



North Seattle Community College Instructor Handbook 2005-2006

Office of Instruction
North Seattle Community College
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Revised September 2005

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I. INTRODUCTION

This handbook is intended to assist you as an instructor at North Seattle Community College. Whether you teach full- or part-time, day or evening, there is information in this handbook that can advise you about college policies and procedures, assisting students, and preparation for class.

Consult this handbook whenever you have a question. Your division administrator will supplement this material with additional information specific to your instructional unit. Welcome to North Seattle Community College and a successful teaching experience!

II. GENERAL INFORMATION

A. *Mission Statement for North Seattle Community College (currently under-going revision)*

North Seattle Community College provides a supportive, responsive teaching and learning environment distinguished by its commitment to openness, innovation, and excellence in education.

Strategic Directions:

1. Fostering student success
2. Building a safe, productive and supportive work
3. Ensuring that diversity as a value permeates the culture of the institution
4. Developing a realistic student enrollment base that is sustainable
5. Establishing decision-making systems based on clearly defined principles
6. Improving the administrative processes and communication
7. Achieving fiscal stability and flexibility

B. NSCC 2005-2006 Instruction Committees, Task Forces & Work Groups

Below is the list of 2005-2006 instructional committees, task forces and work groups. This list is quite extensive but is not intended to be all-inclusive, and some committees may be omitted. Faculty is actively involved in the life of this college. The committees are updated at the beginning of fall quarter annually. A list is also available in Microsoft Outlook, NSCC email system—*Public Folders/All Public Folders/North Campus/Organization/Committees, Task Forces, Work Groups*.

1. **Accreditation Steering Committee**

Charge: Broad representation of NSCC in preparation for the 2007 accreditation site visit. The committee will prepare the college-wide self-study.

Reports to: President

Schedule: Several times a quarter

Contact: Jack Bautsch, Director Institutional Research, Planning and Assessment

2. **Assessment Committee:**

Charge: Assists in the management of the state outcome assessment budget. Coordinates outcome assessment projects and document and supports the same. Provides direction for the college's outcome assessment and institutional effectiveness programs.

Reports to: Vice President for Instruction

Schedule: Several times a quarter

Contact: Jack Bautsch, Director Institutional Research, Planning & Assessment

NOTE: Funded annually by state assessment moneys. Written report is submitted at the end of each fiscal year.

3. **Bookstore Advisory Committee**

Charge: Serves as an advisory body for the Bookstore. Reviews and evaluates procedures. Makes recommendations as needed to improve and strengthen communications between Bookstore and college constituents.

Reports to: Vice President for Student Development

Schedule: Meets as needed.

Contact: Cherie Weber, Bookstore Manager

4. **Budget Planning Committee**

Charge: Creates budget development guidelines, establishes timeline for annual budget request process, aligns request process with college's Strategic Plan; discusses state-wide and district budget issues that may impact the college. Discusses specific budget concerns such as increased costs for electricity.

Reports to: President, Vice President for Administrative Services

Schedule: Meets as needed. Committee meets more often between January and May

Contact: Alan Ward, Vice President Administrative Services

5. **Curriculum and Academic Standards (CAS) Committee:**

Charge: Serves as the college governance committee responsible for curriculum and academic standards. Committee charter available from Vice President for Instruction office.

Reports to: Instruction Council

Schedule: Permanent standing committee. Meetings are the 2nd and 4th Tuesdays of each month at 2:30 p.m. usually in the President's Boardroom.

Contact: Michaelann Allen, Faculty, (chair)

CAS New Course Approval Subcommittee: Contact: Faculty, (chair)

CAS Distance Learning Subcommittee: Contact: Ellie Caldwell, Faculty, (chair)

CAS Program Review Subcommittee: Contact: Davene Eyres, Faculty, (chair)

6. College Council:

Charge: The College Council shall advise the President, on behalf of the entire college community, on matters vital to the mission and the goals of NSCC. The College Council is the highest representative body of the college.

Reports to: President

Schedule: First and third Tuesday of each month at 3 p.m.

Contact: Jessica Crump (chair)

7. Diversity Advisory Council:

Charge: Develops, promotes, fosters and oversees diversity activities campus-wide, activities that address participation goals for students and faculty of color. Subcommittees include recruitment, retention and completion, climate and employment.

Reports to: President as an advisory body.

Schedule: Standing committee, meets monthly

Contact: Faculty and Student Services (co-chairs)

8. Faculty Senate:

Charge: To serve as a liaison between the SCCFT and its membership. Senators are representatives selected by the faculty of their divisions.

Reports to: Lynne Dodson, SCCFT president

Schedule: 2nd Thursday of every month usually in the President's Boardroom.

Contact: Tracy Furutani (chair)

9. Health and Safety Council:

Charge: Develops and recommends policies and procedures on health and safety for college. Promotes wellness and safety for campus.

Reports to: President

Schedule: Once a month, 3rd Wednesday, 8:30 a.m., usually in the President's Boardroom.

Contact: Jeff Caldwell, administrator (chair)

10. Major Events Committee

Charge: Helps event organizers with the coordination of their event. Puts organizers in touch with key personnel so they can do the planning and organizing themselves.

Reports to: N/A

Schedule: Generally second Thursdays of the month

Contact: Jessica Crump, PIO Specialist

11. Marketing Committee

Charge: Assists in the development of a coordinated, long-range marketing plan for the college and determines ways to involve the college community in the implementation of this plan. Reviews proposed marketing strategies.

Reports to: Director, Marketing and Public Relations

Schedule: Meetings will be held quarterly, or more often as needed.

Contact: Dorothy Dubia, Director, Marketing and Public Information

12. Professional Development Advisory Committee:

Charge: Serves as an advisory body to the Teaching and Learning Center, providing guidance, assistance and support in the encouragement of professional development at NSCC.

Reports to: Dean Instructional and Information Support Services, reports to College Council as needed

Schedule: Meets once a quarter

Contact: Phil Roche, Dean Instructional and Information Support Services

13. Space Allocation/RMI/Capital Planning Committee:

Charge: Develops a process for space allocation, works on capital project budget requests, and develops procedures for the use of Repair and Minor Improvement (RMI) funds allocated to the college each biennium.

Reports to: President

Schedule: Once each quarter or as necessary.

Contact: Alan Ward, Vice President of Administrative Services

14. Strategic Planning Committee:

Charge: Functions as a steering committee to plan, compile, analyze, and assess the ongoing work of the college's strategic plan.

Reports to: President

Schedule: Meets bimonthly with the President

Contact: Jack Bautsch, Director

15. Student Activity Fund Committee

Charge: Makes recommendations to the Student Government regarding service and activity fee budget for the coming academic year

Reports to: Director Student Affairs/Student Government President

Schedule: Orientation in winter, public hearings in April, allocation decision in May, trustee approval in July.

Contact: Jeffrey Vasquez, Director of Student Programs

16 Technology Committee:

Charge: Develops and recommends policies, procedures and budgets for instructional computing campus-wide. Responsible for recommending campus-wide instructional computing plan.

Reports to: Executive Team

Schedule: Standing committee, once a month, 3rd Wednesday, 3 – 4:30 p.m.

Contact: Tom Bates, Director Computing Services

17. Tutoring Advisory Committee:

Charge: Meets to discuss tutoring policies, procedures, budgets, and related activities such as publicity, Writing-Across-the-Curriculum workshops, Math Anxiety workshops, and Lunch in the Loft. Members visit classes in their division at the beginning of each quarter, participate in committee-sponsored activities, and act as a liaison between NSCC tutoring centers and departments and divisions. A major goal of the committee is the dissemination of information so that faculty, staff, and students know how to obtain tutoring support when needed.

Reports to: Vice President for Instruction

Schedule: Meets one to three times per quarter

Contact: Pappi Tomas, Loft Director

18. Universal Technology Fee Committee:

Charge: To make decisions on projects to be funded with UT fee. ASB, faculty and administrative membership

Reports: Alan Ward

Schedule: Requests taken fall quarter; decisions made winter quarter

Contact: Tom Bates, Director Computing Services

19 Web Committee

Charge: Provides oversight and direction for NSCC web sites. Involved in web site design and redesign. Develops policies and procedures for development of web sites.

Reports to: Tom Bates, Director Computing Services, and Dorothy Dubia, Director Marketing and Public Relations

Schedule: Once each quarter or as needed

Contact: Tom Bates or Dorothy Dubia

20. Women Studies Committee:

Charge: Promotes faculty development opportunities, curriculum development, and student services in the area of women studies

Reports to: Vice President for Instruction

Schedule: Few times per year as needed

Contact: Karen Stuhldreher, Faculty

21. AA Degree Subcommittees

Global Studies Committee:

Charge: Creates criteria for Global Studies course approval, review applications, and helps faculty meet criteria if needed

Reports to: Curriculum and Academic Standards Committee

Schedule: Meets quarterly

Contact: Wei Djao, Faculty chair

Integrated Studies Planning Group:

Charge: Faculty members interested in teaching coordinated studies and/or linked classes meet to plan and coordinate the development of an annual class schedule and to approve new courses.

Reports to: Dean Instructional and Information Support Services

Schedule: Once/quarter

Contact: Jane Lister Reis, Faculty

Distance Learning Committee

Charge: Creates criteria for DL course approval, reviews applications, and helps faculty meet criteria if needed

Reports to: Curriculum and Academic Standards Committee

Schedule: Meets as needed to review applications and/or revise criteria

Contact: Ellie Cauldwell, Faculty

Quantitative & Symbolic Reasoning Committee:

Charge: Creates criteria for Quantitative Reasoning course approval, reviews applications, and helps faculty meet criteria if needed.

Reports to: Curriculum and Academic Standards Committee

Schedule: Meets as needed to review applications

Contact: Tom Griffith, Dean Math, Science, and Social Sciences

Communication (C) Committee:

Charge: Creates criteria for C course approval, reviews applications, and helps faculty meet criteria if needed

Reports to: Curriculum and Academic Standards Committee

Schedule: Meets as needed to review applications

Contact: Bob Schuessler, Faculty chair

Program Review Committee

Charge: Creates schedule to review every state supported instructional program at North, offers workshops to assist faculty in the program review process (responsibilities and expectations).

Reports to: Curriculum and Academic Standards Committee

Schedule: Meetings established by Chair at the beginning of the year

Contact: Davene Eyres, Faculty chair

U.S. Cultures Committee:

Charge: Creates criteria for U.S. Cultures course approval, reviews applications, and helps faculty meet criteria if needed

Reports to: Curriculum and Academic Standards Committee

Schedule: Meets quarterly

Contact: Karen Stuhldreher, Faculty chair

C. Administrators at North Seattle Community College

President

Ron LaFayette

Chief administrative officer responsible for the management of the college in all of its operations. Reporting to the Chancellor and the Board of Trustees, the President provides educational leadership and sound fiscal management, and represents the college with local, state and federal agencies.

Vice President of Instruction

Karen Demetre

Provides leadership and management direction to the instructional program and instructional resource center of the college through planning, development, managing, allocating and monitoring resources, and evaluating curriculum, programs and instructional personnel to ensure that quality education is provided to meet student and community needs.

Vice President for Student Development Services

Roy Flores

Responsible for the overall administration of the units that are under the Student Development Services organization.

Vice President, Administrative Services

Alan Ward

Provides business and financial services to institutional leadership, facilities operations, academic programs, and student services while ensuring legal compliance and fiscal control and accountability to outside constituencies. Responsible for all campus food services including the Cafeteria, Munch Mart, Espresso Stand, and Catering.

Executive Dean, Economic Development & Continuing Education

Katherine Riley

Provides educational leadership and instructional program management in Continuing Education through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs.

Executive Dean, Professional Technical Programs and Workforce Education

Mary Ellen O’Keeffe

Provides leadership and instructional program management for technical education and programs, supervision of workforce education program and funds, career education, watch technology program, Carl Perkins funds and services for vocational special population students through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs. Provides leadership for college-wide projects involving academic and technical instruction.

Dean, Arts, Humanities & Adult Basic Education

Edith Wollin

Provides educational leadership and instructional program management in Arts, Humanities and Adult Basic Education through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs.

Dean, Business, Engineering and Information Technologies Patricia Cheadle
 Provides educational leadership and instructional program management in Business, CIS, Network Technologies and Electronics and Engineering Technologies through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs.

Dean, Health and Human Services Paul Anderson
 Provides educational leadership and instructional program management in Child and Family, Health/Medical, and Physical Education and Culinary Arts through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs.

Dean, Instructional and Information Support Services Phil Roche
 Provides overall leadership and management of library and media services, the Teaching and Learning Center, distance learning, and interdisciplinary studies, through planning, development, supervision, allocation and monitoring of resources, which support quality educational programs and campus-wide support services to students, faculty, and staff.

Dean, Math, Science and Social Sciences Tom Griffith
 Provides educational leadership and instructional program management in Math, Science and Social Sciences through planning, development, supervision, allocation and monitoring of resources, which support quality curriculum, education and training to meet student and community needs.

Dean, Student Development Services Marci Myer
 Responsible for the overall leadership of the operational functions of the units that are under the Student Development Services organization.

Director, Admissions/Record/Registrar Betsy Abts
 Provides overall leadership for Student Development Services pertaining to the operation of the Admissions/Registration, credential and records departments.

Associate Dean, Adult Basic Education Kim Chapman
 Responsible for partnering with community agencies, writing and monitoring ABE and ESL grants, ensuring departmental compliance with state and federal mandates, tracking and reporting statistical information on ABE and ESL students. Coordinating evening, workplace and family-centered programs, and directing Families That Work. Unit administrator for ABE and ABE/ESL within Arts, Humanities, and Adult Basic Education

Director, Career Link Academy Nancy Felke
 Provides educational leadership and instructional program management for the Career Link Academy staff, instructors, and students. Responsible for program development, supervision, and resource allocation to monitor and support the needs of Career Link Academy students.

Director, Computing Services Tom Bates
 Responsible for the operational and planning support of administrative and instructional computing services.

Director, Continuing Education
Responsible for the overall management of staff and activities of Continuing Education, budget management of Continuing Education, property management and contracts, program development, systems and procedures, community outreach and marketing and campus representation of Continuing Education.

Ken Harris

Director, Distance Learning
Provides leadership and program management for distance education and eLearning technologies, through planning, development, supervision, monitoring of resources, and coordination and collaboration with campus and district faculty and administration.

