



**2017-2018**

**ADJUNCT FACULTY HANDBOOK**

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## EXECUTIVE ADMINISTRATION

Dr. Raymond Staats  
President

Kathleen Gallman  
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Officer

Gerald Boucher  
Vice President for Students

Dr. Page Varnell  
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## ACADEMIC ADMINISTRATION

### Career Programs

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Dean of Career Programs  
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Chair of English, Communication & ACA  
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### Health Programs

TBD  
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### Havelock Campus

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Havelock-Cherry Point Campus  
444-0739

Dr. Vincent Castellana  
Chair of Havelock/Cherry Point Campus  
444-2740

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444-1713

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444-1377

## **Institutional Effectiveness**

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Executive Director Institutional Effectiveness  
633-3879

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638-7320

## **Learning Support**

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638-7271

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633-2039

Jennifer Bumgarner  
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## **Instructional Support**

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Senior Administrative Assistant – Liberal Arts &  
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Instruction/Chief Academic Officer  
638-7381

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Senior Administrative Assistant – Havelock  
444-6008

Angela Hughes  
Senior Administrative Assistant – Havelock  
444-6001

Emily Paley  
Administrative Assistant – Havelock  
444-8204

## EMPLOYMENT INFORMATION

The most current explanation of faculty employment information can be found in the Policies and Procedures Manual at <http://cravencc.edu/about/policies/>

### ***Employment Packet***

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The following forms must be completed and returned to the Human Resource Office prior to the first day of employment:

- Employee Acceptable-Use Policy and Procedures (AUP)
- Employee Information Form
- Employee Withholding (W-4) and Employee Allowance (NC-4)
- Employment Eligibility Verification (I-9)
- State of North Carolina New Hire Reporting
- Automatic Payroll Deposits Authorization Agreement
- Drug Abuse Policy
- Certification of State of North Carolina Employment and Cumulative Leave Form
- Secondary Employment Form
- Employee Change of Information Form (If you have moved or had a name change)
- Acknowledgement of Required Documents Form (acknowledges that official transcripts are required within the first 30 days of employment)

### ***Background Investigation Policy***

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It is the policy of Craven Community College to conduct background investigations on all individuals who have been provisionally offered employment. Craven Community College also reserves the right to conduct background investigations on incumbent employees and also to conduct employee misconduct investigations in the event that an employee is suspected of misconduct relating to the employee's employment, or violation of federal, state, or local laws or regulations, or violation of any written policies of Craven Community College, or noncompliance with the rules of any regulatory organization ("Employee Misconduct Investigation"). In the event that a report on an applicant or incumbent employee is obtained from a Consumer Reporting Agency, Craven Community College will comply with the requirements of the Fair Credit Reporting Act. The administration of Craven Community College shall implement policies and procedures consistent with this requirement.

### ***Setting Up Accounts***

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The appropriate Dean or designee will complete a Personnel Action Form in the eForms (Doc eFill) area of the CCC web site, <https://eforms.cravencc.edu/index.aspx>. The Dean or designee will login using their Active Directory credentials. Upon successful login, locate the "Personnel Action Form" link located under the Human Resources area. Select the link and complete the request; this will allow the Dean or designee the ability to request an e-mail account for newly hired team members. Team members will receive a GroupWise account for College-wide communication to include communication with students. Questions regarding these accounts should be forwarded to the appropriate Dean or their administrative assistant.

## ***Faculty Credentials***

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Through the Faculty Credentials Manual, the College has established criteria for the recognition of academic and professional preparation of faculty consistent with State regulations, the accreditation criteria of the Southern Association of Colleges and Schools (SACS), other professional accreditation associations and other applicable guidelines.

The College shall keep documentation on file for all part-time faculty members consisting or, for example, their academic and professional credentials, i.e., official transcripts, documentation of professional and work experience and performance competencies, records of publications, certifications and other qualification documents.

