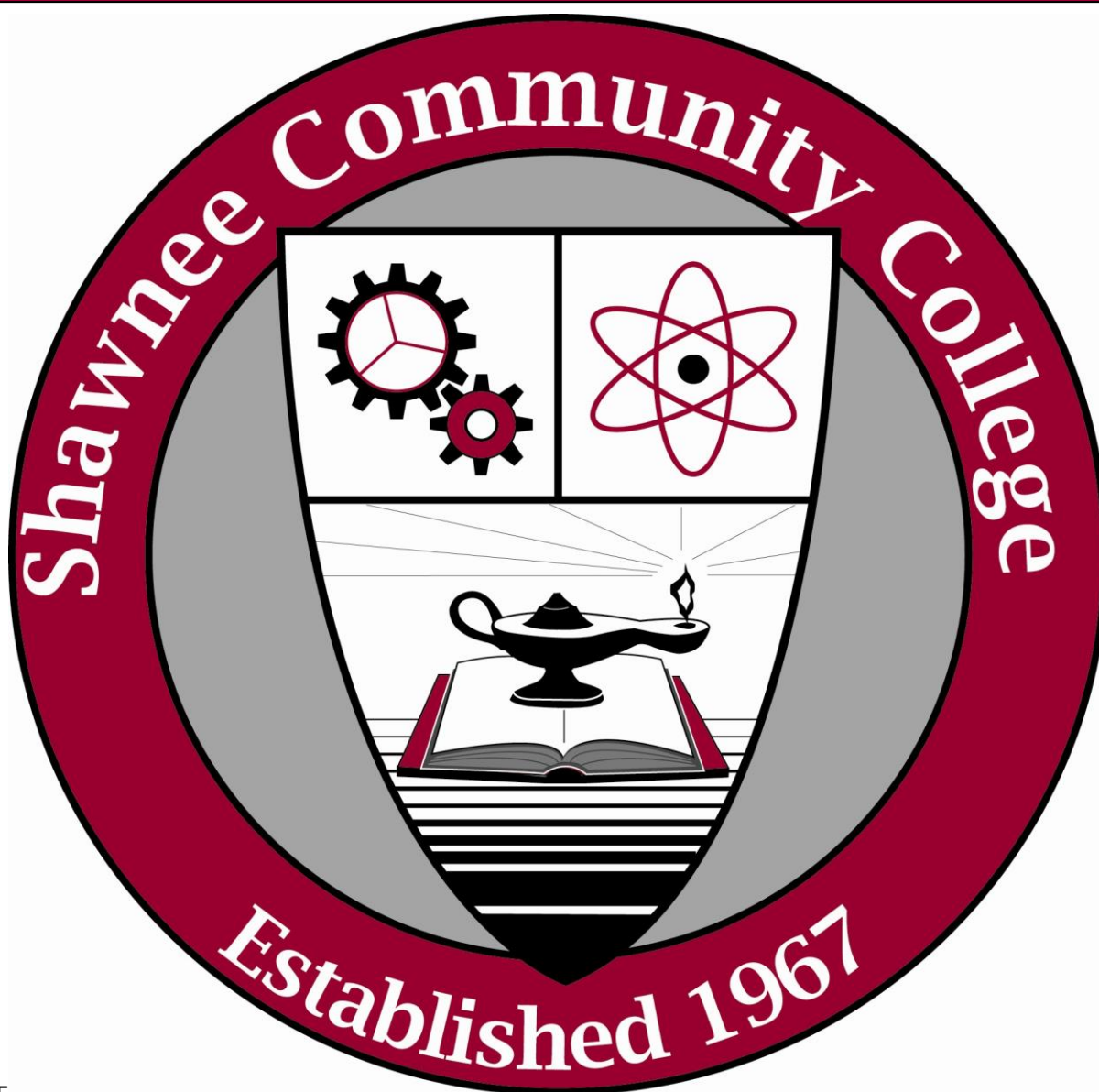


# Academic Affairs Handbook 2024-2025



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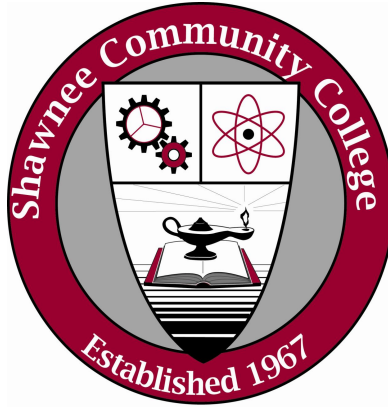
8364 Shawnee College Rd  
Ullin, IL 62992  
618.634.3200  
shawnecc.edu

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Student Centered, Community Connected

[www.shawneecc.edu](http://www.shawneecc.edu)

**Main Campus**

8364 Shawnee College Road  
 Ullin, Illinois 62992  
 (618) 634-3200  
 (618) 634-3300 (fax)  
 (800) 481-2242

<b>Union County Extension Center</b>	<b>Alexander County Extension Center</b>	<b>Massac County Extension Center</b>	<b>Johnson County Extension Center</b>
1150 E. Vienna St. Anna, Illinois 62906  (618) 833-3399	2035 Washington St. Cairo, IL 62914  (618) 734-3660	5385 Industrial Park Rd. Metropolis, IL 62960  (618) 524-3003	Vienna High School 601 N. 1st Street Vienna, IL 62995  (618) 634-3441

Accredited by:  
 The Higher Learning Commission (HLC)  
 230 South LaSalle Street, Suite 7-500  
 Chicago, IL 60604-1411

Recognized by:  
 Illinois Community College Board (ICCB)  
 Illinois Board of Higher Education (IBHE)  
 Illinois State Board of Education (ISBE)  
 Illinois Department of Veteran Affairs

# COLLEGE ADMINISTRATION & GOVERNANCE

## BOARD OF TRUSTEES

- Steve Heisner, Chairman of the Board
- Andrea Witthoft, Vice-Chairman of the Board & Illinois Community College Trustee Association (ICCTA)
- April Moore, Secretary
- James Darden, Trustee
- Deborah Shelton-Yates, Liaison to Saints Foundation
- Tiffany Schultz, Trustee
- Nancy Holt, Trustee
- Michael Deno, Student Trustee

## COLLEGE PRESIDENT

- *Dr. Tim Taylor*, President of Shawnee Community College, [timt@shawneecc.edu](mailto:timt@shawneecc.edu) or 618-634-3260
- Tina Dudley, Executive Administrative Assistant to the President, [tinad@shawneecc.edu](mailto:tinad@shawneecc.edu) or 618-634-3260

## VICE PRESIDENT OF ACADEMIC AFFAIRS

- *Dr. April Teske*, Vice President of Academic Affairs, [aprilt@shawneecc.edu](mailto:aprilt@shawneecc.edu) or 618-634-3219
- Rebecca Steinmetz, Executive Associate to the Vice President of Academic Affairs, [rebeccas@shawneecc.edu](mailto:rebeccas@shawneecc.edu) or 618-634-3250

## ADMINISTRATION

- *Jeff McGoy*, Vice President of Student Affairs [jeffm@shawneecc.edu](mailto:jeffm@shawneecc.edu) or 618-634-3360
- *Chris Clark*, Vice President of Administrative Services, [chrisc@shawneecc.edu](mailto:chrisc@shawneecc.edu) or 618-634-3242
- *Dr. Kristin Shelby*, Dean of Transfer & Adult Ed Programs [kristins@shawneecc.edu](mailto:kristins@shawneecc.edu) or 618 634-3240
- *Kristy Koch-Stephenson*, J.D., Dean of Career & Technology Programs [kristys@shawneecc.edu](mailto:kristys@shawneecc.edu) or 618-634-3325
- *Amanda Hannan*, M.S.N.,RN, Dean of Allied Health & Nursing Programs, [amandah@shawneecc.edu](mailto:amandah@shawneecc.edu) or 618-634-3277

## DEPARTMENT CHAIRS

Department Chairpersons are responsible for developing courses, curricula in their areas, departmental budgets, and performing such other duties as assigned by the Vice President for Academic Affairs. The Department Chair can provide information regarding the content of the course(s), as well as discipline-specific requirements. The Department Chairs at SCC serve as a resource to all faculty, adjuncts, and dual-credit instructors.

Dr. Ian Nicolaides  
Allied Health  
618-634-3386  
[iann@shawneecc.edu](mailto:iann@shawneecc.edu)

Lori Armstrong  
Math/Science  
618-634-3313  
[loria@shawneecc.edu](mailto:loria@shawneecc.edu)

Wendy Harris  
Business, Occupational & Technical  
618-634-3253  
[wendyh@shawneecc.edu](mailto:wendyh@shawneecc.edu)

JoElla Basler  
Humanities/Social Science  
618-634-3274  
[joellab@shawneecc.edu](mailto:joellab@shawneecc.edu)

## ASSESSMENT COORDINATOR

Mike McNally  
618-634-3354  
[mikem@shawneecc.edu](mailto:mikem@shawneecc.edu)

# GENERAL INFORMATION

## ABOUT SHAWNEE COMMUNITY COLLEGE

Shawnee Community College, located in Ullin, Illinois, is one of 48, two-year, open-admission colleges in the Illinois Community College System, organized under the Illinois Public Community College Act.

The College is located on 152 acres of rolling hills and woods just a few miles north of the Ohio River and near the scenic Cache River Wetlands. One of the most beautiful community college campuses in Illinois, Shawnee consists of the original “Rustic Campus” that now houses area agencies, the main campus buildings that cover over 140,000 square feet, and a 7,200-square-foot Career and Technical Education Center. The main campus also contains athletic fields, a lake, and nature trails. In addition to the main campus, extension centers are located in Anna, Metropolis, Cairo, and Vienna, Illinois. The area is very rural in nature, and is sparsely populated.

The population of the Shawnee Community College district is 55,154, with a median household income of \$44,465. According to 2020 census data, 14%-24% of families fall below the federal poverty level. The College annually serves approximately 3,600 individuals through credit and non-credit courses in 2022. The average age of Shawnee Community College students in credit-bearing courses was 30, with thirty-six (36%) of the students male, sixty-four percent (64%) female, and nearly twenty percent (20%) minority.

## MISSION STATEMENT

Shawnee Community College’s mission is to serve the needs of the student and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

## VISION STATEMENT

Student Centered, Community Connected.

## PHILOSOPHY

Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of his/her needs. The College is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of this century.



The College takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement.

The College maintains an “open-door” admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district’s future.

## ACADEMIC CALENDAR

The Academic Calendar list important dates for the year and is available on our [website](#), in the printed [Catalog](#), and using Appendix A.

Shawnee Community College operates on an academic calendar that provides two regularly scheduled semesters of instruction per academic year plus one summer session. Intersession classes may be scheduled between semesters. Late start classes are regularly scheduled each fall and spring semester.

## AUDIO-VISUAL EQUIPMENT

Audio-visual equipment, such as laptops, tablets, LCD projectors, video cameras, televisions, and overhead projectors are available for use in most classrooms on all the campus. Laptops and tablets can be checked-out of the main campus library if needed. If you are needing a specific piece of equipment for your course, please reach out Educational Technology Coordinator 618-634-3276.

## COUNCILS, TEAMS, AND REVIEW BOARDS

Information regarding College Committee assignments and activities are found on the college website: <https://shawneecc.edu/about/shared-governance/> Faculty are expected to participate in two college standing councils or teams.

## COPYING/SCANNING

Please contact IT Help Desk at 618-634-3333 or by email [it@shawneecc.edu](mailto:it@shawneecc.edu) for the copier code for copy machine use at the main campus. Copy machines are also available at extension center offices.

## COPYRIGHT LAW

The copyright law of the United States, (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research.

If a user makes a request for, or later uses, a photocopy or reproduction for purpose in excess of u that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## EATING, DRINKING AND SMOKING POLICIES

To promote a safe, clean, and healthy learning and working environment, and in compliance with the *Illinois Smoke-Free Campus Act (110 ILCS 64/1)*, Shawnee Community College prohibits the use of tobacco or smoking products inside college facilities, college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking device and/or equipment. The use of smokeless/chewing tobacco is also prohibited.

The college specifically adopts the definitions set forth in the provisions of the Illinois Smoke Free Campus Act as a part of this policy.

This policy applies to any individual on campus property including, but not limited to, students, employees, contractors, subcontractors, volunteers, visitors, and members of the public and it is the responsibility of each person.

## EMERGENCY CARE

In the event a student, faculty, staff member, or visitor should become ill/injured to the point of not being able to care for self or make decisions, the faculty member should call 911 and SCC Security must be notified at 618-634-3232. If a person falls into any of the following situations, an ambulance should be called immediately:

- Altered Level of Consciousness – confused, unable to answer questions, severe headache, seizures of any kind, unable to move arms or legs, difficulty speaking
- Chest pain – jaw, arm, hand, severe sweating at rest or stomach pain.
- Respiratory difficulties – rapid respirations, no or slow respirations, unable to catch one’s breath while sitting.
- Alterations in blood sugar-high or low blood sugar, sweating, confusion.

This list is not intended to be inclusive but to be a general guideline. If anyone has questions or doubts whether a person needs to be transported to a hospital by ambulance then an ambulance should be called. If the student, faculty, staff member, or visitor refuses to be transported by an ambulance to the nearest hospital, a release of responsibility should be signed and maintained by security staff.

## EQUAL EMPLOYMENT OPPORTUNITY

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

Affirmative action shall be undertaken to ensure an equitable representation of groups determined by employment utilization analysis to be under-represented.

All grievances shall be filed according to the board-approved grievance systems established for college employees.

