***This document is not an employment contract, expressed or implied. All terms and conditions of employment are outlined in the collective bargaining agreement between Minnesota State Colleges and University Board of Trustees and Minnesota State College Faculty.***

***07/01/2013***

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# ACADEMIC CALENDAR

*For short courses, late start courses, or for any course offered outside of the traditional semester schedule, all grades are entered online no later than four days following the end of the course.

| ACADEMIC CALENDAR 2013-2014 | | |
|---|---|---|
| **August** | 22-23 | Faculty Development Days |
| | 26 | First Day of Fall Semester<br>*(Note: Saturday classes begin August 24)* |
| **August September** | 31-2 | Labor Day Holiday – College Closed |
| **October** | 17-18 | Faculty Association/No Classes |
| | 19-20 | No Classes |
| **November December** | 5 | General Election – No events after 6 p.m.; classes held as scheduled |
| | 11 | Veteran's Day – College Closed |
| | 28-1 | Thanksgiving Holiday – College Closed |
| **December** | 16-20 | Final Exam Week |
| | 21 | Last day of Fall Semester |
| | 25 | Holiday – College Closed |
| | 26 | Grades for full-semester courses **due by 11:59 p.m.** * |
| **January** | 1 | New Year Holiday – College Closed |
| | 9-10 | Faculty Development Days |
| | 11 | First Day of Spring Semester |
| | 18-20 | Martin Luther King Holiday – College Closed |
| **February** | 4 | Precinct Caucus – No Classes or Events after 6 p.m. |
| | 15-17 | President's Day No Classes |
| | 21 | Faculty Duty Day |
| **March** | 9-15 | Spring Break |
| **April** | | |
| **May** | 12-16 | Final Exam Week |
| | 16 | Last Day of Spring Semester |
| | 16 | Graduation Day |
| | 20 | Grades for full-semester courses **due by 11:59 p.m.*** |
| | 25-26 | Memorial Day Holiday – College Closed |

**FACULTY ASSOCIATION DAYS**
Thursday, October 17th and Friday, October 18th are reserved for meetings of the MEA and MSCF. No classes are held during this time; faculty members do not need to be on campus.

# HANDBOOK FOR FULL AND PART-TIME FACULTY

**2013-2014**

FOREWORD

Anoka-Ramsey Community College (ARCC) is pleased to welcome you as a faculty member! You are joining a distinguished faculty team that holds an extensive record of utilizing innovative and student focused teaching/ learning strategies in their practice. Nationally recognized academic programs and high quality instructors, a number of whom have made significant scholarly contributions to their fields of study, speak to the unique character of the ARCC faculty membership.

This brief handbook will provide you with the standards by which we operate. We welcome any suggestions or recommendations you might make for improvement in future handbooks and hope that you feel a part of the community that is ARCC. It is our hope that your association with the Anoka-Ramsey staff, faculty, and students will be a positive and valuable experience.

Again, welcome to Anoka-Ramsey Community College!

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# INSTITUTIONAL GOALS

**ACADEMIC ACCOUNTABILITY**
To provide quality educational experiences that help students achieve their educational and career goals and leave the college with core learning skills applicable over their lifetime.

**ACCESS**
To preserve and promote the college's open-door policy by providing access to quality educational programs and services for students and community members.

**CURRICULA**
To maintain and develop curricula within all educational, continuing education, and customized training programs that prepare learners for success within a global marketplace and develop their commitment to lifelong learning through clear thinking, effective communication, accepting diversity, and ethical decision-making.

**INSTITUTIONAL CULTURE**
To create and share responsibility for maintaining an institutional culture that models our core values, collegiality, creativity, diversity, leadership, and scholarship.

**INSTRUCTION**
To provide and support excellence in instruction in all disciplines and program areas, with an emphasis on encouraging the creation and delivery of exemplary learning experiences.

**PARTNERSHIPS**
To maintain and develop internal and external partnerships that lead to the cooperative and coordinated delivery of unduplicated quality educational programs and services and quality economic, cultural, and community development.

**SUPPORT SERVICES**
To continually improve services that help teachers teach and students succeed.

**TECHNOLOGY**
To leverage electronic education and services as core elements of college functions in the pursuit of the College's comprehensive mission.

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# INSTITUTIONAL STRATEGIC OBJECTIVES FY09-FY13

**VISION STATEMENT**
Anoka-Ramsey Community College is committed to developing articulate, critical and creative thinkers who are responsible contributors to the community.

**MISSION STATEMENT**
Anoka-Ramsey Community College is an open-door, comprehensive higher education institution committed to excellence in teaching and learning. Anoka-Ramsey is committed to responding to the educational needs of its changing communities and to providing opportunities for enhancing knowledge, skills, and values in a supportive learning environment.

**STATEMENT OF VALUES**
Anoka-Ramsey Community College:

- Values trust, fairness, honesty and integrity in all interactions.
- Promotes opportunities for lifelong intellectual, professional, and personal learning.
- Provides an integrated collegiate learning experience stressing basic skill development, academic excellence, employable skill preparation, and intellectual rigor.
- Embraces diversity within and beyond the college and responds to the needs of its local community, nation, and world.
- Encourages creative thinking and intellectual curiosity.
- Promotes continuous improvement through innovative ideas and technologies.

**STATEMENT OF PURPOSE**
The College will provide:

- Courses leading to an associate in arts, associate in science, associate in fine arts, and associate in applied science degrees.
- College-level, lower-division courses that transfer to four-year colleges and universities.
- General education courses that enhance a student's social, cultural, multicultural, and intellectual knowledge and experiences.
- Occupational courses and programs that enable students to acquire and upgrade skills and knowledge leading to employment or re-employment.
- General education courses for joint programs and courses for cooperative programs offered by Anoka-Ramsey Community College and other higher education institutions.
- Developmental education that enhances the student's skills necessary for success in college coursework.
- Continuing education in the form of credit and non-credit courses and workshops for purposes of gaining employment, advancing professionals, upgrading skills, and addressing training and retraining needs.
- Comprehensive student development programs, including professional, social, cultural, multicultural, and recreational activities.
- Student services that assist students with personal, educational, and career goals.
- Community services in the form of cultural forums and lifelong learning opportunities.

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# GUIDING PRINCIPLES FOR CURRICULUM DEVELOPMENT

Anoka-Ramsey Community College is dedicated to developing adaptable, lifelong learners for intellectual, cultural, social and occupational experiences. This is accomplished through development of curricula that prepare students to become knowledgeable, critical thinkers who can meet the challenges and responsibilities facing them as they transition to other institutions of higher education, careers, and other life situations.

ARCC is committed to providing learning experiences that promote:

**Critical Thinking**
Students will develop the logical and creative skills needed to gather, synthesize, apply and evaluate ideas from a variety of sources, including both qualitative and quantitative data; critical thinking skills are used by students to test ideas and guide actions.

**Effective Communication**
Students will develop the ability to communicate clearly by integrating information with life experience, expressing insights, and engaging in the clear exchange of ideas and feelings with a variety of audiences for a variety of purposes using an appropriate medium; effective communication skills are used by students to develop and share insights with others.

**Accepting Diversity**
Students will develop an awareness and understanding of the values, traditions, and unique characteristics of various groups in the U.S. and around the world; human diversity skills are used by students to enhance their ability to function in a diverse global community.

**Ethical Decision Making**
Students will develop the ability to identify, discuss, and reflect upon the ethical dimensions and consequences of social, personal and professional decision making; ethical responsibility skills are used by students to promote responsible and productive citizenship.

## 1. CRITICAL THINKING

**Goal:** To develop within students an intellectual and intuitive process characterized by open-mindedness, reason, creativity, flexibility, and reflection at every stage of the process.

**Student Competencies:** Students will be able to:

A. Demonstrate factual thinking by gathering, organizing, and using relevant information to discover structure and pattern.
B. Demonstrate logical thinking by identifying relevant information, defining problems, and formulating hypotheses.
C. Demonstrate evaluative thinking by stating criteria for making judgments and recognizing individual and group differences within judgment criteria.
D. Demonstrate imaginative thinking by seeking larger contexts and alternate perspectives, connecting known to unknown, and seeking alternative means of understanding and expression.

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## 2. EFFECTIVE COMMUNICATION

**Goal:** To develop within students the ability to integrate information with experience; to express insights; and to engage in the clear exchange of ideas, thoughts, and feelings.

**Student Competencies:** Students will be able to:

A. Access information and resources effectively.
B. Identify their own strengths and weaknesses as communicators.
C. Demonstrate an analytic approach to effective communication.
D. Communicate with varied audiences for a variety of purposes using a variety of means.
E. Communicate in general, specialized, and integrated areas of knowledge.

## 3. ACCEPTING DIVERSITY

**Goal:** To develop within students the abilities to recognize similarities and differences among individuals, ideas, and communities; to understand and respect individuals within local, regional, national, and global communities; and to promote inquiry into and respect for similarities and differences in our communities.

**Student Competencies**: Students will be able to:

A. Recognize the cultural basis of own beliefs, attitudes, and biases.
B. Recognize similarities and differences of diverse groups in our communities.
C. Understand the interrelationships among communities.
D. Demonstrate the skills and attitudes necessary for living within a diverse society with mutual respect and cooperation.

## 4. ETHICAL DECISION MAKING

**Goal:** To develop within students skills based upon an articulated moral system for choosing among alternatives and taking responsibility for decisions and their consequences within environmental, political, economic, social, and personal contexts.

**Student Competencies:** Students will be able to:

A. Examine and articulate own moral systems.
B. Recognize and evaluate alternatives, including an examination of potential consequences.
C. Understand the environmental, political, economic, social, and personal context for ethical decision making.
D. Accept responsibility for decisions and their consequences.

Anoka-Ramsey Community College continually reviews and assesses its curriculum.

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# ASSESSMENT OF STUDENT LEARNING

## INTRODUCTION TO ASSESSMENT AT ANOKA-RAMSEY COMMUNITY COLLEGE

Each program of study has well-defined goals for student learning. The guide sheets for each program are located in the Counseling and Advising offices and in the Academic Catalog available online at http://www.anokaramsey.edu/News/AcademicCatalog.aspx. The program goals describe the knowledge, skills, and abilities that students will develop during the course of their program of study. The College is committed to a comprehensive program of assessment in which program evaluation is based upon how well students achieve the articulated goals for student learning. This assessment process helps to improve our academic programs by identifying strengths and opportunities for improvement.

