# TABLE OF CONTENTS

1. **GENERAL INFORMATION** .................................................................................................................. 3  
   1.1 Welcome to Tunxis Community College ......................................................................................... 3  
   1.2 Academic Affairs Organization Structure .................................................................................... 4  
   1.3 2012-2013 Academic Calendar ............................................................................................... 5  
   1.4 Final Exam Scheduling .................................................................................................................. 5  
   1.5 Ability Based Education ............................................................................................................... 6  
      1.5.1 Recording Ability Assessments .......................................................................................... 6  
   1.6 Center for Teaching ....................................................................................................................... 7  
   1.7 Adjunct Faculty Office Space and Mailroom ............................................................................... 7  
   1.8 2012-2013 Faculty Meeting Schedule ....................................................................................... 7  
   1.9 2012-2013 Professional Staff Organization Meeting Schedule ............................................. 8  
   1.10 Faculty Contract Dates .............................................................................................................. 8  
   1.11 Registration, Orientation & Professional Days ........................................................................ 8  
   1.12 Office Hours ................................................................................................................................ 8  
   1.13 Additional Responsibilities ........................................................................................................ 9  
   1.14 Commencement .......................................................................................................................... 9  

2. **CLASS INFORMATION** .................................................................................................................. 10  
   2.1 Faculty Cancellation of Class Procedure ..................................................................................... 10  
   2.2 Course Outlines .......................................................................................................................... 10  
   2.3 Ordering Textbooks ..................................................................................................................... 11  
   2.4 Audited Courses .......................................................................................................................... 11  
   2.5 Academic Integrity ...................................................................................................................... 12  
   2.6 Disruptive Students ..................................................................................................................... 12  
   2.7 Student Discipline ....................................................................................................................... 13  
   2.8 Grade Appeals ............................................................................................................................ 13  
   2.9 Grades .......................................................................................................................................... 14  
      2.9.1 Grade Entry .......................................................................................................................... 14  
      2.9.2 Grade Changes ..................................................................................................................... 16  
      2.9.3 Incomplete Grades ............................................................................................................... 16  
      2.9.4 FERPA – Confidentiality Policy .......................................................................................... 16  
   2.10 Student Withdrawals ................................................................................................................ 17  
   2.11 Student Evaluation of Courses .................................................................................................. 17  
   2.12 Classroom Usage ....................................................................................................................... 17  
   2.13 Weather Closing Procedures ..................................................................................................... 18  
   2.14 Keypad Room Codes ................................................................................................................ 18  
   2.15 Medical Emergency Procedures ............................................................................................... 18  
   2.16 Emergencies on Campus .......................................................................................................... 19  
   2.17 Parking ....................................................................................................................................... 19  

3. **POLICIES & PROCEDURES** ......................................................................................................... 20  
   3.1 Appointment Process ................................................................................................................... 20  
   3.2 Appointment Period .................................................................................................................... 20  
   3.3 Attendance .................................................................................................................................... 20  
   3.4 Faculty Evaluation Process ......................................................................................................... 20
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 Promotion/Tenure – Deadlines and Procedures</td>
<td>22</td>
</tr>
<tr>
<td>3.6 Professional Development</td>
<td>22</td>
</tr>
<tr>
<td>3.7 Drug &amp; Alcohol Abuse Statement</td>
<td>23</td>
</tr>
<tr>
<td>3.8 Dual Employment</td>
<td>23</td>
</tr>
<tr>
<td>3.9 Congress of Connecticut Community Colleges Union (4C’s)</td>
<td>23</td>
</tr>
<tr>
<td>3.10 Payment Schedule</td>
<td>24</td>
</tr>
<tr>
<td>3.11 Timesheet Certification</td>
<td>24</td>
</tr>
<tr>
<td>4. TECHNOLOGY RESOURCES</td>
<td>25</td>
</tr>
<tr>
<td>4.1 Open Computer Lab Information</td>
<td>25</td>
</tr>
<tr>
<td>4.2 Tunxis Email</td>
<td>25</td>
</tr>
<tr>
<td>4.3 Student Printing Policy</td>
<td>26</td>
</tr>
<tr>
<td>4.4 Student/Faculty NetID Instructions</td>
<td>26</td>
</tr>
<tr>
<td>5. LIBRARY RESOURCES</td>
<td>29</td>
</tr>
<tr>
<td>5.1 Library Services For Faculty</td>
<td>29</td>
</tr>
<tr>
<td>5.2 Library Resources</td>
<td>29</td>
</tr>
<tr>
<td>5.3 Library Hours and Contact Information</td>
<td>29</td>
</tr>
<tr>
<td>6. MEDIA INSTRUCTIONAL TECHNOLOGY (MIT) RESOURCES</td>
<td>30</td>
</tr>
<tr>
<td>6.1 The Media Center</td>
<td>30</td>
</tr>
<tr>
<td>6.2 The Copy Center</td>
<td>30</td>
</tr>
<tr>
<td>6.3 Tunxis Online Education/Distance Learning</td>
<td>30</td>
</tr>
<tr>
<td>6.4 Online Courses</td>
<td>31</td>
</tr>
<tr>
<td>6.5 Hybrid Courses</td>
<td>31</td>
</tr>
<tr>
<td>6.6 Supplemental/Web-Enhanced Courses</td>
<td>31</td>
</tr>
<tr>
<td>6.7 Online With Campus Requirement (OLCR) Courses</td>
<td>31</td>
</tr>
<tr>
<td>6.8 Classroom Technology Software Support &amp; Maintenance</td>
<td>31</td>
</tr>
<tr>
<td>7. ACADEMIC ADVISING/COUNSELING</td>
<td>32</td>
</tr>
<tr>
<td>7.1 Advising &amp; Registration</td>
<td>32</td>
</tr>
<tr>
<td>7.2 Student Counseling Services</td>
<td>32</td>
</tr>
<tr>
<td>7.3 Career Services Information</td>
<td>33</td>
</tr>
<tr>
<td>7.4 Transfer Counseling Information</td>
<td>33</td>
</tr>
<tr>
<td>8. ACADEMIC SUPPORT CENTER</td>
<td>34</td>
</tr>
<tr>
<td>8.1 Center’s Hours</td>
<td>34</td>
</tr>
<tr>
<td>8.2 Tutoring</td>
<td>34</td>
</tr>
<tr>
<td>8.3 Placement Testing</td>
<td>34</td>
</tr>
<tr>
<td>8.4 Learning Strategies</td>
<td>34</td>
</tr>
<tr>
<td>8.5 Disability Services</td>
<td>35</td>
</tr>
<tr>
<td>9. FREQUENTLY ASKED QUESTIONS</td>
<td>36</td>
</tr>
<tr>
<td>10. APPENDIX</td>
<td>38</td>
</tr>
</tbody>
</table>
1. GENERAL INFORMATION

1.1 Welcome to Tunxis Community College

Welcome to Tunxis Community College. This handbook is designed to provide you with a lot of information and answer many questions that arise as you begin teaching at the college.

No handbook can provide everything that you need to know, so I encourage you to reach out to either your coordinator or department chairs or to myself with any questions that you may have.

You will find that Tunxis Community College is a vibrant and exciting place to work, and one that is constantly changing and evolving. The faculty, staff and administrators are always eager to help you succeed and are dedicated to the overall success of our students.

I hope that you find this handbook useful as you embark on another semester teaching and making a difference in the life of our students.

Sincerely,

Michael A. Rooke, Ph.D.
Dean of Academic Affairs
860.255.3615
1.2 Academic Affairs Organization Structure

The Academic Affairs division is the largest division within the college, responsible for all credit-bearing and developmental courses offered at the college. The division is overseen by Michael A. Rooke, Ph.D., Dean of Academic Affairs, who reports directly to the president. Supporting the dean’s office are:

- Bryan Bonina – Graphics Specialist
- Estelle Carenza – Administrative Assistant/Academic Dean’s Office
- Rosalie Kavouras – Office Assistant/Faculty
- Sharon LeSuer – Assistant to the Dean
- Judith Minor – Administrative Assistant/Academic Affairs Division
- Sabina Ostynska – Secretary 2/Faculty
- Lori Sirois – Secretary 2/Academic Affairs Division

There are six academic departments/chairs and one academic division director as follows:

- Candace Clark – Business & Technologies Department Chair
- Mary Bencivengo – Allied Health Division Director
- Robert Clark – Math/Science Department Co-Chair
- Dr. Francis Coan – Social Science Department Chair
- Carianne Garside – Arts/Media Department Chair
- Carol Mahmood – Humanities Department Chair
- Dr. Robert Smith – Math/Science Department Co-Chair
- Marguerite Yawin – Academic Strategies Department Chair

Program Coordinators are responsible for their own specific programs courses and staffing:

- Erin Annecharico – Dental Assisting Program
- Andre Blaszczynski – Computer Information Systems (CIS) Program
- Dr. Harriet Cianci – Drug and Alcohol Recovery Counselor (DARC) Program
- Jacalyn Coyne – Early Childhood Ed. (ECE) & Pathways to Teaching Programs
- Steven Ersinghaus – New Media Communication Program
- Amy Feest – Business Administration Program
- Dr. Rafele Fierro – General Studies Program
- Stephen Klema – Graphic Design Program
- William Kluba – Visual Fine Arts/Photography Program
- Dr. Colleen Richard – Human Services Program
- Dr. George Sebastian-Coleman – Liberal Arts & Sciences Program
- Greg Szepanski – Engineering/Technology Programs
- Jessica Waterhouse – Criminal Justice Program

Also part of the Academic Affairs Division are the Library, Media Instructional Technologies and the Advising/Counseling department.

Academic Assessment Planner – Susan Gentry
1.3 2012-2013 Academic Calendar

The academic calendar is always posted on the college website at:
http://tunxis.edu/college-information/academic-calendar/

<table>
<thead>
<tr>
<th>FALL SEMESTER, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tue-Wed</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>

1.4 Final Exam Scheduling

The final exam schedule is posted on the Tunxis CC home page each fall and spring.

Final exams are required in the math and science department, where they have instituted a departmental final exam. In other departments, faculty are given the option to hold a final exam or not. However, all faculty are expected to be available to students during what would have been their scheduled final exam time.
1.5  Ability-Based Education

Tunxis faculty and staff have identified a set of specific abilities (skills and knowledge) that students should develop in a successful and well-rounded education. We believe these abilities, the general-education abilities, are necessary for all students to be successful at work, in future education, and as citizens. In most college-level courses at Tunxis, students will be assessed on at least one general-education ability as well as abilities that are specific to the course. Students in professional programs will also be assessed on abilities that are important to that profession. (In some externally accredited programs, general-education abilities may not be assessed in every course, but all abilities will be assessed by the time the student completes the program.)

On some assignments, students will receive feedback on the degree to which they have mastered certain abilities. When this happens, students will receive a rating of 1 (Not Satisfactory), 2 (Satisfactory), or 3 (Distinguished) and an explanation for the rating. The goal will be to let students know where they stand at a specific time and what they need to do in order to improve in these abilities. We are convinced that development of these abilities, and the general-education abilities in particular, is critical to students’ success in all aspects of life.

1.5.1  Recording Ability Assessments

Near the end of each fall and spring semester, emailed instructions will be sent out on how to record your students’ ability scores in each of your courses. Almost all courses have embedded general education abilities associated with the course, and this information is included in the institutional syllabus. Developmental courses for example do not have general education abilities.

There are two ways to record your students’ overall general education scores:

1. Use the Lincoln Assessment recording web page
   Or
2. The Digication Assessment Management System

Which you use will be mostly determined by the chair or program coordinator who hired you. Some programs use Digication, which saves student work to their ePortfolio and allows instructor to enter assessment scores for this work. This is also where students display their ePortfolios that are used to demonstrate their overall attainment of the outcomes of their particular program.

If you have not been trained to use Digication, then you should enter your scores into the Lincoln system, which simply provides a roster for each course, the abilities and the students’ scores.

It is essential that all credit course instructors enter their assessment scores by the end of each semester.
1.6 Center for Teaching

Each of the community colleges has a faculty professional development center known collectively as the Center for Teaching. The chair of the Tunxis Center for Teaching is Prof. Terry Cassidy.

The CFT promotes on-going professional development in support of building a community of lifelong learners in the art of great teaching. All faculty, full and part-time are encouraged to attend these free professional development events.

Some of the main events each academic year include:
- ISW Instructional Skills Workshop - scheduled in January and August
- The Barnes Seminar - a three-day intensive workshop scheduled in May
- The Schwab Institute - for academic leaders - scheduled in April

In addition, the CFT committee at Tunxis hold monthly workshops on a variety of topics that all are encouraged to attend. All events are free and open to all faculty and staff at the college.

1.7 Adjunct Faculty Office Space and Mailroom

The adjunct office is located toward the rear of the cafeteria along with the mailroom. All part-time faculty are encouraged to make use of this space to retrieve important items from the college and a place to meet and work with students outside of class time.

The desks and computers are available to all adjunct faculty to use on an as-needed basis. Because these desks are open to all adjunct faculty, no personal belongings should be stored at any of the desks.

At the beginning of the semester, the faculty secretaries will set-up a mail slot for each instructor. Please ensure to check this mail slot weekly.

Adjunct faculty are encouraged to make time for students before or after class, and should identify in their course outlines when and how they can be reached outside of class time. They may choose to, but are not required to hold regularly scheduled office hours each week.

1.8 2012-2013 Faculty Meeting Schedule

All faculty meetings are held in room 201, unless separately announced. They are held on the first Thursday of each month and are open to all faculty, full and part-time. All meetings start at 2:50 pm. Attendance is required for all fulltime faculty.

The 2012-2013 faculty meetings are:
- September 6
- October 4
- November 1
- December 6
- February 7
- March 7
- April 4
- May 2
1.9 2012-2013 Professional Staff Organization Meeting Schedule

The Professional Staff Organization (PSO) is the main college governance organization that meets the third Thursday every month during the academic year. All meetings are open to all faculty and staff, and are held in room 201.

