX, AGE, VOICE or ACCENT of the caller, or if a disguised voice was used.
5. Employee should ask the caller what TIME the bomb is scheduled to explode, the LOCATION of the bomb, and, if possible, the REASON for the threat.
6. Employee should immediately notify Public Safety by picking up one of the campus-wide red phones or by dialing **225-216-8888** who shall notify the COLLEGE CHANCELLOR or representative and the OFFICE OF PUBLIC RELATIONS.
7. The decision to evacuate a building during a bomb threat is made only by Chancellor or administrator in charge during his/her absence. In the event of an evacuation, be sure to take your personal belongings.
8. Cell phones shall not be used whenever there is a college response to a credible bomb threat or until an all clear has been given by the Incident Commander (lead person in charge).

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V. FACULTY PERSONNEL

Categories of Faculty

The college employs faculty in different categories as determined by the college's Human Resources Department.

Full-time Faculty

Faculty appointed to a nine-month teaching position that appears as a line item in the college's annual budget. Department Chairs and Librarians are considered faculty, but are appointed to a twelve-month position that appears as a line item in the college's annual budget. Full-time faculty may also teach overload or summer courses as adjuncts.

Part-time or Adjunct Faculty

Faculty appointed on a course-by-course contractual basis each semester.

Non-Credit Faculty

Faculty members with specialized skills such as technical writing or foreign language skills may, when recruited, serve as consultants to teach short courses for the Economic Development division in addition to their regular teaching loads. Pay for these services are determined by ED on a course-by-course basis.

Faculty Qualifications

BRCC recruits and appoints the best-qualified faculty available. All full-time and part-time faculty must have appropriate credentials and competencies that demonstrate they are qualified to teach. Oral and written competencies will be demonstrated during the recruitment and selection process. The search process is intended to recruit and select faculty whose highest degree is earned from a broad representation of regionally accredited institutions.

The College will only hire faculty that meet or exceed the following minimum credentialing qualifications as stated in the Southern Association of Colleges and Schools Criteria for Accreditation:

Credentials

- a. Faculty teaching General Education courses in the humanities/fine arts, social/behavioral sciences, and natural sciences must hold the minimum of a master's degree and have completed at least 18 graduate semester hours in the teaching discipline.
- b. Faculty teaching credit courses in professional, occupational, and technical areas that are components of Associate Degree programs not usually resulting in college transfer, or in the continuation of students in a senior institution, must possess appropriate academic preparation or academic preparation coupled with work experience. The typical combination is a bachelor's degree with appropriate work experience. The minimum academic degree for faculty teaching in

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professional, occupational, and technical areas must be at the same level at which the faculty member is teaching.

Note: In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be accepted in lieu of formal academic preparation. Any such exception will be justified and documented fully on an individual basis by the division dean and VCAA.

- c. Non-degree diploma or certificate occupational courses are typically taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. Some courses may require faculty with a bachelor's degree or beyond with little or no work experience. Others may require little formal education beyond high school. While the competency requirements may vary, it is the responsibility of the academic dean and VCAA to fully define competency requirements prior to the initiation of the recruitment and selection process.
- d. Faculty members who teach remedial programs must hold a bachelor's degree in a discipline related to their teaching assignment and either classroom experience in a discipline related to their special proficiency or graduate training in remedial education.

It is the responsibility of all full-time and part-time faculty to provide the appropriate documentation of academic preparation, such as official transcripts (undergraduate and graduate), and if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, and certifications and other qualifications.

Faculty Rank and Promotion

In accordance with Louisiana Community and Technical College System Policy #1.044 Rank and Promotion Eligibility Framework for Permanent Full-Time LCTCS Faculty Members,

“Levels of academic and technical rank recognize progressive levels of achievement and stature within the postsecondary teaching profession. More than length of service, advanced ranks is recognition of quality, depth of performance, achievement, and contribution to the college by the faculty member. ...All institutional procedures for implementation of the policy shall be approved by the LCTCS President and the LCTCS Board of Supervisors...The awarding of rank is normally determined by the Chancellor.

The approval of initial rank rests with the LCTCS Board of Supervisors based upon the recommendation of the Chancellor.”

I. Purpose

The purpose of rank and promotion is to provide eligible faculty with academic rank as an acknowledgement for quality teaching, service to the college, and professional growth. The following policy and procedures are established to enable faculty to recommend for promotion their peers who have met the established criteria.

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II. Scope of Rank and Promotion

The rank and promotion policy and procedures applies to all full-time faculty and any staff holding faculty status. It does not apply to faculty who are employed on an adjunct basis.

III. Eligibility Requirements

A. Minimum Time-in-Rank Eligibility

To be eligible for promotion in rank, a faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous teaching as a full-time faculty member in a rank at Baton Rouge Community College and/or another institution under the management of the Louisiana Community and Technical College System Board of Supervisors.

An application for promotion in rank may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline.

B. Educational and Professional Credentials

The minimum educational and professional credentials for teaching at Baton Rouge Community College are set as required by the Southern Association of Colleges and Schools (SACS). In addition to the SACS minimum requirements, applicants for promotion must meet the following stated requirements:

1. Instructor to Assistant Professor

Minimum of a master's degree with 18 graduate semester hours in discipline taught. Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years.

OR

For faculty teaching courses not designed for transfer (A.A.S. degree or certificates):

Development of significant course or curriculum development or improvement project that demonstrates outstanding contribution to the BRCC academic program.

Significant service to the college as demonstrated by outstanding contributions to the operation of the institution.

Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years.

2. Assistant Professor to Associate Professor

Minimum of a master's degree with 18 graduate semester hours in the discipline taught plus 30 graduate hours of study in an area related to primary responsibility. Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years.

OR

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Minimum of a master's degree with 18 graduate semester hours in the discipline taught. Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years.

Development of significant course or curriculum development or improvement project that demonstrates outstanding contribution to the BRCC academic program. Such projects may include the following elements:

- Evidence of innovation in teaching or program development,
- Design and implementation of the project,
- Evaluation of the project, including the collection of data.

Demonstrated evidence of quality teaching based on analysis of student evaluations, supervisor evaluations, and other appropriate evidence.

