



# Faculty Handbook 2024-2025



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## Faculty Handbook Provision

This Faculty Handbook contains pertinent information affecting faculty members, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SP’s), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Faculty members are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see the [Colorado Community College System website](https://cccs.edu/about/governance/policies-procedures/) (https://cccs.edu/about/governance/policies-procedures/). Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term or to promise that any specific process, procedures or practice will be followed, or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

## Defining Faculty and Instructors

Throughout this Handbook the term “faculty” refers to regular full-time, regular part-time, or regular limited faculty members. Instructors hired for a specific term are referred to as part-time instructors.

## About Morgan Community College

Morgan Community College is a two-year community college, and one of 13 community colleges in the Colorado Community College and Occupational Education System, Colorado’s largest system of higher education. MCC serves students in 11,500-square-miles of Eastern Colorado including the counties of Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. The main campus is located in Fort Morgan, CO, has three centers in Burlington, Limon, and Wray, and provides services to Bennett, CO. MCC provides the first two years of a college degree, occupational programs, adult basic education, college classes for high school students, and customized training for business and community.



Fort Morgan Campus  
920 Barlow Road  
Fort Morgan, CO 80701  
(970) 542-3100  
(800) 622-0216

## Colorado Community College System

The Colorado Community College System (CCCS) is unique in the nation in its dual oversight of 13 community colleges and career and technical education for the State of Colorado. This organization allows member institutions to work collaboratively and set policies and procedures that govern employment, curriculum, students, and facilities. The Colorado Community Colleges have one governing board, the State Board for Community Colleges and Occupational Education (SBCCOE). Each system college also has an advisory council made up of representatives from the communities served by the college. For more information, please visit:



### Colorado Community College System

9101 East Lowry Boulevard  
Denver, CO 80230-6011  
(303) 620-4000  
[CCCS Official Website](https://cccs.edu/) (<https://cccs.edu/>)

## Accreditation

Morgan Community College is accredited by The Higher Learning Commission (HLC). The contact information is as follows:



### The Higher Learning Commission

30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
1-800-621-7440  
[HLC Official Website](https://www.hlcommission.org/) (<https://www.hlcommission.org/>)

## Mission, Vision, and Values and Guiding Principles

### *Mission*

To empower students and enrich communities.

### *Vision*

To develop learners and responsive leaders who inspire innovation and passion in future generations.

### *Values*

In everything we do we value:

- The Individual
- Integrity
- Diversity
- Equity

- Excellence

### *Guiding Principles*

- Respect
- Integrity
- Open and Honest Communication
- Collaboration

## **General Student Learning Outcomes**

### **Communication**

On completion of their course of studies, successful students should be able to:

- Construct effective written communication that conveys accurate, concise and complete information to a specific target audience while observing the conventions of grammar, sentence structure, punctuation and spelling.
- Construct and deliver a clear, well-organized, verbal presentation.
- Demonstrate the ability to utilize oral, written and listening skills to effectively interact with others.

### **Critical Inquiry**

On completion of their course of studies, successful students should be able to:

- Formulate solutions to problems by using analytical reasoning, which would include:
  - Identifying a problem or argument
  - Isolating facts related to the problem
  - Differentiating facts from opinions or emotional responses
  - Generating possible solutions to the problems
  - Predicting consequences

### **Intra/Interpersonal Responsibility**

On completion of their course of studies, successful students should be able to:

- Demonstrate the ability to plan, organize, manage, and successfully complete projects within defined timelines.
- Collaborate effectively with others toward the accomplishment of common goals.

### **Quantitative Reasoning**

On completion of their course of studies, successful students should be able to:

- Perform a variety of basic mathematical operations.
- Interpret and apply statistical information in various forms.

### **Information Literacy**

On completion of their course of studies, successful students should be able to:



- Use current technology to access information.
- Evaluate the quality of information sources.

These general student learning outcomes are directly related to assessment procedures which all faculty are required to participate in each year. Please see the Assessment section for more information.

## Instructional Division

Please see the MCC website [Staff Directory](https://www.morgancc.edu/about-mcc/staff-directory/?wpbdp_view=all_listings) (https://www.morgancc.edu/about-mcc/staff-directory/?wpbdp\_view=all\_listings) for an updated directory of employees.

## Faculty Responsibilities

This following job description reflects Morgan Community College's best effort to describe the duties of this position. It is not an exhaustive statement of all the duties and responsibilities of the job (for example, some programs, such as nursing, also require faculty scholarship to meet accreditation standards). This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodations. This is not intended to be a contract.

### Faculty Job Description

**Position:** Faculty Member

#### *Organizational Relationship:*

The faculty position reports directly to the Dean of General Education and Health Sciences or Dean of Workforce Development and the Vice President of Instruction and also works cooperatively with other faculty and staff members.

#### *Purpose/Summary of Job:*

The faculty member will be responsible for teaching, advising, recruiting and outreach to the communities served by MCC, while adhering to the College's Guiding Principles and promoting its mission. Instructional content assignment will focus on the area(s) of which individual is qualified determined by the Vice President of Instruction, based on Higher Learning Commission standards and/or Colorado Career and Technical Education standards. The faculty member is responsible for using teaching methods and media designed to reach students of varying educational and experiential backgrounds to allow each student the opportunity to master the objectives of the course. The faculty member will be dynamic, creative and committed to teaching excellence as well as to diversity, equity and inclusion, and have a passion for continuous improvement and assessment of student learning. Teaching assignments may include travel to area high schools to offer college courses to concurrent enrollment students. The use of a variety of instructional delivery methods (i.e. LMS, Webex, Zoom, HyFlex, etc.) will be required. The faculty member will also work with part-time faculty throughout the College's service area to provide mentoring activities and help with the implementation of assessment strategies. Teaching assignments may be scheduled at various times, including evenings and weekends. The faculty member may be asked to teach one course in the summer semester for additional remuneration.

#### *Duties and Responsibilities of Faculty Functional Responsibilities:*

- Provides instruction to students in assigned classes in accordance with schedule, catalog description and official syllabi.
- Posts semester schedule and keeps Outlook calendar up to date. Maintains scheduled office hours



- according to established guidelines.
- Checks email daily and responds to student (and other) communications within 24 hours, except on weekends and holidays.
  - Maintains competence in assigned teaching fields.
  - Maintains career and technical education credentials, if applicable, in accordance with SBCCOE regulations.
  - Engages in professional development activities and keeps informed on new approaches to instruction.
  - Actively collaborates with the Division Chair in the preparation and ongoing revision of class schedules, course syllabi and provides updated copies for department files.
  - Makes recommendations regarding course content, textbook selection, teaching assignments, and student assessment.
  - Actively participates in the assessment of institutional general student learning outcomes in every course and other assessment plans for the discipline as needed. Administers common student assessments as required.
  - Actively contributes to curriculum evaluation/revision based on available data.
  - Identifies supplies, equipment and other learning resources needed to support instruction and make recommendations to the Division Chair.
  - Maintains accurate class records of students' attendance as necessary.
  - Regularly maintains grades in the learning management system (LMS), keeping students apprised of their status in courses/program.
  - Utilizes the Early Alert system (see below) for every course and informs Student Services as soon as possible when a student is underperforming in a course.
  - Adheres to established guidelines and procedures for specific instructional delivery types.
  - Assumes an active role in the recruitment, advising and enrollment processes of the College.
  - Participates in student evaluation of instruction process.
  - Serves on college committees and teams and actively participates in their work.
  - Participates in advisory committee meetings for other relevant programs as requested.
  - Attends and actively participates in departmental, division- and college-wide meetings, including Professional Development Day.
  - Participates in the strategic planning process and provides input into the department work plan and budget development.
  - Participates in the annual commencement exercises of the College. The College President must authorize exceptions prior to the commencement exercises.
  - Performs other related duties as assigned by the Dean or VP of Instruction.

Based on the functions, this position is identified as a Campus Security Authority. As a Campus Security Authority, the incumbent in this position is required to report allegations of Clery Act crimes that they become aware of to the Vice President of Student Success at Morgan Community College. Attends training pertaining to these responsibilities as required.

**Mandatory Reporting:** MCC is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination. I will also report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm.

## Lead Faculty Job Description

**Position Title:** Lead Faculty

**Report To:** The Dean of General Education and Health Sciences or Dean of Workforce Development and the Vice President of Instruction.

**Role Description:** Lead faculty are content experts and content advisors. They are the first point of contact for advice within the discipline(s) to which they are assigned and work closely with the Division Chair. Lead faculty are full-time faculty who serve at the request of the Dean of General Education or the Dean of Workforce Development and the Vice President of Instruction.

