



2021-22

Faculty/Part-time

Instructors

Handbook

Version 8
Effective 09/01/2021

COVID 19 Notice:

McLennan Community College will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for everyone. Please make sure to consult the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

McLennan Community College (MCC) at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.

MCC is an Equal Opportunity Institution.

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1 COURSE MANAGEMENT

1.1 Instructor Plan (Syllabus)

MCC Instructor Plans (IPs) will comply with Texas Administrative Code Chapter 4, Subchapter N, Sections 4.225 - 4.229, concerning Public Access to Course Information (H.B. 2504, 81st Texas Legislature) and consist of two sections.

The first section is to be provided by the faculty and is based on the InstructorPlan_Faculty Fill Template. This section will include items that are specific to the course. The InstructorPlan_Faculty Fill Template is located in SharePoint (at <https://sharepoint.mclennan.edu/SitePages/Home.aspx>), in the Arts & Sciences, Health Professions, and Workforce & Public Services folders. IPs should be completed in advance of the first day of classes and submitted through appropriate program and/or division channels. The division secretary will post the IPs to the appropriate folder in the L drive.

Instructor Plans should contain the following elements (** these statements should be listed as shown.):

1. Course Name and Course Subject-Number-Section
2. Instructor Name
3. Length of Course (e.g., NOTE: This is an 8-week course, NOTE: This is a 16-week course, NOTE: This is a Minimester Course, or NOTE: This is a Blended/Hybrid course.)
4. **COVID-19 Statement

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

5. Course Description
6. Course Prerequisite(s) and/or Corequisite(s)
7. Course Notes and Instructor Recommendations
8. Instructor Information
9. Required Text & Materials
10. MCC Bookstore Website
11. Methods of Teaching and Learning
12. Course Objective and/or Competencies
13. Course Outline or Schedule
14. Course Grading Information
15. Late Work, Attendance, and Make Up Work Policies
16. Student Behavioral Expectations or Conduct Policy.
17. **** Click Here for the MCC Attendance/Absences Policy**
(<https://www.mclennan.edu/highlander-guide/policies.html>)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

The second segment will be provided by the Compliance Technician and will be based on the InstructorPlan_College Fill Template. This section will consist of required institutional information (Academic Resources and Policies [ARP]). Elements in this section include (but not limited to):

- Student Support/Resources
- MCC Foundation Emergency Grant Fund
- Minimum Technical Skills
- Backup Plan for Technology

- Minimum System Requirements to Utilize MCC's D2|Brightspace
- Email Policy
- Instructional Uses of Email
- Email on Mobile Devices
- Forwarding Emails
- Academic Integrity Statement
- Accommodations/ADA Statement
- Title IX Statement
- Disclaimer
- Any additional academic statements

The Compliance Technician will merge the ARP with posted IPs and post the files in the appropriate folder for the semester. Faculty can then add the upload the merged IP into Brightspace.

For the full procedure, go to www.mclennan.edu/employees/personnel-handbook/docs/e-15.pdf.

1.2 Conference Hours

Conference hours are needed to facilitate informal interaction between faculty members and students, regardless of whether the instructor is full-time or part-time or whether the school term is a long semester or a term of shorter length.

Full-time

Conference time required for full-time instructors is based upon the instructor's course load. An instructor is expected to establish conference hours for at least one hour per week for each three semester hours taught and should be scheduled at reasonable times on the day or the evening that the class is held. Exceptions can be made with the Division Chair's approval. Conference hours should be included in the Instructor's Schedule, which must be posted outside each instructor's office door not later than the first week of classes each semester.

Each instructor must submit his/her Instructor's Schedule to the Division Chair, Program Director, or Coordinator by the end of the first week of classes each semester. The Division Chair, Program Director, or Coordinator will forward copies to the appropriate Dean. Copies of all Instructors' Schedules will be available in the offices of the appropriate Chairs and Deans.

Instructors should make themselves available for conference at nonscheduled hours when students are not able to arrange meetings at the posted conference hours.

Part-time Instructors and Summer

All part-time instructors and all instructors who teach during the summer must also maintain regular conference hours. The minimum is thirty minutes on each day the class meets for each three semester hour class taught during the summer, and one hour each week for every three hours taught during a long semester. Part-time and summer instructors must submit an Instructor's Schedule as prescribed in the preceding section.

The location of the instructor for the conference hour will vary from instructor to instructor based upon the availability of facilities. Vacant faculty offices are available in some buildings. In others, conference rooms are available for such purposes; classrooms are often empty before and after classes. Division Chair, Program Director, and Coordinator will, if needed, assist part-time instructors in making arrangements for conference hours. Part-time instructors are expected to submit their schedule to the Division Chair, Program Director, or Coordinator in the same manner as regular full-time MCC faculty.

Requests for exceptions to this policy, due to the nature of an Instructor's particular assignment, may be submitted through administrative channels to the appropriate Dean for approval.

Internet Classes

Internet instructors must hold office hours that are equivalent to on-campus course office hours. In other words, for each three-hour internet course, instructors must offer at least one conference hour. That being said, internet instructors should structure their office hours for internet students in a way most suited for the benefit of on-line students. Click on the link below to see a list of examples on how internet instructors may conduct office hours.

Instructors are encouraged to use the method(s) that best meets the needs of their students. Each internet instructor will fill out the Internet Instruction Office Hours form each semester and submit it for approval. Approval will be granted if the office hours appear reasonable and adequate to assure that the instructor will be available.

For the full procedure, go to <http://www.mclennan.edu/employees/personnel-handbook/docs/e-19.pdf>.

1.3 Textbooks

All part-time instructors use the text adopted by each department. You may choose to add supplemental readers to your required textbooks. If you would like to add the readers, please send your department/division secretary an email with the following information:

Title
Author
13-digit ISBN
Publisher
Edition/Year

It is important you work through your department/division secretary and not the McLennan Bookstore. The College is required to list all textbooks/materials for each section on the MCC website. This is done by entering the information in the student software, Colleague. The information is then uploaded to the website.

Before the start of a new semester, go into the bookstore located in the Michaelis Academic Center to make sure your additional readers are on the shelves.

1.4 Academic Calendar

An academic calendar will show important dates such as what day faculty should report, the first day of school, census date, last day for student-initiated withdrawals, holidays, last day of classes, final exams, and commencement.

The College's academic calendar can be found in SharePoint at <https://sharepoint.mclennan.edu/SitePages/Home.aspx>

1.5 Final Exams

Each credit class will have a process for measuring learning outcomes. Included in that plan should normally be a final experience, which may include a traditional final exam, projects, presentations, or other appropriate terminal evaluations.

A final exam schedule is posted at <http://www.mclennan.edu/dates/finals>.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/B-XIV.pdf>.

1.6 myAlert (RAVE)

MCC myAlert is an emergency notification service that gives McLennan Community College the ability to communicate health and safety emergency information quickly by email and text message. With MCC myAlert, MCC can quickly pass on safety-related information, regardless of your location.

You are encouraged to log in to myAlert by visiting <https://www.getrave.com/login/mcc>. Log in by using your 7-digit MCC ID number as your username and your MCC password. Once you have logged in to the site, confirm all information is correct including your personal email address and cell phone number.