Significant service to the college demonstrated by outstanding contributions to the operation of the institution. Such activities may include leadership related to faculty senate duties, task force work, and accreditation activities. Significant service is best demonstrated by evidence of innovation, improvements, problem-solving or new projects of major benefit to the college. A minimum of three such activities would be required, and must be outlined on the application portfolio.

Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years.

3. Associate Professor to Professor

Minimum of an earned doctorate in discipline or area related to primary responsibility. Exceeds Expectations or above on the annual evaluation for the most recent three consecutive academic years. Applicants with less than an earned doctorate degree may petition to waive this requirement. (See Section III. C.)

C. Petitioning for Recognition to Waive Degree Requirement for the Rank of Professor

Some outstanding achievements may be recognized as significant enough to waive the requirement for the doctorate degree. Examples include, but are not limited to the following: authoring a book within one's academic discipline, performing or exhibiting works of art at the regional or national level; or being recognized for continuous outstanding participation and active service in professional educational organizations at the regional or national level. Neither outstanding service to the college nor longevity at the college will be considered as achievements meriting a waiver of the doctorate. The Rank and Promotion Appeals Committee (see section IV. C.) will consider all petitions for waiver of the doctorate.

IV. Application Process

A. Applicant Verification of Eligibility

Eligible applicants are responsible for the following: 1) completing the application form; and 2) submitting documentation in the form of the promotion portfolio (see description of promotion portfolio). Applicants requesting a waiver of the doctorate must also file an appeal which will be reviewed by the Rank and Promotion Appeals Committee. The vice

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chancellor for academic affairs is responsible for receiving the applications and convening the Rank and Promotion Appeals Committee for review of applications.

Faculty members who apply for promotion in rank must complete and submit an application to the Office of the Vice Chancellor for Academic Affairs. Copies of official transcripts with degrees conferred must be attached. The vice chancellor for academic affairs is responsible for guaranteeing that applications are complete. After review of the application by the vice chancellor for academic affairs, candidates for promotion will be notified by letter.

The role of the vice chancellor for academic affairs is to ensure that guidelines have been followed. In situations in which the vice chancellor for academic affairs concludes that the guidelines have not been followed or that inconsistencies exist, the promotion packet will be immediately returned with an appropriate explanation. The vice chancellor for academic affairs will then convene the Rank and Promotion Committee.

B. Rank and Promotion Committee

The Rank and Promotion Committee's first order of business is to select a chair. Following that, the Committee will examine all applications and decide whether a promotion is recommended. The Committee will consider equivalencies for the rank of Professor. The relevance of that information will be judged by the Rank and Promotion Appeals Committee.

The Rank and Promotion Committee determines if promotion applications meet the required criteria. The committee is composed of two elected faculty members from each academic division with 20 or more faculty, and one elected faculty member from each academic division with less than 20 faculty. Members of the Rank and Promotion Committee will hold the rank of Associate Professor or Professor.

The Faculty Senate Elections Committee is to conduct the election and provide the results to the vice chancellor for academic affairs. The vice chancellor for academic affairs will notify selected members, and will call the first committee meeting. The vice chancellor for academic affairs will serve on the committee as a non-voting member and will serve as a resource to the committee. The members of this committee can not be seeking promotion for that academic year.

C. Rank and Promotion Appeals Committee

Members of the Rank and Promotion Appeals Committee will be appointed by the vice chancellor for academic affairs. The faculty members will not be serving on the Rank and Promotion Committee. The committee will be composed of at least three faculty members representing different academic divisions and holding at least the rank of associate professor.

Should faculty wish to appeal the decision of the college Rank and Promotion Committee they must submit a letter with rationale to the vice chancellor for academic affairs, who will at that point convene the Rank and Promotion Appeals Committee. The Rank and Promotion Appeals Committee will meet to review the appeal, and will submit their recommendation to the vice chancellor for academic affairs. The ruling of the Promotion

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in Rank Appeals Committee is final. This committee also reviews exemplary credentials for waiving degree requirements. The vice chancellor for academic affairs will report the decision of the Rank and Promotion Appeals Committee to the chancellor.

D. Recommendation for Promotion

The vice chancellor for academic affairs will submit the names of faculty recommended for promotion in rank to the chancellor. The chancellor will make the final decision regarding recommendations to the System President and the Louisiana Community and Technical College System Board of Supervisors. The Louisiana Community and Technical College System Board of Supervisors must approve all recommendations for promotions. Following approval, the Chancellor will announce to the faculty the names of individuals receiving promotion in rank as approved by the LCTCS Board of Supervisors.

Rank and Promotion Calendar

November (First Monday in November) – Deadline for faculty applying for promotion to submit eligibility verification to the vice chancellor for academic affairs.

November (First Monday in November) – Deadline for Faculty Senate to provide to the vice chancellor for academic affairs the names of faculty to serve on the Rank and Promotion Committee.

December (First Monday in December) – Vice chancellor notifies faculty of their membership on the Rank and Promotion Committee, and on the Rank and Promotion Appeals Committee.

February (First Monday in February) – Rank and Promotion Appeals Committee meets if necessary to begin to review appeals for rank of professor and submits recommendations to the vice chancellor for academic affairs.

February (Second Monday in February) – Rank and Promotion Committee meets to begin review of applications.

March (First Monday in March) – Rank and Promotion Committee notifies the vice chancellor for academic affairs of their decisions.

March (Third Monday in March) – Vice chancellor for academic affairs notifies individual faculty of the status of the College Promotion in Rank Committee decision.

April (First Monday in April) – Appeals due to the vice chancellor for academic affairs.

April (Last Monday in April) – Promotion in Rank Appeals Committee meets to review appeals and make final recommendations to vice chancellor for academic affairs.

May (First Monday in May) – Vice chancellor for academic affairs sends recommendations for promotion in rank to the chancellor.

Note: All deadlines must be met. No credentials will be accepted after the prescribed deadline.