### ***Policy Provisions***

Adjunct faculty shall be expected to meet the following criteria for academic and professional preparation:

- College Transfer Instruction: Each full-time and part-time faculty member teaching credit courses that can be accepted into a baccalaureate program shall have completed at least eighteen (18) graduate hours in the teaching discipline and hold at least a master's degree from a regionally accredited institution;
- Professional, Occupational and Technical Instruction: Each full-time and part-time faculty member teaching credit courses in Professional, Occupational, and Technical areas that are components of programs not usually resulting in college transfer or the continuation of students in baccalaureate institutions, shall possess appropriate academic preparation or academic preparation coupled with work experience, such as an Associate's degree with documented career experience. The minimum academic credentials for faculty teaching in professional, occupational and technical fields shall be at least at the same level at which the faculty member is teaching;
- Developmental Studies Courses, Basic Computation and Communication Skill Courses, and Adult Basic Education Instruction: Faculty members who teach Developmental Studies Courses, Basic Computation and Communication Skill Courses, and Adult Basic Education Courses shall hold at least a baccalaureate from a regionally accredited institution in a discipline related to the teaching assignment.

### ***Portfolio Review***

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above disciplines, with the exception justified on an individual basis and approved by the College's credentialing officer and the Vice President for Instruction.

### ***Job Description***

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Adjunct faculty members help to maintain the quality and integrity of the College's academic programs. Basic adjunct faculty functions include teaching and conducting the appropriate learning assessments in order to meet identified learning outcomes.

## ***Pay Day***

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Payroll is directly deposited into the account specified by the employee on the last working day of the month. Pay Advices are available 3 days prior to Payday by logging into Craven Community College's WebAdvisor, (<https://webadvisor.cravencc.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8708078391>). The User ID for WebAdvisor is first name.last name (for example, John.Smith). The initial password is the first two letters of the last name, with the first capitalized, and the birthdate as MMDDYY. For example, for John Smith born on January 2, 1960, the initial password would be Sm010260. Once you are logged in, WebAdvisor will prompt you to change your password. Future pay dates can be found on WebAdvisor in the Total Compensation section.

## ***College Employee Directory***

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A printable version of the college directory may be accessed at: <http://cravencc.edu/faculty-and-staff-directory/>.

## ***Institutional Fact Book***

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Institutional information, student and faculty demographics, and financial information may be accessed by utilizing the Fact Book at: <http://cravencc.edu/wp-content/uploads/admin/ie/FactBook.pdf>

# **GENERAL ACADEMIC INFORMATION**

## ***Hours of Operation***

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Official college business may be conducted from 8:00 a.m. to 5:30 p.m. Monday – Thursday and 8:00 a.m. to 2:30 p.m. Friday at the New Bern, Havelock, and Cherry Point offices. All offices are open the additional times listed below:

### **New Bern Campus**

#### **Academic Skills Center**

Monday-Thursday, 8am – 8pm  
Friday 8am – 2:30pm

#### **Bursar's Office**

Monday- Thursday 8am – 5pm  
Friday 8am – 2:30pm  
Tuesday & Wednesday, 8am – 6pm

#### **Library**

Monday – Thursday, 7:30am – 8pm  
Friday, 7:30am – 2:30pm

### **Havelock Campus**

#### **Academic Skills Center**

Monday – Thursday, 8am – 7pm  
Friday 8am – 2:30pm  
Saturday 9 am – 3pm

#### **Bursar's Office**

Monday – Thursday 8am – 5pm  
Friday 8am – 2:30pm

Note: Hours subject to change during registration and during summer.

When inclement weather or other conditions warrant closing the College, local TV and radio stations will be promptly notified. A plan for make-up of lost instructional time will be communicated through the appropriate faculty member to their supervisor.

## ***Policies and Procedures Manual***

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The most current Policies and Procedures may be accessed at <http://cravencc.edu/about/policies/>.

Please review this manual in its entirety, becoming familiar with all Human Resource Policies and Procedures and all Student Policies and Procedures, including the [student grievance procedures](#).

## ***College Catalog***

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The college catalog is available online at <http://cravencc.edu/admissions/general-catalog/>.

## ***Americans with Disabilities Act (ADA)***

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In accordance with the Americans with Disabilities Act and S.504 of the Rehabilitation Act of 1973, Craven Community College has adopted a policy of nondiscrimination against individuals with disabilities who meet the essential eligibility requirements to receive College services for participation in college programs or activities. Failure to provide the college with adequate notice or need for an accommodation may result in the college's inability to provide the desired accommodation in a timely manner.