### *Specific Duties and Responsibilities:*

Within the assigned academic discipline(s), the lead faculty, as specified by the Dean or Vice President of Instruction:

- Serve as content experts and content advisors within their assigned discipline(s).
- Assist the Division Chair with preparation of the class schedule as needed.
- Provide consultation to Division Chair regarding the recruitment and hiring of part-time instructors within assigned discipline(s) as needed.
- In collaboration with the Division Chair, identify and select appropriate textbooks, instructional materials, and equipment for instruction within assigned discipline(s).
- Review adopted textbooks and instructional materials to ensure content is current and books/resources are available to students, faculty, and staff. Submit requests for change of textbook/materials following the guidelines in the established textbook procedure.
- Serve as the first point of contact regarding content queries from part-time instructors and new full-time faculty within the discipline(s).
- Organize and lead at least one discipline meeting per semester. An invitation should be extended to part-time instructors across the service area.
- Design, within the parameters set forth by the Assessment Committee, the rubric for assessing Institutional Outcomes for discipline courses. Lead faculty should collaborate with discipline members on an assessment plan for the discipline.
- Provide assessment rubrics to part-time instructors and work with them to implement assessment plan.

### *Qualifications:*

Employment as a full-time faculty member within the appropriate academic discipline at Morgan Community College.

### *Faculty Assignments*

The supervisor shall establish equitable workloads to the extent possible among faculty members after taking into account all activities assigned to faculty and the inherent characteristics of the discipline to which the faculty member is assigned. These considerations shall include, but are not limited to, number of classes, class hours, class size, number of preparations, delivery mode, centrality to role and mission, committee work, sponsorship of student activities, need for student advising, need for student recruitment, job placement, and community outreach services, as well as resource generation.

### *Faculty Hours*

Full-time faculty will have a minimum of a 40-hour work week in keeping with the requirement for all state

employees. This includes an expectation that faculty perform all professional duties assigned by the college, including, but not limited to, meeting all classes, meeting all office hours, serving on college or System committees, and engaging in professional development activities. These professional duties may be performed either on or off campus, as agreed by the supervisor.

### *Faculty Overload*

Overload assignments should be limited so as not to erode the professionalism of the faculty member. An overload for a regular faculty member is defined as a duty assignment (such as a discrete course) in addition to the faculty member's academic year teaching load. An overload assignment must be in writing and approved by the college president or his/her designee, which cannot be below the Vice President level.

### *Maximum Credit Limit for Faculty and Instructors*

In order to preserve the quality of education, system-wide credit assignments should not exceed 21 credit hours per semester. In extenuating circumstances, the college president may approve an assignment in excess of the 21-credit hour limit for a faculty member or instructor teaching at a single System college.

### *Teaching Evening Classes*

In order to enhance the quality and stability of evening instruction, faculty members may be scheduled to teach a minimum of one evening class each academic year as part of their regular teaching load. Exceptions to the teaching assignment policy may be made by mutual agreement of the Dean and/or Vice President of Instruction and the individual faculty member.

### *Office Hours and Other Hours:*

Faculty members will schedule at least ten office hours per week, during which time they will be in their offices and available for student contact. These hours should be scheduled at convenient times for students and clearly posted outside of the office as well as in the Outlook calendar. Faculty should also provide the option of office hours via Zoom for students who cannot come to campus during scheduled hours. Each full-time faculty member will post a schedule which includes class and office hours, the days/hours they are working remotely (if applicable), and contact information. Faculty on less than a full-time contract will post a schedule of prorated hours, as determined in conjunction with their respective Dean or Vice President of Instruction.

Days and times for the scheduled hours are subject to review by the Dean.

### *Other Work Assignments*

Other work assignments may include activities in the following areas:

- Serving on Learning Teams (Committees). Every faculty member is expected to actively serve on one committee (exceptions are made in year one).
- Developing curriculum
- Sponsoring student organizations
- Other activities of a similar nature, such as assisting in the Tutoring Center or directing independent studies.

Added compensation or a reduced workload may be received through consultation with the Vice President.

## **Faculty Rights**

In regard to its faculty, Morgan Community College endorses the academic freedom portion of the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure.

Furthermore, the College is committed to providing the following, within resources available:

- The establishment and maintenance of a physical environment in which faculty can practice their profession as college teachers to the maximum advantage of their students and themselves.
- As much opportunity for study, professional advancement, and attendance at professional conferences as is consistent with the needs of the College's instructional program.
- Adequate administrative support assistance and office facilities.
- Equipment, supplies, library and other instructional resources appropriate to the teaching field.
- The provision of a clearly stated set of board policies and institutional policies.
- Opportunity to participate in both the setting of policy and decision-making, particularly as related to instruction and matters directly concerned with faculty welfare.
- Open channels of communication which allow the faculty to express their views, make recommendations, air grievances, and seek appropriate action individually or collectively through authorized representatives.
- An administration which accepts as its primary responsibility the development of the instructional program to its highest possible level of quality and service to students.

Please see the section on the Faculty Senate for more information.

## Conflict of Interest with Family, Friends, and/or Businesses

All MCC employees are required to disclose if they have a conflict of interest with a family member, friend, or business and their official duties at MCC (Board Policy 3-70). For faculty specifically, System President's Policy SP 3-70b states, "employees shall not be in the line of supervision of, or evaluate the academic work of, immediate family or an individual with whom they are in an amorous relationship, unless the circumstances are disclosed, and the conflict of interest is appropriately addressed in accordance with this procedure." Any MCC employee who has a conflict of interest should carefully read SP 3-70b and BP 3-70, sign the forms required through the policy, and submit it to their immediate supervisor.

SP 3-70b Conflicts of Interest – Relationships: <https://cccs.edu/about/governance/policies-procedures/sp-3-70b-conflicts-of-interest-relationships/>

BP 3-70 Ethics: <https://cccs.edu/about/governance/policies-procedures/bp-3-70-ethics/>

## CTE Credential Requirement

All post-secondary faculty and part-time instructors in the Colorado Community College System (CCCS) who teach required courses in an approved Career and Technical Education (CTE) program must maintain a current credential on file with the Office of Instruction at their community college. A full-time faculty member or part-time instructor must show a specific number of hours of related occupational experience to receive an Initial Credential for teaching eligibility. The following link refers to specific credential requirements:

Colorado Department of Education's [CTE Authorization General Information](https://www.cde.state.co.us/cdeprof/cte_generalinfo) website ([https://www.cde.state.co.us/cdeprof/cte\\_generalinfo](https://www.cde.state.co.us/cdeprof/cte_generalinfo)).

A Professional Credential will be issued when the above requirements are met. This Professional Credential must be renewed every 5 years. Specific requirements for renewal are documented on the CTE credential website. Individuals must be sure to read and understand their individual requirements.

The credential requirement ensures that each CTE program provides its students with well-qualified faculty and part-time instructors possessing appropriate occupational and educational experience. Further information on CCCS credential requirements to teach in a specific CTE program and forms can be found on the Colorado Career and Technical Education [Postsecondary Credentialing](http://coloradostateplan.com/administrator/credentialing/credentialing-postsecondary-criteria/) website (<http://coloradostateplan.com/administrator/credentialing/credentialing-postsecondary-criteria/>). All postsecondary credentials are issued at each postsecondary institution.

## Annual Work Plan and Evaluation of Job Performance

The Annual Work Plan (AWP) is a process by which each faculty member creates a plan of action with up to five goals for the academic year. As noted in CCCS policy (SP 3-31), “faculty will be evaluated equitably and holistically according to their documented responsibilities, job description, and efforts to complete goals that they have set in conjunction with their supervisor. Faculty goals should be based on the Board, College, and department/program priorities. These documented responsibilities and goals will determine the specific focus of the faculty member’s evaluation.”

Please see the System President Policy 3-31 for more information on the Evaluation of Faculty Job Performance.

### Timeline for AWP Process

- August 15-September 15
  - Develop AWP draft.
  - Meet with Dean/Supervisor to discuss goals.
  - Send draft AWP to Dean/Supervisor two days before meeting.
- September 15
  - Last day to meet with Dean/Supervisor.
- January 15-February 15
  - Revise goals as needed; meet with Dean/Supervisor for mid-year review.
  - Send updated AWP to Dean/Supervisor two days before meeting.
- February 15
  - Last day to meet with Dean/Supervisor.
- April 15-May 1
  - Meet with Dean/Supervisor for end-of-year review.
  - Send AWP to Dean/Supervisor two days before meeting.
- May 1
  - Deadline to meet with Dean/Supervisor
- August 15-April 15
  - Update goals at any time; meet with Dean/Supervisor to discuss changes.

