



**Nashua  
Community  
College**

**ADJUNCT FACULTY HANDBOOK  
2018-2019**

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## ACKNOWLEDGEMENTS

This Handbook is a combined effort of numerous faculty, staff and administrators of Nashua Community College. The Center for Teaching & Learning Excellence gratefully acknowledges the NCC administrators, faculty and staff who have contributed to this handbook through the years.

## WELCOME

On behalf of the faculty, staff and administration of Nashua Community College - welcome! We look forward to working with you. NCC believes in the value of higher education and in a student-centered philosophy. The faculty and staff work together in a supportive environment to achieve those goals, making this institution an integral part of the greater Nashua community. Over the past two decades, NCC, like many community colleges throughout the country, has increasingly relied upon adjunct faculty to support our growing enrollment and various associate degree programs. Adjuncts bring a wealth of experience into the classroom—from commerce and industry, public education, and the service fields. Our students greatly benefit from their expertise, which at the same time broadens our academic departments. It is important that you feel a part of the NCC community, and it is our hope that this Handbook will help acclimate you to our College. Please use it as a guide and do not hesitate to ask faculty, staff or administrators for further guidance. This handbook will be updated on an annual basis and as necessary. For specific departmental information, contact your Department Chairperson or Program Coordinator. We wish you success at NCC.

Best regards,

Center for Teaching & Learning Excellence:

Sally Bashalany

Catherine Barry

Tina Forbes

Alan Foucault

Christine Gannon

Stephen Meidell

## COLLEGE OFFICES

Academic Affairs	603-578-8947
Admissions	603-578-8908
Advising Center	603-578-8906
Business Office	603-578-8902
Campus Safety	603-578-8942
Financial Aid	603-578-8903
Human Resources	603-578-8945
Library	603-578-8905
President's Office	603-578-8991
Registrar's Office	603-578-8904
The Academic Success Center	603-578-8930
Veteran's Affairs Office	603-578-8994
Wellness Center	603-578-8912

## NCC ADMINISTRATION AND STAFF

**Lucille A. Jordan**, President

**Robyn Griswold**, Vice President of Academic Affairs

**Lizbeth Gonzalez**, Vice President of Student & Community Affairs

### Department Chairs

Arts, Humanities, Communication and Design  
Business  
Department of Multicultural Engagement  
Nursing  
Culinary Arts/Hospitality  
Industry and Transportation  
Mathematics  
Engineering and Computing Science  
Sciences, Technology, Engineering  
Social, Educational and Behavioral Sciences

Sally Bashalany  
John Carlisle  
Elizabeth Berry  
Carole Boutin  
John Knorr  
Karl Wunderlich  
Barry Garside  
Vance Poteat  
Robert Bragdon  
Jayne Barnes

### Program Coordinators

Accounting  
Anthropology/Sociology  
Automotive Technology  
Aviation Technology  
Biological Sciences  
Communications  
Computer Networking/Cybersecurity  
Computer Training  
Criminal Justice  
Culinary Arts/Hospitality  
Data Analytics  
Early Childhood Education  
Educator Preparation  
Electronic Engineering Technology  
English  
General Studies  
General Studies Health  
History & Political Science  
Honda-PACT/Automotive Technology  
Honors Program  
Management, Marketing & Small Business Entrepreneurship  
Massage Therapy  
Mathematics  
Mechanical Design Technology  
Paralegal Studies  
Precision Manufacturing  
Psychology  
Science  
Speech Language Pathology Assistant  
Web Development & Software Development

Garry Kirk  
Stephanie Roper  
Tim Hogan  
Patrick Geoffroy  
Debra Costa-Nino  
Sally Bashalany  
Barbara Bancroft  
Kim Eckenrode  
David Dinwoodie  
John Knorr  
Christine Morris  
Suzanne Regan  
Kathleen Holt  
Donald Marcotte  
Jennifer Tripp  
Academic Advising Center  
Theresa Williams  
Stephanie Roper  
Jason Felton  
Stephen Meidell  
Patricia DiLorenzo  
John Ogden  
Barry Garside  
Douglas Howe  
Suellen Seabury  
Mark Dodge  
David Rondeau  
Debra Costa-Nino  
Jean Rube-Rainier  
Judy Veranas

## **GETTING STARTED**

### **Role of the Adjunct Faculty Member**

Adjunct faculty members bring a wealth of expertise to the campus. At the same time, we recognize that many adjuncts have commitments off campus such as a full-time job, other adjunct stints, or childcare arrangements. As a result, adjuncts are often only on campus during their class periods. Adjuncts are a vital part of the faculty. Participation in College activities is encouraged and required in some cases. According to the adjunct faculty contract, adjuncts are responsible for course preparation, instruction, and attendance at department meetings, among other duties. Adjuncts are expected to be available to students outside the classroom either by office hours (which are not mandatory for adjunct faculty as these are not paid hours) or email communication. College email addresses are available to adjuncts at the time of hire. See your Department Chairperson if you have not completed an email application. Publication of home telephone numbers is not recommended to protect privacy.

Adjuncts are contracted on a semester-to-semester basis. Employment in a given semester does not guarantee employment on a continual basis. Courses may be cancelled due to insufficient enrollment. The Vice President of Academic Affairs makes every attempt to notify adjuncts of cancelled courses five (5) days prior to the start of the semester. Prior to the start of the semester, adjuncts should closely monitor enrollment as indicated in the course rosters found on Student Information System (SIS).

At the end of the semester or term, adjuncts are responsible for the following submissions:

- Posting final grades on or before the deadline;
- Return of course materials if the adjunct is not teaching the same course the following semester
- Return of office/lab keys to Department Chairperson or Program Coordinator.

Questions should be directed to your Department Chairperson or Program Coordinator.

### **Course Outlines and Syllabus**

Adjuncts will receive a course outline, which describes the course and lists competencies, and a sample syllabus from their Department Chair or Program Coordinator. They will also provide you with a copy of the NCC syllabus template. Adjuncts create their syllabi based on the course outline and add course-specific information. Copies of syllabi must be filed on the Academic Affairs Canvas site prior to the start of the semester. The syllabus should be posted to the course Canvas site and discussed on the first day of class.

### **Assignment Makeup Policy**

It is the individual professor's responsibility to establish his or her own makeup policy or follow the department's policy. It is vital that the makeup policy for all work (exams, projects, papers, portfolios, etc.) be published in each course syllabus.

It should also be clear in one's syllabus what a professor's policy is for work expectations if she or he is unable to make it to class. The College recommends using Canvas to communicate and assign work in such instances.

## **Cancellation of Class by Instructor**

If the instructor must cancel class due to personal emergency or illness, an alternate assignment must be posted on the course Canvas site, and the instructor must notify the students by email (email the class via Canvas). For day classes, contact Christine Gannon before 3:30 pm at 578-8947 or [cgannon@ccsnh.edu](mailto:cgannon@ccsnh.edu); for evening classes, contact Samantha Belcourt at 578-8943 or [sbelcourt@ccsnh.edu](mailto:sbelcourt@ccsnh.edu). The instructor's department chair and/or program coordinator should be copied on the email or phone message.

## **The First Class Meeting**

The day has finally arrived, and you are headed to your classroom to meet your new students. Perhaps you are new to teaching and this is the first time you will lead a class, or you may have several semesters or years under your belt. Regardless of your status, several important facts should be kept in mind for that first class. Print your roster through Student Information System (SIS) (see "Faculty Web Information Sheet" below). Rosters are updated in real time so it is important to print out your "first day" roster ideally just prior to the initial meeting. Take attendance. Whether you do this at the very start of the class, toward the middle or at the end, you need to indicate any "no shows" by an "NS". If you have students whose names do not appear on your roster, find out when they registered (it could have been two minutes prior to class!). Send student(s) to the Registrar's Office for verification. Record their names on the roster if the Registrar has approved their registration. Faculty are required to keep a written record/document of all items used to assess student performance that make up a student final course grade. These documents are vital to the grade appeal process. Use Canvas grade book to keep grades updated at all times during the semester/term.

Discuss the course syllabus and its contents with students. Explain and stress any specific class and/or department policies that may affect the outcome of success, i.e., test make-up policy, lab procedures, etc.