Tom Brazianus

Associate Dean/Director, Advising and Student Success Services

Alice Melling

Provides leadership and management of the Advising Center, Running Start, Disability Services, Student Success Services and Women's Center.

Director, Entry and Admissions Services
Develops customized systems to monitor and contact prospective students at pivotal entry points. Coordinates and participates in outreach activities with area high schools and the local community. Campus contact for campus tours and visits from prospective high school students.

Susan Shanahan

Director, Loft Writing Center Plus
Responsible for all administrative duties directly connected to the Loft Writing Center Plus.

Pappi Tomas

Director, Marketing and Public Information
Responsible for the internal and external publications of the college. These include press releases, publications, newsletters, and brochures. The office also handles special events and legislative advocacy.

Dorothy Dubia

Director, Institute of English
Responsible for all administrative duties directly related to the Institute of English, providing English as a second Language instruction for International students.

P. Omar Manuelian

Director, Research, Planning and Assessment
Responsible for the college's office of Institutional Effectiveness. This office provides research ongoing processes such as enrollment management and program review, and in response to ad hoc requests from members of the college community. The office provides support and leadership for the college's strategic planning and outcomes assessment efforts, and will be actively involved in supporting the college-wide self-study in preparation for the 2007 accreditation site visit. Faculty are encouraged to contact the office for assistance in any of these areas.

Jack Bautsch

Director, Resource Development
Develops a comprehensive, practical and integrated program of fund development For North Seattle Community College, which includes an external relation's plan for student endowment, professional endowment and equipment.

Jane Nakagawa

Director, Student Programs and Multicultural Student Services Jeffrey Vasquez
Provides leadership in the development of programs and services that develop student leadership and multicultural awareness through participation in student government, student clubs and organizations. Cultivates programs and services that respond to students' needs and interests through its extra-curricular and co-curricular activities. Responsible for outreach efforts for students of color.

Director, Student Financial Aid Services Suzanne Scheldt
Responsible for the overall leadership and management of the student financial aid processes (workstudy, scholarships, grants.)

Director, Upward Bound Kellie Nakano
Upward Bound is a federal grant program that supports students' high school graduation and entry into college. Responsible for administrative duties in the Upward Bound program with Roosevelt, Franklin, Summit, and Indian Heritage.

Director, Worker Retraining and Workfirst Jan Stephenson
Manages the daily operations of the Worker Retraining program. Determines eligibility and administers financial assistance for worker retraining.

"Single point of contact" for all TANF (Temporary Aid for Needy Families) recipients who wish to attend NSCC for ESL and/or to complete their GED. Also works with TANF and former TANF recipients who have found work and interested in taking classes for wage progression. Referrals from the Department of Social and Health Services. The director oversees In-take, assessment, tuition assistance, work-study and other program services.

Other positions

Human Resources Representative David Bittenbender
Provides human resource services, such as in recruitment and selection processes, employee relations, organizational development and labor relations, disability accommodations and affirmative action. This position also is the campus sexual harassment complaints investigator for all sexual harassment complaints other than student-to-student complaints.

Manager, Administrative Services Dennis Yasukochi
Reports to Vice President Administrative Services. Primary areas of responsibility are budget, accounting, payroll, and cashiering.

Manager, Bookstore Cherie Weber
Responsible for the operation of the bookstore, which is under the management of Barnes & Noble—the source for faculty textbook needs and information.

Manager, Child Care Kathy Soldat
Responsible for development and implementation of operating policies and activities of the Child Care Center.

Manager, Continuing Education
Oversees schedule and program design for Continuing Education.

Hendrika Benjamins

Manager, Computing Services
Responsible for all computer data networks at NSCC. Seattle Community College District Liaison with the University of Washington networking operations and the contact person for the State of Washington K20 operations.

Paul Piecuch

Manager, Food Service
Supervises food preparation activities for the Cafeteria as well as Catering, Munch Mart and Espresso operations.

John Rost

Manager, International Programs
Responsible for managing International Support and immigration/visa services and reporting to Homeland Security.

Ryan Packard

Manager, Media Services
Responsible for operations of Media Services.

David Gronbeck

Manager, Facilities Plant Engineering
Manages all capital projects. Prepares scopes of work, develops budget requests, prepares details designs, administers construction and budgets.

David Maxwell

Manager, Safety/Security
Manages the safety, security, transportation and parking needs of the campus.

Jeff Caldwell

Manager, Testing Center
Responsible for the Testing Center which provides placement tests for English, Mathematics, ESL, GED, exam accommodations for students with disabilities; diagnostic exams; NSIE and ESL exit exams; proctored exams from other colleges.

Therese Quig

Manager, Wellness Center
Responsible for managing all aspects of the Wellness Center that includes wellness programs, intercollegiate sports, intramural programs, health fairs, and programs focusing on health and well being for students, faculty and staff.

Cari Napoli

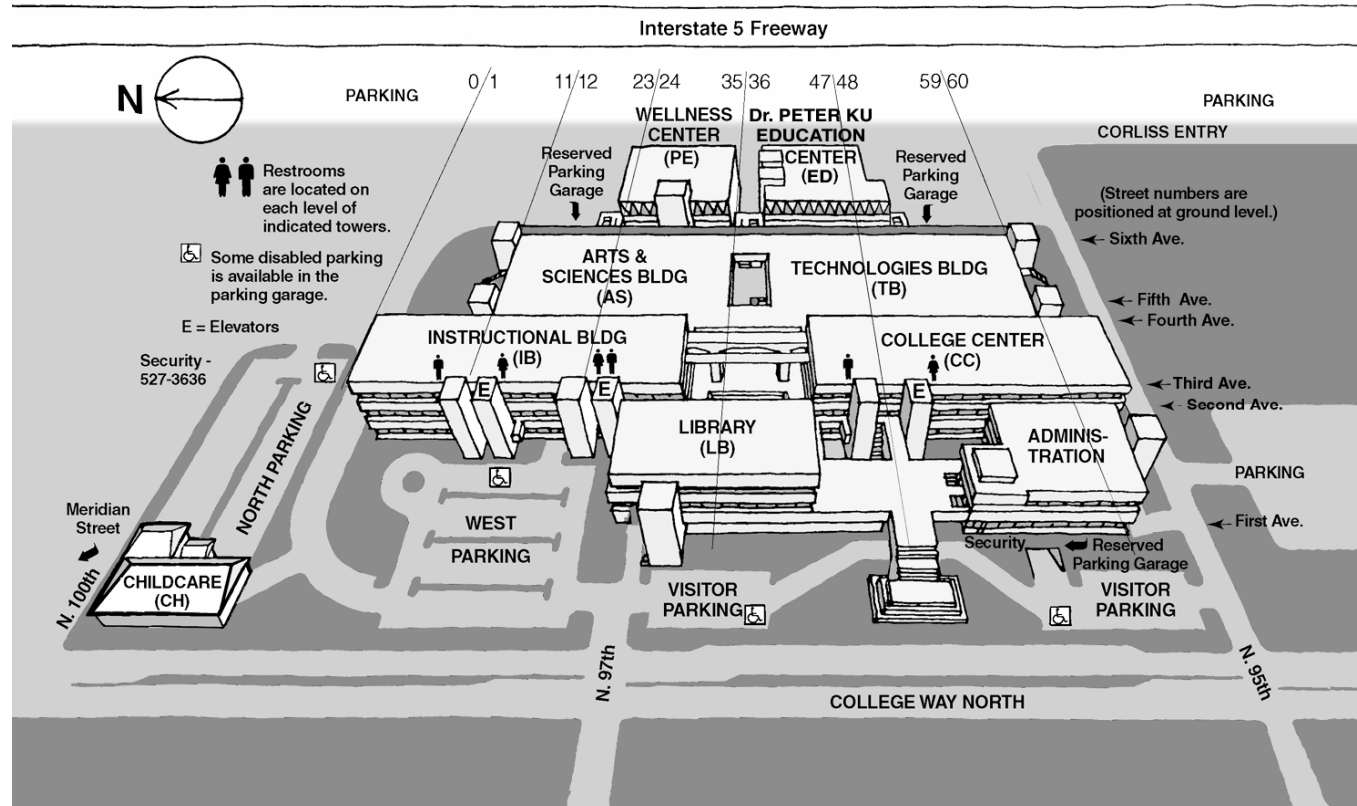
Assistant Manager/Instructional Technologist
Responsible for day-to-day operations in the TLC. Provides workshops on a variety of instruction- and technology-related topics, and one-on-one training for faculty and staff. Facilitates production of faculty multimedia projects for instructional use through the TLC.

Coryl Celene-Martel

Coordinator, Disabilities Services
Provides accommodations, assistance and support to disabled students.

Suzanne Sewell

D. Finding Your Way



To Locate Your Classroom, determine your building abbreviation and refer to the map to find which building your classroom will be located in. Next, look at the 4 numbers. The **first number** is the floor (there are 4 floors, including ground floor.) The **second number** is the avenue (there are 6 avenues.) The **third and fourth numbers** are room numbers. The lowest number is “01” at the north end of the campus. The highest number is “61” at the south end of campus. If a letter follows the room number, it indicates that the room is an inside classroom, between avenues.

INSTRUCTIONAL BUILDING (IB): The Instructional Building is the northernmost building on campus and houses:

- a. Classrooms (1st and 3rd floors)
- b. Art Gallery (1st floor, south end, west side)
- c. Bookstore, Munch Mart (1st floor, south end)
- d. Career Link Academy (3rd floor east side)
- e. Faculty and division offices (2nd floor)
- f. Open computer lab for student use (3rd floor, north end)
- g. Copy Center (next to bookstore)

ARTS & SCIENCES BUILDING (AS): Also on the north end and east of IB, the Arts and Sciences building was remodeled Fall 2004. The physical and natural science labs and art studio labs are located in this building.

WELLNESS CENTER BUILDING (PE): The Wellness Center is a 44,000 square foot facility located on the east side of the campus that offers wellness, fitness, recreation and sports programs for NSCC students, staff and the general public. The facility features a fully equipped strength and cardiovascular conditioning center, two conditioning studios, and an elevated, glass-enclosed track. There is a large gymnasium for basketball and volleyball on the upper level.

CHILDCARE BUILDING (CH) The Child Development Center is a 7,500 square foot building located on the north end of the college, near 100th Street with child-care capacity for up to 80 children. It features a “Community Room” large enough for climbing and play equipment for young children.

LIBRARY BUILDING (LB): The Library Building is west of the center courtyard and contains:

- a. Music classrooms (ground floor and 1st floor)
- b. Large auditorium-classrooms (1st floor, east entry)
- c. Stage I Theater (1st floor, north and east side, middle of building)
- d. Concert Hall (1st floor, south and east)
- e. Library (2nd floor)
- f. Media Center (3rd floor, enter through Library)
- g. Two way audio-video classroom (3rd floor, enter through Library)
- h. The Loft Writing Center Plus (3rd floor, enter through Library)

COLLEGE CENTER (CC): The southern-most building, this facility has:

- a. (1st floor) – Culinary Arts division, cafeteria, Rose Room, North Star Dining Room, Campus Security, Upward Bound, Distance Learning, ASB offices, Polaris office, Teaching and Learning Center, Baxter Student Events Center, Espresso Stand, Student Programs and Multicultural Services.
- b. (2nd floor) Student - Services—Registration, Admissions, Student Records, Credentials, Disability Services, Testing, Financial Aid, Advising Center, Running Start, Advising Center, Women's Services, Counseling Center, Veterans' Services, and Career Services.
- c. (2nd floor) – Continuing Education Office the primary source of any assistance you may need in the evening
- d. (2nd floor) - Offices of the administration—president, vice presidents, public information office, research, assessment and Human Resources.
- e. (2nd floor) - Office of Administrative Services – Business office and cashiers' office.
- f. (2nd floor) - Foundation office.
- g. (2nd floor) - North Seattle Institute of English
- h. (2nd floor) - International Student Services
- i. (2nd floor) - Worker retraining program, Workfirst program
- j. (3rd floor) - Classrooms

TECHNOLOGY CENTER (TC): Also on the south end, but east of the College Center and one floor only:

- a. Engineering technologies classrooms
- b. Electronics classrooms
- c. Watch Technology program (south east end)

Peter C. Ku Education Building (ED): The three-story building houses classrooms, administrative and computing service offices. The third floor has a very large and well-equipped conference room. The Seattle Community College TV (SCCTV) [cable channel 28] is located in this building and provides teleweb classes.

E. *Business Hours—Daytime*

Basic services are available in instructional division and administrative offices from 8 a.m. until 7 p.m. Monday through Thursday and 8 – 4:30 p.m. Fridays fall, winter, spring quarters. Some divisions maintain evening services cooperatively with other divisions, and some divisions open at 7:30 a.m. Check with your division secretary for the office hours specific to your area and for summer hours. District administrative offices are open from 8 a.m. to 4:30 p.m. The Cashiers' Office opens daily at 7:30 a.m. to 4:30 p.m.

All exterior doors are locked at 10 p.m. If you leave after doors have been locked, please be certain the door locks behind you. During the first two weeks of each quarter, registration, cashiers' office and the bookstore maintain longer hours as noted elsewhere in this guide.

F. *Business Hours—Night: Continuing Education/Evening Services (CC2356D)*

If your division office does not have evening hours, the Continuing Education Office is located in the College Center, building second floor (front desk is next to room CC2254A), phone (206) 527-3705. Continuing Education staff will do their best to help you in any difficulty you may have during the evening. If, for example, your classroom is locked, they will see that it is opened. The office is open from 9 a.m. until 7:30 p.m. Monday—Thursday and 9 a.m. to 5 p.m. Friday. It is open from 9 a.m. until 5 p.m. Monday—Friday during quarter breaks.

G. *Security/Safety*

The Security officers are on duty from 6:00 a.m. to 11:30 p.m., Monday—Friday. Officers are available from 7:00 a.m. through 11:00 p.m. Saturday, Sunday, and holidays.

Emergencies and Problems

For police emergencies, including any criminal activity in progress:

- a. First, call the Seattle Police Department at 9-911.
- b. Then, call the Safety/Security Office,
college extension (206) 527-3636

If a problem occurs in your classroom at any time, contact Campus Security at (206) 527-3636 or use any of the pay phones located around campus.

Many are located in the student lounges. The call is free by using the "Campus Security" button on the pay phone.

For emergencies other than in the classroom there are five security phones located in the parking garage, three in the east parking lot, and two outside the Security Office entrance.