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Documentation of Official Transcripts

It is the responsibility of each faculty member to submit official transcripts from each institution of higher education attended. The official transcript should be sent directly to Human Resources. This procedure is in place to document compliance with the Southern Association for Colleges and Schools (SACS) requirements and for placement on the faculty salary schedule. This requirement applies to all faculty, whether full-time or part-time. A copy of the transcript may be used for initial credential review, but the official transcripts must be on file before the end of the first semester for continued employment.

Job Descriptions

POSITION TITLE: Full-Time Faculty

POSITION DESCRIPTION: Full-time faculty members are responsible for teaching courses as assigned, student advising, college service, professional development and promotion of a collegial atmosphere. Faculty are expected to support the institution's mission and vision and abide by the Faculty Handbook and college-wide policies. Faculty report directly to the department chair within their respective departments and divisions.

DUTIES AND RESPONSIBILITIES:

I. Teaching

- Provide learning experiences in accordance with students' needs and abilities
- Use learning resources to help students learn
- Assess student learning in accordance with college policy
- Provide each student with a course syllabus and schedule
- Maintain a minimum of 10 office hours per week
- Meet all scheduled classes within the appropriate timeframe
- Advise students and assist with registration, orientation, and recruitment as needed
- Follow the approved master course syllabi
- Maintain accurate grade and attendance records
- Submit syllabi, office hours, grades, attendance, electronic time sheets, and other reports by established deadlines

II. Administrative

- Notify department chair of absence with course substitution plan in a timely manner.
- Attend all departmental, division, and general faculty meetings
- Attend convocations and participate in graduation exercise (attired in appropriate academic regalia)
- Adhere to professional standards of conduct
- Participate in the faculty evaluation process

III. Service

- Contribute to the college and your discipline by collaborating with others and offering your service to the college

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IV. Professional Development

- Engage in continual professional development activities as it relates to pedagogy, assessment, and faculty area of expertise

Adjunct or Part-Time Faculty

POSITION TITLE: Adjunct Faculty

POSITION DESCRIPTION: Adjunct faculty members are responsible for teaching courses as assigned. Adjunct faculty may teach in the evening, weekends, online and dual enrollment courses as needed.

Faculty are expected to support the institution's mission and vision and abide by the Faculty Handbook and college-wide policies. Adjunct faculty report directly to the academic program manager and/or department chair within their respective departments and divisions.

DUTIES AND RESPONSIBILITIES:

1. Provide learning experiences in accordance with students' needs and abilities
2. Notify department chair of absence with course substitution plan in a timely manner
3. Maintain accurate grade and attendance records
4. Submit syllabi, grades, attendance, electronic time sheets, and other reports by established deadlines
5. Discuss with counselors and other appropriate personnel any student problems which may require special attention
10. Use learning resources to help students learn.
11. Engage in continual professional development activities as it relates to pedagogy, assessment, and faculty area of expertise
12. Meet all scheduled classes within the appropriate timeframe and provide opportunities for student conferences either online, by phone, or face-to-face interactions
13. Attend annual orientation
14. Adhere to professional standards of conduct
15. Participate in the faculty evaluation process
16. Assess student learning in accordance with college policy

Librarian

POSITION TITLE: Librarian

POSITION DESCRIPTION: Academic librarians organize, manage, evaluate, disseminate information, and provide support to all members of the academic community. Librarians report directly to the Dean for Learning Resources.

DUTIES AND RESPONSIBILITIES:

- Maintain performance standards and pursue goals, objectives, and activities that promote the mission of the college

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- Participate in committee activities at the division and college levels
- Conduct and schedule bibliographic instruction sessions, workshops and classes in order to instruct users in the methods of information retrieval.
- Clarify information queries and needs throughout the search process and counsels library users on effective search strategies to maximize the use of library collections.
- Participate in all aspects of the professional library. Activities to include: selection, acquisition, organization, expansion, preservation, and dissemination of information
- Collaborate with instructional faculty in the development of a collection of materials that supports the programs of the college
- Maximize the use of technology, including the use of computers and related strategies, in the library as appropriate
- Utilize assessment of patron outcomes to improve library services
- Represent the college in manner, appearance and behavior that promotes a positive image of the college within the community
- Obey and enforce college policies that prohibit the use of foodstuffs in the library, smoking within college buildings, drugs on campus, and the destruction and misuse of all college property
- Create a library environment in which all patrons are treated equitably and with respect
- Provide library services in accordance with the Americans with Disabilities Act of 1990
- Adhere to federal harassment policies, and other legal requirements

Full-Time Faculty Workload

Full-time faculty members are expected to work the equivalent of 40 hours per week. Some duties such as course preparation, grading and community service may be performed off-site. Full-time faculty members are expected to meet performance expectations identified in their job descriptions. These include, but are not limited to, teaching, maintaining office hours, advising/mentoring, professional development, and college and community service.

The workload of full-time faculty includes:

- Teach a minimum of 15 credit hours in each regular fall and spring semester
- Maintain a minimum of 10 office hours per week
- Advise and mentor assigned students
- Attend and participate in scheduled activities
- Serve on college committees
- Participate in professional development activities
- Complete administrative tasks
- Due to extensive clinical responsibilities, nursing faculty teaching load is 13-19 contact hours.

Part-time Employment Agreements

- Faculty who are employed during a given term (part-time or full-time) and complete extra projects may be paid through a part time employment agreement
- Faculty not currently employed (part-time, summer full-time) maybe issued part time employment agreements for project work
- Consultants and outside vendors are paid through professional services contracts.

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Modifications to full-time workload may include overloads and release times, which meet the approval by the VCAA and Chancellor.

Overloads and Summer Teaching

- Overload is defined as any and all teaching sections above-and beyond the required 15 credit hour semester load. Overloads are paid separately and at a different rate of pay. Faculty members are expected to perform all regular duties and responsibilities with no reduction of service resulting from the overload.
- Full-time faculty may accept overloads each semester for additional compensation. The total contact hours in the classroom may not exceed 21 hours per week per semester.
- Overloads will be paid at the current adjunct rate of pay.
- Academic Deans will be responsible for providing the name of faculty, the title of the course, time of course, meeting days, and office hours for all assignments.
- Overload assignments are approved by the VCAA and reported to the Office of Human Resources. The original form is sent to Human Resources and a copy to the Vice Chancellor for Academic Affairs.