Goals for student learning are defined at the college level (Guiding Principles) and within each academic program of study (Program Goals, e.g., A.A. in Liberal Arts and Sciences, A.S. in Accounting, A.A.S. in Physical Therapy Assistant, etc.). Developmental Education, Student Services, and Continuing Education/Customized Training programs also have distinct goals.

Student competencies flow from the program goals but are more focused in nature. These competencies are written as measurable learning outcomes and generally are tied to individual courses within a program, or strategies for improvement in non-academic situations. Students are assessed on these larger and smaller goals through a variety of direct and indirect measures at various points during their program. Student levels of achievement on these competencies suggest places where the curriculum is strong, and also where improvements may be needed. Program changes and curriculum modifications that improve student learning spring from these assessment results.

## ASSESSMENT IMPLEMENTATION

Extensive assessment information is available on the College web site, including background information on assessment, resource materials for developing assessment methods, and examples of assessment tools that have been used at the College. Hard copies of previous years' assessment handbooks are also available to faculty upon request. Each faculty member should contribute to the continual development and implementation of assessment plans within his or her program. Additionally, several faculty members serve as Student Outcomes Coaches each year to assist with program assessment processes.

The process of assessment is cyclical, with assessment results informing the decision making process, which leads to continuous assessment and continuous program improvement. An effective assessment program includes these important steps:

**Program Goals:** Examine whether program goals are consistent with the College Mission and professional standards for the program.

**Student Competencies:** Develop measurable learning outcomes for each program goal.

**Measurement Points:** Determine points within the program at which the student competencies can be measured.

**Measurement Tools:** Develop tools to measure student competencies in an objective and reliable way. A Direct Measure involves an assessment of student performance (e.g., paper, project, exam, demonstration). An Indirect

Measure is a way of measuring student learning by asking students or others to report on perceived learning (e.g., student survey, employer survey, faculty survey).

**Data Collection:** Collect data within existing course activities (e.g., assignments or exams). Faculty members use the agreed-upon measurement tools to rate students in selected sections on selected goals and competencies, which may rotate from semester to semester or year to year.

**Data Review:** Review the results of assessments with program faculty to identify strengths and weaknesses. Student achievements are compared to goals or benchmarks for student learning and strategies to improve learning are then developed.

**Implement Change:** Implement recommended changes based upon results and then assess the changes in the next round of assessment.

NOTE: If there are no changes in program goals or measurement tools, the process continues to cycle through the remaining steps.

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# GRADES

## GRADING SYSTEM

| | |
|---|---|
| A: | Superior Achievement |
| B: | Above Average Achievement |
| C: | Average Achievement |
| D: | Below Average Achievement |
| F: | Inadequate Achievement (For courses numbered 1000 or above) |
| NC: | No Credit (Only for courses numbered below 1000 and Competency Based Education courses) |
| I: | Incomplete (Written agreement between instructor and student) |
| AU: | Audit (Student Initiated) |
| W: | Withdrawal (Student Initiated) |
| P: | Passing, i.e., average achievement with "C" or better |
| Z: | Final grade not submitted by instructor, class is not graded (for most zero-credit courses) |

Anoka-Ramsey Community College accepts “whole” grades. “Shaded” grades of + or - are not accepted. Grades entered with + or - symbols are automatically truncated into whole grades (A, B, C, D or F). Grades must be submitted online **within four days** of the last class, by 11:59 PM (see Appendix A).

Anoka-Ramsey Community College uses the following grading system:

## AUDIT

An audit must be requested by the student at the time of registration. A grade of "AU" is entered into the computer at the time of the audit registration and should appear on the final grade roll at the end of the semester. Instructors may not enter a grade of "AU" or change a computer-printed grade of "AU." If you feel that a grade of "AU" should or should not have been assigned, please discuss the matter with the Dean for that discipline.

## GRADE CHANGE

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When an instructor requests a grade change for a student, the instructor must fill out a "Grade Change" form. **Please request this form from the Records and Registration Office**.

**INCOMPLETE**

An Incomplete is a temporary grade based on a written agreement between a student and faculty. The "I" grade is reserved for situations in which the student has satisfactorily completed most of the work (though this may vary by course and instructor, approximately 75% is offered as a general guideline for faculty in determining eligibility for the issuance of an Incomplete) of the course, but for nonacademic reasons beyond his or her control, has not been able to complete a small portion of the course work before the end of the semester. The instructor, when assigning the "I" grade, assumes responsibility for assisting the student in completing the remaining portion of the course outside of any formal class structure and agrees to do so without additional remuneration.

Each "I" grade requires the submission of the "Record of Incomplete Grade" form to the Records and Registration Office. The Incomplete Grade Form is available online for faculty members only at http://www.anokaramsey.edu/employeehome/FacultyResources.aspx. This form must be signed by both the student and instructor. The form outlines the agreement between the student and instructor about when and how the remaining final requirements of the course will be met. It includes what must be completed and specifies a date by which the work must be completed.

All incomplete grades should be made up as soon as possible, but students have one semester (or less) to complete the work, excluding summer session. An incomplete grade not removed within one semester will be recorded as an "F" grade. If a student with an "I" grade re-enrolls in the course prior to the removal of the "I" grade, the student will receive an "F" in place of the "I" grade. Students who are attempting to complete an "I" grade should not be allowed to sit in on the instructor's class the subsequent semester to repeat the appropriate material.

**PASSING GRADE**

If a student wishes to receive a "P" grade, the student must arrange with the instructor prior to the instructor's stated deadline to take the course on a Pass/Fail basis. Deadline to request this grading option should be clearly stated on the syllabus. The "P" grade is defined to be a grade of "C" or better. A "P" grade is applicable to any course as determined by the instructor. It is not used in the calculation of the grade point average.

**GRADE APPEALS**

Students have the right to appeal unfair or arbitrary grades. A student must first talk with his or her instructor. If satisfaction is not reached, the student should next talk with the Dean of Educational Services in charge of the instructor's division. If satisfaction is still not achieved, the student may file a formal grievance following the steps outlined in the Student Handbook.

Grading decisions supported by published policies or stated expectations of faculty are not open to appeal.

**GRADE ROSTERS**

All grading at Anoka-Ramsey Community College is completed online. Please refer to the Real-Time Web Grading Instructions in Appendix A.

**LAST DATE OF ATTENDANCE**

Instructors are required to enter the last date of attendance (LDA) for students who will receive a grade of "F" or "NC". If the student NEVER attended, click on the "Never Attended" button on the class grade list. If the student

attended through the entire semester, please enter the last meeting date of the course. If the student stopped attending during the semester/course, please record the last date you have on record of attendance or class participation (see Attendance Policy). The LDA should be entered as soon as faculty determines it is no longer possible to pass their course after a pre-determined number of absences. Faculty should list on their syllabus how many absences will jeopardize the student's grade to the point where they can no longer pass the course. The college does not automatically drop students for not attending class. If the student chooses to return to class after the LDA has been entered faculty must contact the records and registration office to remove the LDA.

**Last Date of Attendance (LDA) reporting for online courses:** In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Academically related activities include but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

For additional information, please visit Grading Instructions for Real-time Web Grading at http://www.anokaramsey.edu/en/employeehome/FacultyResources.aspx.

**WITHDRAWAL**

Federal regulations require the financial aid office to document a student attended/participated in at least one day of their classes. Because a student withdraws themself from their class/es, no LDA is reported. Therefore, the Financial Aid office may contact the instructors, via their Anoka Ramsey email account, of the classes students withdraw from to confirm actual attendance.

The student initiates a withdrawal by either completing the online withdrawal transaction or submitting a written request to the Records and Registration Office. Students may withdraw from classes that meet throughout the semester before no more than approximately 80% of the course is complete. Withdrawal deadlines vary for classes that meet less than the complete semester. Consult the course notes located in the web schedule online for information about varying withdrawal deadlines.

Even though a student withdraws from a class, they remain on the roster. A withdrawn student does not open up a seat in a full class, nor does it entitle the student to a refund of tuition. Faculty members should not advise or allow students who are not officially registered to attend classes where enrollment has reached capacity. Withdrawals do not create vacancies for additional students.

Faculty members should provide students with timely information about their standing within the class before the last day for withdrawal. A grade of "W" is entered into the computer when the student withdraws and should appear on the final grade roster at the end of the semester. Instructors may not enter a grade of "W" or change a computer-printed grade of "W." If you believe that a grade of "W" is listed/not listed in error, please consult with the Records and Registration Office.

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**For a student who has withdrawn from an online class**, please follow these steps to view his or her participation (grades) in the course: 1) From your class list, click on the "Report" button; 2) Find the name of the student whose grades you'd like to review. 3) Click the view grades icon, which will bring you to a page that lists the grades that are archived within D2L. If you need more data regarding a particular student's progress, the D2L staff will need to manually enroll the student during the period of review and un-enroll them when the review is complete. Contact Rita Resendiz, Academic Technology Designer (763.433.1135) or the IT Helpdesk (763.433.1510) for assistance with this.

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# GRADING REQUIREMENTS

Grades for full-term courses are to be posted electronically, no later than 11:59 p.m., four calendar days (including weekends and holidays) following the last day of the term. For short courses that meet at least three weeks, but less than the full term, grades are to be posted four calendar days after the last class day. Grade deadlines are posted to the Faculty Resources page at http://www.anokaramsey.edu/employeehome/FacultyResources.aspx. Refer to Appendix A for Real-Time Web Grading instructions.

Grading Options:

Grading options include A, B, C, D, F, P, NC or I.* Plus or minus grades are not recognized at Anoka-Ramsey. If you include a plus or minus, it will not appear in the student's record when they are loaded from your grading screen to the student database.

To report inadequate achievement, F grades may only be assigned to courses numbered 1000 or above; NC grades may only be assigned to courses numbered below 1000. If you inadvertently assign an F to a developmental course, the grade will be changed to an NC.

*An "I" requires that an "Agreement of Incomplete Grade" form be submitted to the Records Office (without the required Agreement of Incomplete Grade, an F or NC will be recorded in place of the "I"). This form, located online at https://www.anokaramsey.edu/faculty/incomplete.cfm , must be signed by both the instructor and the student.

Letter grades of AU and W, are initiated by the student and may not be reported by the instructor.