H. Lost and Found

Lost and Found is located in the Security Office on the first floor of the College Center Building.

7 days a week

7:00 a.m.—11:00 p.m.

If there is no one in the security office, please pick up the emergency phone just outside of the office and request an officer to assist you.

I. Rest Rooms

The staircase on the west side of the Instructional Building and the College Center Building are the handiest restrooms located outside. On either side of the stairs there is a very large concrete "tower" containing rest rooms. Rest rooms are in the library, ED, and in other interior locations throughout the campus.

J. Parking

Instructors will need a permit to park on campus. Quarterly parking permits are sold in the cashiers' office, first floor of the College Center Building. Instructors need to know their percentage of full time when they purchase the permit at the cashiers' office. Vehicles displaying quarterly permits must park in designated spaces in the outside lots. Valid carpool permits are required to park in the carpool spaces between 7 a.m. - 11 a.m.

Vehicles displaying quarterly permits are allowed in the garage after 5 p.m. on a space available basis.

Annual and annual reserved parking permits are available in the Safety and Security Office. Only those vehicles displaying annual or reserved parking permits are allowed in the garage. See Security for eligibility requirements.

Two-dollar (\$2.00) daily parking permits are sold in the cashiers' office and available at parking lot meters. The parking permits purchased from the cashiers' office can be used at a future date, and the permit from the parking lot meters are date stamped for the day that you purchase the permit.

Parking Rates Per Quarter (for Instructors):

<u>QUARTERLY RATES FOR 2005-06</u>	<u>TOTAL</u>
0% to 33.9% of full time	24.75
34% to 50%. of full time	37.25
50.1% to 66.9% of full-time	49.50 + \$10.00 TMP fee
67% or more of full-time and full time	74.25 + \$10.00 TMP fee
Carpool—regular	40.25 + \$10.00 TMP fee
Carpool—reserved	82.25 + \$10.00 TMP fee
Reserved space	114.00 + \$10.00 TMP fee

If you intend to purchase a parking permit for Fall 2005 and beyond, please:

- Pick up an application from your division secretary or at the cashiers' office.
- Fill out the form accurately and completely. It is necessary to know your percentage of fulltime for the cashier to accurately calculate the correct parking rate.
- Go to the cashier, with the approved form, and purchase your permit.

Annual permits are available to all permanent faculty and staff of the college who elect to purchase parking via payroll deduction, and applications are available in the Security Office.

Please remind your students to secure permits. Violators without permits will be towed.

If you park off campus, be sure to obey the posted restrictions.

If you have any questions, call the transportation coordinator at (206) 526-0060 between 8 a.m. and 4 p.m.

Transportation Management Plan (TMP)

There are several transportation benefits that may be available to you as an employee of the college. If you're a qualifying employee who does not purchase a single occupant vehicle parking permit and if you carpool, walk to ride a bicycle to campus, you may be eligible for special benefits.

Call the transportation coordinator at (206) 526-0060 between 8 a.m. to 4 p.m. for details of the benefits for the Transportation Management Plan.

K. *Smoking and Drinking*

Smoking is prohibited in all indoor areas of the college. Refer to Smoking Policy in section IV.U of this handbook for designated smoking areas on campus.

- State law prohibits drinking alcoholic beverages on campus unless the State Liquor Control Board issues a valid banquet permit. The Vice President, Administrative Services, submits the permit.
- Food and beverage are discouraged in the classroom and prohibited in the labs.
- Outdoor smoking is limited to designated areas.

L. *Weather/School Closure*

In the event of bad weather or other conditions that necessitate closure of the institution, the chancellor and campus presidents will confer to make a decision on closure. For day classes and office hours, a decision will be made by 5:00 a.m. For evening classes, a decision will be made by 3:00 p.m. For weekend classes and use of campus, a decision will be made by 5:00 a.m. or the day before. Notice of district-wide closure due to bad weather or emergency will be announced daily over the following radio and television stations:

- KING AM/TV,
- KIRO AM/FM/TV
- KOMO AM/TV

If North Seattle Community College is not mentioned, the college will be open and operating on regular hours. If it begins to snow during school hours, the

college will evaluate weather conditions and make a decision to close school early or maintain normal operating hours. If you are teaching evening classes and weather conditions become severe during the day, call the division to see if the evening program is going to be canceled.

Siegal Center will make a district-wide call on the phone audix system when a decision is reached to close campuses. Faculty and staff should access their audix voice message box to get information on campus closure. To access the audix system from off campus, call (206) 587-6999 and enter your extension and password.

The message on North's main phone number, (206) 527-3600, will be changed so that students may call to access the information. Please alert your students to call that number for the most current information. Published phone numbers for each division will also change audix messages on their phone to include closure information. Ask the division secretary for the division phone number. Division phone numbers are listed in the blue pages of the QwestDex Seattle phone directory.

M. Department Listing

You can use Outlook (email system) to locate phone numbers of college employees. The phone directory for the Seattle Community College District is available on-line from the web page, www.seattlecolleges.com/people/. Phone listings are included for North Seattle, Seattle Central and South Seattle Community Colleges, Siegal Center and Seattle Vocational Institute.

N. Telephone/SCAN

HOW TO PLACE A COLLEGE CALL OUTSIDE THE TOLL FREE SEATTLE AREA

The Department of Information Services, Telecommunication Services Division, is responsible for the management and administration of statewide telecommunications services for the State of Washington. SCAN (State Controlled Area Network) is a dedicated telephone network managed by the State to provide low cost long distance services to public entities. North Seattle Community College is a participating agency. All business-related long distance calls must be placed on SCAN.

All college-related toll calls (outside the Seattle toll-free area) require the use of a SCAN authorization number. The telecommunications coordinator in the college Facilities Operations office through your division secretary will assign your authorization number. It is for your use only in placing long distance calls related to the business of the college. As you are accountable for all long distance calls made with your number - safeguard its identity. Please do not "lend" or share your SCAN authorization number with other employees. If its secrecy is breached, notify the division administrator who will notify the College Facilities Operations Office for cancellation and issuance of a new number.

How to dial (Effective August 1, 2003, changes have been made to the SCAN long distance network

- a. Dial 8 to get into the SCAN network
- b. Dial the long distance telephone number, including area code
- c. Dial the new 7 digit SCAN authorization number, which will be your current 6 digit SCAN authorization number, proceeded by a "3".
Note: As new SCAN codes are assigned, the first number will not always be a "3", as the new authorization numbers will be comprised of seven (7) randomly selected numbers.

CLASS (012) OF SERVICE OF YOUR AUTHORIZATION NUMBER

1. Valid 24 hours
2. Area of service - United States, Canada and Mexico
3. May place calls from any State of Washington SCAN system within Seattle area

If you have specific questions about using the SCAN system refer to the SCAN directory available in each division office.

O. *College Publications and Information Services*

Inside North—NSCC newsletter, published weekly on Fridays via e-mail September – June, and monthly in July and August.

TLC Update—Weekly update on professional development activities.

Class Schedule—Quarterly schedule available throughout campus and on the home page.

- Lists a brief description of each class
- Includes a time schedule

Seattle Community Colleges Catalog

- Lists courses (available on the home page)
- Lists services available on campus
- Lists degree and certificate requirements
- Published every two years

Weekly Calendar – Posted in elevators and on-line.

Master Calendar – The master calendar for North can be accessed at MasterCalendar_NSCC in Microsoft Outlook, the college's email system.

Deadlines Calendar – The deadlines calendar for North can be accessed at MC-Deadlines-NSCC in Microsoft Outlook, college's email system.

Press Releases – Work with the division administrator to contact the college Marketing and Public Relations (PR) Office to request publicity and publication of a brochure or flyer.

Ads, Brochures and Flyers – Work with the division administrator and college PR office to design and print brochure or flyer.

North Star – Quarterly report to external community.

Screen Savers – Messages of upcoming events displayed on computer screens. Produced by marketing/PR.

Student Publications – *Polaris* student newspaper. Provides news and information about college services to help students succeed in their educational goals. Printed twice monthly.

Licton Springs Review - *An art and literary magazine*--Students, faculty and staff contributions in visual and literary arts www.lictonspringsreview.com

P. Web site

North Seattle’s web site is www.northseattle.edu. The web site provides current information about North Seattle’s services and programs for students, faculty and staff. Sections of the site include information about NSCC, current news at North, enrollment, programs of study, student services, online services, quarterly class schedule, final exam schedule, academic and events calendar, and links to Seattle Community College District, which includes SCCD policies and procedures and the college catalog, South Seattle Community College, Seattle Central Community College, Siegal Center, and Seattle Vocational Institute.

Q. District intranet

The address for the district intranet is <https://insideseattlecolleges.com>. It is a secured site and accessible to employees only. The brief description below is from the intranet site.

“The District Intranet — Inside Seattle Colleges — was developed to enhance communication within the college community and to comply with a state requirement to remove certain information relating to staff and students from the public Internet site.

The District Intranet features information on district-wide services including the instructor briefcase, enrollment reports, purchasing, travel, purchasing and payroll and benefits. You may also notice some new features, such as the calendar, which is still being tested and enhanced. Over the next several months we will be adding more content to the site; eventually all of the information on the district public folders will be moved to the District Intranet.

The District Web Team, comprised of current students and recent graduates of Web and Computer Technology Programs from our three colleges, develop and construct the services featured in the Intranet.”

Each campus within the Seattle Community Colleges also has information on the intranet. The faculty handbook is available on the intranet.

III. GETTING ORGANIZED

A. Course Outlines/The Syllabus

Instructors are expected to distribute written information about their courses. Most instructors hand out syllabi to students during the first day of class. In designing your syllabus, ask the division secretary for a copy of the approved master course outline for the course that you are teaching and a copy of an existing syllabus for the same course. Older syllabi can provide useful information about course content.

A written syllabus provided to students which includes course objectives, several NSCC General Education Learning outcomes, requirements, grading criteria, instructor expectations, a statement offering Americans with Disabilities Act (ADA) accommodations, student behavior, plagiarism, and participation requirements can prevent later conflicts and misunderstandings with students. You might include on your syllabus a statement that you would like to consult with any student who is having difficulty and thinking about withdrawing.

It is also a good idea to include in the syllabus that food and beverage are discouraged in the classroom and prohibited in the labs. The instructional calendar is available at North's web site. The Fall final exam schedule for **2005** is on page **35** of this handbook. It is also available at North's web site and the campus quarterly class schedule. There are special considerations for distance delivered classes and evening classes. Call the Distance Learning Office for more details.

April 28, 2005

Syllabus Guidelines

Introduction: During Winter Quarter 2005 the Instructional Council created a list of course syllabus guidelines for consideration by members of the Curriculum and Academic Standards Committee. Feedback from members of CAS and IC resulted in creation of a syllabus template (form) for future faculty use.

Intent: The course syllabus template is intended to serve as a reference tool that describes components of a comprehensive course syllabus. It is a Word document that can be customized. Instructors have the choice of using this template to develop a course syllabus by filling in the spaces they select and deleting or revising other sections. If this template is not used to construct a syllabus, faculty are encouraged to include this type of information in course syllabi in order to clarify expectations and better support student learning and success.

Benefits: These guidelines could serve as a tool to help faculty construct syllabi that are informative for students and useful for their departments. Specific benefits include the following:

1. Orientation tool for new faculty
2. Continuous improvement of existing syllabi
3. Improved communication with students
4. Clearly articulated expectations that guide students and reduce potential student complaints
5. Preparation for accreditation self-study (define learning activities, expectations, and outcomes plus document assessment of student learning)

Notes on Definitions: As a point of clarification, Instructional Council offers definitions they feel are important to this process:

1. ***Syllabus:*** The document faculty distribute to students in their classes. This document should be consistent with the officially approved course outline on file in the division office and Office of Instruction.
2. ***Course Outline (also referred to as master course outline or course establishment form):*** The document used to present new or revised courses to the Curriculum and Academic Standards Committee, which identifies key elements that should be reflected in the syllabus for every section of a course taught by different faculty.

Course Syllabus

COURSE INFORMATION

Course Prefix and Number:

Course Title:

Course Credits:

Prerequisites:

Course Start Date:

Course End Date:

Course Location/Times:

Required Textbook(s):

Recommended Book(s):

Required Materials and Aids:

Note to instructor: Includes costs of materials, lab fees, lab clothes, kits, special tools, etc.

Electronic Resources:

Note to instructor: Recommend including web links for campus resources and other web resources for the course.

INSTRUCTOR INFORMATION

Instructor Name:

Instructor Biography:

Campus phone number:

College e-mail address:

Office Hrs/Availability to students:

Office Location:

Instructor Website:

Note to instructor: Recommend having course syllabus on your website with biography/curriculum vita, teaching philosophy, and class policies.

Teaching Philosophy:

Note to instructor: This includes a statement about overall purpose of education and how this discipline or course fits into the belief system, relation to the college mission statement, instructor’s beliefs about students, sequencing of learning, and course content.

COURSE CONTENT

Course Description:

Note to instructor: This should match description printed in college catalog.

Course Format:

Course Topical Outline:

This schedule is subject to change as needs arise in the class.

Dates	Topics/Activities	Readings	Due
Week 1:			
Week 2:			
Week 3:			
Week 4:			
Week 5:			
Week 6:			
Week 7:			
Week 8:			
Week 9:			
Week 10:			
Week 11:			

Critical Dates:

Course Requirements	Due Dates:
Projects:	
Assignments:	

Quizzes:	
Examinations:	
Other:	

STUDENT LEARNING OUTCOMES AND ASSESSMENTS

Note to instructor: Check CAS (Curriculum and Academic Standards Committee) website for examples and information. Both the general education outcomes and the course-specific outcomes should be consistent with approved master course outline.

At the end of the course the student will be able to:

General Education Outcomes (intellectual abilities and skills)	Performance Task/Activity (to demonstrate student achievement of learning outcomes)
Course-Specific Learning Outcomes (discipline knowledge, skills, abilities)	Performance Task/Activity (to demonstrate student achievement of learning outcomes)

COURSE GRADING

Factor	Points Possible	Percent of Course Grade
Assignments		
Projects		
Quizzes		
Final Examination		
Participation		

Grading Scale: *Note to instructor: Recommend referring students to district catalog or department grading scales as appropriate.*

Extra Credit:

Late work:

Participation: *Note to instructor: Recommend not basing grade on attendance unless required for certification. Use participation instead.*

Course Withdrawal:

Incomplete Grade:

CLASSROOM POLICIES

Note to instructor: Refer to CAS website for examples of classroom policies.