Release Time

- Release time provides a course load substitution for work completed on special projects
- Requests for release time may be initiated by the faculty member, dean, VCAA or the Chancellor
- Release times must be approved by the dean, the VCAA and the Chancellor

Fractional Pay/Independent Study Agreements

Should the enrollment of a course be fewer than 10 students the academic dean responsible for that course may petition the Vice Chancellor for Academic Affairs (VCAA) to offer the course on a fractional pay basis [one-fifteenth (1/15) the adjunct rate of pay per enrolled student]. This practice is to be utilized in the case of courses needed for graduation.

Twelve Month Faculty and Staff Teaching Assignments

Twelve month faculty and staff who desire to teach at BRCC on an adjunct contract must secure the permission of their immediate supervisor, vice chancellor for the area, and the vice chancellor for academic affairs. Unless special permission is granted and appropriate arrangements are made, this assignment must be scheduled outside of the regular working hours of the employee. This adjunct teaching load cannot exceed six (6) credit hours.

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Adjunct Faculty Workload

The maximum teaching load for adjunct faculty is as follows:

- Regular semester (fall and spring) – 9 credit hours
- Four and Eight week summer term– 9 credit hours
- Seven-week term (fall and spring) – 6 credit hours
- Nursing faculty – 12 credit hours

Multiple contracts that occur within a fall, spring or summer term should not exceed 9 hours of employment. Any teaching assignment that exceeds the maximum credit hours allowed during any semester or term will require written approval from the Vice Chancellor for Academic Affairs and the Chancellor.

Professional Development

BRCC is committed to a policy of making available and supporting opportunities for professional development for faculty, as well as for other employees.

The concept of professional development has a dual nature: expansion of capabilities and revitalization of the individual in order to contribute to the achievement of institutional goals.

Interested faculty should consult the Teaching and Learning Center for specific professional development activities or assistance available to faculty.

Faculty Advising of Students

Full-time faculty members are expected to meet the requirements identified in the job description, and will be evaluated on their performance, which includes assisting students with advising and includes the following activities:

- Advise assigned students each fall and spring semester
- Meet with assigned advisees each semester
- Assist other faculty members' advisees if needed
- Assist in advising during peak registration periods

Adjunct faculty members must provide opportunities for student conferencing. These can be online, by phone or in-person interactions.

VI. FACULTY EVALUATIONS

Performance evaluations will be completed on every faculty member during the academic year. The schedule for evaluation, components to be evaluated, and person scheduled to complete the evaluation will vary depending upon full-time or adjunct faculty status. For full-time faculty, an annual performance review will be completed in the spring of each year to summarize and review all facets of faculty performance during the academic year.

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The principle criterion for performance evaluation of part-time faculty members is teaching effectiveness as determined by peer and student evaluation and other sources at the discretion of the evaluating unit. It will include evaluation of teaching materials, including syllabi, teaching techniques, instructor knowledge of subject matter, and availability to students. Fulfillment of part-time faculty responsibilities will also be considered.

Student Rating of Faculty (Full-Time and Adjunct)

The student rating component is administered during the fall and spring semesters.

Adjunct Faculty Evaluation

Adjunct faculty teaching at Baton Rouge Community College are evaluated each semester. The evaluation includes:

- rating by the students,
- observation by an approved faculty member, the department chair, associate dean, or academic dean will be conducted at least once during the academic year.

Completed observation form is shared with the faculty member within 14 days of the observation.

VII. HUMAN RESOURCES

EEO Statement

Employment opportunities are offered by the Baton Rouge Community College without regard to race, gender, religion, national origin, age, disability, or marital status according to Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Executive Order 11246; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991. The Chancellor of the college is the appointing authority for all personnel actions.

Faculty Absence from Class

Every class will meet as scheduled. Faculty office hours are to be held as stated in the full-time faculty job description. If a faculty member must cancel class the department chair must approve in advance. When an instructor is absent from class, late for a class, or does not adhere to office hours, the instructor must notify the department chair as soon as possible. The time of absences are reported as follows:

| Class Meeting Times | Equivalency |
|----------------------------|---------------------|
| 50 minute—class | = 1 hour |
| 75 minute—class | = 1 hour 30 minutes |
| 2 hour 45 minute—class | = 3 hours |

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Placement of Faculty on Salary Scale

In order to provide fair and equitable pay to all Baton Rouge Community College faculty, a standardized scale is used in determining initial salary placement. Placement on the salary scale is based on teaching experience, rank, and educational preparation.

- **Teaching Experience**

Teaching experiences will be calculated as follows:

1. One year of credit is awarded for full-time teaching throughout a complete academic year. Full-time teaching in institutions of higher education will count on a 1:1 ratio.
2. Part-time teaching may be combined to calculate an equivalent of full-time teaching (example: teaching ten courses equals one full year.)
3. Educational experience in K-12 institutions will count on a 2:1 ratio. Two years of K-12 is equal to 1 year of higher education teaching experience.
4. Related professional experiences are calculated in the 4:1 ratio (adult education, proprietary teaching, and corporate training.)

- **Initial Assignment of Rank**

New faculty with fewer than seven years of calculated teaching experience will begin at the rank of Instructor. Assistant Professor status is awarded to faculty with seven or more calculated years of teaching experience. Every effort will be made to preserve the rank of a faculty member who has held that rank at a previous institution.

- **Educational Preparation**

Faculty with earned terminal degrees from an accredited college or university are recognized in the placement on salary scale.

Salary for Adjuncts and Overloads

In order to clarify and standardize the method of payment for adjunct and overload pay, the following guidelines have been developed:

1. Adjunct and overload faculty pay for courses with no laboratory component is based upon the credit hours of the assigned course. The one exception to this guideline is MATH 101. This is a five-hour lecture course that will be paid per lecture hour.
2. There is no differential for rank, evening/weekend teaching, nor eLearning delivery.
3. There is no differential for multiple preparations. Scheduling of more than three course preparations is highly discouraged. Should there be a need for more than three course preparations, faculty members should be consulted and agree to the load prior to assignment. The following semester, preference should be provided to those who were assigned more

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than three course preparations. New faculty members should not be assigned more than three course preparations.