**To View/Print Your Class Roster** (Check above for general login instructions)

- Click on Class Management located on the left side of the screen; change semester
- Click on Class List for your classes
- View or print to verify class list and confirm withdrawals
- Log out to ensure data privacy

****To Report Your Grades Online** (Check above for general login instructions):

- Enter the Last Date of Attendance (LDA) on the Class List.
- Enter the Last Date of Attendance on the Class List for the following students. When you enter the LDA, the grade will default to "F". For all developmental courses, the Registrar will change the F to an NC.
- If the student NEVER attended, click on the "Never Attended" box. The date will default to 11/17/1858. Do not attempt to change this date.
- If the student attended class the entire term, please enter the last meeting date of the course.
- If the student stopped attending during the term/class, please record the last date you have on record of attendance or class participation if you have not already entered this information.

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**To Enter the Grades on the Grade Entry screen**

- Click on Class Management located on the left side of the screen.
- Click on Grade Entry to select the class you wish to grade.
- Click on Enter Grades for the selected class. Refer to Grading Options listed below.
- Registered students for the selected course will display on the Grade Date Entry Roster Web page.
- If a grade already exists for a student (a grade of W, for instance), the students' name may not appear on the roster.
- Enter grades using the grading options defined above and click on the Proceed to Next Step, and enter your PIN number.
- Click on the Process Grades button. You will get a confirmation page -print this for your records.
- View the next class by clicking on Class List.

For other class roster viewing or grade reporting assistance, contact Janine Forrer at 763.433.1216 or Janine.Forrer@anokaramsey.edu.

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# STUDENT RECORDS

**CONFIDENTIALITY OF STUDENT RECORDS**
Under no circumstances should faculty release student performance and student achievement information to anyone outside the College. Requests from other colleges should be referred to the Records and Registration Office; written authorization from the student is required for release of any private or confidential data including address and telephone number.

Please remember that a spouse, parent, or other family member may not be granted access to private or confidential data, regardless of the student's age, unless the student has completed a Consent to Release Private Information form. Please refer persons with such inquiries to the Dean of Student Life.

NOTE: Under the data privacy requirements, any student grades that are posted may not be posted by student ID number, name, or social security numbers.

**STUDENT ACADEMIC PROGRESS**
Students should be provided with frequent information about their academic progress in the course. Faculty are encouraged to refer students making less than satisfactory progress to the Academic Alert Program offered by Educational Services, or to Counseling/Advising services. Please contact Anna Mousslitchouk at 763.422.1326 or anna.mousslitchouk@anokaramsey.edu for information on how to submit an academic alert. Letters are sent throughout the semester. Please refer to Appendix B1 for instructions on how to submit Academic Alerts and Appendix B2 to view a sample Academic Alert letter.

**STUDENT PETITIONS**
A student with unusual circumstances, which may warrant a departure from established college policies, may file an Exception to Policy petition with the Student Life Office. Students may see an academic advisor to obtain a petition form. The appropriate Dean will act upon Exception to Policy petitions. Upon full review of the petition and necessary documentation a decision will be made by the appropriate Dean.

Students who seek redress from application or interpretation of College rules and regulations should be directed to consult the Student Handbook or College Web site for further information.

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# CLASS OPERATIONS

**ADJUSTMENTS IN CLASS TIME AND ROOM**
Changes in class meeting location and/or class time can only be made by the appropriate Dean.

**ATTENDANCE POLICY**
Each instructor should establish an attendance policy for his or her class. This policy should clearly equate a student's attendance with his or her ability to accomplish course objectives and is to be part of the course syllabus. It is important that written attendance records are kept to document student's lack of attendance, particularly when attendance is a component of the student's grade.

Students should be encouraged to see an academic advisor if their poor attendance may result in their failing the course. Students can find information on withdrawal from a course at http://www.anokaramsey.edu/student/Registration/AddDropWithdraw.aspx (Note: Short or late-start courses have different withdrawal dates. Exact dates for these courses are listed in the Course Notes section in the online web schedule).

As Anoka-Ramsey Community College students receive Title IV (Federal Funds) for financial aid, the institution is required to track attendance of financial aid recipients. You will be asked to verify the Last Date of Attendance (LDA) for students who receive an "F" or "NC" for the course (see Appendix A for complete LDA instructions). Please check your class list at www.anokaramsey.edu on a regular basis and report non-attendance on your class rosters, as well as file an Academic Alert as necessary.

**Last Date of Attendance (LDA) reporting for online courses:** In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Academically related activities include but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

**CATALOG DESCRIPTION**
The catalog description gives a description of a course including the title, course number, and credits awarded. It also indicates the Minnesota Transfer Curriculum (MnTC) goal area(s) the course satisfies, if any, and any prerequisite requirements.

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## COMMON COURSE OUTLINE

All courses must be taught in accordance with the approved objectives listed on the Common Course Outline (CCO). It is accepted that instructors' pedagogical techniques vary and that course objectives will consequently be approached in unique ways. While a variety of individual pedagogical approaches are encouraged and supported to allow for the individualism of each instructor, it is expected that those pedagogical approaches will be focused on achieving the objectives of the course as contained in the Common Course Outline. Common Course Outlines are available to faculty in an electronic format at: N:\EdServices\CCO. Faculty are encouraged to review and make recommendations for updating Common Course Outlines at least every 3 years.

## CHEATING AND PLAGIARISM

Cheating and plagiarism are not tolerated. Violation of the policy may result in a grade of "F" for the assignment or possibly the class. For the benefit of students and instructors, instructors are strongly encouraged to include their individual policy on cheating and plagiarism as part of their syllabi; please include within this policy how cheating and plagiarism will affect the student's grade. To protect instructors in the case of student grievances and to support the process of progressive discipline, instructors are encouraged to document all infractions and to share those documents with the Dean of Student Life.

## CLASS BREAKS

A class hour is fifty minutes long. The remaining ten minutes is typically used to provide an opportunity for a break for longer classes. A general rule is that classes of two or more hours should plan for at least one ten-minute break. The instructor plans when the breaks occur and how long they will last. Be prepared to teach the entire class period.

## CLASS CANCELLATION

Classes may only be cancelled by the appropriate Dean of Educational Services or the Vice President of Academic and Student Affairs. If the faculty will be absent and wishes to communicate information about their class, it is the instructor's responsibility to email the students.

If the campus where your class is scheduled is closed due to weather or other emergency, your class will not meet. Announcements are made over WCCO radio (830 AM), on the College Web site, email, and a recording on the College phone system (x-1100). Instructors teaching off campus should call their specific off-campus site to verify whether the site is open in case of inclement weather. If the site is closed, classes will not be held.

## CLASS FEES

No class shall incur supply fees that have not been paid at the time of registration.

## CLASS ROSTERS

Prior to the first day of class, please access your class roster through the web (see Appendix A). Updated class lists are available electronically throughout the semester. Please check, especially during the first week of class, that students whose names are not on your class list are indeed registered and in the correct class. Students who are sitting in a full class hoping for a space to open up should not be allowed to sit in the class beyond its first meeting.

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You will be asked to verify the Last Date of Attendance (LDA) for students who will receive an "F" or "NC" for the course. **Please check your class lists on a regular basis throughout the term.**

During the third week of classes, please download a Tenth Day Class List; this is the official class list. Please check it against class attendance. If you discover that a student is not on your class list, the student should be instructed to go to the Records and Registration Office immediately. If by the third week of classes you find a student on the Tenth Day Class List that has never attended/participated, please select the "Never Attended" button on the class grade list.

## CLASS SIZE

Approved class maximum enrollments will be adhered to. Under exceptional circumstances, an instructor may recommend admission of two (2) additional students per section. Students must then complete a Registration Course Request, including instructor's signature. The request will then be considered by theRecords and Registration office. This form is located on http://www.anokaramsey.edu/resources/~/media/Files/Resources/Records/Registration%20Course%20%20Request%2005%2022%2013.ashx . If the class is or can be waitlisted, you should let the student know that if there is already a waitlist on the course, the student will have to add themselves to the waitlist. We cannot add students who are not on the waitlist for courses that have this option. The waitlist function is discontinued 5 days before the semester begins.

## COPYRIGHT REQUIREMENTS

The College strongly supports and enforces copyright laws. It is the responsibility of the faculty member to ensure that the materials to be used, embedded, posted, or reproduced fall within the "fair use" guideline of the copyright law. More information on this topic is available at http://www.copyright.gov/fls/fl102.html. A copyright checklist is to be attached to all requests for duplication. The checklist is available on the College Web site, from Central Services, or from any faculty assistant (see Appendix C).

## FIELD TRIPS

Field trips are permitted but require prior submission of field trip forms (see Appendix D). Forms should be submitted to the appropriate Dean of Educational Services.

## FINAL EXAMS

### Cambridge Campus

Each instructor is expected to use the last class period for a final exam or final class meeting.

### Coon Rapids Campus

Each instructor is expected to give a final exam or meet the class at the time scheduled for the final exam. The final exam schedule is available online at the Calendar of Events page located at https://www.anokaramsey.edu/employeehome/~/media/Files/Events/Final%20Exam%20Schedule.ashx Any changes to the final exam schedule must be approved and coordinated through the Educational Services Office. Faculty members are then responsible for communicating any changes to their students.

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## GREEN DOT TOOLKIT

The Green Dot Toolkit includes ideas, assignments, and resources ARCC faculty members can use to help end violence in our college community. The Toolkit, adapted from Dorothy J. Edwards, Ph.D., University of Kentucky and prepared by the ARCC Counseling Department, can be reviewed online at http://www.anokaramsey.edu/resources/Counseling/GreenDot/FacultyResources.aspx or in Appendix E.

## GUEST LECTURERS

At times, individuals with special expertise may be invited as guest lecturers. Funds for guest lecturers come from discipline budgets, and payments for guest lecturers should be approved by the appropriate Dean of Educational Services prior to formally inviting the lecturer. An internal requisition form located at N:\ARCC Public\FORMS, must be submitted for a purchase order to your dean, and following that, a Guest Lecturer/Presenter Agreement contract needs to be completed and submitted to the appropriate Dean (see Appendix F).

The most updated version of this form can be found under Contract Forms on the MnSCU website at http://www.finance.mnscu.edu/contracts-purchasing/contracts/forms/index.html.

## INDEPENDENT STUDY

The purpose of Independent Study is to offer a student the opportunity to do extensive reading or research on a specific topic that is not offered as a part of a regular course. Independent Study is not offered for any course listed in the Academic Catalog. The student must have successfully completed a minimum of two courses in the discipline before submitting a request, using the Independent Study Form (available from the Educational Services Office, see Appendix G). All independent studies must be approved by a Dean of Educational Services before they can be offered.