Guidelines for Student Conduct: *Note to instructor: Recommend referring students to district or college website with official policies.*

Cell Phone Etiquette:

Academic Honesty: (plagiarism, exam conduct, etc.)

Respectful Environment:

Fragrance Policy:

Absence:

College Closure:

STUDENT SUPPORT SERVICES

Note to instructor: Recommend referring to Student Handbook or college website for more detailed information on these topics.

Disability Accommodations (Educational Access Office services)

Campus resources (Tutoring, Library, computer labs, counseling, LOFT Writing Center, Women's Center, Multicultural Student Services, etc.)

Outside resources (websites, professional organizations, etc.)

Revised by Instructional Council and approved by CAS (Spring 2005)

EXAMPLES OF SYLLABUS CONTENT

On the following pages are examples of wording that could be included in a course syllabus, or modified for instructor preferences.

Teaching Philosophy:

As course instructor, I believe that my role is to design learning experiences that facilitate student's achievement of course outcomes, to clearly communicate expectations, and to be responsive to individual student's learning styles and needs. It is my expectation that the student will assume responsibility for their learning by completing reading and assignments and actively participating in class sessions.

Teaching and Learning Strategies:

- Discussion groups
- Case studies
- Interviews
- Simulations
- Demonstrations
- Lectures
- Seminars
- Directed readings with study questions
- Cooperative learning (students working in groups)
- Reciprocal teaching (students teaching one another)
- Jigsaw learning (students read different articles/texts than their group members, and then collaboratively create shared meaning)
- Service learning (community service with learning objectives)
- Web enhanced learning
- Other

Assessment (Student Performance Tasks):

- Student reflections (journals)
- E-portfolio
- Dramatic performances
- Group presentations
- Rubrics (criteria and levels of performance for these)
- Individual student presentations
- Student designed assessments
- Peer evaluations
- Other

Course Grading:

Criteria for Class Participation: Contribute ideas, interact with peers and instructor, engage in class activities, maintain attention on class work, and come prepared for class (completed reading and assignments).

Criteria for Lab Projects: Refer to separate document from instructor

Extra Credit options: Refer to separate document from instructor

Policy on Late Work: Grades for late projects will be lowered ___% (or points) for each day the project is late, unless the instructor provides a grace period due to extenuating circumstances or hardship (requires substantiating documentation from the student)

Policy on Course Withdrawal: The instructor may initiate administrative withdrawals of students who do not come to class during the first week of the quarter in order to accommodate other students seeking entry into the class. Official withdrawal at other times of the quarter is the responsibility of the student.

Classroom Conduct:

Guidelines for Student Conduct: Students are expected to comply with student conduct policy and procedures. Information on student responsibilities and rights is available at the following website: www.seattlecolleges.com/services

Cell Phone Etiquette in the Classroom: To avoid disruption of the learning environment, students are expected to turn off or silence cell phones during class.

Americans with Disabilities Act: If you need course adaptations or accommodation because of a disability; if you have emergency medical information to share with your instructor; or if you need special arrangements in case the building must be evacuated; please make an appointment with your instructor as soon as possible.

Academic Honesty: Academic honesty is highly valued at NSCC. A student must always submit work that represents his/her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student is expected to cite all relevant sources both in the text and in the references listing at the end of the paper. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty could involve:

1. Having a tutor or friend complete a portion of your assignment.
2. Having a reviewer make extensive revisions to an assignment.
3. Copying work submitted by another student.
4. Using information from online information services without proper citation.
5. Taking exam answers from another student's paper.
6. Using materials not allowed to answer exam questions.

Examination Conduct: Students are expected to complete examinations without the unauthorized use of reference materials, notes, or classmates.

Classroom Diversity Statement: Respect for diversity is a core value of NSCC. Our college community fosters an optimal learning climate and an environment of mutual respect. We, the college community, recognize individual differences.

Therefore, we are responsible for the content and tone of our statements and are empathetic speakers and listeners.

Respectful and Inclusive Environment: The instructor and student share the responsibility to foster a learning environment that is welcoming, supportive, and respectful of cultural and individual differences. Open and respectful communication that allows for the expression of varied opinions and multicultural perspectives encourages us to learn freely from each other.

Fragrance Policy: Students are encouraged to refrain from wearing heavily scented products during class sessions, since some individuals may experience chemical sensitivities to fragrances that interfere with their learning.

Attendance: Students, who anticipate absence from class sessions that require their participation or completion of quizzes and exams, are encouraged to notify the instructor in advance. Any attendance issues should be discussed with the instructor prior to the absence. Repeated absence may interfere with the student's class participation and result in a lower grade for that component of the course. Make-up examinations will (will not) be given routinely, and the student will need to discuss alternatives with the instructor.

Student Support Services:

Students are encouraged to seek campus support services when necessary to support their learning and academic progress. Refer to student handbook, brochures/flyers, or college website for information about:

- Educational Access Office (accommodations)
- Tutoring Services
- Library
- LOFT Writing Center Plus
- Counseling
- Women's Center
- Multicultural Services Office
- Wellness Center

B. New Course/Course Revisions

See your division unit administrator in regards to making changes in an existing course or developing a new course. Forms for a new course and course revision can be found in Microsoft Outlook, the college's email system--*Public Folders/All Public Folders/North Campus/CAS/ New/Revised Course Approval*.

C. Textbook Orders

Textbooks for all courses are ordered well in advance. If you need a desk copy of the textbook or other instructional materials, your request should be given to the division secretary as soon as possible to ensure adequate time for delivery. If you are hired on relatively short notice, a textbook may already have been ordered for the course. If this presents problems, discuss it with your division administrator.

D. Office Hours

During the first week of each quarter, please make sure that you inform the division secretary of your "office" hours. The hours will be posted on your office door (if you have one), or they will be made available to students who inquire at the division office. If you do not have an office, your lab or classroom will be the most convenient location for meetings.

Inform your classes of your office hours and include them in your syllabus.

Evening instructors usually arrange to be on campus prior to class so that they can meet with students. You may designate a regular time or simply arrange to meet students by appointment.

See the SCCD Board of Trustees and SCCFT Agreement regarding minimum office hours.

E. Enrollment and Grade Rosters

Instructors have access to their class and grade rosters (real time) via the web at Instructor Briefcase (IBC) at: Insideseattlecolleges.com. The Records Coordinator, Quynh Ho, will contact you with details regarding the class/grade roster process via your North email address. If you did not receive your new SID number or have lost it, please contact Theresa Leahy by email [tleahy@sccd.ctc.edu](mailto:t Leahy@sccd.ctc.edu) for more information. If you are new to the IBC or have problems or questions about the use of this application, please view our help file that can be accessed through the same URL. If you do not remember your PIN please send an email to Theresa Leahy at [tleahy@sccd.ctc.edu](mailto:t Leahy@sccd.ctc.edu). Include your full name, and the last four digits of your SSN for verification.

It is very important that you verify that all students attending your class are enrolled. If the students' names do not appear on your roster, insist that the students go to Registration to enroll. Students may not remain in class without being properly registered. You are encouraged to check IBC Class Rosters regularly since they are real time and will reflect student changes immediately.

Automated Waiting Lists

The Automated Waiting List feature offers students a fair and consistent method of being enrolled in a full class if openings occur. If a class with the waiting list option is full and a student chooses to be put on the waiting list for your class, they will be automatically enrolled when a space becomes available. It is up to the student to check their schedule regularly so they can pay for outstanding charges if enrollment in the class occurs. If students have not been registered via the waiting list process by the first day of classes, they are to go to the class on the first day of classes. The automated waiting lists will continue through the 4th of the quarter (3RD day for Summer) automatically enrolling students from the waiting list if there are available spaces. From the fifth day through the tenth day of the quarter, students will need to obtain instructor signatures as an overload to be enrolled in closed classes. Students cannot add themselves to the waitlist after preliminary class rosters are ran (typically two business days prior to the beginning of the quarter. If you have questions regarding the waiting list, please call 526-7712.

Entry Codes

Entry codes are five-digit random numbers for classes that have unmet prerequisites or require permission by an instructor. Entry codes are used for students who need to obtain an advisor or instructor's permission to register via the Web. Entry codes for all classes with prerequisites are emailed to the advisors who review transcripts from other colleges where a prerequisite was satisfied. Entry codes for classes with specific permission on them are forwarded to the faculty coordinators for distribution to instructors. Once an entry code has been used, the computer will not accept the code again. If you have questions regarding entry codes, please call 526-7712.

F. Attendance

Your professional judgment must be your guideline concerning student attendance. However, it is your right to require attendance, should you choose to do so. State your attendance practices in your syllabus. (Check SCCD catalog page 14 for administrative drop policy for non attendance and page 32 of this guide for more information.) See page 51 of this document regarding verification of attendance for financial aid purposes.

G. Class Cancellation

In the event you are ill, phone the division secretary. A class cancellation notice will be posted on your classroom/lab door.

If you must cancel a class after 4:30 p.m. for that evening, notify the Continuing Education Evening Coordinator (206) 527-3705 (or your division office, if they are open in the evening) to request that the cancellation be posted. On the following day, inform the division administrator of your absence.

H. Room Changes/Room Scheduling

On a space-available basis, with approval of the Business Office, members of the college community may use vacant rooms for meetings and conferences. Contact the Room Scheduling Office in the Office of Instruction at (206) 527-3702 between 8 a.m. to 4:30 p.m., Monday through Friday. The Business Office phone number is (206) 527-3626.

Your room and lab assignments are scheduled for you through the division. **DO NOT CHANGE EITHER THE CLASS HOURS OR DESIGNATED CLASSROOMS WITHOUT THE APPROVAL OF THE DIVISION ADMINISTRATOR.** Facilities are heavily utilized, and any arbitrary change is likely to interfere with the classes of other instructors.

I. Class Changes/Hours and Days

All permanent class changes concerning days, hours, or rooms must be arranged through the division administrator.

If you need to alter an assigned day, time or location of a class after the quarter begins, see your division administrator. If you meet once or twice somewhere other than the classroom, please let your division secretary know where you will be. Sometimes emergencies arise, and the secretary needs to know where you are.

J. Adds/Drops/Withdrawal

Once a student is registered, the student may add your course depending on the date, space availability and program regulations in your division through the 4th day (3RD day for Summer) of the quarter without your signature. Your signature is required on the registration form (the form printed in green ink) or the add/drop form (red and white) starting after the 4th day of the quarter (3RD day for Summer) for students adding courses. Entry codes are available for any courses that are “permission only” courses. These entry codes enable students to enroll with your permission via the online services. (See Section on Entry Codes). Students must obtain your signature on a green and white enrollment form or red and white add/drop form for closed classes if you want to over enroll your course(s). After the tenth day of the quarter **NO** adds are allowed. Discuss this with your division administrator.

Students may withdraw from your course by completing the standard procedures for withdrawal. Though no signature is required to drop a course, you are encouraged to work closely with your students to help them be successful. Students cannot withdraw from a course after the eighth week of the quarter. The class schedule and North’s web page contain important dates relative to adds/drops/ withdrawals, and changing between credit and audit status.

Students may not attend any class unless they have been officially registered, paid fees and received a valid receipt from the college cashier. **Instructors may not allow a student to attend their class if the student’s name is not on the official class roster.**

Students who are officially enrolled in credit classes must be in attendance or communicate with the instructor no later than the first scheduled class. The college may withdraw students who are absent without prior approval of the instructor or the division chair. Note: Students should not assume that they have been dropped if they have not attended class on the first day; instead, they should officially withdraw.

K. Tenth Day

All students in your classes must be enrolled and tuition paid by the 10th day of the quarter (8th day for summer). Students must be enrolled by the eighth day of the quarter during summer. Students cannot attend any class for which they have not enrolled. Check your IBC Class Roster PRIOR TO THE 10TH DAY to match names of students who are officially enrolled in your class with those who are sitting in your class. Send any student not officially enrolled to the Registration Office immediately. Please note that students are dropped for non-receipt of payment regularly. Your IBC Class Roster reflects these changes in real time.

L. Final Examination Period

If you teach evening, weekend, or summer quarter classes final examinations are given during the last meeting of the class. If, for any reason, the exam is moved to an alternative date, the class must meet at the regularly scheduled time through the last scheduled meeting of the quarter.

Daytime instructors are to use the published final examination schedule for fall 2005 (on next page) to determine their examination date and time. The schedule is available at www.northseattle.edu, under Academic and Events Calendars and in the quarterly class schedule. According to the Agreement, faculty are expected to “abide by published examination schedules”, or if no final examination is given, be available to students for instructional or consulting purposes during such period.”

Classes will meet during "finals" week as indicated. Two hours are provided for the final exam in each class. Exams will be conducted in regularly scheduled classrooms. Laboratory periods are not included in the exam schedule.

FALL 2005 FINAL EXAM SCHEDULE**REGULAR CLASS TIMES/DAYS**

	Tuesday, December 13
7:30 Daily, MTWTh, MWF, TTh, 7:45 MTWTh, MW, TTh	8 - 10 a.m.
10:00 Daily, MWF, MTWF, MWThF, MTWTh, MW, M, TWThF	10:30 – 12:30 p.m.
3:00 Daily, MTWTh 3:15 MW	1 – 3 p.m.
2:00 MW 3:45 MTWTh 4:00 MTWTh	3:15 – 5:15 p.m.
	Wednesday, December 14
8:00 Daily, MW, MWF, MTWTh, MTW, F, TTh, WThF	8 – 10 a.m.
8:30 MTWTh, F	8 – 10 a.m.
11:00 Daily, MWF, MTWTh, MWTh, MW, TWThF, MTTh	10:30 – 12:30 p.m.
11:30 Daily, MTWTh	10:30 – 12:30 p.m.
1:00 Daily, MTWTh, TTh, MTThF, MW	1 – 3 p.m.
1:15 TTh, 1:30 TTh	3:15 – 5:15 p.m.
	Thursday, December 15
9:00 Daily, MTWTh, TTh, MWF, MF	8 - 10 a.m.
9:30 Daily, MTWTh, TTh, T, MT, MW	8 – 10 a.m.
10:00 TTh, TWTh, TWThF	10:30 – 12:30 p.m.
11:00 TTh, TWThF	10:30 – 12:30 p.m.
12:00 daily, MW, MWF, TTh, 12:30 Daily, MW, MWF, MTWTh, TWThF	1 – 3 p.m.
2:00 Daily, MTWTh, TTh, 2:30 Daily, MTWTh	3:15 – 5:15 p.m.