The Colorado Community College System (CCCS) has developed System President Procedures for the implementation of State Board Policy. Morgan Community College, as one of the CCCS colleges, is responsible for implementing those procedures. System procedure SP 3-10, Employment Practices for Instructors, and System procedure 3-31, Evaluation of Faculty Job Performance, require the inclusion of classroom observation as a part of the evaluation of faculty and part-time instructors.

Faculty (provisional and non-provisional) will be observed once per academic year. Additional observations can be scheduled if needed.

## Budgets and pCards

Faculty will contact the Dean for information regarding the budget, financial paperwork and required training. For example, purchasing cards (also known as pCards) are available for use after training from the Director of Purchasing.

Faculty are responsible for keeping a balanced budget and making a budget request every year during the spring semester. The Dean will send out information at the appropriate time.

## Photocopying

Photocopiers are available for faculty use in a variety of areas across the Fort Morgan campus or at Regional Centers. The College store (located at the Fort Morgan campus) is also available to make copies. Faculty will contact the Director of Purchasing to obtain an account number.

Copyright laws must not be violated.

## Managing your Program and Courses

Faculty are responsible for maintaining their program and courses every semester. This includes making updates to courses and programs whether they are only MCC related changes, or those dictated by the State Faculty Curriculum Committee and the faculty member's discipline group. Faculty should actively check the current catalog, program landing pages, and other MCC materials to ensure they have accurate information about programs and classes. If changes, additions, or deletions need to be made to courses and/or programs, please contact the MCC Curriculum Committee or your supervisor for information on how to complete the process.

## Credit/Contact Hour Conversion Chart

Morgan Community College follows the Colorado Department of Higher Education (CDHE) guidelines for determining contact hours for each credit hour based on instructional activity (July 2016). The base contact hours per credit are 15 (1:1), whereas the base CTE contact hours per credit hours are 22.5. The conversion shall be done based on the instructional activity within the course.

Guidelines for establishing base contact hours per credit hour based on instructional activity:

<b>Instructional Activity</b>	<b>Definitions</b>	<b>Minimum base contact hour per credit hour</b>
<b>Lecture</b>	Formal presentation/communication by faculty	1:1 1 credit hour is equal to 15 contact hours
<b>Laboratory: Academic/Clinical</b>	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice	1:2 1 credit hour is equal to 30 contact hours
<b>Laboratory:</b>	Instructional activities involve training for	1:1.5

<b>Vocational/Technical</b>	employment in a work-like environment with active faculty teaching role.	1 credit hour is equal to 22.5 contact hours
<b>Art Studio</b>	Painting, sculpture and other lab-type activities conducted by faculty	1: 2 1 credit hour is equal to 30 contact hours
<b>Field Instruction</b>	Instructional activities conducted by faculty and designed to supplement individual course work.	1: 2.5 1 credit hour is equal to 45 contact hours
<b>Music: Studio</b>	Band, ensembles, music labs and the like conducted by faculty	1: 2.5 1 credit hour is equal to 45 contact hours
<b>Physical Education/Recreation Courses</b>	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies	1:2 1 credit hour is equal to 30 contact hours
<b>Internships</b>	Credit hours for placement in business and industry environments that offer degree seeking students professional-level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e. based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer and faculty advisor)	1:3* 1 credit hours is equal to 45 contact hours *May vary according to program needs
<b>Independent Study</b>	Independent study instruction with student projects or other required activities with minimal faculty associated direction where a student is formally enrolled	*Vary according to program
<b>Cooperative</b>	ABM activities	*Vary according to program

\*It is to be noted the above table refers to instructional contact hours and may not be directly correlated to faculty workload.

<https://www.hlcommission.org/accreditation/policies/assignment-of-credits/>

## Semester Scheduling

The Deans in collaboration with Division Chairs, lead faculty, full-time faculty, part-time instructors, and Regional Directors are responsible for course scheduling. Items such as two-year completion plans, credit/contact hours, seat time, instructional delivery method, and other details are taken into consideration.

Faculty in CTE programs are responsible for ensuring that the schedule contains the correct sequencing of courses based on the programs of study.

## Course Delivery Methods

Faculty and supervisors will discuss instructional delivery methods to include classroom based, hybrid, hyflex, hyflex with lab, remote real time, and online.



## Classroom Based

Also referred to as “face-to-face”; 100% of the approved contact hours for the course are provided in on site and in person. The Learning Management System (LMS) –My Courses/Desire2Learn (D2L- may be used to provide supplemental instruction but shall not replace any contact hours.

## Remote Real Time

Class will be taught in real time with 100% remote delivery via Zoom at pre-determined times. There is no scheduled in-person attendance.

## Hybrid

Face-to-face instructional time (determined by approved contact hours for the course) is reduced and replaced by instruction and/or activities which may be provided through another delivery mode (via D2L). All lab hours must be held in the traditional delivery mode. A minimum of 33% of the approved lecture contact hours for the course must be delivered in the synchronous traditional mode. The remaining 67% of lecture time must be accounted for through a documented plan for instructional activities. This plan must be documented in the syllabus and follow the guidelines for instruction in hybrid courses. The percentage of online versus class time will vary by class.

## Online

Class is entirely online with no real-time expectations (asynchronous). For each credit of the online course, students should be expected to receive 750 minutes of online classroom activities.

## HyFlex

A highly flexible experience where students choose to attend entirely remotely in real-time, entirely in person in real-time, or a combination of the two. Students may connect to the course from anywhere with an internet connection. Faculty always teach in person in their assigned classrooms.

## HyFlex with Lab

A highly flexible experience where the lecture part of the course is delivered entirely remotely in real-time, entirely in person in real-time, or a combination of the two. Faculty always teach in person in their assigned classrooms, and labs are always fully in person for students and faculty at the designated time.

## Student Learning Time

In alignment with the Federal Credit Hour Definition and the CDHE base contact hour requirements, students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. For courses that span less than the typical fifteen-week semester, the hours per week should be adjusted accordingly. This expectation must be clearly communicated to students.

For hybrid courses, this outside learning time should not be confused with the required instructional time. Hybrid courses by definition require additional instructional time outside of the designated class time to ensure the appropriate contact hours are being met. The learning time is above and beyond the required instructional time in a hybrid course.

For example, a three-credit lecture-based course requires 45 contact hours in total. If it is scheduled to

meet two hours per week for 15 weeks, then there is an additional one hour a week of instruction required to meet those required contact hours. Therefore, besides attending the class for the two hours per week, the student should expect to spend the additional one hour a week for instruction as well as another six hours a week in homework time (2 hours per credit for 3 credits).

## Academic Calendar

The official Academic Calendar is available online through MyMCC. The calendar lists all important dates, including holidays, official closures, registration dates, add/drop dates, start and end dates for the semester, due dates for final grades, etc. You can find the information at MCC's website.

Faculty are required to attend the following contract days:

- College professional development days
- Spring commencement
- Dates stated in your contract will vary based on teaching assignment

## Textbook Selection Process

Lead faculty in collaboration with the Division Chair, other faculty and instructors will complete the selection of textbooks taking cost, format, and availability of custom books into consideration. All sections of a course, including those taught by part-time instructors, at all five MCC locations, must use the same required textbook.

Lead faculty enter book orders into the BNC system, which is located on the MyMCC portal under the Faculty/Instructor tab > Instructional Resources > Textbook Selection Tool. The system is set up to automatically give students the option of buying different versions of the text (digital, print). All faculty are responsible for obtaining their own digital access to the books and other instructional materials from the publisher and/or ordering a print copy through the publisher. Lead faculty or Division Chairs communicate the required books for each class to part-time instructors in their department and explain how to obtain a copy of the text. Faculty should consult with their Division Chair, College Store Manager, and/or Dean if they have questions about ordering textbooks.

Faculty must order books by the deadline set each semester by the College Store Manager.

## Assessment

MCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In order to maintain this accreditation, the College is required to have a plan in place for the Assessment of Student Achievement. The Assessment Committee is responsible for the development and implementation of an overall assessment plan for the College and will update faculty as changes occur. Questions about assessment should be directed to the lead faculty, Division Chairs or Deans.

Individual course assessments are developed by the faculty member and should align with departmental and college goals.

