

EMERGENCY PROCEDURES

Stay on the scene and have someone call 911 from a campus/district telephone, and then notify campus security/public safety personnel that emergency personnel are en route. Afterwards, notify the campus provost. See “Protocol for Medical Emergency” in the Appendix (page 50) for specific procedures and phone numbers.

EMERGENCY CALLS FOR STUDENTS

1. The person receiving the call should ascertain the nature of the emergency.
2. The person receiving the call should take down the student’s name, social security number (if possible), the caller’s name, phone number, and any other pertinent information.
3. The person receiving the call should contact the Admissions and Records Office with the above information.
4. The Admissions and Records Office will get a message to the student in class and facilitate the student’s follow-up.
5. If appropriate, the Admissions and Records Office will contact the original caller to let him/her know whether or not the student has been notified.

If the Admissions and Records Office is closed, the Information Center receptionist should be notified. The receptionist, along with campus security/public safety personnel, will follow the procedures listed above. If a class is temporarily meeting at another location, the instructor should post a notice at the original location advising of the temporary location with room number, time, and date.

INJURY/ACCIDENT ON CAMPUS

First-aid kits are located throughout the campuses and are available for minor injuries that occur on campus. A list of employees certified in CPR and basic first aid is maintained at the Information Center at all campuses. For more serious injuries or accidents on campus, see “Emergency Procedures” on this page.

LOSS OR DAMAGE ON CAMPUS PROPERTY

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify Campus Security/Public Safety at 5555 from any district phone or 972.578.5555. If the accident involves an injury, the emergency procedures listed on page 50 will be followed.

FIRE ALARMS/DOOR ALARMS

In the event that the fire alarm sounds, plant operations staff should be notified of the location of the alarm and any other pertinent information. Students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker.

Reports of door alarms sounding can be made directly to plant operations personnel or to the information center receptionist who will contact plant operations with the location of the alarm and other pertinent information, when available.

EMERGENCY CLOSING OF THE COLLEGE

If classes are cancelled, the announcement will be made through the college’s website www.ccccd.edu as well as local radio and television stations. A decision to cancel classes will usually be made by 3 p.m. for evening classes and by 6 a.m. for day classes.

Radio Stations:

KRLD 1080 AM	KLIF 570 AM	WBAP 820 AM
KDGE 102.1 FM	KDMX 102.9 FM	KEGL 97.1 FM
KERA 90.1 FM	KHKS 106.1 FM	KHYI 95.3 FM
KLTY 94.9 FM	KLUV 98.7 FM	KOAI 107.5 FM
KSCS 96.3 FM	KVIL 103.7 FM	KYNG 105.3 FM

Television Stations:

KDW Channel 4	KTVT Channel 11
KXAS Channel 5	WFAA Channel 8

■ FACULTY RIGHTS AND RESPONSIBILITIES

ACADEMIC FREEDOM AND RESPONSIBILITY

All CCCCD faculty members are entitled to work in an atmosphere of academic freedom and bear a concomitant dedication to academic responsibility. The Faculty Senate subscribes to the principles expressed in the statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers’ Association (now Texas Community College Teachers’ Association).

The college accepts the responsibility to encourage faculty and staff to exercise their First Amendment freedoms and to protect against acts which deny freedom of speech, and the related freedoms to be heard, to study, to teach, to administer, and to pursue scholarly activities.

Faculty members acknowledge their responsibility to maintain professional competence in their fields of specialization and be committed to effective teaching and student service.

CONFLICT OF INTEREST POLICY

The following policies govern the conduct of CCCC CD faculty in regard to outside employment, consulting, professional activities, and use of college resources.

Full-time employment by CCCC CD involves the commitment of the individual's professional time, energy, and primary loyalty to the college. Consulting, professional activities, or other outside employment must not impair the individual's ability to fulfill his/her duties at the college.

Outside employment of any full-time or associate faculty member must not conflict with the individual's obligation to CCCC CD. Faculty must avoid conflict of interest in all instances of outside employment and consulting.

A full-time or associate faculty member of CCCC CD will not accept a student as a client during a semester in which the student is enrolled in his/her class. The dean of the faculty member's division may grant an exception, in writing, for a specific instance. This written exception should remain on file in the Human Resources Office.

Full-time and associate faculty will not advertise their services while instructing students or while performing other duties as a faculty member.

Faculty will use resources of CCCC CD to support the educational objectives of the college. A faculty member will not use facilities, support staff assistance, office supplies and equipment, or other CCCC CD resources for personal gain; such use of CCCC CD resources for personal gain is a violation of college policy and state law. CCCC CD recognizes that certain professional activities, such as the writing of scholarly articles and books, can be very beneficial to the individual and to the college. CCCC CD encourages such professional activities; these activities, however, are in addition to the faculty member's full-time effort expected by the college and are not to be accomplished by using college-paid support staff assistance.

A faculty member shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the faculty member's discharge of assigned duties and responsibilities.

