



HANDBOOK FOR FACULTY & ASSOCIATE FACULTY

Fall 2014

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(To conserve paper, this document is set up for double sided printing.)

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INTRODUCTION TO COLLIN COLLEGE

MISSION

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

PHILOSOPHY

Through its campuses, centers, and programs, Collin County Community College District fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.

CORE VALUES

Collin College has a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

ACCREDITATION

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Collin County Community College District. **Note:** The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

COLLEGE DISTRICT AND DEGREES

SHARED GOVERNANCE AT COLLIN COLLEGE

Over the past 25+ years, Collin College faculty, administrators and staff have joined together in a collaborative process of shared governance to translate the Board of Trustee's vision and strategic goals into a working plan of action. Through this collaborative process, much has been accomplished, as is evidenced by the success of our students and the development and maintenance of our beautiful campuses. To continue meeting the needs of the thousands of students who will be entering Collin in the coming months and years, it is essential that Collin employees actively participate in planning and other strategic initiatives by providing input in their areas of special expertise through committees, councils, task forces and other organizational and governance structures. For expanded information regarding shared governance, visit <http://www.collin.edu/leadership/pdf/2013SharedGovernanceCollin.pdf>.

2014-2015 ACADEMIC CALENDAR

Fall 2014

August 15, 2014	All College Day (Campuses Closed)
August 18, 2014	Associate Faculty Meeting – CPC
August 19, 2014	Associate Faculty Meeting – PRC
August 20, 2014	Associate Faculty Meeting – SCC
August 25, 2014	Fall classes begin
September 1, 2014	Labor Day Holiday (Campuses Closed)
September 8, 2014	Fall Census Day
September 19, 2014	Plano Balloon Festival-SCC closes @ 3:00 p.m.
September 20-21, 2014	Plano Balloon Festival-SCC campus Closed
October 17, 2014	Fall Last day to Withdraw
November 26-30, 2014	Thanksgiving Holiday (Campuses Closed)
December 8-14, 2014	Fall Final Exam Week
December 15, 2014	Grades due on Banner by 11:00 PM
December 24-January 4	Winter Break (Campuses Closed)

Spring 2015

January 8, 2015	All College Planning Work Session (All Campuses Closed @ 11:30 PM)
January 19, 2015	MLK Holiday (Campuses Closed except for Community Activities)
January 20, 2015	Spring Classes Begin
February 2, 2015	Spring Census Date

March 9-13, 2015	Spring Break (No Classes)
March 14-15, 2015	Spring Break (Campuses Closed)
March 20, 2015	Spring Last Day to Withdraw
April 3-5, 2015	Spring Holiday (Campuses Closed)
May 11-17, 2015	Spring Final Exams
May 15, 2015	Collin College 2014-2015 Commencement 7:00 p.m.
May 18, 2015	Grades due on Banner by 11:00 PM

Maymester 2015

May 18, 2015	Maymester Classes Begin
May 19, 2015	Maymester Census Date
May 22, 2015	Maymester Last Day to Withdraw
May 25, 2015	Memorial Day Holiday (Campuses closed)
June 2, 2015	Maymester Final Exams
June 4, 2015	Maymester Grades due on Banner by 11:00 PM

Summer 2015

June 8, 2015	Summer I and III Classes Begin
June 11, 2015	Summer I Census Date
June 17, 2015	Summer III Census Date
June 23, 2015	Summer I Last Day to Withdraw
July 3-4, 2015	Independence Day Holiday (Campuses Closed)
July 9, 2015	Summer I Final Exams
July 9, 2015	Summer III Last Day to Withdraw
July 13, 2015	Summer I Grades due on Banner by 11:00 PM
July 13, 2015	Summer II classes begin
July 16, 2015	Summer II Census Date
July 28, 2015	Summer II Last Day to Withdraw
July 31, 2015	Calendar Day for Summer II Classes
July 31, 2015	Calendar Day for Summer III MW Classes
August 7, 2015	Calendar Day for Summer II Classes
August 7, 2015	Calendar Day for Summer III TR Classes
August 10-11, 2015	Summer III Final Exams
August 11, 2015	Summer II Final Exams
August 17, 2015	Summer II and III Grades due on Banner by 11:00 PM

CAMPUS LOCATIONS AND HOURS

For the hours of operation please refer to the individual campus information pages (www.collin.edu/campuses/index.html) on the Collin College website.

Campus	Vice President/Provost or Other Contact Info	Hours of Operation
Allen Center 300 Rivercrest Blvd. Allen, TX 75002 972.377.1060	Site Coordinator Kathleen DiBenedetto 972.377.1060 kdibenedetto@collin.edu	Monday-Friday, 8 a.m. -4:30 p.m.
Central Park Campus (CPC) 2200 W University Drive McKinney, TX 75071 972.548.6790	Vice President/Provost Dr. Sherry Schumann C-302 972.548.6803 sschumann@collin.edu	Monday-Thursday, 7 a.m.-11 p.m. Friday and Saturday, 7 a.m.-5 p.m. Sunday, 1 p.m.-5 p.m.
Collin Higher Education Center (CHEC) 3452 Spur 399 McKinney, TX 75069 972.599.3100	CHEC Information Center 972.599.3100	Monday-Thursday: 7 a.m. - 11 p.m. Friday: 7:00 a.m. - 7:00 p.m. Saturday: Closed Sunday: Closed
Courtyard Center 4800 Preston Park Blvd. Plano, TX 75093 972.985.3790	General Telephone 972.985.3790	Monday-Friday,, 7 a.m.-10:30 p.m. Saturday, 7 a.m.-9 p.m. Sunday, 1 p.m.-9 p.m.
Preston Ridge Campus (PRC) 9700 Wade Boulevard Frisco, TX 75035 972.377.1790	Vice President/Provost Dr. Brenda Kihl J-235 972.377.1551 bkihl@collin.edu	Monday-Thursday, 7 a.m.-11 p.m. Friday and Saturday, 7 a.m.-5 p.m. Sunday, 1 p.m.-5 p.m.
Rockwall Center 2610 Observation Trail Rockwall, TX 75032 214.771.4573	Associate Dean Academic Partnerships Sabrina Belt 972.377.1505 sbelt@collin.edu	Monday-Thursday, 8:30 a.m.-1 p.m. and 6 p.m.-10 p.m.
Spring Creek Campus(SCC) 2800 E Spring Creek Pkwy Plano, TX 75074 972.881.5790	Vice President/Provost Dr. Mary McRae G-227 972.881.5771 mmcrae@collin.edu	Monday-Saturday, 7 a.m.-11 p.m. Sunday, 11 a.m.-7 p.m.

ENROLLMENT

Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 53,000 credit and continuing education students each year. The only public college in the county, the college offers more than 100 degrees and certificates in a wide range of disciplines.

DEGREES AND CERTIFICATES

Collin College awards academic transfer degrees and certificates as well as technical workforce degrees and awards. Four types of associate-level degrees are awarded: the Associate of Arts (A.A.), the Associate of Science (A.S.), the Associate of Arts in Teaching

(A.A.T.), and the Associate of Applied Science (A.A.S.). Collin also awards post-associate degree Enhanced Skills Certificates (ESC) in specific areas in addition to Level One and Level Two Certificates, and Marketable Skills Achievement Awards (MSAA). More specific information is available on the 2014-2015 Degree Plans and Programs (<http://www.collin.edu/academics/programs/index.html>) on our webpage.

FOUNDATION

Established in 1987, Collin College Foundation (<http://www.collin.edu/foundation/>) is a charitable, tax exempt corporation. The Foundation's mission is to support and enhance Collin College through philanthropic support for student scholarships, faculty enrichment, critical capital needs and programs of excellence. The Foundation is fiscally and legally independent from the College and is governed by a Board of Directors. Faculty is encouraged to support the Foundation, as contributions enhance the quality of education and extend educational opportunities within the Collin College district.

ORGANIZATION CHART

See the online Collin College district organization chart for information (<http://iws2.collin.edu/hr/CollinOrgChart/CollinOrgChart.htm>).

COURSE DEVELOPMENT

CLASS SCHEDULES

Class schedules are developed in coordination with academic deans and are based on the needs of the college community. Full-time faculty are given courses based on the number of contact hours required by contract and on the needs of the division. Classes may be scheduled in a variety of formats (distance, dual credit, weekend, etc.) and during a variety of days and times. Individual class schedules are subject to change and are located in CougarWeb on the Faculty Tab. See the following policies for additional information:

- [Assignment and Schedule Policy](#) (DI-Local)
- [Employment Requirements and Restrictions](#) (DB-Local)

CURRICULUM DEVELOPMENT/CURRICULUM ADVISORY BOARD

Our course offerings are governed by the [Academic Course Guide Manual](#) (for transfer courses), [Workforce Education Course Manual](#) (WECM) and [Guidelines for Instructional Programs in Workforce Education](#) (GIPWE) (for workforce courses). Because of transfer and accountability issues, significant course or curriculum changes must be approved through our Curriculum Advisory Board (CAB). Information regarding CAB procedures, forms, and meetings can be found on CougarWeb under the Curriculum Office link.

LEARNING COMMUNITIES

A [Learning Community](#) is an innovative and exciting way to learn. In Learning Communities courses, professors team-teach and connect the concepts of their disciplines under a common theme or question. Students receive credit for each class as if they were taking traditional classes; thus they meet transfer and graduation requirements. For information about Learning Communities, please contact Tracey McKenzie at 972.377.1662 or tmckenzie@collin.edu.

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT OF LEARNING

Institutional Effectiveness (IE) is an on-going, college-wide process of planning and outcomes assessment. The purpose of this process is to provide meaningful information that can be used to effect improvement. Such data can also be used to document the college's achievement of its mission and goals. Institutional Effectiveness data is not intended to be used for employee evaluation purposes. More information about Institutional Effectiveness is available on CougarWeb under Intranet Links on the My Workplace tab.

SYLLABI AND CVs

Texas [House Bill 2504](#), passed by the state legislature and signed by the Governor in 2009 requires each institution of higher education to make available to the public on the institution's public website each faculty member's CV and a syllabus for each course

offered by the institution. Collin College syllabi are required to meet the following standards:

- All syllabi must:
 - satisfy any standards adopted by the institution;
 - provide a brief description of each major course requirement, including each major assignment and examination;
 - list any required or recommended reading; and
 - provide a general description of the subject matter of each lecture or discussion.
- Information required by Collin College for syllabi can be found in the Generic Course Syllabus Template. (Note that this and other intranet materials are accessible only from campus.)
- The Student Learning Outcomes (SLOs) that appear on the syllabi must be the same ones that appear on the corresponding course syllabi in the Syllabus Depot (http://inside.collin.edu/curriculum/Syllabus_Depot.html). The Syllabus Depot is a list of generic syllabus templates for all Collin College courses.
- In addition to the above, there is some variation among academic disciplines and deans as to syllabi requirements. Some academic disciplines have a discipline syllabus and require professors to follow it. Some deans have preferences or requirements as to the form and order of the syllabus. Professors will need to check with their dean and/or department chair regarding these variations.
- Since the syllabus will be posted on the Internet, faculty members are encouraged to carefully proofread their syllabi, including the tone of the syllabi.

Faculty's CVs must also be posted online as mandated by HB2504 and must list postsecondary education, teaching experience, and significant professional publications. To submit a CV, go to <http://hb2504.collin.edu/cv.html> and enter the information in the Curriculum Vitae Online Form. Once submitted, CVs can be updated by following these procedures:

- Go to <http://hb2504.collin.edu/login.asp> and login using your Novell Username and password. Note: First time users will need to click on the Enter it Here link. Fill out Curriculum Vitae Online Form and click the submit button.
- Update your CV.
- Click the SAVE button to save your changes and the CANCEL button to return to the login screen without saving any changes.
- Review your CV at <http://hb2504.collin.edu/>.

To access HB2504 public information, click on <http://hb2504.collin.edu/> or follow the links from the Collin College homepage to Academics and then to HB2504.

All students must receive a detailed course syllabus and class calendar, preferably on the first day of class. When possible, distribute the course syllabus electronically or post it

online to save on copying costs. Each instructor's syllabus must also be forwarded to the academic chair prior to the beginning of the semester. *Please note the deadlines for submission of syllabi that are sent via e-mail.* In order to comply with SACSCOC requirements and with House Bill 2504, the syllabus must contain specific information indicated on the checklist in the Appendix and must be in line with the syllabus template. Generic syllabi for all courses offered at Collin College are on file in the appropriate instructional division offices and can be found online at the Syllabus Depot (on the Faculty Tab in CougarWeb, click on "Syllabi" under Faculty Links in the middle column). The generic syllabi should be used by associate faculty for reference in the development of their individual syllabi, especially in terms of the Student Learning Objectives, *which must appear verbatim on each syllabus.* (Adding additional learning objectives is acceptable.)

Syllabus Template and Checklist

What Should a Syllabus Include?

Please see the syllabus template located on CougarWeb (click on Curriculum Office on the Faculty tab under Faculty Links or on the MyWorkplace tab under Intranet Links). Check with the academic chair for specific requirements for each class.

Generic Course Syllabus Checklist

Course Information

- Course Number
- Course Title
- Course Description
- Course Credit Hours
 - Lecture Hours
 - Lab Hours
 - Clinical/Recitation Hours
- Placement Assessment(s)
- Prerequisite
- Prerequisite/Concurrent Enrollment
- Corequisite
- Student Learning Outcomes
- Withdrawal Policy
- Collin College Academic Policies
- Americans with Disabilities Act

Instructor Information

- Instructor's Name:
- Office Number:
- Office Hours
- Phone Number
- E-mail

Class Information

- Section Number
- Meeting Times
- Meeting Location
- If a Web, Blended, or Hybrid course, add any relevant information regarding:
 - Minimum Technology Requirement
 - Minimum Student Skills
 - Netiquette Expectations
- Course Resources
- Supplies
- Attendance Policy
- Additional Student Learning Outcomes
- Method of Evaluation
- If a Web, Blended, or Hybrid course, inform students of the following points:
 - Requirements For Participation In Online Discussion Or Collaborative Activities:
 - Criteria Used To Evaluate Participation In Such Activities:
 - Delivery Method Of Feedback and/or Graded Material:
 - Standards for Instructor Response and Availability
- Course Calendar

INSTRUCTIONAL MATERIALS

College District employees must also comply with the following policies related to instructional resources and materials:

Copyright Policy

Copyright is a form of protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished (Title 17, United States Code). It is illegal to violate any of the rights provided by the law to protect the owner of a copyright. Collin College respects the ownership of intellectual material governed by copyright laws.

The faculty of Collin College 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 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.
2. With respect to work created in whole or in part as a part of classroom instruction, a Collin College faculty member must approve in writing, and in advance, the use by any party of the work outside of Collin College internal activities. This restriction

includes, without limitation, any works submitted for awards, publications, or third party use outside of Collin College.

3. With respect to work created whole or in part by Collin College faculty, please refer to the “Intellectual Property Rights” policy of the college.
4. 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.
5. 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.
6. All users of Collin College technology resources are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed and electronic materials, including documentation, graphics, photographs, multimedia, including musical works, video productions, sound recordings, and dramatic works; and all other technological resources licensed and/or purchased by Collin College or accessible over network resources provided by Collin College. Individual author, publisher, patent holder, and manufacturer agreements are to be reviewed for specific stipulations.

In compliance with the requirements of the Digital Millennium Copyright Act of 1998 (DMCA), any user of Collin College technology resources who violates the digital copyright laws for the first time will be reminded of the laws, and the software or licensing violations will be removed. A second violation will result in removing the software or licensing violations, retraining of the user in copyright procedures and taking appropriate disciplinary action. A third violation will require Collin College to remove the user’s network and Internet access and take further disciplinary action which may include termination of Collin College employment or student status.