Every program at Morgan Community College will develop an Assessment of Student Learning Plan that addresses one or more of the five General Student Learning Outcomes (See page 11)):

- Communication
- Critical Inquiry
- Intra/Interpersonal Responsibility
- Quantitative Reasoning
- Information Literacy

After assessment data is collected and analyzed, it should be used by departments, individual faculty and part-time instructors to make changes, if necessary, to their courses in order to better align instruction with achievement of the General Student Learning Outcomes. Faculty and instructors should clearly document changes based on assessment data.

## Recruitment Duties

Faculty are encouraged to participate in MCC recruitment and retention opportunities. Each year the Admissions Department at the Fort Morgan campus organizes an MCC Open House and faculty are strongly encouraged to attend. Additional recruitment events include a) visiting K-12 students b) recruitment events for CTE faculty at local high schools c) attendance at community events such as the Brush Oktoberfest or Fall Car Show, and more. Recruitment efforts are an essential part of the College, and faculty participation is a big part of the success. Faculty may contact the Director of Advising and Admissions or the Recruiter for additional information.

## 2-to-2 Conference

In the fall, two-year faculty from across the state convene for the annual 2-to-2 Conference to discuss a number of topics within discipline groups. The discipline decisions made at the faculty conference are binding, so it is important that MCC faculty attend to have a voice in the process.

## 2-to-4 Conference

In the spring, two-year and four-year general education faculty from across the state convene for the annual 2-to-4 Conference to discuss a number of topics within discipline groups.

## Graduation and Commencement

All faculty members are required to attend the annual commencement ceremony held in May. Faculty are required to wear regalia, which can be ordered at the College Store. General information and notices regarding the ordering of regalia are typically sent out via e-mail in January or February.

Student participation in the graduation ceremony is optional and does not impact a student's ability to earn his/her degree or certificate and receive a diploma.

Academic advisors are encouraged to discuss the graduation process with students, as sometimes students are not aware that they must fill out a graduation application even if they don't intend to participate in the ceremony. To simplify the graduation process, the application can be filled out online. All syllabi, as noted in the master syllabus, must include the deadlines for the graduation application for each semester. Academic advisors, faculty, and others can also fill out the graduation application on behalf of a student to count them as a completer.

Other functions include GED graduation and Nursing and Radiologic Technology pinning ceremonies. Faculty may be required to attend these ceremonies as appropriate.

## Title IX Reporting

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. Title IX protects all people on MCC campuses including faculty, staff, students, and guests. Faculty and part-time instructors are required to watch the Title IV training video linked below.

If a faculty member, part-time instructor, staff member or other recognized responsible party at MCC (including a work-study student) becomes aware of a Title IX related incident whether through observation, rumor, or a person choosing to confide in them, that responsible party is obligated to contact Vice President of Student Services.

Each instructor is required to show the MCC Student Title IX Video in their courses the first week of class. The video is loaded into all D2L shells or can be accessed with the link below.

<https://www.morgancc.edu/titleix/>

## FERPA

MCC complies fully with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the privacy of student educational records and to ensure the rights of students to examine their records. More information is available in the Student Services Office or by reading the [Notification of Rights under FERPA](https://www.morgancc.edu/legal-notice/notification-of-rights-under-ferpa/) (<https://www.morgancc.edu/legal-notice/notification-of-rights-under-ferpa/>).

Student records at MCC are considered confidential under FERPA. These records will be released to faculty, part-time instructors and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the students or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA).

The following guidelines will assist in ensuring MCC is in compliance with the law:

- Do not give information regarding student records (e.g., grades, attendance, progress, financial aid, etc.) unless you personally recognize the student. Asking for a picture ID is encouraged.
- Do not discuss student records or progress with family members over the phone or in person unless the student is present in your office and gives his or her written permission for you to do so. Student Services or Center Directors maintain information about students who have signed a release allowing someone access to their education record information; contact them if you would like to verify that a release is on file.
- Do not discuss student records or progress with individuals who are not employed by the College and/or do not have a legitimate educational need for the information.
- Be very careful about what information is left on desks or tables in unlocked areas. Do not leave test or homework papers out in public view, or anything that shows personally identifiable information. All items of this nature should be shredded when no longer in use unless they are returned to the student.
- Do not post rosters that show student grades. Disclosing grade information to anyone other than the student or authorized College staff is strictly prohibited; this includes the student's parents. Return tests and other graded materials to the students in a manner that ensures privacy.

- When working with student records on paper or computer, be aware of what is visible when someone comes into your office. Cover it if it is confidential.
- Make sure computers that can access student records are logged off when you are not at your desk. Never share passwords with other individuals including work-studies or hourly employees.
- If you allow work-studies or hourly employees access to student records, make sure they are aware of FERPA and their responsibility to protect student privacy.

For more information regarding FERPA, please contact Student Services or your Dean/Center Director.

## ADA Accommodations

Morgan Community College complies with and fully supports Section 504 of the Vocational Rehabilitation Act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. “No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination.” Students have the responsibility to self-identify to the institution and the faculty, part-time instructor, and/or staff as a person with a disability or special need. Students may be eligible for “reasonable accommodations” so long as they meet and follow MCC policy and procedure. Those wishing to seek accommodations must contact the ADA Coordinator located in Student Services at the Fort Morgan campus.

Once an accommodation(s) has been determined, the student must provide the faculty/part-time instructor with the Letter of Accommodation (LOA). Until they receive the LOA faculty/part-time instructors will not provide the student with any accommodations. Accommodations for a disability are not retroactive. If the student does not share the LOA, no accommodations can be made.

Visit [Disability Services](https://www.morganc.edu/current-students/disability-services/) (https://www.morganc.edu/current-students/disability-services/) for more information.

## Academic Misconduct

Morgan Community College is committed to academic honesty and scholarly integrity. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected to contribute to such an environment by observing all accepted principles of academic honesty. Academic misconduct violations include but are not limited to:

### Plagiarism

Plagiarism includes, but is not limited to: (1) the use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; (2) submission of examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person (including electronic media sources); (3) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials (including electronic media).

### Cheating

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) acquisition,

without permission, of tests or other academic material belonging to a member of the College faculty, part-time instructor, or staff.

## **Fabrication**

Fabrication includes, but is not limited to: (1) the falsification or invention of any information or citation in any academic exercise; (2) using “invented” information in any laboratory experiment or other academic exercise of research without permission of the faculty/part time instructor; or (3) misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work).

## **Grade Tampering**

Grade tampering includes but is not limited to: forging or otherwise altering grades, transcripts, course withdrawal forms, or other academic documents.

## **Misuse of Computers and Other Electronic Technology**

Misuse includes but is not limited to: (1) illegally accessing a computer hard drive; (2) preprogramming a calculator or computer to contain answers or other unauthorized information for examinations; or (3) stealing or destroying the academic work of another.

## **Facilitating Academic Misconduct**

Facilitating academic misconduct includes but is not limited to: (1) knowingly helping or attempting to help another commit any act of academic dishonesty; (2) substituting for another person in an examination; or (3) allowing another to copy one’s work in an examination or other academic exercise.

Those found in violation may be subject to disciplinary sanctions under the Morgan Community College Code of Conduct as well as academic penalties imposed by the faculty member. Students can find the Student Code of Conduct in the College Catalog (pg. 62)

## **Turnitin Plagiarism Prevention System**

Faculty at MCC have access to the Turnitin Plagiarism Prevention System to deter plagiarism and promote academic integrity. Turnitin is associated with the Dropbox tool in D2L. Faculty must select the Enable Originality Report box when setting up an assignment in the Dropbox tool to activate Turnitin for plagiarism detection to occur. Please see the company website for demos and useful information concerning plagiarism.

## **Student in Distress**

If you notice a student is in distress whether through abnormal behavior, a conversation you had with them, lack of engagement in discussions and participation activities, or another behavior you feel is concerning, you are encouraged to either get help for them or approach them to help. If you are unsure of how to provide support, please contact a member of the Behavior Intervention Team or create a BIT report located on the at the bottom of the MCC website main page. If the concern involves a concurrent enrollment student contact the Director of Concurrent Enrollment or a Center Director who will reach out to the appropriate high school counselor.

## **Behavior Intervention Report (BIT Report)**

Morgan Community College cares about the safety, health, and well-being of its students, faculty, part-time instructors, staff and community. The MCC Behavioral Intervention Team (BIT) was established to promote and maintain the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention.

Faculty, part-time instructors and staff at Morgan Community College may dismiss students from a classroom if the student is exhibiting mild disruptive behavior. Faculty should refer individuals who are exhibiting behaviors that pose a threat to safety or that cause significant disruption to the Behavioral Intervention Team.