Requests for further information or complaints of affirmative action or Title VIII violations should be directed to the Vice President of Student and Administrative Services, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

## FERPA

It is the policy Of the Board of Trustees to recognizes and adopts as policy those regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). At its discretion, Shawnee Community College may provide directory information in accordance with the provisions of the Act.

### **Operating Standard A3100.120**

No one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the Shawnee Community College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education

records. These members include personnel in the Admissions and Advisement Office, Financial Aid Office, and academic personnel within the limitation of their need to know.

FERPA Guidance

[SCC Family Educational Rights and Privacy Act \(FERPA\)](#)

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<https://studentprivacy.ed.gov/faq/what-ferpa>

## STUDENT DIRECTORY INFORMATION

The following information is included in SCC Administrative Policy 9430: Release of Student Information and Access to Student Records.

Student's name, address, and telephone number;  
Date and place of birth;  
Major field of study;  
Dates of attendance;  
Degrees and awards received by the student;  
Previous educational agencies of institutions attended by the student;  
Participation in officially recognized activities and sports;  
Weights/heights of members of athletic teams;  
Dates of activities and sports.

*If the type of information is not on this list, we cannot release it without the student's permission.*

Information release forms are available upon request in the Registrar and Record's Office. Students may withhold directory information by notifying the Vice President of Student Affairs in writing within two weeks after the first day of class for the fall term.

## INCLEMENT WEATHER / PANDEMIC PROTOCOLS

All faculty, staff and students should be prepared for remote learning in the event of inclement weather. The SCC district covers a wide geographical area and weather conditions differ in certain areas. A decision as to whether or not classes will move to remote learning will be made as early as possible, usually by 6:00am. An announcement will be made through Saints Alert and official news media. KFVS-12, WPSD-6, and WSIL-3 are the official news media that will be sharing our remote learning announcement.

Unless otherwise specified, a remote learning day pertains to all Shawnee Community College classes (on-campus day, on-campus evening, and all off-campus extension centers). The absence of such an announcement means that classes will be in session as scheduled. SCC

believes that our student body is mature enough to make wise decisions as to their ability to drive safely from their local community to campus.

## MySCC

MySCC is a valuable platform for SCC student information. MySCC is available via the College webpage at [www.shawneecc.edu](http://www.shawneecc.edu). Instructors are given an SCC ID number and password. MySCC provides class rosters as well as specific information about available seats and waitlisted in your course(s). **This is also how all grades are submitted.**

## TRANSCRIPTS

Official Shawnee Community transcripts can be ordered on SCC's website at: <https://www.shawneecc.edu/admissions/transcripts/>

## KEYS

Any keys needed for on-campus classes should be checked out through the Executive Assistant to the Vice President of Administrative Services at 618-634-3250.

## LOST AND FOUND

The Campus Security, 618-634-3232, should be notified of any lost or found items.

## MAILBOXES

Part-time/adjunct faculty are assigned mailboxes at the location where they teach. Please check your mailbox frequently. Full-time faculty are assigned mailboxes at main campus.

## EMAIL ACCOUNTS

All full-time, adjunct, and dual credit instructors are assigned an SCC e-mail account and are expected to check the e-mail daily for college communication and correspondences. Adjunct should contact the Academic Affairs office if additional information is needed. If you need assistance or forget your password, please contact IT Support at 618-634-3333.

## OUT-OF-DISTRICT TRAVEL

Permission to travel outside of the Shawnee Community College District will require the Application for Attendance at Professional Meetings forms (see Appendix B). You will find this form on MySCC under Faculty Resources. This form needs to be completed and approved by Department Chairs, Vice President of Academic Affairs, and/or the President. Please consult with your Department Chair before beginning this process.

## POSTING OF GRADES BY FACULTY

The public posting of grades either by the student's name, social security number or student identification number without the student's written permission is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance learning courses.

## PURCHASE ORDERS/PURCHASING CARDS

Requests for purchases shall be initiated and approved by Department Chairs, Deans, and Vice President of Academic Affairs via College credit card or Purchase Order. Requests for purchases *of equipment* must be initiated and approved by Department Chairs, Deans, and Vice President of Academic Affairs via an approved Purchase Order initiated with a Purchase Requisition (see Appendix C-1). College credit cards may be used for equipment purchases if approved by the President or respective Vice President in advance using the Visa Credit Card Request Approval form (see Appendix D). The Visa Credit Card Request Approval form can also be found on MySCC under Departments, then Business Office.

All Purchase Orders go to the Business Office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies, and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on duly authorized Purchase Orders or College Credit Cards. The Purchase Order and College credit card are the College's formal methods to buy goods and services and, upon acceptance by the vendor, become a legal and binding contract obligating the College and the vendor. Purchases made by Shawnee Community College personnel without an approved Purchase Order or College credit card are not valid claims against the District until validated by a confirming Purchase Order or College credit card and properly approved invoice. Any individual making such a purchase without a Purchase Order or College credit card will be held personally liable prior to such validation.

Due to both time and geographic constraints, College personnel can be reimbursed for limited purchases of commodities after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Any Amazon purchase must follow the above outlined process and be procured through the College's official Amazon account.

For Academic Affairs, whenever a purchase exceeds departmental budgetary allocations, a Budget Transfer Request form (see Appendix E) signed by the appropriate supervisor must be submitted to the Office of the VPAA. Afterwards, the form will be sent to the Business office. The Business office will review the transfer before final approval and forward the transfer to the Chief Financial Officer/President for approval.

## RESERVATION OF CLASSROOMS/CONFERENCE ROOMS

Occasionally, you might need to reserve a classroom, computer lab, or conference room for a class session, club, or committee meeting. Please consult with your Department Chair for help. With approval of the Department Chair and/or Dean, the Executive Associate will be able to help with scheduling rooms.

## RIGHT TO KNOW/CONSUMER INFORMATION

<https://shawneecc.edu/about/right-to-know>

## SCC SAINTS ALERT SYSTEM

The intent of this service is to notify students by email or text message on their cell phone, of campus closures for weather and/or other emergencies.

This is an opt-in service provided by SCC. While there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

All users who sign up for this service will receive announcements regarding campus closures for weather and other emergencies, text messages to validate the service is working, and notification when your account is about to expire.

To sign up for Saints Alert System, go to the SCC website at [www.shawneecc.edu](http://www.shawneecc.edu), and click on <https://www.shawneecc.edu/alerts/>.

## TECHNICAL ASSISTANCE

If any faculty needs computer support the IT department will be able to assist with any questions or problems. To place a work order, click on the help desk icon under Employee Apps in MySCC via your computer desktop. This is an automated system for work requests. If additional assistance is needed, please contact the IT Support at 618-634-3333.

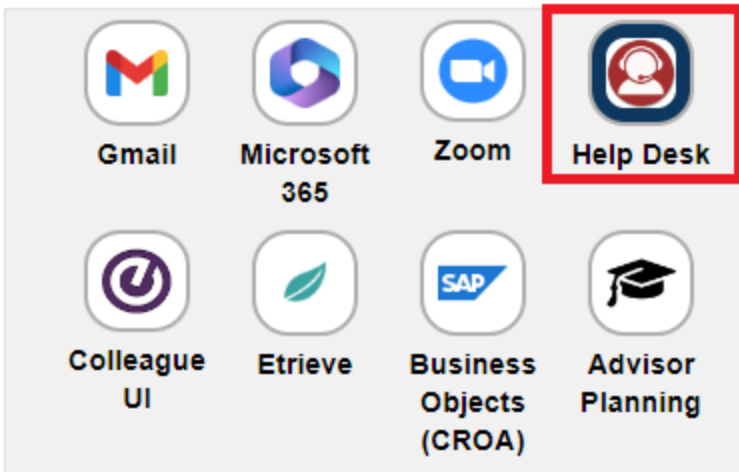
## TELEPHONE AND VOICE MAIL INFORMATION

Information about using college telephones and voice mail can be obtained from the IT department, 618-634-3333.

## SUBMITTING A HELP DESK TICKET

In order to submit a help desk ticket, faculty members should log into their mySCC Portal. There is a card labeled "Employee Apps" on the dashboard. One of these apps is labeled "Help Desk". Click on the Help Desk icon as pictured below.

## Employee Apps



After clicking the icon, it will take you to a page asking for you to enter your work email. Please enter your SCC email address. You will be emailed an access link. After following the access link, you will be logged into the Help Desk portal.

### To submit a ticket:

- On desktop: Click the "Submit a ticket" button at the top right of the screen.
- On mobile: Click the + icon at the bottom right of the screen.

Fill out the requested information and submit your ticket. An SCC Help Desk technician will be assigned to your case and will respond as soon as possible. You may also submit an email to "[support@shawneecc.edu](mailto:support@shawneecc.edu)" with a description of your issue. A Help Desk ticket will be created for you automatically.

## TRAVEL on College Business (Operating Standard A5500.10)

### General Guidelines

- Travel should always be arranged to find the most economical combination of expense, time and convenience.
- To be authorized for official college travel, an individual must file an application for attendance at professional meetings form (Appendix B) with the appropriate supervisor for approval.
- Travel by an employee of the college must be consistent with budgeted funds for travel purposes.
- A Divisional Administrative Assistant will be responsible for making flight, train, and hotel arrangements using the college credit card. After an employee is given permission to travel, he/she should contact the divisional Administrative Assistant to complete



travel arrangements. The maximum cost for transportation expenses will be at the most reasonable and cost-effective rate. Once travel arrangements have been made, the employee will be instructed to create a requisition/purchase order for the cost of the transportation and/or hotel. All travel is approved through the President's Office.

- Upon return from authorized travel, the employee must complete the payment requisition, travel reimbursement/repayment form (Appendix C-2) and submit it to the appropriate supervisor(s), who will then forward it to the business office so the reimbursement can be processed. Expenses are to be reported on the college travel expense voucher, which must be filed within *30 days* of the travel.
- Detailed receipts are required for lodging, food, public transportation, and conference registration expenses. These expenditures will not be recognized or be reimbursed without appropriate receipt.
- Types of official business for which travel, meal, and lodging expenses are allowed include but are not limited to:
  - A meeting, conference, or program which requires representation by the college
  - A visitation, conference, or convention for the purpose of professional improvement which has a direct relationship to the employee's responsibilities at the college.

### **Allowable Travel Expenses**

- Transportation – Employees shall utilize the mode of transportation, whether it is college vehicle, public transportation or private automobile, which will result in the least expense to the college. Exception can be made with the authority of the President for long distance travel or where time is of extreme essence. Employees will be reimbursed for approved travel for personal use of their automobile at the current IRS mileage rate (Appendix F), reimbursed for traveling tax exempt by public transportation with receipts and reimbursed for rental vehicles for actual charges from receipts. Parking charges, taxi and tolls will be reimbursed upon submission of receipts. Travelers driving privately owned vehicles are expected to be properly licensed and protected at their own expense by personal liability and property damage insurance at the level currently required by law.
- Lodging – The maximum allowable expense without board approval for lodging is based on the IRS High-Low cost method or the conference rate when travel is for the purpose of a conference. The Administrative Assistant to the President will have a current list of the high-low costs and the locations associated with those costs.
- Registration and Enrollment Fees – Registration/enrollment fees for meetings, conferences, courses, seminars, workshops, or similar events are reimbursed when the college employee or representative is authorized to attend when supported by receipts.
- Meals and Incidental Expenditures – The maximum allowable expense without board approval for meals is based on the IRS High-Low cost method which is updated annually on the IRS website in October. The Administrative Assistant to the President will have a current list of the high-low costs and the locations associated with those costs.

Per Diem value schedule:

Breakfast – 1/6 of the per diem rate, to the nearest 50 cents

Lunch – 1/3 of the per diem rate, to the nearest 50 cents

Dinner – 1/2 of the per diem rate, to the nearest 50 cents

Per Diem rules for meals are as follows:

Breakfast – Payable when an employee is in travel status and leaves the college or residence (if reporting directly to the destination) at or before 7:00 a.m.

Lunch – Payable when an employee is on travel status and leaves the college at or before 10:30 a.m.

Dinner – Payable when an employee is on travel status and arrives back at the college or residence (if reporting directly from the destination) at or after 7:00 p.m.

(The established meal and incidental allotment includes and defines incidental expenses as tips for porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, and stewards or stewardesses and others on ship.

No per diem meal is allowed if the meal is included in a conference registration fee. Per diem allowances are only allowed if they are ordinary and necessary expenses of traveling away from home for business purposes per the Internal Revenue Service guidelines.

In the event an employee requests reimbursement for meals during a meeting with a client(s) (recruits, community members, campus visitors, etc.) reimbursements will be based upon actual charges and an itemized receipt showing what was purchased must be submitted for payment.

The maximum allowable amounts for reimbursement of travel expenses will be determined according to these established procedures.

**Travel advances will be authorized in accordance with these guidelines:**

- The total cost must exceed \$500.00 for in-state or out-of-state travel before an advance will be made except when the travel involves students.
- Advances should not be given except to prevent hardship on the traveler.
- Upon return the travel reimbursement/repayment form must be completed and returned with any remaining travel advance funds. Any remaining funds need to be returned to the business office on the next work day after the trip and the receipt needs to be attached to the travel reimbursement/repayment form.

**The following items are strictly prohibited:**

- Entertainment (including, but not limited to, shows, amusements, theaters, circuses, sporting events or another place of public or private entertainment or amusement unless ancillary to the purpose of the program or event)
- Alcoholic beverages
- Personal telephone calls
- Any expense related to guest's accompaniment without express written approval of the appropriate Vice-President or the President.