Encourage students to purchase textbooks as soon as possible. Make sure that the text brought by students to the first class is the correct title/edition. Get to know your students through informational activities and icebreakers. Let your students know how they may contact you. Stress that communication is important to their success. Have a lesson prepared for the first day. You may find that you don't cover all of the material in the remaining time, but a "taste" of the curriculum helps your students to settle into the course more quickly. Don't be afraid to assign homework, whether it is textbook reading, a syllabus "quiz", or writing assignments that may be due at the next class. Have fun! If students see that you are engaged in and excited about the course, they will quickly catch that enthusiasm! (Note: Should you find that your classroom can not accommodate the number of students present, see your Department Chairperson immediately after class. You may not arbitrarily move to another classroom.)

## **Banner™ and Faculty Web (SIS)**

Banner™ is the database used by the College to keep track of all student and faculty records. The Student Information System (SIS) allows faculty to view their schedules and class rosters, and students to view their schedules, grades, and financial account information. SIS can be accessed through the Nashua website- Hover over Quick Links then My NCC. On the Online Resource page click "New Users" to login with your "A" number and PIN. You must login initially with "A" number and PIN to activate "EASY LOGIN". The next time you access the Online Resource page you can scroll down to the SIS button and login with your EasyLogin user name and password. Your "Easy Login" user name and password will be communicated to you once a member of the IT Team sets up your account. To learn more about how to access SIS or how to obtain your username and password, contact Louise Haigler at 578-8978 or [lhaigler@ccsnh.edu](mailto:lhaigler@ccsnh.edu) or the Registrar's Office at 578-8904 or [kheath@ccsnh.edu](mailto:kheath@ccsnh.edu). The advantage of using SIS is that the class roster will be current if printed just prior to the beginning of your

classes. Please be aware that if there are students on a wait list, they must be viewed by clicking on the "Detail Wait List" or "Summary Wait List" on the SIS. You can also access this critical information anywhere you have internet access. Please do this before each class through at least the eighth day of the semester and intermittently thereafter.

### Accessing Your Faculty Web Account

1. Go to [www.nashuacc.edu](http://www.nashuacc.edu)
2. Hover over "Quick Links"
3. Click "MyNCC"
4. **Click "New User" and** use your college issued ID number that begins with "A".
5. **Enter Your PIN** - If you have never logged on before, your PIN is your six-digit date of birth (MMDDYY) or the last six digits of your college ID number. If you have previously used FacultyWeb, your PIN will be what you selected at your first login.
6. First time users: follow the on-screen instructions to select a new PIN and set up your Security Question.

#### The following information is available to you online:

- **Faculty Detail Schedule** - Lists your courses, number of students, location, days and times for each class you are teaching.
- **Week at a Glance** - A summary of the courses you are teaching in a weekly grid, with the course names, times, and room numbers.
- **Detail Class List** - Basic course information and a list of the students enrolled including their major and date registered. **Note:** In the Enrollment Counts section on this page, check to see if there are students wait-listed for each course. If so, view that information on the "Detail Wait List" or the "Summary Wait List" for that class.
- **Summary Class List** - A more condensed list with student names, ID numbers, degree, major, class and registration status. **Note:** In the Enrollment Counts section on this page, check to see if there are students wait-listed for each course. If so, view that information on the Detail Wait List or the Summary Wait List for that class. **(Recommended choice for taking attendance during first 2 weeks of class)**
- **Detail Wait List** - Similar to "Detail Class List". Information is listed for students wait-listed for your class, if any.
- **Summary Wait List** - Similar to "Summary Class List". Information is listed for students wait-listed for your class, if any.

#### Things to Remember:

1. ALL student information is CONFIDENTIAL. Please refer to the Family Educational Rights and Privacy Act (FERPA) policy you received upon hire or as listed on our website.
2. Class Lists/Wait Lists/Enrollment numbers are updated and in real time. Check often!



3. Internet Explorer is the recommended browser. IE Version 10.0 is the minimum requirement for the secure area.

4. Accessing the Student Information System (SIS) from behind a firewall (for instance, at your workplace) may prohibit access.

Have questions? Need help? Contact the Registrar's Office at 578-8904 (email: [kheath@ccsnh.edu](mailto:kheath@ccsnh.edu)).

## **ACADEMIC INFORMATION**

### **Classroom Management**

It is the faculty's responsibility to manage student behavior in the classroom to ensure a professional and safe learning environment that is conducive to learning. Classroom management at the college level requires minimal effort and rarely involves incident. In situations that faculty believe could get out of hand or endanger students or themselves, they should dismiss class immediately and proceed to the Campus Safety Office during day and hours to report the incident. Should Security be unavailable, proceed to the main office during day hours to report the incident. A written report of any discipline or unusual behavior by a student in a classroom is to be submitted in a timely manner to the VP of Student and Community Affairs.

### **Class Rosters**

Prior to each class, the instructor must check his/her roster on the SIS to get the most current student roster. Students are allowed to drop full semester classes for the first 14 days with a full refund. They may add a course during the first 7 days for a 16-week class. If a student is not listed on the most current roster and is in your class, they are NOT registered and must be sent to the Registrar's Office-room 156. This includes wait-listed students. The wait-list is available on SIS. They do not belong in class and must be sent to the Registrar's Office to officially register for the course.

\*\*\*Please check with the Registrar's office for the add/drop policy for classes that are not full semester.

### **Official Rosters**

At the end of the refund period, all faculty will receive an official roster from the registrar's office with instructions to review. Faculty are required to indicate on the roster if a student on the roster has "Never Attended", or is attending but does not appear on the roster. All rosters must be returned to the Registrar's Office by the designated deadline.

### **Plagiarism Reporting Procedure**

Plagiarism is not tolerated at the College. If a faculty member suspects a student of plagiarizing a paper or an answer on a short answer essay test, a quick way to determine its existence is to type a significant phrase or sentence into Google. When creating an assignment in Canvas, faculty may use the Turnitin option. Other resources include websites such as [www.turnitin.com](http://www.turnitin.com); however, many, like the latter, are fee-based sites. An excellent resource on the definition of plagiarism and examples can be found at [http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html).

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include

notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

## **Grading Scale**

Each department determines grading. Please see the Department Chairperson for current grading system.

## **Grading Rosters**

### Midterm Warnings

All faculty are required to post mid-term warnings online. **Only grades of C- or below need to be posted.** Do not post grades of AF, CS or I for midterm warnings.

Please remind students they may view mid-term warning grades by going to the SIS and logging into their student account. Emails are sent by the Registrar's Office to students letting them know they can view mid-term warnings on the SIS. You may also let them know personally. This may help some students in deciding whether to drop a course they are failing before the punitive deadline, or to seek help through The Academic Success Center in Room 100.

### Final Grades

The grades that can be posted will appear in the drop down menu of the screen. We do not have final grades higher than an A. Faculty members are required to submit final grades electronically. You will receive a memo with the date and time of the deadline. Shortly after the deadline, any instructors with missing rosters (or missing grades within the roster) will receive a call from the Vice President of Academic Affairs office inquiring where the grades are. Changes to grades may be made on-line until the deadline. Any change of grade after the deadline must be processed by the instructor through the Registrar's Office using the appropriate form. The instructor may only change a course grade. However, in a case of obvious computational error or blatant abuse of the grading prerogative, only the Vice President of Academic Affairs is authorized to change a grade. If you have a name on the roster, a grade must be posted to it. Any administrative withdrawals, withdrawals from College, etc. will have a grade already posted, ex. If the student withdrew, a "W" should already appear in the Final Grade column. Do NOT change a grade if one is already there. "Incompletes" must have the appropriate paperwork submitted to the Registrar's Office. **NOTE:** Emails are sent by the Registrar's Office to students letting them know when they can view final grades on the SIS.

## **How to Post Midterm/Final Grades on the Web**

### **Access Student Information System:**

1. [www.nashuacc.edu](http://www.nashuacc.edu) > Quick Links > MyNCC > SIS button.
2. Enter EasyLogin information.  
(EasyLogin is the same login that is used to login to your NCC email account.)
3. On the Main Menu page click "Faculty & Advisors".
4. On Faculty & Advisors Menu Page click "Midterm Grades" or "Final Grades".
5. On Select Term page choose the term and click "Submit".
6. On the Select CRN page choose the course you wish to grade from the list. Click "Submit".