The 2012-2013 PSO meetings are:

- September 20
- October 18
- November 15
- December 20
- February 21
- March 21
- April 18
- May 16

1.10 Faculty Contract Dates

As per the collective bargaining agreement, all faculty are on contract each year as follows:

- Fall semester - August 25 to December 23
- Spring semester - The day after Martin Luther King Day until June 1.

1.11 Registration, Orientation & Professional Days

Each academic year, the college can schedule up to eight additional days plus commencement, relating to important student activities such as registration and orientation or for faculty professional days.

Attendance at these days is mandatory for fulltime faculty, and should such a faculty member not be able to attend, except due to illness, they must notify the dean of academic affairs via email before the event, and mark their timesheet with either a half or full personal day (PL) as appropriate.

1.12 Office Hours

Fulltime Faculty

All fulltime faculty are required by the collective bargaining agreement to hold a minimum of three hours of office hours each week of the academic year, as part of their fulltime employment. Faculty may also add additional office hours and count those toward their additional responsibilities. A schedule of such hours, both regular or additional (if any) must be posted on the faculty member’s office door and included in their course outlines, such that students and others, such as faculty secretaries, are all aware of when you can be reached each week for academic support or advising.

Adjunct Faculty

Adjunct faculty are encouraged to make time for students before or after class, and should identify in their course outlines when and how they can be reached outside of class time. They may choose to, but are not required to, hold regularly scheduled office hours each week.
1.13 Additional Responsibilities

The collective bargaining agreement, article X, section 2 defines what is meant by additional responsibilities. In essence these are an agreed course release for each fulltime faculty member to engage in service activities for the college as determined by the college.

By June 1st each academic year, each fulltime faculty member will report on their previous year’s activities in the prescribed format, and will also submit a proposal of how they wish to fulfill their additional responsibilities in the coming academic year. Both the report and proposal shall be emailed to the attention of the dean of academic affairs, with copy to the administrative assistant to the dean of academic affairs.

Additional responsibilities shall constitute the equivalent of teaching a three credit course, i.e. an average of nine hours each week for both fall and spring semesters.

The Office of academic Affairs will notify any faculty member who fails to submit the report and proposal by the deadline, and if not remedied will be notified in writing with a copy to their professional file.

1.14 Commencement

All fulltime faculty are required to attend commencement each spring, which is scheduled not later than June 5th. If for some reason you need to be excused from attending commencement, such approval shall be requested of the president.
2. CLASS INFORMATION

2.1 Faculty Cancellation of Class Procedure

If you have an expected emergency and need to cancel class on short notice, please immediately email your students through either your Tunxis email account, or through Blackboard Learn.

Then notify the college, so that the cancellation can be immediately posted on the classroom door for any student who do not get the message.

- Monday–Friday 8:00AM-4:00PM--Call the Faculty Secretary number at 860.255.3609. **DO NOT CALL THEIR PERSONAL LINES OR EMAIL the Faculty Secretaries.**

- Monday-Thursday 4:00PM-9:30PM and Saturday 8:00AM-NOON--Call the Info Desk/Switchboard at 860.255.3500 when you hear the recording, dial “0” to leave your cancellation with the operator.

2.2 Course Outlines

Course outlines are to be submitted electronically to the appropriate faculty secretary no later than the date indicated via email from the Dean’s Office at the start of each semester – **hard copies will not be accepted.**

It is important that the following be included right before the official college course description:

“Tunxis faculty and staff have identified a set of specific abilities (skills and knowledge) that students should develop in a successful and well-rounded education. We believe that ten of these abilities, the general-education abilities, are necessary for all students to be successful at work, in future education, and as citizens. In most college-level courses at Tunxis, students will be assessed on at least one general-education ability as well as abilities that are specific to the course. Students in professional programs will also be assessed on abilities that are important to that profession. (In some externally accredited programs, general-education abilities may not be assessed in every course, but all abilities will be assessed by the time the student completes the program.)

On some assignments, students will receive feedback on the degree to which they have mastered certain abilities. When this happens, students will receive a rating of 1 (Not Satisfactory), 2 (Satisfactory), or 3 (Distinguished) and an explanation for the rating. The goal will be to let students know where they stand at a specific time and what they need to do in order to improve in these abilities. We are convinced that development of these abilities, and the general-education abilities in particular, is critical to students' success in all aspects of life.”

If you need copies of your course outline made for your class, please submit your request to the Copy Center in sufficient time to allow appropriate time for copying. This email request should indicate the number of copies being requested, if you would like them stapled or not, and if you would like them delivered to the faculty secretary or you will pick them up in the Copy Center. The email request should be sent to: TX-CopyCenter@tunxis.edu with a “cc” to one of the faculty secretaries (jkavouras@tunxis.edu or sostynska@tunxis.edu) – see below for breakout. **All copies will be provided back-to-back and will include appropriate college attachments.**
Faculty choosing to copy their own course outlines in a location other than Tunxis’ Copy Center, may electronically submit directly to the appropriate faculty secretary. However, you need to be certain that the appropriate college documents are attached to your outline. This will be verified upon submission to the faculty secretary. Please contact the faculty secretary for these documents if you choose this option.

Online instructors do not have to submit to the Copy Center. Instead you may submit your course outline(s) electronically to the appropriate faculty secretary as well as upload the outline into your online section(s), or “cc” your designated MIT support staff member for assistance. This should be done according to the same timeline noted above. Please be sure to include all college attachments with the course outline(s).

The Academic Affairs Office will no longer file hard copies of course outlines. The archive of these documents will be kept on the intranet under the Academic Dean’s page, which may be accessed by clicking - Intranet, Management, Dean of Academic Affairs, Course Outlines, Academic Year, Semester, Discipline, Course, Instructor - so that Department Chairs, Program Coordinators, and faculty may access any course outline, past or present, as needed from this point forward.

**COURSE OUTLINE SUBMISSION:**

Faculty Secretary – Sabina Ostynska, sostynska@tunxis.edu
- Business and Technology
- Social Science
- Art/Communication

Faculty Secretary - Rosalie Kavouras, rkavouras@tunxis.edu
- Academic Strategies
- Humanities
- Math and Science

### 2.3 Ordering Textbooks

When you are assigned your courses, please check with your Department Chair or Program Coordinator regarding textbooks first. There may be a designated text to use for your course selected by the Department. They may also have a designated selection of titles from which you may choose. If you wish to use your own selection of textbook(s), please get authorization from the Chair or Coordinator first. Please contact David Stohl, Tunxis Bookstore Manager or your Department Chair/Program Coordinator for information on how to place your textbooks orders and on how to obtain desk/review copies from the publishers.

### 2.4 Audited Courses

Students may audit courses. This status will allow them to participate in class activities without being requested to meet the examination requirements of the course. An instructor is not required to grade an auditor’s course work, but may voluntarily evaluate assignments.

A student who wishes to change from credit to audit status must file the appropriate form with the Records Office within the first four weeks of the course. An auditor may not change to credit status.
2.5 **Academic Integrity**

The Board of Regents of Higher Education adopts this policy on student discipline for the system of Community Colleges in recognition of the need to preserve the orderly processes of the colleges, as well as to observe the students’ procedural and substantive rights. As used herein, “student” means any person who is registered for a Tunxis Community College course, program, or extension offering. (Board policy 5.2.1 section 3)

**Faculty Members**

At the beginning of each course, faculty members should advise students of their obligation to conduct their studies with honesty and integrity.

A student may be found to have violated this obligation if he/she:

- refers, during an academic assessment, to materials or sources, or employs devices not authorized by the instructor
- receives assistance during an academic assessment from another person in a manner not authorized by the instructor
- possesses, buys, sells, obtains, or uses a copy of any material intended to be used as an instrument of academic evaluation in advance of its administration
- acts as a substitute for another person in any academic evaluation procedure
- utilizes a substitute in any academic evaluation procedure
- depends on the aid of others in a manner expressly prohibited by the instructor in the research, creation, writing, performance or publication of work to be submitted for academic credit or evaluation
- provides aid to another person, knowing such aid is expressly prohibited by the instructor in the research, creation or publication of work to be submitted for academic credit or evaluation

Tunxis Community College believes that all members of the academic community are entitled to expect compliance with academic integrity. Accordingly, any employee or student may initiate a request for a disciplinary process. Language dealing with academic dishonesty is included in the common section of the course outline that the College provides for all outlines.

Dr. Kirk Peters, Dean of Student Affairs (kpeters@tunxis.edu or 860.255.3560) and Dr. Michael A. Rooke, Dean of Academic Affairs (mrooke@tunxis.edu or 860.255.3615) should be notified of any academic dishonesty that is discovered.

2.6 **Disruptive Students**

While there is not a single best way to handle disruptive students in the classroom, the following approach is offered:

The classroom demands certain etiquette and discipline if all are to mutually benefit. A few of our students come to college with a misunderstanding of the student’s role or with less than an adequate commitment and must be reminded of expectations and limitations by way of written and/or oral orientation. It is suggested that this be done early in the semester and in private to prevent the escalation of the problem.
If the behavior persists, warn the student that continuing it may result in his or her removal from the class and a disciplinary hearing.

At this point, you should document past experiences and all warnings. This will be the basis for any disciplinary action that might ultimately be required. Documentation means to record the date, time, place, content of your warning and any comments the student made. Also, identify when the student was first informed of what was expected in the class, and any incidents that preceded this second step. If the instructor feels additional reinforcement should be given to the warning, the instructor should contact the Department Chairperson or Division Director and Dr. Kirk Peters, Dean of Student Affairs at kpeters@tunxis.edu or 860.255.3560.

In an emergency situation, you have the right and responsibility to tell the student that “he or she will have to leave until the situation can be reviewed by a dean, and should he or she fail to accept this temporary action, it will be necessary to have Security remove the student.” A phone is located in each classroom to contact the Information Desk and ask them to send security to your room.

Unfortunately, these exchanges are emotional and, under the best situations, trying. If the student refuses to leave, excuse yourself from class or give the class a recess, and contact Security. Do not physically try to force the student from your classroom and place yourself in jeopardy by other actions. A student may be experiencing problems and the safety of your class and you are paramount. Your department chairperson/division director, the counselors, and the deans welcome an opportunity to discuss the topic in general or in specific.

### 2.7 Student Discipline

The full policy relating to student discipline is published each academic year in the college catalog. Any conduct by a student that could constitute a violation of the Board policy on student conduct (Policy 5.2.1) that is witnessed by any member of staff shall be immediately reported to the Dean of Student Affairs at 860.255.3560. The dean of students has the responsibility to investigate any such claims and to discuss these with the student(s) involved, and to administer appropriate sanctions, including:

- Expulsion
- Suspension
- Removal of College Privileges
- Probation
- Warning
- Community Restitution

### 2.8 Grade Appeals

Excerpt from Board of Regents policy 5.2.2

Section 3: Review of Academic Standing

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student’s awareness of the decision.
2. If the matter is not satisfactorily adjusted within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the academic dean by filing a written appeal. The appeal must be filed with the academic dean within thirty calendar days of the student’s awareness of the decision which is being appealed.

Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. The academic dean or other designated official(s) shall afford review as provided below. The president may designate an official or an academic appeals committee to provide review at this step in lieu of the academic dean.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student’s responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.

4. The foregoing decision may be appealed to the president by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.

5. The time frames provided herein may be modified by the president for good cause shown.

2.9 Grades

2.9.1 Grade Entry

Students' final grades must be posted online through ONLINE BANNER: WEB for Faculty and Advisors. Adjunct faculty will receive training information and documentation on use of ONLINE BANNER. DO NOT MAIL ROSTERS, OR COPY AND DELIVER THEM IN PERSON.

DIRECTIONS FOR POSTING FINAL GRADES

You may enter/modify grades and hit the “submit” button as often as you like during the assigned posting dates. If you have more than 25 students in your class, remember to enter and submit page one then enter and submit page two.

1. Go to http://my.commnet.edu (CT Community College web site).
   Enter your NetID and Password.
   Trouble logging-in…call the Faculty Reset Line at 860.255.3492.
2. Select Tunxis Community College
3. Select Faculty Tab
4. Select Faculty and Advisor Self-Service
5. Select and Submit the Term “Term Selection”
6. Select Final Grades
7. Select appropriate CRN (4-digit #) via the drop-down menu. Press submit.
   Scroll down to view your roster.
8. Select Grade via the drop-down menu under column marked “Grade”.
9. Submit Grades. DO NOT FORGET TO “SUBMIT” (SAVE) GRADES!
   • Remember to submit grades often. There is a 30-minute time limitation per instance.
   • Grades may be submitted and changed via the WEB numerous times but only during designated posting dates. After this time, all grade changes must be completed on a Change of Grade form, signed by your department chairperson and submitted to the Records Office.
   • If your roster contains more than 25 students, you must submit each page individually. Remember that the first 25 students appear on page 1. The next set of students appears on page 2. [See Record Sets button (1-25, 26-xx) located at the top and bottom left-hand side of your screen]
   • It is strongly recommended that you retain a copy of your final grades. At the bottom of the final grade page you may select ‘Printable Class Roster’. The following grading system is used to indicate the student’s performance:

   A ............... outstanding .............................. 4.0 quality points
   A-............................................................ 3.7 quality points
   B+ ............. high quality ................................ 3.3 quality points
   B .............................................................. 3.0 quality points
   B-............................................................ 2.7 quality points
   C+ .............. average.................................... 2.3 quality points
   C.............................................................. 2.0 quality points
   C-.......................... ................................ 1.7 quality points
   D+ .......... minimally passing............................. 1.3 quality points
   D .............................................................. 1.0 quality points
   D-.......................... ................................ 0.7 quality points
   F.............................................................. 0.0 quality points

   The following notations also may appear on a student’s transcript or grade mailer:

   W .................... withdrawn
   I ...................... incomplete grade to be computed upon completion of course
   AU ................. audit no credit
   M .................... making progress
   N ................. grade not yet received from instructor
   P .................... Passing
   TR ............... Transfer
2.9.2 Grade Changes

Recorded grades may be changed by submitting a completed “Grade Change Form” (available at the Records Office or from the Faculty Secretary) and submitting it to the appropriate Department Chairperson or Division Director, and then to the Dean of Academic Affairs for signature.