Referrals can be made by completing the electronic Reporting Form. On the main page, scroll all the way to the bottom click on Incident Report. The form can also be accessed to the right of the dashboard on the MyMCC page. For more information on the Behavioral Intervention Team, click on Behavioral Intervention Team. You will be directed to the information regarding BIT.

If you believe your referral requires more immediate attention, please contact the Vice President of Student Services or the Director of Human Resources.

NOTE: In cases where an individual's behavior poses an immediate threat to you or another, contact 911 immediately!

## Emergency Procedures

In case of emergency, follow evacuation procedures and proper practices to ensure student safety (signs are posted near doors in every room). Be familiar with MCC's Emergency Response Guide (multi-colored book, located in all rooms). Contact your Dean or Regional Director if you are uncertain of these procedures.

## Syllabus Guidelines

Every faculty member and part-time instructor must use the designated master syllabus template. The templates differ based on whether the course is a guaranteed transfer (GT) course or a non-guaranteed transfer course. GT courses will transfer to any two- or four-year public college or university in the state of Colorado, provided the student earns a minimum of a C- in the course.

For non-GT courses, the faculty must submit copies of all syllabi to the Office of Instruction each semester by emailing: [syllabi@morgancc.edu](mailto:syllabi@morgancc.edu). The master syllabus and other information about writing syllabi can be found on the Faculty/Instructor tab of the MyMCC portal.

GT course syllabi must be submitted to Carol Kuper each semester for approval: [carol.kuper@morgancc.edu](mailto:carol.kuper@morgancc.edu). Carol is also available to answer questions about GT syllabi requirements. Master syllabi for all GT courses can be found in the D2L shell entitled "GT Pathways Syllabi."

## Common Course Numbering System (CCNS)

The Common Course Numbering System (CCNS) was designed to ensure that courses with common content (for example, ENG1021) carry the same prefix, number, title, credits, description, competencies and topical outline. These commonly described courses facilitate transfer and articulation agreements for Colorado's secondary and community college students and ensure curriculum quality across the colleges.



MCC faculty are required to use the description, competencies, and outline for the appropriate class as described in CCNS. This information must be included in the course syllabus, exactly as written in the CCNS.

Unless the state discipline team has changed the course, faculty must abide by the course content. If faculty requests to add, change, delete, or make changes to CCNS, they must contact the Dean for information about the process and review the Curriculum Committee information.

## **Classroom Changes/Use/Security**

### **Room Changes**

Faculty may not change the location of class meetings from the room that was assigned. If there is a need for a temporary room change, faculty must notify the Instructional Office and Student Services or Regional Center staff so they can be located quickly in an emergency.

If there is a need to change the classroom for the entire semester, faculty must contact their supervisor, who will initiate the process of formally requesting a room change. Faculty may not change rooms until the change is official and is properly posted.

### **Classroom Use**

Faculty should close the classroom/lab door while class is in session. This helps with security and ensures a quiet environment for students and the offices located in the same area as your classroom.

Each classroom is equipped with the appropriate number of chairs and desks for that room. Faculty may not borrow furniture from the halls or other classrooms.

Most classrooms are equipped with Internet access, computers, and a projection system. Review the Classroom Technology section for more information.

After a class has ended faculty will:

- Return chairs and desks to their original order
- Erase all whiteboards
- Return whiteboard markers and erasers to their trays
- Log out of all computers
- Remove flash drive(s) from the classroom equipment
- Turn off all equipment
- Turn off lights
- Close and lock the classroom door

### **Classroom Security**

Each classroom is equipped with a telephone and a list of emergency numbers. Faculty/part-time instructors will locate the phone in the classroom and become familiar with the listed numbers. In addition, there are materials in each class for emergency situations. Please be familiar with emergency procedures and the nearest exit to the classroom.

Security is everyone's issue. Faculty will not give out their keycard or keys to anyone, for any reason.

Faculty will ensure that they are last to leave the classroom and that the door is closed and locked.

## Class/Course Cancellations

### Class Cancellation

If faculty are unable to meet with the class because of an illness or another emergency, they should contact the Office of Instruction as soon as possible. Faculty **MUST** get a hold of a person; a voicemail or e-mail will not suffice. The Dean, Office of Instruction, Division Chair, or Regional Director will work with the faculty member to determine alternative plans for the class, or if unable to do so, will make the decision to cancel the class. Faculty will post a notification announcement in D2L and send an e-mail to the class as an added measure.

### Emergencies and Inclement Weather

Occasionally, due to inclement weather or an emergency, classes will be cancelled, and the College closed. There will be a formal announcement issued to local television and radio stations who will broadcast the information and the MCC Alert notification will also be activated. If the campus is closed, ALL classes, even those taught virtually, are cancelled. Faculty may not require students to attend class virtually when the campus is closed. Due dates for all classes will be extended until the college reopens for business. No assignments will be required of students while the college is closed.

### Course Cancellations

If the number of students enrolled in any course does not meet the minimum required number, the course may be cancelled at the discretion of the Dean or Vice President of Instruction. The College will notify students of cancelled courses as soon as possible.

## Course Substitutions

The required courses for degrees and certificates are stated in the College catalog. In special circumstances, a student may request a substitution of a required course with an alternate course. The most common circumstances include:

- The required course was cancelled or not offered during the student's last semester before graduation.
- The student has already taken a course that is a higher level than what is required.

In most circumstances, the substitution course must be similar in content and competencies to the required course. To determine if a course substitution is appropriate, please contact your Dean.

Substitution forms are available in Student Services and require the approval of the Academic Advisor, Dean and/or Vice President of Instruction.

NOTE: There can be no substitutions made on Degrees with Designations (unless an exception is made in writing by the four-year institution).

## Test Out Procedures

A student can "test out" of a course or receive credit for prior learning via a standardized test score or

portfolio. Please contact the Dean of Workforce Development for information on prior learning assessment.

## Independent Study

An Independent Study contract may be issued to self-pace to create an independent learning project. Students expressing such an interest should be directed to their Academic Advisor for more information.

If a student requests an Independent Study, the faculty member should contact his/her Dean to determine whether it is appropriate for each instance.

## Classroom Technology

The classrooms at the Fort Morgan campus are usually equipped with the following:

- Epson projectors
- Extron control panels
- A presentation computer for instructor use

Faculty requiring a piece of equipment that is not already available (such as a document camera, digital camera, and more) or training and support with classroom technology should contact Instructional Technology staff at the Fort Morgan campus or Center staff.

## Classroom Computers

Each classroom has a standard MCC computer connected to a projector. Faculty can access their network drive from these computers. For login instructions and support please contact the Information Technology Help Desk at (970) 542-3123 or Center staff.

## Technology Resources from MCC Library

The library at the Fort Morgan campus has some instructional equipment for faculty to check-out when needed throughout the semester. Faculty should contact the Learning Resource Center at (970) 542-3185 for more information and for a list of what is available.

## E-mail

E-mail is the official method of communication at MCC for all faculty, part-time instructors, staff, and students. MCC e-mail accounts are issued to all faculty and part-time instructors at the time of hire. E-mail may be accessed through Microsoft Outlook on campus, or Outlook Web Access off campus.

Communication with students via MCC e-mail accounts is considered confidential per FERPA guidelines. Faculty members and part-time instructors are required to use MCC e-mail and students' MCC e-mail for correspondence.

To access e-mail, faculty should log into MyMCC and use the e-mail icon in the upper, left corner. Faculty should remind students to setup their e-mail at the beginning of the semester to ensure they are receiving all communication from the College. If students need help accessing their e-mail accounts, they should contact MCC IT at [mccit@morgancc.edu](mailto:mccit@morgancc.edu).

Faculty can also use the direct link for email.

**Username:** mcc\yourfirstname.yourlastname

**Password:** Whatever you log onto campus computers with

## My Courses/Desire2Learn (D2L)

My Courses/Desire2Learn (D2L) is a learning management system that allows faculty to present course materials to students in a variety of formats. The system can be set up to use whatever tools work best for that course. It is required that all faculty post their syllabus three days before the start of each semester using the content tool and post their grades using the gradebook. The gradebook must be kept-up-to date at all times.

Students have the right to know their standing in the course. All instructors should leave the following widgets on their D2L homepage, Statement of Reasonable Accommodation, Role Switch, and News.

Faculty can get one-on-one D2L Training with the Instructional Technology Specialist - (970) 542-3182 - as needed and can also take advantage of group training when offered through the Instructional Technology Department. Students can receive D2L training at D2L orientation sessions offered at the beginning of every semester.