For additional information, go to <https://www.mclennan.edu/alerts/index.html>.

1.7 Class Attendance

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive the grade they earned up to the point of their last class attendance. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

When withdrawing a student, process student withdraws regularly instead of at the end of the semester. Use WebAdvisor to process withdraws and be sure to enter the last day attended and a reason. If you use the reason, Never Attended, be sure this is accurate. If you decide to reinstate a student, who is receiving financial aid and was dropped under the reason Never Attended, you will be asked by Financial Aid to produce work to prove the student did attend before reinstatement.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>.

1.8 Academic Integrity

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility; from these values flow principles of behavior that enable academic communities to translate ideas into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. Offenses will be tracked so that appropriate sanctions can be applied. For further information about student responsibilities and rights, please consult the McLennan website at <http://www.mclennan.edu/academic-integrity/> and your Highlander Student Guide at <http://www.mclennan.edu/highlander-guide/>.

If you have reason to believe a student has engaged in cheating or plagiarism as defined in the Highlander Guide Student Handbook, notify your department/division chair and complete a report at <http://www.mclennan.edu/insight/>.

1.9 Drop Policy

Six-Course Drop Restriction

Students who enroll at MCC as entering freshman or first-time college students during the Fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the Fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees.

All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>.

2 CLASSROOM AND OFFICE

In an effort to prevent the spread of COVID, faculty will be responsible for the cleaning of sensitive equipment and overseeing the cleaning of all work surfaces in their classroom. Faculty and students will also clean classrooms desktops and high touch areas at the beginning of each class. Face coverings are required on campus.

Please leave the classroom as you found it. Leave the computers turned on when you are finished. Instead of using the option to “Shut Down” the computer, simply “Log Off.” That keeps the computer ready for the next instructor to use.

If you use the projection equipment, you do not need to put the screen up – feel free to leave it down when you are finished with it (unless you are using the marker board too). Please lock classrooms when done if there is no one following you in the next class session. This helps protect against theft and vandalism.

2.1 Human Resources

Once your paperwork has been processed, you will receive an email from the Human Resources (HR) Office concerning New Employee Orientation and Harassment/EEO Training (REWARD). New Employee Orientation contains helpful information on the history and culture of the College and the paperwork required for an employee to be hired and paid. All forms should be printed out and returned, in person, to the HR Office, located in the Administration building, Room 101, within the employee’s first three working days.

The REWARD program covers policy information relating to sexual harassment, Title IX, and other EEO training, which should be completed within the first 15 working days. When you have completed the REWARD program and have scored 100% on the quiz, print, sign, and date the completion certificate and returned to the HR Office. Within this training is also a FERPA tutorial. A 100% is required on this exercise and the results are sent automatically to HR. If you have any questions concerning the hiring process, please call the HR Office at 254-299-8514.

2.2 ID Cards, Parking, Keys

Keys and ID Cards

Faculty and staff are issued keys and/or ID Cards coded for access, as required, for entry to college buildings for the purpose of conducting college business in accordance with college policy, and allow access to some gated parking lots. All keys and/or ID Cards are issued through the MCC Police Department in the Student Services Center, room 135. All coding of ID Cards are done by the Access Control Specialist in MCC Police Department. The Physical Plant will supply actual keys to the department/division chairs for issuing to part-time instructors. The department/division chair will assume responsibility for issuing and retrieving distributed keys. Each semester, the department/division chair will notify the Access Control Specialist as to what access shall be needed. Upon approval of the college president, others may be issued keys and/or ID Card access, for specific purposes for a specified length of time

Employees who receive keys and/or ID Cards are agreeing to abide by the policy.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/F-V-Q.pdf>.

Parking Passes

You will need a hanging parking pass that hangs on the rear view mirror of your car. Go to the MCC Police Department to acquire a parking pass.

Please bring your license plate number when receiving your parking pass for the first time.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/E-XII.pdf>.

2.3 Check Roster (Class Rolls) and Grade Books

Class rosters can change daily at the beginning of a new semester. Check your roster closely each class meeting. Students whose names do not appear on the roster must not be allowed to remain in class if he or she does not have proper authorization. Students can still register for class prior to the census date but cannot after the census date. The College does not receive state funding for students who have not registered and paid for classes by the Census Date. Please send the students to the department/division office to discuss registration. Students who have "Not Paid" next to their names need to be reminded discreetly to pay their bill or check the status of their account in the Business Office. Students whose names are not on the Certified Class Roster will not receive a grade. It should be understood that it is the responsibility of the instructor to maintain accurate class records. This includes attendance records as well as grade records. A permanent class roll should not be entered in the grade book until after the twelfth class day during the long sessions or the equivalent period during the summer sessions.

Grade books will remain in the possession of regular faculty members as long as they remain at MCC. Part-time instructors will return grade books to their Divisional Director at the end of the semester.

For the full procedure, go to <http://www.mclennan.edu/employees/personnel-handbook/docs/e-6.pdf>.

2.4 Verifying Certified Class Roll

Please verify that the names of students who are attending class are listed on the class roster. The certified class roster reflects transactions processed as of the census date and are to be certified by each instructor. After checking the accuracy of the certified class roll, please certify the roll using the procedures below.

1. On the McLennan Community College home page, click on the **WebAdvisor** link.
2. Log in. Click the **Submit** button.
3. Click on the **Faculty** button.
4. Click on the **Class Roster** link.
5. Enter the term or term start and end dates. Click the **Submit** button. If you are assigned to more than one section, a list of classes will appear on the screen.
6. Click the box at the left to choose the class that is being certified, then click on the
7. **Submit** button.
8. Verify the students that are listed on the roster. If this roster is correct, click on the **Certify Roster** box, then click on the **Submit** button.

2.5 Duplication

The Duplicating Center was established to serve the duplicating needs of all divisions and offices of the College in one location. The Coordinator, Purchasing/Central Services is responsible for the day-to-day operation of the Center and will serve as liaison between the Center personnel and all users of the Center to insure that the best possible service is provided. The Vice President, Finance & Administration is responsible for the overall operation of the Duplicating Center.

Besides the Duplicating Center, there are satellite machines placed in various locations around campus. These copiers operate with either the Highlander One Card or departmental account numbers. For the location of these copiers, contact the Coordinator, Purchasing/Central Services at ext. 8700. Copiers and related services are for faculty/staff use only. Students with copying needs may go to the Library.

The Duplicating Center has more than one mode available for duplicating requirements. The Duplicating Center Operator will determine which mode is appropriate for each requested duplicating job, depending upon size of job, difficulty, scheduling, economy, etc.

In addition to duplicating, the Duplicating Center offers collating, stapling, punching, laminating, binding, folding, and stacking (or any combination thereof) of duplicated items. Duplicating requests may be submitted electronically to copycenter@mclennan.edu. The Coordinator, Purchasing/Central Services reports the total amount charged, by account code, on a monthly basis to the appropriate departments. It is the responsibility of the user to insure that budgeted amounts are not exceeded.