Students with physician-documented disabilities are provided assistance through the Academic Skills Center on each campus. Individual arrangements are made with each student in order to meet his/her specific needs.

In order to receive services, students must provide official documentation of their disability to Student Services who then forwards the information to the ADA Coordinator on each campus. The student will receive a form that his/her instructors must sign and the student then returns the completed form to the ADA Coordinator.

Jennifer Bumgarner, MA  
Executive Director of Academic Support Services  
ADA Coordinator  
New Bern Campus  
252-514-6715

For more information on Disability Accommodations visit: <http://cravencc.edu/accessibility-services/>

## ***Title IX Compliance***

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The College prohibits any form of sexual or other prohibited harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, disability, or other legally protected status is strictly forbidden.

For additional information on Title IX guidelines click on the following link:

<http://cravencc.edu/campus-save/>

## ***Academic Freedom and Academic Responsibility***

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Craven Community College's policy on academic freedom is based on the AAUP 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments and gender-specific amendments from 1989-1990.

## ***Curriculum and Course Changes***

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All curricula and courses taught within the North Carolina Community College System are approved by the State Curriculum Review Committee. Additionally, college transfer courses are approved by the Transfer Advisory Committee, a joint committee consisting of Community College and North Carolina University System representatives. Descriptions of courses and Curriculum Standards may be found at the North Carolina Community College System Office website: <http://www.nccommunitycolleges.edu/academic-programs/curriculum-standards>. All curricula and courses approved for use by Craven Community College are adopted from the State-approved Curriculum Standards and the State Combined Course Library. These curricula and courses are approved for local use during scheduled Curriculum and Academic Policy (CAP) Committee meetings. Changes to local curricula and course offerings may be brought before CAP for approval. Changes to State curricula and courses may be brought before CAP for submission to the State Office. Adjunct Faculty should submit suggestions for changes to the appropriate Learning Center Dean.

## ***Adjunct Faculty Observation***

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The Employee Appraisal process is an integral part of Craven Community College's Performance Management Program. The purpose of the process is to ensure a high standard of work performance for every employee and to foster communication between supervisors and employees with a clear statement of performance expectations and a workable performance plan. For Adjunct Faculty members, the appraisal process is conducted via a classroom observation regardless whether or not is it delivered in a seated, online, or hybrid format. With regard to instructors teaching a hybrid course, the observation can take place in either an online or seated format at the discretion of the observer.

The following procedures have been established to determine which adjunct faculty members will receive an observation and when:

- New Adjunct Faculty will be observed in their first semester of teaching. Adjunct faculty who have been absent from teaching for more than two consecutive semesters will be observed as new faculty.
- Adjunct Faculty will also be observed every two years of service and/or at the discretion of the appropriate learning center Dean.

To the fullest extent possible, the observer will coordinate the classroom observations with the adjunct faculty member. The forms to be used for the observation can be found at the following site: <http://cravencc.edu/humanresources/forms/>.

The Employee Appraisal process does not replace the regular, consistent, informal and formal communication between the supervisor and employee. Rather, it is a synopsis of the employee performance during the stated appraisal period.

### ***Student Opinion of Instruction***

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Students will evaluate their instructors using the Student Opinion of Instruction Form. It is the instructor's responsibility to conduct the evaluation in accordance with College policy. The following guidelines will be followed:

- Adjunct Faculty with less than (2) full semesters of teaching experience at CCC will have Student Opinion of Instruction Forms conducted annually during the Spring Semester.
- Adjunct Faculty absent from teaching at CCC for (2) full semesters or longer will have Student Opinion of Instruction Forms conducted annually during the Spring Semester.
- Adjunct Faculty will also conduct Student Opinion of Instruction Forms at the discretion of the appropriate learning center Dean.

Student Opinion of Instruction results will be available for faculty after the end of the semester.

### ***Excellence in Teaching***

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The Adjunct Excellence in Teaching award identifies and individually recognizes a Craven Community College adjunct faculty member who has consistently demonstrated excellence in teaching to their students and the college. For more information visit: <http://cravencc.edu/center-for-teaching-and-learning/excellence-awards/>.