2.9.3 Incomplete Grades

An incomplete is a temporary grade assigned by the faculty member when approximately 80% of the course work has been completed and the student agrees to complete the requirements. Although a student may request an Incomplete, the faculty member is not obligated to honor the request.

The faculty member should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time and, in the judgment of the faculty member, the student can complete the remaining work within the time limit established by system policy (10 weeks into the next fall or spring semester).

A faculty member who assigns an Incomplete shall file an incomplete report form that includes:

• A brief description of the requirements to be completed;

• The date by which the course work must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;

• A statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

The faculty member shall keep the original signed form, with copies to the student, the Dean of Academic Affairs, the Registrar, and such other appropriate parties as the college may identify. Incomplete Grade forms are available from the faculty secretary.

All incomplete grades must convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the incomplete grade and submit it to the Registrar by the end of the semester. If a student fails to complete the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the incomplete to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

Students with an incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average. (Board Policy 3.5.1 – adopted 7/23/2001)

2.9.4 FERPA – Confidentiality Policy

In accordance with the Family Educational Rights and Privacy Act—FERPA (also known as the Buckley Amendment), grades are NOT to be posted where all students may view them (i.e., faculty door). Students may view their final grades online. Faculty are reminded that unless a student has a signed FERPA waiver on file in the Records Office, no instructor may engage in any discussion with any other person regarding the student’s status or performance in any class, including parents or legal
guardians of the student. Even if a student has a signed waiver on file, the instructor is not required to discuss anything relating to that student with the person authorized in the waiver. Any questions regarding the policies of the college pertaining to grades or assessment should be directed to the appropriate Department Chairperson, Division Director or the Dean of Academic Affairs.

2.10 Student Withdrawals

A student may withdraw from a course by completing a withdrawal form at the Records Office from 8:30 a.m. to 5:00 p.m. Monday through Thursday or 8:30 a.m. to 1:00 p.m. on Friday. A student must withdraw by the date specified in the Academic Calendar, which is normally the end of the 13th week of the semester.

2.11 Student Evaluation of Courses

All students have the ability to evaluate their course(s) each semester by using the Evaluate My Course link which appears in their http://my.commnet.edu page toward the end of the semester.

Instructors will be sent information through email about announcing this in their classes, so that students know that it is expected, but not required that they provide this important feedback before the semester ends.

After grades are finalized, instructors are able to view anonymous feedback provided by students through this process. Such information is one part of the faculty evaluation process and department chairs or program coordinators will have the ability to view student evaluations of your course(s) from prior semesters.

2.12 Classroom Usage

All faculty members are responsible for classrooms during the periods in which they scheduled to use them. Students and faculty are not permitted to smoke, eat, or drink in classrooms. Furniture and instructional equipment are not to be removed from classrooms. Missing, damaged, or malfunctioning computer equipment should be reported to the Media Instructional Technologies Department at extension 3759 or TX-MIT-Helpdesk@tunxis.edu.

Each classroom is equipped with a phone and directions for usage.

Every effort was made to put instructors in an appropriate room to match their teaching style. If you have a problem with the classroom you are scheduled in, please email Sharon LeSuer at slesuer@tunxis.edu. However, please be advised that the college is very short of space and that very few alternatives, if any, are available. Room assignments are posted on campus, as well as online at http://my.commnet.edu.

Please adhere to the college policy of NO Food or Drink in Classrooms. Please notify students that you will not be able to admit them into class if they have food or drink. Please provide advance notice that the college is serious about this policy so that students can enjoy their food and drink prior to class time.
2.13 Weather Closing Procedure

The College Administration is responsible for canceling classes because of weather conditions. In the event that the class schedule needs to be modified because of adverse weather conditions, the following procedures should be followed:

1) In the case of inclement weather occurring after the workday has begun, the decision to modify the class schedule will be made as early as possible. Everyone on campus will be notified of the changes. Faculty members who are off-campus and scheduled to teach should telephone the Tunxis Weather Line at 860.255.3501, check the college website at tunxis.edu or tune in to local television/radio stations for cancellation information.

2) On days when weather conditions are poor before the start of the work day, the decision will be made no later than 6:30 a.m. whether or not the class schedule will be modified. The radio stations listed below will be notified by College officials, and the stations will make one of the following announcements:
   a. All Tunxis Community College day classes are cancelled. The normal schedule will resume with 4:00 p.m. classes.
   b. All Tunxis Community College day classes are cancelled. Announcements will be made on radio stations by 4:00 p.m. concerning evening classes.
   c. All Tunxis Community College day and evening classes are cancelled.

An announcement will be posted on the tunxis.edu web page if classes are cancelled. Administrative Offices will follow the same schedule of closing as the class cancellations.

Off-campus and Saturday students and faculty should be guided by the Tunxis radio announcements. Announcements may be heard on the following stations: WTIC-AM (1080), WDRC-AM (1360), WPOP-AM (1410), WWYZ-FM (92.5), WKSS-FM (95.7) and WRCH-FM (100.5). In addition, announcements may be heard on television stations WFSB (Channel 3), WTNH (Channel 8), and WVIT (Channel 30).

2.14 Keypad Room Codes

Most classrooms have a security keypad located on the door. A code will be assigned to each room. Notification of your classroom and keypad code will be forwarded, via email, prior to the first week of classes.

2.15 Medical Emergency Procedures

Students may be referred to the Information/Student Services area (directly to the left of the main entrance) or call the Switchboard at extension (0) for assistance.

During a medical emergency when immediate ambulance transport of a student to a hospital may be necessary, faculty may use the classroom telephone to contact the Emergency Medical Services (EMS) directly by calling 911 or 9-911. The Tunxis Community College phone system includes a Crisis Alert Line which is activated when 911 or 9-911 is called from any phone on campus. This signals available individuals designated as crisis alert personnel to respond to the emergency call. However, it is recommended to confirm with the Switchboard/Information desk at extension (0) the exact location of the emergency.
2.16  **Emergencies on Campus**

The college has a Crisis Management Team which regularly reviews procedures that would be used in the event of an emergency on campus. The campus has also trained with the North Central SWAT team each year for the past few years to try to prepare faculty and students on how to react in an emergency, particularly if an armed intruder were to threaten the campus.

If an emergency does occur and you are able to report it, please dial 911 and the information desk by dialing 0 from any phone on campus. If you are teaching and an emergency occurs requiring a lockdown, the phone in your classroom will announce this via an audible paging message. You should immediately shelter in-place, lock the classroom door, turn off the lights and remain out of sight. The all clear will be announced over the phones in the same manner.

2.17  **Parking**

Campus parking is on a first-come, first-served basis. The lots are extremely full the first half of fall and spring semesters so arrive on campus with plenty of time to find a parking space.
3. POLICIES & PROCEDURES

3.1 Appointment Process
Fulltime faculty are hired on a probationary annually renewed standard appointment, for six years until such time as they apply for tenure, if in a tenure track position.

Adjunct faculty are appointed for one semester at a time via an appointment letter, which must be returned by the date indicated on the letter. Once a signed acceptance is returned to the Office of Academic Affairs, a contract is developed and sent via email to the adjunct faculty member’s email address (first initial followed by last name@tunxis.edu). If employed by another state agency, Instructors must complete the dual employment section of their part-time lecturer contract, secure the appropriate college signatures from their primary college (the one which they are employed first), sign the contract and return it intact to the Academic Affairs Office. This action is considered to be an acceptance of the conditions and compensation as stated. A copy of the contract is sent to the adjunct faculty member once the approval process has been completed.

3.2 Appointment Period
Employment is valid for the semester dates listed on the contract (fall semester runs 8/25-12/23; spring semester runs the day after Martin Luther King day through 6/1; summer and winter semesters vary). Adjunct faculty members are allowed to teach up to eight credit (workload) hours per semester or session in the Connecticut Community College system.

3.3 Attendance
All classes should be held in accordance with the published semester academic calendar and in the assigned classroom. Instructors who find it necessary to be absent or change the meeting place or time of their scheduled class must notify the appropriate person. Please refer to section 2.1 Faculty Cancellation of Class Procedure.

Instructors should consult with the division director, department chairperson or the academic dean regarding substitution/make-up policy.

Please do not schedule personal vacations during the semester when classes are in session.

3.4 Faculty Evaluation Process
The faculty evaluation process follows guidelines established by the Collective Bargaining agreement, and the criterion under which faculty are evaluated are outlined in Article X of the faculty contract.

Fulltime Faculty - Periodic Evaluation
1. There shall be periodic evaluation by the employer of all members of the bargaining unit as follows:
   a) in each of their first two appointment periods;
   b) once in every three years thereafter for those on standard appointments;
   c) once in every five years thereafter for those holding tenured appointments.
2. The list of professional staff members to be evaluated in accordance with this schedule in an academic year shall be published at each college by October 1.

3. This provision notwithstanding, the Board or its representative may initiate more frequent evaluation as appropriate. A professional staff member may also request more frequent evaluation, which request shall not unreasonably be denied.

4. The professional staff member shall be notified in advance of the period (not to exceed two weeks) during which a classroom visitation for the purpose of evaluation is to occur.

Process

• Your department chair or program coordinator will make arrangements with you in your first semester, or as outlined above, when they would like to visit your classroom to conduct a formal classroom observation of your teaching.

• The evaluation will include:
  – an overall evaluation, which will focus on four areas: motivation, interpersonal skills, knowledge base and application of knowledge base.
  – A self-appraisal that should be completed by the evaluee in advance of the final meeting to review the evaluation.
  – A professional development plan (PDP) that is to be used to identify what areas of professional growth that you and the evaluator have identified jointly for your growth over a three year period.
  – The classroom observation.

• The evaluator will then arrange to meet with you to discuss the evaluation with you, and at that time you will have the opportunity to add to or clarify any of the information in the evaluation.

• The evaluation then goes to the Dean of Academic Affairs, who reviews the evaluation prior to it being copied and sent to you, with the original going into your professional file maintained by the president’s office.

Adjunct Faculty - Periodic Evaluation

1. Adjunct faculty is to be evaluated in accordance with the following guideline:
   a) The first semester of teaching
   b) The third semester of teaching
   c) Every fifth semester thereafter

2. The evaluation consists of the following:
   a) Faculty Development Review Plan (FDRP) summary student evaluation
   b) FDRP instructional observation form
   c) Overall performance rating to be completed by the Dean or designee

The FDRP process for faculty can be accessed at the Connecticut Community College website: http://www.commnet.edu/emprel/facultyplan.asp

Process

• Your department chair or program coordinator will make arrangements with you in your first semester, or as outlined above, when they would like to visit your classroom to conduct a formal classroom observation of your teaching.

• The evaluation will include an overall evaluation, which will focus on your responsiveness
to students, student evaluation information, attendance, timeliness in entering grades, etc. In addition, it will also include a completed classroom observation form.

- The evaluator will then arrange to meet with you to discuss the evaluation with you, and at that time you will have the opportunity to add to or clarify any of the information in the evaluation.
- The evaluation then goes to the Dean of Academic Affairs, who reviews the evaluation prior to it being copied and sent to you, with the original going into your personnel file in the Academic Affairs Office.

### 3.5 Promotion/Tenure – Deadlines and Procedures

Article XII of the collective bargaining contract provides that the “normal expectation for promotion is after three (3) years of service” provided that the promotion process outlined below is followed by the applicant.

Those on tenure track appointments shall be eligible to apply for consideration for tenure after six full years of service, that will have been completed by September 1 of each academic year.

**Oct. 1** President’s Office will publish a list of those eligible for promotion  
**Nov. 1** Request for consideration for tenure due to President’s Office  
**Dec. 15** Supervisors of those applying for tenure submit recommendations to the President’s Office  
**Jan. 5** Applications for promotion due to the President’s Office  
**Mar. 1** Promotion committee recommendations due  
**Mar. 15** Academic Dean’s recommendation goes to the President  
**Apr. 1** Final decision from the president sent to candidates for tenure  
**Apr. 15** Final decision from the president sent to candidates for promotion

### 3.6 Professional Development

Criteria for applying for Professional Development Funds:

1. Applications will follow this routing process:
   - Applicant’s Supervisor (for initial approval)
   - Dean (for approval)
   - President (for final approval)
   - Director of Finance (for processing)
   - A copy of the fully approved application will be filed with the Professional Development Committee Chairperson/s

2. Prior to submitting your application, please contact the Director of Finance to verify that funds are available.

3. Half of the funds will be available for events in the fall semester, half of the funds will be available for events in the spring semester. Any unused fall funds will rollover to the spring funds.

4. Applications for events in the fall semester will begin to be accepted starting July 1.

5. Applications for events in the spring semester will begin starting November 1.

6. Travel must occur within the fiscal year.

7. Applications must be submitted and approved PRIOR to the event in order to be reimbursed. No retroactive applications will be allowed.
8. Applications cannot be changed and used for other purposes than previously approved, except in extenuating circumstances in which case a new application and justification for the change be submitted to the chair of the Professional Development Committee for approval.

9. Attached to your application should be responses to the following:

   How will this activity contribute to your professional development?
   How will this activity benefit the college?
   Supporting materials must be attached such as conference brochures, websites etc.

10. A short summary report regarding your professional development activity or event must be submitted to your supervisor, to be shared in the dean's reports, and to the PDC activity file. These reports are due in 30 days within the contract year; applicants who fail to file this report may not be eligible for additional funds in the future.

11. When making a request for funds, please include ALL expenses or anticipated estimates, not just the amount permitted.

12. The maximum amount of funds that can be requested is $1,000 for full-time employees and $250 for part-time employees.

13. Should there be extra funds at the end of the year, application expenses beyond what was awarded will be reviewed by the committee and funds will be prorated to those individuals.