All technological resources developed by Collin College employees, students, and contractors for use by Collin College or as part of their normal employment activities are considered “works for hire.” As such, Collin College is considered the “author” and owner of these resources. (For information regarding Intellectual Property Rights, refer to the Collin College Policy CT-Local (<http://pol.tasb.org/Policy/Code/304?filter=CT>).

To obtain a copyright brochure with more detail or for questions regarding the above policies, contact John Mullin at 972.377.1575 or see the “Copyright” section under www.collin.edu/library/aboutus/operational.html.

Textbooks

Collin College Board Policy EDA-Legal (<http://pol.tasb.org/Policy/Code/304?filter=EDA>) specifies the requirements for listing, publishing and availability of textbooks.

COURSE RECORDS

- Access to student records is governed by [policy](#) (Board Policy FJ-Legal and FJ-Local).
- The Official Roster is found under the Faculty Tab on CougarWeb. The official roster reflects changes when a student withdraws or is dropped from a course.
- Records of student papers and tests should be kept until end of academic year plus one year according to state guidelines.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (also known as the “Buckley Amendment” or FERPA) is a federal law that gives students the right to inspect and review their own education records. Under this law, students also have other rights, including the right to request amendment of records, and some control over the disclosure of personally identifiable information. *Student grades and exam scores constitute confidential information.* The Family Educational Rights and Privacy Act prohibits posting grades for public view or giving out grades over the telephone. Information about grades and class attendance cannot be shared with anyone other than the student concerned, including parents, spouses, other students, or other family members. This is true even if the student is a minor. Faculty must be extremely careful not to discuss or comment upon student grades within the hearing of others and to avoid distributing graded assignments in such a way that they can be viewed by anyone except the student receiving the grade. The division office and the department chair both have material regarding FERPA requirements, and a number of workshops are available, in addition to online training. It is vital for every instructor to be familiar with FERPA regulations as the failure to follow them may result in serious sanctions for the college as a whole.

- FERPA
<http://www.collin.edu/hr/profdev/ferpa.html>
- FERPA Brochure
http://www.collin.edu/shared/shared_profdev/PD_pdfs/FERPA_brochure.pdf
- Federal Government General FERPA Information
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Federal Government General FERPA Guidance for Students
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

For more information about FERPA training, please contact Sheri Eadie at 972.599.3158 or via e-mail at seadie@collin.edu.

COMMUNICATION

Collin College is a public institution. As employees, we hold ourselves to high standards, reflected by our Core Values. It is important to communicate to your dean issues related to prolonged absence, potential conflict of interest, or any activity that may reflect negatively on the college. Also discuss with your dean any unusual or uncomfortable

situations in your classes. Discipline issues are reported to the Dean of Students office, but usually a conference with your academic dean is helpful before filing a report.

CLASS CONTACT HOURS/LENGTH OF CLASS

Class contact hours are defined in [Texas Administration Code](#). Generally speaking for a three-semester-hour course, 45 class contact hours are expected with a week for final exams. Faculty must meet each class session promptly and for the specified, scheduled time, including the specific time scheduled during final exam week. THECB requires that a class meet for 50 minutes of actual instruction to constitute one contact hour. If a class is meeting outside of its usual room (e.g. having a library orientation), a sign must be posted on the classroom door so that students and emergency personnel know where to find that class.

OFFICES AND OFFICE HOURS

Each full-time faculty member has an office on his/her primary campus. Faculty office spaces are assigned by the Vice President/Provost of the respective campus.

Full-time faculty are required to post and observe a minimum of six office hours per week for purposes of academic advising and student consultation during the long semesters. Two office hours per week per course are required when teaching for summer formula pay. The office hours are to be held at times which will be most convenient for students. Faculty is also expected to meet with students as needed by appointment. This information is listed under the essential job functions of the full-time faculty job description, which is accessible on the Human Resources webpage at <http://www.collin.edu/hr/>.

INSTRUCTION OFFICES

Instruction Offices are located on each campus to provide a work/service area for associate faculty. Each office is equipped with computers, printers, telephones, Scantron machines, and fax machines for associate faculty use.

Central Park (CPC)	Preston Ridge (PRC)	Spring Creek (SCC)
B-342 and LA-234 Mon-Thurs 7:00 a.m.-9:00 p.m. Fri 7:00 a.m. - 4:00 p.m. Beckey Hargett Phone: 972.548.6832 bhargett@collin.edu Wilma Eckoff Phone: 972.548.6830 weckoff@collin.edu Fax: 972.548.6801(B-342) Fax: 972.548.6604 (LA-234)	Lawler Hall LH-158 7:30 a.m. - 11:30 a.m. Earlene Knox Phone: 972.377.1554 Fax# 972.377.1552 EKnox@collin.edu Founders Hall F-243 12:30 p.m.- 9:00 p.m. Kimberly Costello Phone: 972.377.1506 Fax# 972.377.1586 mailto:kcostello@collin.edu "L" Building L-222 7:00 a.m. - 4:00 p.m. MaryJane Gibbons Phone: 972.377.1585	B-103 Mon-Wed 7:00 a.m. - 9:00 p.m. Thurs 7:00 a.m.- 8:30 p.m. Fri 7:00 a.m. - 4:00 p.m. Carol White Phone: 972.516.5090 Fax: 972.516.5097 cwhite@collin.edu K-237 Mon-Wed 7:00 a.m. - 9:00 p.m. Thurs 7:00 a.m. - 8:30 p.m. Fri 7:00a.m. - 4:00 p.m. Paula Ballew Phone: 972.881.5759 Fax: 972.881.5975 pballew@collin.edu

	Fax# 972.377.1004 MJGibbons@collin.edu "U" Building 10:00 a.m.-Noon and 1:00 p.m.-2:00 p.m. Open Phone: 972. 377.1587 KClary@collin.edu	
Information Center Atrium 972.548.6790	Information Center Lawler Hall, Lobby 972. 377.1790	Information Center Atrium 972.881.5790

The following services are available for associate faculty in the Instruction Offices:

Support Services

The Instruction Offices are staffed with support personnel who will accommodate typing requests for classroom materials upon completion of the appropriate request form(s). Please allow two days for any typing services.

Mail Services

Incoming mail and messages will be placed in individual mailboxes in the Instruction Office, while incoming packages can be picked up at the secretary's desk. A box for outgoing mail is provided in the secretary's office.

Note: Please DO NOT instruct students to leave papers in faculty mailboxes. For security reasons, students are not to access faculty mailboxes. Trays where students may leave papers for instructors are available in all Instruction Offices. Please be aware that leaving graded assignments for students to pick up violates FERPA guidelines if students can view others' grades as they retrieve their own work. Please leave any graded work in a sealed envelope with the student's name on the outside of the envelope.

Faculty e-Mail and Computer Access

Associate faculty are welcome to use computers, scanners, and printers in the Instruction Offices and faculty computing centers. Associate faculty are required to have a Collin College e-mail address and to obtain a computer network account. All associate faculty receive an e-mail message from the Collin College Helpdesk with initial access information for their Collin College account. This message is sent to the e-mail address provided by the faculty member to Human Resource.

This Collin College account allows faculty to send and receive e-mail and access the Internet, as well as utilize all software on the Collin College network. *Please use the Collin College account, rather than a personal e-mail, for all communication with students.* If there is difficulty accessing the Collin College e-mail or CougarWeb, please contact the Help Desk (972.548.6555). Be sure to update passwords when prompted to help eliminate the most common cause of connectivity problems from off-campus.

COURSE MANAGEMENT

ADDS, DROPS, WITHDRAWALS AND LATERAL CHANGES

Adding a Class

Students now have the ability to sign up on an automated course wait list. The wait list option opens up during regular registration and continues through the first day of class. Please encourage any students wanting to sign up for your class to use this option through CougarWeb. Any requests for overloads or late adds must be approved through the academic dean.

Dropping or Withdrawing from Class

Students may drop classes any time prior to the census date at the beginning of every term without a “W” appearing on their transcripts. After the census date, students who withdraw will receive a “W” on their transcript; Texas college students are limited to a total of 6 withdrawals over the course of their college careers (exceptions are made for extenuating circumstances necessitating withdrawal from all courses). Students who wish to withdraw must initiate withdrawal procedures themselves; instructors cannot drop students from class (except for disciplinary reasons through the Dean of Student Development Office and administrative withdrawals through the Developmental Education Department).

Lateral Changes

Students who need to change courses, or sections of a course, following the census date may be able to do so by completing and submitting a Lateral Change Form to the Admissions and Records Office. Changes are made only with the approval of both professors impacted by the change, the division dean of the new course or section, and the registrar. *Lateral changes will be approved by the division office for the following reasons only: course level change, involuntary work schedule or child care arrangement change, registration error correction, and administrative purposes.* If the lateral change is approved, the instructors involved must decide what to do about transferring grades for work completed, make-up work, and so on.

When confronted with requests to add a class or approve a lateral change, please consider not only the academic integrity of the discipline, but also what is fair and in the best interests of the student, the rest of the class, and the instructor.

E-MAIL CORRESPONDENCE WITH STUDENTS

All official correspondence from the college will be through Collin College e-mail. Therefore, faculty should continually check their Collin College e-mail. Faculty should use only their official college e-mail and the student’s official college e-mail address when communicating with students. This permits Collin College to protect both the faculty member’s and the student’s rights should any issues arise. Please respond promptly to e-mails from students, department chairs, and deans. In addition, continue to check e-mail

for a week or so after grades are due at the end of every term in order to promptly address student questions and concerns.

FIELD TRIPS

Field Trip or Student Travel information can be found in the Student Organization Procedures Manual (SOPM) linked to the Student Organizations page (http://www.collin.edu/campuslife/student_orgs.html) and in Board Policy FK-Local (<http://pol.tasb.org/Policy/Code/304?filter=FK>).

Field trips that occur outside of regularly scheduled class times are optional. All field trips (any activity scheduled outside of the regular class time, place, and date), must be approved in advance by the division dean. Once approved by the division dean, faculty members coordinating field trips off campus must follow the guidelines in the SOPM-Chapter 10. More information regarding student travel and guidelines for faculty and staff who serve as an advisor to a Recognized Student or Academic organization can be found at http://www.collin.edu/campuslife/student_org_info.html. Please remember that college personnel *must never* transport students in their personal vehicles. If you need further information, please contact the Dean of Student Development on your campus.

Dean of Student Development Offices

CPC	PRC	SCC
972.377.1595	972.881.5902	972.881.5604

STUDENT ATTENDANCE

Faculty should inform students of attendance requirements during the first class meeting, emphasizing regular and punctual attendance. The attendance policy should also be included in the course syllabus.

Faculty will have access to class rolls before the term begins and continually during the semester through the CougarWeb portal. Faculty should check their class rolls every class period up to the census date and regularly thereafter. It is especially important to complete the roster certification process (see page 29) in order to support students receiving financial aid.

Occasionally, students appear on rolls but never show up for class or suddenly quit coming to class. Faculty are encouraged to contact these students via CougarMail. Alternatively, as soon as a student appears to have discontinued attendance, the faculty member may notify the Admissions and Records Office, who will then contact the student. (Non-attendance letters are sent only during the fall and spring semesters). Faculty must assign a performance grade (usually an “F”) for students who discontinue class attendance and do not officially drop. When final grades are submitted, faculty must assign a ‘last date of attendance’ for all students receiving an “F.”

In addition to the student success efforts that attendance data can support, it is also necessary to know the last date of attendance for any student earning an F. (See Course Completion-Grades in this handbook.)

Therefore, faculty must keep an attendance record. However, each faculty member is allowed to follow his or her own attendance policy within the sanctioned attendance rules

(See following links). The policy must be written on the course syllabus and must be fairly applied to all students in the course.

- [Admissions and Attendance: Attendance](#) (FC-Legal)

STUDENT CONDUCT AND DISCIPLINE

Policies and procedures governing student conduct and discipline are outlined in the Student Handbook (<http://www.collin.edu/studentresources/personal/studenthandbook.html>), which is available on the Student Resources page <http://www.collin.edu/studentresources/> of our website.

Dean of Student Development Offices

The Dean of Student Development Offices are responsible for issues such as student rights, student and parental concerns, responding to crisis situations, harassment, and discipline. If you have any questions or concerns, please feel free to contact either the Dean of Student Development or the Associate Dean of Student Development. Please be sure to provide either an e-mail address or phone number if you would like to be contacted regarding your concerns.

Dean of Student Development Offices

CPC	PRC	SCC
Doug Willis-Dean 972.377.1793	Stephanie Meinhardt-Dean 972.881.5847	Terrence Brennan-Dean 972.881.5734
Amy Throop-Associate Dean 972.881.5667	Cheri Jack-Associate Dean 972.548.6771	Carie Dippel-Associate Dean 972.377.1618

"Student Code of Conduct"

Students at Collin College are expected to follow the "Student Code of Conduct," found in the current *Collin College Student Handbook*. The sections of particular importance to faculty are those dealing with scholastic dishonesty and disruptive behavior. To report violations of the Student Code of Conduct, please contact the Dean of Student Development on the campus where the offense took place. An online form can be used to report student misconduct. After logging on to CougarWeb, click on the My Workplace tab to find the form (Student Incident Reports) under Intranet Links on the right hand side of the page.

Dean of Student Development Offices

CPC	PRC	SCC
972.377.1595	972.881.5902	972.881.5604

Academic Ethics/Scholastic Dishonesty

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of work. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; copying computer or Internet files; using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

See the current *Collin College Student Handbook* for additional information.

The college may initiate disciplinary proceedings against a student accused of scholastic dishonesty. The Dean of Student Development will conduct an investigation and provide the student with appropriate due process as outlined in the *Student Handbook*.

Consequences for scholastic dishonesty may not be imposed without providing due process. Please refer to the Procedures to Initiate Disciplinary Action outlined below or contact the Dean of Student Development for more information.

Dean of Student Development Offices

CPC	PRC	SCC
972.377.1595	972.881.5902	972.881.5604

Classroom Discipline/Disruptive Behavior

Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly and the right of petition that other citizens enjoy. As members of the academic community,

they are subject to the obligations which are theirs by virtue of this membership. The college expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent.

In planning classroom management, the following ideas should be considered:

- Become familiar with the “Student Code of Conduct”
<http://www.collin.edu/studentresources/deanofstudents/conduct.html>
- Present expectations for classroom conduct at the first class meeting.
- Intervene at the first sign of inappropriate behavior—a general clarification to the entire class may be sufficient or ask to speak with the student privately, whichever is most appropriate for the situation.
- Begin written documentation of behavior and interventions, including date, time, place and description of occurrence; *do not* analyze or interpret events.
- If disruptive behavior persists, faculty have the right to remove a student from class one time. After asking the student to leave, immediately notify the division dean and the Dean of Student Development. If it becomes necessary to notify the campus police, dial 5555 from one of the phones located on the podium of every classroom.
- Persistent disruptive behavior may warrant initiation of disciplinary proceedings as outlined in the Student Code of Conduct.

The Dean of Student Development and the Counseling Office are available for consultation about behavioral concerns in the classroom or on campus. ***For any immediate threat of violence or for security concerns, contact the Campus Police Department 972.578.5555 or dial 5555 from any campus phone or dial 911.***

[Procedures to Initiate Disciplinary Action](#)

Every college employee has a right to be treated with dignity and respect. Students are expected to adhere to college policies as detailed in the “Student Code of Conduct” in addition to federal, state, county and city laws. Students are expected to neither interfere with nor show disrespect toward the orderly educational process of the college.