7. On Midterm/Final Grade Worksheet page verify that the listing in the Course Information section corresponds to the course you wish to grade.

**8. Select a grade from the list for each student. Instructors of developmental courses must not use the grade of D. Instead, use CS or F grade.**

9. Review your grade choices for accuracy. Once you have selected grades for all students, look for these buttons at the bottom left of the page:

- Review all grades entered, then click “Submit” OR
- Click “Reset” to clear all grades and begin over.

10. After clicking “Submit”, the Midterm/Final Grade Worksheet will display again with a message stating the grade change you made has been saved successfully.

11. If you have more courses to post midterm/ final grades for, scroll to the top right of the page and click “Return to Menu”. Repeat the process beginning with step 5 above.

OR

12. If you are finished posting midterm/final grades, scroll to the top right of the page and click “Exit”, and close the browser window.

13. Final Grade Changes can be made on the Final Grade Worksheet if the column to the right of the grade, which is labeled “Rolled”, has a value of “N”. For the grade, you wish to change, (use steps 8-10 above). If you see a value of “Y”, you will not be able to change the grade here; instead contact the Registrar’s Office to complete a Change of Grade form.

**Notes:**

1. The Midterm/Final Grade Worksheet has a 15-minute activity limit. If left idle you may have to log in again and your changes may not have been saved.
2. Rosters can be accessed multiple times.
3. Mid-term grades are viewable by students as soon as you click “Submit”.
4. Be careful if you are using a wheel mouse. Click the drop down arrow for the next student or click in the white area on the Midterm/Final Grade Worksheet to deselect the grade you just chose to avoid your selection from being changed inadvertently.
5. Please email [kheath@ccsnh.edu](mailto:kheath@ccsnh.edu) when you have posted all your warnings or if you do not have any warnings to post; email her once you have posted your final grades. In your message, please reference the course(s) by number and course title and your name so that it is clear your responsibility has been met.

**AF Grades**

An AF grade is an instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g., failure to meet attendance requirements, as published in the instructor’s syllabus, violation of the Student Code of Conduct, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. AF grades can be issued up to the final exam week by completing

the AF grade form located in the Registrar's Office. An AF is calculated into the GPA as an F. If the student has remained in the course, but simply failed it, it is considered an 'earned' F and a final grade of "F" should be submitted.

**\*See Appendix A on page 34 for the AF process**

### **CS Grades**

Students in developmental courses must earn a "C" or better in order to move on to the next course level. CS (Continuing Study) allows student to re-register for developmental course if competencies have not been met by the end of the course. It is intended for students who have demonstrated progress and a commitment to succeeding in the course, but who need time to achieve competencies. CS grades do not affect GPA.

### **Incomplete Grades**

An Incomplete Grade (I) indicates a student has not completed a major course assignment (usually a final exam or culminating final exam) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. Incomplete forms are found in the Faculty Mailroom. They must be signed by the instructor, the student, and approved by the department chair. They should then be submitted to the Registrar Office. This must be done prior to the grades deadline. The student through formal arrangement must complete the work (including a written contract with due dates for missing work) with the instructor no later than:

- The end of the third week in the Spring semester for a grade issued in the Fall semester;
- The end of the third week in the Fall semester for a grade issued in the Summer semester;
- Three weeks from the earliest start date of the Summer semester for a grade issued in the Spring semester.

Should the student fail to complete the work within the designated period, the grade to be submitted to the Registrar is an "F". Exceptions to the above deadlines may be made by the Vice President of Academic Affairs. "I" grades will not be included in the computation of Grade Point Average. An "I" grade may affect a student's financial aid. Students should be advised to contact the Financial Aid office on their campus for further information.

### **Final Exams/Cumulative Assessments**

When a final exam or cumulative assessment is given in a course, the professor is required to give the exam/assessment during the scheduled final exam period on the date assigned. This policy will provide every student the same academic experience and access.

### **Credit by Examination/CLEP**

Credit by Examination (CBE) is available in some courses to students who feel they have the necessary skills or background to test out of a core or program course. See the Department Chairperson for specifics on departmental policy and/or a list of CBE courses. Matriculated students must not be registered in the course in order to take the CBE. CLEP (College Level Examination Program) information may be obtained through the Advising Center at 603-578-8906.

## GENERAL INFORMATION

### Address Change

Adjunct faculty members who change their address and/or telephone number should notify Christine Gannon, Administrative Assistant to the Vice President of Academic Affairs and the Human Resource Office. Adjunct faculty members can also change their addresses directly through the online ADP Self-Service system known as iPay. Information and instructions for the iPay service are available on the CCSNH System website: <http://www.ccsnh.edu/humanresources/SelfService.html>.

### Contacts

A list of phone numbers and room numbers is available from your Department Chairperson or Program Coordinator.

### Canvas

Canvas is the on-line platform used for 100% online and hybrid courses. Additionally, any face-to-face course can take advantage of the learning tools available in Canvas. Many of the faculty enhance student interaction and engagement in their courses using Canvas in the following ways:

- Posting syllabi and other course documents for 24/7 access by student
- Listing assignments and links to web resources for 24/7 access by student
- Requiring students to use the discussion board and/or virtual chat room to improve collaboration and increase student participation beyond the classroom walls
- Posting announcements for students
- Administering and grading quizzes
- Staying on course schedule in the event the campus closes due to weather, etc.
- All faculty are expected to post syllabi and current grades in Canvas
- Training is available through the Center for Teaching and Learning Excellence.

### Cancellation of Class

The decision to cancel **day classes** is made before 8 AM. You will be notified by NCC alerts once you have signed up through Human Resources to receive the alert. **Please remember when giving a phone number that the calls will arrive about 5:30 am on the day of the cancellation.**

The cancellation message will run on our outgoing message of the college telephone system and on our website [www.nashuacc.edu](http://www.nashuacc.edu).

The cancellation decision for **evening classes** is made separately and will be announced by 3 pm of the given day.

Because of the available Canvas technology, faculty should make clear to the students that assignments may be required and information will be posted even if physical classes have been cancelled. Within such scheduled and structured semesters, it is almost impossible to add additional time at the end of each semester. Online assignments are perfectly acceptable in face-to-face classes. The College requests that instructors post alternate assignments on their Canvas course sites if classes are cancelled.

## Classroom Food Policy

Students may bring snack type food and drink into non-computer classrooms. No food or drink allowed in computer labs, classrooms with computers, biological science classroom/lab, nursing labs, automotive labs, aviation labs, machine tool lab or the library. Snack foods are considered to be foods from vending machines. Fast foods should not be allowed into the classroom. Faculty who feel that food or drink is a distraction to the learning environment may ban the same from their classroom. Drinks must be in a bottle, can, or cup with a lid.

Only covered beverages are allowed in the Health, Science and Humanities Building/Judd Gregg Hall. Snacks are not allowed. No food or drinks of any kind allowed in the auditorium.

## College Committees/Teams

Academic Leadership Team: Vice President of Academic Affairs; Department Chairpersons

President's Council: BAO; Vice President of Academic Affairs; Vice President of Student & Community Affairs; Department Chairpersons; Human Resource Director; Financial Aid Director; Marketing Director; Banner Coordinator; Campus Safety Director; IT Director, and Physical Plant Engineer

Center for Teaching & Learning Excellence – Supports adjunct faculty through a variety of initiatives and programs. Curriculum Committee: Appointed faculty and staff.

## Compensation

Adjunct faculty may elect to receive their compensation during the fall and spring semesters based on the following payment schedule:

- **One Payment** – a lump sum payment to be processed at the end of the semester upon the completion of the course and all administrative responsibilities.
- **Two Payments** – equal payments to be processed at mid-semester and at the end of the semester upon the completion of the course and all administrative responsibilities.
- **Four Payments** – equal payments to be processed on a monthly basis during the academic semester with the fourth & final payment being processed at the end of the semester upon the completion of the course and all administrative responsibilities.
- **Eight Payments** – equal payments to be processed bi-weekly with the eighth and final payment being processed at the end of the semester upon the completion of the course and all administrative responsibilities.