The 1976 Copyright Act specifies that certain types of copyrighted material cannot be duplicated. The Duplicating Center Operator will, in most cases, make the determination whether or not particular material can be legally duplicated. In the event this determination cannot be made with guidelines available in the Duplicating Center, the Vice President, Finance & Administration will make the final determination.

For the full procedure and list of criteria for copyrighted works, go to <http://www.mclennan.edu/employees/personnel-handbook/docs/c-21.pdf>.

2.6 Nights and Weekends

If you are on campus when classes are not in session, please notify MCC Police Department at 254-299-8860. It is important to tell them what building and office you are going to be in, so they can patrol this area. If you leave your office or classroom after dark, or you feel it is unsafe to walk to your car, please call the MCC Police Department and they will escort you.

For after-hours technical support, please see [Section 2.16](#).

2.7 Pay Days

Faculty pay checks are disbursed via direct deposit to your bank the last working day of the month. Part-time instructors should note that they do not receive a paycheck during the month of January and should plan accordingly. Specific distribution dates and information regarding payroll may be found at <http://www.mclennan.edu/payroll-information/>.

Questions regarding payroll may be directed to the Human Resource Office, located in the Administration building on the 1st floor, Room 101, or call 254-299-8625.

W-2 Forms may be viewed and printed from WebAdvisor. Just follow the instructions to complete the consent form so you can view this form electronically.

2.8 Login Information

Your email username (first initial of your first name and your entire last name), password, and seven-digit ID will be emailed to your personal email address once you have been hired by the College. Your WebAdvisor username will be the first initial of your first name, the first initial of your last name, and your seven-digit ID number (i.e. jd1234567). The password will be the same as the one you use for your email.

To reset your password, go to <https://sso.mclennan.edu/reset/forgot>, enter your seven-digit ID and press Submit.

2.9 MCC Email

All students, faculty, and staff will use their official McLennan email addresses when conducting college business.

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on a regular basis unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Accessing your email account:

1. Go to the McLennan Community College website at www.mclennan.edu
2. Click on **Employee Email** at the top of the page

For full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>.

2.10 Computer Access

In order to log in to a computer on campus you will need your MCC approved username and password.

If you have forgotten your password or just want to change your password, you can reset it at <https://sso.mclennan.edu/reset/forgot>. When you reset your password, it will change the password for email, Brightspace, computer access, wireless, and MyAlert (RAVE) logins.

For the full policy on college computing resources, go to <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI.pdf>.

2.11 Brightspace

Brightspace is the course management system used to deliver fully online, blended, blendsync, and hyflex courses in which at least 50% of the required instruction is provided via online delivery. It is also used to supplement face-to-face courses. You must be trained to teach fully online, blended, blendsync, and hyflex courses. However, anyone can use Brightspace to supplement their face-to-face classes provided that no instruction is required via online delivery.

Brightspace used as a supplemental tool will provide you a virtual space (known as a “Course Shell”) for you to post content such as: your instructor plan, course calendar, outlines, lecture notes, and any other information you would like students to bring to class. Brightspace will also allow you to post grades for students to view. Weekly or chapter assignments and quizzes may be taken through Brightspace. All faculty and part-time instructors are required to post their Instructor Plan, gradebook, and attendance in Brightspace even if the class is face-to-face.

Accessing Brightspace:

1. Go to the McLennan Community College homepage at www.mclennan.edu
2. Select the **Brightspace** link at the top of the page
3. Enter your username and password and log in

Brightspace Knowledge Base:

Within Brightspace all faculty have access to the Brightspace Mechanics class, which can provide training and how-to resources.

Brightspace Mechanics is a self-paced, video instruction based course that provides training and assessment on common Brightspace tools and features.

For more information, go to <https://www.mclennan.edu/center-for-teaching-and-learning/course-resources.html>.

2.12 SharePoint

SharePoint is a web page you can access on campus, from your home, or anywhere you have an Internet connection. Some division offices and departments on campus upload important dates, forms, and other documents that faculty/staff may need.

Accessing SharePoint:

1. Go to the McLennan Community College website at www.mclennan.edu
2. Select the **Faculty & Staff** link
3. Click on the **SharePoint** link

2.13 WebAdvisor

WebAdvisor is a tool that provides McLennan Community College faculty, staff, and students with real-time, up-to-date information online. As a faculty member, you can access your class rosters, enter grades, drop students, and look at your class schedule. As an employee, you can look at your MCC pay advices and W-2 statement.

If you forget your password, go to <https://sso.mclennan.edu/reset/forgot>.

Accessing WebAdvisor:

1. Go to the McLennan Community College website at www.mclennan.edu
2. Select the **WebAdvisor** link at the top of the page
3. Click **Log In** at the top right

SPECIAL NOTE: WebAdvisor will be retired in August 2022 and functionality will be migrated to Colleague Self-Service. For more details on the timeline, go to WebAdvisor Retirement project at <https://www.mclennan.edu/information-systems-and-services/projects/WebAdvisorRetirement.html>.

2.14 Telephone System

If you have a phone in your office you will receive an email with your extension. Not all part-time instructors will have their own phone, so you might be sharing a phone in the part-time instructor offices. If you have any questions or need any help, please call the Help Desk at ext. 8077 or dial 254-299-8077.

Internal/On Campus Calling: Dial the four digit extension number

External/Off Campus Calling: Dial 9 + Area Code + Number

Emergency: Dial 9 + 911; 911 or On Campus 8911

Transfer to Extension: While on the call, press **TRANSFER**, enter **EXTENSION NUMBER**, and press **TRANSFER**.

Set Up Voice Mail: (Initial Password is 12345) Access the Voice Mail system by pressing the messages button, record your name, record your greeting, change your password, or choose to be listed in the directory.

Voicemail: Your voicemails will be sent to your MCC email.

Directory Lookup: Select the Directories button, scroll down to highlight Corporate Directory (or click 5), and choose the select button. You will have several search options available such as – entering (1) the first initial or first name and last name, or (2) complete names in order to locate someone.

2.15 Instructional Media Procedures

Most classrooms on campus contain the necessary audio/visual equipment for an effective lecture presentation. This equipment includes: chalk/white board, video presentation device (projector and screen and/or television), computer with network connection, DVD/VCR combination player, and document camera.

There are, however, classrooms across campus that have only a few, if any of the items listed above. As an instructor, it is your responsibility to evaluate the classroom in which you will be teaching. Make note of what equipment is available to you and plan your lectures accordingly. If you need specific equipment, you may request it using the equipment request form located at <https://mclennan.wufoo.com/forms/mgohnvr0gzmupg/>.

Check-out equipment is for short term use only (up to one week). If equipment is needed for the entire semester, you may contact your department/division chair on the possibility of getting equipment ordered.

Lecture Capture

Lecture capture is a process of recording your lecture via the in-classroom recording system. Some classrooms have this equipment installed; however, all instructors have access to this technology even if it is not available in their particular classroom. Instructors may book any recording room across campus as they are available. This can be done by contacting the Scheduling Research Analyst by email at jknutson@mclennan.edu.

Test Scoring

If you use Scantrons for tests, there are Scantron test scoring machines located in nearly every instructional building on campus. If you have any questions or problems using a Scantron, contact Information Systems as soon as possible at ext. 8077 or dial 254-299-8077.