4. Courses with laboratory components are paid based on the number of lecture hours plus the number of laboratory contact hours.

Benefits

Based upon employment classification, full-time employees are eligible for benefits provided by the college.

Eligible Full-Time Classifications:

- Unclassified Staff
- Faculty
- Classified Civil Service Staff

Tuition Exemption for Full Time Employees

This program is for exemption of tuition charges for credit courses taken at BRCC. Employees must have been employed at BRCC for at least one continuous year in a full-time, permanent position. Approval must be received from the employee's supervisor and vice chancellor prior to registering for class(es). Courses must be job-related and may not exceed six (6) hours per semester (fall and spring) and three (3) hours in the summer. An employee must have received a performance evaluation rating of "Meets Expectation" or higher during the twelve months prior to participation. To continue participation in the program, employees must maintain good academic standing of a 2.0 GPA or above.

Code of Conduct

Employees of Baton Rouge Community College are expected to adhere to all federal, state, and local laws and ordinances as governed or prescribed by Title 42:1101 through 1123 of the Louisiana Revised Statutes of 1950, as amended; and Section 1115 of the State Code of Ethics. Employees shall also adhere to all college policies and procedures, as well as other guidelines and rules of all regulating agencies or entities having jurisdiction over college activities. Violation of the code of conduct may result in disciplinary action, up to and including termination of employment.

Sexual Harassment

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office of Civil Rights and state regulations (R.S. 23: 301, 312, 332), and therefore, it is the policy of the college that unlawful harassment of employees and students is prohibited. Any individual who believes he/she is the subject of harassment or who has knowledge of harassing behavior must immediately report such conduct to the Office of Human Resources.

Any employee/student who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing.

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Harassment includes but is not limited to:

- an employee by another employee
- of a student by an employee
- an employee by a student
- of a student by another student
- a visitor by an employee or student
- a student or employee by a visitor

Examples of conduct that are prohibited include but are not limited to:

- Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin or disability
- Any other offensive or abusive physical, visual or verbal conduct

Consensual Relationship

Relationships, inclusive of dating, between administrative and/or supervisory employees under its management and control, and employees or students with whom these individuals have a direct reporting relationship are discouraged.

Consenting parties are required to complete a Consensual Relationship form available in the Office of Human Resources.

The definition of "consensual relationship" (exclusive of marriage) includes a mutually agreed upon intimate relationship and/or relationship involving physical intimacy and is applicable to current and future employees.

Alcohol and Drug Abuse Prevention Program

Baton Rouge Community College (BRCC) is committed to creating a healthy, safe, and positive community for its faculty, staff, and students. Choices abound in life - food, classes, majors, relationships, and alcohol. The majority of BRCC faculty, staff, and students make wise choices about alcohol and drugs. However, those who don't can find alcohol and or drugs to be a major obstacle to their personal and academic success. A drug free campus supports an environment promoting success, therefore BRCC endorses the federal government's efforts in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

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Consistent with federal, state, and Drug-Free Workplace Policy (BRCC Policy No. 214), BRCC will maintain a campus that is free of the unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in BRCC business is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on BRCC property in addition to any location from which an individual conducts BRCC business while such business is being conducted. Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job. BRCC recognizes that drug and alcohol dependency is an illness and major health problem. The College also classifies drug usage and abuse as a potential safety and security problem. In accordance with the Drug Free Schools and Communities Act (DFSCA), an alcohol prevention program is administered through BRCC's Human Resources and Student Affairs offices to include education products and referral to community resources.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. BRCC reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, BRCC reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

The Federal Drug-Free Workplace Act Amendments of 1989 requires that each employee notify his/her supervisor within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that BRCC report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate BRCC vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, may result in disciplinary action up to and including termination of employment.

BRCC supports and sponsors programs aimed at the prevention of substance abuse by College employees. Resource information related to the College's Drug & Alcohol Abuse Prevention Program can be found online at www.mybrcc.edu/daapp.

VIII. STUDENT SERVICES

Office of Enrollment Services

BRCC has an open-door admissions policy, with the exception of noted selective-admissions programs. Students are accepted without regard to race, religion, gender, sexual orientation, national origin, age, physical disability, marital status, or veteran status. Graduates of a state-approved high school, individuals who have obtained the General Equivalency Diploma (GED), or individuals who demonstrate an ability to benefit are eligible for admission. Admission to the college does not, however, ensure admission to a particular program of study.

Office of Financial Aid

BRCC subscribes to the principle that the purpose of financial aid is to assist students who have a demonstrated financial need as determined by an approved need-analysis, or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, or part-time employment. The financial aid administered to students may be from federal, state, institutional, or private funds. Students must reapply for financial aid each year. If a student is interested in applying for financial assistance, contact the Office of Financial Aid and Scholarships.

Advising and Counseling Services

Services provided by advising and counseling include:

- Academic Advising
- Short-term personal counseling
- Mentoring/Coaching
- Classroom Visits
- Crisis Intervention
- Consultation with staff on student development issues

In every contact the student has with advisors and/or counselors, our goal is to encourage the student to assume greater ownership of his/her progress at BRCC.

Career Services

Career Services is housed in the Bienvenue Student Center.

Students are to register with Career Services via College Central Network (CCN). The CCN Logo link is accessible through the Career Services website. CCN serves as the premier job posting site which allows students/alumni to create a profile, upload résumés, and interact with business and industry recruiters seeking to fill job vacancies.

The DISCOVER program is also available to students who need assistance selecting a major, or those

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who are interested in exploring career options. DISCOVER is a comprehensive, online career assessment feature that allows students to explore careers that match their interests, abilities, and values. The program helps individuals determine how to obtain the training needed for particular careers; and find employment in their chosen field. Interested students should visit the Career Services and Job Placement Center to obtain a User ID for full access to DISCOVER. Faculty seeking in-classroom presentations on DISCOVER should contact any Career Services representative for scheduling.