**Electronic devices while driving**

- Employees are prohibited from conducting college business using electronic devices while driving.
- Employees shall not use college-owned or employee-owned electronic devices, including, but not limited to, cell phones and computers, to conduct college business while driving. This policy includes talking, texting, and e-mailing with an electronic device while driving a motor vehicle for college purposes.
- Should an employee need to make/answer a college-related business call while driving, he/she should locate a lawfully designated area to park before placing or accepting a call. Employees are not expected to make calls and do other college work while driving.
- Under no circumstances are employees allowed to place themselves at risk while driving to fulfill college business needs.

**TUITION WAIVERS (Operating Standard: A3200.00)**

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received. Community education courses have no tuition charge, but appropriate fees are charged.

Tuition waivers provided shall apply only to those courses offered by the Board which are approved for State credit hour funding. Courses that are taken with tuition waived may not be counted for purposes of advancement on the salary schedule.

*Full-time Employees/SURS Qualified Retirees:* Tuition and fees shall be waived for all full-time employees and SURS qualified retirees and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside with either one or both parents, one of which is a full-time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. In the event of a full-time employee's death during their active employment with SCC,

their dependents will be given a tuition waiver to be used during their college career if they are under 24 years of age and not married. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

For full-time employees, textbooks required for courses eligible for tuition and fee waivers shall be loaned to the aforementioned persons without charge if said textbooks are returned to the bookstore in the same condition in which they were received during the time they are due. After the deadline, only textbooks still being used by the college will be taken back. All other books will have to be paid for. Required workbooks and other consumables must be purchased.

Employees can take college courses during work hours as long as it is during their lunch break between the hours of 11 a.m. – 1 p.m., or during evenings or weekends.

*Part-time Faculty/Adjunct:* Up to four hours of college credit for currently employed adjunct faculty members who have taught a minimum of five (5) years, their spouses, and their dependent children. Dependent children are defined as unmarried children under the age of twenty-four (24) living in the household of the eligible employee.

To ensure the Bursar's Office is aware you are utilizing the tuition waiver benefit, you will need to complete the Employee Tuition/Fees Waiver Request form (see Appendix G) with appropriate information and obtain the appropriate approvals. This form can be found in MySCC, under Departments, then Business Office.

# INSTRUCTIONAL RESOURCES

## FACULTY QUALITY POLICY (Policy 2300)

The College values the pursuit of excellence in all of its programs and services. Further, the College believes community perception of academic service excellence is most directly influenced by the quality of teaching faculty employ.

As it relates to faculty quality and the pursuit of excellence in teaching systems and processes that create high quality learning experiences for students, the college will recruit, hire, prepare, and continuously develop faculty members in ways that help them: develop an engaging and influential classroom presence; provide students with valuable real-world learning experiences; set high expectations for student performance; make informed decisions on curricular improvement; engage in college and community service; contribute to the advancement of professional practice; and, cultivate a sense of belonging throughout the institution.

To those ends, the College's CAO is directed to develop, implement, and continuously improve collaborative and inclusive processes aimed at onboarding and professionally developing the College's faculty members.

## ACADEMIC FREEDOM (Operating Standard: A2000.00)

The college recognizes the value of protecting and encouraging the search for knowledge and its dissemination.

Faculty members have both the right and obligation to investigate and to present to their students, based upon their professional judgment, available information related to the subject being taught. The course content must be consistent with objectives of the course. Faculty members shall seek to be accurate, show respect for the opinion of others, present issues in an unbiased manner, identify their own personal persuasion on issues where necessary to present an unbiased presentation on such issues, and indicate, where appropriate, that their views are not necessarily the views of the College.

In addition, faculty members recognize that Academic Freedom extends to students and provides an inclusive environment where the free exchange of ideas is a central component of a high-quality learning experience. Every student shall have the right to listen critically, participate in free discussion, inquiry, and expression without fear of reprisal. Students will be evaluated on academic course objectives and the classroom shall be a safe haven for inquiry.

## ASSESSMENT

### All Faculty/Instructors

The completion of assessment documentation is an important part of your teaching self-evaluation and provides necessary data for Assessment, ICCB, and HLC reports. Information regarding the assessment cycle, calendar, plan and definitions can be found on the college's website under Assessment. As you approach the end of the semester, please remember to submit the following items:

1. [Core Competency Assessment Form\(s\)](#) can be found on the College's website under Shared Governance, then [Assessment](#).
2. Artifacts
3. Weave update (mark project for Internal Review)

Please submit your assessment data (CCAF EXCEL file AND artifacts) to Weave no later than the dates assigned by the Assessment Coordinator each semester. Please contact your Department Chair, Dual Credit Lead Instructor, or Assessment Coordinator if you have any questions about collecting data and/or submitting it in Weave. Please remember to collect data only for the various Core Competencies you aligned with course objectives in your syllabus for each course you are teaching.

The criteria (Core Competencies) include Global & Cultural Awareness; Oral Communication; Personal Growth & Responsibility; Problem Solving; Research & Informational Literacy; and Written Communication. Rubrics and Course Assessment Forms are attached to this message. For each Core Competency you list in your course syllabus and assess in each course, you will submit an assessment form and a minimum of three artifacts.

### **1. Core Competency Assessment Form**

Collect, compile and submit assessment data for one activity/assignment linked to each of the objectives you identified with a relationship to a Core Competency - listed in the assessment grid of your syllabus using the appropriate Core Competency Rubric. Transfer numbers collected from appropriate Rubric to identified CCAF. Remember to reflect and take time to thoroughly respond to the questions at the bottom of the CCAF.

Save the completed Course Core Competency Assessment Form using the following syntax: course prefix, underscore, course number, underscore, section number, underscore, Core Competency Identifier, underscore, semester. See example below:

**Example:** BUS\_124\_90\_ProblemSolving\_Fall2024

## **2. Submit three artifacts for each completed CCAF.**

Submit at minimum three sample student artifacts (an activity/assignment explanation and three sample responses for each course). If possible, please submit artifact examples from the different levels of achievement indicated on the Rubric & Exemplary, Acceptable, Developing, Below Expectations. Also, you may block out/remove student identification information on the artifacts being provided. If the artifact is not in electronic form, please contact Assessment Coordinator to discuss alternatives for submission.

This process allows SCC to guarantee rigor in coursework by maintaining a level of expectation across the institution for our students to achieve in order to be better prepared to meet SCC's mission of promoting students to become "Life-Long Learners."

## **3. Update data in Weave for each completed CCAF.**

Log in to your Weave account and update the data percentages for each core competency assessed. Upload the completed CCAF documents and artifacts. Mark your project for Internal Review. Beginning Fall 2024, you will be contacted about your assessment projects for the semester. The projects will be created for you in Weave so you can concentrate on completing your CCAFs and submitting them and the artifacts to Weave.

## **ADJUNCT AND DUAL CREDIT FACULTY:**

The completion of assessment documentation is an important part of your teaching self-evaluation and provides necessary data for Assessment, ICCB, and HLC reports. As you approach the end of the semester please remember to submit the following items:

1. Core Competency Assessment Form(s) located at <https://shawneecc.edu/about/shared-governance/student-academic-assessment-team> under SAAT Resources, then Forms.

2. Artifacts (and brief explanations)

Please email all assessment data (CCAF EXCEL file and artifacts) first to your lead instructor for review and approval by dates assigned by Assessment Coordinator, then send to the [assessment@shawneecc.edu](mailto:assessment@shawneecc.edu) email. Please contact your Lead Instructor or Assessment Coordinator if you have questions about collecting data. Please remember to collect data for the various Core Competencies you aligned with course objectives in your syllabus for each course you are teaching.

The criteria (Core Competencies) include Global & Cultural Awareness; Oral Communication; Personal Growth & Responsibility; Problem Solving; Research & Informational Literacy; and Written Communication. Rubrics and Course Assessment Forms are attached to this message.

For each Core Competency you list in your course syllabus and assess in each course, you will submit an assessment form and a minimum of three artifacts.

### **1. Core Competency Assessment Form**

Collect, compile and submit assessment data (CCAF EXCEL file) for one activity/assignment linked to each of the objectives you identified with a relationship to a Core Competency - listed in the assessment grid of your syllabus using the appropriate Core Competency Rubric. Transfer numbers collected from appropriate Rubric to identified CCAF. Remember to reflect and take the time to thoroughly respond to the questions at the bottom of the CCAF. Save the completed Course Core Competency Assessment Form using the following syntax: course prefix, underscore, course number, underscore, section number, underscore, Core Competency Identifier, underscore, semester. See example below:

**Example:** BUS\_124\_90\_ProblemSolving\_Fall2024

### **2. Submit three artifacts for each completed CCAF.**

Submit at minimum three sample student artifacts (an activity/assignment explanation and three sample responses for each course). If possible, please submit artifact examples from the different levels of achievement indicated on the Rubric & Exemplary, Acceptable, Developing, Below Expectations. Also, you may block out/remove student identification information on the artifacts being provided. If the artifact is not in electronic form, please contact the Lead Instructor for the course to discuss alternatives for submission.

Please submit a short note (no more than three sentences per artifact) in your email explaining why you evaluated each artifact as Exemplary, Acceptable, Developing, or Below Expectations. This process allows SCC to guarantee rigor in coursework by maintaining a level of expectation across the institution for our students to achieve in order to be better prepared to meet SCC's mission of promoting students to become "Life-Long Learners."

### **3. Submit Documents**

Please email all assessment data (CCAF EXCEL file and artifacts) to your lead instructor by dates established by Assessment Coordinator. Once approved, please email these documents to the [assessment@shawneecc.edu](mailto:assessment@shawneecc.edu) email account by date set forth. Submit all documents as attachments, not as a zip file. Submit separate emails for each section and/or course you teach. For example, all documents for ENG 111-01 will be submitted in an email, then all documents for ENG 111-02 will be submitted in a separate email even if both sections are taught by the same instructor.



## CLASS ROSTERS

Preliminary class lists are to be viewed through the MySCC interface via the college website, <https://www.shawneecc.edu/> under Faculty Self-Service. Discrepancies should be reported to the registrar immediately (i.e., student name on list but not attending or student name not on list but attending).

## COURSE OUTLINES/SYLLABI

SCC maintains one standardized course syllabus for each course to be utilized by ALL instructors. Full-time faculty are responsible for developing the syllabi. When teaching a new course at SCC please contact your department chair for a copy of the syllabus for the course(s) you are assigned to. Part-time/adjunct faculty receives updated copies of syllabi each semester thereafter. All recent course syllabi are available via Simple Syllabus, SCC's online tool for syllabus creation and publishing. Course syllabi for earlier semesters are also available via Simple Syllabus. Older course syllabi are held in a secure online archive and can be made available upon official request to the IT. department. The Simple Syllabus process is outlined below. Please contact your department chair or Educational Technology Specialist if you have questions.

It is required that each course taught at Shawnee Community College have a standard syllabus developed for use by all teachers assigned to instruct said course. The syllabus as well as the textbook used for each course should be standardized.

A copy of the course syllabus must be given to each student at the beginning of the semester and available in the College's LMS, Moodle.

It is a requirement of the Illinois Community College Board (Section 1501.309 of Rules) that a syllabus shall be developed and maintained for each credit course offered by the College. Shawnee Community College shall maintain one syllabus for each course to be utilized by all instructors teaching the same course. Full-time faculty shall be responsible for developing and/or revising course syllabi as needed.

## SIMPLE SYLLABUS

Simple Syllabus is the college's online service to create and publish course syllabi, allowing students easy access to syllabi for all their courses from a single online site. In addition, Simple's syllabus library serves as a repository of syllabi for instructor and staff to access and review.

**1. Import courses and instructors:** The college's student record system publishes the courses, instructors, and students to Simple Syllabus. Basic course information, such as the course name and number, the instructor's name, meeting days and location, requisites and credit hours are included in this import.

**2. Lead instructors:** Once the basic syllabus template is available, course lead instructors fill the master syllabus with general information for the course. Once this is completed, the lead instructor sends the master syllabi for review and approval. After approval by an administrator,

the master syllabus for the course is complete.

**3. Section Instructors:** A course's master syllabus is then sent to the section instructor and the section instructor for editing. Certain elements are automatically "assigned" when the syllabus reaches this stage, such as the "delivery method," the "grading scale," and the section number. Once the section instructor finishes entering their specific section info for their course, they must click "publish" to enable student access.

**4. Publishing syllabi:** Once published by the section instructor, the syllabus is available to students. Changes can still be made to the syllabus after it is published, but it must be edited and then republished to reflect the changes.

**5. Moodle Access:** Within a Moodle course, a section instructor can add the "Simple Syllabus" resource to their class in order to automatically import their course syllabus from Simple and make it available to students via their course page in Moodle.

**6. Student Access:** Once a syllabus is published, students can access it via the link to Simple Syllabus that is posted in MySCC or from inside their Moodle courses.

## DEPARTMENT CHAIR/LEAD INSTRUCTORS

Upon being hired at SCC, you should be contacted by your Department Chair and Lead Instructor. This contact is vital to the orientation phase as a faculty member. The Department Chair will provide information regarding the content of the course(s), as well as discipline-specific requirements. The Department Chairs and full-time faculty at SCC serve as resources to the adjunct and dual credit faculty.

## EXPECTATIONS OF FACULTY

In addition to performing the essential functions of their assigned job description, full-time faculty members are expected to:

- Respond to student communication within one (1) College business day;
- Withdraw students, by 10th day, who have never attended or communicated;
- Provide students a course syllabus;
- Post syllabi and grades in the Learning Management System, Moodle, so students are aware of their current grades.