## **ACADEMIC REPORTING INFORMATION**

### ***Section Roster***

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Adjunct faculty can print class rosters from WebAdvisor at the conclusion of the registration period and prior to the first class meeting to view student enrollment.

## ***Financial Aid Verification***

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In order for students to receive their financial aid disbursements, adjunct faculty must verify student attendance at the census date (10%) of each term. Adjunct faculty must use WebAdvisor to enter student attendance on Web Attendance Tracker to complete the verification process.

## ***Curriculum Attendance Policy and Reporting***

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Craven Community College has adopted a mandatory attendance policy. Adjunct faculty must document all attendance prior to the census date (10% point) and **for the duration of each course**. Attendance **must be completed by the date listed on the academic calendar (just after the 10% date for each term)**. **For DMA classes, attendance must be verified on the first day of class. If students stop attending after the 10% and receive a failing grade, the last date of attendance is required.** After the census date, instructors will **continue to observe the College Attendance Policy**. Instructors cannot assign an NA grade at the end of the semester. The instructor's attendance policy must be stated in the class syllabus.

The College attendance policy is as follows:

“Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student **WILL be automatically withdrawn** from any course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early.”

Absences in online/hybrid courses **WILL** be managed in the following manner:

- Faculty must ensure all online courses **require activity each week** for the duration of the semester.
- For any week in which a student fails to be active in a course, that week will constitute “one absence.”
- As is the case with seated classes, students **WILL be automatically withdrawn** from any course when absent more than 20 percent of the total class time.

Regardless of whether or not the course is being delivered in a seated format or online, instructors will provide specific course requirements in their syllabi.

Missing class for military assignment or for college-related activities will not constitute an absence when the instructor has received prior official notification such as a letter from the commanding officer in military matters or from approved college personnel for college-related activities.

Missing a maximum of two absences per academic year for religious observances will not constitute an absence when the instructor has received written notification from the student at least fourteen (14) working days prior to the date the student intends to be absent for the religious observance. Students shall be given the opportunity to make up any tests or other work missed due to the excused absence for religious observation. Responsibility for initiating such notifications rests with the student.

Any student facing a lengthy illness may apply for extended absences through ADA in Student Services. All ADA standards must be met for this exception to be granted.

STUDENTS WHO CANNOT ADHERE TO THE ATTENDANCE POLICY MUST OFFICIALLY WITHDRAW FROM CLASS (ES) TO AVOID A POSSIBLE FAILING GRADE(S) (See Withdrawal Procedures). Refer to the academic calendar at <http://cravencc.edu/calendar/>, in the catalog or your course handout for the specific withdrawal deadline. For extenuating circumstances, refer to the paragraph "Grade: I" in the Academic Regulations section of the catalog.

**Instructors must issue automatic withdrawals** by the official withdrawal date for the term. After this date, students will receive a grade for the course(s).”

Class rosters are available to instructors on the first day of classes on WebAdvisor. Web Attendance Tracking is used to record student attendance in classes. Instructors must enter attendance on Attendance Tracking to calculate FTE for the college; therefore, it is imperative that attendance is recorded accurately.

Adjunct faculty teaching online courses must use the syllabus quiz submission date as the first day of attendance or the enrollment date. If a student does not submit a syllabus quiz by the census date, the student cannot be counted for FTE. The student is recorded as a “No Show” and issued a “NA” grade for the course. The student’s Moodle access to the course is also cut off.

## ***Final Grade Report***

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Assigning grades to students is the exclusive responsibility of the instructor. Grades are recorded and entered on the Grading menu in WebAdvisor <https://webadvisor.cravencc.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8708078391>. Once assigned, a grade can only be changed upon the written explanation and authorization of the instructor using the Report of Grade Change form. This form is also used to change a grade of “I” (incomplete).

## ***Curriculum Grade Descriptions***

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A 4-point grading system is used to calculate student quality point averages. The letter grades used on the permanent records are as follows: A (4.0); B (3.0); C (2.0); D (1.0); F (0.0).