A faculty member may not solicit, agree to accept, or accept an honorarium in consideration for services that the employee would not have been requested to provide but for his/her official position or duties. (Texas Penal Code, Section 36.07 - Class A Misdemeanor). Thus, for example, an employee may not take a

speaker's fee for speaking in his/her official capacity or accept a fee or gift for any service that he/she would not have been asked to provide, but for the individual's official position with CCCC CD. It is permissible to accept food, transportation, and lodging in connection with a speech or other service performed in an official capacity which is not reimbursed by CCCC CD.

A faculty member shall not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the college.

A faculty member who believes he or she has or may have a conflict of interest shall disclose the interest to the president or designee, who shall then take whatever action is necessary, if any, to ensure that the college's best interests are protected. Requests for exceptions to the Conflict of Interest policy must be forwarded in writing, in advance, for review and consideration by the appropriate supervisors and the college president.

INTELLECTUAL PROPERTY RIGHTS

The ownership of any materials, inventions, or processes developed solely by a faculty or staff member's individual effort and expense shall vest in that individual and be copyrighted, if at all, in that person's name.

The ownership of materials, inventions, or processes produced solely for the college and at college expense shall vest in the college and be licensed, if at all, in its name.

In those instances where materials, inventions, or processes are produced by a faculty or staff member with college support, by way of the use of significant personnel time, facilities or other college resources, the ownership of the materials or processes shall vest in (and be copyrighted or patented by, if at all) the person designated by written agreement between the president and the faculty or staff member prior to production. In the event no such written agreement exists, the ownership shall vest in the college.

Disclosure of Scientific and Technological Developments

Collin County Community College District reserves the right of disclosure of any college-owned scientific and technological developments, including inventions, discoveries, trade secrets, computer software, materials, and processes.

Those scientific and technological developments that are developed solely by a faculty or staff member's individual effort and expense will be disclosed at the discretion of that individual.

Guidelines and Licensing Responsibilities for Intellectual Property

It is the responsibility of the party(ies) having ownership of the material, invention or process developed (including discoveries, trade secrets, and computer software) to secure any licenses, copyrights, or patents.

Equity in Management Participation on the Part of the Inventor(s) in Business Entities that Utilize Technology Created at Collin County Community College District

Any equity in management participation on the part of the inventor(s) in business entities that utilize technology created at CCCCD will be by agreement between the parties involved prior to such utilization.

CCCCD COPYRIGHT STATEMENT

The faculty of CCCCD must adhere to the parameters for use of copyrighted works established by the United States Copyright Act (1976) and the Digital Millennium Copyright Act, set forth at 17 U.S.C. Sec. 101 et seq., and its associated regulations, set forth at 37 CFR Chapter II.

In particular, the faculty member agrees to adhere to the following:

1. A faculty member may use a copyrighted work and may reproduce the work in multiple copies, solely for purposes of teaching, classroom use, scholarship, or research.
2. A faculty member agrees to obtain, or to have the student obtain, the permission of the appropriate party (whether the author, publisher, or otherwise) prior to permitting a student to:
 - (A) use a copyrighted work in any manner by which the work may be disseminated outside of classroom use;
 - (B) incorporate all or a portion of a copyrighted work into a new work that may be disseminated outside of classroom use;
 - (C) scan, copy, photograph, modify, or otherwise reproduce or use copyrighted images, text, or sounds in any manner by which the results may be disseminated outside of classroom use.
3. With respect to work created in whole or in part as a part of classroom instruction, a CCCCD faculty member must approve in writing, and in advance, the use by any party of the work outside of CCCCD internal activities. This restriction includes, without limitation, any works submitted for awards, publications, or third party use outside of CCCCD.

4. With respect to work created whole or in part by CCCCD faculty, please refer to the “Intellectual Property Rights” section on page 35 of this publication.
5. A student who creates or participates in the creation of a work as part of classroom instruction may use the work for inclusion in his/her portfolio or for informational purposes of demonstrating the student’s skills or accomplishments.
6. If a faculty member is unsure of the copyright status of an existing work, he/she will assume that the work is protected by copyright and take the steps set forth above.

To obtain a copyright brochure with more detail or for questions regarding the above policies, contact John Mullin at 972.377.1575 or <http://iws2.ccccd.edu/tlc/TechnologyLearning/copyright.asp>.

■ APPROPRIATE USE OF TECHNOLOGICAL AND INFORMATION RESOURCES

Technological and information resources are defined to include data, records, software, facilities, equipment, storage media, networks and network services, remote access and electronic voice, video, and multimedia communications.

POLICY

CCCCD technological and information resources are provided to allow faculty, staff, and students to pursue the central educational mission of CCCCD and are to be used to the extent that they promote that mission—either directly in teaching and research or indirectly in supporting the offices that maintain CCCCD operations. Incidental personal use that does not otherwise violate this policy or have an adverse effect on college resources is permitted. Technological and information resources are to be accessed and utilized in an ethical manner consistent with the institution’s core values, which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity.

All users of technological and information resources are to adhere to legal and professional standards, support the mission, and act in the best interests of CCCCD. All users of technological and information resources are responsible for the protection of CCCCD assets and for the accuracy, integrity, and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person,