The NCC Human Resources/Payroll Office will publish and distribute the payment schedule for adjunct faculty in accordance with the CSSNH and departmental procedures. Friday is payday, and checks can be picked up in the Business Office (Room 159) during regular office hours. Direct deposit is available and encouraged for adjunct faculty members. Information regarding how to sign up for direct deposit is available through the online ADP Self-Service system known as iPay. Information and instructions for the iPay service (including direct deposit sign-up and registering for paperless statements) are available on the CCSNH System website at: <http://www.ccsnh.edu/humanresources/SelfService.html>. **For any questions regarding payroll, please contact Cathy Barry in Human Resources at [cbarry@ccsnh.edu](mailto:cbarry@ccsnh.edu) or at extension 1766.**

## **Computer Conduct Code**

Faculty and students are required to follow the "Computer Conduct Code". This code is also published in the "Student Handbook". As indicated in the "Code", faculty should refer students deemed to be misusing computer equipment or labs to the Student Judicial System and/or Vice President of Academic Affairs for disciplinary action.

- No faculty or student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without written approval from the IT Department. Only the IT Department and approved faculty are authorized to make these changes.
- No faculty or student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without written approval from the IT Department. Only the IT Department and approved faculty are authorized to make these changes.
- No faculty or student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.
- No faculty or student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an illegal act, make threats, harass individuals, or misrepresent themselves to others.
- No faculty or student will access or display any pornographic materials on any College computer or network equipment.
- No faculty or student will bring any food or drink into a College computer lab including classrooms or libraries where computers are located.

## **College Email**

Adjunct faculty members are required to obtain a college email account from the IT Department. Please use this college email address for all contacts with students; this email address (and not your private email address) should appear on all course syllabi.

To do so requires an Account Request Form (available from your Department Head, at the Adjunct Faculty Orientation meetings, or in the new hire packets). You must complete all the required sections of the form, read the System Account Policies, and have your Department Head sign the form. Your signature on the Account Request Form indicates that you have read, understand and agree to abide by the System policies. Please Note: There is no forwarding from any NCC.edu email accounts.

If you have questions or need assistance with your NCC.edu email account, you may contact IT at (603) 578-8900 or via email at [NCChelp@ccsnh.edu](mailto:NCChelp@ccsnh.edu).

## **Student Email**

NCC has established a College email system as a means for the College to send official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC is assigned a College email account/address to be used as the only email address for all email communication.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only email address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

### **Faculty Mailroom**

All faculty are provided with a mail folder located in Room 98. Incoming mail is delivered daily. Packages, such as books, are placed under the counter in the mailroom in alphabetical order by last name. You will be notified by email that you have a book or package to pick up. Please keep in mind we do not allow personal shipments to be sent to the school.

### **Supplies**

Faculty and staff will find office supplies in the supply cabinet located in the faculty mailroom (room 98). There is not enough room to store all available supplies in the cabinet. If you do not find what you need in the cabinet, please consult your program coordinator. Supplies are for faculty use only.

### **Copier Locations**

Copiers are located throughout the campus. The easiest for adjuncts to access are located in the Faculty Mail Room (98) and in the Judd Gregg Hall (H278). There is also a machine on the second floor (211) Please do not attempt to repair the machines and contact IT at [ncchelp@ccsnh.edu](mailto:ncchelp@ccsnh.edu). Use of these machines is monitored by the college and any abuse is subject to loss of access.

### **Minors in the Workplace**

It is the policy of the CCSNH Board of Trustees to provide a friendly, safe and disruption-free workplace for employees. Therefore, employees are prohibited from bringing minors into the workplace, except as part of a formal educational program (job shadowing, e.g.). No minor under the age of 16 will be allowed to occupy workspace on a campus during the normal workday or should employees leave minors who are family members unattended in any area of the campus (See Unattended Minors on Campus Policy).

### **Right to Privacy for Students**

NCC follows the guidelines as established under the Family Education Rights and Privacy Act (FERPA), sometimes called the Buckley Amendment. In general, no information about students can be given out to anyone without written permission of that student. To avoid violations of FERPA rules:

- Do not use student social security numbers in any public posting.
- Do not leave graded tests or other graded assignments in a stack for students to pick up



- by sorting through the papers of all students.
- Do not circulate a printed class list with student names, social security numbers or grades as an attendance roster.
  - Do not discuss the progress of any student with anyone other than the student (including parents or spouse) without the consent of the student. Student consent to release information is tracked through Banner. Check with the Registrar's Office (578-8900 ext. 1521 or 1439) to determine if the student has given their consent.
  - Faculty is prohibited from making comments about a student's progress to anyone, including other faculty.
  - Do not provide anyone with a list of names of students enrolled in your classes for any purpose.
  - Do not provide anyone with student schedules or assist anyone, other than NCC employees, in locating a student on campus.
  - Do not share student email addresses. When sending one message to a group, use the BCC (blind carbon copy) option so all addresses will not be visible. If ever in doubt, do not release any information. Refer the request to the Registrar's Office (578-8900 ext. 1521 or 1439).

### **Student Life**

This office handles student life including clubs and organizations. The office, which is located in Room 204 of the Wellness Center, coordinates student orientations, and community service. For more information, please contact Amy Vazifdar at [avazifdar@ccsnh.edu](mailto:avazifdar@ccsnh.edu) or call her at 603-578-8900 ext. 1580

### **Wellness Center**

Access to the fitness center and gymnasium is by an ID card. The card is activated during the semester of employment. Cards may be obtained through Campus Security.

The center houses a full sized gymnasium, fitness center, indoor suspended track, and locker rooms.

The Fitness center is open to all students, staff and faculty from 8:00am to 6:00pm during the regular school semesters (hours may vary slightly by semester but are always posted on the NCC website). Our staff is trained to give orientations for the strength and cardio equipment.

For more information contact, Wellness Center Director/Alex Wunderlich, 603-578-8900 ext. 1599

### **Adjunct Office Hours/Office Space**

Adjuncts are not required to hold regular office hours but may do so if they desire. Limited office space is available in the Adjunct Faculty Center in Room 134 in the library or the Adjunct Work Space in Room H278 of Gregg Hall. See the Department Chairperson for availability elsewhere. If an on campus office hour cannot be arranged, we encourage faculty to set up an online office hour on Canvas.

The Adjunct Faculty Room (Room 134) is for faculty and staff to use for office space and computer access. This room has five computers, a scanner and a printer. Stop by the circulation desk and one of our staff will unlock the room for you.

## Performance Evaluations

Adjunct faculty may expect an observation visit to their classroom from their Department Chairperson or Program Coordinator, particularly during their first semester at the College. The evaluation reports and observations are used to help ensure and strengthen the classroom experience at NCC for both students and faculty. For further information, please refer to the current Collective Bargaining Agreement for Adjunct Faculty available on the CCSNH website at: <http://www.ccsnh.edu/humanresources/ccsnh-employee-and-labor-relations>.

## Classroom Usage

The Office of the Registrar assigns the classrooms at the start of each semester. Faculty are to conduct their classes in the assigned rooms for the entire length of the class meeting. The College feels it is important that classes be held for the full time period listed. This provides students optimum academic access to the learning and instructional environment. This also affords every student the same academic experience. A professor may release a class early on a unique occasion when the instructional unit planned makes it appropriate. Should class enrollment exceed the number of available desks/chairs/computer terminals, see the Department Chairperson. Faculty are not permitted to change classrooms without written permission from the appropriate academic division.

## Student Evaluations

At the end of each semester, students evaluate their courses and faculty on an anonymous basis through a standardized form. The evaluations are sent electronically to the faculty member and department chair after grades have been submitted.

## Text Selection

See your Department Chairperson for textbook selection policy.

## The Academic Success Center- Room 100

The Academic Success Center offers a variety support services for students to complete their college assignments. These services include the Tutoring and Writing Center, Disabilities Support Services, Testing Center, as well as access to computers and a printer. All NCC students are encouraged to stop by frequently. The Academic Success Center is your "gathering place for success"!