Classes will meet during "finals" week as indicated. Two hours are provided for the final exam in each class. Exams will be conducted in regularly scheduled classrooms. Laboratory periods are not included in the exam schedule. **EVENING CLASSES:** Final exams for evening classes will take place during regular class hours in the final exam period of the quarter, December 13-15.

Check with your instructor if your class is not listed here.

M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday

M. **Grading System**

Effective Summer Quarter 1988, the Seattle Community Colleges began using a numerical grading system. Refer to the current SCCD catalog for details.

- Decimal grades from "0.1" to "0.6" are not valid. If such grades are assigned, the registrar's office will convert them to "0.0"

DECIMAL GRADE	LETTER GRADE EQUIVALENT
4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 0.9	D
0.8 - 0.7	D-
0.0	E

Please Note: Classes are graded as either decimal grades OR Past/Fail. They are not interchangeable with in. The following letter grades are the only acceptable alternatives to decimal grading. The **bolded** information may be helpful in determining the appropriate grade.

I—Incomplete. Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. **Coursework must be completed during the following quarter, excluding summer quarter.** If the student fails to remove the "I" by completing the coursework in the specified time period, the "I" will remain on the transcript. **The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work, which the student will need to do to remove it, with the chair of the division in which the course is offered.** If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

S—Satisfactory With Credit. Used for individual progress, clinical, and skill development courses. **This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.**

N—Audit. To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. **Students must officially register to audit a course.** Registration for

an “N” may be made until the end of the second week of the quarter without instructor’s signature or the end of the eighth week (sixth week of summer quarter) with instructor’s approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an “N” is issued, the course may be repeated no more than two (2) more times. If the student does not satisfy the Instructor’s requirements for an “N” during the course, the instructor may issue an “NC” (No Credit) symbol.

Students changing their status from audit to credit or credit to audit must make

official changes within specific deadlines.

NC—No Credit. Indicates that the student did not fulfill the requirements for receiving an “S” grade, an “N” grade or a numerical grade in the course. **A student in good standing may request an “NC” symbol from the instructor prior to the final examination, granted at the instructor’s discretion.** After an “NC” is issued, the course may be repeated no more than two (2) more times. An “NC” does not affect a student’s GPA.

W—Official Withdrawal. This grade will be recorded and will remain on the student’s transcript. After a “W” is issued, the course may be repeated no more than two (2) more times. (See “Adding or Dropping Classes”).

Y—Ongoing Course. Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter. **This grade cannot be used to indicate incomplete or failing grades.**

***Repeating a Course.** Students may repeat a credit course no more than two (2) more times, and may request (at the Registration Office) to use the highest grade in computing GPA.

N. *Grade Sheets and Grades*

Approximately two weeks prior to the end of the quarter, instructors can access their grade roster via the web at insideseattlecolleges.com (instructor briefcase). *Be sure to submit grades by the designated date and print off a copy for your own records.* Remember also to check with your division secretary to see if the division requires a copy of your grades. Failure to submit grades in a timely manner could cause serious problems for students; submitting grades within established deadlines is an instructional obligation according to the Agreement. For information on your class rosters & grade rosters, please contact the Deans Office at extension 3666. To obtain your SID and/or PIN, please contact Theresa Leahy by e-mail at [tleahy@sccd.ctc.edu](mailto:t Leahy@sccd.ctc.edu). Grades may not be posted on faculty office doors, etc.

O. *Grade Errors or Grade Changes*

Grade errors or grade changes should be reported to the Registration Office within two consecutive quarters from the date of issue of that grade.

IV. STANDARD PRACTICE AND POLICIES

A. *Academic Standards*

There are three categories of SCCD approved Academic Standards: **Standard I** – Minimum Grade Point Average, **Standard II** – Credits Earned/ Credits Attempted and **Standard III – Degree/Certificate Completion.**

See SCCD website

<http://www.seattlecolleges.com/services/includes/policies/311pol.asp> for complete wording of the policy. NSCC has approved the following procedures to support the district policy.

NORTH SEATTLE COMMUNITY COLLEGE PROCEDURE

Background

The Washington State Legislature passed **SENATE BILL 5135**, which states... *Each four-year institution of higher education and the state board for community and technical colleges shall develop policies that ensure undergraduate students enrolled in degree or certificate programs complete their programs in a timely manner in order to make the most efficient use of instruction resources and provide capacity within the institution for additional students.*

To implement this mandate, we have developed procedures to monitor students on their grade point average, number of credits attempted versus credits completed, and timely progress toward completion of their degrees or certificates.

STUDENT PROGRESS

STANDARD I - Minimum Grade Point Average

First Warning – Academic Alert

Students whose cumulative grade point average (GPA) drops below 2.0 for *the first time* are placed on “First Warning”. Students are *sent a letter* that encourages them to meet with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator. The letter provides information on support services and explains consequences of continued low scholarship.

Second Warning – Academic Probation

Students whose cumulative GPA is below 2.0 for *the past two quarters* attended and who did not achieve a 2.0 GPA for the current quarter are placed on “Second Warning”. Students are sent a letter notifying them that *a hold has been placed on their registration pending a meeting and the development of a student success plan* with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator. The letter provides information on support services and explains consequences of continued low scholarship, including potential suspension.

Third Warning - Academic Suspension

Students whose cumulative GPA is below 2.0 for the *past three quarters* attended and who did not achieve a 2.0 GPA for *the current quarter* are *suspended* for at least four consecutive quarters. Students are sent a letter notifying them of the terms of their suspension and the appeal process. *A hold is placed on their registration.* Students who have already registered will have their registration cancelled and their *tuition and fees refunded.* A student may appeal the suspension through the Academic Appeals Committee. A student may apply for *readmission for the quarter following the suspension period.*

STANDARD II - Credits Earned/Credits Attempted

First Occurrence

The first time the student fails to complete 75% of their credits attempted (Credits Earned/Credits Attempted Standard II), *a notation is placed on the student record*. No punitive action will result.

First Warning

Students who fail to meet Standard II for a second time within a 12-quarter period are placed on “First Warning.” *Students are sent a letter that provides information on support services and explains the consequences of not completing 75 percent of the credits attempted during a given quarter and encourages them to meet with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator.*

Second Warning

Students who fail to meet Standard II for a third time within a 12-quarter period are placed on “Second Warning.” Students are sent a letter notifying them that a *hold has been placed on their registration pending a meeting and the development of a student success plan* with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator. The letter provides information on support services and explains the consequences of not completing 75 percent of credits attempted during a given quarter, including potential suspension.

Third Warning – Suspension

Students who fail to meet Standard II for a fourth time within a 12-quarter period *are suspended for one quarter*. Students are sent a letter notifying them of the terms of their suspension and that a *hold has been placed on their registration*. Students who have already registered will have their registration cancelled and their tuition and fees refunded. A student may appeal the suspension through the Academic Appeals Committee. A student may apply for *readmission following the one-quarter-suspension period*.

STANDARD III - Degree/Certificate Completion

Initial Notification

Students who complete 85 percent of the credits required for their degree or certificate program *receive a letter* regarding their progress towards the completion. The letter *encourages students to meet with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator to develop an educational plan* for completion and informs them of the district's degree/certificate completion policy.

First Warning - Contract for Completion

Students who complete 125 percent of the credits required for their degree or certificate without receiving their degree/certificate receive a letter notifying them that a *hold has been placed on their registration pending a meeting and development of a plan* for completion with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator. The letter includes information on the district's policy on degree-certificate completion.

Second Warning – Specific Action

Students who complete 150 percent of the credits required to complete their program will be barred from taking any courses other than those required to complete their program.

Exceptions

Students who are enrolled in special enrollment programs such as High School Completion, Running Start, certain vocational programs, international students, veterans, and students receiving financial aid may have different and/or additional academic requirements and appeal processes from those listed above. Students in these programs should contact their program advisor for information regarding these requirements.

B. Confidentiality of Data - Release of Student Information

As a North Seattle Community College employee, you may receive inquiries of a personal nature regarding students or prospective students. Before you release any information, be sure that you apply the following guidelines:

No release of the following information should be made available to the general public (i.e., other schools, collection agencies, police, federal agencies, friends, parents, etc.) regarding the student's or prospective student's status:

- a. Name(s) of students enrolled in a class or program.
- b. Telephone number(s) of students or groups of students.
- c. Address(es) of students or groups of students.
- d. Grades, test results, counseling records, medical history, etc.
- e. Do not publicly post students' names and/or social security numbers for any reason.

You may release the following information, commonly called public information, to the general public:

- a. Student's name
- b. The act of enrollment by a specific student in the college (i.e., student is registered this quarter).
- c. The date of that enrollment (date the fees were paid).
- d. Division of study (i.e., College Transfer, Electronics, etc.).
- e. Awards granted to the student by this college.
- f. Participation in official sports activities
- g. Weight and height of athletic team member
- h. E-mail address(es)

Access to information contained in students' records and folders is limited to the following:

- a. College record-keeping personnel specifically assigned to the records area.
- b. College faculty advisors, administrators, and counselors.

Emergency requests for information should be referred to the Dean of Student Development Services. Violation of the above procedure is grounds for immediate disciplinary action or dismissal. Reference: Seattle Community College District Policy 380.40. Please be careful to check all student records (such as class rosters) when you have completed your use. **Do not leave student information in a public place (such as on a desk or posted on your door).**

C. Student Conduct

SEATTLE COMMUNITY COLLEGE DISTRICT - CONDUCT POLICY

The Board of Trustees of Seattle Community College District VI establishes regulations on student conduct and student discipline.

The Seattle Community College District is a public institution having special responsibility for providing instruction in higher education. As a post secondary institution, the District has an obligation to maintain conditions, which are conducive to freedom of inquiry and expression in the degree compatible with the orderly conduct of its functions. North Seattle Community College is governed by regulations and procedures promulgated under this policy.

SEATTLE COMMUNITY COLLEGE DISTRICT - STUDENT CONDUCT PROCEDURE 375.40

An instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If you need immediate assistance, contact Security at 527-3636. The instructor should report the incident of disruptive or disorderly behavior to the division administrator who shall refer the matter in writing to the Vice President of Student Development. The Vice President may initiate disciplinary action as provided in District procedures.

STUDENT MISCONDUCT PROCEDURE 375.30

Reason(s) for misconduct referral:

Academic dishonesty (including plagiarism)	Theft from or damage to campus property
False statements or charges against NSCC	Possession of firearms
Forgery, alteration or misuse of documents, funds, records, I.D.	Possession, consumption, intoxication, or distribution on campus of alcohol, controlled substance, or unlawful drugs
Intentional disruption of teaching, administration, or campus activities	Failure to comply with direction of campus officials or identify oneself to persons when requested
Physical or verbal abuse, harassment of any person on campus premises	Violation of published regulations of district or campus regulations

Please be aware: 1) the basis of this complaint **will** be shared with the student 2) a copy of this complaint **may** be submitted to the student 3) you **may** be called to give testimony at a disciplinary hearing where the student may be present and you **may** be asked to respond to questions. You can contact your division administrator to obtain a copy of the Student Misconduct form.

D. Children in Class

Students are not allowed to bring children to class because of the liability implications for the college. Students interested in childcare on campus should call

(206) 527-3644 for information about rates and hours. (Instructors with children may also inquire.)

E. *Indoor Air Quality Policy*

NSCC advocates a pollutant-free environment. It also encourages a scent free environment. The college seeks to maintain the best possible air quality attainable within fiscal, legal and regulatory constraints. In the pursuit of that goal, the following procedures will be implemented.

- NSCC community members will mitigate pollutants from idling vehicles, construction projects, sign making and other projects affecting air quality.
- A product evaluation must take place whenever there is potential for hazardous chemicals being present in any manner such that community members may be exposed.
- Air delivery systems will be regularly maintained and inspected.
- NSCC community members are asked to refrain from using or wearing scented products while on campus.
- Specially designated classrooms are posted as “scent free.” NSCC community members are asked to respect these posting.

COMPLIANCE PROCESS:

Environmental cause as a source (chemical spill, odors):

- Call Safety and Security at (206) 527-3636
- In case of injury call 911 (campus phones 9.911) then call Safety and Security

Heating, ventilation or air conditioning as a source (odor):

- Call Facilities at (206) 527-3633
- For chronic, serious or unusual problems call 528.4595
- In case of emergency call (206) 527-3636

Individual as a source (scent, fragrance, cologne):

- Approach the individual, introduce yourself, explain the problem and ask for consideration or changes in behavior that can improve the situation. If the problem persists,
- Request the assistance of your supervisor, faculty or administrator. If the problem persists,
- Staff members report the problem to Human Resources Representative, David Bittenbender.

F. *Hazard Communications Policy*

In June 1984, the Washington State Legislature passed the Chemical Hazard Communication Standard (also called the Worker Right-To-Know law) – to be effective on May 26, 1986. It is defined in Washington Administrative Code (WAC 296-62-054 through –054.25 and is administered and enforced by the department of Labor & Industries.

Under this law, Seattle Community Colleges has prepared a compliance program that will give you information and training on any hazardous chemicals you might contact in the performance of your duties.

For more information, talk with your unit administrator or campus safety officer.

G. *Electronic Use Policy*

This policy establishes measures for acceptable use of Seattle Community College District's electronic information resources. All District Electronic Information Resources and all information on said resources are the property of the District and the electronic information resources at the District are to be used only in a manner that supports the educational mission of the District.

The District by this policy is not asserting ownership of intellectual property interests held by others. The District's mission statements encourage learning, research, creativity, teaching, and the free exchange of ideas in a climate of openness and sharing.

All Electronic Information Resource users are required to read, understand and comply with this policy and its related procedures. Use of a college EIR constitutes an agreement to abide by this policy and its procedures.

Reference: Seattle Community College District Policy 259.

H. *Software Piracy Policy*

The Federal NET Act (18 U.S.C. § 2319 (C) (1) and 17 U.S.C. § 506 (A) (2) makes it illegal to reproduce or distribute copyrighted works, such as software programs and musical recordings, even if the defendant acts without a commercial purpose or for private financial gain. If the defendant reproduces or distributes ten or more copyrighted works that have a total value of more than \$2,500, he or she can be charged with a felony, and faces a sentence of up to three years' imprisonment and a fine of up to \$250,000. A defendant who reproduces or distributes one or more copies of copyrighted works with a value of more than \$1,000 can be charged with a misdemeanor, and face up to one year in prison and a fine of up to \$100,000.