Student disciplinary matters should be reported to the Dean of Student Development using the following procedures.

To File an Incident Report:

1. Log onto CougarWeb and click on the My Workplace tab.
2. Under Intranet Links on the right-hand side of the page, look for the Student Incident Report (5th link from the top).
3. Complete the Incident Report Form. Refer to Section 7-2.4, “Other Offenses, of the Student Code of Conduct” from the *Collin College Student Handbook* to indicate the section of the code that has been violated.
4. To maintain a copy of the report, print before submitting.

5. If the violation involves scholastic dishonesty, documentation will need to be forwarded to the Dean of Student Development.

Incident Report Forms are also available in the Student Development Office at all campus locations.

Student Appeals

Students have the right to appeal disciplinary matters and grades. A formal appeals process for both is outlined in the Student Code of Conduct of the current *Collin College Student Handbook*. Please work with the department chair and dean to defend any grade appeal. Turning in clear and complete grade records at the end of the semester is the first step in providing appropriate information for chairs and/or the division offices to answer students' questions about grades. Being fair, reasonable, and consistent in terms of following the principles specified in the syllabus is also necessary.

CERTIFICATION OF ROSTERS/CENSUS DATE

The census date is the twelfth (12th) class day in a "regular" 16-week semester or the fourth (4th) class day in a short summer semester. The census date varies for mini-semester. Faculty will have access to class rosters before the term begins and continually during the semester through the CougarWeb portal. Faculty should check their class rosters every class period up to the census date and regularly thereafter.

If a student attending the class does not appear on the roster, or is indicated as having been withdrawn, alert the student and send him or her to the Admissions and Records Office immediately to rectify the situation. *Any student who does not appear on the class roster should not be allowed to attend class until the situation is resolved and the student's name appears on the roster.*

All class rosters must be certified in CougarWeb by 5:00 p.m. the day after the course census for all classes and all terms. There are no deadline extensions. Rosters must be certified for every class, every part of term. Many classes have a unique census date, please be mindful of this throughout the semester. The certification due dates appear on the Roster Certification link in CougarWeb on the Faculty Tab. After the certification of class roster deadline, a report of missing roster certifications will be provided to the Academic Deans. For more details, please see the Certified Class Roster Instructions provided by the Office of Enrollment and Student Success on the following pages.

The following are the federal guidelines for determining attendance and financial aid qualifications:

(7)(i) "Academic attendance" and "attendance at an academically-related activity"—

(A) Include, but are not limited to—

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- (2) Submitting an academic assignment;
- (3) Taking an exam, an interactive tutorial, or computer-assisted instruction'

- (4) Attending study group that is assigned by the institution;
 - (5) Participating in an online discussion about academic matters; and
 - (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and
- (B) Does not include activities where a student may be present, but not academically engaged, such as
- (1) Living in institutional housing;
 - (2) Participating in the institution's meal plan;
 - (3) Logging into an online class without active participation; or
 - (4) Participating in academic counseling or advisement.

Many problems with students attending the wrong class or being dropped from class can be prevented by instructors who regularly check class rosters and use sign-in sheets or small graded assignments early in the semester to help identify missing students. Students cannot receive credit for the class without having gone through official admission channels.

Procedures

1. Log in to CougarWeb.
2. Click on My Workplace tab
3. Click on Banner Self Service (just like you do when you are posting your GRADES at the end of the semester).
4. Click on Faculty and Advisors
5. Click on Certify Class Rosters

Alternate log in location: Log in to CougarWeb. Under the **Faculty** tab inside the Faculty Registration Tools box the link **Certify your Roster** will appear. If you have a large Faculty Schedule box, look below that for the Faculty Registration Tools box. Click the **Certify your Roster** link to begin roster certification.

Certified rosters are available starting the first day of class through the course census. Please note: the certified class roster is not intended to track daily attendance. The deadline for census will be provided for each course. You will need to log in multiple times to certify rosters if you are assigned courses that start throughout the semester. Select each course for certification. If you log in early or have completed your roster certification, no courses will be listed.

Click the radio button for the course you want to certify. You may need to scroll to the far right of the screen. Then click "Select Section" at bottom of screen. You must click the circle radio button or a computer script code will appear.

Roster Certification

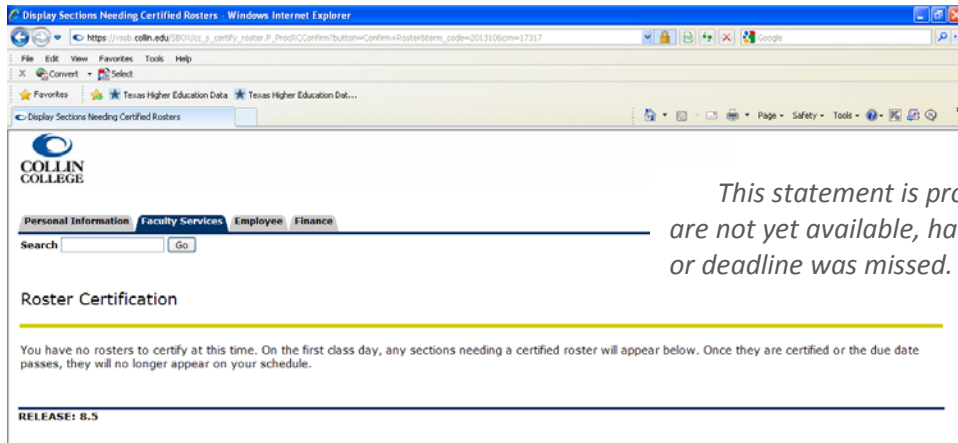
Below is a list of sections requiring your attention. We need to identify students who have not attended your sections before the class' census date. Sections will appear on the first class day. Then, they will appear here until you submit a certified roster or the deadline passes. Rosters should be certified between the last registration opportunity (third class hour) and the census date for each course. Click the circle next to the section you would like to certify. You will need to login multiple times to certify rosters if you are assigned courses that start throughout the semester.

- PHIL1301.P03 - Introduction to Philosophy (CRN #21708)**
 Monday Wednesday (1:00 PM - 2:15 PM) Location: Preston Ridge U138
 DUE BY: 5pm on Tuesday, February 05, 2013
- PHIL1301.P04 - Introduction to Philosophy (CRN #21703)**
 Tuesday Thursday (10:00 AM - 11:15 AM) Location: Preston Ridge U138
 DUE BY: 5pm on Tuesday, February 05, 2013
- PHIL1301.P05 - Introduction to Philosophy (CRN #21708)**
 Tuesday Thursday (11:30 AM - 12:45 PM) Location: Preston Ridge U138
 DUE BY: 5pm on Tuesday, February 05, 2013
- PHIL2306.P01 - Introduction to Ethics (CRN #22103)**
 Monday Wednesday Friday (11:00 AM - 11:50 AM) Location: Preston Ridge U138
 DUE BY: 5pm on Tuesday, February 05, 2013



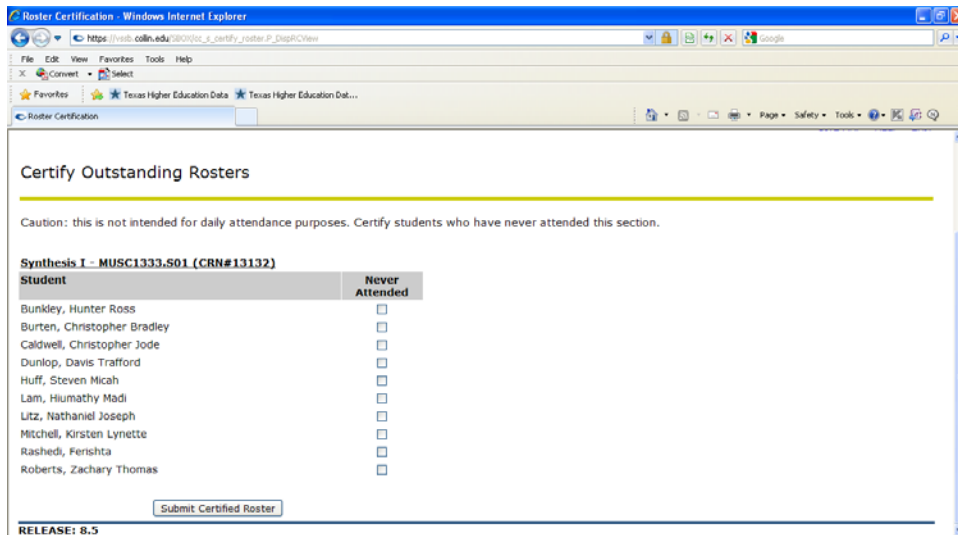
Select Section

OR

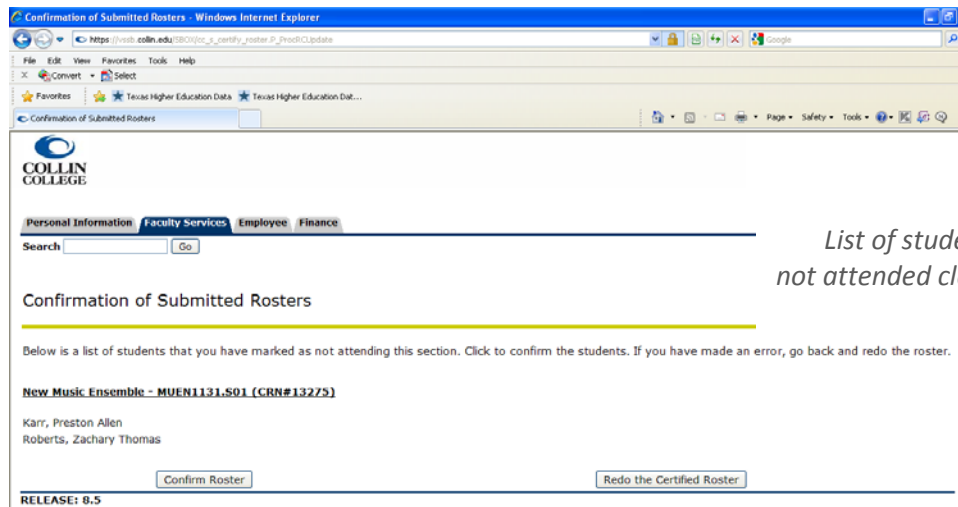


This statement is provided if rosters are not yet available, have been completed or deadline was missed.

Once you click a course the full roster will be listed. Please mark any student who has NOT attended. Then submit.

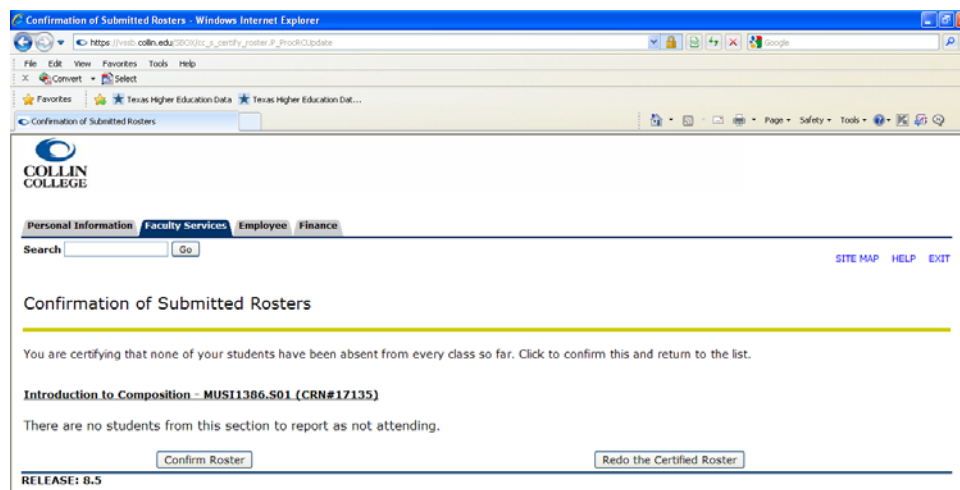


You will be given a list of students who have never attended your class. You will have the opportunity to confirm the final roster or edit (redo) on this screen. **If you have 100% participation you will just submit the roster and confirm the attendance statement.**



List of students who have not attended class

OR



If you have 100% class participation

Repeat for all courses until you have the statement “You have no rosters to certify...” appear on the Roster Certification screen.

Additional Information

- Only students using 100% financial aid to pay for their classes may be dropped from your roster. Just because a student is marked as non-attending does not mean they will automatically be dropped from the roster.
- CougarWeb contains the official class roster, not Blackboard.
- Once a roster has been submitted you will not be able to retrieve it to add students.
- There are no deadline extensions for roster certification.

After the roster deadline, a report will be run for any missing roster certifications. This report will be provided to the Academic Deans.

Please contact Faculty/Staff Technical Support (HelpDesk@collin.edu or x6555) if you cannot access the Faculty tab or for any other technical issues.

Should you need to confirm content that was submitted for the roster or other questions, please contact Dr. Alicia Huppe, Dean of Enrollment and Student Success at ahuppe@collin.edu or 972.377.1749.

COURSE COMPLETION

END-OF-SEMESTER CHECK OUT

At the end of each semester, associate faculty must return all equipment and materials, software, textbooks, laboratory manuals, reference books, etc. to their respective academic chairs or division offices, unless other arrangements have been made with the academic chair. Electronic copies of grade books, including documentation of the method used to determine final grades, must also be turned in to the division office. Other questions concerning semester check-out should be addressed to the department chair, division dean, or the Human Resources Office.

FINAL EXAMS

A dedicated period for final exams is part of every semester at Collin College. At the end of each long semester a Final Exam Week Schedule (http://www.collin.edu/academics/final_exam_schedule.html; also found in the Registration Guide (http://www.collin.edu/academics/class_schedule.html), is assigned for all courses based on the day and time the class meets. Faculty members are expected to meet with the class during the final exam time, even if a final exam is not given.

During final exam week (for 16-week semesters), faculty and students must follow the final exam schedule published in the Schedule of Classes. *Instructors must meet for class during the regularly scheduled final exam period.* During express, summer and mini-semester (fewer than 16 weeks), final exams are held during the last scheduled class meeting. Weekend or evening classes that meet only once a week during the regular long semesters will meet at their usual time and day during final exam week.

GRADES

Grades are entered in CougarWeb through the Banner Self-Service Folder under Faculty and Advisors. The Registrar's Office (http://www.collin.edu/gettingstarted/admissions/contact_us.html) directs and maintains the grades and grading process for Collin College. Questions about the grading process should be directed to the Registrar.

Currently grades of A, B, C, D, F, AD, BD, CD, FD and I are awarded by faculty to each student enrolled in his or her course(s). If a student is withdrawn from a course or if a student audits a course, the "W" or "AU" is entered by the Registrar and will show on the Grading Roster.

"F" grades must have the last date of attendance or the system will not let you finish grading. If the student never attended class, place the first day of the term for the student.

Instructors will not have access to input the "I" grades in the system. Contracts for "I" grades must be turned into Admissions & Records office and must be completely filled out with the due date, grade, student's signature, professor's signature and dean's signature.

End-of-the-semester grades will be submitted through the CougarWeb portal. The online grading system is accessible from both on and off campus. Deadlines for assigning grades will be posted on the Master Calendar in CougarWeb. All faculty also receive an email notification of grade due dates to their Collin College email address. Grades may be entered as soon as final exams for each class are completed and grades tabulated. A final grade of “F” requires a “last date of attendance.” If a mistake is made, student grades may be changed any time before the grade posting deadline. When teaching dual-credit classes, please remember to submit *numeric* midterm and final grades separately to either the high school or to the Office of Academic Partnerships.