## The Tutoring & Writing Center

NCC offers free one-on-one and drop-in tutoring based on student's need and the availability of tutors. The Tutoring & Writing Center acknowledges and promotes student responsibility and accountability for his/her education. The Center believes that *a student's success is dependent on an appropriate attitude, serious commitment, and the right assistance*. Students come to regard tutoring and writing assistance as a great resource and a place for encouragement. Students and tutors will comply with NCC conduct codes as it appears in the Student Handbook to ensure a professional and safe learning environment.

Tutee (student being tutored) Expectations:

- Tutees are expected to attempt their assignments *before* asking the tutor for assistance as tutors will not complete the students' homework.
- Tutees should complete their work to the best of their ability by utilizing class notes, textbook, videos, course instructor help and other resources.
- Tutees must regularly attend their class, as tutoring is not a substitute for classroom learning.

Tutors:

- *Adjunct Faculty Members are encouraged to become a tutor* in the subjects of Mathematics and English Writing.
- Instructors of other subjects are welcome to discuss their ideas for tutoring with the Coordinator of Tutoring Services.
- Student tutors have been recommended by their instructors and have met a CGPA requirement of 3.0 or better.
- Tutoring is scheduled according to the Center's budget and staff availability. Tutors are compensated for their time at an hourly rate.
- The Department of Life Science currently holds their own open lab times.

### Writing Center

The Writing Center and the eWriting Center (online Writing Center) is not a proof-reading drop-off service. Writing Consultants will review students' papers and offer constructive feedback to direct and deepen student thinking and engagement. Suggestions are formulated to strengthen thesis statements, to reinforce paper objective and to organize ideas and sentence structures for precision and clarity.

The eWriting Center (eWC)

- A self-enrollment option – students access the eWC by clicking the eWriting center link on their Canvas main page
- Available 24 hours a day – 7 days a week
- Asynchronous – Writing Consultations may review submissions at times other than the submission time/date and will not be available to communicate online via email or chat rooms

The Writing Center Disclaimer:

1. Writing Consultants will encourage the student to participate in the review and revision process during. However, writing conferences and feedback are:
  - a. Not a drop-off or proofreading service
  - b. Not responsible for grades or instructor comments
  - c. Not a place where papers are written for the student
2. It is the responsibility of the students to ensure their writing and papers have not violated any plagiarism guidelines.
3. The Writing Center does not offer help with writing that has any legal implications or related to an appeal of a NCC decision.

### **Academic Success Center Open Computer Lab**

Our computer lab is open Monday through Friday at various hours during the week. Students are able to work on papers and projects, and print documents for class. Our computers have assistive technology (such as screen readers and magnifiers) built in to assist with learning.

### **Testing Services**

The Testing Services, located in a small room in the Academic Success Center, affords the students an opportunity to take their test in a quiet proctored environment. All testing arrangements must be arranged by agreement between the instructor and the student. The Testing Center requires 24 hours' notice to reserve a spot for the student. Days and hours are subject to change.

Current hours of service include:

- Tuesday, Wednesday, Thursday from 10:00-1:00 for students with re-take or make-up exams. All tests must be completed by 1:00pm. No exceptions.
- New for Fall 2017 – Tuesday afternoons 4:30pm-6:00pm. All tests must be completed by 6:00. No exceptions.

- Monday through Friday from 9:00-3:00pm for students with Reasonable Accommodation Plans (RAPs) for regular, re-take or make-up exams. All tests must be completed by 3:00pm. No exceptions.

For more information, stop by to speak to one of our support staff, call 578-8930, or visit our webpage at <http://www.nashuacc.edu/academic-services/academic-success-center/testing-services>.

### **Services for Students with Disabilities**

It is the mission of Community College System of New Hampshire's Disability Services to provide equal education access opportunities and experiences to all qualified students with documented disabilities who register with the College's Disabilities Support office.

Post-secondary schools are **required** by law to provide appropriate academic adjustments (referred to as reasonable accommodations) as necessary to ensure that it does not discriminate on the basis of disability. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

If a student wishes to have an accommodation plan they must register and go through an application process with the Disability Support Coordinator. Eligibility will be determined by the coordinator based on documentation and information provided.

Students requesting accommodations from instructors will need to provide a copy of their NCC Reasonable Accommodation Plan (RAP) for that specific semester. The instructor must retain a copy of each RAP given to him/her for the term and then return the copy to the Disabilities Support Coordinator at the end of the term or semester. Please do not accept out of date plans. Instructors are not required to accommodate students who have not provided an up-to-date copy of their NCC RAP.

Accommodations must be followed. If an instructor disagrees with an accommodation or feels it is not reasonable for that class, then he/she should contact the Disabilities Support Coordinator to see if an alternative can be agreed upon.

Please refer to students who have requested accommodations in your class but have not provided a RAP to the Disabilities support Coordinator located in the Academic Success Center, room 100. Phone: 603-578-8900 extension 1451 or extension 1453.

### **The Academic Advising Center (Room 99)**

The Academic Advising Center Can Help Students:

- Obtain general information about the college
- Select an academic program
- Understand NCC policies and procedures
- Develop Academic Plans
- Explore transfer options
- Review and select classes
- Understand the registration process
- Add or drop classes
- Learn how to access the Student Information Systems (SIS)

## **Department of Multicultural Engagement**

(English for Speakers of Other Languages and World Languages)

Nashua Community College offers a growing number of ESOL courses to meet the needs of the diverse student and community population. There are currently ten ESOL courses in the College catalog, which help students to better prepare for the academic expectations of higher education. These courses are listed by ESLN code in the catalog, and they are housed in the Department of ESOL/World Languages. While credits for ESOL courses do not count toward graduation, they do count for the purposes of receiving financial aid. In addition, the ESOL Director (Elizabeth Berry, ext. 1678) offers personalized appointments, drop-in office hours, and other support geared specifically to the cultural, emotional, and academic needs of ESOL students (or any students enrolled at NCC-Nashua for whom English is a second language.)

The Department of Multicultural Engagement offers a “Multicultural Awareness Workshop” which can be tailored to meet the needs of faculty, staff, and students. The department sponsors a variety of multicultural events throughout the year, including Conversation Partners and International Café. ESOL students offer a wealth of cultural knowledge and world experience that benefit everyone at NCC! For more information about program offerings, or to ask questions, please contact Professor Elizabeth Berry at [eberry@ccsnh.edu](mailto:eberry@ccsnh.edu), or call 578-6912.

## **Walter R. Peterson Library and Media Center**

The Walter R. Peterson Library & Media Center supports the academic programs of Nashua Community College by providing the information needs of students, faculty, and staff. The library offers a comfortable place to study, conduct research, meet in small groups, or simply read a magazine to unwind. A comprehensive variety of services is available.

Our print collection contains over 18,000 titles along with subscriptions to journals, magazines and newspapers. In addition, the library subscribes to multiple online databases, available 24/7, that cover a wide scope of subject areas, with access to tens of thousands of full text journals as well as magazines, newspapers, theses, and conference papers. The library’s e-book collections contain over 300,000 items that are fully searchable and can be downloaded for up to 21 days.

The library web page is: <http://nashuacc.edu/academics/library-and-media-services>. To access the library’s online databases on campus or from home, select the linked library online resource, such as “Films on Demand”, and then enter your NCC Canvas username and password when prompted.

There are 15 computers for students located in the main part of the library to be used on a walk-in basis, along with a 20-station computer lab that may be reserved ahead of time for library instruction classes. The library promotes the use of the library and information literacy as keys to student success. If your class needs a library instructional session, please fill out this request form:

<http://nashuacc.edu/component/rsform/form/3-library-instruction-classes?itemid=719>. If you are interested in arranging a personal training session on the use of any of our library’s resources, please contact Maggie Bero, Director of Library Resources at [mbero@ccsnh.edu](mailto:mbero@ccsnh.edu) or call 603-578-8992. General questions may be directed to the library’s main desk at 603-578- 8905. Faculty may also reserve the Electronic Classroom for an occasional class.