***Note: It is the student’s responsibility to contact the instructor regarding work to be completed for removal of the “I” grade. A grade of “I” must be removed during the first eight weeks of the next semester or it automatically becomes an “F.” Exception: Spring semester incomplete grades must be removed no later than the first eight weeks of the next Fall semester. Associate Degree Nursing and Practical Nursing students must remove an incomplete grade prior to the beginning of the next semester of study. This policy may be waived through petition to and approval of the Vice President of Instruction.***

## ***Grades for Developmental Studies Courses***

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Letter	Letter Definition	Quality Points/
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Grade		GPA
SA	90 – 100	0
	Satisfactory with an A.	
SB	80 – 89	0
	Satisfactory with a B.	
U	Unsatisfactory	0
	Unsatisfactory. Students must retake the course.	

## ***Incomplete Grades***

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To be eligible for an Incomplete, a student must have completed 80% of the course work successfully and become subjected to some unforeseen event. Examples of unforeseen events could be a military deployment, illness or injury requiring hospitalization or long-term recovery, natural catastrophe, or family emergency. The Incomplete Grade Request form can be found at the following location <http://cravencc.edu/faculty-and-staff/forms/>. In all cases, the final determination and approval for an incomplete will be made by the faculty member and appropriate Learning Center Dean.

## ***Change of Grade***

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Students are responsible for checking the accuracy of their grades with the instructors. Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may be changed only upon written explanation and authorization from the faculty to the Registrar using the **Grade Change Report** digital form found on the college’s e-Forms site. The adjunct faculty member must login using their Active Directory credentials; once in, select the “Change of Grade Form” link located under the Document Library tab. Extraordinary circumstances will be referred to the instructor’s Learning Center Dean.

Students may appeal a disputed grade through the Student Grade Appeals process. Students have within two weeks following the start of the next term to submit a grade appeal using the **Student Grade Appeal Form**. Students may repeat a course for a higher grade, which replaces the grade previously received in the calculation of the student’s cumulative GPA.

## ***Student Withdrawals***

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Students who withdraw from class on or prior to the census date (10% point) of class will not appear on your roster. Students may withdraw anytime through the last date to withdraw, as indicated on the Academic Calendar, without penalty. When a student has withdrawn from your class, you will see the withdrawal grade “W” and official withdrawal date on WebAdvisor. Select Faculty menu, Grading, then select term and course section to see these items under Grade and Status columns.

Military affiliated students using any version of educational benefits are required by statute to have the last date of attendance (LDA) annotated. Student Services or Military Affairs Resource Center staff will forward the student withdrawal and or email you that the student withdrew from your course asking for

the LDA. Please provide the LDA within 2 weeks of being notified. The VA Certifying Officials have exactly 30 days to process this change within VA Once.

## ***Automatic Withdrawal Procedure***

---

Craven Community College has adopted a mandatory attendance policy. Adjunct faculty must document all attendance prior to the census date (10% point) and for the duration of each course. If a student violates the attendance policy of the course as stated on the syllabus, adjunct faculty members will automatically withdraw the student prior to the last day to officially withdraw. After the final date to withdraw, students cannot receive a grade of W (student withdrawal) or AW (faculty automatic withdrawal) but, instead, will receive the calculated grade. Students who do not attend class prior to the census date (10% point) are issued a grade of NA (never attended). When an instructor enters an NA by the 10% point, the NA should also be entered as a final grade at that time.

If an instructor wishes to automatically withdraw a student, he or she must login to the eForms area of our web site located at <https://eforms.cravenc.edu/index.aspx> using their Active Directory credentials. Once logged in, the instructor must select the “Automatic Withdrawal” link located in the Student Services area of the Document Library and complete the digital report, it is self-explanatory. When complete, the instructor can submit the form electronically by selecting the “Send” button at the bottom of the page. As a precaution, it is recommended, not required, to print a copy of the completed Report of Automatic Withdrawal prior to sending it.

All withdrawal reports must be submitted on or before the official withdrawal date of the term with no exceptions. Please remember that Financial Aid and Veterans Benefits are affected by the timelines of Automatic Withdrawals.