For the full procedure, go to <http://www.mclennan.edu/employees/personnel-handbook/docs/e-2.pdf>.

2.16 Technology Help

Technical Phone Support: 254-299-8077 or email helpdesk@mclennan.edu

Report Technical Problems Online: Faculty can submit technology issues online at <http://www.mclennan.edu/tech-support/>

After-Hours Technical Support: 254-717-6349; Mon.-Thur., 7:30 a.m.-6:30 p.m., Fri., 8:00 a.m.-5:00 p.m.

Online “Chat” Technical Support: <http://helpdesk.mclennan.edu/>

For more information including hours of operation, go to <http://www.mclennan.edu/tech-support/>.

3 STUDENT SERVICES

3.1 Nondiscrimination Policy

McLennan Community College is dedicated to providing equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment as required by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972, and the Age Discrimination Act of 1978.

The Americans with Disabilities Act (ADA) and McLennan Community College policy prohibit discrimination in employment and educational programs against qualified individuals with disabilities. College websites must be accessible so that students, prospective students, employees, guests, and visitors with disabilities have equivalent access to the information and functionality provided to individuals without disabilities.

It is the policy of McLennan Community College to provide reasonable accommodations or academic adjustments when necessary. These accommodations and adjustments must be made in a timely manner and on an individualized and flexible basis.

It is the responsibility of individual students, staff, and faculty members to identify themselves as an individual with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff, and faculty members to document their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits student's participation in programs or services of the College. Medical documentation will be kept confidential.

Students, staff, and faculty members must maintain institutional performance standards.

The College does not discriminate in admissions processes, educational programs, or employment based on any factor outlined above or prohibited under applicable law.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXIV.pdf>.

3.2 Accommodations (Disability Services)

Accommodations (Disability Services) promotes an inclusive environment at McLennan Community College by facilitating appropriate accommodations, empowering students to be self-advocates, and educating the campus community. The Accommodations Coordinator interacts and collaborates with students, faculty, and staff to ensure equal access for students requiring accommodations. Not all students choose to disclose a disability, as it is their right to not do so.

If you have a student in your class with assigned accommodations, you will receive a notification sent to your MCC email. Please check your MCC email often. To view what accommodations need to be made, you will be able to check the ADA information for that student in WebAdvisor.

To see the accommodations:

1. On the McLennan Community College website, click on the **WebAdvisor** link.
2. Log in.
3. Click on the **Faculty** button.
4. Click on the **Class Roster** link.
5. Select the semester and then select your class.
6. In the View ADA column, click on the **View** link to see the ADA accommodations for that student.

Faculty and Instructional Administrators are expected to assist the College in its efforts to comply with our ADA responsibility by working with the Accommodations Coordinator to determine the most appropriate way to provide equal access to course materials which may include course outlines, course notes, PowerPoint presentations, and/or audio/visual recordings of classroom presentations.

The Accommodations Coordinator is located in the Student Services Center building, room 319, or call 254-299-8122. More information can be found out at www.mclennan.edu/disability.

3.3 Testing

The MCC Testing Center administers a wide range of tests for the purpose of evaluation, assessment, and certification. The Testing Center serves both the students and community at large in expanding the scope of tests offered for college credit, certification, and licensure. For a list of offered exams, testing hours, and closures, please visit the Testing Center's web page at www.mclennan.edu/testing-center/. Additionally, the Testing Center administers Instructional exams for students with approved testing accommodations, make-up exams, and certification/exit exams where there is a conflict of interest for the professor to proctor the exam (e.g., Fire Academy, CST, etc.).

Professors can communicate exam dates and requirements to the Testing Center by completing a test submission form through RegisterBlast. The test does not need to be finalized when you make a submission, but please note that paper exams and any supporting documents need to be uploaded **24-business hours prior to the exam start date**.

Professors are encouraged to submit all of their exam date requests at the beginning of the term. Otherwise, submissions are accepted if they are made at least **48-business hours in advance of the exam start date and there is seat availability**. Once your submission is approved, the test will become available for student(s) to schedule appointments through RegisterBlast. Please encourage your students to sign up early for their exams.

How to enroll in RegisterBlast's Professor Portal and submit an exam request:

- Step 1:** Sign-in to RegisterBlast's Professor Portal at <https://www.registerblast.com/mclennan/Professor/Login>. To sign-in using MCC's single sign-on and your MCC credentials, please click the SIGN IN link at the top right of the page. (Having problems signing in? Please contact the Testing Center at 254-299-8453.)
- Step 2:** Submit and manage your exam submissions at <https://www.registerblast.com/mclennan/professor/enroll>
- Step 3:** Testing Center reviews exam submission(s) and provides confirmation once the submission(s) has been approved and becomes available for student registration. This could take up to **24-business hours**.
- Step 4:** After receipt of confirmation, professors should notify student(s) when and how to register for their exam(s). You may also direct them to the MCC Testing Center web page at <https://www.mclennan.edu/testing-center/Schedule.html> for more information.

Professor Resources

- How Professors Submit an Exam Request at <https://www.mclennan.edu/testing-center/docs/request.pdf>
- Modifying a Submission & FAQs at <https://www.mclennan.edu/testing-center/docs/faqs.pdf>

Information for students on how to schedule an exam, academic integrity and cheating, surveillance, testing center guidelines, and testing accommodations can be found at www.mclennan.edu/testing-center/Schedule.html.

Testing Center Contact Information

Phone: 254-299-8453
Text: 254-271-1910
Fax: 254-299-6200 (Attn: Testing Services)
Email: testingcenter@mclennan.edu
Web page: www.mclennan.edu/testing-center/

3.4 Library

The Library has many services to support and assist faculty and their students. The library hours can be found at <http://mclennan.libguides.com>. Some of these services include:

- Color printers, photocopier, scanners
- Webcams
- Technician support
- Circulating and reference book collections
- Electronic and print reserves
- Specialized reference assistance
- Poster printer for research projects
- Research skills classes
- Study areas and small group rooms (room capacity limited due to COVID)

The Library also offers 24/7 online electronic resources which can be reached by accessing the Library's homepage at www.mclennan.edu/library. To find an online database or a journal article, go to <http://mclennan.libguides.com/databases>. As an instructor, you can also assess the Library's Services for Faculty page: <http://mclennan.libguides.com/faculty>, which has a list of skills classes and an online request form for faculty to submit requests for library instruction for your classes.

The Library is located in the Learning Technology Center building on the 3rd floor, or call 254-299-8325.

For the full procedure, go to <http://www.mclennan.edu/employees/personnel-handbook/docs/e-1.pdf>.

3.5 Advising

All new students will initially meet with an academic advisor located in Advising and Career Services. Advising sessions are available via in-person, Zoom, phone, and email. Students are strongly encouraged to use the virtual option through our Zoom Waiting Room, if possible. The link is on our webpage at <https://www.mclennan.edu/advising/index.html>. Please fill out and submit the Advising Request form (at https://mclennan.co1.qualtrics.com/jfe/form/SV_4VhzjkMOuwkRqgF). Once submitted, an advisor will contact students within 2 (two) business days.