## INSTRUCTOR ATTENDANCE

Instructors are expected to attend all scheduled classes during the entire time period scheduled. If you are unable to attend class for some reason and time allows, attempts to find a substitute may be made by the Dean. **Instructors may not make arrangements for a substitute without first receiving approval from the appropriate Dean.** Failure to secure approval may mean that the substitute will not be paid.

To report your absence, please call the faculty support line, **Cambridge Campus (763.433.1965)** or **Coon Rapids Campus (763.433.1375)** and provide your name, the course title, the location of the class and the time, ask that notification of your absence be posted on your classroom door. You may also call the college Information Center, press zero to reach the operator and ask to be forwarded to the faculty support line. Please request to be transferred to your **Dean's phone** so you may inform him or her of your absence. If due to unforeseen circumstances you will be late for class, follow the same procedure so that your students may be notified of the delay. If the faculty will be absent and wishes to communicate information about their class, it is the instructor's responsibility to email the students.

Faculty must submit a Request to be Absent form to the Dean as soon as possible for each absence; an online form can be found on the website under Human Resources at https://www.anokaramsey.edu/hr/faculty_leave.cfm, or a hard copy may be picked up from the Educational Services Office or from any faculty assistant (see Appendix H).

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## LATE REGISTRATIONS

Students are permitted to register through the first five days of the semester for most classes. For short classes or classes that begin after the first week of any term, students may register through the first class meeting. Late registrants are responsible for all the material in the course including the material presented before their registration. Please communicate to all late registrants if and how this might impact their ability to succeed in your class.

## LEARNER OUTCOMES

All faculty are expected to participate in developing goals, rubrics, and measures for assessing student learning. Assessment of student learning will be facilitated by faculty assessment coordinators.

## OFFICE HOURS

The MSCF Master Agreement states: "Each instructor shall post and maintain one (1) office hour or one (1) hour of student availability in some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor's option."

If a faculty member's entire assignment is online, the office hours can be held online. If the entire assignment is onsite, the office hours are held onsite. If the assignment is mixed, the office hour locations are mixed in reasonable proportions to allow for faculty availability to students. The intention is to create a rational mix for student needs, not an exact mathematical proportionality. In short, the location—online or onsite—of office hours tracks generally with an instructor's assignment.

## ONLINE COURSES

### Media Code 09 - Blended/Hybrid

These courses blend online and face-to-face delivery, resulting in reduced classroom seat time. The course has more than two face-to-face meetings per term.

### Media Code 03 – Internet Delivered Course

Nearly all course activity occurs in an online environment, some of which may be synchronous, i.e. scheduled online at a specific time. One to two maximum activities may occur face-to-face in the same physical location. The course may also have required proctored exams, in addition to the face-to-face meetings. Proctored exams count as one of the two allowed face-to-face meetings if the full class is required to take the exam at a specified time and location.

### Media Code 12- Completely Online-Asynchronous

All instruction is delivered online. There are no face-to-face meetings, no proctored exam requirements, and no required synchronous meetings.

### Media Code 13- Completely Online-Synchronous Meetings

All instruction is delivered online. There are no face-to-face meetings and no proctored exam requirements, but there are required online synchronous meetings (class meets online at a specified time and day).

## PREREQUISITES

Students are responsible for successfully meeting course prerequisites. If you, the instructor, have a question about whether a student has completed prerequisite coursework, please conduct a private conversation with the student and then refer the student to the Dean. The student will need to provide evidence/documentation of completed



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prerequisite coursework to the Dean. Unless directed by a Dean, the instructor should not ask the student to leave the class for failing to meet prerequisite coursework.

**RETENTION OF FINAL EXAMS**

Final exam retention should be in accordance with ARCC Records Retention Policy, which states that faculty should retain final examinations for one year from the end of the semester.

**SERVICE LEARNING**

ARCC encourages students to engage in service learning opportunities that positively change an individual, organization, and/or neighborhood within our community by connecting the service experience to academic learning. Student's values and beliefs are challenged and changed while enhancing their academic understanding, civic development, personal or career growth and/or understanding of larger social issues. Service learning prepares students for an increasingly global society with knowledge and skills. visit the shared drive at N:\Faculty\Service-Learning to locate the Faculty Handbook for Retention Through Service-Learning, program forms, and a complete listing of service-learning opportunities.

**STUDENT CONDUCT**

ARCC has established a "Student Conduct Code" to govern the behavior of students. This code is located at http://www.anokaramsey.edu/about/Information/Policies/Chapter3/3F1.aspx. If a disciplinary problem arises in your classroom, the problem should be reported to the Dean of Student Life by submitting a completed Student Conduct Violation form (see Appendix I).

**STUDENTS WITH LEARNING DISABILITIES**

ARCC is committed to helping students with disabilities. At times, this may mean that you will be requested to provide accommodations for a student in your class. All arrangements for accommodation will be made by the student through:

Linnea Janas: Coordinator of Disability Services
Office: Coon Rapids L124
Phone: 763.433.1903
Email: Linnea.Janas@anokaramsey.edu

**Do not** provide accommodations to a student who has not presented you with a formal request signed by Linnea Janas. If you have any concerns or questions about what is being asked of you, please contact the Dean.

**SYLLABUS**

The course syllabus is an expansion of the Common Course Outline that includes course details relevant to the instructor, the textbook used, and the semester offered. According to MnSCU policy 3.22, a syllabus must be given to all registered students within a maximum of one week from the first class meeting. This pertains to online classes as well. According to ARCC policy 3G.1, a syllabus must be submitted to the Educational Services Office the first week of class. For classes offered through the Cambridge Campus, send an electronic copy of your syllabus to Pamela Peterson (Pamela.Peterson@anokaramsey.edu). For classes offered through the Coon Rapids Campus, send an electronic copy of your syllabus to Valerie Knight (Valerie.Knight@anokaramsey.edu).

The syllabus includes a description of the course, including title and number of credits, the grading policy, the instructor's attendance policy, course materials such as texts and supplements, and information on when, where, and how the instructor will be available to students outside class. You are encouraged to include a statement regarding the use of student email accounts as a primary form of communication, include your policy for making up missed work and your policy on cheating and plagiarism in your syllabus, and a statement about the availability of Disability Services by contacting Linnea Janas at 763.433.1903. You are also strongly encouraged to include your policy for making up missed work, your policy on cheating and plagiarism, and a "Green Dot" culture of safety statement (see Appendix J) in your syllabus.

Copies of previously used course syllabi may be requested from the author and assistance with writing course syllabi is available from your Dean. See Appendix K1 for a syllabus checklist and Appendix K2 for a sample syllabus. This is a sample format for constructing a syllabus; it may or may not work for you. It is simply one common approach for those who would like some guidance in putting together a comprehensive course syllabus.

When saving your syllabus for forwarding to Pam Peterson or Valerie Knight, please name the file in this format: DEPT 1234 Swanson (Discipline, Course Number, Instructor Name), and add the following statement to the top of the document:

**This syllabus is to be used for transfer purposes only and is the intellectual property of the instructor.**

**TEXTBOOKS**

Each faculty member is permitted to select his or her own textbook. See Appendix L1 – Coon Rapids Campus or Appendix L2 – Cambridge Campus for the Textbook Requisition Form. Textbook requisitions are due on the following dates:

- **Fall Semester – April 15**
- **Spring Semester – October 15**
- **Summer Semester – March 15**

Attention Full-Time Faculty:
In the event that the Bookstore is not notified of your decision at least 30 days prior to the start of the semester, the same textbooks/course materials that were ordered for the course and section in the previous semester will be ordered.

**Please note**: Early textbook orders help students save money! If you submit your textbook requisition by these dates, students are able to sell their books for a higher price during Book Buy Back and more "used" books will be available to students during the following semester.

Textbook requisitions should be directed to Matt Venneman, 763.433.1323 or matt.venneman@anokaramsey.edu.

Faculty should contact faculty support staff to order a copy of each textbook for teaching purposes.

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# SUPPORT OF INSTRUCTION

**FACULTY SUPPORT SERVICES AVAILABLE**

Anoka-Ramsey Community College provides support services for all part-time and full-time faculty members through designated faculty support personnel. Each faculty is encouraged to make use of the quality clerical, reception, and administrative support services available. Faculty support assignments, as well as faculty office assignments and mailbox location information, is distributed by the Educational Services Office via official college email prior to the start of each semester.

Full support services are available to faculty Monday – Friday, 7:00 am – 6:30 pm and limited services are available in the evenings and on Saturdays. Faculty support personnel do not work on days designated as "non-class" days. *Please note: The Information Center staff is available to assist faculty with urgent needs at times when designated faculty support staff are not scheduled.*

The following list is intended to indicate the kinds of tasks and level of work routinely performed by faculty support staff. However, the use of a particular term or task is not intended to exclude duties of similar level that are not explicitly identified.

- Support assigned faculty to facilitate instruction
- Produce final copy of faculty authored instructional materials such as syllabi, quizzes, exams, lecture materials, correspondence, etc. using college-supported technologies (test banks, Desire2Learn, Microsoft Office products, etc.)
- Arrange or perform document duplication and assembly; order instructor copies of textbooks or other ancillary materials, as requested; produce flyers, posters, and other department promotional materials process mailings; proofread, alphabetize, and/or draft documents
- Proctor exams/quizzes
- Assist faculty with technology related needs
- Alert technology staff of complex service or maintenance issues on behalf of faculty
- Perform internet searches
- Fax or scan documents
- Update department web pages
- Transcription
- Show faculty how to process Scantron/NCS forms
- Reception and other customer service related activities
- Maintain class and office hour schedule for each assigned faculty
- Transport materials between on-campus locations including the Academic Support Center and Testing Center
- Receive and relay accurate messages; arrange in-person, ITV and conference call meetings; reserve rooms, post class cancellations and other notices
- Maintain supplies, organization, and security in assigned areas
- Order/maintain general office supplies
- Operate office equipment; request service and report performance issues as necessary
- Pick-up/deliver mail and copy center requests
- Maintain confidentiality and security of data and documents
- Request assistance from Maintenance, Technology, Security, or other college offices as needed
- Orient new faculty with standard operating procedures and configurations such as copy requests, supply orders, printer/copier access codes, voicemail, etc.