Disability Services

BRCC is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office of Disability Services coordinates services for BRCC students with documented disabilities. A person with a disability is an individual who has a documented physical or mental impairment that substantially limits one or more major life activity (i.e., seeing, hearing, learning, walking, talking, taking care of one's self); an individual who has a record of such impairment; or an individual who is regarded as having such impairment. (Americans with Disabilities Act, Public Law 101-336/1990). This definition is very broad and may include persons with:

- Learning disabilities;
- Mobility impairments;
- Deafness or hearing impairment;
- Blindness or visual impairment;
- Psychological disorders; and
- One or many serious, contagious, and non-contagious diseases, including AIDS, epilepsy, cancer, heart disease, chronic fatigue syndrome, and tuberculosis.

Students requesting accommodations because of a documented disability must apply to the Office of Disability Services for those accommodations. Students are strongly encouraged to apply for admission and accommodation before classes begin. BRCC cannot guarantee that accommodations and/or services will be available on the first day of classes to those students who choose to apply for services on or after classes have begun. However, students have the right to apply for services at any time during their enrollment at BRCC.

The services and accommodations offered include:

- Counseling (career, academic, personal);
- Priority registration;
- Liaison assistance with agencies and other college personnel;
- Readers, scribes, note-takers, and other academic accommodations as deemed necessary;
- Interpreters /captionists for the deaf and/or hard of hearing;
- Technical assistance with program and instructional modification;
- Adaptive equipment; and
- Sensitizing and awareness seminars and workshops.

BRCC does not provide students with personal devices or with assistance for personal use, including, but not limited to, wheelchairs; eye glasses; hearing aids; transportation; special classes; personal assistance with eating, dressing, or similar services; or readers for personal use.

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Student Programs and Resources (SPAR)

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. The Office of Student Programs and Resources (SPAR) provides a number of important programs and services for students. The SPAR office is located in the Bienvenue Student Center. The SPAR staff and student leaders plan and implement programs that include campus activities, student clubs and organizations, the Student Government Association, and the publication of the college newspaper.

Participation in college programs provides opportunities for making personal connections on campus with other students, faculty, and staff. These activities are designed to enhance the college, career, and educational experience of each student. Students, faculty, or staff may submit suggestions for new activities and programs to the SPAR office.

Student Clubs/Organizations

Opportunities for faculty service may be achieved through participation as a club advisor. See the SPAR web page for a current listing of clubs/organizations.

IX. LEARNING and ACADEMIC RESOURCES

Academic Learning Center

The Academic Learning Center (ALC) provides learning assistance services designed to help students achieve their educational goals. In collaboration with faculty, staff, and community agencies, programs in the ALC provide opportunities for remediation, reinforcement, and enrichment to all BRCC students free of charge.

Services and resources in the ALC support faculty instruction, supplement coursework, and aid in personal development. These services include peer professional tutoring, computer based tutorials, writing assistance, and consultation and referral. Academic software, A/V materials, and handouts are available in the center.

ALC staff provides workshops for students and faculty; designs self-paced, individualized courses; and, administers the Tutor Development Program, which is certified by the College Reading and Learning Association. The ALC staff encourages faculty to visit the center, located in the Magnolia Building, early in the semester to learn more about the academic support services and resources available to them and their students.

For more information and times of operation, call the Academic Learning Center at 216-8200. Specific information about the center's services can be found on the ALC web page at www.mybrcc.edu.

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Magnolia Library

The Magnolia Library provides services to BRCC students, faculty, staff, and the surrounding community. The library has a variety of materials that meet the information and research needs of its patrons: it houses a core collection of over 50,000 physical items, including books, VHS/DVD media, audio media, CD-ROMs, video games, reference, and reserve items. Patrons can listen to or view media on DVDs, CDs, video tapes, or other storage devices. Facility amenities include computer terminals, accessible seating space, and study carrels. Open-use copiers and printers are available for a nominal charge.

The library also provides a number of electronic resources that are fully accessible from off campus. As a member of LALINC (Louisiana Academic Library Information Network Consortium) and LOUIS (Louisiana Online University Information System), BRCC's Magnolia Library is able to offer expanded electronic resources to its community, including a collection of over 70 electronic databases that provide access to scholarly journals, magazines, and new sources which are searchable by title, as well as the library's eBook Collection, a full-text database collection of over 60,000 electronic book titles. Through LALINC, faculty are provided with interlibrary loan services through the state consortium network of academic and public libraries.

For detailed hours of operation or additional information, please visit the library webpage, call (225) 216-8555, or email the library at library@mybrcc.edu.

The library offers a course for college credit. LIBS 101 is a one-credit course meant to introduce students to the library and its resources.

Reference Services

Reference Services is committed to providing quality information service through one-on-one assistance, brochures, Blackboard modules, instructional sessions, courses, and workshops. In order to provide faculty with the opportunity to better acquaint their students with library resources, Reference Services offers library tours and bibliographic instruction sessions, which can be customized to meet the needs of an individual class or particular assignment upon request. Please give two weeks' notice when scheduling bibliographic instruction sessions. These sessions may be scheduled by contacting your department's library liaison, emailing librarian@mybrcc.edu, or calling the Reference desk at (225) 216-8555.

Circulation

The Circulation Department's mission is to provide for the greatest possible use of all library materials while ensuring the collection's security. The Circulation Department is responsible for circulation of all items including print and media equipment. It is also responsible for Reserves, Interlibrary Lending and Borrowing, shelving and stack maintenance. To take advantage of available resources, a valid BRCC identification card is required. Borrowers must abide by the policies and regulations set by the library; failure to comply will result in the loss of library privileges and access to services.

Technical Services

The Technical Services Department's mission is to support the curriculum of the institution and instructional and informational needs of students, faculty, staff, and the community by acquiring,

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organizing, and making an organized collection of resources in all various formats available for use while maintaining fiscal accountability.

The Technical Services Department is responsible for acquisitions, cataloging, materials processing, serials, and collection development.

The Library welcomes faculty and student input for building our Library collection. Faculty may submit titles for consideration through their library liaison.

Archives

The BRCC archive is to preserve the history of the college and to create other unique and significant collections within the archive, such as the Louisiana Author's Collection, Earle and Children's Multicultural Collections. The Archive is available preferably by appointment only. Please contact the desk for more information.