## FINAL EXAMINATION PERIOD

The final examination period occurs during the last five days of fall and spring semesters and the last two days of summer term. The final examination schedule is printed in the class schedule each semester. A final examination is part of the regular obligation for meeting course requirements. Faculty are expected to hold final exams in the same modality in which the course is taught.

## FORMS

Most academic forms can be found in various website locations in MySCC under Faculty Resources and Business Office Resources. Deans and Department Chairs also have access to the

shared Academic Affairs drive and are expected to save documents, procedures, forms, etc. to the shared drive for the purpose of maintaining academic continuity.

## INITIAL PROGRESS REPORTS, MIDTERMS, AND FINAL GRADES SUBMISSIONS

It is the Operating Standard of the Board of Trustees (A2200.15) that students will earn a grade upon completion of a course. A grade of incomplete (“I”) may be changed upon completion of all coursework. A grade may also be changed if a grievance procedure is approved. Grades will be submitted through MySCC via the SCC webpage ([www.shawneecc.edu](http://www.shawneecc.edu)).

Grading Operating Standard (A2200.20):  
Students are graded according to the following system:

Letter Grade	Definition	Grade Points
A	Excellent Performance	4
B	Good Performance	3
C	Average Performance	2
D	Inferior Performance	1
P	Passing	0
F	Failing Performance	0
*I	Incomplete Work	0
**S	Satisfactory Work	0
***U	Unsatisfactory Work	0
W	Withdrawal from class after mid-term but by the end of academic penalty date	0
AU	Audit	0

### Grade Point Average

$$\text{GPA} = \frac{\text{total grade points earned (A,B,C,D, and F grades)}}{\text{total semester hours attempted}}$$

A student’s standing in a program is determined by his/her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned. Only A, B, C, D, and F grades will be used in computing the GPA. An “F” will be computed in the GPA unless the course is later repeated with a satisfactory grade. An “F” grade will not count toward the GPA if the student repeats the course and earns an improved grade. Neither credit hours nor grade points will be computed in those courses where a grade of “I”, “W”, “S”, “P”, or “U” is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (\*)) will not be used in computing GPA.

### Satisfactory/Unsatisfactory

Satisfactory (“S”) or Unsatisfactory (“U”) grades are issued only to students enrolled in Adult and Community Education classes. These grades will not be used in computing the student’s GPA or college credit hours.

### **Independent Study**

Students seeking independent study courses should meet with their academic advisor for possible options. Advisors will communicate with faculty on possibilities.

### **Pass/Fail**

Students may elect to take some courses as Pass/Fail. To take a class pass/fail, the student must make arrangements with their advisor prior to the start of the class. This is usually done during the advisement/registration process. The maximum hours of P/F that can be taken in any one (1) semester is four (4) hours. The total maximum number of P/F credits that can count toward any degree is 12 semester hours. No general education core curriculum courses can be taken as P/F. Exceptions may be allowed under special circumstances with the written approval of the Vice President of Academic Affairs and Student Learning. Courses taken P/F can count only as elective credit.

### **DIRECTIONS FOR INITIAL PROGRESS REPORTING (10TH DAY)**

10th Day Progress Reports-identifies students who are not attending courses as of the 10th day of the semester for regular 16-week courses.

#### *Instructions Checklist:*

- Regularly check Shawnee Community College email for updates and reminders from the Registrar, SCC Administration and staff, and students.
- Login to MySCC using SCC email address and password.
- Click on Faculty Self-Service.
- Click on Course.
- Click on Grading.
- Click on Initial Progress.
- Mark **“DR” for students not attending** and **“A” for students who are attending**.

- Entries will automatically be saved.
- Registrar will drop the student.
- The course will not be reflected on the student’s transcripts.

### **DIRECTIONS FOR MIDTERM GRADE ENTRY**

Actual grades must be submitted and used for overall reporting and analysis.

#### *Instructions Checklist:*

- Login to MySCC using SCC email address and password.
- Click on Faculty Self-Service.
- Click on Course.

- \_\_\_ Click on Grading.
- \_\_\_ Click on Midterm Grade.
- \_\_\_ Enter Midterm Grade.

- “DR” cannot be entered from Midterm Grades.
- “Never attended” is not an option as a midterm grade.
- Entries will automatically be saved.

## DIRECTIONS FOR FINAL GRADE ENTRY

Final grades must be submitted by the due date that is identified on the Final Exam Schedule.

### *Instructions Checklist:*

- \_\_\_ Login to MySCC using SCC email address and password.
- \_\_\_ Click on Faculty Self-Service.
- \_\_\_ Click on Course.
- \_\_\_ Click on Grading.
- \_\_\_ Click on Final Grade.
- \_\_\_ Enter Final Grade.

- Entries will automatically be saved.
- “DR” cannot be entered for Final Grades.
- “Never Attended” is not an option for final grades.
- For students receiving the grade of “F” a Last Date of Attendance must be entered.

## INSTRUCTOR ABSENCES

Shawnee Community College values instructional excellence and providing our students with exceptional educational experiences. As such, if a faculty member knows in advance that they must miss class, the faculty should submit the class cancellation form and leave request in MySCC. Faculty are encouraged to work with their departmental faculty, chair, and dean to find course coverage as possible. If a substitute is not available, faculty will note how they are making up the missed course time.

In the same manner, while the College understands that everyone at times has emergencies, call-ins should be minimized as possible. If the faculty member must miss class, they need to notify the following:

- Front desk at the extension center you report to AND/OR main campus.
- Department Chair
- Dean
- Academic Affairs Office
  - Dr. April Teske, VPAA, [april@shawneecc.edu](mailto:april@shawneecc.edu)
  - Rebecca Steinmetz, Executive Associate, 618.634.3250 or [rebeccas@shawneecc.edu](mailto:rebeccas@shawneecc.edu)

Additionally, if the faculty member must miss class, students should be notified via an announcement in Moodle, email, and/or text. A class cancellation form (Appendix L) will need to be submitted to the Office of the VPAA, along with a Leave Time Request through MySCC. Faculty should note how they are making up the missed class time on the class cancellation form.

## OFFICE HOURS

Faculty members shall submit their schedule of office hours to the appropriate Department Chair for approval before the submission to the Academic Dean. Upon approval, faculty shall post their office hours' schedule on or beside their office door and on the course syllabi. Each faculty member shall post and maintain a minimum of ten (10) office hours each week.

Faculty members may count a maximum of four hours each week as on-line (i.e.: "virtual office time") via the designated virtual platform. Faculty shall post and maintain six (6) face-to-face office hours on-campus per week over a minimum of 3 days per week. Virtual office hours shall be included in the schedule of office hours. Virtual office hours shall also be placed on the online course website.

Each faculty member shall make an effort to set up appointments during other hours to give help to those students whose free time does not correspond with the faculty member's scheduled office hours. Upon recommendation by the Department Chair and approval by the Academic Dean a faculty member may receive permission to adjust the office hour rule.

Faculty members teaching in programs where lab hours exceed credit hours for a course (i.e., welding, cosmetology) may count some of their lab hours as office hours. However, each faculty member in these programs must post and maintain a minimum of six (6) face-to-face office hours which are not lab hours, irrespective of the number of lab hours assigned to such faculty member. Faculty in a fully online program, must maintain ten (10) virtual face-to-face office hours to fulfill their professional responsibilities.

Any change to office hours for a faculty member teaching in a fully online program may be amended upon agreement between the VPAA and the Association President. If a faculty member cannot be present during approved office hours, the faculty member must notify the office of the Academic Dean and follow the procedures for sick/personal leave as outlined the [CBA](#) per section 7.1 and Section 7.2.

## LEARNING MANAGEMENT SYSTEM - MOODLE

Moodle is the College's learning management system and a valuable link to the SCC student information system. This service is available via the MySCC accessible through the college webpage. Faculty members are given an SCC ID number and temporary password for logging in. Moodle provides class rosters as well as specific information about seats taken and the amount of seats available. For Moodle support, contact Educational Technology Specialist at 618-634-3367.

Faculty are expected to use Moodle for both face-to-face and online courses, including the course syllabus, documents, grades, etc.

## MIDTERM VERIFICATION FORM & PROCESS

### Instructions for Faculty Completion of Course Enrollment Midterm Class List

Please read these instructions carefully. Not following instructions will result in form(s) being returned to you. Attached are the Course Enrollment Midterm Class Lists for the course(s) you teach.

#### ***Why are these forms critical for faculty to complete?***

As required by the Illinois Community College Board (ICCB) (Rule 1501.507), the auditable forms identify the students who are enrolled in your class(es) and are used by ICCB to verify the College's reimbursable credit hours. Your signature verifies the students are actively pursuing completion of the course. According to our administrative policy and procedures (8520/8520A), *actively pursuing at midterm* means the student was not dropped at initial progress date and has not indicated their desire to withdraw as of the midterm date of the course section.

It is **critical** that you complete this form entirely and return the form(s) according to the steps below.

#### ***What steps do faculty take to complete the forms?***

**Section Information:** Verify that the credit hours, course title, and course dates are correct for your section. If a correction is needed, please contact Becky Steinmetz at 618-634-3250 or [rebeccas@shawneecc.edu](mailto:rebeccas@shawneecc.edu)

**Compare:** Carefully compare the students' names on the Course Enrollment Midterm Class List to your class list on your Faculty Self-Serve (mySCC). You may have students listed at the bottom of this form that cannot be claimed for credit hour reimbursement with ICCB, and that is okay. These students are still enrolled in your section but should not be included in your total number of students on this form, because they are not being claimed by the College for reimbursable credit.

**Missing Names:** If you have a student attending your class, but whose name does not appear on the Course Enrollment Midterm Class List, please write the student's name and ID number at the bottom of the form. Once this is reconciled with the Registrar's office, a new form may be sent to you to complete.

**Dropped Student Still on List:** Contact Registrar, Danielle Boyd, at 618-634-3298 or [danielleb@shawneecc.edu](mailto:danielleb@shawneecc.edu), if a student dropped at a prior date but their name appears on this list. **NOTE: Do not cross them off the list. As a reminder: Per Policy 8520 [Procedure 8520A], we cannot drop a student at midterm. The responsibility for withdrawing from a class**

*rests with the student.* Therefore, if they appear on this list, you must give them a grade at both midterm and the end of the semester.

**Signature:** Only the instructor assigned to the section should sign these forms with an *actual* signature. Do not sign for another instructor. Please no markers or highlighters. Ensure the signature is legible. You may use an electronic signature.

**Grades:** Please **do not** write midterm grades on this form. Midterm grades are recorded in Faculty Self-Serve (mySCC) ONLY. The purpose of this form is to verify enrollment.

**Number of Students Attending as of Midterm Total:** Add up the number of students and write the total on the blank provided. **NOTE:** The number of students on your Faculty Self-Serve (mySCC) class list needs to match the number of students on the form! Again, **do not** include any students in your total that are listed as unable to be claimed for credit which are listed at the bottom of the form.

**Comments:** Please **do not** write notes/comments on this form, as these are auditable forms. Additional notes/comments that need attention are to be submitted on a separate sheet of paper paperclipped to this form or emailed to the appropriate person.

**Submit:** Submit to the designated person at SCC **within a week of receipt, at the latest:**

- Full-Time Faculty- Submit to Becky Steinmetz [rebeccas@shawneecc.edu](mailto:rebeccas@shawneecc.edu)
- Adjunct Faculty- Submit to their Chair
- Dual Credit Faculty- Submit to Teale Betts [tealeb@shawneecc.edu](mailto:tealeb@shawneecc.edu)

If you are using email to submit the completed forms, **please only use your SCC-issued email.** Other email domains, including those from high schools, do not meet the legalities for the transmission of student/faculty personal information.

All electronic copies must be legible upon receipt. If we cannot read them, or if the image is too small, the form(s) will be returned to you.

## NAME AND ADDRESS CHANGES

Any changes in name or address can be completed by contacting Executive Director of Human Resources at 618-634-3223 or Payroll Specialist at 618-634-3288.

## OFFER TO TEACH

All full-time and part-time/adjunct faculty members will receive a Faculty Workload Report each semester. If you have a question or concern, you should contact your department chair or Executive Associate in the Academic Affairs office at (618) 634-3250.



*Full-time Faculty* (CBA, Section 6.11 Notice of Course Assignment) Each faculty member shall have access to course assignment(s) via Self-Service when upcoming semester registration begins. Any modification of a faculty member's course assignment(s) will be communicated to the faculty member in writing within five (5) days of the change. A verification form listing courses and total semester hours taught will be sent to the faculty member no later than one week after the 16-week midterm date.

*Part-time/Adjunct faculty* will receive an Offer to Teach Form for the courses they are scheduled to teach each semester. Offer to Teach forms are emailed one month before the start of classes and are to be signed and returned promptly thereafter. Offer to Teach will be revised throughout the semester to reflect any course additions or changes.

All Offer to Teach forms for Part-time teaching assignments will be for a limited specified time period. If the college decides to cancel all of the tentative scheduled classes on the Offer to Teach, instructors will be notified prior to the start of the semester.

## OVERLOAD PAY/Adjunct Pay

*Full-time Faculty:* (CBA, section 9.2 Faculty Overload) Overload rate for the term of this contract for full-time faculty is \$750 per equated credit hour. Those faculty members who teach more than thirty (30) equated credit hours during the academic year shall receive overload payment. Overload calculations shall be based upon spring mid-semester data and payment shall be made by the end of the spring semester according to the following schedule per equated credit hour for day, evening, and summer overload assignments (for nine-month faculty).