Software Piracy is a crime, and the Seattle Community College District will cooperate to the fullest extent of the law in prosecuting any violation of the NET Act or any other software theft or distribution.

North Seattle Community College is also subject to penalties under the NET Act and we will actively pursue any reports of any violation of the NET Act.

DO NOT download or distribute software without specific authorization of the Director of the Computing Services.

I. *Smoking Policy***Background Statement**

The President's Cabinet, College Council and Student Government have received numerous complaints about smoking on campus. The President's Cabinet responded to these concerns by declaring NSCC a non-smoking campus, with designated smoking areas.

Criterion for the Designated Smoking Areas

Each of the seven sites met the following criteria:

1. Compliance with RCW 70.160, The Washington Clean Indoor Air Act.
2. Compliance with Chapter 296-62 of the WAC.

3. Compliance with the original report by the first Smoking Task Force dated March 14, 1996.
4. The “two and a half minute rule: smokers should not have to walk more than 2.5 minutes out of their way to smoke and non-smokers should not have to walk more than 2.5 minutes out of their way to avoid smoke.

The Designated Smoking Areas

- The Eastside of Cafeteria Plaza
- West of the Kitchen
- The Arts and Science Plaza
- The Technology Plaza
- The Upper Flag Plaza
- Plus all parking lots

Compliance What should you do if you see someone violating the new smoking policy? You can contact a Security Officer. The officers are trained to address the issue. However, if you decide to address the smoker directly, here are a few tips to keep in mind (courtesy of Jeff Caldwell, NSCC Safety/Security Manager).

“When you decide to enforce a campus rule it becomes much easier if you follow a few simple rules. Speak in a clear confident tone of voice. Use a ‘disinterested interest’ demeanor. Anger and emotion will aggravate the encounter. It is vital you know the rules yourself—address the conflict in known facts and observations only.

- Introduce yourself by **name and title**
- State your purpose
- Ask for voluntary compliance
- ***Give the person reasonable time to comply***

Move without a pause from line one to line two. Most people will not interrupt you if the pace and timing are deliberate. This will prevent mouthy responses from the smokers.

The ‘time to comply’ will be the most important time of the encounter. 99.9% of the people we deal with will comply when addressed in this fashion. The voluntary compliance must be just that—voluntary. Once you have asked for compliance, **give the person the time and space to comply**. I call this “posture time,” the time it takes the person to decide they want to comply. Any interruption during this stage will reduce the chances of compliance.

The chances for success diminish whenever you try to lecture the individual or elicit an admission of guilt. Simply introduce yourself, state your purpose, ask for compliance and give the idea time to set in. It really works. Try it.”

J. Workplace Violence Prevention Program

Statement: A Commitment to Community Safety

North Seattle Community College is concerned for and committed to our employees’ and students’ safety and health. We will not tolerate violence in the workplace, and we will make every reasonable effort to prevent it by implementing a

Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources for our WVPP goals to be met.

Workplace Violence: "Violence" or "violent act" means any physical assault or verbal threat of physical assault against a campus community member. RCW 49.19.010 (et seq)

Information about NSCC's Workplace Violence Prevention Program can be found in *Outlook/Public Folders/North Campus/Workplace Violence Prevention Program*.

K. NSCC Instructional Policies

Policies on Faculty Qualifications Academic Transfer Faculty Qualifications

Minimum Faculty Qualifications:

Faculty teaching academic transfer courses will possess a Master's Degree in the discipline or a related discipline or a bachelor's degree and professional expertise in the field of their educational service.

New class assignments after initial hiring may be made in a discipline related to the initial hiring or in an area in which the faculty can demonstrate new learning adequate for CC level courses. Faculty in the discipline will be consulted before the unit administrator makes such an assignment. In cases of disputes, the Vice President for Instruction will consult with the unit administrator to make a final determination.

More specific qualifications may be created by faculty and deans for hiring instructors in selected disciplines.

Professional-Technical Faculty Qualifications

Minimum Faculty Qualifications:

Faculty teaching professional-technical courses will possess the education, skills, and experience to fulfill standards defined in the relevant WAC rules.

New class assignments after initial hiring must comply with WAC rules, and faculty in the discipline will be consulted before such an assignment is made by the unit administrator.

More specific qualifications may be created by faculty and deans for hiring instructors in selected disciplines.

Approved by Instructional Council July, 2004

NSCC INSTRUCTIONAL POLICY
(Effective 4/22/03)

Military Credit from the American Council on Education

Students with military credit documented on SMART transcripts from the American Council on Education (ACE) will receive up to 15 vocational/technical quarter credits for the elective section of the Associate of Arts degree at North Seattle Community College. The ACE transcript must meet standards required of other official transcripts accepted for evaluation of incoming credits to fulfill degree requirements.

*Approved by Instructional Council and the
Curriculum and Academic Standards Committee
4/22/03*

NSCC INSTRUCTIONAL POLICY
(Effective Fall 2003)

Distance Learning Assignments for Full-Time Instructors

1. Full-time instructors assigned to teach only distance learning courses are expected to be available on campus to perform all professional obligations as defined in Article 6.8 of the SCCD/SCCFT Faculty Agreement, such as:
 - Division and department meetings
 - Program review activities
 - District/campus/unit committees
 - Peer observations
 - Curriculum reviews
2. If it benefits the college to offer a full-time teaching load which includes only distance learning courses, this assignment must be documented in writing and kept on file in the division office and Office of Instruction. The arrangement will be subject to annual review and approval by the unit administrator and Vice President for Instruction. Changing circumstances for division or department needs may necessitate a change in class assignments.
3. For departments with only one full-time instructor, that individual must be available to teach at least one on-campus course and represent the department during the academic year.
4. A full-time instructor is not guaranteed an assignment to teach a Washington Online course or any other distance learning course offered by the college.
5. If there is insufficient demand for a full-time load including only distance learning courses, then on-campus courses will be assigned.
6. Exceptions to this policy will only be granted due to unusual circumstances as approved by the division dean and Vice President for Instruction and will not constitute permanent arrangements.

Revised 4/21/03 (with input from district VPIs)

NSCC Instructional Policy

Committee Participation for Faculty Probationers

The SCCFT Faculty Agreement includes committee participation as a professional obligation of full-time faculty. Although new full-time instructors in the tenure review process are expected to participate on committees or work groups during their first year, it is recognized that some may need time to adjust to their new position and learn about the college.

If requested by the probationer and the tenure review committee, the NSCC Office of Instruction will exempt a new faculty probationer from committee participation during the first year of tenure review, provided the instructor investigates existing committees or work groups, selects one of interest, and makes a commitment to participate in that group during the second year of tenure review. The division dean, serving as chair of the tenure review committee, is responsible to ensure that a faculty probationer meets these expectations.

Approved by Instructional Council
March, 2005

V. FACILITIES AND SERVICES

A. *The Bookstore*

The Bookstore, operated by Barnes and Noble, carries a wide variety of merchandise to meet the academic needs of the community. New and used textbooks, school and office supplies, general reading materials greeting cards and other gifts are all available to purchase at the store. The web site is <http://bkstore.com/northscc>. Contact the Bookstore for information about a Barnes and Noble discount card available to NSCC faculty and staff.

The college bookstore is located on the first floor of the Instructional Building.

Bookstore Hours:

First two weeks of quarter	M—Th	8:00 a.m. — 6:30 p.m.
	F	8:00 a.m. — 4:30 p.m.

Regular hours	M—F	8:00 a.m. — 4:30 p.m.
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Please inform your evening classes of the bookstore hours so those students can purchase their books and materials at their convenience. "Buy back" begins as soon as the bookstore receives orders from instructors. Note: The Bookstore hours may change as necessary. Contact the bookstore at (206) 527-3637.

B. *Computer Labs/Classrooms*

NSCC has 30 computer labs and 3 mobile computer labs, available for faculty/student* use as well as 4 roving computers (1 MAC, 3 Windows) available for checkout through Media Services (206) 527-3611. The environments covered in these labs include DOS, Windows, Mac and UNIX.

- ALL STUDENTS USING COMPUTER FACILITIES MUST BE CODED FOR A COMPUTER LAB (CL) FEE OF \$32.95 PER QUARTER. THE CL FEE IS PAID ONLY ONCE PER QUARTER NO MATTER HOW MANY CLASSES A STUDENT TAKES THAT REQUIRE THE FEE.
- ALL STUDENTS WHO PAY THE COMPUTER LAB FEE HAVE FULL ACCESS TO THE WIRELESS NETWORK ON CAMPUS.

<u>Services Provided by IT services</u>	<u>Phone</u>
Schedule lab time:	(206) 527-3702
Help Desk and Saturday Tech. Support:	(206) 527-3630

Requests for service can be made via the new on-line service order form available at: <http://help.scc.ctc.edu/>, or by telephone at (206) 527-3630.

Order computer supplies:	(206) 527-3763
Evening contact for computer facilities:	(206) 527-3761
Director:	(206) 527-3740

Faculty should get printer cartridges, paper, etc., through their division.

C. *Library and Media Services (206) 527-3607 (<http://dept.sccd.ctc.edu/nslib/>)*

Library and Media Services offers a wide range of materials and services to faculty, students, and the community. Books, magazines, videos, CDs, DVDs, and audiotapes are available for checkout or for use in the classroom or library. The Library/Media Services website (above) is the gateway to the wide variety of resources and services available. The Library Catalog provides access to our book and non-print collection and also includes the collections of Seattle Central and South Seattle Community College libraries, as well as access to more than 10,000 eBooks. There are approximately 450 periodicals in the library in print or micro format. There is also an extensive array of electronic databases that include full text magazine, journal, and newspaper articles. Your staff identification number is your password for off-campus access to the databases. Please call in advance to arrange for videos or DVDs that you wish to show in the classroom. Library and borrowing policies for all materials and for media equipment are listed on the Library/Media Services website.

Fall, Winter Spring Hours:

M-TH 8 a.m. - 9 p.m.

F 8 a.m. - 4 p.m.

Sat & Sun Noon - 5 p.m.

Summer hours and quarter break hours vary.

Call for hours of operation during these times.

DIVISIONAL LIBRARIANS:

The faculty librarians and their divisional responsibilities are:

- Sharon Simes (206) 526-7717 - Arts, Humanities and International Programs, Continuing Education.
- Connie McDowell (206) 527-3612 - Business, Social Sciences.
- Maria Paz (206) 526-7718 - Child and Family Education, Health Medical, Science and Math, Student Services, Culinary Arts.
- Jennifer Wu (206) 526-7719 - Electronics, Engineering Technology and CAD, Information Technology, Science and Math (Computer Science only).

LIBRARY INSTRUCTION

Faculty librarians (listed above) offer information literacy and library research instruction for all classes. Library classes can provide either general library information or be tailored to support specific assignments. Sessions are especially suggested in classes where research is part of the course requirements. To allow adequate time for preparing class materials, a twenty-four hour notice is needed to schedule a library class. Instructors are asked to send copies of the assignment so appropriate resources are highlighted.

RESERVE COLLECTION

Faculty can place supplemental course materials on reserve for their classes. Three loan periods are available: two hours, twenty-four hours, and three days. Selected items can also be placed on e-Reserve with password protected online access. Contact the library staff at (206) 527-3607 to place materials on reserve. Three days' lead-time is necessary to process reserve items.

INTERLIBRARY LOAN

Interlibrary loan service is available for students and faculty when needed materials are not in the NSCC library. Materials requested from within the District generally have a turnaround time of approximately 24 hours.

BORROWING LIBRARY MATERIAL

Your SCCD Faculty Identification card is your library card and is available from your division secretary. Quarterly borrowing privileges for NSCC-owned materials are extended to faculty upon request and with the approval of a full time library staff member. If another person needs the material, the library will recall it after the normal two-week loan period. Every effort will be made to accommodate a faculty member's special needs for the college's library materials. It is the borrower's responsibility to pay for lost or damaged materials.

NEW BOOKS AND AV

Faculty are encouraged to suggest print and non-print materials that they believe will support their courses for possible addition to the library collection. Please give the librarians as much lead-time as possible for purchasing and processing materials to ensure their availability for your students.

Media Equipment (206) 526-0072 or 0071

Media equipment available for use in the library or classroom includes: VCRs, televisions, DVD and CD players, slide projectors, sound systems, video cameras, and data projectors with computers. Please schedule classroom equipment needs as far in advance as possible, with a minimum of 24 hours' notice. Instruction on using the equipment is available. Listening and viewing carrels and rooms are available in the library for students' convenience. Call about other services that may be available.

D. Distance Learning

North Seattle Community College offers its students "distance learning" opportunities in a variety of ways. Online learning can be incorporated into fully online, hybrid and on-campus classes. Instructional multimedia can be delivered variously through online video streaming, online broadcasting, cablecast and rental of DVD and VHS videotapes to students. North Seattle also has a two-way interactive television (ITV) classroom and portable Polycom carts (maintained and monitored by the Media Center and IT Services) for sending and receiving live instruction between campus locations and remote sites via the Internet and the state's K-20 ITV system. The Distance Learning office coordinates with the district's "SCCtv" television station to provide video streaming (at www.scctv.net) and cablecast options (on Channel 28) for faculty use. The Media Center has satellite downlink capabilities.

Classes that utilize distance learning are coordinated through academic divisions and the Distance Learning office. The "DL" office provides support and resources for faculty during design, development, delivery, maintenance and revision of these options. TLC workshops, one-on-one tutorials and mentoring are ways that faculty can receive specialized training and help with online instruction and the use of web tools such as FrontPage, Dreamweaver, WebCT, FirstClass and Multimedia. With the help of IT Services, the DL office also provides ongoing technical support for students and can assist with class orientation sessions

during the first week of each quarter. For certain classes (e.g., Washington Online), the DL office coordinates instructional resources and training with other institutions throughout the region and the state.

Divisions determine when and in what ways distance learning options are integrated into their curricula each quarter. Divisions hire and supervise instructors. Distance learning courses must be approved by the Curriculum and Academic Standards Committee (CAS) the same as for all courses. Official faculty/course evaluation forms can be made available online for students with responses sent directly to the divisional dean. Divisions also handle copying, correspondence, envelopes and postage, room assignments and contractual arrangements as needed.