College is a new experience for most students and is different from high school or the workplace. Academic advisors will help students make the transition so they can get the most out of their time at MCC. After completing the necessary steps to become an MCC student, all students are assigned to an academic advisor according to their declared academic program or Pathway. For Workforce majors, faculty advisors are listed on the students' Automated Degree Plans and can also be found in the MCC Advisor Guide at https://www.mclennan.edu/advising/docs/Advisor_Guide.pdf. For those students wishing to transfer, those who are non-degree seeking, and those who are undeclared majors, Advising and Career Services advisors are assigned to each student by their chosen Pathway.

For students uncertain as to career choice, Career Services provides in-depth assessments and career coaching for current students at no charge. Career Services also assists our students, alumni, and employers with resume assistance, interview preparation, career fairs, and workshops. Advisors are available to meet with students virtually over Zoom or in-person to provide Career Services assistance.

The Advising and Career Services Office is located on the 2nd floor of the Student Services Center, or call 254-299-8614.

3.6 Academic Support & Tutoring

Academic Support & Tutoring (AST), in conjunction with the Learning Commons, provides students and faculty with space, services, and resources to help students become academically successful at MCC. Simply, a student can contact AST with questions ranging from "How do I start a research paper?" to "Where can I find a place to study and get help?" Lab instructors and tutors are available to help with almost every discipline and with each of the steps required to complete most projects. The job of the AST and Learning Commons is to help students find what they need to become successful, independent learners even when their needs are outside our area. Help is available for all MCC and University Center student for free and for course content as well as the learning technologies, such as Brightspace, WebAdvisor, MS Word, and more.

You can receive writing help and tutoring across nearly all subjects:

- in the Learning Commons on the main floor of the Learning Technology Center,
- room 105 on the 1st floor of the Student Services Center,
- room 225 in the Math building,
- room 103 & 217 of the Business Technology building,
- by phone at 254-299-8500,
- or online by joining Zoom (with the Meeting ID: 254 299 8500).

AST trained tutors are available in multiple buildings across campus and can be identified by the Tutor Vests they wear.

For additional information, go to <https://www.mclennan.edu/academic-support-and-tutoring/>.

3.7 Success Coaches

The Success Coaches of McLennan Community College's Completion Center (<https://www.mclennan.edu/completion-center/>) are committed to building growth-oriented relationships that inspire students to achieve academic and personal success. Success coaches meet with students face-to-face, through zoom, over the phone, or even through email. They are here to help students articulate their goals, develop their strengths, discover new strategies (such as time management, stress management, conflict resolution, study tips, etc.) and identify relevant campus or community resources to reach their goals.

As an instructor, you are invited to refer students for assistance to any of the Success Coaches. If the student is enrolled in your course, you can check the box next to the student in your WebAdvisor roster. If the student is not enrolled in your course, then you can refer the student to the Success Coaches at <http://www.mclennan.edu/insight/>.

The Success Coaches' offices are located in the Completion Center on the 2nd floor of the Student Services Center, Room 249, or call 254-299-8226.

3.8 McLennan Community College Student Counseling Center

The **mission** of the MCC Student Counseling Center is to provide mental health counseling and/or referral services to assist students in achieving academic success and personal development goals. The Counseling Center follows a student-oriented philosophy, respectful of diversity, which is committed to the development of the student as a whole.

The Most Important Things You Need To Know:

- The Counseling Center provides individual and crisis mental health counseling for MCC and University Center students.
- There is NO COST to the student for any counseling session.
- All counseling sessions are CONFIDENTIAL.
- The Counseling Center is located in the Wellness & Fitness building, Room 101 and is open 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Students may stop by, call 254-299-8210, or email counseling@mclennan.edu to schedule an appointment.

The most common concerns for students seeking counseling services include but are not limited to:

- Stress or anxiety
- Feeling overwhelmed by school, work, family responsibilities
- Sadness or depression
- Difficulty in adjusting to a recent change
- Difficulty in making decisions or unsure of the future
- Relationship issues
- Loneliness or isolation from others
- Grief
- Sleep problems
- Alcohol/drug use
- Eating disorders
- Crisis
- Trauma - recent or past
- Thoughts of harm to self or others

If you have concern for a student, please refer via Insight on the MCC webpage. The information will make it to the appropriate office for outreach.

If you have a student in crisis:

- A counselor can be available to see the student same day
- Call the Student Counseling Center to inform you are walking a student in crisis over
- If a student refuses to be escorted, request that a counselor come to you
- If the student refuses to visit with a counselor, call MCC Police Department (8911)
- Do not let a suicidal client leave without being assessed



4 END OF THE SEMESTER

4.1 Dropping Students

Use this feature to drop students who have never attended or logged into their online course, have reached the allotted number of absences, or have requested to be dropped. Students requesting to be dropped should notify the instructor prior to or by the last day a student withdraws with a “W”.

If the student misses 25 percent of scheduled lecture and/or laboratory meetings, the student will be withdrawn from the course. (See [Section 1.7 Class Attendance above](#).) If you are not sure whether or not you should drop a student, contact your department/division chair. Also, please be cognizant of the “Six-Course Drop Limit Provisions (TEC 51.907)”. (See [Section 1.9 Drop Policy above](#).)

Steps:

1. Go to the McLennan Community College website: www.mclennan.edu
2. Select the **WebAdvisor** link
3. Click **Log In** at the top right and log in
4. From the WebAdvisor Main Menu, click the **Faculty** button
5. Under the Faculty Information category, click the **Drop Student** link (You will not be allowed to drop students before a class starts or after a class ends with this online withdrawal process.)
6. Click the **section name and title link** to access the section in which you wish to drop a student or students. Click **Submit**.
7. Select a reason from the Drop Reason drop-down menu located before the student’s name you would like to drop.
8. Click **Submit**

An email confirmation of the drop request will be sent to you, each individual student, and the Assistant Registrar.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

4.2 Posting Final Grades

All grades are due by noon on Fridays of the long semester and by noon on a designated day in the minimester and summer semesters.

Students will earn letter grades only, A, B, C, D, and F, no plus and no minus. For developmental courses, grades must be A, B, C, W, or NC. If a student’s absence is caused by illness or other reasons acceptable to the faculty, a grade of “I” for “Incomplete” can be given. The student is required to complete the remaining work before the end of the next long semester. To be eligible, the student must have completed most of the coursework. Remaining work should not require class attendance. The instructor is responsible to make sure the grade is changed from an “I” to an A, B, C, D, or F before the end of the next long semester. If you do not submit a grade change or the student does not complete the work, the “I” will automatically convert to an “F” at the end of the semester.

You are not allowed to enter a withdrawal “W” grade for students who drop your course. It will be helpful if all drops have been processed before the final grades are entered.

Steps:

1. Go to the McLennan Community College website: www.mclennan.edu
2. Select the **Brightspace** link
3. Enter your username and password and Login

4. Access the gradebook from within Brightspace
5. Click Manage Grades
6. Click the drop down arrow next to **Final Adjusted Grade** and click **Enter Grades**
7. If you have been keeping up with grades in Brightspace, you can click the arrow that is next to the calculator symbol to automatically pull the average over. If you have not been keeping up with grades in Brightspace, enter the appropriate average the student earned (90/100)
8. For any incompletes, enter -1/100. For CR, enter -2/100. For NC, enter -3/100.
9. Click **Save and Close**.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/B-XIV.pdf>.