Faculty members who teach during the summer semester will be paid at the same credit hour rate as overload rate for that academic year. For twelve-month faculty see Section 10.5 Extended Contracts in the CBA.

*Part-time Faculty/Adjunct:* Pay rate for the term is \$600 per equated credit hour. Adjunct faculty may teach up to 12 equated credit hours in the fall and spring semester and six equated credit hours during the summer term.

## SOFTWARE REQUESTS

Anyone interested in implementing new software in the classroom should consult with the Department Chair and IT before purchasing and/or downloading.

## TEACHING MATERIALS

Textbook and lab information can be obtained by contacting the Department Chair or Dual Credit Lead Instructor. The Department Chair or Dual Credit Lead Instructor will assist the faculty with ordering complimentary copies of instructor textbooks, and in some instances, resource materials.

## TEXTBOOK ADOPTION PROCESS

Textbooks are adopted for a minimum of a three-year cycle, though exceptions are made for books that undergo yearly updates. The adoption of books for the Spring 2025 semester will be due to your dean on September 20, 2024. Similarly, Summer 2025 and Fall 2025 adoptions shall take place during the Spring 2025 semester. Summer adoptions are due to your dean on February 21, 2025. Fall adoptions are due to your dean on April 1, 2025.

For further information regarding the ISBN, edition, or adoption date of a book, kindly contact the Bookstore Manager via email at [bookstore@shawneec.edu](mailto:bookstore@shawneec.edu) or 618-634-3218.

Textbooks for dual credit courses will follow the Model Partnership Agreement (MPA) under the Dual Credit Quality Act (DCQA) as follows:

### VI. Textbooks and Materials.

- A. For Type A and B Courses, the District will purchase textbooks and materials on behalf of students. For Type D Courses, the District may elect to either purchase such items on behalf of students, or have the students purchase textbooks and materials in accordance with standard College policies. Arrangements for Type C Courses are subject to Local Agreement.
- B. For Type A Courses, the College will specify whether a common textbook has been selected by faculty for all sections of the Course taught at the College.
  1. If there is no common textbook, the Instructor will determine textbook and course materials in consultation with the College; textbook and materials must address equivalent content and the same learning outcomes as the outcomes expected of the same Courses taught at the College.
  2. If there is a common textbook and set of course materials, the common textbook and materials will be used unless the College, in consultation with the District, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College will consider any alternatives proposed by the District, but will retain final decision-making authority.
- C. For Type B Courses, the College faculty member will specify the required textbook and materials unless the faculty member, in consultation with the District, agrees to a different textbook and materials covering equivalent content and the same learning outcomes. The College and faculty member will consider any alternatives proposed by the District, but will retain final decision making authority.
- D. For any Type A or Type B Course where the College specifies the textbook, the College agrees to allow the use of the textbook for at least four (4) years, provided the use of a previously published edition of the textbook does not appreciably impact the content and delivery of the Course.

## PROFESSIONAL DEVELOPMENT

Shawnee Community College values excellence in teaching and learning. As such, the College maintains a [Teaching and Learning Center](#) (TLC). The mission of the Shawnee Community College Teaching & Learning Center is to empower and support full-time and part-time/adjunct faculty in their pursuit of excellence in teaching, learning, and professional development. A schedule of the TLC's offerings is available online. Contact the Educational Technology Specialist for additional information or assistance at 618-634-3367 or [robertl@shawneecc.edu](mailto:robertl@shawneecc.edu) or the Educational Technology Coordinator at 618-634-3276.

Furthermore, each year professional development funds are allotted for full-time faculty to attend conferences and/or participate in IAI or state-wide panels or other learning events. Faculty should work with their Department Chair and Dean if they have an interest in attending a conference or event. Faculty should submit the Application for Attendance at Professional Meetings form (Appendix B) to request professional development.

## FACULTY EVALUATION

*Full-time and Adjunct Faculty:* The College values the pursuit of excellence in all of its programs and services. Further, the College believes community perception of academic service excellence is most directly influenced by the quality of teaching faculty employ. In cultivating an environment of excellence and in committing to continuously improve our teaching and learning, full-time faculty and courses will be evaluated as outlined below.

### Frequency of Evaluation

1. Tenured faculty shall be formally evaluated once every three (3) academic years.
2. Non-tenured faculty shall be formally evaluated each academic year.

### Evaluation Instruments and Process

#### 1. Course Evaluations

- a) Each instructor shall be assessed each semester by the students in all classes. The evaluation instrument will be available to students two weeks prior to the start of finals week. Course Evaluations are delivered via a Course Evaluation Software (i.e. SmartEvals), and students automatically receive emails and notices from Course Evaluation Software.
- b) The instructor may send additional reminders, download a QR code for students to take the evaluations during class time, or access their results by accessing the Course Evaluation portal in MySCC. Evaluations are not available until after final grades have been posted. Faculty should keep and use these assessments for instructional improvement purposes as they deem appropriate. These assessments will be regularly shared with the Dean and the VPAA.

#### 2. Formal Evaluation Process

During the years in which a full-time faculty member is formally evaluated, the faculty member will have:

- a) **Classroom observation(s) and/or periodic classroom visits** – Classroom observations shall be planned in advance between the faculty member and the observer. The purpose of the classroom observation is to provide feedback on strengths and areas for improvement in teaching and learning. Classroom visits allow time for reflection and feedback by peers and administrators.
- b) **Faculty Self-Reflection** - Each instructor will complete a self-reflection of their teaching and professional activities during the fall semester of each year they are to be formally evaluated. This self-reflection will then be discussed with the Dean or his/her designee at a summary evaluation conference near the end of the fall semester. The self-reflection is an opportunity for faculty to share the many ways they contribute to the college through excellence in teaching and learning, college service, community service, scholarship, etc. It is also an opportunity for faculty to set goals for the upcoming year.
- c) **Supervisor Evaluation** - The supervisor evaluation form mirrors the faculty self-evaluation form. The faculty self-reflection and observation(s) will likely inform the supervisor evaluation.
- d) **Summary Evaluation Conference** - Each instructor shall meet with the Dean or their designee during the fall semester of the formal evaluation year following the completion of the above assessment. The purpose of this conference will be to review and summarize the results and plan an individualized program of professional development based on identified strengths, weaknesses, and goals.

The results of this plan will be reviewed by the instructor and the Dean. All materials should be submitted to the Office of the VPAA and the Executive Director of HR by the end of the fall semester in which the full-time faculty member is formally evaluated. These documents will be electronically filed and kept in the HR Office.

*Dual Credit:* The SCC Dual Credit Lead Instructor will meet with the HS Dual Credit Instructor by November 1<sup>st</sup> for the year long and Fall dual credit courses and April 1<sup>st</sup> for Spring courses. The Dual Credit Lead Instructor will use the General Observation Guide below to guide them during their observation.

Once Progress Report is completed, the Dual Credit Lead Instructor will review the Dual Credit Progress Report with the Dual Credit Instructor. The report will need to be sent to the Coordinator of High School Partnerships and Pathways once Dual Credit Instructor and Lead Instructor have signed off on the Progress Report. Coordinator will sign and return to the Dual Credit Lead Instructor and Dual Credit Instructor.

*Please keep in mind that “This class observation is in accordance with the Dual Credit Quality Act (Section 16 (7)(B)) to determine the instructor & ability “to deliver rigorous college credit*

coursework". This progress report "shall not impact the instructor's performance evaluation under Articles 24A of the School Code."

**General Observation Guide:**

The following should guide your observation to determine whether the course is at the same rigor as courses taught at the college.

Materials and resources utilized are:

- Appropriate to the content and students
- Aligned to the learning outcomes of the course, as outlined in the SCC syllabus
- Appropriate for a college-level course

Instructional activities observed are:

- Appropriate to the content of the course
- Aligned to the learning outcomes of the course, as outlined in the SCC syllabus
- Appropriate for a college-level course

Assessment activities, whether informal or formal:

- Reflect the learning outcomes of the course, as outlined in the SCC syllabus.

## Course Evaluations (Smart Evals)

SmartEvals is the college's online service for delivering course evaluations and evaluation results. With SmartEvals, students have easy access to online evaluations forms for all their academic courses, and instructors have a simple process for delivering those evaluations.

1. First, the evaluation period is the last two weeks (prior to the final exam period) of each course. Once this period begins, students receive emails from SmartEvals reminding them to complete their evaluations. Each email contains links to the evaluations. They can also access these evaluation forms from a SmartEvals block in Moodle.
2. Evaluation results help instructors assess both areas of their instruction that are effective as well as those areas that are ready for continued improvement. To make sure instructors are receiving an accurate representation of student feedback, they should work to maximize their evaluation response rates. They can do this by:
  - a. Logging in to Smart Evals and customize emails that will be sent out automatically to students. SmartEvals will send out these emails with the instructor's name and information attached to encourage students to respond.

- b. Adding a few of course-specific questions to the standard questions. These questions are just for the instructor and can be customized to gather feedback on elements of an instructor's courses that they are interested in learning more about.
  - c. Using QR codes. QR codes are a great way to improve response rates in face-to-face classes. Instructors can log in to Smart Evals and go to a class under evaluation to get a printable QR code. This code can be printed as a handout or displayed on the classroom display. Students scan the code in the class and complete their evaluations on phones or other mobile devices.
3. After the semester is over, evaluation results are released to all instructors. SmartEvals allows instructors to visualize these results in a variety of ways – comparing results to previous semesters of the same class, to other classes in the department, and even to all classes within the institution.
4. Smart Evals has created a demonstration page for instructors to review the steps to a successful evaluation experience. Once logged in to SmartEvals, instructors can visit “MyEvalCenter” for past results, to preview evaluations, customize student emails, review and download reports, add questions, and even celebrate completing a successful evaluation!

# STUDENT INFORMATION

The complete Student Handbook can be found on the SCC website.

## ACADEMIC PROBATION

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the student will be placed on academic probation. We encourage students to avail themselves of all available Shawnee Community College resources.

## ACCIDENT/INCIDENT REPORT

Anytime any accident has occurred, Security and Human Resources needs to be notified. An incident report (Appendix I) will be required for every accident or incident on SCC Campus.

## ADDING/DROPPING/WITHDRAWING FROM COURSE

All students (SCC and Dual Enrolled students) are responsible for notifying their advisor for any schedule modifications including adding, dropping and withdrawing from their course(s). For those students that are *dual credit*, please see the dual credit section.

### *Adding:*

Students may add courses to their schedule through the first two instructional days of the semester or module. Classes 8 weeks or less than in length must be added prior to the first day of class. To add a course, students must contact their assigned advisor.

### *Dropping:*

Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the advisor determines the official date of withdrawal. Tuition and fee charges will be refunded 100 percent under the following conditions:

- a. Class is cancelled by a college official
- b. A student drops a class(es) meeting 12 weeks or longer within the first ten (10) instructional days of the semester
- c. A student drops a class(es) meeting 8-11 weeks within the first five (5) instructional days of the semester/course
- d. A student drops a class(es) meeting 3-7 weeks within the first instructional day of the course
- e. A student drops a class(es) meeting less than three (3) weeks prior to the first instructional day of the course

No refund will be authorized for withdrawals or changes made after the respective drop period. Additionally, no refund/payment will be issued if:

- a. A student is withdrawn by the College for disciplinary reasons
- b. A student is withdrawn by the College for non-attendance
- c. A student has financial obligations to the College

Refunds will be made thirty (30) days from the date of complete withdrawal. If a student has a monetary obligation to the College, the student will not be allowed to enroll for future semesters. In addition, official transcripts will be withheld.

*Withdrawing:*

It is the policy of the Board of Trustees to allow students to withdraw from a class. The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the advisement staff to initiate a withdrawal from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. The date of withdrawal will be the date the form is received by the Advisor.
4. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in a failing grade for the semester.
5. Failure to officially withdraw by the financial penalty date will result in financial penalties. This differs from the academic penalty date and the financial aid date.

Note: Please consult the Official College Calendar for the final drop dates each semester.

## AUDIT

Students must receive approval from the Vice President of Academic Affairs prior to enrolling to audit a course. Audited courses are subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his or her transcript. Regular tuition and fees will be assessed for audited courses. A student may elect to take a course for credit which was previously audited.

## CLASS ATTENDANCE POLICY

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a college-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor's option to provide, or not to provide, make-up work related to absences for any other reason.



A student not present for class during the entire initial week of a scheduled course may be removed from that course roster unless notification is given to the course instructor by the end of the first week.

Questions regarding the removal process should be directed to the Vice President of Student Affairs.

## CONDUCT REGULATIONS

Rules of conduct for the public will be in accord with State law and ordinances of the County of Pulaski.

Student conduct will be in accord with the rules set out in the [Student Handbook](#) and the [College catalog](#).

No consumption of alcoholic beverages or other types of drugs will be permitted on the campus of Shawnee Community College, including any extension facilities which are owned, leased, or operated by the College, College field trips or other college-related travel involving students or College employees.

Shawnee Community College prohibits the use of tobacco products inside college facilities (owned, leased, or occupied by Shawnee Community College), college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.

## COURSE PROFICIENCY CREDIT

A student who has acquired knowledge and competency applicable to an educational goal through formal or informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on-campus advisor to obtain an "Application for Proficiency Examination." The student should then pay the Proficiency Examination Fee at the Bursar's Office. The Department responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Department Chair responsible for the course subject to the approval of the Vice President of Academic Affairs and the Department Chair will assign a full-time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and, therefore, will not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examinations will appear on the student's transcript.