For military affiliated students using any version of educational benefits it is required by statute to have the last date of attendance (LDA) annotated. Please provide the LDA within the AW, if the LDA is not annotated someone from Student Services and or the Military Affairs Resource Center will contact and request this information be provided within 2 weeks of being notified. The VA Certifying Officials have exactly 30 days to process this change within VA Once.

## ***Auditing Courses***

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Students wishing to audit courses must complete a **Permit to Audit** form and be registered for the course. The audit student receives no course credit; however, students auditing classes may participate in class projects, class work, class discussions, and take examinations. In the event of limited classroom space, priority for a classroom seat must go to the student enrolled for credit. A change from audit to credit is permitted only during the registration period. Students may change a course from credit to audit through the last day to withdraw (see the Academic Calendar for date). Financial Aid and Veterans’ Benefits are not available for audited courses.

## ***Repeating a Course***

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Students may repeat a course as many times as necessary to receive a passing grade. Students who audit or receive a passing grade may repeat a course twice. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point

average. No course may be counted more than once toward graduation. Students who receive transfer credit for a course may repeat it twice.

**Students will not receive veteran's benefits for repeating a course which they have already passed or received transfer credit, with the exception of ADN or PN programs. Military students will not receive tuition assistance for courses previously covered by tuition assistance. Financial aid students may repeat a course with a grade of D or higher once for the purpose of receiving a higher grade.**

Students planning to transfer to other colleges or universities should note that these institutions may include all course attempts when calculating their grade point averages for admissions purposes, and may not honor this school's computations.

### ***Academic Progress Standards-Federal Programs***

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The federal government has established satisfactory academic progress standards for the following Title IV federal student aid programs: Pell Grant, subsidized loan, unsubsidized loan, SEOG and college work-study.

Satisfactory academic progress requirements are monitored at the end of every enrollment period.

The requirements are:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Pass two-thirds (67%) of all coursework attempted. Coursework attempted includes withdrawals, automatic withdrawals, incompletes, repeated courses, developmental coursework, or courses taken at another institution and courses taken at CCC prior to the receipt of Federal Student Aid.
3. Complete degree requirements within 150% of the published program length. All coursework accepted for credit in the program of study will count toward the maximum. Students who exceed the maximum time frame will not be eligible for any additional Federal Aid.

Students enrolled in all associate degree programs are allowed a total of 97 credits attempted.

Total credits attempted is defined as all credits attempted at Craven Community College after the drop/add period, including withdrawals, repeated coursework, incompletes, failed courses, medical withdrawals and any transfer credits accepted toward your degree.

### ***Student Early Alert***

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Use the student early alert form, <http://cravencc.edu/faculty-and-staff/student-early-alert-information-form-new-bern/>, to identify students who are at risk for being unsuccessful in a course or who need career or educational counseling. Adjunct faculty can submit the form at any time during the semester. Research shows that students are at most risk for dropping out or stopping during weeks three through six, so please pay close attention to identifying students during this timeframe. On the form, please select the reason(s) for the referral.

## ***Semester Schedule***

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Craven Community College uses letters and numbers to designate course sections. Up to four letters will be used for each class, along with a number. The following should help you identify course information:

First letter: The first letter in a course section designates location of the class:

- N = New Bern Campus
- H = Havelock Campus
- M = MCAS Cherry Point
- X = Off-campus

Second letter: All classes will have a second letter designating what time of day the course is offered:

- D = Day (Before 4 p.m.)
- E = Evening (4 p.m. and later)
- P = Programmed instruction (Self-paced instruction, usually using a computer)
- S = Saturday
- W = Web (Online, no set time, students must use computers and the Internet to access classes).

Third letter (Only if not full-term): Craven currently has three options other than the 16-week term, two halves of the semester and a late-starting term:

- A = Terms starting on the first day of class for the full term and ending at the mid-point of the term (ex. HEA1)
- B = Terms starting at the mid-point of the semester and ending on the last day of the 16-week terms (ex. HEB1).
- L = Flex-Term (Currently, our 12-week term, which starts four weeks after the beginning of the full-term. Set-up to accommodate mid-year high school graduates and others).