If you plan to use distance-learning modalities for an off-campus or on-campus class, be sure to contact the Distance Learning office well in advance. In addition to training and assistance with administrative deadlines, the DL office can help brainstorm and coordinate the logistics of getting materials to students and arranging for student services and technical support.

The faculty, divisions and Distance Learning office have collaborated on North's successful and dynamic program of distance learning opportunities. This program has a history of distinctively low attrition rates as consistently shown in statewide statistics. The program grows in enrollment every quarter. We are proud of our collaborative successes and look forward to working with you. The following contact information may be useful:

Distance Learning Office: CC 1443 (First floor of the College Center building, Across the courtyard from the bookstore.)

Office phone number and email: (206) 527-3738 distance@sccd.ctc.edu

Distance Learning website: <http://www.virtualcollege.org>

Faculty DL website:

<http://northonline.sccd.ctc.edu/virtualcollege/faculty/facindex.htm>

Division: Instructional and Information Support Services

E. Copy Center

The Copy Center serves the entire college community. It is located on the first level in the Instructional building (IB) - room 1425. Phone (206) 527-3616.

Copy request forms are available from your division secretary. Please fill out the green request forms. Include all signature authorization as well as the budget number to be billed, and then number the pages of your master copy and remove all staples. Self-service and personal copying is available at the copy center. In several divisions, copying is done on a division copy machine. See your division secretary for division copying policies.

Other services:

- Transparencies
- Card stock
- Colored stock, various sizes
- Faxes
- Enlargement and reduction services

Learning packets are sold to students in the Copy Center. Copyright rules are enforced. If you are using any copyrighted materials in your packets, written permission from the copyright owner is required. Learning packet request forms are available from the division secretary.

HOURS:

Fall, Winter, and Spring quarters:	7:30 a.m.—7:00 p.m.	Monday – Thursday
	7:30 a.m.—4:00 p.m.	Friday
Summer:	7:30 a.m.—6:00 p.m.	Monday – Tuesday
	7:30 a.m.—4:00 p.m.	Wednesday – Thursday
	7:30 a.m.—2:00 p.m.	Friday
Quarter breaks	7:30 a.m.—4:00 p.m.	Monday – Thursday
	7:30 a.m.—2 p.m.	Friday

LEAD TIMES:

Please check with Copy Center staff for large, complicated rush orders, and all packet requests.

For further information or for assistance - contact the Copy Center Coordinator at (206) 527-3616 or (206) 529-6035.

F. Food Service

The college has two dining facilities, which are the training areas for the culinary arts program. The students under the supervision of the faculty prepare the food.

North Star Dining Room (located in the College Center building)

Hours: M—Th 11 a.m.—12:45 p.m. (last seating)

The dining room is open fall, winter and spring quarters.

College Cafeteria (located in the College Center building):

Hours: M—Th 7:00 a.m.—7:30 p.m.

F 7:00 a.m.—2:30 p.m.

Hot Lunch: 11:00 a.m.—1:00 p.m.

Grill window: 11:00 a.m.—1:15 p.m.

Hot dinner: 5:00 p.m.—7:00 p.m.

Munch Mart (located in the Instructional Building):

Hours: M - Th 7:00 a.m.—8:30 p.m.

F 7:00 a.m.—4:00 p.m.

Sat 8:30 a.m.—3:30 p.m.

Contact the Culinary Arts division at (206) 527-3779 for operating hours during summer quarter and term breaks. Hours are subject to change. The Cafeteria closes at 2:30 p.m. on Fridays. Espresso is available in the Student Events Center from 7:15 a.m.—7:30 p.m. M—Th, 7:15—2:00 p.m. Fridays.

For use of the Rose Room, North Star and cafeteria call the Culinary Arts division office at (206) 527-3779.

G. Tutoring:

The Loft Writing Center Plus

The tutors of the Loft Writing Center Plus help students from all language backgrounds improve skills in English and world languages through individual and small group tutoring. English tutors assist students from all divisions with all parts of the writing process, tips on how to read texts, and the development of improved study skills. World language tutors answer questions about writing, explain grammar, and provide for conversational practice. The Loft multimedia lab contains a variety of software programs designed to provide practice in reading, writing, listening, and speaking English, Spanish, French, German, Chinese, Japanese, and Russian. No appointment is necessary to see a tutor in the Loft. Students are helped on a first come, first served basis.

NSCC instructors are encouraged to invite a Loft tutor to come to one of their classes to describe the services of the Loft. Class orientations in the Loft can also be arranged. Please call (206) 526-0164 for more information and hours of operation.

The Loft is located upstairs in the library.

The Math/Science Learning Center

The Math/Science Learning Center is a study center for math, physics, chemistry, and computer science students. The center has space where students can work alone or in groups, computers, reference books, and solutions manuals. Student tutors staff the room so that students may get help on an as-needed basis. This service is available to all currently enrolled students.

H. Marketing and Public Relations

The Marketing and Public Relations department is eager to help you promote activities, events, classes and honors. The department uses a variety of marketing tools including the campus reader boards, screen savers that appear on staff and lab computers, working with the media, publication “Inside North,” quarterly class schedule, flyers, postcards, rack cards, or brochures and advertising. Work with your unit administrator to contact the Marketing and Public Relations department. More information can be found on Microsoft Outlook – *Public Folders/North campus/Marketing & PR/Getting the Word Out*.

I. North Seattle Community College Foundation

The North Seattle Community College Foundation enhances the educational environment and opportunities for the students and faculty by seeking private contributions and allocating these funds where the need is greatest. The Foundation office is located in the College Center building, CC2158B. Call (206) 527-3604 for more information.

Because of generous donations from the campus and community, North's Foundation is able to offer funds for student scholarships and financial aid, professional development for faculty and staff, instructional equipment, and critical short-term needs (unrestricted funds) at North Seattle Community College.

Grants

Quarterly mini-grants fund professional development, equipment, marketing and recruitment, and special projects. Applications to apply for mini-grants are available for faculty and staff to apply for mini-grants. For the latest version of the application visit the Foundation Office or email the Foundation Program Coordinator, Matt Ayer at Mayer@sccd.ctc.edu to receive an online copy.

Student Scholarships and Financial Aid – Annually, over 100 students receive scholarship awards, ranging from one quarter to three quarters' tuition. In addition, there are several Foundation scholarships awarded by the divisions and departments.

Program Fund

Revolving Loan Funds for Student Needs and the Student Revolving Fund for Tuition Assistance provides emergency loans for tuition to students through the Financial Aid Office. The Student Emergency Fund provides funds for small emergencies, and requests are approved through the Student Success Office – College Center Bldg. Room CC2445.

Donations

Donations to the Foundation are graciously accepted to support students and services at North.

Alumni Association

The Alumni Association of NSCC was established to build and sustain meaningful relationships with our past students, fostering support of current and future students' success. Any student who has attended NSCC regardless of whether they completed a certificate or degree is considered an alumnus.

Membership is free, and there are many benefits open to NSCC alumni. Contact (206) 527-3604.

J. International Student Programs (ISP)

The International Student Programs Office provides admissions and advising services and organizes activities for students with non-immigrant visas. The office is located in the College Center building, CC2461E. The office hours are

9:00 a.m.—5:00 p.m. Call (206) 527-3672 for more information. The ISP Office also coordinates English language programs for students from other countries on short-term study tours.

K. *North Seattle Institute of English (NSIE)*

The Institute of English is an intensive English and college prep program for international students who are in the U. S. on student or other visas. Located across from the Testing Center in the College Center Building, the program provides English as a second language classes for students who wish to enroll in one of North's college programs and for students whose goal is simply to improve their English language proficiency. Advanced students in the college prep program may take a college class concurrently with their language study and upon successfully completing the program students may enroll full-time in college programs. Call (206) 527-3795 for more information or check the web site www.northseattle.edu/isp.

L. *Wellness Center*

The Wellness Center offers a variety of ways to begin a more active life. The Center is a 44,000 square foot facility that offers wellness, fitness, recreation and sports programs for NSCC students, staff and the general public. The facility features a fully equipped strength and cardiovascular conditioning center, two conditioning studios, and an elevated, glass-enclosed track. Upstairs is a large gymnasium for basketball and volleyball.

The Wellness Center offers a variety of drop-in fitness classes that vary according to the quarter. For more information on hours of operation, programs or facilities, call the automated information line at (206) 527-3649.

Facility Hours Fall Quarter are:

Monday-Friday	7:00 a.m. – 8:00 a.m. and 11:00 a.m. – 8:00 p.m. (Closed 8:00 a.m. – 11:00 a.m. for PE classes)
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	Closed

The P.E./Wellness Center Automated Information Line (206) 527-3649
Webpage <http://www.northseattle.edu/services/wellness>

M. *The Teaching and Learning Center (<http://northonline.northseattle.edu/tlc/>)*

The Teaching & Learning Center (TLC) is located in room CC1343 and exists to support and encourage the continual improvement of all forms of teaching and learning at NSCC. The TLC is a multi-use facility with a multimedia computer classroom, a seminar room for meetings and workshops, a high-end computer lab with a wide range of software and hardware, and a faculty and staff lounge. The TLC website includes many helpful resources, links to higher education conferences and organizations, and a quarterly calendar of TLC - sponsored workshops.

All full- and part-time faculty, staff, and administrators are encouraged to come to the TLC to explore various methods of instruction, to learn new technologies, to increase awareness of the many issues of diversity, to develop courseware, and

to share philosophies and ideas. The TLC staff is readily available to provide assistance and advice in order to facilitate and enhance the learning experience.

The TLC offers weekly seminars, lectures, and workshops designed to provide opportunities for ongoing professional development. Some past examples include workshops on syllabus construction, modern critical theory, and working with diversity in the classroom. The TLC also sponsors training workshops in a variety of software applications, including Microsoft Office, email, and numerous Web-related applications. One-on-one instruction can also be arranged. The TLC has some software and equipment available for short-term checkout by faculty and staff. They include Microsoft Office and Microsoft FrontPage software (These are not the Windows operating system software.) and several laptop computers and digital cameras.

Salary credits for faculty are available for all TLC workshops. Members of the NSCC community are encouraged to drop by and tap into lifelong learning and creativity with the TLC.

N. STUDENT SERVICES

Admission/Registration

Students will find information regarding their enrollments, records, and registration appointments in Online Services at www.northseattle.edu. If students ask you for information concerning admission, procedures for registration, registration dates, placement testing, class withdrawal, and similar matters, refer them to the quarterly schedule. If further assistance is needed please refer students to registration and admissions area on the second floor of the College. The registration area is normally open between 8:00 a.m. and 4:30 p.m., Monday thru Thursday, and 9:00 a.m. to 4:30 p.m. on Friday.

Advising and Student Success Services

Includes: The Advising Center, Counseling Center, Disability Services, Running Start, and Women Services. Offices are located on the second floor of the College Center building.

Advising Center

Advisors help both professional-technical and college transfer students make course selections, plan programs of study, design educational plans, and understand requirements for transfer to four-year colleges and universities. Students planning to transfer are strongly encouraged to consult with an advisor regarding their program and academic goals. Advisors advise students in the areas of Adult Basic Education (ABE), GED, English-as-a-second language (ESL), and Adult High School Completion.

Email advising is provided daily through Advisornorth@sccd.ctc.edu

The Advising Center also offers a wide selection of resources: college catalogs, college transfer handbooks and newsletters, degree and major worksheets, professional-technical planning guides, course descriptions and scope and sequences. The Advising Center is on the second floor, College Center Building-CC 2356. Call 527-3658 for more information.

Culinary Arts and Health & Human Services programs advise their students.

Counseling Center

You may refer students to the Counseling Center for help on ways to become a more effective student, career and educational goal decision-making, and with personal issues that interfere with being a successful student. Career counseling, as well as materials and assistance on making career decisions are available in the Counseling Center.

<http://www.northseattle.edu/services/counsel.htm>

Office Hours: M-F 8:00a.m. - 4:30 p.m. An evening appointment may be scheduled by calling 527-3676.

Disability Services (formerly Educational Access Center)

NSCC has made a special commitment to provide assistance and support to students with disabilities. The coordinator is available at (206) 527-3697 or ssewell@sccd.ctc.edu. Assistance to students with registration, counseling, reading services, faculty consultation, and testing is provided. Other services provided are interpreters, recorded text materials, tutoring, large print, adaptive software and hardware, screening for Scotopic Sensitivity Syndrome, learning disability screening, referrals, and other auxiliary aids and services. To receive accommodations students with disabilities must be registered with Disability Services. They must provide documentation of their disability from a licensed professional qualified to diagnose. Disability Services always encourages the student to meet individually with their instructor to discuss their disability and how it will impact their education.

- It is the student's responsibility to give the instructor their accommodations provided by Disability Services
- The instructor may not under any circumstances disclose a student with disability to the rest of the class.
- The instructor may not ask the student the nature of their disability or ask for documentation
- The Disability Services coordinator is available to meet with instructors to answer questions or concerns and to provide classroom presentations on disability issues.
- Disruptive students. No student may claim disability as a reason for being disruptive. All students regardless of disability must adhere to the student code of conduct, must be treated as any other disruptive student, and face the same disciplinary procedures and consequences as any other student.

Students who are perceived by instructors to have learning disabilities and all students who indicate a need for special assistance should be referred to Disability Services, room CC2446C.

Running Start

Running Start provides high school students the opportunity to enroll in college-level courses tuition free, earning both high school credit and college credit at the same time. Tuition is paid by their school district to a maximum of 18 college level credits (courses numbered 100 level or higher). The office is located in the Advising Center and available to students who are:

- At the 11th or 12th grade level and enrolled in a Washington state public high school.

- Ready for college-level coursework (must place into either English 101 or Math 102 on the college assessment test or the English and Math level required for their program).
- Ready to take advanced level courses on topics that may not be available in the high school.

Students are responsible for course books, materials, and transportation. Running Start is available fall, winter, and spring quarters. **Contact Information:** Chhaydenn Phounsany, Student Success Specialist, 527-3682.

Women's Services/Gender Issues

The NSCC Women's Services are located on the second floor of the College Center building. This is a place where students get together with other students and find support, information, and referrals to the resources and services to:

- Help individuals overcome obstacles that interfere with their academic advancement
- Support women's access to and participation in all fields of student and employment
- Assist women and men to explore college re-entry college transfer, or career options
- Encourage the expression and consideration of multi-cultural points of view, including women-centered perspectives that have historically been unexplored in higher education
- Involve students in initiating, developing, delivering services to broaden their leadership skills
- Sponsor workshops, information about college and community resources, lectures, credit courses and support groups.