Once grades are submitted, an electronic copy of the grade book(s) from the entire semester must be sent to the department chair and to the division office. The grade book should contain the rubric by which grades are calculated so that the way a student’s grade was derived is clear. Please continue to check e-mail for one week after the deadline for grade submission in order to respond to students who may have questions.

Please be conscious of FERPA guidelines when communicating with students about grades. *Never give out grade information over the phone or via non-college e-mail.* There are some questions about whether faculty members can respond to students’ questions regarding their grades using CougarMail without violating FERPA regulations. If this method is chosen, please be discreet and cautious. Whatever the method, it is important to respond to student questions about grades promptly and to the fullest extent possible. Meeting in person on campus with any student who has a question about his or her grade is best. If returning to campus to meet with a student in a timely manner is not an option, work with the chair and with the division office as necessary so that students’ concerns are addressed.

GRADE APPEALS

The Grade Appeals Process (<http://www.collin.edu/studentresources/support/gradeappeal.html>) is available online and can be accessed via the Faculty Tab on CougarWeb, located in the first column under Rules and Regs. Please note the following about Grade Appeals:

- A clear statement in the course syllabus on the components of the grade and how the course grade will be computed and figured can go a long way in reducing grade appeals. Transparent grading practices and procedures could help in limiting grade appeals.
- If the Grade Appeals Board Chair requests information about a grade appeal, please respond promptly and with all the requested information. This can facilitate the work of the Grade Appeals Board.

INCOMPLETE CONTRACT AND CHANGE OF GRADE

A grade of “I” (Incomplete) is assigned only for extenuating circumstances. These circumstances include emergency situations which cause students to miss due dates or exams at the end of the semester, thereby leaving the students with no time to complete make-up work that would otherwise be allowed. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. They should not be given to allow students a chance to re-do or make-up

assignments they would ordinarily not be allowed to attempt again. Incomplete contracts must be agreed to and signed by the student, professor, coordinator or chair, and appropriate division dean before the end of the term in order for a grade of “I” to be assigned.

If a student is deemed otherwise eligible to receive an Incomplete but cannot sign the contract due to extenuating circumstances, for example, an emergency deployment or a severe injury or illness precluding effective communication, faculty members may take the otherwise completed form to the department chair or division dean. Decisions regarding assigning an Incomplete in these circumstances will be made on a case by case basis.

Copies of the paperwork needed to issue an incomplete contract may be found in the Registrar’s Office or in the office of the division dean. A completed contract for an “I” grade must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade and provisions must be made for the student to receive any required material or tests. If the remaining work is greater than 20 percent of the coursework, vice president/provost approval is required. The requirements included on an incomplete contract must be completed as specified in the contract, but may not be scheduled for later than the end of the following 16-week term. If the work is not completed as specified, the grade will be changed to a performance grade based on the quality and quantity of work completed. If no performance grade is specified on the contract and the contract is not fulfilled, an “I” will revert to an “F” at the end of the next long semester.

DUAL CREDIT

Collin College works with local public, private and home school juniors and seniors who are academically advanced. Some dual-credit classes are taught on-site at the high schools, while some are offered on a Collin College campus. Even if a course is not designated as an on-campus, dual-credit section, it may be attended by one or more dual-credit students. It is important to note that dual-credit students have the same rights and responsibilities as other college students; they do not get separate assignments, different lectures, or follow different policies than other Collin College students, including the guidelines for FERPA.

DUAL CREDIT GUIDELINES

- All Collin College courses follow the college's calendar with regard to holidays and seasonal breaks. The only exception is closure for bad weather. If a high school is forced to close due to inclement weather, Collin College courses offered on that site will also be canceled.
- Students are responsible for all the policies, procedures, and decisions of the college as outlined in the "Student Code of Conduct" and have signed a concurrent contract to this effect.
- According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in an institution of postsecondary education. Only with written consent from the student will Collin College disclose information from a student's education records, except with regard to the law that provides for disclosure without consent. Please refer to the "[FERPA](#)" section of this handbook and see the Collin College Catalog section under "Student Records" for more information. (This statement is on the contract signed by the student and by the student's parent if the student is under 18.)
- Dual-credit students are Collin College students and have access to all the resources provided by the institution (Writing Center, Library, tutoring, Math Lab, etc.)
- Students in their junior and senior year of high school may take two courses per long semester. Exceptions are occasionally made. For additional information, contact the dual credit coordinator for the student's high school.
- Students must have a C or higher in each course to maintain eligibility for the dual credit program.
- Registration is on a first-come, first-serve basis—seats are not reserved for students continuing with the same professor.
- Dual-credit students must register in person, complete all required forms and meet college readiness standards based on SAT, ACT, TAKS, THEA or TSI test scores.

Additional responsibilities for faculty teaching a dual-credit course:

- Checking the course roster regularly throughout the semester. It is imperative that students who are not on the roster not be permitted to stay in the class, especially when taught onsite at the high schools.
- Numerical mid-term and final grades will need to be submitted either directly to the high school or to the office of Academic Partnerships. If sent to the high school, a copy must also be sent to the Special Admissions Coordinator. The only exception is Rockwall which does not require mid-term grades.
- Professors may be contacted to submit mid-term grades on an individual basis for dual-credit students enrolled in a general section.
- Issuing a grade of “I” to a dual-credit student will impact high school graduation eligibility. Incompletes should be assigned rarely and only to students with truly extenuating circumstances who are otherwise passing the class. For more information, please review the [Incomplete Grades and Contracts](#) section of this handbook.

COLLIN COLLEGE CONTACTS FOR DUAL CREDIT

For any questions about the dual-credit program, feel free to contact the following staff:

- Joe Butler, Associate Vice President of Academic Outreach (CHEC)
972.599.3121 jrbutler@collin.edu
- Sabrina Belt, Associate Dean of Academic Partnerships (Allen Center)
972.377.1505 sbelt@collin.edu
- Deidra Carpenter, Special Admissions Coordinator (SCC)
972.516.5086 dcarpenter@collin.edu
- Open, Special Admissions Coordinator (SCC)
469.365.1816 @collin.edu
- Alaina Names, Special Admissions Coordinator (PRC)
972.377.1612 anames@collin.edu
- Nicole Barnes, Special Admissions Coordinator (CPC)
972.548.6736 nbarnes@collin.edu

AUXILIARY / SUPPORT PROGRAMS AND SERVICES

Academic Advising

Academic Advisors (<http://www.collin.edu/gettingstarted/advising/>) assist students with information on various academic programs, Collin College procedures and services, degree requirements, and college transfer. During the advising process, students interact with academic advisors to make decisions, solve problems, and develop long-term plans related to their academic goals.

Advising Offices

CPC	PRC	SCC
972.548.6782 D-117	972.377.1779 F-109	972.881.5782 G-103

Admissions and Records Office (ARO)

The Admissions and Records Office (<http://www.collin.edu/gettingstarted/admissions/>) admits students to the College, processes withdrawal forms, determines residency, maintains educational records, evaluates transcripts of incoming students and processes degree/certificate completion.

Admissions and Records Offices

CPC	PRC	SCC
972.548.6710 D-118	972.377.1710 F-109	972.881.5710 G-103

ACCESS Program

The ACCESS Program (Accommodations at Collin College for Equal Support Services) (<http://www.collin.edu/studentresources/disabilityservices/>) provides services for students with disabilities and a district-wide tutoring program. ACCESS is committed to the improvement of academic life for students with disabilities. Services are available to any student who has a documented disability as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973. Academic accommodations can include sign language interpreting, note-taking, extended testing time, isolated testing, and other actions as needed. The main ACCESS Office is located at the Spring Creek Campus in room D-140 (phone 972.881.5898). However, services are available to eligible students at all campus locations.

Access Offices

CPC	PRC	SCC
D-118 972.548.6816 Fax: 972.548.6865 M-F 8 a.m. to 5 p.m.	F-118 972.377.1785 Fax: 972.377.1527 M-F 8 a.m. to 5 p.m.	D-140 972.881.5898 Fax: 972.881.5896 M-F 8 a.m. to 5 p.m.

If a student requires accommodation, the student will present a letter from the ACCESS office specifying the type of accommodation required. Students who indicate they have a need for accommodation but lack documentation should be referred to the ACCESS office in order to document their specific needs. If there are questions or concerns, please contact the ACCESS office.

Bookstore

Textbooks in many departments are selected by the faculty within the discipline or as a campus and ordered through the bookstore (<http://insitestore3.mbsbooks.com/cccmmain/>). Textbooks are priced at industry standard. Store hours vary depending on the semester and the campus. Special hours are available during the first two weeks of class. Consult with the department chair about specific textbooks needed.

Bookstore Information

CPC	CYC	PRC	SCC
972.548.6680	972.985.3710	972.377.1680	972.881.5680

Budgets

Departmental budgets are developed by academic deans, with input from department chairs, faculty, and staff. When you are reminded of budget deadlines, let your chair and/or your dean know about items you think need to be included or adjusted.

Center for Advanced Study of Mathematics and Natural Sciences (CASMNS)

CASMNS is a specialized program for highly motivated students majoring in mathematics or the natural sciences. Based at Spring Creek Campus, the Center offers opportunities for students enrolled in select sections of courses in biology, chemistry, physics, and mathematics to participate in a variety of undergraduate research activities. Students must have at least a 3.0 GPA to be eligible to enroll in the CASMNS program. Students intending graduate study in the included disciplines greatly benefit from participating in the CASMNS program. Upon completion of 12 or more credit hours in the designated curriculum, students receive special recognition and have a notation made on their official Collin College transcripts. For more information, please see <http://www.collin.edu/academics/casmns/>.

Center for Scholarly and Civic Engagement (CSCE)

The Center for Scholarly and Civic Engagement (<http://www.collin.edu/academics/csce/>) fosters student learning, leadership development and civic responsibility through student and community-centered experiential programming that engages students, faculty and community partners in interactive, collaborative and reciprocal partnerships. These opportunities develop skills, strengthen character, challenge the intellect and address community global, national and local issues through critical thinking, research, service and hands-on application of knowledge.

Collin College's institutional commitment to Core Values of Service and Involvement is demonstrated through CSCE's development, facilitation, and assessment of four major areas of programming focus including Service Learning, Civic Engagement, Student

Leadership Development and faculty-led academic programming outside of the classroom. CSCE fosters and utilizes collaborations among faculty, students, administrators, departments, and community partners to design and facilitate these types of programs. CSCE orchestrates individual student and faculty meetings, small group team meetings, and larger committee meetings at the core of these collaborative efforts. In addition, CSCE develops community partnerships with local agencies, coalitions, resources and businesses.

Collin College is a benchmark leader in Service and Involvement as evidenced by repeated designations as an awardee of the President's Higher Education Community Service Honor Roll, and as an awardee of the 2010 Carnegie Foundation's Designation for Civic Excellence.

Copying

Walk-up copier use is available at designated copiers throughout each campus. Please contact the Academic Chair for a copy code. Each department's copying budget is very limited; please post handouts and other material online through Blackboard or Course Studio or e-mail documents to the class as needed to avoid budget short-falls.

The designated copiers for each campus are:

CPC-B334 (3rd floor), B-221 (2nd floor), and LA-234 (Library)

PRC-Copiers are located in each building.

SCC-A Wing 2nd floor, Library, J wing, outside the print shop, and outside K-237.

Copy Center Services

The Print Shop on the Spring Creek Campus can be utilized for large or complex copying orders that cannot be delivered to students electronically. Upon receipt of the appropriate form(s), the Print Shop (printingexpress@collin.edu) can usually fill orders within a few days. Faculty can obtain Copy Request Forms in the Instruction Offices, from division offices, and in the Print Shop at the Spring Creek Campus. Copy orders can also be submitted online. Include the copy code, mail station, and all copying requirements within the e-mail.

CougarWeb

CougarWeb (<https://cougarweb.collin.edu/cp/home/displaylogin>) is the college's Web portal. When faculty are hired by the college, a user name and password are given, allowing the faculty members access to CougarWeb. CougarWeb contains tabs labeled Home, Library, Campus Life, Tutorial, Faculty and My Workplace.

The Faculty tab allows access to the following instructional resources:

- Faculty Schedule
- Student Support (Contains links to the various organizations in the Student Support area, such as Academic Advising, Counseling, Disability Services, etc.), Rules & Regs (Contains links to the Student Handbook, Guide to Academic Ethics, Grade Appeal Process, etc.) and My Courses
- Faculty Links (Contains links relevant to faculty and the students)

- Faculty Dashboard (Contains the most recent, the current and the most future class information for each faculty member)
- Faculty Council and Committees (Contains links to and information about Faculty Council and the various committees faculty serve on)
- Innovative Learning (Contains links to programs such as Weekend College, Honors Institute, Learning Communities, Service Learning, Student Leadership Academy, Distance Learning, and so forth.)
- Course Leader Activity Channel (Course Information and a link to My Courses page.)

The My Workplace tab allows faculty access to the following information:

- *Human Resources Links* (Benefits Information, Board Policies, Forms and Employment, ePrint, HR Training, HR Website, Jobs, Procedures and Guidelines)
- *Employment Details* (Information about your individual Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, Employee Directory)
- *Reporting-Enrollment* (Information about registration numbers found in both Excel and pdf. formats)
- *Banner Self-Service* (Contains Folders about Personal Information, Web-CT, Faculty and Advisors [grades are entered through here], Employee)
- *Banner-Bookmarks*
- *Reporting-Historical* (Contains historical information about courses, including retention and outcome numbers)
- *GroupWise Access* (E-mail, calendar)
- *Intranet Links* (Connects faculty to a range of information about the college and the organizations within the college)

CougarWeb is maintained by Collin College's Web Services Department.

Counseling Services

Counseling Services (<http://www.collin.edu/studentresources/counseling/index.html>) supports and assists enrolled students who have personal challenges that impact their college experience. Individual appointments with Licensed Professional Counselors may be scheduled by contacting the Counseling Office 972.881.5126 or personalcounseling@collin.edu. Counseling Services does accept walk-ins during regular business hours. Evening appointment may be scheduled based on counselor availability. Sessions are confidential and free to students.

Cultivating Scholars

Cultivating Scholars is an event held at the Preston Ridge Campus every Spring semester which highlights student research across the disciplines and allows students to showcase their research through poster sessions and presentations. Check the Cultivating Scholars website for opportunities for students. Announcements regarding this program will be

sent out via e-mail during the fall and spring semesters.

<http://www.collin.edu/cultivatingscholars/> .

Distance Learning Teaching

The following resources provide support for online instruction:

- Online Advisory Board (OAB) (<http://online.collin.edu/oab/index.html>)
- OAB Review of Courses (<http://online.collin.edu/oab/documents/OAB%20Review%20of%20Courses.pdf>)
- Faculty are provided two course development shells to develop courses. Semester course shells are created just prior to the semester in which the courses are taught.
- OAB Membership (<https://sites.google.com/site/oabdistance/oab-membership>)

eCollin Learning Centers (eLCs)

The mission of the eCollin Learning Centers (<http://online.collin.edu/>) is to help Collin College faculty learn and master teaching technologies online and in the classroom. The staff of experienced instructional designers provides workshops, creates tutorials, and is available by appointment, for one-on-one assistance and consultations. There are eLCs on the Central Park, Preston Ridge and Spring Creek campuses.

Here are some of the best reasons to contact an eLC:

- Teaching an online, blended or hybrid course for the first time.
- Creating or enhancing an online course.
- Using instructional technology such as Blackboard, to support classroom teaching.
- Using computer-based instructional technology to support classroom teaching – PowerPoint, HTML, and others

Library support is available for all online students.