Three conference rooms are available for students and faculty to use for meetings. Faculty may make advanced room reservations by emailing [NCClibrary@ccsnh.edu](mailto:NCClibrary@ccsnh.edu) or by calling the Circulation Desk at 603-578-8905.

Suggestions for acquisitions may be made by emailing Maggie Bero at [mbero@ccsnh.edu](mailto:mbero@ccsnh.edu)

#### Library Hours:

Monday – Thursday: 7:30am – 8:00pm

Friday: 7:30am – 4:30pm

For our library hours during semester breaks please check the library's webpage:

<http://nashuacc.edu/academic/library-and-media-services>

No food or drink is allowed in any of the library rooms.

#### Audio Visual Services

The Walter R. Peterson Library & Media Center provides the campus with its audiovisual equipment needs. Available for loan to faculty are laptops, iPads, audio equipment, and digital still and video cameras for use in class. We also have TV w/DVD/VHS/VCR players and LCD projectors. Advance reservations for equipment usage is needed, and may be arranged by emailing [NCCLibrary@ccsnh.edu](mailto:NCCLibrary@ccsnh.edu) or by calling 603-578-8905 during the library's open hours. It is the NCC employee's responsibility to sign out the equipment and return it to the library before the library closes; if the library has closed, the equipment must be returned promptly to a NCC Security Officer. Absolutely no loaned equipment shall be left in the rooms or taken off campus.

All classrooms have wireless internet connections capability. Classrooms are equipped with computers, LCD projectors, and Eno electronic white board technology. If training is desired, please contact Doug Pelczar, Academic Technology Specialist at [dpelczar@ccsnh.edu](mailto:dpelczar@ccsnh.edu) or 578-8962.

#### Copyright Guidelines

Nashua Community College's Copyright Policy is to comply with all copyright laws and guidelines pertaining to "Fair Use," Digital Millennium Copyright Act, and the TEACH Act.

This is a summary of three copyright laws:

1. Copyright – "Fair Use Guidelines"
2. Digital Millennium Copyright Act (DMCA 2001)
3. TEACH (Technology Education and Copyright Harmonization) Act (2002)

"Fair Use" Guidelines: Any kind of published printed material or produced media is protected:

- Materials published prior to December 31, 1922 - are in the public domain
- Published January 1, 1923 to December 31, 1978 - protected for 95 years from publication
- Published after January 1, 1978 - protected 70 years from the author's death.

Fair Use Guidelines: When copying course materials for students - Limit your copying to

- Single chapters from books – *one-time use only*
- Single articles from a journal or newspaper – *one-time use only*
- A few charts, graphs or illustrations – *one-time use only*
- Library reserves – *one-time use only*

Copying and/or library reserves may not be used to create or replace an anthology or create a course pack without obtaining permission/paying royalties

You must:

- Attribute the work to the author
- Include a copyright notice on all copies with citation to the source and
- State that the copy is “in compliance with Section 108(f)(1) of U.S. copyright laws”

Keys to Fair Use Compliance: Get permission/pay royalties if...

- You copy articles repeatedly (semester to semester)
- You copy a substantial amount of articles
- The copying deprives the author / producer from payment

Notes: Limit copying to single articles/chapters – one time use only: Percentage wise, it must be a small part of the course materials. You must possess a legal copy of the work.

Copyright Infringement (Punitive Damages): It is important to note that copyright infringement is prosecuted on an individual basis. Publishers will seek damages from the individual – NOT the educational institution as in certain cases of software misuse. Penalties can be very high.

### **The Twenty-First Century Distance Learning Enhancement Act June 2001** (Digital Millennium Copyright Act)

The DMCA is intended only for college-mediated instruction transmitted via digital networks (i.e., 'Canvas'). The new law pertains to any type of media normally shown in class related to teaching - it gives permission to use material on a limited basis. Faculty, staff, and students may incorporate published or unpublished works (including videotapes, DVDs, CD-ROMs, CDs, all audio recording formats, etc.) into online coursework (over digital networks) in connection with or the creation of:

- Class assignments
- Curriculum materials
- Remote instruction
- Examinations
- Student portfolios

Keys to compliance:

- Transmission using Canvas is analogous to display in class
- It does not refer to textbooks, course packs, or other media purchased by students
- The College or the faculty member must possess a legal copy of the work
- Faculty must be conservative in using a published work.

It must meet these conditions:

- Limited transmission to students enrolled in the course
- Students must have login and password.
- Class session is limited in time (normally – one semester duration).
- Materials are not retained for longer than the course session.
- The use is terminated at the end of the semester.

Other conditions:

- Ask the question: Is it already available in digital format?
- If yes - point to it, purchase it, or otherwise license it

- If no - digitize it (scan or capture)
- Make it available only to students registered - only for the duration of the class
- Periodically review the situation to see if it has been made available in a digital format
- Students may download, transmit, and print images for personal study in or use in an academic course

**TEACH Act** (Technology, Education and Copyright Harmonization Act) **2002**

The TEACH Act applies only to "accredited nonprofit educational institutions". The intent of the law is to clarify copyright issues specifically for distance learning. It allows faculty to use *limited* amounts of copyright protected materials without permission from the copyright owner and without payment of royalties. However, this law is not intended to permit digital transmission of full or lengthy works.

- The law requires the institution to take an active role in disseminating information.
- Educators cannot comply by accident or by well-meaning intention.

Conditions:

- Students will access each "session" within a prescribed finite time period (semester)
- There must be specifically created accounts with logins and passwords.
- Faculty can include portions of copyrighted materials analogous to conventional teaching.

The institution must impose restrictions on access, develop a new copyright policy, and disseminate copyright information.

The new version of Section 110(2) offers these explicit improvements:

- Expanded range of allowed works - The new law permits the display and performance of nearly all types of works.
- Expanded receiving locations - The law applies to distance education anywhere.
- Storage of transmitted content - Institutions can record and retain copies of the distance education transmission, even if it includes copyrighted content owned by others. The law also explicitly allows retention of the content and student access for a brief period of time, and it permits copying and storage necessary for the network system.

Contact the college's designated copyright liaison, Maggie Bero at [mbero@ccsnh.edu](mailto:mbero@ccsnh.edu) for further information.



## **Campus Safety**

The Campus Safety Office is located in the main building in Room 124. Business hours for the office are Monday through Friday; 8:00am-11:00pm. Campus Safety Officers regularly patrol the campus grounds to detect and deter criminal activity and to provide for the safety of students, faculty, staff and visitors.

The on-duty Campus Safety Officers are available by cell phone if they are outside of the office during these hours.

### **Director:**

Jennifer Cruz 9a-5p                      603-921-1089

### **Daytime:**

Ojuku Kangar 7:30a-12:30p      603-724-9658

### **Evenings (after 4:00 pm)**

Kyle Metcalf 3-8p                      603-897-9988

Craig Nelson 6-11p                      603-931-0457

The Campus Safety Office provides the identification cards as well as parking permits for students, faculty, and staff. Hours to obtain ID's and parking permits are: Monday-Thursday; 10:00am-Noon, 1:00pm-3:00pm and 4:00pm-7:00pm.

Campus Security maintains a daily log of events, which is available for public view in the Campus Safety Office. The Nashua Community College Security Report is published annually and available online <http://www.nashuacc.edu/about/campus-safety-and-security>.

### **Campus Safety Department:**

The Campus Safety Department employs four (4) security officers and a Chief Security Officer. Officers conduct vehicle and foot patrols on campus, enforcing Nashua Community College policies and regulations, as well as notifying Law Enforcement Authorities of any on-going or reported crimes on campus or on property controlled by the campus. Although campus safety officers do not have arrest powers, the Campus Safety Department maintains a strong working relationship with the Nashua Police Department and maintains a formal written memorandum of understanding (MOU) with the Nashua Police Department. The campus is monitored by a state of the art video surveillance system, which records video activity in and around the campus 24 hours a day.

**Emergency Blue Phones:** Available outside throughout the campus. It will dial 911 only. Note that calls made from these boxes are NOT directed to Campus Safety; therefore, students should also notify Campus Safety. State the problem, location and if an ambulance is needed.