14. Funds cannot be used to purchase physical equipment. If you are interested in new software, you should first meet with the Software Committee to discuss the possibility PRIOR to applying for funds.

The following is not a new criteria, but an important note we are adding to the new application so there are no inconveniences in the future: Part-timers should be aware that reimbursements can only be processed while they are actively on payroll.

3.7 Drug and Alcohol Abuse Statement

Tunxis Community College is dedicated to the improvement of students’ lives through education. Abuse of drugs (including alcohol) is contrary to this purpose. This statement is intended to ensure that all are aware of the College’s position on this issue.

The unlawful possession, use, or distribution of drugs and/or alcohol by staff or students on College property, or at any College activity, is prohibited. Please see the Tunxis Community College catalog at http://www.tunxis.commnet.edu for more detailed information.

3.8 Dual Employment

Any part-time instructor who is also employed by another CT state agency must complete the Dual Employment information that appears on the part-time lecturer (PTL) contract.

3.9 Congress Of Connecticut Community Colleges Union (4C’s)

Union information may be accessed through the Congress of Connecticut Community Colleges union website at http://www.the4cs.org or by emailing them at info@the4cs.org.
3.10 **Payment Schedule**

There are eight (8) pay periods, with the first payment sent no later than the sixth week of the semester. All payroll checks are mailed bi-weekly to the address listed on the most current W-4 form. Direct deposit services are available through Maria Drwiega of the Business Office (mdrwiega@tunxis.edu or at 860.255.3404) who can also answer questions regarding deductions, retirement or other benefits. Questions concerning salaries should be directed to Cathy Weiss at cweiss@tunxis.edu or at 860.255.3401. Contact Jackie Taraborrelli in the Human Resources Office at jtaraborrelli@tunxis.edu if you have questions relating to personnel issues.

3.11 **Timesheet Certification**

Every semester, you will be asked to certify at the conclusion of your course that you have met all of your outstanding responsibilities for the course(s) that you have taught. Once your grades are submitted, you can certify online by selecting the appropriate option in my.commnet.edu and clicking submit. You can also complete a manual certification by requesting a form from the academic dean's office and returning it. All part-time faculty and those full-time faculty who teach an overload course are required to certify, in lieu of a timesheet. Instructions are provided each semester via email.
4. TECHNOLOGY RESOURCES

4.1 Open Computer Lab Information

The Computer Center consists of a large Open Lab area and four adjacent computer classrooms, with additional computer-based classrooms in surrounding rooms outside the main facility.

The Open Computer Lab provides both PC and Macintosh computers for currently enrolled students with the full range of applications taught at the college.

- Students with special software application needs may use one of several multimedia PCs that have these applications installed (provided seating is available).
- Black-and-white or color laser printers offer a choice for printing. Several flatbed scanners allow for graphic (image) and text (OCR) scanning. Please note that there is a print limit policy which students need to be aware of.
- Headphones and speakers are available for audio activities.
- Lab Assistants are on duty at all times to assist students experiencing difficulty using the equipment and are available for one-on-one computer training sessions (by appointment, for general computer skills).
- Windows-based classrooms are equipped with computer workstations for enrolled students with all the appropriate software provided for course work.
- Two Mac-based classrooms support students enrolled in various Graphic Design and Fine Arts courses.
- All classrooms are networked and have direct access to the Internet. The desktop icons provide a consistent set of resources wherever students find themselves on campus.
- Instructor station projection display units are part of the equipment in every computer classroom and allow instructors to share their on-screen activity with a classroom of students.
- Vision is the classroom management software used in all computer classrooms.
- Instructors may schedule special hands-on time in a computer classroom, subject to room availability, through the Coordinator of Academic Information Technology at 860.255.3473.

4.2 Tunxis Email

All faculty are provided with a Tunxis email address, which must be used whenever communicating with students, so that they are confident that you are an employee of the college. In addition, as we also do with students, most if not all important communications are sent through email, in an effort to reduce printing costs and promote green practices. Adjunct teaching contracts are sent only to the Tunxis email account.

Your account will be in the format [first intial][last name]@tunxis.edu. You will need to login on campus to activate the account, using the directions below under NetID. Once activated, you can access all email using Outlook Web Access (OWA).
4.3 Student Printing Policy

In an effort to encourage conservation of paper, Tunxis maintains the following protocol for student printing.

Each student will be given a $25.00 print balance at the start of each semester. Printing to college printers from a student’s account is charged at the rate of $.05 for each black & white page and $.25 for each color page. Once this balance falls below $2.50, a message will display on the screen advising them to contact the Tunxis Business Office to purchase additional printing. Students may add to their semester printing balance in increments of $5.00 (=100 b&w pages or 20 color pages). The receipt should be brought to the Computer Center where an IT Staff member can modify the account balance accordingly.

Account limit changes may take up to 48 hours to become effective.

All balances will expire at the end of the semester and will be refreshed with a new $25.00 balance at the start of the next semester for which a student is registered. While balances will not be reset for the Winter term, new students receive a default balance and continuing students will be given up to $25.00 balance extensions.

4.4 Student/Faculty NetID Instructions

Network ID (NetID): Individual Computer Logon

All computer users are required to logon to computers using their individual Network ID (NetID) and password. **COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR NetID!**

Network ID: The NetID is composed of the following two items
1. Your BannerID (without the @ sign).
2. Domain = @tunxis.edu

Example: A student named Peter Guota with a BannerID of @00023546 will have the NetID: 00023456@student.commnet.edu

Faculty NetIDs are in the format 01234567@tunxis.edu

Returning students will maintain the NetID and password they used the previous semester.

New students will be assigned an initial NetID password which you will be required to change the first time you logon. It is a combination of personal information as follows:
1. 1st three characters of birth month with first letter CAPITALIZED
2. Ampersand character (&)
3. Last 4 digits of your social security number

So, for a user with a birth date of 10/24/79 and SSN of 123-45-6789, their initial password would be: Oct&6789
Password Requirements

The following requirement must be followed when selecting a NetID password.

- Password must be at least eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four categories:
  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Numeric digits (0 through 9)
  4. Special characters (for example, !, $, #, %)
- Password must not contain all or part of the user’s NetID account name.
- Password must differ from previous passwords.
- Password is forced to change every 90 days, but users have the ability to change them sooner.

The following are a few suggestions for creating a secure NetID password:

- Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)
- Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).
- Randomly pick a book, poem, or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase “Four score and seven years ago our forefathers…” might become this password: 4s&7yaof

If the password you select does not meet the requirements specified above, you will get the following error message and be asked to try again:

Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.

If you have any questions, please stop by the Computer Center and ask for assistance.

Don’t Know Your Banner ID?

If you do not know your BANNER ID, see the Records Office. Be prepared to verify your identification with a picture ID. This can only be done in person.

Forgotten Passwords

A Web Password Reset Utility has been created to allow users to reset lost or forgotten NetID Passwords. Go to one of the kiosks in the college lobbies or to the Computer Center to access this utility. The address is www.commnet.edu/netid

Before using this utility, you must have logged onto My.Commnet.edu at least once. Your first logon will require you to select a security question and enter your answer.
Using the Web Password Reset Utility, a user will be required to verify their identity by entering the following personal information in addition to their BANNER ID.

- Birth Date
- Social Security Number
- Security Question and Answer

**Security Question Reset – Steps to Follow:**

Once the password has been reset, you should immediately logon to [http://my.commnet.edu](http://my.commnet.edu) and reset your security question so that you know it for future resets. With a successful login to MyCommnet, select the Student Tab, then select “Click here to access the Self Service system”. From there, select “Tunxis Community College” and then click Personal Information. The first choice is ‘Change Security Question’. Select a question from the drop-down menu, type in an answer, (WRITE IT DOWN !!! somewhere for future reference or right-click and print the page), click ‘Submit’.

**Need Help?**

If you need assistance using your NetID, contact the Lab Assistant at the Computer Resource Center and someone will assist you.
5. **LIBRARY RESOURCES**

The beautiful Tunxis Library serves the students, faculty, and staff of Tunxis Community College, as well as the community at large. The Library staff is committed to providing a broad range of materials and services that support the College’s mission and academic curricula, as well as information and resources for individual interests and personal growth.

5.1 **Library Services For Faculty:**
- Specialized library research classes designed in collaboration with you;
- Library tours;
- Customized online research guides for your classes and assignments;
- Individual assistance with the creation of info literacy assignments;
- Online reference assistance via the library website;
- Interlibrary loans;
- A Reserve Collection of course-related materials for your students;
- Human Anatomy group study rooms;
- Collection development for your discipline, courses, and assignments;
- Conference rooms and group study areas for special classes and tutoring;
- Library blog of new titles and current happenings;
- Access to a wide variety of databases, including streaming video.

5.2 **Library Resources:**

The Library has over 440 seats and 11 small group study rooms (including 4 collaboration station group study rooms), 2 conference rooms, an information commons area, and a 24-seat classroom. In addition to the group study rooms, library users can select from individual study carrels, tables, or soft seating.

The Library collection consists of over 50,000 items with hundreds of print magazines, journals, and newspapers. The online databases provide our users access to thousands of full-text journal articles and e-books, as well as streaming videos. The library also has a large collection of educational and entertainment DVDs, an early childhood reading and music collection, human anatomy models, a memoir collection, and resources for English language learners.

At the library’s website, users can connect to a variety of databases, contact a reference librarian, place interlibrary loan and hold requests, make suggestions for purchase, search the Internet, and access Libris—the library’s online catalog.

5.3 **Library Hours and Contact Information:**

When classes are in session, the library is open
- Monday through Thursday, 8 am to 9 pm,
- Fridays, 8 am to 4 pm, and
- Saturdays, 9 am to 2 pm.

Summer hours and intersession hours may vary.

Visit: [http://www.tunxis.edu/library/](http://www.tunxis.edu/library/) or call 860-255-3800
6. MEDIA INSTRUCTIONAL TECHNOLOGIES (MIT) RESOURCES

The Media Instructional Technologies Department’s mission is to enhance the educational experience and facilitate student learning at Tunxis Community College, and is committed to promoting the most current knowledge and best practices by providing the necessary tools, resources, strategies, support and training to educators.

6.1 The Media Center

The MIT Department’s Media Center provides support in the duplication of professional presentation material for faculty, staff and students. In addition, instructional support equipment such as video and audio players and recorders, document cameras, response systems and portable computer systems are provided for classroom use.

The MIT staff provides faculty and staff with media creations, project assistance, video and audio shooting and editing, distance learning support and training, and production workshops.

When classes are in session, the Media Center is open Monday through Thursday, 8:30 a.m. to 9:30 p.m. (Summer: 8:30 a.m. to 8:30 p.m.); Friday, 8:30 a.m. to 5:00 p.m.; and is closed on Saturday and Sunday. During all other time periods, hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.

Additional information can be found at: http://tunxis.edu/campus-resources/media-center-services/

6.2 The Copy Center

The MIT Department’s staffed Copy Center provides print copy, lamination, binding and folding services to College faculty and staff.

When classes are in session, the Copy Center is open Monday through Thursday, 8:00 a.m. to 9:30 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; and Saturday, 8:00 a.m. to 12:00 p.m. (walk-up copier available, must have copier ID). During all other time periods, hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

6.3 Tunxis Online Education/Distance Learning

The College offers many courses to students who choose to pursue alternatives to in-class instruction. These “classrooms without walls,” offered online to students, provide flexibility in scheduling and accessibility to higher education from home, office, or anywhere with an internet connection. Every semester, the Tunxis Course Schedule includes listings of online offerings.

For instructions and information about online education, and the equipment needed, prospective students may turn to the Tunxis Community College distance learning web page at http://tunxis.edu/distance-learning/
6.4 **Online Courses**

Also known as “Distance Learning Courses,” online courses use Blackboard Learn course shells as virtual classrooms. The entire course is conducted electronically and has no regularly scheduled on-campus meetings. Online courses are designed for students who like the digital environment, who cannot come to campus, or whose schedules prevent them from taking the on-campus version of a course.

6.5 **Hybrid Courses**

Hybrid courses combine face-to-face classroom instruction with computer-based learning. In Hybrid courses, a portion of the course learning is online and as a result, the amount of classroom seat-time is reduced. This allows the student much more flexibility in scheduling, while maintaining the face-to-face contact with the instructor that is typical of traditional education.

6.6 **Supplemented/Web-Enhanced Courses**

Supplemental courses, also known as web-enhanced courses, use Blackboard Learn course shells or other web-based applications to enhance learning. Instructors will notify students when the course utilizes these applications for supporting classroom material.

6.7 **Online With Campus Requirement (OLCR) Courses**

Online courses that have a campus (on-ground) requirement such as an orientation session or exam (or assessment in lieu of exam) will be identified as OLCR courses. The identification of a course marked OLCR will indicate that the actual instruction is entirely online but students will be required to participate on-ground at a campus orientation and/or assessment component.

6.8 **Classroom Technology Software Support & Maintenance**

- MIT supports technology in most general purpose classrooms and two specialized labs (eportfolio and language labs)
- These MIT supported classrooms and labs will undergo regular maintenance between semesters making the technology in these classrooms unavailable for a brief period of time
- Requested software will be added to the instructor’s stations and/or student workstations prior to each new semester - (licensing agreements apply)
- Software requests for classroom installations are required two weeks prior to the end of each semester and is the responsibility of the requestor to obtain and provide the software being requested

*Please note that the software must be requested, purchased and received with proper licensing prior to submitting your request for installation to MIT.*

*MIT Policies and Procedures along with “How To's” can be found on the Tunxis IntRAnet under “Academic Affairs”.*
7. ACADEMIC ADVISING/COUNSELING

The Academic Advising Office provides a wide range of services to assist students with self-exploration, goal-setting, decision-making, problem-solving and academic planning issues. Advisors and Counselors are trained in academic, career, personal and transfer advising. Students should contact the Academic Advising Secretary to set up an appointment at 860.255.3540.