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- Support D2L clerical functions such as creating files, quizzes, surveys, discussion boards, groups, etc. (note: functions requiring access of confidential student data are prohibited). Refer to the following information for a detailed description of support for D2L related items:

**Guiding Principles**

- Instructors must be directly involved with all creative activities related to designing, selecting, or developing subject-based materials and assessments. They are also responsible for decisions that relate to intellectual property, copyright issues, and student data privacy. Regardless of the media being used (e.g., phone, email, discussion board, chat, dropbox feedback), instructors are responsible for communicating with their students regarding course content, activities, and assessments.
- Staff may complete functional activities that support faculty course design and that help faculty implement course decisions.

**Access**

When requesting a new D2L account each term (or any time during the term), **instructors may request secretary role access for support staff**. Staff may not complete any activities within D2L outside the permissions of the D2L secretary role and may not, therefore, log in to D2L using an instructor's username and password unless approved by an academic dean in an emergency situation. Instructors may not share their D2L username and password with support staff for routine work in a D2L course.

| Task | Staff | Instructor | Other |
|---|---|---|---|
| **Grade book functions (no staff should have rights, only instructors)** | | | |
| Setting up Gradebook | | X | |
| Assigning grades | | X | |
| Entering grades | | X | |
| Providing feedback to students | | X | |
| **Copy component functions** | | | |
| Copy course components from previous semester (self-authored) | | X | |
| Copy course components from one instructor to another | | | D2L Site admin |
| **Quiz/Test functions** | | | |
| Selecting or creating questions to be uploaded to the Question Library | | X | |
| Format/prepare a Word doc for use with Respondus to upload quiz questions | X | | |
| Upload the instructor generated or test bank generated questions (with or without Respondus) | X | X | |
| Type questions into Question Library | X | X | |
| Determine all quiz parameters | | X | |
| Set up D2L quiz and quiz parameters based on instructor direction | X | X | |
| Check accuracy of questions/answers | | X | |
| Link Quiz to Gradebook Item | X | X | |
| **Course Content Function** | | | |
| Creating or choosing course content elements | | X | |
| Determine content organization and layout (weeks, units, types, etc.) | | X | |

| | | | |
|---|---|---|---|
| Convert documents to be uploaded (Word to PDF or Word to HTML, etc.) | X | X | |
| Upload files into instructor determined design/structure | X | X | |
| Import publisher materials (D2L Site Admin is available to assist) | | X | X |
| **Course Home/News Functions** | | | |
| Communicate current information, expectations, and requirements | | X | |
| Edit course news (date changes or other corrections, not full content) | X | X | |
| Insert images or URLs selected by instructor | X | X | |
| **Dropbox Functions** | | | |
| Develop assignments and instructions for Dropbox folders | | X | |
| Set up Dropbox parameters based on instructor direction | X | X | |
| Download and print assignments from Dropbox<br>*if possible, save to N: drive rather than print | X* | X* | |
| Set up groups according to instructor direction | X | X | |
| **Discussion Functions** | | | |
| Create organizational plan for forums, topics, and groups | | x | |
| Write discussion questions and prompts | | X | |
| Determine discussion parameters | | X | |
| Set up forums and topics according to parameters | X | X | |
| Enter discussion instructions, questions, and prompts in forums and topics | X | X | |
| Interact with students in discussions | | X | |
| Monitor student discussion participation | | X | |
| Set up groups according to instructor direction | X | X | |
| **Other** | | | |
| Communicate D2L issues or concerns with IT/Academic Technology Designer | X | X | |

The following tasks are examples or types of work which are outside the scope of faculty support personnel responsibilities. Faculty requiring assistance with these or similar tasks should contact the dean or director of the department or the office manager of Educational Services.

- Author instructional materials
- Determine which questions to include/exclude from exams/quizzes from previous documents, test-banks, etc.
- Grade student work
- Enter student grades

**BUSINESS OFFICE PROCEDURES**

Please see Appendix M for complete purchasing guidelines. All necessary Business Office forms may be accessed through: N:\ARCC Public\Forms. The most frequently used forms are listed below.

**Out-of-State Travel** – Special Expense form (Appendix N): Must be completed by anyone who is traveling out-of-state (administrator, faculty, staff, and students) and the form MUST be completed and APPROVED by the Vice President and President PRIOR to making travel arrangements. The Special Expense part of the form is filled out when state employees are provided with things such as refreshments at meetings or meals within the work area.

**Internal Requisition**: Must be completed to request purchase of goods or services. If purchase is $2,500.00 to $5,000.000 one phone/internet bids are required. Bids are not required if purchasing under the state or University of Minnesota contract. Once submitted and approved a purchase order will then be created. A purchase order MUST be obtained prior to ordering any supplies or materials. Please allow five business days to generate a purchase order.

*For additional information on making purchases for classroom use, please speak to your dean.

**CENTRAL SERVICES**

For your convenience, all Central Services job orders produced at the Coon Rapids Campus may be submitted electronically via the online Web Ticket (https://www.anokaramsey.edu/it/webticket). You will be required to log in with your StarID.

Central Services offers the following services to both campuses:

| | |
|---|---|
| Copying | Binding (Plastic Comb & Coil) |
| Color Printing (Flyers and Posters) | Courier service: daily between campuses |
| Fax Machine | Laminating |
| Mail: pre-sort bulk, certified, registered & USPS | Off-site printing: names & phone of sources |
| Scanning: Black & White and Color | Supplies (in house & off-site orders) |
| Transparencies (faculty & staff only) | |

Please Note:

- Pricing information for services is listed on the Web Ticket.
- All requests require a six-digit "Cost Center Code Number"Copy request forms are obtained from faculty support staff.
- "RUSH" ARCC Central Service Request form is required for jobs due in less than 2 business days.
- All jobs will be copied double-sided unless otherwise specified.
- If your job needs to be folded, please include a sample of the fold with your "hard copy" (if other than standard booklet fold).
- All requests containing copyrighted material must have a completed Copyright Form attached (Appendix
- C).
- Printing requests of 1,000 or more AND color printing request of 100 or more sheets each require a Supervisor/Dean's signature on the "ARCC Central Services Printing Request" form, next to the Program Director Approval prompt.
- Please Allow **3 business days** for "regular" printing requests. Note: Allow **4 to 5 business days** for booklets, brochures, spiral binding, play tickets, carbonless copying.
- Please submit brochures to the Director or Marketing and Public Relations before sending to Central Services for printing.

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**Copier PIN and Billing Code**
Contact Central Services by email or in person to obtain your copier PIN (Personal Identification Number) and Billing Code (Cost Center Code) number/s which are needed in order to use the satellite copy machines for small or immediate print jobs. PIN information will not be given out over the telephone. Your PIN can be entered two ways: by using the keypad or swiping a Photo ID. You must enter all the zeros in both PIN and Billing Code numbers. Photo ID cards can be obtained by contacting the Director of Student Activities (Coon Rapids) at 763.433.1243 to schedule a day/time, or the Information Desk (Cambridge) at 763.433.1840 during operating hours.

**Copying and Printing**
Place your print/copy request by one of the following methods:

1. Submit your order online using the Web Ticket located at https://www.anokaramsey.edu/it/webticket.

2. Order by submitting a hard copy. Fill out an "ARCC Central Service Request Form" and attach a "hard copy" original. Number your hard copy pages with a non-photo copy blue pencil (available from faculty support staff), in the event of a paper jam. The first page is always number one, even if it's a cover.
   - Cambridge: Please indicate if it is a "regular" or "rush" job and record the date you are submitting your request. Central Services staff will stamp your request the day it is received.
   - Coon Rapids: Please time stamp your request by using the time clock located near the fax machine and place in the "Regular" or "Rush" request basket. **When delivering tests,** please use the special red and white interoffice envelopes.

**Courier**
Courier service is available between campuses and the Professional Workforce Training center daily. A courier bin is provided in Central Services on the Coon Rapids Campus and in the Mail Room on the Cambridge Campus. For special delivery requests, please contact Public Safety at 763.433.1330.

**Fax Machine**
The fax machine is for school-related business only.

Personal faxes are to be sent or received using the Campus bookstore fax machine. Please ask personnel in the bookstore for assistance.

Fax instructions are posted on the wall in Central Services.

If requested, Central Service staff will send a fax for you. Each fax must include a fax cover sheet and will be sent within the hour.

Long Distance code: Acquired by Dean/Supervisor submitting a request via the online Network Security Request Form.

**Mail**
Kraft envelopes and other large envelopes must have the return address stamped in the upper left corner and be sealed by you; the machine cannot seal them.

- When mailing multiple regular envelopes all flaps must either be extended open in the same direction or be sealed down.

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- Fill out a "green mail card" by listing your six-digit Cost Center Code, name, and date. Place the mail on the shelf labeled "Mail to be Metered".
- Please give airmail and international mail directly to Central Service staff, or fill out the red CERTIFED INTERNATIONAL mail card.

Incoming mail is sorted daily and placed in the department bins.

Mail is sorted according to the phone directory and faculty support assignments.

Ask Central Services for assistance with Certified, Bulk, or Registered mail services.

"No Postage Necessary" envelopes need to be separated from standard mail bundles; we do not check each bundle for envelope types. Money is wasted when "No Postage Necessary" envelopes go through the postage machine with your regular envelopes, so please separate envelopes.

Personal Mail: At your own risk, personal mail may be brought to Central Services to be sent out with the college mail. Please be aware that we cannot guarantee delivery of your personal mail. For more information, please e-mail CentralServices@anokaramsey.edu.

**Poster – Color Printing – Lamination – Transparency Services**
Submit posters/flyers created in MS Office, PageMaker, PhotoShop, and/or Adobe Acrobat (PDF). Remember to include specific directions, sizes, and six digit Cost Center Code for color print posters, flyers, laminating, and transparencies.

How to submit your poster and flyer requests to Central Services:
1. Web Ticket (https://www.anokaramsey.edu/it/webticket).
2. Disk/Flash Drive (Please label your disk/flash drive, and keep a copy of your file).
3. Send the file by saving it in the Central Services "Poster" folder.
4. Click on File
5. Click on Save As
6. Select N:\Admin\CentralServices\Posters

**IMPORTANT:** Please e-mail Central Services notifying them that you sent a job to the poster folder/color printer.
**Posters: Use a minimum 1/2 inch margin** around your poster layout

Laminating: Pieces up to 24 inches in width can be laminated with no restrictions.