**Yellow Emergency Boxes & Red Phones:** Located throughout the college are bright yellow 911 emergency notification boxes and Red Phones. These devices are connected directly to the statewide 911 system and are to be used whenever normal emergency reporting opportunities are not available; for example, after hours at the College when there is no access to a regular telephone. Phones located in classrooms and labs can be used by dialing 9- 911 in an emergency. Individuals who make a 911 call should also notify the main office by dialing "0".

### **Campus Security Authorities (CSA):**

In compliance with the Clery Act of 1998, the College has identified several members of the staff and faculty as Campus Security Authorities or CSA's. An updated list of CSA's is posted on bulletin boards throughout the campus and is available online at the college website at <http://www.nashuacc.edu/about/campus-safety-and-security>. The role of the CSA is to provide a conduit for staff, faculty, and students to report any crime committed on campus grounds or on grounds controlled by the college. CSA's report these crimes to law enforcement through the NCC Security Office. CSA's may also assist an individual in making an **anonymous** crime report when requested to do so.

NCC has established an **Emergency Operations Plan (EOP)** to address extraordinary circumstances wherein the lives and property of individuals could be placed in imminent danger. Public portions of the EOP 'Basic Plan' are published on the NCC website as referenced above.

For purposes of the Emergency Operations Plan, evacuation operations are either classified as "Standard" or "Extraordinary".

- "Standard" refers to a total or partial evacuation of one or several facilities to an assembly area within walking distance. A Standard evacuation can be either Precautionary (preplanned) or Emergency.
- "Extraordinary" refers to a total evacuation of the Nashua Community College complex by all employees and visitors to a location a minimum of 5 miles from the campus facility.

In some situations, evacuation may not be the safest alternative to the emergency. In these cases, a **"Lockdown" or "Shelter in Place"** action may be ordered. During a Shelter in Place emergency, faculty, staff, and students should close and secure the doors and place objects in front of the doors to create a barricade and remain in place until the threat has subsided or until notified by competent authority to move to a safer location. A Shelter in Place notification is broadcast through the campus-wide public address system. A message is also sent via phones (*text and voice messages*), landlines, and e-mail systems to all employees and student subscribers of the **NCC alert system**.

**NCC ALERTS** is Nashua Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The NCC ALERT system is designed to communicate with **cell phones (text and voice messages), landlines, and e-mail systems**, should there be a crisis, emergency situation, or weather closure/delay on the NCC campus.

### **Registering for NCC Alerts**

Students, faculty and staff should register for NCC alerts to receive the latest information on campus emergencies delivered to their cell phone (voice or text message) and email account. You can register for NCC Alerts (Rave Wireless) by visiting <https://www.getrave.com/login/nashuacc> and click the register button. **You must have a CCSNH email address to register; this includes students, faculty and staff.** If you have forgotten your email address and/or password, there are links to help with this on the login page. *Remember that the Alerts password is not the same as your email password unless you make it so.*

**NCC ALERTS** is just one method the NCC will use to communicate information during an emergency. NCC will continue to use a variety of other notification methods as appropriate.

## **EMERGENCY RESPONSE PROCEDURES**

**Reporting Crime** – All crimes should be reported to the Campus Safety Department. Past incidents should be reported by calling the Police Department's business line at (603)594-3500. If you witness a crime or believe a crime is in progress, call Campus Safety/Security at (603)578-8942 and Nashua Police 911 immediately. Report as much information as possible.

**Fire Alarm** – When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency.

- Never ignore or assume the alarm is false or the result of a test
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway
- Never use the elevator to exit during a fire alarm activation
- Once outside the building, move away from the building. Assemble across the street or along the sidewalk of the adjacent building
- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone
- Once outside, never re-enter the building until you are told to do so by the fire department or NCC Security Officers
- If there is smoke hold your breath and close eyes where possible
- Stay close to the floor
- Test the door with the back of your hand, IF it is hot, stay inside

### **Power Outage**

- College administration, maintenance, security will contact PSNH (1-800-662-7764), to report outage
- Assess cause and duration of outage
- Faculty and staff should secure equipment and chemicals in use (turn off power, gas, store chemicals)
- Security and maintenance will patrol hallways, staircases and classrooms to ensure safety of all
- Extended outages will require **Standard Precautionary Evacuation** of all campus buildings. College administration will make the decision with input from security and maintenance.
- If people are trapped in the elevator, stay with them and talk to them through the door (they will hear you), try to comfort them
- Faculty that have mobility impaired students should try to comfort them and alert college officials as to their location
- Do not use candles or open flames for lighting.

### **Evacuation of Mobility Impaired**

- The elevator cannot be used under any circumstances during the sounding of an alarm.
- Students/Faculty/Staff with mobility impairments on the first floor should exit the building using the nearest exit.
- Students/Faculty/Staff with mobility impairments on the second and third floors should go the nearest exit stairwell and wait for further assistance from the Nashua Fire Department.
- Instructors that have mobility impaired students will assist those students in getting to the nearest exit stairwell and wait with student for further assistance from the Nashua Fire Department.
- Instructors will send a messenger to fire and rescue teams of their location and situation. If instructor feels he/she must leave, then he/she must notify fire and rescue teams.

### **Medical Emergencies**

- Alert emergency services (911), college administration, security, maintenance
- Offer comfort and support to individual until help arrives
- Obtain as much information about person and situation; this information is needed for emergency responders
- Clear the area so that there will be room for responders to work
- A system of volunteers will be needed to flag responding services to the closest entrance to the area

- Secure areas of spilled body fluid to keep others from coming into contact with it
- A member from the college administration should be the only individual answering press inquiries
- Maintenance personnel will check these areas during alarm conditions to see if further assistance is needed.
- For information purposes, class schedules and locations of mobility-impaired students/faculty/staff will be posted at fire alarm panel in maintenance area.

**Bomb Threat** – A bomb threat must always be considered a real and immediate danger to students and staff and requires immediate response by the person receiving the bomb threat message. Consequently, all employees must be familiar with the established procedures as many times the threat comes directly to a person other than an administrator.

What to do in the event of a bomb threat:

- Try to engage the person making the threat to get possible clues about the bomb's location, the time it is expected to go off, what type of bomb is it?
- Pay close attention to detail: age, gender, mental state of individual, write down all information and any comments or concerns of the individual
- Immediately alert police dept. (911 or 594-3500) and college administration, security, maintenance
- EVACUATION IS NOT ALWAYS NECESSARY- the college administration will determine with the assistance of Nashua police how to proceed based on the information. Standard Precautionary Evacuation Procedures may be warranted.
- A timely notification will be broadcast by the Campus Safety Office via the NCC Alert System in the case of an on-going threat to the safety of the campus community.
- Faculty and staff will inspect their areas of responsibility to determine unusual or out of place objects and any suspicious individuals. **DO NOT INSPECT OR TOUCH ANYTHING THAT SEEMS OUT OF PLACE**
- Evacuate local area and report anything suspicious to police, college administration, security, maintenance
- Do not use cell phones or 2-way radios. Use mainline telephones or a system of runners
- A member from the College administration should be the only individual answering press inquiries

#### **Hazardous Material Incident/Spill**

- Evacuate and secure local area (windows and doors).
- Isolate any individuals that have been exposed and need medical treatment.
- Alert emergency response (911), college administration, security, maintenance
- Crucial information for responding authority is **TYPE OF MATERIAL, AMOUNT OF SPILL OR RELEASE, and VOLATILE CONDITIONS.**
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- College administration determines, with the assessment of responding emergency services, whether to **Remain in Place** or to follow **Extraordinary Evacuation Procedures.**
- A member from the College administration should be the only individual answering press inquiries

#### **Hostile Intruder**

- Evacuate and secure local area (window and doors)
- Move yourself and others in the vicinity away from doors and windows
- Alert emergency services (911), college administration, security, maintenance
- A timely notification will be broadcast by the Campus Safety Office via the **NCC Alert System** informing of a threat to the safety of the campus community and directing a campus-wide lockdown
- Do not activate the fire alarm system for a situation requiring a lockdown of the campus

- Police will handle criminal investigations and questions; college administration will determine with assessment from police resumption of appropriate college business
- An all-clear message will be broadcast through the **NCC Alert System** when the emergency has ended.
- A member from the College administration should be the only individual answering press inquiries.