7.1 Advising & Registration

After the first registration, students enrolled in degree or certificate programs will be assigned a faculty advisor who will assist in course planning and academic progress review. Academic advising services are available through the Academic Advising Center for all non-program enrolled students. Services include, but are not limited to, placement test interpretation, assessment of academic interests and strengths and year-round academic schedule planning. Students may access academic advising services whenever their advisor is unavailable or when they need the expertise of advising/counseling staff.

Students are encouraged first to make an appointment with their faculty advisor, typically the coordinator of the program that they are enrolled in. Students can find out who their advisor is by checking my.commnet.edu and checking their academic profile information. Faculty advising typically happens in the first two weeks of April and November each academic year.

During peak registration months: November and December for spring registration and April, May and August for summer/fall registration there are Walk-In Wednesdays each Wednesday during those months in the advising office. Students can drop-in on this day without an appointment and see an advisor.

If students need detailed advising, such as when nearing the end of their degree program and need a review and audit of their completed courses, to ensure that they know exactly what they still need to take, it is best to advise the student to make an appointment with an advisor.

As part of the student’s application to graduate, they need to meet with their advisor to sign-off on their matriculation guide, which must be fully completed and signed by both advisor and student. This then goes to the Records Office along with their application to graduate.

7.2 Student Counseling Services

Students who are identified as having personal challenges, such as illness, family crises, relationship problems, etc should be referred to the Counseling staff.

Counselors provide a private environment in which students may discuss and explore attitudes, feelings and values in a non-judgmental and confidential manner. Counseling is available to students with personal and/or social concerns. Students who need more assistance will be referred to appropriate community agencies. The Academic Advising Center collaborates with other departments to offer wellness programs, encouraging healthy life choices for all our students. Judy Reilly-Roberts and Vivian Craven are both licensed counselors who meet with any student who is in crisis or having any kind of personal difficulty and who seeks help. They can then refer more serious issues to a network of support services that are available to our students.
7.3  Career Services Information

Students are encouraged to explore occupational objectives and opportunities. Trained counselors assist in these career-planning efforts by offering a wide variety of resources including assessments to evaluate skills, values and personality, online employment databases and résumé handbooks, and job search and interview strategies. Students are provided with opportunities to explore career options and to assess their interests. This supportive process helps them to clarify their educational and career goals.

7.4  Transfer Counseling Information

Students wishing to continue their education at a four-year college or university are encouraged to meet with the Transfer Coordinator during their first year at Tunxis. Throughout the academic year, students are offered opportunities to meet representatives from four-year institutions at a variety of activities including the annual Transfer College Fair, workshops, and one-on-one appointments. Students can obtain current information on application procedures, course selection and transferability. Details of the various articulation agreements Tunxis has with public and private institutions are also available.

Hours: 8:30 a.m. - 4:30 p.m.
8. ACADEMIC SUPPORT CENTER

8.1 Center’s Hours

Fall/Spring: Monday through Thursday 8:30 a.m.-8:00 p.m.
Friday 9:00 a.m.-4:00 p.m.
Saturday 9:00 a.m.-12:00 p.m.

Summer: Monday through Thursday 8:30 a.m.-6:00 p.m.
Friday 9:00 a.m.-4:00 p.m.
Saturday 9:00 a.m.-12:00 p.m.

8.2 Tutoring

Tutoring is available each semester in the Center for Tunxis students registered in math, English, science and several other credit courses. A list of courses tutored is posted each semester on the ASC blog; http://falcon.tunxis.edu/blogs/asc/ and is dependent upon tutor availability.

Fall/Spring Tutoring Hours: Monday through Thursday 9:00 a.m.-7:45 p.m.
Friday 9:00 a.m.-2:00 p.m.

Summer Tutoring Hours: Monday through Thursday 9:00 a.m.-5:45 p.m.
Friday 9:00 a.m.-2:00 p.m.

8.2.1 e-Tutoring

e-tutoring is available for registered Tunxis students during the fall and spring semesters and provides online tutoring in the following subjects:
- Writing
- Mathematics
- Statistics
- Accounting
- Biology
- Anatomy & Physiology
- Chemistry
- Research Methods & Information Literacy

To login to eTutoring.org students will need their student ID number
https://www.etutoring.org/login.cfm?institutionid=137&returnPage=

Additional information regarding tutoring is available on our webpage at
http://tunxis.edu/offices-departments/academic-support-center/tutoring/

8.3 Placement Testing

For general information on placement testing, please see the Placement Testing webpage;
http://tunxis.edu/offices-departments/academic-support-center/placement-testing/
For a brochure on placement testing, please link to the following:
8.4 Learning Strategies

The Academic Support Center’s professional staff offer individual learning strategies and techniques to Tunxis students to enhance note-taking, study skills, memory and test-taking effectiveness; as well as, math and pre-writing/writing strategies. Tunxis students can sign-up in the Academic Support Center or access information online; http://tunxis.edu/offices-departments/academic-support-center/learning-strategies/.

8.5 Disability Services

The office of Disability Services in the Academic Support Center provides support services to Tunxis students with disabilities. Students who choose to self-disclose meet individually with a Learning Disability Specialist to determine eligibility for services based on documented need. Services include academic adjustments, academic advising, and assistive technology.

“Learning the resources to use and networking with others is so important. You (Disability Services) are my support system but I need to stop when something comes up and ask myself, “Who do I need to talk to for this situation?” If I take the time, I can figure out a way.”
(Returning Tunxis student with a Learning Disability).

For a comprehensive overview of disability support services see our webpage; http://tunxis.edu/offices-departments/academic-support-center/disability-services/

Additional resources for information on teaching students with disabilities is available at http://www.washington.edu/doit/; link to Faculty Room. DO-IT primarily funded by the National Science Foundation, the U.S. Department of Education, and the State of Washington offers publications and resources to support the academic and career success of people with disabilities.
9. **FREQUENTLY ASKED QUESTIONS**

*What qualifications do I need to have to teach at Tunxis Community College?*

All faculty, both full and part-time are required to have at least a masters’ degree in a discipline in which they are seeking to teach, or a related field, due to NEASC accreditation requirements.

*How large are the class sizes at Tunxis CC?*

Class sizes at the college are always set as small as possible, and typically never exceed 35 students in our largest classes. Many courses are capped at 20-25 in particular courses where a high degree of instructor-student contact is desirable to assist with the learning process.

*How do I apply to teach at Tunxis CC?*

You should a letter of application to:

  Lori Sirois  
  Office of Academic Affairs  
  Tunxis Community College  
  271 Scott Swamp Rd  
  Farmington, CT 06032

A Board of Regents of Higher Education application form is included in the appendix. That should be completed and returned along with original copies of all college transcripts showing awarding of your degrees, both undergraduate and graduate.

*What kind of commitment am I making in accepting an assignment to teach at Tunxis CC?*

When accepting a contract to teach at the college, you are accepting responsibility to hold class on-time every week in your assigned classroom or lab. The semesters during the regular academic year are fifteen weeks in length, 14 instructional weeks plus finals week. Faculty are required to be available to students on campus in the fifteenth week regardless of whether they offer a final exam or not. Faculty are expected to stay in reasonable communication with students throughout the course, primarily through the Tunxis CC email or using Blackboard Learn, and reply in a timely manner to any inquiries from students.

*What kind of students should I expect?*

Tunxis students are like any community college student. The classroom can contain students ranging from exceptional abilities to those that struggle academically. Students most commonly work 20+ hours per week, and often their personal lives interfere with their studies, and cause students to have difficulty succeeding. You will undoubtedly find that teaching at Tunxis is extremely rewarding, but it will also have some challenges, particularly in helping students who are struggling, emotionally, economically and physically.
**What sources of help and support will there be?**

Your department chair or program coordinator that selected you will be your first source of help throughout the semester. You also have administrative support through your faculty secretary, located in the faculty wing of the 100 building. The Academic Dean’s Office, Counseling, Dean of Students, Media Instructional Technology, Academic Support Center and library staff are all here to assist you with any particular

**What kinds of technology am I expected to use?**

Virtually all of our classrooms have some important technology available to instructors which we do strongly encourage all faculty to make use of. Free training is available each semester from the Media Instructional Technology Department. (See section 6)

This technology includes an instructor PC and projector, document camera and DVD player. Many classrooms also have SmartBoards, which are touch sensitive white boards that can be manipulated by hand. Please do not write on these boards with any sort of marker. They are designed to be annotated on the PC.

In addition, we encourage all faculty to take advantage of our Blackboard Learn course management system for every class. This important tool makes communicating with your students much more efficient and simple, and allows you to post grades, assignments, announcements and even tests and quizzes. The discussion board is a very important tool that allows you to continue classroom conversation between classes. If you are teaching a fully online course, you will use Blackboard Learn for the entire course.
10. APPENDIX

ESSENTIAL COLLEGE POLICY STATEMENTS

Board of Trustee’s Policy on Academic Dishonesty

For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student’s academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed, or otherwise obtained) as one’s own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records, laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Specifically, students should not give or receive aid (including the use of cell phones, and other communications devices) during examinations, quizzes, tests, or lab assignments. Students should not use answers to examinations, quizzes, and tests written on cheat sheets, clothing or body parts, or obtained from others who have taken the test prior to them. Students should not use in any written work, without proper acknowledgement, the wording of any sentence or part of a sentence of another author without acknowledgement of the original author. Students should not use calculating devices during tests where calculators are not permitted.

Cheating may result in student suspension or expulsion or removal of college privileges (see Section 3: Discipline Procedures of Student Rights and Responsibilities in the Tunxis Catalog).

DEFINITION OF PLAGIARISM: The dictionary definition of plagiarism is “To steal and use (the ideas or writings of another) as one’s own. To take passages or ideas from and use them as one’s own.”(1) If you copy another’s work in a paper, for instance, you must put the copied material in quotation marks and footnotes or endnotes.

If you restate the language or thoughts of another in your own words, you are paraphrasing. Omit the quotation marks but footnote or endnote the original source. Not to attribute the idea to the original person is to plagiarize. In general, it is better to acknowledge too many sources than too few.

THE DEAN’S LIST: SEMESTER HONORS - Students who take a minimum of three credits and earn a semester grade point average of 3.4 or higher are placed on the Dean’s List. A course Withdrawal or Incomplete makes the student ineligible for Dean’s List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

VETERANS: If you are a veteran and you believe your military experience or commitments may affect your attendance or participation in this course, please speak with me outside of class to discuss ways to accommodate your needs.

SATISFACTORY COMPLETION OF COURSES – Satisfactory completion of 50 percent of the courses attempted (referring to continued enrollment beyond the add/drop period) will be the minimum standard for good standing. A course is not considered completed if a student received a grade of “F,” or a transcript notation of “W” or “I.” Those students who do not maintain a satisfactory completion percentage will be placed on Probation and will be subject to the criteria stated in the explanation of Academic Probation noted in the current catalog.

Board of Trustees’ Policy on Student Conduct

Students are expected to behave according to the socially accepted standards of the college. The college may discipline a student in the following situations:

• For conduct that damages or destroys, or attempts to damage or destroy, college property or property of others on college or college-related premises.

• For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.

• For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where college-sponsored activity is carried on.

• For unauthorized possession or attempted possession of college property or property of a member of the college community.

• For acts which violate board or college rules and regulations.

• For acts of racism, violence, or harassment which violate board policy of racism and acts of intolerance.

• For making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the college with regard to a college-related matter.

• For forging, altering, or otherwise misusing any college document or record.

• For knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drugs, as that term is now defined or may hereafter be defined by law, (1) on the college campus, or (2) off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of the provision.

If a student violates the socially accepted standards of the college, the disciplinary penalties may include, but are not limited to, the following:

• Expulsion: Permanent removal of the student from the college. This involves denial of all student privileges, including entrance to college premises.

• Suspension: Temporary removal of the student from the college. This involves temporary denial of all student privileges, including entrance to college premises.

• Removal of college privilege: This penalty may involve restrictions on student privileges for a definite period of time up to two semesters.

• Disciplinary probation: This penalty is a status that indicates either serious misconduct that does not warrant suspension, expulsion, or removal of privileges.

• Disciplinary warning: This penalty involves written notice to the student indicting what activity is in violation of college regulations, and stating that repetition of this or other unsatisfactory behavior will result in more serious disciplinary action.

A full description of student conduct policies and procedures may be found in the Tunxis catalog.
Other College Policies

- **Accommodations for Students with Disabilities**: If you have a disability and feel you may require accommodations, contact the Learning Specialist or Coordinator of Services for Students with Disabilities in the Academic Support Center to learn about the College’s Accommodations Process. After meeting with one of these individuals, contact your instructor as soon as possible to arrange specific accommodations for the course.

- **Electronic Device Policy**: In order for students to receive uninterrupted, quality instruction and services, all cell phones, beepers, pagers, and alarm watches should be turned to vibrating mode while students are in classrooms, labs, the Library, the Academic Support Center, and the Computer Center. Should a cell phone, beeper, or pager need to be answered during these times, the student should leave the area. Many instructors do not allow students to return to the classroom if exams or presentations are in progress. Students should check instructors’ individual policies on leaving the classroom to respond to one of the above mentioned devices.

- **Granting of Incomplete Grades**: An incomplete grade is a temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. Although a student may request an Incomplete grade, the faculty member is not required to honor the request. The faculty member should assign an Incomplete grade when there are extenuating circumstances such as illness that prevent a student from completing the assigned work on time. The student must have completed 80% of the course requirements and, in the judgment of the faculty member, will be able to complete the remaining work within the time limit established by system policy. A faculty member who assigns an Incomplete shall file a system report form that includes:
  - A brief description of the requirements to be completed;
  - The date by which the course work must be submitted to the faculty member, which is the end of the tenth week of the next standard semester;
  - A statement that the Incomplete will change to a specified letter grade if the work is not completed by the end of the tenth week of the next standard semester.

  The faculty member shall keep the original signed form, with copies to the student, the Dean of Academic Affairs, the registrar, and such other appropriate parties as the college may identify.