Library Media Equipment

The library has media equipment such as Infocus projectors, calculators, TV/VCR combinations, and CD players, portable DVD players and recorders, listening stations, cassette and VHS duplicators, wireless remote presenters, portable overhead projectors, slide projectors, microphones, digital cameras, headphones and turning-point- response cards (clickers). Faculty and staff are required to show their BRCC identification card in order to check out materials or reserve media. A TV/VCR/DVD combination is available in the Louisiana Building for instructional purposes and must be reserved in advance through the coordinator of the Louisiana building. In order for to use any media equipment, faculty members must complete training for proper usage of the equipment. Please contact the Library or Information Technology Services for more information.

Teaching and Learning Center

The Office of Teaching and Learning

BRCC is committed to the highest ideals of teaching and learning and strives to implement pedagogy and assessment that provides our students with the best academic experience. The Office of Teaching and Learning (OTL) coordinates the College's efforts towards creating a learner-centered environment. The OTL consists of five units providing a team approach to improving graduation, completion and retention rates. The units include the Academic Learning Center, eLearning Program, Evening and Weekend Program, Teaching and Learning Center, and Testing Center. For additional information, contact Director of Teaching and Learning at (225) 216-8534.

Academic Learning Center

The Academic Learning Center (ALC) provides learning assistance to students by working in collaboration with college faculty and staff to identify the academic needs of students, and meet those needs by providing programs and services that help students achieve their educational goals. Located on the first floor of the Magnolia Library and Performing Arts Pavilion, the ALC engages students as partners in learning. ALC services and resources support faculty instruction, supplement coursework, and promote personal development. Academic services offered include peer tutoring, writing assistance, academic consultation, and referral. Students have access to software, online tutoring, instructional Web

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sites, and print materials. The ALC's learning assistance professionals provide workshops for students and faculty; design self-paced, individualized courses; and administer the Tutor Development Program, which is certified by the College Reading and Learning Association. The ALC also offers an online learning center at <http://guides.mybrcc.edu/learningcenter>. Students are encouraged to acquaint themselves with the ALC in their first semester in order to take advantage of the free services and resources offered. For additional information, contact the ALC Director at (225) 216-8591. The ALC is located in 100 Magnolia Building.

eLearning

eLearning offers certain degree programs and college-credit courses from a variety of disciplines in online and blended formats. eLearning courses are taught entirely online (some instructors may require students to attend a mandatory face-to-face orientation session). In contrast, blended courses, as implied by the name, blend both online and traditionally-taught classroom formats – therefore, blended courses require some level of attendance on campus, although less than a normal lecture course would involve. eLearning courses contain the same course objectives, content, rigor, and transferability as traditionally-taught courses. All eLearning courses have the same testing, prerequisite, and co-requisite requirements as their traditional classroom counterparts. In order to participate in an eLearning course, students must have: access to a computer with an internet connection and supported web browser; an email account; and, proficiency in the use of common computer software (e.g., web browsers) and the performance of common computer tasks, such as saving files and sending/receiving email. Each course provides the appropriate hardware specifications and/or web browser versions which are supported for use. In some instances, additional software packages may be required. For more information on specific course requirements, visit BRCC's website, or contact the eLearning Program Manager at (225) 216-8130. The eLearning Program is located in 309 Magnolia Building.

Evening and Weekend

BRCC offers a variety of courses during the evening (4:30 p.m. or later) and on Saturdays. A number of programs can currently be completed by enrolling in classes strictly in the evenings, Saturday and online. This program is focused on the special needs of working adults who are trying to receive a college degree, upgrade their current skill-set or move in a new direction in the workforce, or retirees who would like to pursue new ventures. You may also want to explore the Prior Learning Assessment certification process to help you reach your goal more quickly. For more information on the availability of evening and weekend courses, students can consult the schedule of classes listed online each term. For additional details about the Evening and Weekend program, enter Evening and Weekend on the BRCC webpage, call the Office of Evening and Weekend at (225) 216-8228, or email the program at AdultEd@mybrcc.edu. The Evening and Weekend Program is located in 310 Magnolia Building.

Teaching and Learning Center

The Teaching and Learning Center (TLC) provides faculty development programming for BRCC under the guidance of the Office of Teaching and Learning. TLC programming is focused on the scholarship of teaching and learning and utilizes research-based interventions to improve student learning. Faculty are required to continuously improve their teaching abilities and many choose to utilize the services of the TLC. In addition, to faculty development, the TLC provides consultations with individual faculty, classroom observation analysis, small group analysis, and integration of technology training. The new faculty orientation program and faculty mentoring program are coordinated by the TLC. For additional information, contact the Director of Teaching and Learning at (225) 216-8534. The TLC is located in 311 Magnolia Building.

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Testing Center

The Testing Center provides academic assessments on a daily basis. Students who wish to utilize the Center's services must bring picture identification and a pen/pencil. COMPASS scores are generated immediately after completing a testing session. Cell phones, graphing calculators, dictionaries, personal digital assistants, and spell checkers are not permitted unless specifically allowed. The Testing Center also has distraction-reduced testing spaces which may be used by students who are registered with Disability Services. Appointments to utilized distraction-reduced areas must be made with Disability Services. For additional information, contact the Testing Center at (225) 216-8038 or testingcenter@mybrcc.edu. The Testing Center is located in 160 Magnolia Building.

Dual Enrollment

Dual Enrollment is a very important program at BRCC. This program allows high school students to earn both college and high school credit. For more information contact the Office of Dual Enrollment.

Online Learning

The Louisiana Board of Regents supports and applauds efforts to offer eLearning for the purpose of increasing instructional access for Louisiana citizens to courses and programs offered by public higher education institutions in Louisiana. All credit offerings delivered through eLearning must be appropriate to the role, scope, and mission of the institution as defined by the Board of Regents. Criteria for approval of academic programs are based upon qualitative consideration of the highest order. All state institutions of higher education offering eLearning must either meet requirements or be accepted for candidacy by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools. BRCC adheres to COC and the practices provided by Western Interstate Commission of Higher Education (WICHE) Principles for Electronically Offered Academic Degree and Certificate Programs.