### **Threatening or Violent Behavior**

Most acts of violence exhibit warning signs. Please take seriously any behaviors or words that imply a threatening nature and consult the appropriate personnel to assess risk and plan interventions.

- Assess the situation, provide for you own safety
- Follow **Shelter in Place** procedures and secure yourself and others in a safe area
- A timely notification will be broadcast by the Campus Safety Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community
- An all-clear message will be broadcast through the **NCC Alert System** when the emergency has ended.
- A member from the College administration should be the only individual answering press inquiries.

### **Suicide/Attempted Suicide**

- Alert emergency services (911), college administration, security, maintenance
- Extreme caution should be used as such an incident creates real danger to those trying to assist.
- Follow **Standard Emergency Evacuation** procedures from the local area, preventing viewing a traumatic event and unintended victims.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- Police will handle investigations and questions; college administration will determine with assessment from police resumption of appropriate college business
- A member from the College administration should be the only individual answering press inquiries

## **SEXUAL HARASSMENT POLICY**

**Policy Statement:** The Community College System of New Hampshire (CCSNH) is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity and integrity. In light of these objectives, CCSNH prohibits: 1) all manner of discrimination in the administration of its education and employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law; and 2) will not in any instance tolerate harassment, intimidation or bullying behavior of any kind.

**Policy Purpose:** The purpose of this policy is to establish and communicate to all employees:

- The type of conduct that is prohibited by this policy;
- The responsibility of supervisors, managers and executives to establish a learning and work environment that is free from harassment and discrimination and to encourage reporting of discriminatory conduct, harassment, intimidation and bullying;
- The responsibility of executives to treat complaints and incidents of discrimination, harassment, intimidation and bullying seriously, and to respond quickly, impartially and appropriately to such complaints and incidents;

- The responsibility of all employees to support a learning and work environment that is free from discrimination, harassment, intimidation, and bullying, to report incidents of discrimination, harassment, intimidation and bullying, to cooperate with investigations of such complaints and incidents, and to respect confidentiality; and
- The responsibility of all employees to refrain from retaliatory conduct against individuals raising claims of discrimination, harassment, intimidation and bullying, or against individuals participating in investigations of such claims.

**Scope of Policy:** This policy applies to all CCSNH and College employees, students, contractors, and any other person whose conduct affects the learning and work environment, at the place of work and/or in the course of employment.

**Definitions:**

A. Bullying and harassment are both defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment that unreasonably interferes with an employee's work performance, a student's educational program or activity, or creates an intimidating, hostile or otherwise offensive environment.

1. Verbal bullying and harassment: Slandering, ridiculing or maligning a person or his or her family or associates; persistent name calling that is hurtful, insulting or humiliating; using a person as the target of jokes; obscene, abusive and offensive remarks or nicknames; shouting or raising voice at an individual in public or private; constant criticism on matter(s) unrelated or minimally related to the person's job performance or job description; public reprimands.

2. Physical bullying and harassment: Pushing, shoving, kicking, poking, tripping, assaulting or threatening physical assault, damage to a person's work area or property; unwanted physical contact, physical abuse or threats of physical abuse to an individual or an individual's property (*i.e.*, defacing or marking up property).

3. Gesture bullying and harassment: Nonverbal threatening or obscene gestures; glances that can convey threatening messages.

4. Other bullying and harassment: Socially or physically excluding or disregarding a person in educational and/or work-related activities; not allowing the person to speak or express himself or herself (*i.e.*, ignoring or interrupting); public humiliation in any form; deliberately interfering with mail or other communications; spreading rumors or gossip regarding individuals; encouraging others to disregard a supervisor's instructions.

B. Intimidation is defined as intentional inappropriate behavior that would cause a person of ordinary sensibilities to fear injury or harm (physical or mental), or material and detrimental loss to the person.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Any person in a supervisory role (*i.e.*, supervisor/employee, teacher/student) who threatens or suggests, either explicitly or implicitly, that a subordinate's refusal to submit to sexual advances or other conduct of a sexual nature will adversely affect the employee's job and/or working conditions or student's

participation in an educational program or activity has committed sexual harassment. Additionally, conduct that is considered inappropriate and is prohibited regardless of whether it rises to the level of being severe or pervasive includes: verbal abuse of a sexual nature, unwelcome, offensive sexual flirtation; unwelcome, graphic verbal comments about an individual's body; sexually degrading words to describe an individual; unwelcome brushing, touching, patting, or pinching an individual's body; sexually explicit gestures; the display in the workplace or sexually suggestive, sexually demeaning or pornographic objects, pictures, posters, or cartoons; unwelcome inquiry or comment about sexual conduct or sexual orientation or preferences; or verbal abuse consistently targeted at only one sex, even if the content of the abuse is not sexual.

D. Discriminatory conduct is defined as treating or proposing to treat someone unfavorably or subjecting someone to unwelcome conduct because of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status. Unwelcome conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

**Prohibited Conduct:** CCSNH prohibits bullying, harassment, intimidation and discriminatory conduct including sexual harassment and all manner of discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, which affects the learning or work environment.

#### **Retaliation Prohibited**

Retaliation of any kind against anyone who is involved in the making of a complaint and reporting or investigation of suspected violation of this policy is prohibited.

**Responsibility of Supervisors, Managers and Executives:** Supervisors, managers and executives are responsible for promoting a learning and work environment that is free from harassment and discrimination by exercising reasonable care to prevent and correct any behavior which may violate this policy and encouraging reporting of discriminatory conduct, harassment, intimidation and bullying. Supervisors, managers and executives (Responsible Officials) who observe, are informed of, or reasonably suspect incidents of possible discrimination, harassment, intimidation and bullying, or retaliation must immediately report such incidents to the College Human Resource Officer or CCSNH Director of Human Resources. Failure to report such incidents will be considered a violation of this policy and may result in disciplinary action. Responsible Officials must take effective measures to avoid further discriminatory conduct, harassment, intimidation, bullying or retaliation pending completion of an investigation.

**Reporting of Complaints or Incidents:** Complaints or reports of incidents of discrimination, harassment, intimidation and bullying, or retaliation related to such complaints or reports may be made, either in writing or verbally, to the employee's supervisor, department manager, Title IX coordinator, human resources officer, CCSNH Title IX Coordinator or CCSNH Director of Human Resources. It is every employee's obligation to report suspected instances of conduct prohibited by this policy. An employee is not required to make a complaint or report an incident to his or her direct supervisor, especially where such complaint or report contains allegations involving his or her director supervisor. All complaints and reports received shall be reported to the CCSNH Director of Human Resources

**Investigations of Complaints and Reports of Incidents:** All complaints and reports of incidents will be investigated as expeditiously as possible, with reasonable thoroughness and particular care to preserve the confidentiality of all persons involved. All employees who are contacted by an investigator are expected to be truthful, forthcoming, and cooperative in connection with the investigation.

**Violation of This Policy:** Violation of policy will result in appropriate administrative and/or disciplinary action consistent with the rules and regulations governing students and/or employees of CCSNH and its Colleges, which may include dismissal or expulsion for students or discharge for employees.

## **NEA CODE OF ETHICS**

A copy of the following code is provided to each faculty, full-time and adjunct, at initial employment.

### **Code of Ethics of the Educational Profession**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provide standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specially designated by the NEA or its affiliates.

#### **Principle I: *Commitment to the Student***

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not reasonably restrain the student from independent action in the pursuit of learning.
2. Shall not reasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
  - a. Exclude any student from participation in any program.
  - b. Deny any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

#### **Principle II: *Commitment to the Profession***

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgement, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.



In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about colleagues.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

# Appendix A

## AF Policy Guidelines for Student Attendance

Once a student has missed four hours of class/lab time, 1) Email the student. Remind him/her about the AF policy posted in your syllabus AND offer to meet with the student provide your assistance. 2) Post an attendance alert on Navigate.

Monitor the response to your alert and follow up as requested

If student has additional absences and misses more than the maximum number of hours of class/lab time allowed by the AF Policy \*