Please view our D2L page on the Instruction website for tutorial videos for both you and the students on how to use Desire2Learn.

## Accessibility

The CCCS President's system policy requires that all MCC online course material meets WCAG 2.0 and Section 502 of The Rehabilitation Act of 1973. This means that all course documents, PowerPoints, PDFs and teaching videos must be accessible if they are online. This includes all materials on Desire2Learn (D2L). For more information about MCC's accessibility guidelines please contact the Instructional Technology department at (970) 542-3182.

## Course Evaluations

Students have the opportunity to complete an anonymous evaluation of their classes online. This evaluation will help improve class instruction. It is offered as an announcement every semester via D2L, and students will then have the opportunity to participate. Faculty are required to participate in this process by notifying students when the evaluations are open and are encouraged to find ways to increase response rates. The Instructional Office Coordinators and Regional Center staff can help with this process.

For example, faculty can request that the Instructional office schedule a lab and have the students do the survey all at once for a greater response or they can allow time during class for students to complete the evaluations on their phones or other electronic devices. All courses will have an evaluation available every semester.

## Testing/Exams

Unless otherwise specified by the Dean, faculty have the right and responsibility to develop all tests and examinations. Some departments administer common examinations to all class sections.

Students with documented disabilities may be entitled to testing accommodations such as extended time, distraction-free environments, oral testing, enlarged print, etc. See the ADA Accommodations section or the ADA Coordinator for more information.

At the Fort Morgan campus the Testing Center is available for self-paced learning courses, placement testing, proficiency requirements, instructional testing, and make-up examinations for individual students. The Testing Center is not to be used for entire section examinations.

## Evaluation and Grading

Student achievement is measured by the successful completion of course objectives at a satisfactory level of competency. At the beginning of the semester, faculty must explain the criteria for grading and include grading information in the course syllabus. Grading methods and weights should not be revised once the semester begins. Faculty are reminded that the syllabus serves as a contract with students.

The gradebook in D2L must be maintained and updated regularly. At any point in time, a student has the right to know their course grade. Faculty are expected to provide regular substantial feedback to each student.

Based upon the student's mastery level of course material and objectives, a letter grade will be assigned to each student. At the end of the semester, final grades will be available for students to access electronically.

## Reporting Grades

Grades are to be entered via MyMCC within three business days of the official last date of class. Late grades may have a negative impact on a student's financial aid, graduation process and transfer. A pattern of posting grades late will be noted on evaluations, with subsequent impact.

Faculty will:

- Login to MyMCC
- Locate "Faculty Links (Dashboard)" card
- Select Post Final Grades (note the grades for Rural College Consortium are also in this card)
- Enter grade and submit

## Grade Types

A traditional grade scheme uses the letter grades A, B, C, D and F. Most courses will use this type of system. However, programs/classes are allowed to use a different or modified scale if they deem it necessary.

Letter Grade	Traditional Scale	Description
A	90% - 100%	Superior mastery of course objectives
B	80% - 89%	Above average master of course objectives
C	70% - 79%	Average mastery of course objectives
D	60% - 69%	Deficient
F	0% - 59%	Inadequate level of achievement in mastery of course objectives

Faculty will clearly state grading policy on the course syllabus. If a modified scale is used, it will be noted as

well (for example, an A for your class might be 93% - 100%). The following are excerpts of the guidelines for these grades:

**A: Distinction for Work:** The student has mastered the content and objectives of the course and can apply them in meaningful ways. Course knowledge can be related to other kinds of information and used in new situations. The student has consistently excelled in class exams, reports, projects, class participation or laboratory and training situations. The student has displayed independent thinking in class discussions and assignments. The student's work is characterized by careful research. It is submitted on time and according to specifications. When achievement involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

**B: Above Average:** The student consistently displays mastery of the course content and objectives. In most cases the student can apply that knowledge to new situations or relate it to other information. The student consistently performs above average on exams, reports, and projects and in class participation and laboratory and training situation. Work is submitted on time and shows evidence of above-average research and thought. When achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills in ability and performance. The student has complied with the instructor's attendance requirement.

**C: Acceptable:** If the course is transferable, the student is proficient enough in the course material to advance to a higher level in the subject field.

**D: Less than Acceptable:** a grade of D is a passing grade, but often does not meet program requirements. The student has performed below average on exams, projects, and reports, and in class participation and laboratory or training situations. The student has not proven sufficient competency to do well at the next higher level of the subject field. The student has complied with the instructor's attendance requirements.

**F: Failure:** The student shows little or no competence in the assigned subject matter of the course. The student has failed to comply with attendance requirements.

**I** The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade "C" or better). If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the faculty/part time instructor. The faculty/part time instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an "incomplete" grade the student must present to the faculty/part time instructor the documentation of circumstances justifying an "Incomplete" grade. The faculty/part time instructor will fill out the "Incomplete Grade Contract" (found in MyMCC > Faculty tab > Instructor Resources > Academic Forms) which outlines the remaining requirements, deadlines, and other arrangements made between the faculty/part time instructor and student to complete the coursework. The faculty/part time instructor and student both sign the contract and the faculty/part time instructor submits the form to the Student Services Office or their Center Director. Student Services will send a copy of the signed "Incomplete Grade Contract" to the student. The faculty/part time instructor must then assign an Incomplete Grade on the regular grade roster. Students must complete the course within the following semester. Exceptions may apply.

**S** Satisfactory – equals "C" or above

**U** Unsatisfactory

**W** Withdrawal: Must be issued prior to 80% of course duration. Can be initiated by either the student or faculty/part time instructor

### *Developmental Course Grading*

Developmental course grading differs from that of non-developmental course grades. The grade itself is a combination grade (P/A, P/B, P/C, F/D, F/F, I/F) and is not calculated into the student's grade point average. The guidelines for the normal letter grades of A, B, C, D, and F are stated above. A student will receive a normal letter grade in combination with an P being Passing and a F/U and F/D being Not Passing.

Developmental Courses are graded:

P/A

P/B

P/C

F/D

F/F

## **Attendance and Records**

It is recommended that faculty take regular attendance in their classes. Federal regulations and College policy can require faculty to report students' attendance periodically. Students should attend class regularly and comply with the rules for attendance set forth by the faculty and the College.

No-Shows: MCC follows a drop for no-show process. Faculty are required to report to Student Services any student who does not attend prior to the course census date. If faculty have a student who is a no-show, please complete the Registration Form (also used for drops) or contact Student Services for assistance. The Registration Form is located on the MorganCC.edu website, under Resources for Students> Forms> Registration Form with Account Agreement or in the portal under Faculty/Instructor > Academic Forms.

A student is considered a no-show and should be dropped from the class if they:

- Have not attended class between the first day of the course and the last class session prior to the course census date.
- Have not logged into D2L and completed at least one academic activity. Examples of an academic activity include posting an introduction, posting a question, replying to a question / post, completing a quiz, completing an exam, submitting a paper, etc.

The census date marks the first 15% of the course. The census date for a course is also commonly referred to as the Add or Drop Date. The withdrawal date marks 80% of the course. Please contact Student Services or Regional Center staff to find out the official census and withdrawal dates for a particular course.

Faculty must verify the accuracy of rosters in MyMCC frequently during the first few weeks of class (add/drop period) because students' schedules change often. To ensure the accuracy of the roster, faculty should check the roster in Banner, not D2L. Faculty will verify the accuracy of rosters and finalize them before the census date. It is critical for faculty to verify that all students attending are actually enrolled in the course.

Faculty should remind any students who are attending, but do not show on the class roster, to enroll prior



to the course census date. Only registered students are allowed in the class. Students may not register after the course census date, regardless of prior course attendance.

Students may add or drop a course prior to the course census date. After the census date, but prior to the withdrawal date, a student may withdraw from a course. Withdrawn courses will appear on the permanent academic record for the student and are not eligible for a tuition refund.

## Early Alerts

Early Alert is the process of enlisting the aid of Student Services personnel and Regional Directors to seek out and offer services to students who are in danger of failing a course. E-mail reminders are sent to faculty three times per semester (once in the summer): before census, about six weeks into the semester, and before the withdrawal date. Faculty need not wait for the e-mail reminders to send an Early Alert notification; they can be sent at any time and should be sent as soon as faculty have a concern about a student's performance in their course.

Health Science faculty report Early Alert students to the Student Success Advisor for Health Occupations. All other faculty should report Early Alert students to the Director of Advising in Student Services. For more information on how to complete an Early Alert, contact the appropriate Division Chair, Dean, Regional Director, or the Student Services staff.