Emerging Scholars

The Emerging Scholar Program honors outstanding students for their academic performance, academic promise, and character. Faculty contribute to this program by identifying, encouraging, and recognizing students who show promise. An "emerging scholar" is a student who has a commitment to learning, who has demonstrated a special talent in a particular discipline, and who has been identified by an instructor as having the potential to excel.

All disciplines participate, and any faculty can nominate students who meet the criteria. E-mails will be sent out to faculty outlining the criteria for selection and requesting nominations, after which students are selected for recognition as "Emerging Scholars." Please keep this award in mind during the year and nominate deserving students when requested to do so.

Employee I.D. Cards

All current employees at Collin College are required to have a Staff/Faculty ID card in order to use services provided by the college including the college Bookstore and Library. You can get your official Staff/Faculty ID card in any Student Life office (<http://www.collin.edu/campuslife/studentlife/>) located on the three main campuses.

If your ID card has been lost, stolen or damaged, if you had a name change, or if you simply prefer a new photo, a replacement card can be obtained for a \$2.00 replacement fee. For more information, contact the Student Life Office.

Student Life Offices

CPC	PRC	SCC
972.548.6788 C-119	972.377.1788 A-185	972.881.5788 F-129

Equipment Inventory

Inventories of equipment and furniture are conducted throughout the year. Please respond promptly to requests from the dean's office for information about items in your office. If you notice any discrepancies, please contact your academic dean.

Facilities-Reserving

Internal requests for reserving college facilities should be originated by contacting the following campus representatives:

Campus	Classrooms	Conference Facilities
CHEC	Lori Haberberger 972.599.3167	Karen Knapp 972.881.5606
CPC	Sandi Herrera 972.548.6800	Sandra Claborn 972.377.1743
CYC	Sue Bailey 972.985.3766	Karen Knapp 972.881.5606
PRC	Jill Braziel 972.377.1550	Sandra Claborn 972.377.1743
SCC	G'Anna Saunders 972.881.5770	Karen Knapp 972.881.5606

External district-wide requests for all college facilities including conference centers should be directed to Sandra Claborn 972.377.1743 for CPC and PRC and Karen Knapp at 972.881.5606 for CHEC, CYC, or SCC.

Financial Aid

As a service to Collin College students, the Financial Aid Office (<http://www.collin.edu/gettingstarted/financialaid/>) administers a financial aid program that includes grants, loans, and part-time employment. Financial aid officers are trained to assist students in realizing their educational goals. Aid is offered to eligible students who are registered by the college's official census date.

Fitness Center

Fitness facilities at Collin College Campuses are available free of charge for students, faculty and staff who show their Collin College ID cards. Faculty and staff are welcome to use various activity areas of the Fitness Center and outdoor facilities during college hours when no formal activities or classes are scheduled. A daily schedule (<http://www.collin.edu/studentresources/personal/fitnesscenters/>) is posted at the Fitness Center desk.

Food Service

Faculty requesting food service for Collin events should initiate the request through their academic dean. Food service request forms are available through the division office and should be submitted far enough in advance of the event to allow for proper review and approval.

Honors Institute

The primary purpose of the Honors Institute (<http://www.collin.edu/academics/honors/>) is to help students prepare to utilize the skills they learn in the classroom and apply them to real world situations. Honors classes are smaller than others, which also have a small faculty-student ratio. Faculty who teach Honors classes are encouraged to build close relationships with honors students. Honors students are also allowed exclusive access to a study room in the Honors suite. The qualification for admission into the Honors Institute is a cumulative GPA of 3.5 or higher at Collin College or from high school. Once students meet this criterion, they may enroll in any of the Honors courses available each semester. Transfer students with a cumulative 3.5 GPA are also eligible.

Honors Institute

Director	Student Assistant
Jenny Warren jwarren@collin.edu P: 972.516.5003 Honors Suite, F-103 Spring Creek Campus	972.881.5601 Honors Suite, F-104 Spring Creek Campus

The Honors Institute is located on the Collin College Spring Creek Campus at 2800 E. Spring Creek Parkway, Plano, Texas 75074, in the Honors Suite next to the bookstore.

ID Cards

Faculty and credit students at Collin College are required to have Collin College ID cards in order to use the facilities and services provided by the college. The facilities include the Bookstore, Career Services, Computer Labs, Enrollment Management, Fitness Center, Library, Math Lab, Student Life, and the Testing Center. ID cards are made by Student Life. Please make students aware of the need to obtain a Collin College Student ID. New faculty will not be able to get their ID until after the first pay cycle of the first semester they work at the college. There is no fee for faculty IDs.

If your ID card has been lost, stolen or damaged, if you had a name change, or if you simply prefer a new photo, a replacement card can be obtained for a \$2.00 replacement fee. For more information, contact the Student Life Office.

Student Life Offices

CPC	PRC	SCC
C-119 Mon, Tues, Thurs, Fri 8 a.m. - 5 p.m. Wed-8 a.m. - 8 p.m.	A-185 (Alumni Hall) Mon, Wed, Thurs 9 a.m. - 4:30 p.m. Tues-9 a.m. - 7 p.m. Fri-9 a.m. - 11:30 a.m.	F-129 Mon - Thurs 8 a.m. - 8 p.m. Fri-8 a.m. - 5 p.m.

Learning Communities

A Learning Community is an innovative and exciting way to learn. In Learning Communities courses, professors team-teach and connect the concepts of their disciplines under a common theme or question. Students receive credit for each class as if they were taking traditional classes; thus they meet transfer and graduation requirements. For information about Learning Communities, please contact Tracey McKenzie at 972.377.1662 or tmckenzie@collin.edu.

Library

The Collin College libraries house books, media collections and services, instructional design centers for faculty, open labs, media workshops for students, and much more. Library personnel are always willing to provide teaching and learning materials and services to support the curriculum of Collin College and offer a wide variety of supplemental media and materials specifically geared to the classroom.

Librarians partner with faculty members to:

- digitize any reserve materials
- offer customized library instruction in the classroom or the library
- design research assignments
- prepare handouts tailored to instructional objectives
- provide online tutorials for faculty websites
- select course-related materials for library collections
- **Collin College Libraries**

CPC	PRC	SCC
Circulation & Reserves 972.548.6860 Reference 972.548.6869 Periodicals 972.548.6868 Library Director Bobbie Long 972.548.6866	Circulation & Reserves 972.377.1560 Reference 972.377.1571 Periodicals 972.377.1560 Library Director John Mullin 972.377.1575	Circulation & Reserves 972.881.5860 Reference 972.881.5985 Periodicals 972.881.5856 Library Director Linda Kyprios 972.881.5726

The library's website (<http://www.collin.edu/library/>) is a good starting point for learning about the library's collections. These collections include books, journals, music CDs,

books on tape and CD, videotapes, DVDs, software and electronic resources such as databases, full-text journals, and e-books. All electronic resources are available remotely. For convenience, forms for scheduling library instruction, submitting reserve materials, asking reference questions, and requesting interlibrary loans are also available on the library website. Click on the library tab after logging onto to CougarWeb to access resources specifically for faculty.

Library computer workstations

Each library at Collin College features computers for student use. High-speed, networked computers make conducting library research a convenient and efficient experience. Library computers also offer the applications software most often needed to complete class assignments, including Word, Excel, Access, Publisher, and PowerPoint. Students are given 300 free pages of printing per semester, so even students without home Internet access are able to download material sent to them or complete online assignments. The library also has about fifteen scanners, so students can scan and print documents instead of paying ten cents each to make copies.

Lost and Found

Student Life (<http://www.collin.edu/campuslife/studentlife/>) is the Lost and Found headquarters at Collin College. Lost and found items will be held for a minimum length of one month to a maximum length of one semester.

Student Life Offices

CPC	PRC	SCC
972.548.6788 C-119 Mon, Tues, Thurs, Fri 8 a.m. - 5 p.m. Wed-8 a.m. - 8 p.m.	972.377.1788 A-185 (Alumni Hall) Mon, Tues 8 a.m. - 8 p.m. Wed, Thurs, Fri 8 a.m. - 5 p.m.	972.881.5788 F-129 Mon - Thurs 8 a.m. - 8 p.m. Fri-8 a.m. - 5 p.m.

Math Labs

The Math Labs (http://www.collin.edu/academics/programs/resources_DevEd.html) assist Collin College students enrolled in developmental math, college-level math, and natural sciences courses that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Study sessions are scheduled for the lab components of college algebra, trigonometry, business pre-calculus, and business calculus. Hours for drop-in assistance vary and are posted at each campus. The Math Lab locations are listed below. Tutoring services are absolutely FREE to all students.

Math Labs

CPC	PRC	SCC
C-220 972.548.6896	LH-141 972.377.1639	D-203 972.881.5921

Maximizing Academic Progress Program (MAPP)

The Maximizing Academic Progress Program (<http://www.collin.edu/gettingstarted/advising/MAPP.html>) is designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative grade point average.

Media Services

Media Services are provided at each campus to support the instructional programs of the college. Services include the provision and maintenance of a variety of audio/visual equipment and facilities and instruction on the use of equipment and facilities, including the new high-tech classroom podiums. Every classroom is equipped with a phone that can be used to dial Media Services using the last four digits of the campus Media Services phone number. Media Services also has a number of digital video cameras available for students and/or faculty to check out in order to create or tape student projects.

Media Services

CHEC	CPC	PRC	SCC
CHEC 972.599.3170	B-103 972.548.6871	F-161 972.377.1577	D-205 972.881.5935

Online Student Support

Online student support is part of the eCollin Learning Center (<http://online.collin.edu/>). Assistance is available for all students in the online environment including online student orientations, student training for use of Blackboard and other online tools and technologies. It also serves as a resource for students who are taking online, blended, hybrid or face-to-face courses.

Purchasing

If there are items you believe need to be purchased for your department or classes, please work with your academic dean's office to prepare the necessary paperwork to submit a request. All expenditures must have approval from the academic dean before any funds are spent.

Science Den

The Science Den, located on the Preston Ridge Campus in LH-202, provides a place for science tutors and faculty to meet with students. The room is equipped with computers, models, and other items that assist students seeking to review what they have learned in class or supplement their knowledge. As always, tutoring is FREE for all Collin College students and open to students from all campuses. The Science Den tutoring schedule can be found online at <http://iws.collin.edu/mdodson/scienceden.htm>.

Service Learning

Service Learning (<http://www.collin.edu/academics/servicelearning/>) integrates community service with academic learning, focusing on:

- critical and reflective thinking

- problem-solving
- social and personal development
- civic responsibility

Combining academics with community service provides a unique opportunity to put into practice those principles that are taught in the classroom. For more information on how to incorporate Service Learning into classes, please contact Terry Hockenbrough at 972.881.5900 or thockenbrough@collin.edu .

SOBI (Strategies of Behavioral Intervention)

The SOBI (<http://www.collin.edu/studentresources/SOBI/>) Committee has designed a process that reflects best practices for referring, assessing, responding to and assisting students who display various types of distressed, disturbed, threatening, and/or unregulated behavior. SOBI reports are designed to centralize the collection and assessment of “red flag” behavior and to intervene early to provide support and respond appropriately to students’ behavior. Concerns about a student who seems depressed, hostile, withdrawn, under the influence, or behaving in any way inappropriately, should be filed as a SOBI report. To do so, log on to CougarWeb, go to the My Workplace tab, and, under Intranet links, click on the link for reporting an incident of concern (4th link from the top).

Student Leadership Academy (SLA)

The Student Leadership Academy is a semester-long course designed to promote leadership practices that foster teamwork and integrity in personal and professional development through scholarship and service.

Students who have at least a 2.5 cumulative GPA, six completed credit hours, and a desire to work hard and explore their leadership potential are invited to apply. A commitment to complete the Academy is required. Please encourage qualified students to apply for acceptance and provide recommendation for them. For more information, see the SLA website at www.collin.edu/academics/sla or contact Terry Hockenbrough at 972.881.5927 or thockenbrough@collin.edu.

Student Organizations

Student Organizations are a great way for students to develop social, educational and leadership skills. Involvement in recognized student organizations at Collin College allows students the opportunity to network, represent the college, and become engaged in service activities both on-campus and in the community.

Organizations vary from honor societies to political, religious, service, and social groups. Currently enrolled students may also form student organizations by following the procedures outlined in the current Student Organization Procedures Manual (SOPM) located on the Student Organizations page (http://www.collin.edu/campuslife/student_orgs.html). New or reorganizing organizations may not officially meet or hold an event until recognition from Student Life is complete. Contact Student Life at 972.548.6788 if you are interested in starting or advising an organization.

Student Life Offices

CPC	PRC	SCC
C-119 Office Phone: 972-548-6788 Fax: 972-548-6789 8 am - 5 pm Monday, Tuesday, Thursday, Friday 8 am - 8 pm Wednesday	Alumni Hall - A-185 Office Phone: 972-377-1788 Fax: 972-377-1540 8 am - 8 pm Monday, Tuesday 8 am - 5 pm Wednesday, Thursday, Friday	F-129 Office Phone: 972-881-5788 Fax: 972-516-5084 8 am - 8 pm Monday-Thursday 8 am - 5 pm Friday

Supplies

Many supplies are available in all Instruction Offices upon request, including pens, whiteboard markers, high-lighters, paper, folders, Scantron forms, etc. However, the Instruction Offices do not supply transparencies or overhead pens. Contact the division office or academic chair for transparencies or other supplies not listed.

Testing Center

The Testing Center (<http://www.collin.edu/studentresources/testing/index.html>) provides proctored testing for all courses, basic skills assessments, and other testing. Most faculty find it convenient to schedule make-up exams in the center. Students can complete exams on a drop-in basis, and exams can be picked up when they are completed. Testing Center request forms are available in all administrative offices as well as in the Testing Center. In order to facilitate the process, please ensure the request form is filled out completely and that the instructor name and course information appear on the test. The last test is given out one hour before closing. Students must present a Collin College Student ID (with picture) in order to take a test.

Note: The Testing Center cannot be used to administer regularly scheduled tests or final exams for an entire class.

Testing Centers

CPC	PRC	SCC
A-109 972.548.6849 Mon-Thurs 8 a.m.-9 p.m. Fri 8 a.m. -3 p.m. Sat 8 a.m.-5 p.m.	F-209 972.377.1523 Mon-Thurs 8 a.m.-9 p.m. Fri 8 a.m. -3 p.m. Sat 8 a.m.-5 p.m.	J-232 972.881.5922 Mon-Thurs 8 a.m.-9 p.m. Fri 8 a.m. -3 p.m. Sat 8 a.m.-5 p.m.

Textbooks, Laboratory Manuals and Software

Academic chairs/directors will provide each instructor with copies of appropriate texts, laboratory manuals, software, etc. (as applicable), prior to the start of the semester. These materials remain the property of Collin College and must be returned to the chair/director at the end of the semester or after the faculty member is no longer working for the college unless other arrangements have been made with the academic chair/director.

Tutoring Program

The college provides group, individual, and online tutoring for students currently enrolled at Collin College. Tutoring (<http://www.collin.edu/studentresources/tutoring/>) is available for all core classes offered at the college. Please make students aware of this support service. Faculty or students wanting information about tutoring services should contact the Advisor/Tutor Coordinator at 972.881.5128. Forms can be filled out requesting a tutor and turned in at the ACCESS Office on each campus.

Vehicles

Campus vehicles can only be reserved at the Spring Creek campus. Contact Facilities and Plant Operations (972.881.5690) for more information about availability. A Vehicle Request Form can be found online; after logging onto to CougarWeb, go to My Workplace, click on Facilities and Plant Operations in the Intranet Links channel and then click on Forms.