4.3 Commencement

The College has three graduation ceremonies a year. Graduation ceremonies will take place after the Fall, Spring, and Summer II semesters, during the months of December, May, and August, respectively. Full-time faculty are expected to attend each commencement. Part-time instructors are welcome to attend.

4.4 Grade Change

Grade changes, including changes of Incomplete grades, may be made in WebAdvisor before the end of the next long semester. Grade changes requested after the time limit has expired or for other unusual circumstances will require the appropriate Dean's Office approval.

Steps:

1. Go to the McLennan Community College website: www.mclennan.edu
2. Select the **WebAdvisor**
3. Click **Log In** at the top right and log in
4. From the WebAdvisor Main Menu, click the **Faculty** button
5. Under the Faculty Information category, click the **Change Student Grade** link

If you do not submit a grade change or the student does not complete the work, the "I" will automatically convert to an "F" at the end of the next long semester.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/B-XIV.pdf>.

4.5 Instructor Absence/Substitute Report

Instructors must meet all scheduled classes and cannot simply decide to dismiss or not meet classes at any particular time. Teachers may be absent for a variety of reasons which are legitimate per the Personnel Handbook. In general, instructors are expected to make advanced preparations for anticipated absences with the appropriate department/division director.

Please notify your department/division secretary of unplanned absences so that students may be notified. If a substitute teacher is needed, substitute pay is deducted from the faculty/part-time instructor member's paycheck.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/F-III-B4.pdf>.

4.6 Student Evaluations

As the instructor, there will be no need to request to be evaluated, the only thing we ask is that you communicate the importance of course evaluations to your class. Please inform your students how you use course evaluations as suggestions for improvement of the course and yourself.

Student evaluations shall be administered for each instructor in all sections with a section enrollment of five or more every semester (including summer terms and minimesters) using Brightspace.

Students will be notified each time they log in to Brightspace that the evaluation is available, and they will receive an email invitation as well.

Student evaluations shall be conducted as follows:

- All fall and spring courses 16 weeks or greater and summer courses 11 weeks or greater will have evaluations open for four weeks prior to the week of final exams.
- All other fall and spring course lengths, eight-week courses, and summer courses will have evaluations open for three weeks prior to the week of final exams.
- All minimester courses will have evaluations open for seven days prior to the day of final exams.
- All field courses will have evaluations open for seven days prior to the last class day

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/B-XII.pdf>.

For more information or to preview the course evaluations, go to <https://www.mclennan.edu/data/Course%20Evaluations/index.html>.

4.7 Instructor Observations

Regular evaluation of individual instructors is essential to building and maintaining excellence in the instructional program. Evaluation should provide information about performance both to the instructor and his/her supervisor. This information serves as a base for professional improvement of the faculty, as well as for administrative decisions regarding the granting of tenure, assignment, and re-employment. As a result of the evaluation process, faculty can continue to polish existing skills. Therefore, the instructional program will continue to improve.

The evaluation of faculty addresses teaching, professional development, collegiality, and service. Student evaluations, supervisor observation, grade distribution/retention data, and professional portfolio will document these components. The process will culminate in a supervisor–faculty conference.

The appropriate supervisors (division chair, program director, or coordinator) shall conduct classroom observations of faculty in their areas of responsibility, shall conduct evaluation conferences with faculty, and shall insure participation of faculty in the evaluation process.

Observation by Supervisor

At least one classroom observation of tenured instructors will occur every three years. Classroom observations for tenure-track, tenure eligible and part-time instructors will be yearly for the first five years, after which observation for tenure eligible faculty and part-time instructors will occur at least every three years. The faculty or the division chair has the right to request more frequent observation.

Portfolio

Tenured, tenure-track and tenure eligible instructors will develop an ongoing portfolio, which may be either electronic or paper. The teaching portfolio is one of the components of the faculty evaluation process.

The portfolio will include the following:

1. a brief teaching philosophy
2. sample syllabi
3. sample assignments and exams

4. presentations and publications
5. an updated curriculum vitae (including committee assignments, service projects, and educational advancements), and
6. the Professional Development Plan (PDP) for the following year and shall include:
 - a) progress in accomplishing last year's Professional Development Plan,
 - b) goals for the current year,
 - c) means for accomplishing goals,
 - d) pertinent courses, workshops, or other resources needed to accomplish goals, and
 - e) reflective narrative.

Part-time instructors will keep a teaching file of current syllabi, sample assignments, and sample tests. A portfolio is optional.

Evaluation Conference

Tenured, tenure-track, tenure eligible, faculty and active part-time instructors and their supervisors will meet annually. The faculty and supervisor shall review the following materials at this conference:

1. Student Evaluation of Instructor Forms if available.
2. Traditional, Video, or Virtual Classroom Observation Summary when available.
3. Computer Summaries of Student Evaluations and Grade Distribution/Retention Data.
4. Collegiality.
5. Professional Development Plan (PDP) Status Report.
6. Portfolio.
7. Student Advising.
8. Assigned Administrative Duties Reviewed.

For the full policy which includes evaluation/observation schedule, tables, and table of materials needed for evaluation conference, go to <http://www.mclennan.edu/employees/policy-manual/docs/B-XII.pdf>.

5 NOTEWORTHY ITEMS

5.1 Academic Pathways

McLennan Community College has structured all its instructional degrees and certificates into six general academic pathways. These pathways help students explore options within specific academic areas at the beginning of their academic journey while ensuring they remain on track to graduation within the shortest, most cost effective means possible. Each pathway aligns advising, academic support structures, career exploration and mentoring to the pathway disciplines to help students explore options and make career choices that best meet their abilities without losing time to graduation.

What are Academic Pathways?

An academic pathway model is an integrated, system-wide approach to student success that builds a clear, educationally coherent program map of coursework and contextualized support structures for students within six major career/professional concentrations in which the student can explore degree options yet remain on track to graduate within the minimum required time. Each academic pathway helps students narrow their choices at the start of their academic journey while they learn about different disciplines and career options. As a student becomes more aware of the options and their interests, the pathway broadens opportunities and degree/certificate options. Pathways are also tied to industry credentials or transfer agreements with four-year institutions. This ensures a student knows from the start of their academic journey through MCC that their degree and/or certificate will seamlessly transition into the workplace and/or transfer to the students' four-year institution of choice.