Transparencies: Copy machine transparencies are available only for faculty and staff

**SUPPLIES**
Place supply orders using the web order form at: https://www.anokaramsey.edu/it/websupplies.

**COMPUTERS**
"Smart Classrooms" and Roving Carts – The College has several multimedia ready classrooms and mobile carts. These systems are equipped with a computer, DVD, VCR and video projector. A document camera may also be

available for your use; it can be configured to work with the dedicated classroom equipment. To discuss the possibility of scheduling a "Smart Classroom," contact your Dean. To request a Roving Cart or document camera or receive instruction in their use, contact Information Technology at 763.433.1510 or make your request via the web ticket http://helpdesk/helpdesk/newlogin.asp and click on “report incident”.

Faculty Resource Center and Checkout Items – The Coon Rapids Campus has a computer with Photoshop available to faculty in SC273A. The system is equipped with a flatbed scanner and CD-RW drive. There are laptops with Internet access, digital cameras, and LCD projectors available to faculty for checkout. To reserve equipment contact Technology at 763.433.1510 or make your request via the web ticket http://helpdesk/helpdesk/newlogin.asp and click on “report incident”.

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## E-MAIL

Electronic mail is the official means of communication at Anoka-Ramsey Community College. All faculty members are responsible for accessing their ARCC hosted email account and responding to email messages in a regular and timely manner. You are encouraged to add a Green Dot Culture of Safety statement to your email signature (see Appendix O).

If you do not have an account, please submit an online Network Request Form at https://www.anokaramsey.edu/it/request.

## FACULTY DEVELOPMENT

Numerous opportunities for professional growth exist at the College, online, and through the System Office. The Energy Pool and the Faculty Development Committees on both campuses are two faculty-led groups that coordinate many of these opportunities. These groups meet regularly for specific teaching, learning, and community-building sessions. These might include topics such as service learning, web 2.0 for teaching, a visiting author, or spotlight on an administrator. ARCC's instructional technology department hosts a variety of workshops to help integrate technology and teaching and hosts arcclearn, an online resource accessible via D2L, the college's instructional management system. All faculty members are encouraged to participate in ARCC's Quality Improvement Process (QIP) for new course development or existing course design review. Other opportunities include Small Group Instructional Feedback and Peer Review of My Online Teaching Experience (PRomOTE).

In addition to these teaching and learning opportunities, professional development funds are available for individual faculty development. Contact your Dean or the Faculty Development Chair on your home campus for information about funds available. Faculty development fund request forms can be found at the ARCC Faculty Development website at http://www.ar.cc.mn.us/facultydevelop/.

Please visit the following web sites for information about current faculty development activities and resources or contact your Dean, or Vice President of Academic and Student Affairs, if you have questions about or would like to participate in college faculty development.

- ARCC Faculty Development: http://www.ar.cc.mn.us/facultydevelop/
- MnSCU Center for Teaching & Learning: http://www.ctl.mnscu.edu/

## INSTITUTIONAL RESEARCH

The Institutional Research (IR) Office conducts research and analysis in support of the planning, goals, and decision-making functions of the College. The IR office shares research findings and information about Anoka-Ramsey with the College on the shared drive at N:\ARCC Public\Institutional Data.

If you would like to make a request for data from the IR Office, first discuss your request with your Dean to determine if your request is appropriate (i.e., corresponds with departmental needs and the College's goals and planning) and that the data you are interested in doesn't already exist. After discussing your request with your Dean, please contact a member of the IR staff with your request. Make sure to allow sufficient time for your data request.

## LIBRARY SERVICES

Information Literacy Instruction and Library Orientation are available upon request for classes. Advance notice of class research topic assignments is always appreciated to help library staff plan ahead to serve students most efficiently.

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The Cambridge Campus library is located in the lower level north wing of the Campus Center. During the academic year, when classes are in session, library services are available from 8:00 am to 9:00 pm Monday through Thursday, 8:00 am to 4:30 pm on Fridays and 10:00 am to 2:00 pm on Saturdays. The virtual library of databases, research tools, and streaming videos is available 24/7 and may be accessed from the library website by logging in with the barcode on the back of your campus photo ID and your last name as the password. Faculty and staff provide a wide range of services, including bibliographic instruction, research assistance for students, faculty and staff, interlibrary loan, and course reserves. For further information, call 763.433.1950 or visit http://www.anokaramsey.edu/resources/Success/Library/CambridgeLibrary.aspx.

The Coon Rapids Campus library is located on the upper level of College Services. During the academic year, when classes are in session, the library is open 7:30 am to 8:00 pm Monday through Thursday, 7:30 am to 4:00 pm Friday, and 9:00 am to 1:00 pm Saturday. The virtual library of databases, research tools, and streaming videos is available 24/7 and may be accessed from the library website by logging in with the barcode from your campus photo ID and your last name as the password. Faculty and staff provide a wide range of services, including bibliographic instruction, reference, interlibrary loan, and course reserves. For further information, call 763.433.1150 or visit http://www.anokaramsey.edu/en/resources/Success/Library/CoonRapidsLibrary.aspx.

**MAILBOXES**

Mailboxes for faculty are generally located in the faculty suite where your office is located. To help ensure a quick response to students, please check your mailbox regularly. Faculty with teaching assignments on both campuses are assigned a mailbox at the campus where they teach the most credits.

**MAKE-UP TESTING**

Faculty may arrange to have make-up tests given in the Testing Center. Please complete the Make-up Test Form (see Appendix P) and attach it to the test materials. Submit test materials to the Testing Center24 hours prior to the student's test date. The test will be sent to your mailbox after it is completed. Only students receiving Disability Services may test with accommodations in the Testing Center.

Faculty tests will be kept secure in the Testing Center for one entire semester. If the student has not taken the test by that time, the test will be destroyed. Contact Kristine Kerkes (kristine.kerkes@anokaramsey.edu) on the Cambridge campus or MaryAnn Harris (maryann.harris@anokaramsey.edu) on the Coon Rapids campus with additional questions. Questions can also be directed to testingservices@anokaramsey.edu.

**MEDIA SERVICES**

**Cambridge Campus:** Audiovisual equipment available for checkout in the Library/Media Center includes audiocassette recorders, CD players, TV/DVD/VCR carts, and overhead projectors. Overhead projectors and VCR/monitors are located permanently in each classroom.

For equipment requests, please e-mail or call the library to request equipment to be set up. If equipment is malfunctioning or you need specific assistance in using any equipment, please send an e-mail to Bonnie Boese (Bonnie.Boese@anokaramsey.edu ). Please include the room number and item number in the message. For computer issues on campus please call the Information Technology department at 763.433.1510 or make your request via the web ticket http://helpdesk/helpdesk/newlogin.asp and click on "report incident".

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**Coon Rapids Campus:** Media services are provided from 7:30 am-10:00 pm Monday through Thursday, 7:30 am-4:00 pm Friday, and 8:00 am-1:00 pm on Saturday. Services include equipment checkout, interactive television and teleconference scheduling and setup and videotape recording/dubbing.

Many rooms have overhead projectors located in them. Other equipment that can be reserved includes VCR and DVD projection systems, document camera, camcorder, slide projectors and sound systems. Equipment should be reserved one week in advance. To schedule equipment, obtain assistance, or report a problem, call Information Technology at 763.433.1510 or make your request via the web ticket http://helpdesk/helpdesk/newlogin.asp and click on "report incident".

## PHOTO ID CARDS

Your Photo ID Card is (can be) used for the following:

- Subsequent to receiving a photo proximity card, you are allowed to use the card to enter certain doors and areas of the College, controlled by card readers, as authorized by your Dean or Supervisor and approved by Security
- Make copies at satellite copy machines
- Use your card as your ARCC Library card
- Receive two FREE tickets to all ARCC theatre productions each year
- FREE admission into all ARCC home athletic events

If you are not able to make the scheduled time during orientation to get your photo ID, please visit http://www.anokaramsey.edu/resources/studentInfo/ServicesCtd.aspx to view current Photo ID hours

All full-time employees are eligible to receive a proximity card. Once you have received a proximity card, your Dean/Supervisor is required to approve what type of access is to be granted by notifying the Director of Public Safety (Orrin Nyhus) at 763.433.1346.

## ROOM RESERVATIONS

To reserve a room in Cambridge or Coon Rapids contactCrystal Nelson at 763-433-1916 or Crystal.nelson@anokaramsey.edu. To make your own room reservations, please visit

https://arcc.scheduling.mnscu.edu ; sign in using your Star ID and follow the instructions from there. EMS software offers a full suite of room scheduling, meeting, and event management, academic scheduling options.

## STATE VEHICLE PROCEDURES

All drivers must have a pre-approved Driver's License check done before operating a State vehicle. If you need to complete a motor vehicle request (MVR) to drive a state vehicle, the form can be found on at N:\ARCC Public\Forms\Vehicle Use Agreement. Forward the completed form to Louise Duff (Coon Rapids Campus) for processing.

Cambridge Campus vehicles may be reserved by contacting the Information Desk at 763.433.1840 or by sending an email to Jason.Siems@anokaramsey.edu.

Coon Rapids Campus vehicles may be reserved by contacting the Information Desk at 763.433.1240.

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If a vehicle is unavailable, employees will be reimbursed at the highest rate for using their own vehicle. Please request an approved State Vehicle Request form which will be submitted with the Employee Expense form to your supervisor.

Check out and return clipboards to the Information Center. If vehicle(s) are returned after the Information Center is closed put the clipboard and ignition key under the driver's seat and lock the vehicle with the clipboard and key in the vehicle.

Faculty/staff need to have a valid copy of their driver's license. For class excursions, a waiver needs to be completed by each student riding in the vehicle and a copy of the student driver's license must be provided.

Inspect the vehicle before and after use. Indicate any damage or needed repairs on the vehicle inspection form.

When the vehicle is returned, make sure all pertinent information has been completed on the Daily Travel Log including cost center, condition of the vehicle, and calculated total miles.

Please make sure that vehicles are returned clean, with no less than half tank of gas.

**STUDENT SERVICES**

A variety of services are offered on both campuses. Free tutoring for many subject areas is available in the Academic Support Centers, and online tutoring is available 24/7 via Smarthinking for all students enrolled in online classes. The Math Skills and Advising Center (MSAC) on the Coon Rapids Campus, 763.433.1260, is available to tutor and mentor students in Math 100/200 and 210/220. The Coon Rapids Campus MSAC, along with Adult Basic Education, on both the Cambridge Campus and Coon Rapids Campus, prepares students to take or retake the Accuplacer Math Placement Exam. Students should talk with a MSAC Advisor for clarification about where to start.