## EXAMINATIONS

It is expected that periodic examinations will be given in every course. Final examinations are required and should be administered at the times established for them in the regular or special final examination schedules. Final exams are expected to be held in the same modality in which

the course is offered. Faculty requests for exceptions from either of these schedules will be granted only in cases of extreme hardship.

A student seeking to take a final examination at an alternate time must submit a request in writing to the instructor. Requests granted must be approved in writing both by the faculty member and the Dean.

Faculty members are encouraged to submit final grades in MySCC within twenty-four (24) hours of each final examination. Final grades must be submitted by the deadlines appearing on the final grade sheets.

## FINANCIAL AID

The Shawnee Community College academic year for all financial aid programs is defined as one fall semester and one spring semester, each including a minimum of 15 weeks of instruction, during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing non-standard semester terms with multiple starting dates, fall under this definition. The summer semester ends the academic year but is not considered as equal to the fall or spring semester defining the academic year.

Each semester (fall, spring, and summer) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student once each fall and spring semester. Pell payments may also be made for the summer semester if the student has an award amount remaining by attending less than full-time during the fall and/or spring semester.

For more information, you can find information for you and your students at <https://shawneecc.edu/financial-aid> or the [College Catalog](#).

## GRADE APPEAL

Faculty are responsible for assigning grades for work done in individual courses. Faculty are responsible to determine the evaluation measures of student academic progress in relation to the described content of the course. Students have a right to a grade review if they believe an erroneous grade has been assigned and should be corrected. Also, they have a right to a grade appeal as a remedy if they believe an instructor has assigned a grade

- By using some basis other than academic or behavioral performance in the course;
- By using more exacting or demanding standards than were applied to other students in that course;
- By using standards and/or criteria that are not clearly presented in the course syllabus, course materials, and/or other written communications;
- That is a substantial departure from the instructors.

A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

## GRADE CHANGE FORM

If a student's final grade for a course must be changed after grades have been submitted, the instructor must complete a Change of Grade form with approval from your Department Chair and submit it to the Vice President of Academic Affairs. The Vice President will review the information. If the change is approved, the Vice President will initial the Change of Grade Form and submit it to Registrar for information entry into the student record file. These forms can be accessed through MySCC using Faculty Resources (see Appendix J).

## INDEPENDENT STUDY COURSES

Students seeking independent study courses should meet with their academic advisor for possible options. Advisors will communicate with faculty on possibilities. Students wishing to enroll in independent study courses should contact the Bursar's Office for information about tuition and fee charges.

## INCOMPLETE GRADE CHANGE

A student may receive an incomplete ("I") grade for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable and approved by the Vice President of Academic Affairs and Student Learning. A copy of the Incomplete Form must be forwarded to the Registrar with the course final grade report. The student must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. The student will receive an "F" if the course requirements are not completed by the deadline. Although the grade of "D" is academically viewed as "passing" for some programs/courses as posted in the program guidelines, handbook, or syllabus, a grade of "D" may not be satisfactory to allow the student access to another curriculum within that program/discipline. Please see Appendix K for the Incomplete Grade Change form.

## INTENT TO GRADUATE

Commencement is held each year at the completion of the spring semester. Attendance at the commencement program is voluntary. All students who were graduated since the previous year's commencement program are invited to attend. Associate degrees and certificates are awarded at the end of each semester. Students must complete a graduation application from the Registrar and Records office or found online at <https://shawneecc.edu/graduation>.

## PROGRAM OF STUDY CHANGE

Students are assigned the program of study/major they indicate on their student registration form. If a student wants to change his or her major, the student should contact their advisor or the Registrar and Records Office.

## RETENTION ALERT PROGRAM

This program is designed to help faculty members communicate effectively with our retention staff about students who may be at academic risk.

Using our web-based platform, you can quickly inform our retention staff about any concerns you observe in your students. If you cannot access the platform from the main campus, please feel free to contact the Student Success Center via email or telephone with the student's name and ID number.

The Retention Alert Program not only addresses academic challenges but also allows you to highlight any personal issues that may be affecting a student's success in your class.

The Student Affairs team monitors incoming referrals daily and promptly contacts each student to discuss their concerns. We then share the insights and recommendations with you, ensuring everyone is informed and can collaborate to support the student effectively.

For students who may benefit from additional academic support, we refer them to our Student Success Center, where they can access tutoring services and other resources.

We collaborate with appropriate community-based organizations to provide the necessary intervention and support if any non-academic issues arise.

## STUDENT ACCOMMODATIONS

The [Accessibility and Resource Services Office](#) at Shawnee Community College is dedicated to providing reasonable academic accommodations and support to all currently enrolled students who have a documented disability in accordance to Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990.

The Accessibility and Resource Services Office is here to help college students with disabilities to succeed in their studies by getting the information and support they need while attending the College.

The Accessibility and Resource Services Office helps coordinate services that include but are not limited to the following:

### *Exam Accommodations:*

- Extended Test Time for in class and/or online exams/quizzes
- Reduced distraction testing location
- Reduced distraction testing location (with proctor/reader)
- Enlarged print for exams/quizzes
- Use of scribe for exams/quizzes
- Use of computer/laptop with Natural Reader for assignments

- Use of calculator for exams/quizzes unless it compromises the essential function of the course
- Scantron-free exams/quizzes

*In Class Accommodations:*

- Note Taking Services
- Accessible seating
- Assistive Technology
- Use of a digital recorder to record lectures
- Alternate Format for Course Materials

“Reasonable Accommodations” are modifications or adjustments that enable a qualified student an equal opportunity to participate in campus programs and services. Accommodations are approved based on the written documentation as requested by the Retention Specialist. Faculty notification forms, which describe needed classroom accommodations, will be developed with the student’s permission and disseminated to appropriate faculty each semester. Services are not automatically provided each semester. Students with disabilities **must** meet with the Retention Specialist each semester. Requests for services **must** be made, if at all possible, four to six weeks in advance of the beginning of each semester. Students may apply online for service via the [Accessibility and Resource Office website](#).

## COUNSELING

The [Counseling Services](#) support the academic mission of Shawnee Community College by supporting the psychological, social, and academic needs of our students. Counseling Services support and embrace the unique diversity, significance, and dignity of all our students. Their goal is to support the student while they acquire a higher education, by working to facilitate individual and community change.

Challenges arise along the way and the counseling service provides skills to assist students to succeed. **Counseling is free for all Shawnee Community College students.** In-person services are available Monday through Friday from 7:45 a.m. to 4:15 p.m. The school counselor is located at the main campus but is willing to travel to the extension centers for sessions.

If a faculty member sees a student struggling or someone who may need assistance, they should contact the School Counselor at 618-634-3322 or by email: [donnap@shawneecc.edu](mailto:donnap@shawneecc.edu).

## TUTORING

Students who would like to obtain the services of a tutor may receive tutorial assistance through the [Student Success Center \(SSC\) Tutoring Lab](#). The Tutoring Lab is located in Room H2087 on Main Campus, and tutorial services are also available at the Anna Center, the Cairo Center, Vienna Center, and the Metro Center. Both professional tutors and peer tutors are available, and both individual and group tutoring services are available.

All peer tutors must complete the classes they want to tutor with a grade of B or higher,

complete the Tutor Training Program, and submit written recommendations from the instructors. Additional information may be required as needed, and all tutoring arrangements are subject to approval by the Director of Student Success.

*E-Tutoring* - The Student Success Center also offers online tutoring services. Students can receive assistance in numerous subjects including accounting, anatomy, biology, chemistry, math, physiology, research methods, and writing, by accessing the online tutoring website, which will give them a variety of options from which to choose. Students may upload documents for writing feedback, chat with available tutors in a chat room, or post a question for an online tutor to address. The site also includes a resource library, which contains an extensive collection of links for information in many subject areas.

## STUDENT COMPLAINTS

The Vice President of Student Affairs holds responsibility for responding to student complaints that are non-academic in nature. Such complaints include matters of admission, advisement, registration and records, refunds of tuition and fees, financial aid, and student activities and organizations. Students should refer to the Student Handbook available at all campuses and online at <https://shawneecc.edu/student-resources/student-handbook>.

# Early College Pathways Opportunities

## MISSION-EARLY COLLEGE PROGRAM

The Mission of the Early College Program is to offer high school students living in one of the five counties in Shawnee Community College district the opportunity to earn college credit while enrolled in high school. Eligible students must attend a public or private high school in the Shawnee Community College District.

## DUAL ENROLLMENT

Dual Enrollment is when a high school student takes college courses while enrolled in a high school. If a student is interested in taking a Dual Enrollment course, they, along with their School Counselor, should submit an online SCC application and an Early College Pathways Registration form (Appendix S). Students in Dual Enrollment classes receive **only** college credit. Students who are home-schooled should contact an SCC Academic Advisor for Dual Enrollment registration.

## ADVANCED PLACEMENT

Advanced Placement courses are taught by high school instructors and allow students to earn college credit after successfully passing the corresponding College Board AP exam.

## DUAL CREDIT

Dual Credit courses are courses taken by high school students for credit and receive both high school and college credit simultaneously (Higher Education Act 110 ILCS 27/5).

Dual Credit and Dual Enrollment courses are college courses in all aspects. Students should be academically prepared for college-level coursework. The benefits and student expectations are for students are as follows:

### Benefits

1. Earn college credit and high school credit which is dual credit simultaneously at no cost;
2. Explore career pathways;
3. Build self-confidence and familiarity with the college environment, easing the transition from high school to college;
4. Courses are fully accredited and fulfill SCC's associate degree requirements and are transferable to most colleges and universities;
5. Early College Pathway students have access to College Campus facilities & services including: the library, computer labs, professional tutors, writing lab, career services, accessibility & resource services, Learning Resource Center, etc.;

6. Early College Pathways courses may be taught at the high school, Interactive Television (ITV), online or at one of five Shawnee Community College campuses; and
7. College credit a student receives for successfully completing Dual Credit and Dual Enrollment courses are part of their permanent college record.

#### Student Expectations

1. Students should remember that a Dual Credit course is a college course in all aspects.
2. Students accepted for enrollment in college-level courses must meet appropriate academic qualifications, a high level of motivation with adequate time to devote to studying for a college-level course.
3. The students' course selection shall be made in consultation with the School Counselors and/or Principals and ordinarily are restricted to students in the junior and senior years of high school.
4. Students shall meet all SCC criteria and follow all SCC procedures for enrolling in courses.
5. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they qualify.
6. Dual Credit students should be prepared to participate as if they are in the same course an instructor would teach on any of the College's campuses.
7. All college students should expect to invest at least three hours out of class reading, studying, and preparing for college course requirements for every hour in class.
8. The course outlines utilized for these courses shall be the same as the courses offered on campus. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

## DUAL CREDIT WITHDRAWAL PROCESS

Students will need to contact their Dual Credit Instructor about dropping/withdrawing from their dual credit courses. The responsibility for dropping and withdrawing from a class rest on the student. Student need to speak to their high school instructor and school counselor before making final decisions. Once students get approval to drop or withdraw the school counselor will contact the SCC Representative to fill out the necessary paperwork to get the dual credit class dropped or withdrawn (Appendix T).

Note: If a student is in a *Dual Enrollment* course, please see page 39 for instructions.

## DUAL CREDIT COURSE TYPE

Accordance to the Model Partnership Agreement dual credit course types is defined as:



“Type A Course” means a Dual Credit Course taught at a high school or other District-managed location by one or more District teachers.

“Type B Course” means a Dual Credit Course taught at a high school or other District-managed location by one or more College faculty members.

“Type C Course” means a Dual Credit Course that is taught online, taught via distance learning, co-taught by a District teacher and College faculty member, or other hybrid models of other Types.

“Type D Course” is a Dual Credit Course taught at the College or a College satellite location (other than a District-managed location) by one or more College faculty members.

## DUAL CREDIT LEAD INSTRUCTOR GUIDANCE

Pursuant of the Model Partnership Agreement Dual Credit Lead Instructors are considered the “College Course Contact”.

“College Course Contact” means an identified appropriate Dean or content faculty member to serve as a contact for a Type A Course Instructor whose responsibilities include:

- i. Serving as a contact and ongoing resource to the Instructor during the course delivery, including being available for consultation on a timely basis as reasonably requested by the Instructor;
- ii. Coordinating course administrative tasks, such as feedback on syllabi and course assessments;
- iii. Sharing and supporting integration of updated course content materials used on campus, and notifying the Instructor of professional development opportunities; and
- iv. Other support for implementing the Course Documentation as directed by the College.

## DUAL CREDIT PROGRESS REPORT

The SCC Dual Credit Progress Report can be found on Faculty Services tab in MySCC and also located in Appendix U. SCC Dual Credit Progress Reports due dates are as follows: Fall and Year-long Progress reports are due before November 1. Spring Progress Report is due before April 1st. The observation visit will need to be scheduled. At least one observation will take place during the fall and spring semester. Visit the dual credit classroom for an observation before November 1st or April 1st. if the course is year long, the observation visit should be completed by the end of the first semester.

Pursuant of the Model Partnership Agreement there will be observation and review of course delivery.

### **Observation and Review of Course Delivery.**

A. Purpose; Process. The College’s Chief Academic Officer or designee will observe and review the delivery of each Type A Course in a manner that is consistent with the College’s review and

evaluation policy and procedures for on-campus adjunct faculty and any related agreements set forth in the Course Documentation. The College will schedule and coordinate all aspects of the observation and review with the District Liaison in a collaborative manner. This evaluation shall not impact the Instructor's performance evaluation under Article 24A of the School Code. The evaluation may impact the Instructor's approved status and future eligibility as an adjunct faculty member for that Course in accordance with the College's evaluation policies and procedures.