The six pathways at MCC are:

1. **Science, Technology, Engineering and Math (STEM)** (Biology, Chemistry, Environmental Sciences, Geology, Physics, Computer Science, Math, Engineering, Agriculture, and Pre-professional programs)
2. **Business & Industry** (Accounting, Marketing, Business Management, Real Estate, Supply Chain and Operations Management, General Business, Computer Information Systems [Network Administration, Information System, and Applications, and Cybersecurity], Office Technology, Health Information Technology, Hospitality Management, and Paralegal)
3. **Creative Arts** (Music, Theatre, Music Industry Careers, and Visual Art)
4. **Liberal Arts** (History, Government, Anthropology, Communication Studies & Journalism, Education, Geography, Physical Education & Health, Speech, Sociology, Psychology, Philosophy, English, and Languages)
5. **Public Service** (Law Enforcement Academy, Criminal Justice, Education, Activity Director, Child Studies & Education, Mental Health, Social Work, Fire Protection Technology, Interpreter Training, EMT/Paramedicine, and Cosmetology).
6. **Health Professions** (Associate Degree Nursing, Licensed Vocational Nursing, Health Information Technology, EKG Technician, Massage Therapy, Medical Coding Specialist, Medication Aide, Nurse Aide, Phlebotomy, Pharmacy Technician, Surgical Technology, Veterinary Technology, Radiological Technology, Respiratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, and Medical Lab Technology)

MCC has also integrated the pathway model into our high school programs such as dual credit, early college high school, and early admission. The pathway model ties directly into the five endorsements implemented in public high schools since 2016. By advising all of the high school students into a pathway, we ensure that every one of the courses they take with us transfers into a degree or certificate program.

What does Academic Pathways mean for students?

Academic pathways simplify the decision process for entering student on their academic choices until they are better able to decide what best suits their abilities and interests. In this process, it allows students to explore various areas while not losing pace in their progress to graduation. Each pathway will have curriculum and support structures to meet the needs of students as they progress through their academic journey. This will also include intrusive advising and career counseling along all of the pathways. It will also help build learning communities/cohorts of students with similar interests.

Why are Academic Pathways important?

Academic pathways serve both the student and the college in being more successful by:

- helping students not be overwhelmed when considering college and the decisions they must make when enrolling;
- helping students make better informed decisions on career/professional goals with the support of faculty and advisors without losing time or coursework;
- helping students stay on path towards completing their degrees or certificates;
- ensuring students are learning;
- building closer ties among high school, college and 4-year institutions of higher education degrees;
- managing course scheduling and student demand more effectively;
- providing multiple entry and exit points for promoting lifelong learning opportunities; and ultimately
- improving student persistence, retention, and graduation rates.

An example of an Academic Pathway:

The STEM pathway includes degrees and certificates focused on the disciplines of science, math, engineering, agriculture and technology or computer science

For the first two semesters, students will learn about careers and professions available through the STEM Pathway which will provide them an opportunity to try different areas while working closely with student development and faculty mentors through intrusive advising. All students entering this pathway are required complete their Math requirement with a Calculus course. Also, students must register for other STEM courses for majors. This will ensure the student continues moving forward with their coursework and is able to explore several options without losing coursework during the process. Once students better focus their interests, they will be advised and registered for STEM metamajors with specific selection and sequencing of courses leading to their preparation in a specific discipline or area of study. All pathways curricula will be transferrable to partner 4-year institutions and/or align with local industry standards.

For more information, go to <http://www.mclennan.edu/pathways/>.

5.2 Travel Form

All travel requires prior approval by the appropriate budget head – even if amount is within spending authority level. Traveling with external entity funds in the College’s behalf also requires administrative approval.

Before your travel: Submit a Travel Approval/Reimbursement Request form (found at <https://www.mclennan.edu/employees/policy-manual/docs/D-III-B.pdf>) to your immediate supervisor **for their approval** and then submit a copy to the Business Office. Secure a hotel tax exemption form and tax identification number from the Business Office.

During your travel: Keep all receipts for travel, lodging, and meals. Please insure that all receipts for travel, lodging, and meal(s) are **detailed/itemized** receipts. (You may have to ask for a detailed receipt.)

After your travel: Within ten days of your return, submit the original of the approved Travel Approval/Reimbursement Request form with receipts to your immediate supervisor. Your supervisor will then submit the form and receipts to the Business Office. Purchasing Card original receipts should be attached to Account Statement for period covered, while copies of the receipts should be attached to the Approval/Reimbursement Request form.

Important Notes:

- All international travel must be approved in advance by the President or designee. All travel requires prior approval by the appropriate budget head.
- State tax will not be reimbursed for in-state lodging. Hotels in Texas will exempt the College from state taxes, but not city taxes, when the hotel tax exemption form is completed and filed upon registration at the hotel.
- The College will not reimburse for alcohol nor room service.
- The College also does not pay sales taxes; it is the responsibility of the employee to inform the vendor. Any sales taxes paid using the Purchasing Card must be reimbursed to the College by the employee.
- All reservations should be made through the Internet or directly with hotels or airlines. Reservations made with travel agencies require prior approval by the Vice President, Finance & Administration.
- Need prior approval from your Vice President to charge hotel Internet service fees while traveling.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/D-III-B.pdf>.

5.3 Professional Development/Step-Credit

The purpose of the Professional Development Program is to provide opportunities and incentives for all faculty and staff to improve the effectiveness of instruction and the efficiency and effectiveness of all support programs. Ongoing participation in development activities is expected for all employees. This supports the College mission “to engage, educate and enrich its community.”

The appropriate Dean and/or Vice President(s) shall approve all activities and expenditures for development activities for their respective areas. College-wide professional development opportunities will be made available through the Professional & Organizational Development Department (POD).

All full-time faculty members must complete twelve semester hours or approved equivalent activity each academic year. To receive educational credit or step-credit, the faculty member must submit the Request for Step Credit & Professional Development form and have it approved by their supervisor and the appropriate Dean.

A standing Professional Development Committee for Faculty and Professional Employees has been established to solicit, collect, and judge proposals submitted by full-time, regular professional employees for development and to provide input for development activities on campus for all faculty and professional staff.

The Professional Development Office offers a variety of trainings throughout the year. Most POD classes are free of charge. MCC employees may register for professional development classes through the Continuing Education website at <https://cereg.mclennan.edu/>. For registration instructions, please visit the Professional Development website at <http://www.mclennan.edu/professional-and-organizational-development/>.

Professional Development Day (PD)

MCC devotes two days a year to the professional development of its employees, one in fall and one in spring. PD Day is mandatory for all full-time faculty and all part-time instructors are welcome to attend. The day normally includes breakout sessions from a variety of different areas and topics.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/F-III-D.pdf>.

5.4 Sick Leave (for Full-time Faculty only)

Sick leave is accrued at the rate of eight (8) hours for each month or fraction of a month of paid employment. A regular, full-time, benefits-eligible faculty member who is absent from duty on account of personal illness, (including confinement related to pregnancy, childbirth, or injury) is allowed sick leave without deduction in pay on the basis of one day sick leave accumulated for each month of service. If the faculty member misses a portion of one day the time deducted for sick leave will be the time missed in class and office hours. If one or multiple days are missed, then 8 hours per day would be deducted. Finally, if the faculty member misses class Monday through Thursday, it will show 40 hours of sick leave since Fridays are considered work days. Part-time instructors do not accrue sick leave.

Unused sick leave will accumulate up to 120 working days' (960 hours) sick leave. A faculty member who is absent because of death of a member of the immediate family may be granted a reasonable amount of his accumulated sick leave. The amount of sick leave used should not exceed five (5) working days in each case.