Note: Faculty may not use their own personal vehicles to transport students for field trips, student activities, or any other college-related activity. Please see the sections on Field Trips and Student Conduct in this manual for links to applicable policies and guidelines.

Weekend College

Weekend College offers students an alternative to the traditional course schedule. Its primary purpose is to provide students who are less able to attend college during a traditional time frame the opportunity to complete the entire core curriculum of the A.A., A.S., and A.A.T. degrees on Friday evenings, Saturdays, and Sundays. A schedule of classes appears on the Weekend College website: <http://www.collin.edu/academics/weekendcollege/>.

Wellness Program

The Wellness Program (http://ftp.collin.edu/ladams/NEW_wellness/index.htm) is dedicated to helping employees, students, and community members enjoy a healthier and more productive way of living. Its goal is to provide programs and services that promote the practice of health responsibility. Important Notice: Before participating in any wellness class or seminar, please complete the [Medical Release/Informed Consent](#) form and submit it to Dr. Linda Adams at ladams@collin.edu.

Writing Center

Collin College's Writing Center hours vary depending on the semester and location, but schedules can be found at <http://www.collin.edu/studentresources/writingcenter/index.html> and in the Writing Center itself. Each Center's primary purpose is to help students become better writers by guiding them through the various stages of the writing process. English instructors and other qualified tutors are available to assist students with writing assignments and research papers from any class, in any subject. Tutors do not edit or proofread student's work but instead, assist students in learning to identify and correct errors on their own. Students can make appointments or drop in (at specific times) for consultations. Faculty whose students take advantage of the Writing Center frequently see improvement in the quality of their students' written work. Whatever the academic discipline, please

encourage students to seek assistance in one of the Writing Centers. The Writing Centers also offer workshops geared toward specific student needs throughout the year. For information about hours, services, or tours, call the Writing Center at the number listed below.

Writing Centers

CPC	PRC	SCC
A-104 972.548.6857	L-213 972.377.1576	D-203 972.881.5843

EMERGENCY RESOURCES

COLLIN COLLEGE POLICE

The Collin College Police Department is a key element in area emergency management. Due to the college district's high profile in the community, the department maintains close ties to the Collin County Department of Homeland Security as well as each municipal agency in the county. Officers with the Collin College Police Department are trained to be first level responders and coordinate these efforts with other local agencies. The department also takes a proactive approach to help prevent crimes. Efforts such as enhanced patrols and strict enforcement of parking restrictions aid in ensuring a safe environment.

All calls to the Collin College Police are answered by a trained communications operator. Calls are then dispatched to officers stationed at each campus. Campuses are monitored by a state-of-the-art surveillance system.

How to Contact Collin College Police

For any on-campus emergency dial 5555 from any campus phone. From an off-campus or cell phone, dial **972.578.5555**. Phones are located on the podium of all classrooms.

For any non-emergency complaint or concern, contact Collin College Police via their website www.collin.edu/campuspolice.

Reporting a Crime, Requesting Assistance or Reporting Loss/Damage on Campus Property or Door Alarms

Students, faculty, or staff experiencing loss or damage on campus property, including accidents on campus parking lots, should notify Campus Police at 5555 from any district phone or 972.578.5555 from a cell or off-campus phone. If the accident involves an injury, the Medical Emergency procedures must be followed. More information regarding services of Collin College Police Department can be found on their website at <http://www.collin.edu/campuspolice/services.html#ReportCrime>.

Door Alarms

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.

CPC	PRC	SCC
Plant Ops: 972.548.6690 Info Center: 972.548.6790	Plant Ops: 972.377.1690 Info Center: 972.377.1790	Plant Ops: 972.881.5690 Info Center: 972.881.5790

EMERGENCY PROCEDURES

Medical Emergency

Dial 911 to report a medical emergency. Immediately after speaking with the 911 dispatcher, notify campus police at 972.578.5555 from any cell phone or 5555 from a campus phone. Police Officers are stationed at each campus throughout the district and will respond to every medical emergency along with paramedics. Automated External Defibrillators (AED) are in various locations on each campus. While on campus, make yourself aware of AED locations in case they are needed. First-aid kits are located throughout the campuses and are available for minor injuries.

Severe Weather Emergency

In the event of severe weather (e.g. tornadoes), the administration will monitor weather information. If an emergency develops, emergency warning sirens in the community will sound and announcements will be sent to the podium phones in the classrooms. If the warning system activates, move the class to interior hallways or restrooms, away from glass windows or doors. Generally, the ground floor is safer than upper stories. Look for rooms marked with red “Severe Weather Shelter” signs. Evacuate the building only if instructed to do so by the campus police. Otherwise it is safer to remain in place. Encourage students to stay in a severe-weather- safe location. An official “All Clear” will be given as soon as the danger has passed.

Fire Alarms

In the event that the fire alarm sounds, students, faculty, and staff should follow evacuation procedures as posted in all classrooms and major hallways or as announced on the loudspeaker. When evacuating a class, walk calmly to the nearest exit, taking all personal belongings. Feel door, top and bottom, for heat (use back of hand). If hot, do not open. If door is not hot, open slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present. Use the stairways - *do not use elevators*. Close the stairwell door behind you. Stay low when moving through smoke; walk down to the ground floor and exit. Assist disabled persons when possible. Rescue chairs are located near elevators or stairwells in most buildings. Please be sure to have students move away from the building and advise them not to block exits to the building or campus. When emergency response personnel arrive on scene, immediately let them know about any people who may still be in the building. Do not re-enter the building until the Campus Police issue an “All Clear.”

Criminal Activity

Call Campus Police at 972.578.5555; give your name, location of the incident, and type of activity. Give a contact phone number for further information. Dial 911 if instructed by Campus Police. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Threats

If a threatening phone call is received, remain calm and obtain as much information as possible from the caller. Ask the caller questions such as location of threat, type of threat and time for the incident. Call Campus Police at 972.578.5555; give your name, location,

type of threat and a contact phone number. Officials will contact you for further information.

Evacuation

In the event of a building evacuation you will be notified by public address or Fire Alarm system. Walk calmly to the nearest exit. Use stairways, *do not use elevators*. Assist disabled persons when possible. Rescue Chairs are located near elevators. Do not re-enter the building until Campus Police give the "All Clear". Notify Emergency crews if you suspect someone is still in the building. In some situations you may be instructed to "shelter in place" (<http://www.collin.edu/campuspolice/shelter.html>).

EMERGENCY NOTIFICATION--COUGARALERT SYSTEM

When an emergency occurs, the CougarAlert (<http://www.collin.edu/cougaralert.html>) system can send e-mail text messages, and voice messages to students and employees in as little as 90 seconds. Please sign up online for CougarAlerts in order to be made aware of emergency situations. These situations include, but are not limited to, weather closures, power outages, police emergencies, catastrophes and/or hazardous exposures. CougarAlerts will not be used for promotional purposes or for scheduled closures, such as holidays.

CougarAlert Subscriptions: To receive CougarAlerts, students and employees must subscribe to the system online and enter their preferences (text, cell phone call, e-mail, etc.). Log onto CougarWeb and click on the link labeled "Update CougarAlert Contact Information" in the "Personal Information" channel in the lower right corner. Users can include up to nine contact numbers or e-mail addresses: up to three SMS/text numbers, up to three voice/phone numbers, and up to three e-mail addresses. College-issued e-mail addresses are automatically loaded into the system and cannot be changed. Any other portion of the contact information can be changed at any time. The subscription is free but standard text message charges from cell phone providers will apply.

INCLEMENT WEATHER

College closings due to inclement weather will be announced via CougarAlert, on Collin College's portal announcements and on local radio and television stations.

STUDENT CONCERNS

Collin College's Strategies of Behavioral Intervention (SOBI) Committee (<http://www.collin.edu/studentresources/SOBI/index.html>) has designed a process that reflects the best practices for reporting, assessing, responding, and assisting students who may display various levels of distress, disturbed and/or unregulated behavior. Procedures (http://www.collin.edu/studentresources/SOBI/referral_instructions.html) for current students, faculty or staff members to file a SOBI Referral are online. This process includes the SOBI Referral Form (<https://publicdocs.maxient.com/incidentreport.php?CollinCollege>), which can be submitted online. The Committee's purpose is to stop and/or redirect behavior that might otherwise undermine instruction and negatively impact student learning. SOBI actions are not a substitute for disciplinary procedures, and reports of Student Code of Conduct

(<http://www.collin.edu/studentresources/deanofstudents/conduct.html>) violations will be referred directly for disciplinary intervention.

HUMAN RESOURCES

College policies, procedures and guidelines are found on the Human Resources website at <http://www.collin.edu/hr/> or the My Workplace section in CougarWeb.

Human Resources Contact Information

CPC/CHEC/ Rockwall Center	PRC/CYC/ Allan Center	SCC	Associate Faculty/ CE Faculty
Andreina Fowler 972.599.3161 afowler@collin.edu	Aniesha McClinton 972.758.3857 amccinton@collin.edu	Rebecca Acuna 972.985.3786 racuna@collin.edu	Jonene Kemp 972.599.3163 jdkemp@collin.edu
Available on site at CPC every Tuesday 7:30 - 4:30 Room C309, ext. 6237	Available on site at PRC every Tuesday 8:30 - 5:30 Room J234, ext. 1508	Available on site at SCC every Tuesday 8 - 5 Room G232, ext. 5757	CHEC 339

ATTENDANCE/ABSENCE PROCEDURES

For full-time employees, sick leave is earned at a rate of 8 hours per month worked and one day of personal leave per year is awarded, with one unused day carried to the next year. You should contact your dean's office as soon as possible when you are absent. Extended absences (five or more days) will require a doctor's consent to return to work. Full-time employees who have worked for more than one year are eligible for Family Medical Leave under federal guidelines. Bereavement guidelines are based upon family relationships. The following links direct you to the Board of Trustee's policies (<http://pol.tasb.org/Home/Index/304>) and/or Human Resource information:

- Assignment and Schedules- Board Policy DI-Local
(<http://pol.tasb.org/Policy/Code/304?filter=DI>)
- Leave and Absences-Board Policy DEC-Legal/Local
(<http://pol.tasb.org/Policy/Code/304?filter=DEC>)
- Family and Medical Leave-Board Policy DECA-Legal
(<http://pol.tasb.org/Policy/Code/304?filter=DEC>)
- Military Leave-Board Policy DECB-Legal
(<http://pol.tasb.org/Policy/Code/304?filter=DECB>)
- Leave Benefits and Forms for Jury Duty, Bereavement, etc.
(<http://www.collin.edu/hr/benefits/leavebenefits.html>)

Information about leave balance and other benefits is available under Employment Details on the My Workplace tab on CougarWeb.

Additional information about Faculty Absence Procedures can be found on the Human Resources Compensation web page (www.collin.edu/hr/hrcompensation/index.html) including required attendance at All College Day (August), All College Planning Day (January) and Graduation (May).

The Instruction Office and/or the department chair should be notified in the case of an unanticipated absence. Official notices will be posted, students will be asked to sign in and any course assignments provided by the absent instructor will be disseminated. Although substitute instructors are difficult to find, every effort will be made to locate one for lab classes.

If advance notification is possible, provide as much notice as possible to the department chair. Arrange the class schedule so a substitute can be located and substantive class work can continue during the absence.

When an absence occurs, a “Request for Leave” form will be placed in the associate faculty member’s mailbox. While associate faculty members do not earn paid leave, this form will still need to be filled out and sent to the department chair and the division office promptly. All hours missed for any reason are entered under “Unpaid Leave.” If a substitute instructor was found to cover an absence, that substitute cannot be paid until the “Request for Leave” form has been submitted.

BENEFITS FOR ASSOCIATE FACULTY

General Contact Information for Associate Faculty

Jonene Kemp
Collin Higher Education Center
3452 Spur 399
McKinney, TX 75069
972. 599.3163
Fax 972.985.3778

Kari Kimbrough
Collin Higher Education Center
3452 Spur 399
McKinney, TX 75069
972. 599.3160
Fax 972.985.3778

Insurance Benefits

Effective on September 1, 2004, changes in State Law have made it possible for Collin College to offer associate faculty members, meeting a specified set of eligibility requirements, the opportunity to participate in the Texas Employees Group Benefits Program (GBP) which is administered by the Employees Retirement System of Texas (ERS). The information below is updated to reflect eligibility changes effective September 1, 2014.

Eligibility

Associate faculty must meet the following eligibility requirements to participate in the Group Benefits Program:

1. Associate faculty who were employed by Collin College to teach at least one credit course in the regular fall and spring semester in the preceding academic year are eligible; and
2. Associate faculty must be scheduled to teach a minimum of six (6) semester credit hours in an academic year of coverage (September 1 through August 31). Continuing Education classes, clock hour classes and/or non-appointed (contracted) classified employment does not count toward eligibility.

If the associate faculty member elects benefits, coverage begins September 1, except for medical insurance which has a 60-day waiting period for initial eligibility. If coverage is

initially declined the adjunct faculty member may enroll during the next open enrollment period (July-August). However, ERS eligibility guidelines in effect at the time of enrollment must be met including, but not limited to, Evidence of Insurability (EOI) for certain benefits and acceptance is not guaranteed.

Eligible Coverage (paid for by the employee, no state funding):

- Health Select Medical insurance with \$5,000 basic term life and the opportunity to add dependents (evidence of insurability may be required).
- Dental insurance and the opportunity to add dependents.
- Optional Term Life insurance, Election I, II, III or IV (evidence of insurability may be required)
- Dependent Term Life insurance for \$5,000.00 of life insurance coverage (evidence of insurability may be required)
- TEXFLEX Reimbursement Accounts
- Voluntary Accidental Death and Dismemberment insurance
- Short-term Disability (evidence of insurability may be required)
- Long-term Disability (evidence of insurability may be required)
- Eligible to participate in the Texa\$aver 457 Plan

Enrollment

The Collin College Human Resources Department will notify associate faculty members who are identified as eligible to participate in the benefit plans through an initial email to his/her campus email address. Other correspondence regarding the group benefit plan will be distributed by email through the college's GroupWise email system. Faculty members are responsible for obtaining and monitoring their GroupWise email for information throughout the year.

Watch your college e-mail for
important benefits messages and updates!

Associate Faculty who enroll in the GBP, must remain in the program for the entire of the academic year, unless there is a major life event.

Associate faculty who decline coverage are not eligible to enroll prior to the next open enrollment period (July/August of each year), unless there is a major life event.

Major life events as defined by the Federal Government include birth of child, marriage, divorce, etc. and evidence of insurability may be required.

Premiums

The associate faculty member is responsible for all premiums for self and/or dependent coverage. Premiums are collected through payroll deduction and monthly statements are not issued. Coverage amounts and premiums for Optional Term Life, Short-term Disability

and Long-term Disability will be based on teaching 12-credit hours per academic year. Premiums and coverage options are subject to change at ERS discretion.

If a monthly payroll check amount is less than the monthly premium payment required, the employee is responsible for paying the difference from other funds. Personal payments must be received by the College Human Resources Office no later than the 15th day of the calendar month. Failure to remit payment for benefit coverage will result in immediate cancellation of coverage. Once canceled, coverage cannot be reinstated until the next open enrollment period. Additional considerations of ERS rules and evidence of insurability requirements may apply.

Loss of Coverage

Associate faculty GBP coverage will terminate under the following circumstances:

1. End of the academic year, unless the employee is scheduled to teach 12-semester credit hours the following year; or
2. Termination of employment; or
3. Non-payment of premiums.

If coverage terminates the adjunct faculty member will receive notification from ERS of their rights for continuing coverage, under federal COBRA law.

Disclaimer: ERS rules and regulations governing the group benefit plan are subject to change. In the event of discrepancies between the Collin College guidelines and ERS rules, ERS rules prevail.