To reach Women's Services call 527-3696 or email womenscenter@sccd.ctc.edu. <http://www.northseattle.edu/services/women/>

Multicultural Student Services

NSCC offers many support services aimed at students of color through the Office of Multicultural Services. The office assists students with registration, advising, career counseling, transferring to a four-year academic institution, multicultural student events, and instructional programs. Call 527-3643 for more information. ivasques@sccd.ctc.edu. <http://www.northseattle.edu/services/multic.htm>.

Financial Aid

The Financial Aid office provides information on student financial aid application processes, eligibility, types of aid available and guidelines for federal, state, and institutional programs. The office is also responsible for processing scholarship awards and third party agency accounts such as Boeing Training vouchers, Labor and Industry vouchers, etc. Federal and state regulations require attendance verification before students can receive their financial aid. **Faculty members will be asked by financial aid recipients to document attendance in class by signing an official attendance verification form at the beginning of each quarter.**

On-line course faculty can email the financial aid office at 'nscdfinanciaid@sccd.ctc.edu' verifying that a student(s) has been 'electronically' attending class.

The Financial Aid office is located in the College Center building, CC2358A. Hours of operation are Monday—Friday, 8:00 a.m.—4:30 p.m. during the regular academic year. The office is open the first two evenings of each quarter until 7:30 p.m. Summer office hours may vary. Please call (206) 527-3688 (press 4 to by-pass the message) for information and assistance.

Testing Center

The Testing Center provides placement tests for English, Mathematics, and ESL, GED Testing, and proctored exams. Students who plan to enroll in English composition or math classes (or any other class that has an English or math prerequisite) **MUST BE** tested in reading, writing, and mathematics. Students who have completed college level English composition and/or mathematics courses usually do not need to test. Exception: students enrolling in Health/Medical programs **MUST** take the Compass English and Math placement exams, even if they have completed college level English or math courses. Placement test fee is \$12. The Testing Center Calendar is available under “Testing Center” on North’s Public Folders, and www.northseattle.edu to Enroll to Testing. Call (206) 527-3674.

O. *Career Services*

Career Services offers assistance in obtaining career information, identifying and planning a career path, developing job search skills, and locating part-time or full-time employment, and work experience in a student’s field of study. The office provides individual career advising and workshops, produces an annual career fair, and sponsors on-campus employer visits and other special career-related events.

Highlights of Services

- Daily posting of employment openings on job board and selected “hot jobs” posted on website;
- Career Services Lab with 7 PC’s with Internet access, a reference library and free faxing for job-search use;
- Assistance finding internship/work-based learning experiences;
- Access to labor market information;
- Resume writing assistance;
- Career-related seminars on resume writing, interviewing techniques, networking strategies, salary negotiations, and career exploration;
- Computer-based career interest assessment tools such as CX Online, Washington Occupational Information System, and Choices CT; and
- Classroom presentations on employment-related topics.

Visit the Career Services website at www.northseattle.edu/services/career or call (206) 527-7656 for more information.

P. The Workforce Education Office

Worker Retraining Program offers tuition, priority registration and other services to persons who are being laid off from their jobs, or are collecting (or have exhausted) Washington State Unemployment Insurance Benefits. Displaced homemakers and formerly self-employed persons may also be eligible. This program also interacts with federally funded programs such as the Trade Adjustment Act. Faculty with worker retraining students enrolled in their class(es) will be asked periodically to fill out academic progress reports, as required by Employment Security and federal funding agencies.

- The WFD office also manages a certain amount of workforce development funds, which are applied for annually to support high demand and/or high technology program development. More information about this program can be obtained by calling (206) 527-3787.

Q. WorkFirst Program

The WorkFirst Program serves low-income parents and pregnant women. Services include: wage progression tuition/book assistance for low-income working parents; pre-employment training and/or work-study positions for TANF (Temporary Aid for Needy Families) recipients; and Families That Work program for TANF recipients who are pregnant or are parents with young children. For more information call (206) 527-7655.

R. Career Link Academy

The Career Link Academy provides a unique program for young people, 16-21 years old who have left high school without graduating. Established to help young people prepare for employment opportunities and/or further their education, the Academy provides:

- ✓ Job readiness skills
- ✓ Computer applications
- ✓ Study skills
- ✓ Career and education exploration and planning
- ✓ Enrollment assistance into vocational programs on campus
- ✓ GED preparation
- ✓ Goal setting
- ✓ Pre-vocational Learning

For more information about the Career Link Academy, please call (206) 527-3743.

S. Entry Services/Outreach Activities

Coordinates and participates in outreach activities with area high schools, the local community and provides support for faculty and staff in outreach activities.

High School Outreach Activities: Entry Services provides presentations on North Seattle Community College at local high school college nights, college fairs, and in high school classrooms. It is the campus contact for visits from prospective high school students and the contact point for classroom visits to local area high schools.

Campus Tours: Tours depart from the Admissions/Registration Office every Thursday at 1:00. Tours are also available on an appointment basis as necessary.

Community Outreach Activities: Entry Services coordinates North's participation in various community outreach activities such as the North Seattle Family Service's Muslim Women's group and worker retraining events at Seattle City Light and the Seattle Times.

Contact Information: Susan Shanahan, Director of Entry Services, 527-3679.

T. *Tech Prep*

North and other community colleges have articulated agreements with area high schools in specific professional-technical programs that allow students to receive college credit in that program upon enrollment in the community college. Currently North's Tech-Prep programs include Early Childhood Education, Business/Accounting, Engineer Design Technology, and Computing Technology. Call the Executive Dean for Professional Technical Programs and Workforce Education at (206) 527-3701 for more information.

VI. SEXUAL HARASSMENT AND STUDENT COMPLAINTS

A. *Sexual Harassment*

All employees and students have the right to a working and educational environment free from sexual harassment. Non-college individuals, including applicants for employment, vendors, consultants, and contractors, also have the right to be free from sexual harassment while at this institution and must not harass members of this institution's community.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is either a stated or implied term or condition of employment, or status in a course, or institutional program or activity;
2. An individual's submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual;
3. Such conduct unreasonably interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or learning environment.

Employees and students are encouraged to come forward with their concerns or complaints about sexual harassment. Immediate and appropriate action, as described in the complaint procedures, will be taken to resolve complaints. Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted.

Contact David Bittenbender, Human Resources Representative at (206) 526-7792.

Reference: Seattle Community College District Sexual Harassment Policy 419.

B. *Student Complaints*

The Seattle Community College District has established procedures to guide students who feel they have a complaint relating to an action by a member of the college community. Contact David Bittenbender, Grievance Officer at (206) 526-7792.

Faculty should contact their division administrator promptly with all issues regarding disruptive students or for further information on policies and procedures governing student complaints. Security may also be contacted at (206) 527-3636.

VII. PAY, BENEFITS, AND RELATED MATTERS

A. *Your Teaching Contract*

An employment notice will be issued to you stating the term of your employment, the rate of pay, and the paydays. In addition, full-time faculty will receive an annual contract from the District. Your division administrator will work with you to determine your placement on the salary schedule (per the SCCFT/SCCD Agreement).

Human Resources Information

Below are some sites with Human Resources information for North Seattle Community College and the Seattle Community College District.

SCCFT info: <http://www.seattlecolleges.com/services>
Faculty/staff, faculty union

Faculty salary schedules:

Outlook/Exchange, Public Folders, All Public Folders,
District-wide Information, Human Resources, Salary
Schedules

Seattle Community College District Policies and Procedures:
<http://www.seattlecolleges.com/services>

B. *Pay and Benefits*

The following standard deductions will appear on the stub of your paycheck:

- Withholding tax (income tax)
- OASI (social security)
- Medical aid and industrial insurance (worker's compensation)
- Unemployment benefits
- Medicare insurance

There may be optional deductions available to you depending on your employment status. For assistance call the district benefits administrator at (206) 587-6301.

C. *Part-time Faculty Benefits*

Part-time faculty who teach at more than one college in the state may be eligible for medical insurance coverage at certain workloads. Contact the benefits administrator.

Leave

Refer to Article 5 of the Agreement between Seattle Community Colleges and SCCFT for leave information for full and part time faculty.

Leave accrual

Full time faculty members accrue compensable sick leave. Part time faculty working more than 50% accrue non-compensable sick leave based upon the

number of contact hours worked multiplied by .06. (For leave purposes, six hours equals one day.) The difference between compensable and non-compensable leave is that when you terminate employment you can be compensated for compensable sick leave but not the other. Full time faculty members report sick leave in days and not hours.

Refer to the SCCD and SCCFT Agreement for other types of leave faculty members may qualify to use.

D. *Pay Days*

Part-time faculty receives a copy of the employment notice during the first month of each quarter. Pay dates are noted on the copy. New full-time probationary faculty receives a contract to be signed. Tenured faculty receives one employment notice annually.

Paydays are the 10th and the 25th of each month for all faculty. Paychecks are available from the division secretary shortly before noon of these dates. Call your division to be certain the check has arrived before going to school to pick up your check. Checks will be mailed to you by request if you complete a mailing authorization form. Paychecks will be not placed in your campus mailbox. The "Direct Deposit" of paychecks into the bank accounts of employees is available to all employees. Please check with your division secretary if you want to use "Direct Deposit."

E. *Responsibilities—The Board of Trustees—SCCFT Agreement*

Faculty members are instructional employees covered by the current Agreement negotiated between the Seattle Community College District (SCCD) and the Seattle Community College Federation of Teachers (SCCFT). The Agreement lists the obligations and responsibilities for all faculty members and details concerning professional obligations, rates of pay, salary placement, leaves, workloads, grievance procedures and other related concerns. Contact the SCCFT campus vice president or your division administrator for your copy of the Agreement.

F. *Faculty Identification Cards*

Faculty identification cards are issued to all full time faculty and part time faculty on the part time priority-hiring list. Faculty identification cards will be issued to other part time faculty upon request. Ask the division secretary for an identification card.

G. *Evaluation*

The Agreement requires that all tenured full-time faculty members conduct anonymous student evaluations quarterly. One anonymous evaluation each year will be supervised by the division administration and the results given to the Unit Administrator as well as the faculty member.

All part-time faculty not on the priority hire list must conduct quarterly anonymous student evaluations and shall provide the results to the unit administrator.

All priority hire faculty will conduct quarterly student evaluations. One anonymous evaluation each year will be supervised by the division administration and the results given to the Unit Administrator as well as the faculty member.

Full-time faculty on tenure review will conduct quarterly student evaluations as agreed to with the tenure committee.

The District Faculty Development Office (206) 587-4103 has a variety of evaluation forms available for you.

H. *Certification for Vocational/Technical Instructors*

The Washington Administrative Code 131-16 (WAC) requires that all new full-time professional technical instructors are required to attain an initial 3-year certificate within the first quarter of employment with Seattle Community College District. After the 3 year initial certificate faculty must renew for a standard 5-year certificate. Full time professional technical instructors are required to keep their certification current. Part time professional technical instructors who teach a two-thirds load for three consecutive quarters excluding summer are required to attain an initial certification within the first quarter following the three quarter eligibility period. Candidates must develop a professional development plan based on a self-assessment of the candidate's attainment of the state professional technical skill standards.

First aid and CPR training are required for Culinary Arts instructors as well as professional-technical instructors teaching in classrooms or labs where computers may be opened, installed, or moved. However, all faculty are encouraged to take advantage of free first and CPR training offered by the college in order to be better prepared if an accident or medical emergency occurs during class. Classes are offered quarterly except summer.

Consult your division administrator for details on professional technical certification. The entire certification process is electronic.

I. *Professional Improvement Plan*

Candidates for initial certification, standard certification and renewals of standard certification must have a development plan that has been approved by the supervising professional technical administrator or designee.

J. *Educational Activities Applicable Toward Credits*

The following types of educational activities may be applicable toward credits for salary schedule progression:

1. Courses related to a faculty member's discipline or teaching area.
2. Courses necessary to undergraduate or graduate degree programs.
3. Regular and special courses, seminars, workshops, etc., offered by the District or industrial or professional organizations if related to the faculty member's discipline or teaching area.
4. Seminars, colloquia, workshops, institutes, and lectures offered through the Faculty Development Program if related to the faculty member's discipline or teaching area.

5. Special projects and activities such as published papers and presentations in one's discipline or field, study or research tours, and professional licensing related to the faculty member's assignment.
6. Employment in a related field to improve instructional skills or course content.

K. *Professional and Educational Development Report*

The faculty member is responsible for submitting annual Professional and Educational Development Report Form and documentation of completion for each activity to the division dean. The form is found in Microsoft Outlook—*Public Folders/All Public Folders/District Wide Information/Human Resources/Forms/Faculty Annual Professional and Education Development Report Form*. Full-time faculty members need to submit to their deans by July 1 the form for progression on the salary schedule. Refer to the Agreement between SCCD and SCCFT or with the division dean for more information.

L. *Professional Development*

Full- and part-time faculty members are invited to participate in the professional development activities of the faculty. The Seattle Community College District offers a training and development program for all district employees. This program is intended to facilitate developing new knowledge and skills, which will assist them in performing their present or future jobs.

A faculty development coordinator works with the district-wide Faculty Development Steering Committee in planning faculty-oriented activities and programs. For information call (206) 587-4103. Professional development programs are widely posted, and announcements of upcoming activities will be placed in your mailbox. Full and part-time faculty can also apply for faculty development grants each year.

Foundation Mini-Grants are also available for NSCC faculty.

M. *Curriculum Grants*

Curriculum Grants are also available for full and part-time instructors. Each year the District funds grants for curriculum-related projects. The Curriculum Grants Committee handles applications, review, and awards. For information call (206) 587-3873.

N. *Tuition Waivers*

Tuition for the attendance of classes within the Seattle Community College District may be waived on a space-available basis for an employee working 50 percent or more at Seattle Community College District VI as defined in District VI's published policy and procedures approved by the Board of Trustees subject to the criteria set forth in RCW 58B.558.

Employees receive a \$10 reduction in fees for Continuing Education classes.

O. *Travel/Approved Mileage Reimbursement*

Travel done during college time requires approval from the division dean. Under certain circumstances, the college will fund mileage expenses for travel. If you attend conferences, seminars, or other activities on behalf of the college, see the division administrator prior to the event regarding possible reimbursement.