  All Incomplete grades will convert to a letter grade by the end of the following semester. If a student submits the required work on time, the faculty member shall calculate a grade to replace the Incomplete grade and submit it to the Registrar by the end of the semester. If a student fails to complete the required work by the specified time, or if the faculty member fails to submit a replacement grade, the Registrar shall convert the Incomplete grade to the letter grade specified in the report form, and that letter grade shall be entered on the student transcript.

  Students with an Incomplete grade are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete grade to a letter grade, students may request and retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided that the student has earned the required grade point average. (*BOT Policy 3.5.1 – adopted 7/23/2001)*

- **Dropping/Withdrawing from a Class**: Students are reminded to officially “drop” or “withdraw” from a class by completing the appropriate paperwork with the Records Office. Failure to submit a Change of Schedule Form may result in an “F” for the course.

- **Procedure for requesting the Accommodation of Religious Beliefs and Practices**: If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss, and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).
# TUNXIS ACCUPLACER PLACEMENT GRID

*Revised March 2012*

<table>
<thead>
<tr>
<th>ENGLISH TEST</th>
<th>RAW SCORE</th>
<th>PLACEMENT RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integ. Rdg. &amp; Writing I</td>
<td>RC 1 – 53.9 OR SS 1 – 64.9</td>
<td>ENG*065 – Integrated Reading &amp; Writing I</td>
</tr>
<tr>
<td>Integ. Rdg. &amp; Writing II</td>
<td>(RC 54 – 69.9 AND SS 65 – 120) OR (RC 70 – 120 AND 65 – 77.9)</td>
<td>ENG*075 – Integrated Reading &amp; Writing II</td>
</tr>
<tr>
<td>Intro. to Coll. Rdg./Wrtg.</td>
<td>(RC 70 – 82 AND SS 78 – 120) OR (RC 70 – 120 AND 78 – 87.9)</td>
<td>ENG*093 – Intro. to College Reading &amp; Writing</td>
</tr>
<tr>
<td>Composition</td>
<td>RC 83 – 120 AND SS 88 – 120</td>
<td>ENG*101 – Composition</td>
</tr>
<tr>
<td>Persp. in the Humanities</td>
<td>RC 80 – 120 AND SS 78 – 120</td>
<td>ENG*173 – Perspectives in the Humanities</td>
</tr>
<tr>
<td>ACADEMIC STRATEGIES</td>
<td>Student has placed above Integrated I</td>
<td>CSS*101 – First Year Experience</td>
</tr>
</tbody>
</table>

## MATHEMATICS

<table>
<thead>
<tr>
<th>RAW SCORE</th>
<th>PLACEMENT RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA 1 – 43.9 AND A 1 – 57.9</td>
<td>MAT*075 – Pre-algebra</td>
</tr>
<tr>
<td>(EA 1 – 43.9 AND A 58 – 120) OR (EA 44 – 65.9)</td>
<td>MAT*095 – Elementary Algebra Foundations</td>
</tr>
<tr>
<td>EA 55 – 65.9</td>
<td>MAT<em>095 – Elementary Algebra Foundations, MAT</em>139 – Elem. &amp; Interm. Algebra Combined</td>
</tr>
<tr>
<td>EA 66 – 120</td>
<td>MAT<em>137 – Interm. Algebra MAT</em>135 – Topics in Contemporary Math¹</td>
</tr>
<tr>
<td>EA 98 – 120 AND CLM 40 – 62.9</td>
<td>MAT<em>141 – Number Systems; MAT</em>146 – Math for the Liberal Arts; MAT<em>152 – Finite Math; MAT</em>165 – Elementary Statistics</td>
</tr>
<tr>
<td>EA 98 – 120 AND CLM 63 – 85.9</td>
<td>MAT<em>172 – College Algebra; MAT</em>190 Calculus for Business &amp; Social Science I</td>
</tr>
<tr>
<td>EA 98 – 120 AND CLM 86 – 102.9</td>
<td>MAT*186 – Pre-Calculus</td>
</tr>
<tr>
<td>EA 98 – 120 AND CLM 103 – 120</td>
<td>MAT*254 – Calculus I</td>
</tr>
</tbody>
</table>

### Connecticut Community College Systemwide Alternatives to Placement Testing

<table>
<thead>
<tr>
<th>TEST TYPE</th>
<th>SCORE</th>
<th>PLACEMENT RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT ENGLISH (Critical Reading OR Writing)</td>
<td>Score of 450 or higher within last 2 yrs. ACT 21 or more on English within last 2 yrs. ACT 47 or more on English &amp; Reading combined within last 2 yrs.</td>
<td>ENG*101</td>
</tr>
<tr>
<td>ENGLISH Challenge Essay</td>
<td>Score of 8 or higher within last 2 yrs.</td>
<td>ENG*101</td>
</tr>
<tr>
<td>SAT/ACT MATH¹</td>
<td>SAT 500-549 / ACT 18-21 within last 2 yrs. SAT 550 or more / ACT 22 or more within last 2 yrs.</td>
<td>MAT<em>135 or MAT</em>137 MAT<em>141, MAT</em>146, MAT<em>152, MAT</em>165</td>
</tr>
</tbody>
</table>

¹ Students should submit Academic Support Center’s “Placement Test Exemption Form” for SAT/ACT placements
CLASS CANCELLATION OR LATE ARRIVAL

- Monday-Friday 8:00 AM - 4:00 PM: Faculty Secretary, 860.255.3609
- Monday-Thursday 4:00 PM - 9:30 PM and Saturday 8:00 AM - 4:00 PM: INFO DESK/SWITCHBOARD, 860.255.3500
  when you hear the recording, dial “0” to leave your cancellation with the operator

ROOM SCHEDULING

- Classrooms, breakout rooms, labs & studios: Sharon LeSuer, 860.255.3617 or slesuer@txcc.commnet.edu
- Computer Classrooms: Steve Mead, 860.255.3473 or smead@txcc.commnet.edu
- Faculty Conference Room: Faculty Secretary, 860.255.3609 or sostynska@txcc.commnet.edu or rkavouras@txcc.commnet.edu
- President’s Conference Room: swinn@txcc.commnet.edu & hmartinez@txcc.commnet.edu
- 6-127/6-128, Main Hallway/Lobby, Parking Lot, Cafeteria, Cyber Café: Nancy Dennis, 860.255.3493 or ndennis@txcc.commnet.edu
- Tunxis@Bristol (formerly Bristol Career Center): 860.314.4708 or sholden@txcc.commnet.edu

OTHER IMPORTANT PHONE NUMBERS

- Academic Support Center: 860.255.3570
- Admissions Office: 860.255.3555
- Bookstore: 860.255.3450
- Bristol Career Center: 860.314.4700
- Business Office/Cashiers: 860.255.3400
- Child Care Center: 860.255.3430/3431
- Computer Center: 860.255.3480
- Continuing Education: 860.255.3666
- Copy/Media Center: 860.255.3727
- Counseling Office: 860.255.3540
- Faculty Secretary: 860.255.3609
- Financial Aid & Veteran’s Affairs: 860.255.3510
- Help Line - Computers/Phones: 860.255.3470
- Human Resources Office: 860.255.3610
- Library: 860.255.3800
- Marketing & Public Relations: 860.255.3776
- M.I.T. Help Desk: 860.255.3759
- Records/Registrar’s Office: 860.255.3533/3520
- Security Office: 860.255.3425
- Student Government/Activities: 860.255.3518
- Weather Information: 860.255.3501

DEAN ON DUTY SCHEDULE

If there is a problem after 4PM and before 6PM, call the Info. Desk/Switchboard to contact the Dean on Duty (255.3500 or “0”).

- Monday: Kirk Peters
- Tuesday: Mike Rooke
- Wednesday: David England
- Thursday: Chuck Cleary
Family Educational Right and Privacy Act (FERPA)

The Family Educational Right and Privacy Act (FERPA) of 1974, as amended, ensures confidentiality of educational records, prescribes conditions under which information about students can be released and defines general record-keeping requirements that the institution must maintain to ensure accuracy and access of student educational data. See additional information in the college catalog under “Student Records and Privacy.”

Below is additional information regarding FERPA and how it may affect you as a faculty member:

**Legitimate Educational Interest**

What is “legitimate educational interest”? In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. This includes such purposes as:

- Performing appropriate tasks that are specified in her/his position description or by a contract agreement;
- Performing a task related to a student’s education;
- Performing a task related to the discipline of a student;
- Providing services for the student or the student’s family, such as health care, counseling, job placement, or financial aid.

What is NOT “legitimate educational interest”? Legitimate educational interest does not convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case-by-case basis. Educational interest does not constitute authority to disclose information to a third party without the student’s written permission.

**Special “DON’TS” for Faculty**

To avoid violations of FERPA rules:

- **DO NOT** at any time use the student’s social security number or BANNER ID in any public posting, (including the classroom, example: do not pass around your class roster for students to sign, initial, etc.).
- **DO NOT** ever link the name of a student with that student’s social security number or BANNER ID in any public manner.
- **DO NOT** leave graded tests in a stack for students to pick up by sorting through the papers of all students; place each one in a separate envelope.
- **DO NOT** circulate a printed class list with student name, BANNER ID, or any other non-directory information, or grades as an attendance roster.
- **DO NOT** discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- **DO NOT** provide anyone with lists of students enrolled in your classes for any commercial or other purpose.
- **DO NOT** provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer individuals to the Public Safety Department.
The Media

Nothing in FERPA allows an institution to discuss a student’s educational record publicly—even if a lawsuit has made the information a matter of public record. A school official may not assume that a student’s public discussion of a matter constitutes implied consent for the school official to disclose anything other than directory information in reply. Additionally, College employees should follow College policy regarding the release of information to the media.

E-Mails and E-mail Address

An e-mail address is personally identifiable student information that must not be disclosed without the signed written consent of the student.

If you have developed email distribution lists for students in your classes, it is best to send an email to the students as a blind copy (BC). This way a student will not have access to other students’ email addresses.

Emails can be part of a student’s record. Do NOT assume that any email you send is confidential. This includes e-mails sent to a colleague regarding a particular student.

Parental Access to Student’s Educational Record

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. The college will obtain an observed signed consent from the student that authorizes the parent to receive non-directory information and/or to attend a meeting regarding the student’s academic record. The consent form will be kept on file in the office where the meeting was held (Admissions, Registrar or Dean of Learning and Student Development). Should a parent contact you regarding their child, you must check for this authorization prior to releasing any information. If the authorization does not exist, you must not discuss the student with their parent and advise the parent that their child must give the college written observed authorization before you are allowed to do so.

All information regarding a student less than 18 years of age stays with the student and NOT the parent, unless a waiver is signed. Our Records Office has copies of the waiver request.

Resource: Board of Trustees of the Community-Technical Colleges, Board Policy 5.7
Resource: The AACRAO 2001 FERPA Guide; Loyola University; Regis-L elist
General Education Abilities

General Education Abilities are those which all students at Tunxis are expected to meet by graduation. General Education Abilities are generalized across the curriculum and are credit-level specific.

Communication
The ability to effectively articulate and communicate thoughts and ideas through writing and speech, and the ability to listen meaningfully and effectively.

Critical Thinking
The ability to evaluate information and concepts, identify and analyze relationships, and draw and justify reasonable inferences and conclusions in order to gain knowledge and insight, solve problems, and make decisions.

Information Literacy
The ability to use appropriate resources to identify, access, evaluate and present information relevant to the topic being studied.

Technological Literacy
The ability to understand the potential and limitations of technology and to identify and effectively use the appropriate technology to achieve a desired outcome.

World Cultures and Perspectives
The ability to understand the contemporary world and the forces that have shaped it.

Aesthetic Engagement and Creative Expression
The ability to understand, use, and engage creative processes and expressions.

Quantitative Reasoning
The ability to use numerical information, laws of logic, and mathematics to solve problems.

Values, Ethics, and Citizenship
The ability to recognize and analyze ethical issues, make and defend ethical decisions, and demonstrate ethical behavior and social responsibility by engaging in community, social, civic or cultural service.

Interpersonal and Team Skills
The ability to participate effectively in group work.

Scientific Method
The ability to apply the methods of scientific inquiry to make observations, construct and test hypotheses, design and carry out research studies, draw conclusions, and report findings.
Health Insurance for Adjunct Faculty

Issued August 10, 2007 as Interdepartmental Memorandum

To:    Donna Munroe, Associate Vice President for Human Resources and Payroll, UCONN
       Coreen Sumple, Director of Human Resources, CCC
       David Trainor, Associate Vice Chancellor for Human Resources and Labor Relations, CSU

From: Thomas C. Woodruff, Ph.D.
       Director, Retirement & Benefits Services Division, Office of the State Comptroller

Re:    State Sponsored Health Insurance for Adjunct Faculty

I. INTRODUCTION

Pursuant to Connecticut General Statutes (CGS) Section 5-259c, part-time professional staff of the state system of public higher education are eligible to participate in the state employee medical plan provided they pay the entire cost of the premium for such coverage. Part-time professional staff become eligible for state subsidized coverage under CGS Section 5-259 if they meet or exceed the eligibility requirement of half-time or 0.5 full time equivalent (FTE). For the purpose of this memorandum, 0.5 FTE means teaching nine or more credit hours in aggregate per semester across multiple State of Connecticut university/college systems.

II. BACKGROUND

Adjunct faculty hired to teach nine credits in aggregate across multiple State of Connecticut college/university systems have been unable to obtain state subsidized coverage as a result of separate and distinct bargaining unit contracts and a limitation in the ability of the HR systems to track and coordinate adjunct faculty employment across the college/university systems. Adjunct faculty teaching nine credits within a single college/university system have not encountered this difficulty.