All courses remain under the ownership of BRCC and LCTCS and are created using the BRCC Blackboard server. All courses are approved through the Curriculum Committee for articulation and transfer. Faculty members are required to participate in mandatory training for online development of eLearning. Faculty members interested in teaching electronically delivered classes must meet SACS criteria and must be certified to teach using electronic delivery modalities.

X. OTHER RESOURCES

Information Technology (IT) Helpdesk

The Office of Information Technology offers a variety of training opportunities related to technology initiatives at the college. Training is provided for the college's standard software, administrative systems, internet-related technologies, and other hardware and software.

For additional information about training opportunities, please contact Information Technology.

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Economic Development

The Division of Economic Development and Workforce Solutions offer a variety of teaching and learning opportunities for diverse populations. Some opportunities provided include:

- Continuing Education Units (CEUs) to maintain professional certifications
- Continuing Education for professional development
- Preparatory courses for industry-based certifications
- Courses offering updated/upgraded working skills
- Contract training for industry to satisfy regulatory requirements, improve working conditions, and increase production
- Life-long learning and educational enrichment programs
- Youth programs
- Computer software training programs, based on current technology.
- Online training for students with atypical work schedules, transportation problems, or those serving in the military
- High demand craft training in the Region
- Allied Health training
- Adult Basic Education
- Information technology
- Workplace pre-employment testing
- Workplace pre-employment work ready boot camps

New classes start at various times during the academic year. Programs and courses vary from short-term to long-term. Economic Development instructors are college faculty and professionals from the community chosen for their knowledge, expertise, and experience in their fields.

XI. FACILITIES

Reporting Classroom Needs

BRCC is committed to ensuring that students are provided with a physical environment conducive to learning. Each classroom is provided with resources to assist faculty members. If a faculty member has a classroom need, please complete the on-line Help Desk form.

Campus Department of Public Safety

BRCC makes every effort to provide a safe and secure environment for students, faculty, staff, and visitors to the college. BRCC's public safety officers are empowered to enforce all federal, state, and local laws, and all college policies.

BRCC Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. The Baton Rouge Community College Department of Public Safety employs commissioned police officers along with non-commissioned support staff. Crimes should be reported to BRCC's Department of Public Safety to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate.

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The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires colleges/universities across the United States to disclose information about crime on and around their campuses. Students, employees, and others can obtain a copy of the publication by contacting the BRCC Department of Public Safety or by visiting the BRCC Web site at www.mybrcc.edu.

Pursuant to the *Campus Sex Crimes Prevention Act*, the BRCC Department of Public Safety receives and maintains information on sex offenders who are enrolled, employed, or volunteering on campus. This information can be obtained by contacting the BRCC Department of Public Safety.

Regular patrols and other law enforcement services are provided by the BRCC Department of Public Safety. To call for assistance, use the Red Phones located inside the buildings and/or classrooms or the Campus Emergency Boxes located outside the buildings. The red phones automatically dial the emergency number when the receiver is lifted. To use the Emergency Call Boxes, push the button and wait for an officer to respond.

Department personnel provide security for special events/functions held at the campus. To maintain traffic flow and crowd control, on-duty officers will also respond to requests for assistance from owners whose vehicles are on campus property. However, safety officers cannot change tires or unlock vehicles due to the mandates of BRCC's insurance carrier.

Crime Reporting and Other Campus Emergencies

Faculty are encouraged to immediately report incidences of criminal activity, serious illness, or injury to the Department of Public Safety. Incidents include, but are not limited to, vandalism, theft, automobile accidents, and break-ins.

Emergency Telephone Number
225.216.8888

BRCC Department of Public Safety
225.216.8001

Report Suspicious Activity
216.8001

Lost and Found

The Department of Public Safety is a repository for lost and found items. All items turned over to the office are documented and inventoried for accurate return.

Parking

Faculty must obtain a *Parking Permit* **within the first week of classes each semester**, unless the individual already has a current permit. Applicants must provide vehicle registration and driver's license information. **The Parking Permit must be displayed at all times.** A parking citation is issued if a

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vehicle is observed to be in violation of any parking regulations. Parking or driving on lawns, sidewalks, grass, fire zones, loading zones or anywhere that hinders the free movement of traffic is strictly prohibited.

Parking in “Handicapped” only spaces requires a valid government issued handicap parking permit and an identification card issued by the Louisiana Office of Motor Vehicle. The BRCC Department of Public Safety issues temporary medical permits for a maximum period of 15 days to those who require short-term medical parking. Medical documentation confirming the medical condition must be presented at the time of application.

Inclement Weather/School Closures

In the event that the school must be closed during normal hours of operation, the Office of the Chancellor will issue an official statement via campus email, the intranet and/or public media.

Emergency Notification System

BRCC has implemented an emergency campus notification system, *FIRSTCALL*. All faculty are able to receive emergency notifications via mobile phone (text message), blackberry, wireless PDA, pager, and email. Faculty should sign up via their LOLA account.

XII. OTHER

Procedure for Development and Review of New Policies

Anyone in Academic Affairs may recommend that a policy be developed. The proposer will submit a written request for policy development to the Office of Academic Affairs. The VCAA will determine the appropriate group or individual to author the policy. The VCAA will also be responsible for the following:

1. Determine the need for policy by reviewing existing policies for similarities and identifying issues that may impact development.
2. Determine the appropriate body to author the policy.
3. Draft the policy statement, seeking input from the appropriate communities of practice (i.e., Deans’ Council, Faculty Senate, affected departments). A committee may consist of the author of the policy, potential users of the policy, and individuals affected by the policy.
4. Review the suggested policy idea to ensure that it satisfies the following criteria:
 - Governs principles that mandate or constrain actions
 - Has institution-wide application
 - Changes infrequently and sets course for future
 - Ensures compliance, enhances the mission, and reduces institutional risk

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5. Gain approval for the policy through the Executive Committee.
6. All policies will be reviewed every three years.

Grant Writing

Faculty interested in writing a grant proposal should follow the guidelines in the Grant Resource Center Policies and Procedures Manual which is available through the faculty and staff intranet.



Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College.