Counseling and Advising Services are available on both campuses to assist students throughout their Anoka-Ramsey experience. Counseling services are designed to assist students with short term personal counseling and referral services, crisis intervention, career counseling, and interpretation of career assessments. Academic Advising Services are designed to assist students in planning a course schedule, checking graduation requirements, and exploring transfer options. Both academic advisors and counselors are able to assist students with academic difficulties.

Cambridge and Coon Rapids: Counseling and Academic Advising Services for both campuses is located behind the Information Desk. Counseling Services will require an appointment, except in crisis situations. Academic Advisors are available to students on a walk-in basis to meet the needs of the students. Walk-in hours are available on Monday, Tuesday, Thursday and Friday during the academic year. Summer walk-in hours may vary. For more information, you may call 763.433.1840 (Cambridge) and 763.433.1240 (Coon Rapids).

**TELEPHONE SERVICES**

Telephone numbers for full-time faculty members are typically dedicated to their assigned office location. Part-time faculty members are assigned a dedicated office location to access their phone and voicemail, and/or the Extension Mobility option.

Extension mobility is designed for faculty and staff who share or alternate office space at either one or both campus locations. Extension Mobility allows users to configure any Cisco IP phone as their own, on a temporary

basis, by logging in to an available phone. Once a user logs in, the phone adopts the individual user default device profile information. Instructions on how to use extension mobility are located at http://www.anokaramsey.edu/employeehome/ITServices/Phone.aspx. (Note: The initial Extension Mobility PIN is 12345.)

**VOICEMAIL**

Voicemail accounts are designated for all full-time and part-time faculty members. Directions on how to access voicemail account options and messages can be found at http://www.anokaramsey.edu/en/employeehome/ITServices/Phone.aspx. Please check and delete your voicemail messages often, as message capacity for the system is limited.

The College Directory is available online http://www.anokaramsey.edu/Directory.aspx. It may be printed at any time for the most up-to-date information.

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# EMPLOYMENT INFORMATION

**ATTENDANCE AT DIVISION MEETINGS**
All full-time faculty members are expected to attend division meetings. If you cannot attend, it is your responsibility to notify your Dean in advance and complete the necessary paperwork to be absent. Part-time faculty are responsible for the appropriate pro-ration of the full-time obligation.

**ATTENDANCE AT DEVELOPMENT DAYS**
Attendance at development days is required for both "unlimited" and "temporary" faculty. Part-time faculty are responsible for the appropriate pro-ration of the full-time obligation. There are five administrative led development days each calendar year.

**EMPLOYEE CODE OF CONDUCT AND ETHICS– MnSCU Policy 1C**
Code of Conduct and Ethics information is located in MnSCU Board Policy 1.C, located at http://www.mnscu.edu/board/procedure/1c0p1.html.

**EMPLOYEE EXIT PROCEDURE**
Please follow the employee exit procedure when you know you will not be returning the next semester. This is a checklist for all concerned that necessary matters have been taken care of (see Appendix Q).

**FACULTY EVALUATIONS**
Faculty are evaluated by their supervisors. The policy on this process is located at N:\Faculty\Appraisal. The Dean reserves the right to visit faculty classes at his or her discretion and without notice.

**KEYS AND PROXIMITY CARD ACCESS**
Keys are issued by Ed Wilberg (763.433.1685) and must be returned to the Security Office prior to faculty leaving for the semester to avoid a $25.00 non-return fee. Lost keys must be reported immediately.

Access to card controlled areas must be approved by your Supervisor/Dean. Your Supervisor/Dean will contact Orrin Nyhus, Director of Public Safety, to authorize the access to be granted.

**LEAVE TYPES**
As outlined in the MSCF Contract, faculty will receive compensation for all paid leave days. Examples of paid leave identified in the Contract include sick leave, bereavement leave, personal leave, advanced degree or certification leave, legal leave and military leave. A faculty member who finds it necessary to be absent shall communicate their absence in advance to the dean whenever possible. If a faculty member will be absent when advance notice is not possible, the faculty member should call the college faculty support line, Cambridge Campus (763.433.1965) or Coon Rapids Campus (763.433.1575) and provide your name, the course title, the location of the class and the time, ask that notification of your absence be posted on your classroom door.

Personal Leave: A faculty member may use no more than three (3) days in any semester, unless approved by the college president.

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Professional Development: With approval from the appropriate Dean, faculty can use up to 3 days of professional leave for approved professional development each academic year. Professional leave requests for longer than 3 days must be approved by the Vice President of Academic and Student Affairs. All leave requests must be approved by submitting a permission to be absent form. See Appendix H

Sick Leave: Sick leave may be taken in full day or one-half (1/2) day increments.

Refer to the MSCF contract for accrual rates and sub-types.

**OFFICIAL COMMUNICATIONS**

Official communications for both campuses are posted online athttp://alignmentnews2011.wordpress.com/. Each faculty member should read this publication carefully for official announcements and may post announcements through this venue.

Electronic mail is the official means of communication at Anoka-Ramsey Community College. If you do not have an account, please contact the Information Technology department.

**PAYCHECKS**

Faculty are normally paid every other Friday. Electronic direct deposit of paychecks is mandatory. For further information, contact the payroll technician, Karen Northrop, at karen.northrop@anokaramsey.edu or 763.433.1579.

**SPECIAL EXPENSES**

This would be a necessary, extraordinary expense as described in the State rules on Special Expense incurred in connection with assigned official duties of a State employee where the benefits of the employee's attendance or participation will accrue primarily to the State. Examples are meals or lodging within a work area, meal costs over maximum reimbursement rates, and conference registration fees. An Out Of State – Special Expense form must be filled out, signed by your Dean, and signed by the Vice President and President prior to the event (Appendix N).

**STUDENT EVALUATIONS OF FACULTY**

Full-time and part-time faculty members are evaluated by students according to established rotation. The Faculty Appraisal process is undergoing revision and will be posted to N:\Faculty\Appraisal when approved.

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# GENERAL INFORMATION

## USE OF ALCOHOL, DRUGS, AND TOBACCO

The possession of alcohol and/or drugs on Campus is prohibited by law and by the Student Conduct Code. Smoking or chewing of tobacco is not permitted in college buildings and is allowed only in designated areas near the parking lots.

## BOOKSTORE

The Cambridge Campus bookstore is located on the lower level of the Campus Center building. The Coon Rapids Campus bookstore is located on the lower level of College Services. Visit www.arccbookstore.com for current hours of operation and other details.

Textbook information is listed in the "Class Operation" portion of this handbook. Textbook requisitions should be directed to Matt Venneman, 763.433.1323 or matt.venneman@anokaramsey.edu.

## COLLEGE CAFETERIA

Hours of operation are posted online at http://www.anokaramsey.edu/employeehome/Campus%20Dining.aspx.

Cambridge Campus: Lancer Catering is located on the lower level of the Campus Center building.

Coon Rapids Campus: Riverview Café is located on the upper level of the Student Center. The Courtyard Commons Coffee Shop is located inside the Student Center.

## DISCIPLINARY ISSUES

If a disciplinary problem arises, the problem should be reported by submitting a Code of Conduct Violation form (see Appendix I) to the Dean of Student Life, Lisa Harris, at lisa.harris@anokaramsey.edu. If it is a problem requiring immediate action, it should be reported to an Educational Services Dean and the Security Office if necessary.

## EQUAL OPPORTUNITY INSTITUTION

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law. The College is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

This document is available in alternative formats to individuals with disabilities. For assistance contact Access Services at 763.433.1350.

Linnea Janas: Coordinator of Disability Services
Office: Coon Rapids L124
Phone: 763.433.1903
Email: Linnea.Janas@anokaramsey.edu

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## LOST AND FOUND

To pick-up or drop-off items, contact the Public Safety Office (Cambridge: D108, 763.433.1330; Coon Rapids: C110, 763.433.1330).

## PARKING

The College provides parking for faculty, staff, students, and administrators in common lots with spaces available on a first-come, first-served basis. The College also provides handicapped parking in several locations. The Cambridge and Coon Rapids Police patrol the lots and issue tickets for violators.

A parking fee of $35.00 per term (fall, spring, summer) is charged to all employees ($105.00 per year). This amount is automatically deducted from paychecks unless the employee chooses to pay the business office directly. Part-time faculty will be assessed per semester credit taught. Faculty teaching in the summer will be assessed fees based on teaching load. Please contact the Business Office for further information.

## DISCRIMINATION, HARASSMENT AND VIOLENCE

Anoka-Ramsey Community College will not tolerate harassment or discrimination toward its students, faculty or staff. Such acts are prohibited by College policies 1B1, state law, and federal law. The College is committed to providing a safe campus community. If your right to freedom on such acts may have been violated, please notify a harassment officer on the Coon Rapids Campus.

If you believe you have experienced discrimination or harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership in a local human rights commission, please contact Orrin Nyhus (Coon Rapid Campus, C126) at 763.433.1346 or orrin.nyhus@anokaramsey.edu or Nora Morris (Coon Rapids Campus, C233) at 763.433.1632 or Nora.morris@anokaramsey.edu.

Victims of sexual violence should contact the Security Administrator, Orrin Nyhus (Coon Rapid Campus Office C126, 763.433.1346, orrin.nyhus@anokaramsey.edu) and/or the Police (Cambridge: 763.659.9567; Coon Rapids Police: 763.427.1212) or 911 immediately for assistance.

### Nondiscrimination in Employment and Education Opportunity –MnSCU Policy 1B.1

*Complete policy information is located at http://www.mnscu.edu/board/policy/1b01.html.*

**Part 1. Policy Statement.** Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student,

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employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

**FRAUDULENT OR OTHER DISHONEST ACTS – MnSCU Policy 1C.2**
Fraudulent or other dishonest acts are prohibited. Please see the complete MnSCU Policy at http://www.mnscu.edu/board/policy/1c02.html.

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# EMERGENCY/SAFETY INFORMATION

**The complete Emergency Response Plan (ERP) is available at** N:\ARCC Public\Emergency Response Plan or athttp://www.anokaramsey.edu/resources/Safety/~/media/Files/Resources/Safety%20Transportation/ERP.ashx**.**

**CAR STARTING**
The Coon Rapids Campus has arranged for students, staff and faculty to be helped with car starting. If necessary, call the Mobil station at 763.757.6789 directly. Show your ARCC ID to use this service. This service is free for students and paid by Student Activities fees. There is an $18.00 fee for staff and faculty to use this service.