III. DISCUSSION

Effective with the 2007 fall semester, in an effort to address the issue indicated in Section II, the Comptroller, pursuant to the authority granted under CGS Section 5-259, will reimburse adjunct faculty hired to teach nine or more credit hours in aggregate per semester across multiple State of Connecticut university/college systems for the state share of health insurance premium costs, subject to the following conditions:

1. The adjunct faculty member must be enrolled in one of the state's health insurance plans.
2. All adjuncts covered by this memorandum eligible for reimbursement will pay premiums via the Benefits Billing system.
3. Premiums will not be deducted via payroll.
4. Bills must be paid on time; failure to pay on time will result in the forfeiture of the entire reimbursement for that semester.
5. The adjunct faculty's active primary job, as indicated in the Core-CT system, will be used to determine all effective dates for the purpose of this program.
6. Premium reimbursement will be based on the plan and class of coverage determined to be in effect by applying the rules currently used for rank and file State employees for new hires and terminations.
   a. The new hire date will be the hire date for the semester for the primary job. The
termination date is the date the semester ends in the primary job. The Comptroller’s Retirement & Benefit Services Division (RBSD) will rely on the hire/semester begin/end date provided by the college/university carrying the primary job. For example, if the hire date is August 15th and the termination date is December 15th, the adjunct is entitled to a State share reimbursement for October, November and December.

b. Subsequent to January 1, 2008, the beginning date for adjunct faculty qualifying for and receiving reimbursement in the immediately preceding spring or fall semester and the current semester (in other words, qualifying for and receiving reimbursement in consecutive fall and spring semesters) will be the first day of the first month immediately following the hire date rather than the first day of the second month immediately following the hire date for the current semester. For example, if the hire date is January 15th and the termination date is May 15th, coverage for such an adjunct is effective during the months of February, March, April and May. Therefore, the adjunct is entitled to a State share reimbursement for February, March, April and May.

7. Reimbursement is for whole months only.
8. Reimbursement is for the spring and fall semesters only.
9. The college or university with the active primary job where benefit enrollment is effective will be responsible for the collection and balancing of premium payments and reimbursements.
10. Colleges and universities will provide a report in MS Excel format (required file layout attached) after the beginning of the semester once all courses have been established and staffed.
11. The RBSD will identify adjuncts with an aggregate total of nine credits or more using the data provided by the colleges and universities.
12. RBSD will provide the colleges and universities with a report of the adjunct faculty with an aggregate total of nine credits or more and enrolled in health insurance coverage at their institution along with a report to assist with premium reconciliation.
13. Colleges and universities will reconcile, verify and certify that all required premium payments have been made by the adjunct faculty listed in the aforementioned report, that such payments were deposited in the Core-CT Financial System in accordance with the instructions in Comptroller’s Memorandum 2004-3a and that they are therefore entitled to a reimbursement.
14. The funding source is the State health insurance appropriation. If the number of participants exceeds a reasonable number, the Comptroller reserves the right to charge the appropriate institutions.
15. Reimbursement payments will be made once per semester after the end of the semester via vendor check. Direct deposit is not available.
16. Barring any unforeseen administrative issues the Comptroller will issue the reimbursement payments within 30 days after the end of the semester.
17. No interest will be paid for any reimbursements.
18. Vendor checks will be mailed to the address listed in the employee’s personal data page as the “HOME” address. The employee is responsible for informing the agency human resource office of their current address.
19. Effective with the 2007 fall semester, adjunct faculty covered by this memorandum who are eligible for state-subsidized active health insurance coverage shall become eligible for retiree health insurance coverage only after serving ten (10) or more years (five (5) years for those transitioning immediately to retirement at age 62 or older) of actual state service while eligible for state-subsidized active health insurance coverage and becoming eligible for benefits under a state-sponsored retirement system. Retirement Division Memoranda titled “Retiree Eligibility for State-Sponsored Health Insurance,” dated April 15, 1993, and “SEBAC V - Tier II Five Year Vesting; Reference Chart for Pension Benefits under Tier I, Tier II and Tier IIA,” dated July 9, 1997, do not apply to this group of employees and future retirees.
20. The Comptroller’s Office has been advised that these benefits are not granted pursuant to negotiations or any collective bargaining agreement. These health benefits are being extended to the adjunct faculty as the result of an administrative decision by the Comptroller pursuant to her authority in Section 5-259 of the general statutes.

IV. CONCLUSION

Questions related to this memorandum may be directed to the RBSD’s Central Benefits Unit at (860) 702-3535. Employees with questions must contact the college or university human resources departments where they are employed.

4C’s FACT SHEET

Congress of Connecticut Community Colleges • www.the4cs.org

Health Care Subsidy for Adjuncts at Multiple Institutions

Part-time faculty who teach for multiple state college/university systems (Community Colleges, University of Connecticut, Connecticut State Universities) and teach 9 credits or more qualify for a health insurance reimbursement for the months that they are teaching. This new benefit is available beginning fall 2007.

Who Qualifies for the Subsidy?

To qualify faculty must both:
1. Teach concurrently in more than one state system of higher education (Connecticut Community Colleges, University of Connecticut, and Connecticut State Universities)
2. Teach 9 credits or more per semester

Do I qualify for reimbursement if I teach 9 or more credits only in the community college system?

If you teach 9 or more credits at a community college, you qualify for the same health care benefits as a full-time employee, and do not need this program.

What is the Benefit?

Employees who sign up for the program must pay the insurance premiums themselves. At the end of the semester, the Comptroller’s Office will reimburse them for the state's share for the qualifying months. The state's share of the premium will depend on the healthcare plan and the class of coverage (individual, family, etc.) that you choose. You must pay the full premium amount on time each month or risk losing the reimbursement for that semester.

How Do I Sign Up?

If you wish to enroll in the healthcare coverage, contact the Human Resources (HR) department at one of the universities and/or colleges where you teach and enroll in one of the state’s health insurance plans. At the time you enroll, request that HR activate the code for “active primary job” in the Core-CT system. The college or university with your “active primary job” designation will be responsible for the collection of premium payments. The active primary job will be used to determine all effective dates for the purpose of this program.
How Will I be Reimbursed?

The Comptroller's Office will issue one reimbursement check within 30 days of the semester's end. The check will be the full amount of the state's share of the premium for specific months. The check will be mailed directly to your home address, so please make certain when signing up for the benefit that the Human Resources office has your correct home address.

Which Months Qualify for Reimbursement?

Reimbursement is for whole months only and is for the fall and spring semesters only. When you initially sign up, reimbursement begins the first day of the second month immediately following the hire date. If your start date is in August, you will receive the state's share for October, November, and December. If you qualify in consecutive semesters, reimbursement will begin on the first day of the first month immediately following the hire date. If your start date is in January, this will be February, March, April, and May. If you qualify the following fall, with an August start date, reimbursement will start in September and continue through December.

Will Taxes be Deducted from the Reimbursement Check?

No. Payments will be treated as a reimbursement, not as income. Taxes will not be deducted from the amount of the premium reimbursement check and the reimbursements that you receive will not be reported on your W-2.

Which Plan Can I choose?

The state is offering every health care plan available to full-time employees. Your Human Resources office should provide you with all the information you need, or you can access Plan summaries from the 4C's website. Go to http://www.the4cs.org, then to the Health and Pension section. The 2007-08 COBRA rates show the amount you will be billed for each plan, prior to reimbursement. The state will reimburse you for its share, not for the entire cost.

Do I have to re-sign up every semester?

Once enrolled, adjuncts who continue to make the appropriate payments for health insurance over the summer and interim sessions will not have to re-enroll.
Welcome to Tunxis Community College from the Information Technology Department (IT). We are providing this information to help you get started using your computer and phone. If you have any questions, please contact the IT Help Desk at x3470. Thank you.

• **NetID and Password:** NetID accounts are created automatically as soon as your employment information is entered into BANNER. Please read the attached documentation regarding NetID for Faculty and Staff. We won’t know where new staff are assigned, so you need to contact the IT Helpline at x3470 to arrange for a technician to meet with you and configure your assigned computer at your new workstation location.

• **Phone:** Your phone will also need to be configured with your name and new voicemail password. Request this as well when you contact the HelpLine at x3470.

• **Adjunct Faculty:** Adjuncts do have designated work areas or they may come to the Computer Lab. Since adjuncts do not have dedicated computers, they are expected to use Outlook Web Access for email access. Voicemail is available for adjuncts, but must be specifically requested. Contact the HelpLine with your request.

• **Printer stuff:** Your computer will be set to default all printing jobs to the nearest printer. If you need to print to additional printers, please call the help desk.

• **Software:** The standard toolset for all users includes the following: Word, Excel, PowerPoint, Access and Internet Explorer. Users are NOT allowed to install personally owned software on their computer. This violates state policies and may be illegal in some cases.

• **NetMenu:** All computers are mapped using drive letter “P” to NetMenu - a special folder with links to common applications and installation files. Links to BANNER are located here.

• **Email:** The Community College standard for email/messaging is Microsoft Outlook. Staff may access Outlook from home or anywhere else using the Outlook for Web Access. An introductory training guide on Outlook should be attached.

• **Acceptable Use Policy:** All users are required to abide by the Community Colleges’ Information Technology Resources Policy. The primary tenant of this policy is the recognition that college computer resources are intended for legitimate College academic and administrative work and are not for personal use. Full text of this and related policies can be accessed at http://www.commnet.edu/it/policy/acceptable-use.asp

• **BANNER Access:** Access to the college's database system (BANNER) is granted specifically by the Banner Coordinator –Mary Ann Diorio after initial training in the specific modules appropriate to your job function. You must contact Mary Ann at x3474 to arrange for this training.

• **Additional Resources:** The IT Department Web pages provide additional information on a variety of topics such as requesting software purchases, computer replacement policies, and others. Access this site at http://tunxis.commnet.edu/college/offices/information-technology/

• **Training:** All staff are required by contract to possess knowledge of basic computer applications upon hire. Online training to further user skills is offered on a regular basis throughout the year. For more information, contact Karen Okenquist at x3471.
**Help:** Call the IT Help Desk at x3470 to report any computer problems during normal working hours. A Student Worker will record the problem to be assigned to an IT Staff member for resolution. If the problem represents an emergency situation, please explain this in your call so that an IT staff member may be notified immediately. (Exception: BANNER problems should be directed to Mary Ann Diorio at x3474).

**Frequently Asked Questions**

**Is there any planned “downtime” for our computer systems?**
YES. Friday mornings between 7:30 and 8:30 are reserved for system maintenance. You may find that you are not able to logon between those times.

**Should I turn off my computer before I leave work?**
YES. Please shut down your computer before leaving each day. Leaving the computer on uses electricity which we all pay for out of our taxes.

**How do I get access to another printer?**
Contact the help line at x3470.

**Can I install my own software on my computer?**
NO! State software license compliance policies require that all software be owned by Tunxis. Contact the Director of Information Technology with any questions (x3472).

**How do I make files available to my students?**
We can copy files to a common location on the network to which all students can access. Contact Steve Mead at x3473 for more information.

**What if I want to move my computer within my office?**
Just like your phone, your computer must be connected to a network outlet with a cable that is limited to 15-feet. Relocation of your computer is limited. Contact the IT Department for advice before planning any moves.

**My computer reports that it found a virus. Am I infected?**
Relax! Our anti-virus software will detect and automatically remove viruses. When this happens you may receive a message notifying you that this was done. If you suspect you may have a virus that was not removed, call the Help Desk at x3470.

**Do I have to change my password periodically?**
You must change your password every 90 days. Passwords must be at least 8 character in length and meet minimum complexity requirements as outlined in the User Policy on NetID.

**Are there any resources available to help me use my computer at Tunxis?**
For additional FAQs and Tech Tips, review the Tunxis IT Department Web Pages.
Connecticut Community Colleges Board of Trustees
Information Technology Resources Policy

The Connecticut Community College (CC) System provides information technology resources (IT resources) to faculty, staff and students for academic and administrative use. IT resources may also be available to members of the college community through college libraries and websites. This policy applies to all users of IT resources.

IT resources include, but are not limited to, computers and peripheral hardware, software, networks, databases, electronic communications and Internet connectivity. CCC IT resources are the property of the Board of Trustees. Use of such resources is a privilege and is subject to such IT policies, standards and procedures as may be promulgated from time to time.

IT resources shall be used solely for legitimate and authorized academic and administrative purposes, and in furtherance of CCC mission and goals. They shall not be used for personal purposes, including monetary gain. Use of IT resources may be monitored by the appropriate CCC authority to ensure proper and efficient usage, as well as to identify problems or to check for security violations.

Any unauthorized or illegitimate use of IT resources may subject the user to disciplinary action, up to and including dismissal or expulsion, as well as loss of computing privileges. Users must comply with all applicable state and federal laws and may be subject to criminal prosecution for violation thereof under state and federal laws.

The Chancellor is authorized to promulgate necessary and appropriate IT policies, standards and procedures, including but not limited to those affecting acceptable uses of IT resources, electronic communications and network security. Colleges shall ensure that users of IT resources are aware of all IT policies, standards and procedures, as appropriate.

In accordance with the BOT IT Resources Policy, the Chancellor of the CCC has promulgated IT policies, standards and procedures (e.g. Acceptable Use, Electronic Communications, Network Security, etc.) They can be found in the following location:

http://www.commnet.edu/it/policy
Instructional Observation Form for Classroom and ESL Settings

Faculty Member: __________________________________________

Evaluator: _______________________________________________

Class: __________________________________________________  Date: ______________

1. Was the lesson organized and clearly presented?

2. Describe the level of student interest and participation.

3. Describe the quality of interpersonal relations between the instructor and students.

4. What was particularly effective about the instruction? And, what specific suggestions would you make concerning how instruction could be improved?

Faculty Member’s Signature: ________________________________  Date: ______________

Evaluator’s Signature: ________________________________  Date: ______________
NetID Faculty and Staff

All computer users will be required to logon to computers using their individual NetID and password. **COMPUTERS WILL NOT BE AVAILABLE WITHOUT YOUR NetID!**

Faculty who use computer labs should hand out the documentation to students which explains how they get their NetID and what their initial password will be. Students should be encouraged to test their NetID and reset their default password in the Computer Lab as soon as possible. This will avoid wasting valuable classroom time assisting students having problems logging on.