Links and Contact Information

For information regarding these insurance plans, visit the **Employees Retirement System of Texas** website at <http://www.ers.state.tx.us/home.aspx>

ERS:

P.O. Box 13207

Austin, TX 78711-3207

Toll Free Telephone: 877.275.4377

Collin College Benefits-Assoc. Faculty:

Sandy Davis, Manager of Benefits

CHEC

972.548.6664

FACULTY COMPLAINT PROCESS

Collin College has in place complaint/grievance policies and procedures for community members, employees, and students. Links to policies, procedures and online forms can be found at <http://www.collin.edu/hr/complaints/index.aspx>.

FACULTY CONTRACTS/RENEWALS/MULTI-YEAR CONTRACTS

Full-time faculty contracts, renewals and multi-year contracts are handled according to Board Policy DDA-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DDA>). The Council on Excellence (COE) has published procedures and eligibility requirements for multi-Year contracts on CougarWeb. To view these guidelines, login to CougarWeb, click on the Faculty Tab and then click on Council on Excellence in the Faculty Councils and Committees channel on the upper right side.

FACULTY CREDENTIALS

Faculty who teach transfer courses must hold a master's degree with at least 18 graduate credit hours in the discipline taught.

Faculty who teach workforce courses must have at least a bachelor's degree, or an associate's degree with demonstrated experience as noted in [SACSCOC Principles of Accreditation](#) section (3.7.1), the Texas Higher Education Coordinating Board's [Guidelines for Instructional Programs in Workforce Education](#) (pg. 6), and Collin College's procedures related to these rules.

FACULTY LOAD

Faculty Load Guidelines

(http://www.collin.edu/shared/shared_comptwo/load_current.pdf) provide information on full-time faculty loads (pp. 4-11) and part-time (Associate) faculty loads (pp. 17-20).

Extra Service Teaching Assignments (sometimes known as "overloads") generally have to be outside of normal teaching hours (8:00 a.m.-5:00 p.m.). However, dual credit courses and Learning Communities can be taught as Extra Service within the normal teaching hours. A class continuing into normal teaching hours (e.g., 7:00-8:15 a.m.) or ending after normal teaching hours (e.g., 4:00-5:15 p.m.) can be counted as Extra Service. There is variation in these practices, so faculty should check with their dean for the dean's practice regarding Extra Service.

FACULTY SEARCH GUIDELINES

Human Resources has developed specific procedures and forms for full-time faculty (<http://www.collin.edu/hr/employment/SearchCommittees.html>) and part-time associate faculty

(http://www.collin.edu/shared/shared_hremploy/CougarHR_ATS_Quick_Guide_Part-time_Associate_Faculty.pdf) searches.

HONORARIA AND EXPENSES

A public servant commits a Class A misdemeanor offense if the public servant solicits, accepts, or agrees to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties. However, a public servant is not prohibited from accepting transportation and lodging expenses or meals in connection with a conference or similar event in which the public servant renders services, such as addressing an audience or engaging in a seminar, to the extent those services are more than merely perfunctory. See Board Policy DBD-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DBD>).

INTELLECTUAL PROPERTY RIGHTS

Ownership to all copyrights, trademarks, patents, and other intellectual property rights shall remain with the College District at all times.

Unless herein stated otherwise, a student shall retain all rights to work created as part of instruction or using College District technology resources.

As an agent of the College District, an employee, including a student employee, shall not have rights to a work he or she creates on College District time or using College District technology resources or College District intellectual property. The College District shall own any work or work product created by a College District employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

A College District employee shall own any work or work product not in the College District employee's course and scope of his or her employment, produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

(Additional information about college intellectual property rights can be found in Board Policies CT-Legal and CT-Local in the Board Policy Manual on the college website at <http://pol.tasb.org/Policy/Code/304?filter=CT>).

JOB DESCRIPTIONS

Job descriptions can be found on Human Resources page at <http://www.collin.edu/hr/hrcompensation/JobDescriptions.aspx>.

As a professor, you are an “exempt” (exempt from federal regulations regarding the actual hours you work) employee with 170 annual duty days as specified in your contract.

LOCAL TRAVEL

Local travel includes travel within the North Texas area required to perform regular duties/responsibilities by employees. The local travel reimbursement form should be used when travel does not require an overnight stay or prepayment of a registration. Guidelines for local travel reimbursement are as follows:

College employees who are required to travel on college business to a location other than their primary work location are entitled to reimbursement for excess miles traveled. Part-time faculty and faculty performing extra service/overload assignments are not eligible for local travel reimbursement.

Travel is reimbursed only when total miles exceed the employee's normal driving distance to and from work.

Please refer to the Business Administrative Services Travel page on CougarWeb for more details.

NON-SCHOOL EMPLOYMENT

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

Non-school employment that would be considered as detracting from the efficiency of the employee includes but is not limited to situations that:

1. Result in an employee's absence from work.
2. Adversely affect an employee's physical or mental well-being.
3. Interfere with an employee's duties during regular work hours.

4. Cause an employee to be unprepared for duties with the College District.
5. Involve the use of college District materials or resources.

PAYROLL

Full-time faculty are paid on the 30th of each month or on the last work day of the month, whichever applies. Full-time faculty pay rates may be found in the Faculty Load Guidelines, under Compensation in the Human Resources section on the My Workplace tab in CougarWeb or on the Human Resources webpage at <http://www.collin.edu/hr/hrcompensation/index.html>. Full-time faculty must let Human Resources know whether they wish to be paid on a 9-month or 12-month basis.

Associate faculty can find information about pay rates and the payroll schedule in the Faculty Load Guidelines, under Compensation in the Human Resources section located on the My Workplace tab in CougarWeb or on the Human Resources webpage at <http://www.collin.edu/hr/hrcompensation/index.html>.

PERFORMANCE EVALUATION

Full-Time Faculty Performance Evaluations

Under ordinary circumstances, full-time faculty performance is evaluated by your dean each academic year, using COE forms. The forms are located on CougarWeb. On the Faculty tab, under Faculty Councils and Committees, select Council on Excellence and then Multi-Year Contracts. Choose the correct link in the MYC Forms menu on the right.

Teaching excellence, service to the college and community, and appropriate professional development are the important considerations in your evaluation. A more detailed explanation is available in the COE Faculty Contract Review Process and Procedures packet and in the Faculty Performance Evaluation Form. Your teaching will be evaluated by regular classroom visits using the Class Visit Form. (An alternate form may be used for online visits.)

Your students will also evaluate your teaching. They will use the standard class evaluation form in every class section for every long semester.

Associate Faculty Performance Evaluations

An important element of the instructional program at Collin College is the associate faculty. In a continual effort to improve the quality of the instructional process, all associate faculty are evaluated on an annual basis. Associate faculty are employed on a semester-to-semester basis, as need dictates, and renewal of that employment is based in part on the overall evaluation received the previous academic year.

Components

Student Survey of Instruction

The Student Survey of Instruction is administered to all class sections taught at Collin College during the Fall and Spring semesters. The raw data from these surveys is available to the associate faculty member and his/her dean and/or discipline coordinator at the end of each semester and can be discussed at a performance review session.

Class Visit

At least once during each academic year, the dean, discipline coordinator or designee conducts a class visit of the associate faculty member. At the conclusion of the class visit, the evaluator completes a class visitation form, and the observations are discussed at a performance review meeting between the evaluator and the associate faculty member.

After an associate faculty member has completed six (6) long semesters of employment (not necessarily consecutive semesters), he/she may be evaluated through the class visit process only once every two (2) years. The frequency of class visits is at the discretion of the dean and/or discipline coordinator.

PROFESSIONAL DEVELOPMENT

The Office of Human Resources and Organizational Development (<http://www.collin.edu/hr/profdev/index.html>) provides district-wide professional development programs, primarily for staff and administrators, and coordinates special events involving college staff as well as outside community organizations.

Professional development guidelines specific to full-time faculty and staff include:

- Professional development courses must be related to your current job.
- Any class listed in the Continuing Education (<http://www.collin.edu/ce/index.html>) schedule is eligible if approved by your supervisor as work related.
- Distance Learning classes are eligible if approved by your supervisor as work related.
- To be eligible to participate in professional development requiring travel or other expenses, employees must complete 90-day probationary period.

Professional development guidelines specific to part-time faculty and staff include:

- Part-time faculty and part-time staff who are assigned to work at least 15 hours per week may attend Continuing Education classes or Professional Development workshops that are necessary for improved job performance, as directed/required by the supervisor.
- Time spent by part-time non-exempt staff members who attend required training must be reported on the employee's timesheet as work time.

If space becomes limited in a Continuing Education class, priority enrollments in the class are as follows: Paying community members are given the highest priority; full-time college employees are placed next, followed by part-time college employees.

The approved Professional Development Continuing Education Registration Form is accessible on the HR Professional Development page (<http://www.collin.edu/hr/profdev/index.html>).

If critical training is required for a part-time employee working less than 15 hours per week, the appropriate Vice President/Provost may approve the training.

The Council on Excellence Funding Request Form and Professional Leave Summary Form can be found on the COE's intranet site. Professional Leave and Travel Forms can be

found in division offices across the district and online on the Administrative Services Travel page. Also see the additional information in this handbook about Professional Leave and Travel below and Local Travel.

Additional Professional Development Opportunities

Workshops featuring the teaching/learning process, computer skills, interpersonal relationships, diversity, and personal development are offered periodically and are open to all full-time and associate faculty. Division and department meetings, All-College meetings, and college-sponsored activities are likewise open to all full-time and associate faculty. Brochures on these activities are distributed to division offices and to the Instruction offices on all campuses. Limited staff development funds are available to associate faculty for professional development. An academic conference for associate faculty is held once a year; a call for papers and registration forms will be sent to the Collin College e-mail accounts. For more information, contact any department chair or dean.

Professional Leave and Travel

Professional leave (PL) and travel includes travel to attend workshops, conferences, or events that provide job related training and may require the employee to stay overnight or prepay a registration fee. Guidelines for professional leave and travel reimbursement are:

- Reimbursable expenditures include:
- Mileage: The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. In the event someone chooses to drive to a destination instead of flying, the college will only reimburse the lower expenditure.
- Car rental: A paid invoice must be attached. A Car Rental Tax Exempt Form must be given to the vendor each time a vehicle is rented within the State of Texas. Both the name of the faculty member renting the vehicle and Collin College should be included on the rental agreement. The Car Rental Tax Exempt Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.
- Airline tickets: The itinerary/invoice for flights must be attached to the PL form. Airline tickets can be prepaid by submitting the blue copy with a copy of the ticket, itinerary/invoice, or credit card statement.
- Parking/toll fees and bus/taxi fares: Receipt or signed statement of expenditures must be attached to the PL form.
- Meals: Meals are reimbursed at the college approved per diem rate.
- Registration fees: Registration fees can be prepaid by submitting the green copy of the PL form along with a copy of the completed registration form to the Business Office at least ten (10) business days before needed. The check will be returned to the originator to be mailed with the original registration form.
- Lodging expenses: Lodging expenses will NOT be prepaid. When traveling within the State of Texas, a Texas Hotel Occupancy Tax Exemption Certificate must be

given to the hotel. It will be assumed that phone calls are personal unless marked otherwise. Reimbursement cannot be made for movies, alcohol, etc. The Hotel Occupancy Form can be found on CougarWeb under Business Administrative Services/Travel on the My Workplace tab.

- Mode of travel (airline vs. automobile) to the destination should be the mode which provides the lowest total cost to the District. Mode of transportation from the airport to the conference, training, or event location (taxi, shuttle, rental car) should also be the most economical to the District.
- To be eligible to participate in professional development requiring travel or other expenses, employees must complete their 90-day probationary period.
- Please refer to the Business Administrative Services Travel page on the intranet for more details.

Please refer to the Council on Excellence webpage for procedures to follow prior to and after travel. On CougarWeb, a link to the Council on Excellence's webpage is located under Committees, Task Forces & Activities.

Professional Leave and Travel Funding

The college provides full-time faculty with funds for professional travel through the Council on Excellence (COE). Funds are limited, so advance planning is important. If the connection between your desired travel and your teaching assignment is not obvious, you should be prepared to explain the connection. For more detailed information, please consult the following:

- COE Professional Leave and Travel Request Procedure and Forms (CougarWeb, My Workplace, Committees, Task Forces & Activities, Council on Excellence, Professional Travel)
- Expense Reimbursement-Board Policy DEE-Legal/Local (<http://pol.tasb.org/Policy/Code/304?filter=DEE>)
- Professional Travel Procedures Business Administrative Services (CougarWeb, My Workplace, Business Administrative Services, Travel)

Local Travel for professional purposes can be reimbursed. Commuting expenses and travel to extra service assignments are not reimbursed. You need to have documentation. Visit Business Administrative Services/Travel on CougarWeb for more detailed information on procedures, forms and the local mileage table.

SABBATICAL LEAVE

Sabbatical leaves (<http://www.collin.edu/hr/benefits/sabbatical.html>) are authorized for the primary purpose of increasing the value of the full-time faculty member's sustained contribution to the college by providing the individual a significant opportunity for professional growth. Sabbatical leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the college. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for

improving skills and for maintaining currency in the field are also purposes of sabbatical leave.

STUDY GRANT

The Study Grant Program (http://iws2.collin.edu/Is tern/STUDY_GRANT.htm) at Collin College is designed to provide support for full-time faculty to undertake independent study of significant texts and topics in their own or related disciplines. The program provides a stipend that is the equivalent of teaching two 3-credit “overload” courses at the Associate pay rate during a fall, spring, or any summer semester. The Study Grant does not release faculty members from teaching their required full-time load, nor can it be used to exceed the maximum number of courses faculty is allowed to teach each semester. Moreover, the award of a Study Grant may not be combined with a sabbatical or any form of leave.

TEACHING LOAD

The standard teaching load is 15-18 instructional units each regular 16-week semester plus a minimum of six posted and observed office hours per week for academic advising and student consultation. Twenty-two units is the maximum load for a long semester, as noted in the Faculty Load Guidelines on HR’s Compensation webpage (<http://www.collin.edu/hr/hrcompensation/index.aspx>).

TECHNOLOGY RESOURCES

HELP

Problems related to office computers, printers, software, Banner and other employee systems should be reported to the Helpdesk (<http://www.collin.edu/aboutus/helpdesk.html>).

- Employee Technical Support can be reached at 972.548.6555 or by emailing helpdesk@collin.edu.
- Student Technical Support can be reached at 972.377.1777 or by emailing sts@collin.edu.

To find information on resetting your password, please go to <http://iws2.collin.edu/techsupport/password/changepw.shtml>.

For information on using your phone or voicemail, please go to <http://iws2.collin.edu/techsupport/telecom.shtml>.

INFORMATION TECHNOLOGY

Collin College has a variety of software applications available to assist you in the classroom and with your course preparation and assessment. Some of the common applications available are:

Blackboard Collaborate

Blackboard Collaborate is a comprehensive online learning and collaboration platform. It allows for web conferencing, mobile collaboration, instant messaging, and voice authoring. For more information on usage and incorporating into your courses, contact the eCollin Learning Centers at 972.881.5870 or by e-mailing elc@collin.edu. Contact information for specific staff members is below:

CPC	PRC	SCC
<p>Ann Blackman Coordinator ablackman@collin.edu 972.516.5016 D-203</p>	<p>Jennifer Summerville Associate Dean jsummerville@collin.edu 972.578.5569 L-116B</p>	<p>Bill Fueller Director of Staff Tech. Training bfueller@collin.edu 972.516.5870 L-258</p>
<p>Beth Dolliver Instructional Designer Bdolliver@collin.edu 972.548.6739 LA-232</p>	<p>Francis Choy Instructional Designer fchoy@collin.edu 972.377.1038 L-116</p>	<p>Nirisha Garimella Instructional Designer ngarimella@collin.edu 972.881.5870 L-256</p>

Faronics Deep Freeze

Faronics Deep Freeze prevents unwanted workstation changes—regardless of whether they are accidental or malicious. Deep Freeze is proven to reduce helpdesk support incidents and allows IT personnel to focus on more strategic IT needs. Deep Freeze is used in all classroom computers at Collin. Any data, documents or programs downloaded or saved during class will be automatically erased when the computer is shut down. If software is required for a course, the faculty member will need to contact the Help Desk to request that the program be loaded onto the workstation.