B. Sharing Results. No later than thirty (30) days after the observation and review, the College will share the results with the District Liaison and be available to discuss the results with the District Liaison, the High School Department Chair, and the Instructor.

# OTHER RESOURCES

## SCC Crisis and Assistance Lines

SCC Counseling Donna Price, MSW	618-481-3322
Arrowleaf 24/7 crisis line	618-658-2611
Having suicidal ideations, substance use, mental health crisis, etc.	988 call or text
Massac County Mental Health Center	618-524-9368
Massac Memorial Hospital	618-427-2680
Southwest Behavioral Hospital	573-708-5000
Mercy Health Lourdes Hospital	270-444-2444
Crisis Text Line	Text Hello to 741741
Veteran's Crisis Line	800-273-8255
For Veterans hard of hearing	Call 800-799-4889 or text 838255
Domestic Violence Helpline	877-863-6338
Trevor Projects for LGBTQ under 25 years of age	866-488-7386 or text "start" to 678-678 or online chat

## Rape and/or Abuse Crisis Centers

Carbondale	(800) 334-2094
Marion	(618) 993-0803
Harrisburg	(618) 294-8641
Metropolis	(618) 524-9922
Paducah	(270) 443-6001

Cape Girardeau	(573) 335-7745
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## COMMUNITY LAW ENFORCEMENT

**Pulaski, (618) 748-9374**

**Ullin Police Dept (618) 845-3109**

**Alexander County Sheriff's Department, (618) 776-5920**

**Union County Sheriff's Department, (618) 833-550**

**Massac County Sheriff's Department, (618) 524-2912**

**Illinois State Police District #22, (618) 845-3737**

# APPENDIX

Appendix A

(with Election Day added as Holiday)

**Academic Calendar  
2024 to 2025**

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
						1
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional Days	Shawnee Experience	Assessment Day	Professional Development	Final Exams	Holiday	Commencement	Spring Break
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## Application for Attendance At Professional Meetings



<b>APPLICANT(S) NAME:</b>	
<b>DATE(S) OF TRIP:</b>	
<b>NAME OF EVENT:</b>	
<b>LOCATION:</b>	
<b>FUNDING SOURCE:</b>	<input type="checkbox"/> Institutional Funds Account #: _____ <input type="checkbox"/> Grant Funds (Name of Grant): _____
<b>ITEMIZED ESTIMATE OF COST:</b>	Hotel: _____ Mileage: _____  Airfare/Travel: _____ Registration Fee: _____  Meals: _____
<b>TOTAL: \$</b> _____	



**ROUTE OF ACTION:**

1. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Division Chairperson/  
Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Vice-~~Presidents's~~ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(only required for Vice President's travel or travel estimated over \$3,500)

**ACTION REQUIRED: ATTACH A COPY OF THE MEETING/CONFERENCE AGENDA**



# Purchase Requisition

35065

Vendor Number: \_\_\_\_\_

College Department: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Quantity	Catalog Number	Item Description	Unit Cost	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16		<b>Total</b>		

*Account Numbers*

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

Initiator and/or Supervisor Signature	Vice President/CFO Signature Under \$5,000	President Signature Over \$5,000
Date: _____	Date: _____	Date: _____

White Copy – Business Office  
Yellow Copy – Initiator of Requisition





# Payment Request

PR41189

Vendor Number: \_\_\_\_\_

College Department: \_\_\_\_\_

Vendor Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Voucher Number: \_\_\_\_\_

Date: \_\_\_\_\_

	Item Description	General Ledger Account Number	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Initiator and/or Supervisor Signature	Vice President/CFO Signature Under \$5,000	President Signature Over \$5,000
Date	Date	Date

White Copy – Business Office  
 Yellow Copy – Initiator of Requisition



# Shawnee Community College

## Visa Credit Card Request Approval Form

*[Please Attach An Agenda In Regards To Conference]*

Credit Card Holder's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Requesting Card: \_\_\_\_\_ Employee's Job Title: \_\_\_\_\_

	Date	Vendor Name	Description of Purchase	Estimated Amount	Actual Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16			<i>Total</i>		

*Account Numbers*

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

Initiator and/or Supervisor Signature	Vice President/CFO Signature Under \$3,500	President Signature Over \$3,500

Entertainment, Alcoholic Beverages, Or Any Expenses Related To Guest Accompaniment Are Not Reimbursable.  
Attached Additional Sheets If Necessary To Document Travel. Receipts Must Be Attached  
ALL SIGNATURES REQUIRED BEFORE RELEASE OF VISA CARD.

Revised 9/19/18









**Shawnee Community College**  
**Fall Semester 2024 Final Exam Schedule**

All finals will be given during this time frame due to ICCB regulations. Classes will follow the final exam schedule as published unless the date is approved for change by the Vice-President of Academic Affairs.

Instructors of online courses will determine the date (12/10/24 – 12/12/24) and time of the final exam.

No student is to be excused from final exams except for illness or extenuating circumstances.

All grades should be entered by 12:00 pm on Friday, December 13, 2024.

Day	Course Day/Time	Test Date	Test Time
MONDAY	MWF 8:00 am classes	Monday, December 9, 2024	8:00 am – 9:50 am
	MWF 10:00 am classes	Monday, December 9, 2024	10:00 am – 11:50 am
	MWF 12:00 pm classes	Monday, December 9, 2024	12:00 pm – 1:50 pm
	MWF 2:00 pm classes	Monday, December 9, 2024	2:00 pm – 3:50 pm
TUESDAY	TH 8:00 am classes	Tuesday, December 10, 2024	8:00 am – 9:50 am
	TH 10:00 am classes	Tuesday, December 10, 2024	10:00 am – 11:50 am
	TH 12:00 pm classes	Tuesday, December 10, 2024	12:00 pm – 1:50 pm
	TH 2:00 pm classes	Tuesday, December 10, 2024	2:00 pm – 3:50 pm
WEDNESDAY	MWF 9:00 am classes	Wednesday, December 11, 2024	9:00 am – 10:50 am
	MWF 11:00 am classes	Wednesday, December 11, 2024	11:00 am – 12:50 am
	MWF 1:00 pm classes	Wednesday, December 11, 2024	1:00 pm – 2:50 am
	MWF 3:00 pm classes	Wednesday, December 11, 2024	3:00 pm – 4:50 pm
THURSDAY	TH 9:00 am classes	Thursday, December 12, 2024	9:00 am – 10:50 am
	TH 11:00 am classes	Thursday, December 12, 2024	11:00 am – 12:50 pm
	TH 1:00 pm classes	Thursday, December 12, 2024	1:00 pm – 2:50 pm
	TH 3:00 pm classes	Thursday, December 12, 2024	3:00 pm – 4:50 pm
OTHER	M only or MW evening	Monday, December 9, 2024	First two hours of class
	T only or TH evening	Tuesday, December 10, 2024	First two hours of class
	W only	Wednesday, December 11, 2024	First two hours of class
	H only	Thursday, December 12, 2024	First two hours of class
ONLINE	Online classes	(12/10/24 – 12/12/24)	TBA



## Shawnee Community College Spring Semester 2025 Final Exam Schedule

All finals will be given during this time frame due to ICCB regulations. Classes will follow the final exam schedule as published unless the date is approved for change by the Vice-President of Academic Affairs.

Instructors of online courses will determine the date (05/12/25 – 05/15/25) and time of the final exam.

No student is to be excused from final exams except for illness or extenuating circumstances.

All grades should be entered by 12:00 pm on Friday, May 16, 2025.

Day	Course Day/Time	Test Date	Test Time
MONDAY	MWF 8:00 am classes	Monday, May 12, 2025	8:00 am – 9:50 am
	MWF 10:00 am classes	Monday, May 12, 2025	10:00 am – 11:50 am
	MWF 12:00 pm classes	Monday, May 12, 2025	12:00 pm – 1:50 pm
	MWF 2:00 pm classes	Monday, May 12, 2025	2:00 pm – 3:50 pm
TUESDAY	TH 8:00 am classes	Tuesday, May 13, 2025	8:00 am – 9:50 am
	TH 10:00 am classes	Tuesday, May 13, 2025	10:00 am – 11:50 am
	TH 12:00 pm classes	Tuesday, May 13, 2025	12:00 pm – 1:50 pm
	TH 2:00 pm classes	Tuesday, May 13, 2025	2:00 pm – 3:50 pm
WEDNESDAY	MWF 9:00 am classes	Wednesday, May 14, 2025	9:00 am – 10:50 am
	MWF 11:00 am classes	Wednesday, May 14, 2025	11:00 am – 12:50 am
	MWF 1:00 pm classes	Wednesday, May 14, 2025	1:00 pm – 2:50 am
	MWF 3:00 pm classes	Wednesday, May 14, 2025	3:00 pm – 4:50 pm
THURSDAY	TH 9:00 am classes	Thursday, May 15, 2025	9:00 am – 10:50 am
	TH 11:00 am classes	Thursday, May 15, 2025	11:00 am – 12:50 pm
	TH 1:00 pm classes	Thursday, May 15, 2025	1:00 pm – 2:50 pm
	TH 3:00 pm classes	Thursday, May 15, 2025	3:00 pm – 4:50 pm
OTHER	M only or MW evening	Monday, May 12, 2025	First two hours of class
	T only or TH evening	Tuesday, May 13, 2025	First two hours of class
	W only	Wednesday, May 14, 2025	First two hours of class
	H only	Thursday, May 15, 2025	First two hours of class
ONLINE	Online classes	(05/12/25 – 05/15/25)	TBA

## Incident Report

(Report all incidents even if no apparent injury)

Last Name (person reporting incident)	First Name	Middle Initial	Room# (place incident occurred)	Building	Parking Lot

Names of individual(s) involved in incident:

\_\_\_\_\_  
\_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ am /pm

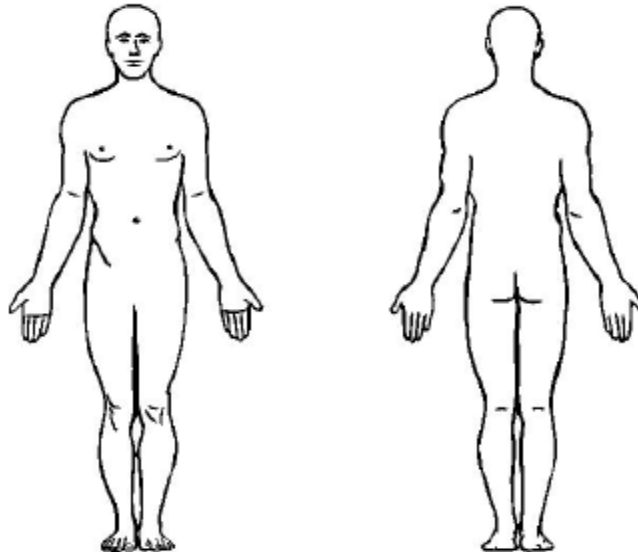
Was it necessary to notify physician:  Yes  No Time of notification: \_\_\_\_\_ am/pm

Name of physician: \_\_\_\_\_ Name of employee: \_\_\_\_\_

Describe the nature of incident and injuries if any received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Illustrate on the diagram position or place of injury, if any:



Date report written: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm \_\_\_\_\_

Signature of person reporting incident



## Shawnee Community College

### Grade Change Form

Term/Year \_\_\_\_\_

Student's Name \_\_\_\_\_

SCC ID Number \_\_\_\_\_

Course Id	Section #	Title	Grade Issued	Changed To

Reason for grade change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs &  
Student Learning

\_\_\_\_\_  
Date



### Request to Issue Incomplete "I"

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Course / Section / Semester:** \_\_\_\_\_

**Reason for Incomplete:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP of Academic Affairs and Student Learning

\_\_\_\_\_  
Date



**Class Cancellation/ Campus Closing Form/Substitution**

**Campus Location:** \_\_\_Main \_\_\_Anna \_\_\_Cairo \_\_\_Metro \_\_\_Vienna

**Date Session(s) of Closing/ Cancellation/Substitution:** \_\_\_\_\_

**Course Prefix/Title/Section(s):** \_\_\_\_\_

**Check the box that applies:**  Campus Closing  Class Cancellation

-----  
**Complete this section of the form for Campus Wide – Campus Closings**

**How will you make-up class session time?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----  
**Complete this section of the form for Class Cancellations**

**How will you make up class content?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor Signature:**

**Supervisor/Chair** \_\_\_\_\_

**Vice President Academic Affairs**

**Date Received:** \_\_\_\_\_



# Shawnee Community College

## Field Trip Request (Must be turned in 10 days in advance)

Date of Request: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Activity Type and Place: \_\_\_\_\_

Activity Date and Time: \_\_\_\_\_ Purpose of Activity: \_\_\_\_\_

### Transportation Information:

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Coverage: \_\_\_\_\_

### Names of Student/Classes Missed:

1.	_____	Classes Missed:	_____
2.	_____	Classes Missed:	_____
3.	_____	Classes Missed:	_____
4.	_____	Classes Missed:	_____
5.	_____	Classes Missed:	_____
6.	_____	Classes Missed:	_____
7.	_____	Classes Missed:	_____
8.	_____	Classes Missed:	_____
9.	_____	Classes Missed:	_____
10.	_____	Classes Missed:	_____
11.	_____	Classes Missed:	_____
12.	_____	Classes Missed:	_____
13.	_____	Classes Missed:	_____
14.	_____	Classes Missed:	_____

*Note: If you have additional students/classes missed, please place them on the back side of the request.*

Division Chair Signature/Immediate Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Funding source:     T & A     Institutional Funds    Acct# \_\_\_\_\_

### Office Use Only:

1. Submit to the Vice President of Instructional Services 10 days prior to the activity.
2. The Vice President of Instructional Services will retain the form and will return a copy to the instructor.