## Field Trips

Although many field trips are coordinated within the confines of individual clubs and/or courses associated with the school, faculty can coordinate class field trips as long as they specifically pertain to the content and/or an objective(s) of the course in question. Field trips within reasonable mileage of the campus or Regional Center should have the students drive themselves to the coordinated area determined by the faculty member.

If the field trip is long distance in nature (more than 30 miles), then the faculty member should coordinate a MCC authorized vehicle to use to take all of the students to the field trip (MCC authorized vehicles are only available on the Fort Morgan campus). If the students are traveling with the faculty, each individual student will need to fill out and sign a travel waiver. If the student is under 18 years of age he/she will need to have a parent or guardian signature. This travel waiver can be found in the portal under the Faculty/Instructor tab > Instructional Resources > Student Travel Waiver.

Trips for specific school club activities will be coordinated by the club sponsor, and those students will not need to complete a waiver as they are covered under the school's liability being associated with a sanctioned school club organization.

## Acronyms

<b>Acronym</b>	<b>Description</b>
<b>ABEL</b>	Adult Basic Education and Learning
<b>AQIP</b>	Academic Quality Improvement Project (accreditation)
<b>AWP</b>	Annual Work Plan (employee evaluation)
<b>BP's</b>	Board Policies (SBCCOE)
<b>CO Online</b>	Colorado Community Colleges Online (centralized system for all online classes)
<b>CCCS</b>	Colorado Community College System
<b>CDHE</b>	Colorado Department of Higher Education
<b>COF</b>	Colorado Opportunity Fund
<b>CTE</b>	Career and Technical Education
<b>DOE</b>	Department of Education
<b>D2L</b>	Desire2Learn (online learning platform)
<b>ERT</b>	Emergency Response Team
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>FERPA</b>	Family Educational Rights & Privacy Act
<b>FFTE</b>	Faculty Full-Time Equivalent (related to faculty workload)
<b>FTE</b>	Full-Time Equivalent
<b>HLC</b>	Higher Learning Commission of the North Central Association
<b>HOSA</b>	Health Occupational Student of America (student group – health occupations)
<b>INB</b>	Internet Native Banner
<b>LRC</b>	Learning Resource Center
<b>LTN</b>	Learning Together Network (video network linking Morgan County schools)
<b>MLT</b>	Management Leadership Team (President and Vice Presidents)
<b>NEOED</b>	Human Resource software used for the Annual Work Plan
<b>pCard</b>	Purchase Credit Card
<b>PTK</b>	Phi Theta Kappa (student group – honor society)
<b>SBCCOE</b>	State Board for Community Colleges & Occupational Education
<b>SFAC</b>	State Faculty Advisory Council
<b>SFCC</b>	State Faculty Curriculum Committee
<b>SGA</b>	Student Government Association
<b>SNO</b>	Student Nurse Organization
<b>SP's</b>	System President's Procedures (SBCCOE)
<b>SSAC</b>	State Student Advisory Council
<b>STEM</b>	Science, Technology, Engineering and Math programs
<b>VNETS</b>	Video Network Linking I-70 Schools

## Faculty Led Committees

### Assessment Committee

MCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. In order to maintain this accreditation, the College is required to have in place a plan for Assessment of Student Achievement. The Assessment Committee is responsible for development and implementation of an overall assessment plan for the College and will update faculty as changes occur.

### CTE Program Advisory Committees

All CTE programs must have an advisory committee to help plan new programs, advise curriculum

changes, and guide the direction of the program as a whole. The advisory committee should be made up of recognized industry professionals who are qualified to help guide the program through work experience, education, or other factors. Advisory committees should be held once in the fall and once in the spring. Program Directors or Lead Faculty for discipline will plan the advisory committee meetings as required.

## Curriculum Committee

The Curriculum Committee meets once a month during the fall and spring semester to discuss changes to the curriculum offered at MCC. Faculty members can make changes, additions, or deletions to programs and courses but only through the curriculum committee. That change, once approved by the committee, will then be passed on to other areas of the College that need the information such as Student Services, the webmaster, accounting, College store, and more. If it is a state level change the committee will send it on through the appropriate channels after approval.

To navigate this process, faculty can contact the Division Chair and/or Dean and review the curriculum committee forms and information located in the portal via Faculty Tab > Instructional Resources > Curriculum Information.

## Faculty Senate

MCC recognizes the value of shared governance with faculty and the role of a Faculty Senate to empower and provide leadership, to consult on College governance issues, and to pursue integrity and fairness with the highest ethical standards. Faculty ensure respect and an intellectually open and diverse environment and promote excellence on all levels of College activities. The Faculty Senate advises the MCC Leadership Team on matters of educational policy that includes but is not limited to curriculum, instructional methods and assessment, program and course evaluation, and criteria for granting certificates and degrees. This includes those aspects that relate directly to the educational process, and freedom of action and expression. The Faculty Senate is organized and run by the faculty, who make decisions on electing officers and meeting times.

## College Store Services

The College store not only provides supplies, textbook purchasing services, and College gear, but also services like printing, shipping/receiving, and more.

Faculty are advised to purchase supplies and materials through the Fort Morgan College store whenever possible. In addition, some purchases cannot be made except through designated, state-contracted suppliers and the College store can navigate that for you.

- Copy code: The Director of Purchasing is responsible for providing faculty/part time instructors with a copy code for campus photocopiers.
- Purchasing: College store can purchase specialty items for faculty or students.
- Mailbox: maintains faculty campus mailbox located in the Student Life area or Center, any packages faculty receive can be picked up at the College store.
- Shipping and receiving: faculty may send or receive mail or packages.
- Payments: College store or Center are also responsible for collecting student payments, student organization money, vocational payments, and more. The College store or Center will handle any types of payment or money.
- Recycle printer ink: ink cartridges should be disposed of by taking them to the Fort Morgan College

store for proper handling.

- Printing services: the Fort Morgan College store has a copy center that can provide printing services for color and grayscale prints such as printing large packets of information for students to buy, printing fliers for a student club, small poster printing (up to 11x17) and more.
- Business cards and name badges: full-time faculty can order these items using the order form found at MyMCC > Employee Forms & Meeting Minutes Card > Employee Forms Link > College Store section. The College Store will notify faculty when the items have arrived so the items can be picked up and paid for.

## Information Technology

The Information Technology department can help with a variety of equipment and services. Their main phone extension is 3123 for support. Their services include:

- Assisting with setting up campus phone and voicemail
- Installing software
- Maintaining computer and troubleshooting problems as they arise
- Working with faculty on annual budget requests as new software/equipment needs arise
- Purchasing software for faculty and students at a discounted price
- Installing, upgrading, and fixing all campus technology
- Managing the servers where faculty, staff, and students have a personal folder in which to store information and files that can then be accessed from all other campus computers

Faculty and part-time instructors requiring the IT's help with a larger issue should fill out a work order request via MyMCC > Employee Forms & Meeting Minutes Card > Employee Forms Link > College Store section Computer Service Work Order Form.

## Library Services

Access the [Library's landing page](https://www.morgancc.edu/current-students/library/) (https://www.morgancc.edu/current-students/library/).

The Director of Library Services or any of the library staff is willing to talk with faculty and students in classes about various topics relating to library services. The library staff encourages faculty to discuss with them specific needs they may have for new materials in their areas of expertise. The following are some of the services the library provides:

- Library instruction – example: using library resources, citation basics, plagiarism, etc.
- Curate collections on specific topics or around specific projects
- Media and equipment check-out
- Research tools
- Study spaces for students
- A full lab for individual student work
- Printers and scanners are available to students

## Marketing Services

The Communication & Marketing department is available to create advertisements and help promote departments or programs. Services include:

- Printing business cards/name badges
- Designing materials to help promote programs or events
- Advertising through social media, radio, local newspapers, and other mediums
- Updating official website with appropriate information (program page, directory listing)

If faculty intend to create new materials, they must obtain approval from the Director of Communications, Marketing & Recruitment before distribution as there are College identity standards and legal information rules that must be followed. Marketing information—the Brand Style Guide, MCC logos, examples of previous fliers and templates—can be found at <https://mcc-marketing.weebly.com>. If you would like to order marketing materials, please leave plenty of time for your project to be completed and fill out a request form (located on the marketing site). The official logos, letterhead, etc. can also be found in MyMCC under MyMCC > Employee Forms & Meeting Minutes Card > Employee Forms Link > Marketing section. The Director of Communications, Marketing and Recruitment can be reached at (970) 542-3108.