Techsmith Camtasia

Techsmith Camtasia is a program that allows you to both capture the computer screen and record audio as you are demonstrating use either during class or creating custom tutorials. It then allows you to edit the recording and to publish it in different formats.

TurnItIn.com

TurnItIn.com is a website that allows educators to detect plagiarism in student papers and provides an online platform for grading and feedback. TurnItIn.com also allows students to review each other's assignments via digital peer review and to collect their work in a digital portfolio. All instructors at Collin College may use the institutional account. To set up an account, please contact the account administrator, Glenda Morris at GMorris@collin.edu.

Respondus

Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard, ANGEL, Desire2Learn, eCollege, Moodle, and other eLearning systems. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.

A series of helpful tutorials are available at the following links.

- Creating quizzes and tests with Respondus (Part I)
http://iws2.collin.edu/tlc/tutorials/bb/create_respondus_quiz_1.htm
- Creating quizzes and tests with Respondus (Part II)
http://iws2.collin.edu/tlc/tutorials/bb/create_respondus_quiz_2.htm
- Creating quizzes and tests with Respondus (Part III)
http://iws2.collin.edu/tlc/tutorials/bb/create_respondus_quiz_3.htm
- Creating quizzes and tests with Respondus (Part IV)
http://iws2.collin.edu/tlc/tutorials/bb/create_respondus_quiz_4.htm

VIRTUAL OFFICE

Virtual Office (virtualoffice.collin.edu) is a remote access website that can be used to change an employee's password as well as view documents on the shared drives at Collin. One of the most useful features for faculty is that it provides the ability to access the H:/ drive that is set up for each employee's academic data from any offsite computer. Virtual Office can be accessed on any remote computer by logging in with the same

CougarWeb id and password combination used on campus. Access Virtual Office by typing in *virtualoffice.collin.edu* in your browser's address bar. No www or http is needed.

CAMPUS DIRECTORIES

QUICK REFERENCE

Service/Department	CPC	PRC	SCC
ACCESS Office	972.548.6816 D118	972.377.1785 F118	972.881.5898 D140
Admissions and Records	972.548.6710 D118	972.377.1744 972.377.1710 F109	972.881.5710 G103
Academic Advising	972.548.6782 D117	972.377.1778 972.377.1779 F109	972.881.5782 G103
Bookstore	972.548.6680 C120	972.377.1680 F159	972.881.5680 F161
Cashier/Bursar	972.548.6616 C118	972.377.1638 F110	972.881.5634 G115
Counseling Services	972.548.6615 B122D	972.377.1671 972.377.1735 F116/117	972.881.5126 C225
Academic Dean (Business and Computer Systems)		Bill Blitt 972.377.1730 H244/245 bblitt@collin.edu	
Assistant to the Dean		Sharon Burnett 972.377.1733 sburnett@collin.edu	
Administrative Assistant		Beckie Robbirds 972.377.1732 rrobbirds@collin.edu	
Academic Dean (Communications and Humanities)			Don Weasenforth 972.881.5794 B189 dweasenforth@collin.edu
Assistant to the Dean			Mimi Withington 972.516.5081 mwithington@collin.edu
Administrative Assistant			Rachel Walker 972.881.5603 RaWalker@collin.edu
Academic Dean (Communications and Humanities, Math and Natural Sciences, Social and Behavioral Sciences)	Brenda Carter 214.491.6271 B122E bcarter@collin.edu		
Assistant to the Dean	Julie Henry-Aguilar 214.491.6282 jhaguilar@collin.edu		
Administrative Assistant	Shane Apple 214.491.6270 sapple@collin.edu		

Service/Department	CPC	PRC	SCC
Academic Dean (Communications, Humanities, Social Sciences)		Wendy Gunderson 972.377.1015 LH106 wgunderson@collin.edu	
Assistant to the Dean		Vicki Mitchell 972.377.1016 vmitchell@collin.edu	
Administrative Assistant		Laurie Tonian 972.377.1006 ltonian@collin.edu	
Academic Dean (Developmental Education)			Jim Barko 972.881.5721 K102/106 jbarko@collin.edu
Assistant to the Dean			Gena Phillips 972.881.5957 gphillips@collin.edu
Administrative Assistant			Angela Klewicki aklewicki@collin.edu 972.881.5720
Academic Dean (Fine Arts)			Gaye Cooksey 972.881.5807 A177 gcooksey@collin.edu
Assistant to the Dean			Theresa Schlichthorn 972.881.5106 tschlichthorn@collin.edu
Administrative Assistant			Cindy Duffer 972.881.5162 cdduffer@collin.edu
Academic Dean (Health Science, Emergency Services, and Physical Education)	Abe Johnson 972.548.6677 E302 ajohnson@collin.edu		
Assistant to the Dean	Jinger Peeples 972.548.6678 jpeeples@collin.edu		
Administrative Assistant	Cassie Peak 972.548.6679 cpeak@collin.edu		
Division Secretary	Shari Morrison 972.548.6215 samorrison@collin.edu		

Service/Department	CPC	PRC	SCC
Academic Dean (Math and Natural Sciences)			Cameron Neal 972.881.5881 F135 cneal@collin.edu
Assistant to the Dean			J'Anna Mann 972.881.5881 jmann@collin.edu
Administrative Assistant			Gary Goldgar 972.881.5881 ggoldgar@collin.edu
Academic Dean (Nursing)	Donna Hatch 972.548.6884 dhatch@collin.edu		
Administrative Assistant	Charlene Johnson 972.548.6772 ctjohnson@collin.edu		
Academic Dean (Science, Technology, Engineering, Math)		Dr. Jon Hardesty 972.377.1725 J140 jhardesty@collin.edu	
Assistant to the Dean		Peggy Akers 972.377.1721 pakers@collin.edu	
Administrative Assistant		Kyle Thompson 972.377.1705 kwthompson@collin.edu	
Academic Dean (Social and Behavioral Sciences)			Gary Hodge 972.881.5897 B240 ghodge@collin.edu
Assistant to the Dean			Ruth Payton 972.881.5806 rpayton@collin.edu
Administrative Assistant			Sharyn Art 972.881.5800 sart@collin.edu
Dean of Student Development	972.377.1793	972.881.5902 F119	972.881.5734 G227
eCollin Learning Centers	972.881.5870	972.881.5870	972.881.5870
Financial Aid Office		972.377.1760 F109	972.881.5760 G103
Fitness Center		972.377.1758 A109	972.881.5848 A Wing
Food Service	First Floor	972.377.1548 A100	972.881.5949 F108
HELP Desk	972.548.6555	972.548.6555	972.548.6555
Information Center	972.548.6790 Atrium	972.377.1790 LH100	972.881.5790 Atrium
Library Reference	972.548.6860 972.548.6869	972.377.1560 972.377.1571	972.881.5860 972.881.5985

Service/Department	CPC	PRC	SCC
Math Lab	972.548.6896 C220	972.377.1639 LH141	972.881.5921 J228
Media Services	972.548.6871 B103	972.377.1577 F161	972.881.5935 D205
Plant Operations	972.548.6690 E Wing	972.377.1690 Plant Bldg	972.881.5690 Basement
Police Office	972.548.6795 D108	972.377.1795 LH179	972.881.5795 972.881.5696 K123
Provost Office	972.548.6803 C302	972.377.1550 J235	972.881.5770 G227
Science Lab Manager	972.548.6792 A353	972.377.1624 LH206	972.881.5988 H111
Student Life	972.548.6788 C119	972.377.1788 A185	972.881.5788 F129
Testing Center	972.548.6849 A109	972.377.1523 F209	972.881.5922 J232
Transfer Programs Office	972.985.3734 http://transferu.collin.edu	972.985.3734 http://transferu.collin.edu	972.985.3734 http://transferu.collin.edu
Writing Center	972.548.6857 C118	972.377.1576 L214	972.881.5843 D224

SCIENCE LABS

	Location	Phone
<i>Central Park Campus (CPC)</i> Science Lab Manager	A353	972.548.6792
Prep Lab	A311	972.548.6613
Prep Lab	A313	972.548.6517
Prep Lab	A329	972.548.6518
BIOL 2402	A309	
BIOL 1406 and 1408	A316	
CHEM 1405, 1411 and 1412	A328	
GEOL 1401 and 1403; PHYS 1402, 1402 and 1405; ENVR 1401	A326	
<i>Preston Ridge Campus (PRC)</i> Science Lab Manager	LH206	972.377.1624
<i>Founders Hall</i> Biology Prep	F229	972.377.1624
BIOL 1406/1408 Labs	F227	
BIOL 1406/1408, BIOL 1407/1409, BIOL 1414 Labs	F231	
Anatomy & Physiology Prep	F221	972.377.1654
BIOL 2401 Labs	F222	
BIOL 2402 Labs	F220	
<i>Lawler Hall</i> Chemistry, Physics & Microbiology Prep All Physics Labs	LH205 LH227	469.365.1876

	Location	Phone
CHEM 1405, 1411, 1412 Labs CHEM 2423, 1405, 1411, 1412 Labs BIOL 2421 Labs <i>University Hall</i> Environmental Science & Geology Prep ENVR 1401/1402 & GEOL 1445/1447 Labs All GEOL Labs	LH219 LH223 LH201 U122 U121 U123	972.377.1632 or 972.377.1017
<i>Spring Creek Campus (SCC)</i> Science Lab Manager Central Lab Complex	H111 H111	972.881.5988 972.881.5894

PODIUM PHONES

Phones are available on the podium of every classroom. These phones can be used only to call Media Services and the Campus Police.

CPC	PRC	SCC
Media Services -6871 Campus Police - 5555	Media Services -1577 Campus Police - 5555	Media Services -5935 Campus Police - 5555

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

Dept./Program	Chair/Director	Location	Phone	E-mail
DISTRICT-WIDE				
Accounting, Marketing and Management	Christine DeLaTorre	District-wide PRC J214	972.548.6637	cdelatorre@collin.edu
Art	Carter Scaggs	District-wide SCC A249	972.881.5867	cscaggs@collin.edu
Communication Design/Photography	Laura Flores	District-wide SCC K241	972.578.5527	lflores@collin.edu
Computer Systems	Glen Grimes	District-wide SCC J127	972.578.5520	ggrimes@collin.edu
Dance	Tiffanee Arnold	District-wide SCC AA145	972.881.5830	tarnold@collin.edu
Developmental Mathematics	Randy Collins	District-wide PRC LH122	972.377.1034	rcollins@collin.edu
ESL	Linda Kapocsi	District-wide SCC K119	972.758.5528	lkapocsi@collin.edu

Dept./Program	Chair/Director	Location	Phone	E-mail
Economics	Russ Neal	District-wide PRC J243	972.377.1652	wneal@collin.edu
Engineering Transfer & Technology Programs	David Galley	District-wide PRC H213	972.377.1676	dgalley@collin.edu
Hospitality and Culinary Arts	Karen Musa	District-wide PRC L229	972.377.1672	kmusa@collin.edu
Integrated Reading/Writing and College Success	Courtenay Jauregui	District-wide SCC J238	972.578.5598	cjauregui@collin.edu
Music/Commercial Music	Chris Morgan	District-wide SCC B183	972.881.5106	cmorgan@collin.edu
Paralegal and Business Administration	Cindy Gruver	District-wide SCC I204	972.881.5747	cgruver@collin.edu
Physical Education/Athletics	Craig Leverette	District-wide SCC A220	972.881.5920	cleverette@collin.edu
Real Estate and Office Systems Technology	Mary Milford	District-wide PRC H119	469.365.1801	mmilford@collin.edu
Theatre	Shannon Kearns- Simmons	District-wide SCC BB115	972.881.5621	Skearns- simmons@collin.edu
CENTRAL PARK				
Communication and Humanities - English	Ray Slavens	CPC B221	972.548.6751	rslavens@collin.edu
Communication and Humanities-Speech, Phil, Huma, & Spanish	Amy Greene	CPC B229	972.548.6609	agreene@collin.edu
Dental Hygiene	Christine McClellan	CPC A120	972.548.6547	cmcclellan@collin.edu
Fire Science and EMS	Pat McAuliff	CPC A206	972.548.6837	pmcauliff@collin.edu
Health Information Technology	Michelle Millen	CPC B122B	972.548.6676	mmillen@collin.edu
Math and Natural Sciences	Gwen Miller	CPC A308	972.548.6834	gcmiller@collin.edu
Respiratory	Araceli Solis	CPC B203J	972.548.6870	asolis@collin.edu

Dept./Program	Chair/Director	Location	Phone	E-mail
Simulation	Jackie Langford	CPC E310	972.548.6719	jiangford@collin.edu
Social and Behavioral Science	Tyler Young	CPC E213	214.491.6208	tyoung@collin.edu
Surgical Technology	Jeanne Glapion	CPC B304	214.491.6218	jglapion@collin.edu
PRESTON RIDGE				
Biology, Geology & Environmental Science	Amira Shaham- Albalancy	PRC F170	972.377.1563	aalbalancy@collin.edu
Criminal Justice	Stephanie Abramoske-James	PRC J154	972.377.1698	sjames@collin.edu
English & Foreign Languages	Cheryl Wiltse	PRC U114	972.377.1546	cwiltse@collin.edu
History, LEAD, Political Science, Psychology & Sociology	Meredith Martin	PRC F167	972.377.1025	mmartin@collin.edu
Humanities, Philosophy & Speech	Kim Nyman	PRC D171	972.377.1578	knyman@collin.edu
Mathematics, Chemistry & Physics	Dawn Richardson	PRC LH215	972.377.1633	drichardson@collin.edu
SPRING CREEK CAMPUS				
Anthropology, History, and Geography	Keith Volanto	SCC L206	972.578.5531	kvolanto@collin.edu
ASL/Interpreter prep. Program/Deaf	Ana Giron	SCC G215	972.881.5724	agiron@collin.edu
Biology	David McCulloch	SCC I224	972.881.5991	dmcculloch@collin.edu
Chemistry & Physics	Fred Jury	SCC I103	972.881.5883	fjury@collin.edu
Philosophy and Humanities	Carl Hasler	SCC L212	972.881.5753	chasler@collin.edu
Education, Child Development, and Communication Studies	Elaine Zweig	SCC D111	972.881.5967	ezweig@collin.edu
English	Delores Zumwalt Natasha Robinson	SCC L-237 D123	972.881.5954 972.516.5123	dzumwalt@collin.edu nrobinson@collin.edu
Geology, Environmental Science and Biotechnology	Daphne Babcock	SCC I226	972.578.5518	dbabcock@collin.edu

Dept./Program	Chair/Director	Location	Phone	E-mail
Mathematics	Raja Khoury	SCC J217	972.881.5909	rkhoury@collin.edu
Political Science	Millie Black	SCC S243A	972.578.5586	mdblack@collin.edu
Sociology, Psychology, and Social Work	Kristi Clark-Miller	SCC A261D	972.881.5608	kcmiller@collin.edu