Fourth letter (if applicable): Classes with unusual characteristics:

- C = Learning community (Part of a cluster of classes taken together to enhance student learning)
- F = Self-Supporting (Courses in which each student shall pay a pro-rata share of the cost of a self-supporting class. The fee may be more or less than the legislatively approved current per credit hour rate.)
- K = Basic Skills Plus
- R = Early College (Courses for Craven Early College students)
- U = Independent study
- Y = Hybrid, combination (Hybrid courses are required to use a Blackboard component.)

Number: A number designates the section of a particular course. Course numbering will be 1, 2, 3, 4... for sections of a course.

Examples of courses:

- ENG 111 ND1: English 111, meeting on New Bern campus during the day for a full-term
- ENG 111 NDA1: English 111, meeting on New Bern campus for the first half of the semester during the day
- ENG 111 HEB1: English 111, meeting during the evening on the Havelock campus for the second half of the semester
- ENG 111 HWA1: English 111, meeting online for the first half of the semester (instructor based on Havelock campus)
- ART 111 XDK1: Art 111, meeting during the day off-campus for Basic Skills Plus students for the full term

# CLASSROOM POLICY

Persons attending a class, lab, or shop must be registered students, except for (a) those special guests, speakers, or others granted temporary access to the classroom by the instructor, and (b) College officials while conducting their official duties.

## *Class Schedule*

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Any changes in the scheduled class meeting time or place must have prior approval from the Dean. If a class is scheduled to meet temporarily at another location (for instance, the library or a field trip location), faculty should leave a signed, dated note on the classroom door or whiteboard.

Class should be held for the entire period; however, if circumstances shorten a class period, the instructor must remain in the classroom for the entire period.

College policy allows instructors to provide a 10-minute break after the first 100 minutes of instruction, and additional 10 minute breaks after every 50 minutes of instruction using the following guidelines:

- Breaks cannot be taken at the beginning or end of class.
- Breaks should be taken regularly and cannot be accumulated until the end of the class in order to dismiss the class early.

Adjunct faculty should review their course agenda to ensure that holidays or other days when the college is not in session do not lessen the required hours of instruction (e.g. lab versus class hours). In the event there are not enough hours, the instructor should make arrangements to make up the hours of missed instruction. This make up should be documented in WebAttendance.

## *Missed Classes*

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When an instructor is absent, he or she must notify their Dean and assigned Administrative Assistant in advance, if possible, so that a substitute may be provided and notice may be posted for students' information.

All instructional time missed, whether due to instructor leave, inclement weather, or another situation, must be made-up and/or accounted for. The method of reconciliation must be approved and kept on file by the appropriate Learning Center Dean.

Appropriate methods of class reconciliation include:

- **Obtaining a substitute instructor:** Substitute instructors must be approved by the appropriate Learning Center Dean. The absent instructor has the responsibility of providing the substitute with materials, plans, and other information that will ensure that the class is as meaningful as possible.
- **Rescheduling the class time:** Instructors must inform the appropriate Learning Center Dean and their assigned Administrative Assistant as to when the class will be rescheduled if an alternate method of instruction is not available or substitute instruction is not obtained. Extending class, shop, or lab time or meeting on another date cannot interfere with any other course and must be agreed upon by all.

- **Providing an alternative assignment:** The instructor can provide an alternative assignment that covers the time missed. Approved activities include:
  - Outside assignment (i.e., book report, library assignment, video, computer assignment, lab assignment)
  - Individual/Group conference equal to time missed
  - Online discussion
  - Any method approved in writing by your Dean

## ***Low Enrollment***

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Determinations of course cancellation due to low enrollment are made prior to the first class meeting. It is the responsibility of the Department Chairs, Executive Director of Career Programs, Program Coordinators, etc. to communicate with their Learning Center Dean regarding cancellation of classes. The Deans will inform the Chief Academic Officer of low enrollment courses and those courses will be approved by the Chief Academic Officer on a case by case basis. These are normally scheduled classes on the published/master schedule in which enough students do not enroll for a viable and cost-effective learning experience. The Chief Academic Officer must approve these courses and the Dean will maintain a file listing courses reviewed and those approved to run despite low enrollment. The College reserves the right to cancel any class due to insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of facilities.