Staff and Faculty will also be required to use their personal NetID (username) to use computers in the classrooms. New staff/faculty have their NetID accounts created automatically as soon as their employment information is entered into BANNER.

If you're a staff or faculty member, your NetID is composed of the following two items.

- **Username:** BANNER ID number (this is an eight digit number)
- **Domain:** @txcc.commnet.edu

Note: Adjunct faculty will have only ONE NetID for the Community College System. The domain will be determined by their primary college assignment.

**NetID Password**

Your initial NetID password will be a combination of personal information as follows:

1. 1st three characters of birth month with first letter only CAPITALIZED
2. Ampersand character (&)
3. Last 4 digits of your Social Security Number (SSN)

Example: a user with a birth date of 10/24/79 and SSN of 123-45-6789 has initial password of **Oct&6789**

You will be required to change your password the first time you logon. This should be done by logging on to the "my.commnet.edu" logon web interface. You will be asked to select a security question and answer which can be used subsequently to reset a forgotten password.

Passwords expire in 90 days and must be reset. Faculty and staff using my.commnet.edu are prompted when their password is nearing expiration by a message that appears as a popup on the screen. If you are unable to reset your password, you will NOT be able to logon and must see the IT Department in person Mon-Thu. between 8:30am and 8:00pm or 8:30am-4:30pm on Fridays.

**Password Requirements**

The following requirement must be followed when selecting a NetID password.

- Password must be at least eight characters.
- Password must be complex and difficult to guess by including characters from three of the four categories:
  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Numeric digits (0 through 9)
  4. Special characters (for example, !, $, #, %)
• Password must not contain all or part of the user’s NetID or personal name.
• Password must differ from previous passwords.
• Password is forced to change every 90 days, but users have the ability to change them sooner.

The following are a few suggestions for creating a secure NetID password:

• Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)

• Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).

• Randomly pick a book, poem, or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase “Four score and seven years ago our forefathers…” might become this password: 4s&7yaof

If the password you select does not meet the requirements specified above, you will get an error message and be asked to try again.

Forgotten Passwords: Faculty Only

A Web Password Reset Utility has been created to allow faculty (not staff) to reset lost or forgotten NetID Passwords. This can be accessed from home or on campus.

The address is www.commnet.edu/netid

Before using this utility, you must have logged onto my.commnet.edu at least once. Your first logon will require you to select a security question and enter your answer.

Using the Web Password Reset Utility, a user will be required to verify their identity by entering the following personal information in addition to their BANNER ID.

• Birth Date
• Social Security Number
• Security Question Answer

If you have forgotten your Security Question answer, you will not be able to use the password reset utility. You must come to the the IT Department in person to have your password reset manually. Bring your identification.

Security Question Reset

Follow these steps once your password has been manually reset: immediately logon to my.commnet.edu and reset your security question so that you know if for future resets. With a successful login to my.commnet.edu, select the Employee tab, then select “Click here to access the Self Service system.” From there, select “Tunxis Community College” and then click “Personal Information.” The first choice is “Change Security Question.” Select a question from the drop-down menu, type in an answer (write it down somewhere for future reference or right-click to print the page), click “Submit.”

Need Help?
Contact the IT Help Desk at x3470 if you have difficulties.
Overall Performance Form for Adjunct Faculty

Adjunct Faculty Member: ________________________________________________

Department/Division: ___________________________________________________

Semester(s) covered in this evaluation: ______________________________________

The Dean/designee should indicate for each category whether the performance of the adjunct member was Satisfactory or Unsatisfactory. You may comment as appropriate on each category. Please attach a copy of the Summary Student Evaluation(s) and a copy of the Classroom Observation Evaluation.

Student Evaluations: ______________________________________________________

Comments: ______________________________________________________________

__________________________________________________________

Instructional Observation: ________________________________________________

Comments: ______________________________________________________________

__________________________________________________________

Other Responsibilities: ____________________________________________________

Comments: ______________________________________________________________

__________________________________________________________

Overall Performance: _____________________________________________________

__________________________________________________________

__________________________________________________________

Please note that overall performance includes (a) teaching assigned courses in accordance with approved course description and class schedules; (b) maintaining accurate student records; (c) following applicable college administrative procedures; and (d) being available at reasonable times to confer with students outside of class.

Comments: ______________________________________________________________

__________________________________________________________

Signature of Adjunct Faculty Member ___________________________ Date __________

Signature of Dean/designee ___________________________ Date __________
Personal and Emergency Contact Information

In order to maintain email and standard mail distribution lists, it is important for the most updated information to be provided each semester. Please complete this entire form and return with your employment contract.

Name: ______________________________________________________________________
Address: _____________________________________________________________________
____________________________________________________________________________
Home Phone: __________________________________________________________________
Work Phone: __________________________________________________________________
Mobile Phone: __________________________________________________________________
Tunxis Email Address: __________________________________________________________________
Personal Email Address: __________________________________________________________________

In the event of an emergency, the College may need to contact someone on your behalf. Please identify that person below.

Emergency Contact: __________________________________________________________________
Relationship to Employee: __________________________________________________________________
Home Phone: __________________________________________________________________
Work Phone: __________________________________________________________________
Mobile Phone: __________________________________________________________________

Please sign and date below. Thank you.

Signature ____________________________ Date ______________________

FOR HR OFFICE USE ONLY:

DATE RECEIVED: __________________________
ENTERED INTO CORE: ____________________________
INITIALS: ____________________________ cc: Personnel File
This application must be completed in its entirety. Incomplete applications will be returned unprocessed. By signing this application you agree to submit to your supervisor and the Professional Development Committee, within thirty (30) days after your event/activity, a short report detailing the event/activity. Your report will be shared in a future PSO report by your respective dean. Applicants who fail to submit a timely professional development report may be ineligible for future funds. Please include in your application ALL anticipated expenses, even if they exceed the maximum amount per year. Should extra funds be available at the end of the year, estimated expenses listed in your application that exceed the awarded amount will be reconsidered by the committee, and funds may be reallocated to individuals on a prorated basis.

The information below is provided as an overview and not intended to cover all travel circumstances. Detailed procedures and instructions, along with travel forms, are available on the Tunxis Intranet.

REGISTRATION: A completed registration form must be submitted with this application.

AIRFARE: You may contact the state travel agent, Sanditz, at 800-858-4456 for quotes. The Business Office will order your ticket, but requires the following: a signed Travel Authorization Form or the College President’s signature on the RES-FAX from Sanditz authorizing airfare purchase.

MILEAGE REIMBURSEMENT/AIRFARE/TRAINFARE: If an employee chooses to travel by automobile when air or rail travel is less expensive, the employee will have to pay the difference out-of-pocket. The reimbursement of mileage cannot exceed the cost of a plane or train ticket.

LODGING: Complete a lodging request form and purchase requisition. The purchase requisition should list the hotel as the vendor & itemize the costs: room, tax and parking. These expenses will be charged to the college’s purchasing card.

REQUIREMENTS FOR PROCESSING OF IN-STATE REGISTRATION & TRAVEL:

- Non-mileage expense LESS than $25
  - Professional Development Fund Application
  - Conference Flyer/Completed Registration Form
  - Travel Authorization Form is NOT required
  - Purchase Requisition for any other non-mileage expense
    - If submitting for payroll reimbursement, purchase requisition is required with you listed as vendor.

- Non-mileage expense GREATER than $25
  - Same as above with the addition of a Travel Authorization Form.

REQUIREMENTS FOR PROCESSING OUT-OF-STATE REGISTRATION & TRAVEL:

- Professional Development Fund Application
- Conference Flyer/Completed Registration Form
- Completed Travel Authorization Form
- Purchase Requisition for any other non-mileage expense
  - If submitting for payroll reimbursement, purchase requisition is required with you listed as vendor.
### Congress of Connecticut Community Colleges

**Professional Development Fund Application**

**IMPORTANT:** Prior to submitting this application, contact the Director of Finance to verify funds are available. Funds cannot be used to purchase physical equipment. New software purchases should be discussed with Software Committee prior to applying for professional development funds. Adjuncts/Part-timers must be actively on payroll in order for reimbursements to be processed. Activity must occur within the fiscal year application is submitted.

Date: __________________ Name: ____________________________

Position/Title: ____________________________

- Full Time
- Part-time

Date of last professional development activity: ____________

Amount approved $ ____________

Amount requested for this activity $ ____________

Total of ALL expenses anticipated $ ____________

Will you be requesting funding from other sources to cover the costs of this activity?  

- YES  
- NO

If YES, please identify funding source/s and amounts you will be requesting.

Note: additional applications/procedures will need to be submitted/followed for other funding sources.

Other funding source/s: ____________________________ Amount requested $ ____________

Activity title: ____________________________ Attendance date/s ____________

Activity location:  

- In-state (Connecticut)  
- Out-of-state (see page 1 for travel info. and requirements)  
- N/A

Have you already registered for this activity?  

- YES  
- NO

Is there a registration fee?  

- YES  
- NO

If activity has a registration fee, how will it be paid?  

- Out-of pocket/payroll reimbursement  
- Business Office to pay fee

If you are asking the Business Office to pay the registration fee, please answer the following questions:

Today's date: ____________ Activity date: ____________

**NOTE:** processing of this application normally takes four (4) weeks. If request is submitted less than four (4) weeks from activity date, employee may have to pay out-of-pocket & submit for payroll reimbursement. **Applications must be submitted and approved PRIOR to activity in order to receive funds. No retroactive applications will be allowed.**

Does the activity sponsor accept MasterCard?  

- YES  
- NO

If NO, do they accept purchase orders?  

- YES  
- NO

**NOTE:** If purchase order is accepted, please attach a completed purchase requisition and completed W-9 to this application. You will have to pay the registration fee out-of-pocket & submit for payroll reimbursement if they do not accept MasterCard or purchase orders.

**JUSTIFICATION/REASON FOR REQUEST** — Please attach answers to the following questions:

How will this activity benefit the college? And, How will this activity contribute to your professional development?  

Also, supporting material must be included with the submission of this application (ie., brochures, website URL, etc.).

Applicant’s signature ____________________ Date __________________

Supervisor’s signature ____________________ Date __________________

Dean’s signature ____________________ Date __________________

Approved amount $ ____________  

- Not approved

President’s signature ____________________ Date __________________

**ROUTING OF APPLICATION:**

1. Applicant signs and submits to Supervisor.
2. Supervisor signs & forwards to Dean for approval
3. Dean signs & forwards to President
4. President makes final decision (approve/deny)
5. President sends approved applications to Director of Finance for processing
6. Copy filed with Professional Development Committee Chairperson/s

**Rev. 8/11**

This application must be completed in its entirety. Incomplete applications will be returned unprocessed.
**Student Course Outline Template**

**Course Title:** (see current schedule or your contract for correct info)

**Course #:** (see current schedule or your contract for correct info)

**Course Item #:** (see your contract)

<table>
<thead>
<tr>
<th>Semester, Year:</th>
<th>Semester Hours:</th>
<th># of Contact Hours:</th>
</tr>
</thead>
</table>

**Instructor’s Name:**

**Class Meeting Times—Days/Times:**

**Instructor’s Contact Information:** (How do you want your students to contact you? Your Tunxis email is your best option.)

**Ability-Based Education (ABE) Statement:** Tunxis faculty and staff have identified a set of specific abilities (skills and knowledge) that students should develop in a successful and well-rounded education. We believe that ten of these abilities, the general-education abilities, are necessary for all students to be successful at work, in future education, and as citizens. In most college-level courses at Tunxis, students will be assessed on at least one general-education ability as well as abilities that are specific to the course. Students in professional programs will also be assessed on abilities that are important to their profession. (In some externally accredited programs, general-education abilities may not be assessed in every course, but all abilities will be assessed by the time the student completes the program.)

On some assignments, students will receive feedback on the degree to which they have mastered certain abilities. When this happens, students will receive a rating of 1 (Not Satisfactory), 2 (Satisfactory), or 3 (Distinguished) and an explanation for the rating. The goal will be to let students know where they stand at a specific time and what they need to do in order to improve in these abilities. We are convinced that development of these abilities, and the general-education abilities in particular, is critical to students' success in all aspects of life.

**Course Description:** (see institutional syllabus)

**Prerequisite:** (see institutional syllabus)

**Required Texts and Materials:**

**Any Optional or Suggested Texts and Materials:** (if applicable)

**Outcomes:**

- Course: (see institutional syllabus)
- Program: (see institutional syllabus)
- General Education: (see institutional syllabus)
Academic Expectations and Policies:

*Course requirements including your expectations regarding attendance/tardiness/participation, behavior, preparation, technology use* (If technology such as word processing, BB Vista, e-portfolio, special software, internet, etc., is expected to be used in your class, please note it here.) Other expectations such as collaborative out of class work, field trips, the amount of time outside of class the student is expected to put into coursework, study, etc.

*Evaluation criteria including the grading system you use* (percentage of total grade value for each course component. Be sure to check with your department chairperson to see if there are any departmental policies on grading. If you use a rubric for assignments, you may include that. If you use a point system, be sure it has a concordance with the approved college grading scale.)  

**The approved college grading scale:** (does not apply to dental hygiene courses) percentage or point range for:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

*Policy on missed assignments, tests, quizzes, or exams.* (Be aware that if you allow make-ups, you must arrange and administer them yourself. No college staff is available to proctor make-ups except for students with documented disabilities. Please take into account the new procedure for accommodation of students’ religious obligations. Make sure it is inserted in this section or attached to this document.)

*Lab/Safety/Health* (if applicable)

*Statement to cover possible changes in the course outline*

*Topical Outline* (from the institutional syllabus. Consult department chairperson if in doubt.)

*Schedule of dates of course meetings, tests, quizzes, assignments, readings, as appropriate*

*Attached required college and system policies.* (These are usually added at the copy center for you if you have your outlines copied there. If you do your own copying and need the policies, notify me or your department chairperson and we will send them to you by email.)

Updated by C. Keyes on 1/15/09