## **Fitness Center**

MCC has a fitness center at the Fort Morgan campus, Room Spruce 329, available for faculty, part-time instructors and staff use when not being used for a class. Orientation and a completed Liability Waiver are required before access is given. Interested parties should contact the Physical Therapist Assistant program office at (970) 542-3225 for more information.

## **Student Resources**

There are many resources available for students at the Fort Morgan campus. Among them are the Tutoring Center found in Cottonwood 106, the Student Center found next to the College Store, and student life activities and organizations. For more information, faculty should contact the Student Life Coordinator in the Student Center or at (970) 542-3170.

## **MCC Foundation**

The MCC Foundation supports student success by raising funds for scholarships, programs, new technology, and facilities. There are numerous opportunities throughout the year to support the Foundation by volunteering or donating. Interested parties may contact [mccfoundation@morganc.edu](mailto:mccfoundation@morganc.edu) or call (970) 542-3107 for more information.

## **MyMCC**

MyMCC is a one-stop source for information. The College maintains this portal for all faculty, part-time instructors, staff, and students. Many resources are available through MyMCC. MyMCC can be accessed through the MCC home page.

MyMCC allows access to teaching schedules, class lists and final grades from a single screen. The Faculty tab provides links to academic forms and library resources. MyMCC also provides access to faculty official MCC e- mail account and a link to appropriate D2L courses.

Helpful Links	Card in MyMCC	Notes
Academic Calendar	Holiday Schedule & Academic Calendar	
Academic Forms <ul style="list-style-type: none"> <li>• Grade change</li> <li>• Course substitution</li> <li>• D2L course duplication</li> <li>• Early alert</li> <li>• Incomplete grade contract</li> <li>• Independent study contract</li> </ul>	Employee Forms & Meeting Minutes	Academic Forms section
Advising Students	Student Advising	EAB Campus, Navigate, Advisee List...
Annual Work Plan (AWP)	Employee Forms & Meeting Minutes	Evaluation Resources section
Budget	Finance Self Service	Finance Self Service Home > My Finance Query
Class Lists	Faculty Links (Dashboard)	
Common Course Numbering System (CCCNS)	Faculty Tools	
Curriculum Committee Forms	Faculty Tools	
D2L Access	MyCourses (D2L)	
Direct Pay Request	Employee Forms & Meeting Minutes	Accounting Section
Early Alert	Faculty Tools	Click on Navigate > Search for a student's name/S# or click on your student's name > Click on "Issue an Alert" (This is for one-off alerts, usually you will get an email with a link)
E-mail (Banner)	Email	
Faculty Load and Compensation	FLAC Toolbox	
Final Grade Reporting	Faculty Links (Dashboard)	
Learning Resources Info – Library/Testing/SSC	Library & Academic Help Cards	
Software Discounts (Office, Adobe, etc.)	Tech Help Desk	

## System Board Policies Affecting Faculty

Access all [SBCCOE policies](https://cccs.edu/about/governance/policies-procedures/) online (<https://cccs.edu/about/governance/policies-procedures/>).

### Series 3 – College Personnel

**BP 3-05** Delegation of Personnel Authority

**BP 3-06** Legal Protection for Employees

<b>BP 3-10</b>	Administration of Personnel
<b>BP 3-14</b>	Selection of a College President
<b>BP 3-15</b>	Conditions of Employment for College Presidents
<b>BP 3-16</b>	Conditions of Employment for System President
<b>BP 3-20</b>	Due Process for Faculty
<b>BP 3-22</b>	Assistance to Faculty Displaced by Discontinuance of Programs
<b>BP 3-23</b>	Due Process for Administrators Hired Prior to Dec. 8, 1985
<b>BP 3-24</b>	Drug Free Workplace
<b>BP 3-31</b>	Evaluation of Job Performance
<b>BP 3-45</b>	Administrative and Professional/Technical Salary Plan
<b>BP 3-50</b>	Employee Grievances
<b>BP 3-55</b>	Faculty Salary Plan
<b>BP 3-56</b>	Employee Compensation other than Base Salary and Benefits
<b>BP 3-60</b>	Employee Benefits
<b>BP 3-61</b>	CCCS Voluntary Retirement Incentive Plan
<b>BP 3-62</b>	Furloughs for Exempt Employees
<b>BP 3-65</b>	Professional Development
<b>BP 3-70</b>	Colorado Community College System Code of Ethics
<b>BP 3-71</b>	Whistleblower Protection Policy
<b>BP 3-80</b>	Faculty and Instructor Workload
<b>BP 3-90</b>	Copyrights and Patents
<b>BP 3-100</b>	Evidence Preservation
<b>BP 3-110</b>	Records Management
<b>BP 3-120</b>	Affirmative Action / Anti-Discrimination
<b>BP 3-125</b>	Electronic Communication Policy

## Series 9 – Educational Programs

<b>BP 9-20</b>	Academic Master Planning
<b>BP 9-30</b>	Approval of Educational Programs
<b>BP 9-40</b>	Associate Degree and Program Designations and Standards
<b>BP 9-41</b>	Basic Skills Assessment
<b>BP 9-42</b>	Credit for Prior Learning
<b>BP 9-43</b>	Certification of Workplace Literacy Programs
<b>BP 9-45</b>	Courses Offered Out-of-State
<b>BP 9-47</b>	Review of Existing Programs
<b>BP 9-71</b>	Transfer of Credit
<b>BP 9-72</b>	Transfer of Post-Secondary Credits from Area Vocational Schools to Community Colleges
<b>BP 9-73</b>	Monitoring of Federal and State Programs

## System President Policies Affecting Faculty

Access all [SBCCOE policies](https://cccs.edu/about/governance/policies-procedures/) online (<https://cccs.edu/about/governance/policies-procedures/>).

## Series 3 – College Personnel

<b>SP 3-10</b>	Employment Practices for Instructors
<b>SP 3-10a</b>	Evaluation of a State System Community College President
<b>SP 3-20a</b>	Peer Review Committee Appeal Process
<b>SP 3-20b</b>	Due Process for Faculty Timelines



<b>SP 3-24</b>	Implementation of Drug-Free Workplace
<b>SP 3-31</b>	Evaluation of Faculty Job Performance
<b>SP 3-31a</b>	Evaluation of Administrators and Professional/Technical Staff
<b>SP 3-45</b>	Administrative/Professional Technical Salary Plan
<b>SP 3-50a</b>	Employee Grievances
<b>SP 3-50b</b>	Civil Rights Grievances and Investigation Process
<b>SP 3-55</b>	Faculty Pay Plan
<b>SP 3-60a</b>	Family and Medical Leave
<b>SP 3-60b</b>	Administrative Leave for K-12 Academic Activities
<b>SP 3-60c</b>	Post-Retirement Employment Procedure
<b>SP 3-60d</b>	Faculty Leave Transfer
<b>SP 3-60e</b>	Tuition Assistance Program for Employees and Tuition Scholarship Program for Spouses, Domestic Partners and Eligible Children
<b>SP 3-65</b>	Sabbatical Plan and Report
<b>SP 3-70a</b>	Conflicts of Interest-Relationships
<b>SP 3-110</b>	Records Management and Colorado Open Records Act Requests
<b>SP 3-120a</b>	Sexual Misconduct Procedure
<b>SP 3-120b</b>	EEO/AA Program
<b>SP 3-125a</b>	Electronic Communication Procedure
<b>SP 3-125b</b>	Cellular Phone Usage Procedure
<b>SP 3-125c</b>	General Computer and Information Systems Procedures
<b>SP 3-125d</b>	Electronic Communications Management and Retention Procedures
<b>SP 3-125e</b>	General Higher Education Opportunity Act Procedures
<b>SP 3-125f</b>	Operation of Official Social Media Accounts and Student/Employee Social Media Conduct
<b>SP 3-125g</b>	Web Accessibility Procedure

## **Series 9 – Educational Programs**

<b>SP 9-20a</b>	Service Area Principles and Guidelines
<b>SP 9-20b</b>	Community College Service Areas
<b>SP 9-41</b>	Basic Skills Assessment
<b>SP 9-42</b>	Credit for Prior Learning
<b>SP 9-47</b>	Program Review and Evaluation
<b>SP 9-48</b>	Honorary Degrees
<b>SP 9-71</b>	Community College Course Numbering System
<b>SP 9-72</b>	Transfer of Post-Secondary Credits from Area Vocational Schools to Community College
<b>SP 9-73</b>	Monitoring of Federal and State Programs