**CRIMINAL ACTIONS**
To report a crime or emergency, call 911 and notify the Information Center at 763.433.1840 (Cambridge) or 763.433.1240 (Coon Rapids) or use a "campus information phone" located at various entrances (these phones ring directly to the Information Center). The campus information phone locations are listed in the following section of this document.

Anoka-Ramsey Community College monitors criminal activity and publishes an annual Crime Awareness and Campus Security Report that is distributed to students and employees.

**EMERGENCY PHONES**
Black Emergency phones are located in the hallways throughout both campuses. These phones connect directly with the Information Desk. When the Information Desk staff answers the call, be prepared to state the type and location of the emergency. Exact location of each Emergency Phone is available in the Emergency Response Plan (ERP) located at N:\ARCC Public\Emergency Response Plan or at
http://www.anokaramsey.edu/resources/Safety/~/media/Files/Resources/Safety%20Transportation/ERP.ashx
Faculty should locate the Emergency Phone closest to their classroom.

Each classroom has an Emergency Notification System (ENS) Phone. The second button on the right of the phone screen is a direct line to the Information Desk. The ENS phones can also place internal college calls.

Pay telephones and office telephones are located throughout the campuses and may be used to summon assistance directly by dialing 911 or 9.911.

**EMERGENCY INCIDENTS: Medical, Crimes in progress, or Injuries**
Call 911, and then call the Information Desk (Coon Rapids: 763.433.1240; Cambridge: 763.433.1840) for response by an ARCC Security Officer. Any accident or injury involving an ARCC Employee must also be reported by the injured employee or their Supervisor/Dean to the Director of Employee Relations & Development.

**NON-EMERGENCY INCIDENTS**
To report suspicious activities or crimes not in progress, call the Information Desk (Coon Rapids: 763.433.1240; Cambridge: 763.433.1840) for response by an ARCC Security Officer to assess the situation.

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**FLEET SAFETY (College Vehicles)**
All State vehicles must be checked out at the Information Desk at either campus. All drivers must have a pre-approved Driver's License check done before operating a State vehicle. If you need to complete a motor vehicle request (MVR) to drive a state vehicle, the form can be found on the ARCC public site or the shared "N" drive. Send the completed form to Louise Duff at the Coon Rapids Campus. Inspect the vehicle before and after use. Indicate any damage or needed repairs on the vehicle inspection form.

**SECURITY ESCORT**
Security Officers are available during normal operating hours. To use the service on the Cambridge Campus, dial 763.433.1840 or go to the Information Center. On the Coon Rapids Campus, use a black emergency telephone at one of the various entrances to connect to the Information Center, or dial 763.433.1240 from any other phone, or go to the directly to the Information Center.

**THEFT/VANDALISM**
Discovery of a theft (personal or College property) or any act of vandalism on either campus should be reported immediately to the Director of Public Safety (763.433.1346).

**WEATHER EMERGENCIES: CANCELLATION OF CLASSES**
Class cancellations due to weather emergencies are announcements over WCCO radio (830 AM), on the College Web site, email, and a recording on the College phone system (x-1100). Instructors teaching off-campus should call their specific off-campus site to verify whether the site is open in case of inclement weather. If the site is closed, classes will not be held.

**SEVERE WEATHER ALERT**
**Cambridge Campus:** Short intermittent tone from the building alarm system. Go immediately to the safe areas designated by "Severe Weather" shelter signs. The following areas are designated shelter areas:

- Campus Center – Upper Level: Room D209, E221, E222 and E241/ restrooms, F206 classrooms, F212 area restrooms or go to library D106 and D115
- Campus Center – Lower Level: Lecture Hall, E114 area restrooms, E121, E126 and restrooms, F113A area restrooms, F106 classroom, F107 classroom
- Library: Rooms D103, D104, D106 and D115

**Coon Rapids Campus:** Short intermittent tone from the building alarm system. Go immediately to the safe areas designated by "Severe Weather" shelter signs. The following areas are designated shelter areas:

- College Cafeteria: Go to Lower Humanities classrooms
- College Services: Go to first floor hallways on either side of loading dock, hallways outside of C101, C102, C103, C153, C154 and hallway on first floor north of HR near C150 area
- Library/Central Services: Go to lower back hallway in front of photo lab and in front of Central Services
- Gymnasium: Go to lower locker room, restrooms in lower level, or tunnel area
- Science: Go to classrooms in lower level S135 and S145
- Humanities: Go to lower classrooms

- Business/Nursing: Go to classrooms B201, B202, B203 and B235
- Performing Arts Center: Go to theater seating area
- Fine Arts: Go to band and chorus rooms in lower level
- Visual Arts Center (VAC): Go to the VA111, VA 211, any restroom, V221, V223
- Professional Workforce Training Center: Go to restrooms
- Technology: Go to lower classrooms
- Student Center: Go to lower classrooms in Humanities Building
- Persons Outdoors: Go to nearest designated shelter area in a building
- Academic Support Center / Testing: Go to the first floor hallways on either side of the loading dock or the area in front of HR near C150
- Marketing New Addition and Faculty Suites: Go to the new stairwell area between first and second floor

The "ALL CLEAR" signal will be a continuous (10 Seconds) tone from the building alarm system and/or by the Emergency Notification System (ENS).

Faculty should know where the closest designated shelters are to their classrooms and should direct students to the shelters. Hall monitors and Faculty will assist students with disabilities.

## BUILDING RELATED EMERGENCIES

### EMERGENCY CONTACT NUMBERS

**Cambridge Campus**: In case of emergency during normal business hours, call the Information Center (763.433.1840) for assistance. The mobile unit phone number for the custodian after hours is 9.763.289.0337. Listen for a ring and a tone. Following the tone, enter your telephone number (example: 7634331822), press #, and then hang up. The individual with the mobile unit phone will call you back.

**Coon Rapids Campus**: In case of emergency during normal business hours, call the Information Center (763.433.1240) or maintenance (763.433.1210) for assistance. The mobile unit phone number for the custodian after hours is 9.952.909.1204. Listen for a ring and a tone. Following the tone, enter your telephone number (example: 7634331822), press #, and then hang up. The individual with the mobile unit phone will call you back.

## HEALTH & SAFETY EMERGENCIES

### ACCIDENTS, INJURIES, OR DISEASE

All injuries, and/or occupational diseases must be reported immediately by the injured and/or the immediate supervisor to the Director of Human Resources, Darren Hoff (763.433.1159 or darren.hoff@anokaramsey.edu) or the Director of Public Safety, Orrin Nyhus (763.433.1346 or orrin.nyhus@anokaramsey.edu). Workers' Compensation Forms and OSHA forms will be completed by Human Resources.

## FIRE OR BUILDING EVACUATION

The signal to evacuate buildings on either campus is a continuous tone from the buildings alarm system. Exit the building immediately using the nearest exit. A list of exit doors by area is available in the Emergency Response Plan (ERP). Faculty will assist students with disabilities. Once outside, stay at least 100 feet away from the building. Do not use elevators. The "ALL CLEAR" will be a short tone from the buildings alarm system and/or through the Emergency Notification System (ENS).

NOTE: Students with physical disabilities require special attention in times of building evacuations. Some may need visual guidance or physical assistance to reach safety outside the building. Instructors who have students with disabilities in their classrooms should see to the students' safety in time of evacuation or emergency. This may include assuring that students with sensory impairments (visual or auditory) are aware of the situation or seeing to the safe transportation or evacuation of those with physical disabilities.

## LOCK DOWN

In the event of a need to secure the campus you will be advised through the Emergency Notification System (ENS) to:

- Secure the room by either punching the button on the side of the classroom door, located near the handle, by pushing the button in the door handle, or by turning the thumb turn in a clockwise direction. Make sure door is secured.
- Move occupants to the inside wall closest to the entrance door, away from the door or room window; if there is a window in the door stay out of sight as much as possible. Instruct occupants to be quiet. Remain in the location until you are cleared to assume normal activities by law enforcement or Campus Security. The classroom telephone has capabilities of two way conversation through the telephone speaker system.
- An announcement will be made over the ENS that law enforcement has cleared the situation and that normal activities can be resumed. DO NOT open the secured door for ANYONE until you hear this announcement.

## MEDICAL EMERGENCIES

Anoka-Ramsey Community College has no health service. Staff confronted with a medical emergency are to call 911, then notify the Information Desk (Cambridge Campus: 763.433.1840 and Coon Rapids Campus: 763.433.1240) to let them know you have called 911. The Information Desk will contact Safety/Security by walkie-talkie radio.

**First-Aid** kits and **AED** units are available at various locations on each campus. Please locate the units closest to your classrooms to prepare for future emergency use.

**Cambridge Campus:** On the Cambridge Campus, victims of accidents and injuries who require medical care are generally taken to Cambridge Hospital. Report the incident immediately to the Information Center (763.433.1840) or Deidra Peaslee, Vice President of Academic and Student Affairs (763.433.1829).

**Coon Rapids Campus:** On the Coon Rapids Campus, victims of accidents or injuries who require medical care are taken to Mercy Hospital located two miles west of the College on Coon Rapids Boulevard. Report the incident immediately to the Information Center (763.433.1240). The operator will notify the Vice President of Administration and the Director of Public Safety.

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**WORKERS' COMPENSATION/OSHA**

The Workers' Compensation Form must be filed by the person injured/and/or supervisor and submitted to the HR office within **three days from date** of knowledge of any claimed injury or disease. OSHA records must be completed for all personnel on the state payroll (including part-time students) within six workdays after the employer has been notified of an injury or illness.

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# EXTENSION SITE INSTRUCTOR NOTES

**EXTENSION CLASS CANCELLATION**
If the College Campus is closed or if the site where your class is held is closed, your class will not meet.

**EXTENSION MEDIA SERVICES**
Media equipment along with educational technology equipment (computer and LCD projector) is available at all extension sites. Please identify your media and equipment needs by contacting Michael Werner at 763.433.1623.

**EXTENSION STUDENT EVALUATIONS OF FACULTY**
Full-time and part-time faculty members are evaluated by students according to established rotation. Please refer to the Faculty Appraisal and Improvement Procedures Handbook located at N:\Faculty\Appraisal for a description of the purpose and process for faculty evaluation.

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# APPENDICES

*Refer to the forms in* ***N:\ARCC Public\FORMS\Faculty Handbook*** *for the most current documents.*

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