Approved     Not Approved    \_\_\_\_\_  
(Vice President of Instructional Services)

Revised 4/2019

**SHAWNEE COMMUNITY COLLEGE**  
Ullin, Illinois  
Outside Speaker Request

Date Requested: \_\_\_\_\_

Speaker's Name: \_\_\_\_\_

Speaker's Occupation: \_\_\_\_\_

Class Requested for: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved**       **Disapproved**

\_\_\_\_\_

Instructor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Vice President of Instructional Services

\_\_\_\_\_

Date



**STUDENT SUCCESS CENTER  
SHAWNEE COMMUNITY COLLEGE  
TESTING**

**MAKE-UP TEST  
REQUEST FORM**

**TO BE COMPLETED BY INSTRUCTOR:**

INSTRUCTOR: \_\_\_\_\_ CLASS: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

TEST MUST BE TAKEN BY (*Date*): \_\_\_\_\_ ALLOTTED TIME: \_\_\_\_\_ HOURS \_\_\_\_\_ MINUTES

☛ MATERIALS THE STUDENT **MAY** USE DURING THE TEST: (PLEASE LIST)

☛ MATERIALS THE STUDENT **MAY NOT** USE DURING THE TEST: (PLEASE LIST)

☛ SPECIAL INSTRUCTIONS FOR ADMINISTERING TEST:

**TO BE COMPLETED BY STUDENT AT THE TIME OF TESTING:**

**Student, Please Note:**

Cell phones and other electronic devices (e.g. earbuds, smartwatches, etc.) are prohibited at the time of testing. Your instructor will leave instructions indicating what materials/aids are permissible during your exam (e.g.: calculators, note cards, books, charts, etc.). If materials/aids are not listed, it is understood by the Testing staff that you are allowed the use of *NO* materials/aids through the duration of your exam.

**Student MUST initial to indicate that they have read the statement above:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT SUCCESS CENTER STAFF AT THE TIME OF TESTING:**

ADMINISTRATOR'S DECISION TO STOP TEST: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE ACTUALLY TAKEN: \_\_\_\_\_

METHOD OF CONTACT WITH INSTRUCTOR ABOUT THE INCIDENT: \_\_\_\_\_

INCIDENT REPORT ATTACHED:  YES  NO

STAFF SIGNATURE: \_\_\_\_\_

REVISED: 10/01/2019



# Vehicle Usage Request

(Must be turned in 10 days in advance)

Date of Request: \_\_\_/\_\_\_/\_\_\_

Employee phone number/extension: \_\_\_\_\_

I, \_\_\_\_\_ request to use a college vehicle to transport \_\_\_\_\_ passengers to \_\_\_\_\_ (City), \_\_\_\_\_ (State) for the purpose of \_\_\_\_\_

Date and time of departure: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ O A.M. O P.M.

Date and time of return : \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_ O A.M. O P.M.

Driver's Name: \_\_\_\_\_

Vehicle requested: Car  7 Passenger Van  15 Passenger Van  Bus  (Bus driver additional cost)

Account# \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

I agree that I will:

1. Permit no one other than a college approved driver to drive the college vehicle.
2. Properly record all expenses relating to the vehicle usage with the Business Office.
3. Report any physical or mechanical problems, lock the vehicle, and properly return the key and completed paperwork to the Security Office immediately upon returning to campus.
4. Return the vehicle in a clean and fueled up state.

Fuel Remaining: F  3/4  1/2  1/4  E

Problems with the college vehicle: \_\_\_\_\_

Odometer reading out: \_\_\_\_\_ Return: \_\_\_\_\_

Does vehicle need cleaning? Yes  No  Date Key/Paperwork Returned: \_\_\_\_\_

**Office Use Only:**

Approved Vehicle approved: \_\_\_\_\_

Not Approved Reason denied: \_\_\_\_\_

Total Mileage \_\_\_\_\_ at \_\_\_\_\_ cents per mile: \_\_\_\_\_ Total

Appendix Q

CLASSROOM OBSERVATION TOOL

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Observer: \_\_\_\_\_

Instructor: \_\_\_\_\_ Class Observed: \_\_\_\_\_

PLANNING & PREPARATION	OBSERVED	NOT OBSERVED
Activities, materials, strategies appropriate to the content and students Activities, materials, strategies aligned to instructional goals Assessments reflect instructional outcomes Variety of resources used efficiently and effectively		
NOTES:		
CLASSROOM ENVIRONMENT	OBSERVED	NOT OBSERVED
Safe, supportive classroom environment: <ul style="list-style-type: none"> <li>○ Teacher and student respect of student responses and opinions</li> <li>○ Teacher is positive and understanding of student differences/abilities</li> <li>○ Teacher is fair and consistent with students</li> <li>○ Students observed taking risks</li> </ul> Teacher models expected behaviors and attitudes Teacher challenges students Teacher focuses on student strengths Teacher demonstrates flexibility Students show pride and success in work Teacher empowers students to take responsibility for their learning		
NOTES:		



INSTRUCTION	OBSERVED	NOT OBSERVED
<p>Lesson demonstrates high expectations</p> <p>Lesson incorporates a variety of activities that are:</p> <ul style="list-style-type: none"> <li>○ Fluid and flexible</li> <li>○ Meaningful; relevant to students</li> <li>○ Collaborative; encourage teamwork</li> <li>○ Differentiated to meet student needs</li> </ul> <p>Individualized learning, when needed</p> <p>Strategies align to the desired levels of learning</p> <p>Student-driven learning</p> <ul style="list-style-type: none"> <li>○ Students show excitement and active involvement in discussions/activities</li> <li>○ Student exploration and demonstration of new concepts</li> <li>○ Students are involved in decision-making, when appropriate</li> <li>○ Students are productive and responsible</li> </ul> <p>Teacher modeling of new concepts</p> <p>Probing questions to extend learning</p> <p>Teacher adjusts lesson and modifies approach by carefully monitoring students</p> <p>Teacher shifts easily among activities</p> <p>Teacher incorporates ideas and concepts from other parts of curriculum into activities and explanations</p> <p>Effective technology integration</p> <p>Effective use of co-teaching strategies, if applicable</p>		
<p>NOTES:</p>		

ADDITIONAL COMMENTS:

Observer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix R



Shawnee Community College  
Individual Faculty Evaluation

Faculty Member: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Pre-evaluation communication between faculty member and division chair and/or VP of Academic Affairs regarding content and activities during the scheduled evaluation.

Date of the communication: \_\_\_\_\_

Method of communication (i.e., email, telephone, face-to-face): \_\_\_\_\_

Date of observation \_\_\_\_\_

\*"Exceeds Expected Goals" and "Needs Improvement" require documentation.

\*"Meets Expected Goals" means performing duties as listed on job description.

\*Items in parenthesis refer to the applicable item of Section 9.11 FACULTY DUTIES of the Bargaining Agreement between SCEA and SCC.

Performance Categories	Needs Improvement	Meets Expected Goals	Exceeds Expectations	Does Not Apply
Teaches in a manner that meets program objectives while supporting student needs (i.e., diverse teaching styles and assessments). (#1, #4, #5)				
Evidence: _____				
Additional comments: _____				
_____				

_____				
Demonstrates use of technology and resources to meet and improve student learning and outcomes. (#3)	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Evidence: _____				
Additional comments: _____				
_____				
_____				
<b>Performance Categories</b>	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Follows posted work schedule and assists students during office hours. (#2, #11)				
Evidence: _____				
Additional comments: _____				
_____				
_____				
Meets administrative responsibilities and requests in a timely, accurate, and professional manner. (#5, #9, #10)	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Evidence: _____				
Additional comments: _____				
_____				
_____				

Demonstrates an ability to work well with colleagues and administrators contributing to a positive work environment. (#6, #7, #8)	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Evidence: _____  Additional comments: _____ _____ _____				
Participates in professional development. Shows achievement in professional and educational areas. (#12)	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Evidence: _____  Additional comments: _____ _____ _____				
Supports and is involved in institutional and community services. (#13, #14)	<b>Needs Improvement</b>	<b>Meets Expected Goals</b>	<b>Exceeds Expectations</b>	<b>Does Not Apply</b>
Evidence: _____  Additional comments: _____ _____ _____				

**INSTRUCTOR PAGE**

**Response to evaluation:**

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**Self-Evaluation:**

Strengths:

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List goals for the upcoming year to address any areas of professional improvement:

1. 

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2. 

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3. 

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4. 

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5. 

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Attached are your goals from the prior year. Comment on the achievement of each of these goals.

1. 

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2. 

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- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Shawnee**  
Community College

**EARLY COLLEGE REGISTRATION FORM**

<b>SCC ID:</b> _____	<b>Birthdate:</b> _____	<b>Enrollment Term:</b> Fall _____ Spring _____ Summer _____
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<b>Name:</b>			
_____	_____	_____	_____
Last	First	Middle	
<b>Address:</b>			
_____	_____	_____	_____
Street/Route/P.O. Box	City	State	Zip
<b>Home Phone:</b> (____) _____		<b>Program of Study:</b> <u>HS, Dual</u>	
<b>High School:</b> _____		<b>High School Graduation Year:</b> _____	

<p><input type="checkbox"/> <b>Dual Credit</b>-Enrollment in a college-level course, and upon successful completion, earns college AND high school credit.</p> <p><input type="checkbox"/> <b>Dual Enrollment</b>-Enrollment in a college-level course, and upon successful completion, will earn college credit. No high school credit is given.</p>
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Course Prefix	Course Number	Course Section	Hours	Time	Mon	Tues	Wed	Thur	Fri

- I certify that all the information that I have provided on this form is complete and accurate to the best of my knowledge, and I agree to observe all of the rules and regulations of the institution at which I am enrolled including those included in the Early College Pathways Handbook for Parents & Students, which is available on the Shawnee website, or by request from your Shawnee representative.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dual Enrollment Only:**  
**School Official Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Change of Schedule Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

	<u>Prefix</u>	<u>Course</u>	<u>Section</u>	<u>Hours</u>	<u>Instructor</u>
Drop					
Add					

- Drop Reason:  Class Canceled       Census Drop       Registration Error  
 Changed Section       Course Delivery       Medical  
 Daycare       Too Difficult       Changed Major  
 Transferred       Changed Mind       Instructor Change  
 Not Passing Prereq.       Transfer       Financial Difficulties  
 Military       Personal  
 Other \_\_\_\_\_

- I understand that by adding/dropping courses that my financial aid and/or veteran benefits may be impacted. Student Initials: \_\_\_\_\_
- I understand that I am responsible for any outstanding balances. Student Initials: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Coach/Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Athletes Only)

Office of the Registrar - Shawnee Community College  
 8364 Shawnee College Rd - Ullin, IL 62992 - 618.634.3200



**SHAWNEE COMMUNITY COLLEGE  
24-25 DUAL CREDIT PROGRESS REPORT**

**Due Dates (check which report you are submitting):**

- Fall and Year Long Progress Report- due before November 1
- Spring Progress Report- due before April 1

**Dual Credit Instructor:**  
**SCC Course:**

**Lead Instructor:**  
**Date of observation:**

- Updated SCC Syllabus for their SCC section uploaded to Simple Syllabus
- Textbook being used: \_\_\_\_\_
- Lab Manual (if applicable) being used: \_\_\_\_\_
  - Is this the current textbook? Yes \_\_ No \_\_
  - Is this the current Lab Manual (if applicable)? Yes\_\_ No \_\_
  - If no, what was done/needs to be done to remedy this?  
\_\_\_\_\_
- Student work samples/products have been reviewed
- Are all lab equipment and supplies:
  - Available if the course contains a lab? Yes \_\_ No \_\_
  - Applicable/appropriate for this course? Yes \_\_ No\_\_
  - Implemented safely? Yes \_\_ No \_\_\_\_
  - If any of the above are no, what was done/needs to be done to remedy this?  
\_\_\_\_\_

Please mark communication types used with the above instructor throughout the semester (select all that apply).

- Email
- Zoom
- Phone Call
- Text
- In-person

Feedback regarding the classroom observation: (see Observation Guide on the back for guidance)

- ★ **Strengths:**
- ★ **Areas for Improvement:**
- ★ **Recommendations:**

SCC Lead Instructor Signature	Date
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High School Dual Credit Instructor Signature	Date
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Coordinator of High School Partnerships & Pathways	Date
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**Footnote:** This class observation is in accordance with the Dual Credit Quality Act (Section 16 (7)(B)) to determine the instructor’s ability “to deliver rigorous college credit coursework”. This progress report “shall not impact the instructor's performance evaluation under Articles 24A of the School Code.”

## **General Observation Guide:**

The following should guide your observation to determine whether the course is at the same rigor as courses taught at the college.

Materials and resources utilized are:

- Appropriate to the content and students
- Aligned to the learning outcomes of the course, as outlined in the SCC syllabus
- Appropriate for a college-level course

Instructional activities observed are:

- Appropriate to the content of the course
- Aligned to the learning outcomes of the course, as outlined in the SCC syllabus
- Appropriate for a college-level course

Assessment activities, whether informal or formal:

- Reflect the learning outcomes of the course, as outlined in the SCC syllabus.