The faculty member's supervisor should notify the Human Resources Office of those who have been absent for three consecutive days. A faculty member who is absent or who anticipates an absence of more than 30 calendar days must complete a Leave of Absence form accompanied by an attending physician's statement. The form can be obtained from the Human Resources Office.

For complete information refer to the Sick Leave Policy at <https://www.mclennan.edu/employees/policy-manual/docs/F-I-D5.pdf>.

5.5 Tenure Process

All faculty positions that are employed by an annual contract fall into three categories:

- Tenure-eligible faculty are those faculty who receive a yearly contract but who have not been placed on the tenure track. They must be appointed on a full-time basis.
- Tenure-track faculty are those who appointments lead to consideration for tenure. They must be appointed on a full-time basis.
- Tenure means the entitlement of a faculty member to continue in his or her academic position unless good cause for dismissal is demonstrated in a fair hearing following the procedures of due process. The Vice President of Instruction & Student Engagement will make a recommendation to the President, who will then make a recommendation to the Board of Trustees.

Faculty employed as "non-tenure track" and all new faculty will be hired under one-year, tenure-eligible, renewable contracts, which may convert to the tenure track. New faculty must complete the fall and spring semesters of their year of hire before being eligible for conversion to the tenure track.

For the full policy and details, go to <https://www.mclennan.edu/employees/policy-manual/docs/F-III-A.pdf>.

5.6 Teaching Online

There is a process for teaching an online, blended, blendsync, or hyflex course.

1. Contact the Center for Teaching and Learning to have a course shell created for you.
2. In order to teach an online, blended, blendsync, or hyflex course, every instructor must successfully complete Teaching Online: Fundamentals. Instructors who wish to teach blendsync or hyflex courses must complete some additional professional development classes (Camtasia or YuJa, Zoom, and Hyflex Management).
3. When at least 50% of the content exists in the course shell **and** your syllabus and support materials exist, you can then submit a Principles of Good Practice (PGP) form https://www.mclennan.edu/center-for-teaching-and-learning/docs/MCC_Principles_of_Good_Practice_2019.pdf. This is a .pdf form that is filled out electronically, digitally signed by you, and sent via email along the approval stages.
4. Once your PGP has completed the signing process, your course can be added to the course list for student enrollment.

Full-time faculty interested in teaching a semester load fully online will require support of the department/division chair and Dean with final approval coming from the Vice President of Instruction & Student Engagement. Approval will be based on the needs of and benefit to the College, division, and department, and cannot involve any additional cost to the College or to students. Specific requirements for the request are listed in MCC Policy F-III-e at <http://www.mclennan.edu/employees/policy-manual/docs/F-III-E.pdf>.

For assistance in creating your online, blended, blendsync, or hyflex course, please contact the Center for Teaching and Learning, located in the Learning Technology Center, Room 222, call 254-299-8382, or visit their web page at <https://www.mclennan.edu/center-for-teaching-and-learning/index.html>.

For the full policy, go to <https://www.mclennan.edu/employees/policy-manual/docs/B-XVII.pdf>.

5.7 Sexual Misconduct Policy/Title IX Policy

Discrimination on the basis of sex, including gender discrimination, pregnant and parenting discrimination, sexual harassment, or sexual violence, such as rape, dating violence, domestic violence, stalking, sexual assault, sexual battery, and sexual coercion, against any student or employee is prohibited and will not be tolerated and must be reported.

MCC considers all employees to be Responsible Employees (except MCC Counseling Center staff). Responsible Employees who are made aware of or suspect an occurrence which may be Title IX related must report that information to the Title IX Coordinator promptly. For example, it may be appropriate to notify your supervisor of a concern, but Responsible Employees must also contact the Title IX Coordinator promptly. To report an incident:

Drew Canham
Chief of Staff for Diversity, Equity & Inclusion/Title IX
Administration Building, Room 408
254-299-8645
dcanham@mclennan.edu

For the reporting procedure, definitions, and information on the process, please consult the full policy at <http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-A.pdf>.

5.8 College Computer Resources

As a part of the physical and social learning infrastructure, McLennan Community College acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for college-related purposes, including direct and indirect support of the college's instruction and service missions; of college administrative functions; of student and campus activities; and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.

The use of college computing resources, like the use of any other college-provided resource and like any other college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community.

Security and Privacy

The College employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of college computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and accounts of individual users of college computing resources for certain specified reasons that are laid out in the policy.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI.pdf>.

5.9 Inclement Weather

When inclement weather occurs under which there might be a question as to whether the college will operate on a normal basis, a college administrator designated by the President (generally, the Vice President of Instruction & Student Engagement) will determine if closing is necessary. The Director of Marketing & Communications will release a statement concerning the college schedule to the campus via the McLennan MyAlert System and to the local news media. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus (McLennan MyAlert, email, website, radio, television, etc.). Communication vehicles of an adverse weather condition will include, but not be limited to, notification on the college email system, personal cell phones via text messaging, and any other notification systems implemented by individual college departments/divisions.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/F-I-D8.pdf>.

5.10 Emergency Management

MCC has followed the recommendations of FEMA and set in place procedures to address prevention, preparedness, response, and recovery as it deals with disasters and other hazards that could affect our campus.

- The Emergency Operations Field guide, which can be loaded on an iPhone or iPad, can be found at http://www.mclennan.edu/crisis-management/docs/Emergency_Operation_Field_Guide.pdf

There are several preventive measures faculty may take to help reduce problems should a disaster or hazard occur.

- Take time the first day of classes to make sure your students know how to evacuate the building if an alarm sounds. Leave the building through the closest exit and proceed to the designated evaluation area for your building. Help those in need of assistance so that they are able to evacuate the building safely. A map showing the evacuation areas can be found at http://www.mclennan.edu/crisis-management/docs/Campus_Evacuation_Map.pdf. Once outside of the building, make sure all of your students are accounted for and be careful not to block fire lanes.
- Show your class the video “Run, Hide, Fight” at <https://www.mclennan.edu/crisis-management/Tips%20and%20Training/run-hide-fight.html>. This 6-minute video covers what you can do in an active shooter situation.

Other safety principles to remember:

- **In All Emergencies**
If it is safe to do so, students should take personal belongings (car keys, purse, backpack, coat, etc.) with them. Students may not be allowed back into the building for some time. As a daily routine, students should consider positioning all items they may take with them so they are secure, but quickly accessible.
- **Emergency Notification or Alert**
If you have signed up with McLennan myAlert you will receive alert messages on your cell phone, and office computer, to give instructions on how to proceed.

For more Emergency Management information, go to <http://www.mclennan.edu/crisis-management/>.

5.11 Campus Carry

As of August 1, 2017, a license holder may carry a concealed handgun on or about their person on the MCC campus premises (including public driveways, streets, sidewalks or walkways, parking lots, parking garages and other parking areas) and in College passenger transportation vehicles, unless prohibited by state or federal law, or by this policy.

This policy is compliant with the Texas Senate Bill 11 and addresses the health, safety, and welfare of the campus community. This policy applies to all students, employees, and visitors of McLennan Community College.

For the full policy, go to <http://www.mclennan.edu/employees/policy-manual/docs/E-XXXVI.pdf>