## ***Concurrent Courses***

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Multiple courses taught at the same time by the same instructor can sometimes compromise the integrity of courses. Courses with low enrollment as described above and in which students' progress at an individualized pace in related curricula may be offered concurrently under the supervision of one instructor of record. Running multiple courses concurrently must be reviewed and approved by the appropriate Learning Center Dean to ensure pedagogical soundness and the integrity of the curriculum for students. In the case of this scenario being approved, the contact hours will be used as a basis for calculating faculty load/extra contracts. For example, two or more related courses taught simultaneously should be approved by the Dean. The adjunct faculty member will be compensated for only one course's contact hours, not the total contact hours of all the courses offered concurrently.

## ***Distance Learning***

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Distance learning courses have the same learning objectives as traditional seated classes but use the Internet to document attendance and participation in place of face-to-face meetings in traditional seated classes. Craven Community College offers distance learning courses in fully online and hybrid formats. The term Distance Education courses refers to both online and hybrid formats.

## ***Online Courses***

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An online course is defined as one for which 100% of all regularly scheduled face-to-face class meetings are replaced by required activities and assignments completed at a distance and managed online through the Learning Management System (LMS) called Moodle. Online courses allow students to participate academically from geographically remote locations without the need to come to campus. The tuition for these courses includes a DL fee.

## ***Hybrid Courses***

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A hybrid course is defined as one in which there is reduced seat time and where up to **75%** of the activities and assignments are conducted and managed online through the LMS called Moodle. Time traditionally spent in the classroom is reduced but not eliminated. The goal of hybrid courses is to join the best features of a traditional class with the best features of online learning. Tuition for these courses includes a DL fee.

## ***DL Course Reviews***

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Each DL course and section must be submitted for review by the date specified. Adjunct faculty should send an email to [marquisj@cravencc.edu](mailto:marquisj@cravencc.edu) and indicate that their course(s) is complete and ready for review. The course must be completely developed for the semester, and may not be developed as the semester progresses.

## ***Instructor Interaction Requirements for Online Classes***

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- Adjunct faculty members have an active presence in online classes. This can be accomplished through regular announcements in the News forum, instructor contributions in forums and journals, scheduled chats, substantive feedback on student work, lesson summaries, and messages to individual students.
- Instructors reply to student questions within 48 hours on instructional days. Due to the number of students accessing online content on the weekend, instructors are encouraged to respond on the weekend or adjust due dates so they do not fall on the weekend or on Mondays.
- Instructors teaching 8 week courses should grade and return all assignments within **5 instructional days** of due date.
- Instructors teaching courses longer than 8 weeks should grade and return all assignments within **10 instructional days** of the due date.
- Instructors use the Moodle gradebook to post grades for students so they can easily view their progress in the course.
- Instructors use at least one form of assessment other than online quizzes and tests which are automatically graded via Moodle's assessment manager. The alternative assessment, which can be an essay or project, must provide for instructor feedback to the student.
- Instructors interact and communicate with students in evident ways. This can be accomplished by a discussion, peer editing, OR a chat component that the faculty member participates in and/or leads regularly.

## ***Syllabus***

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The approved Craven syllabus is comprised of two parts: Course and Instructor Content and Policies and Procedures. Each adjunct faculty member is responsible for completing the Course and Instructor Content. This document should reflect actual practice in the classroom environment. Changes to the initial syllabus must be approved by the appropriate Learning Center Dean and issued in writing to students. Course syllabi must be approved by the Dean and provided to students at the first class

meeting. The digital templates for Syllabus Part 1 and Part 2 may be found in the zero block of the Center for Teaching and Learning site in Moodle.

## ***Prerequisites***

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Instructors should state clearly the prerequisites of the course at the initial class meeting. Students not eligible for the course should be sent to an advisor immediately to rectify the situation. Occasions arise when exceptions to this regulation may be deemed desirable and necessary. An appropriate instructor and Dean may submit a waiver or course substitution or they may approve a student's industry certification or indication of competency completion from another accredited institution. In such cases, the Registrar will determine if such documentation is sufficient to constitute satisfaction of the prerequisite. Signatures from the Dean and the Registrar, along with appropriate documentation, will be placed in the student's official file.

### Textbooks

Textbook orders are submitted to the college bookstore by leadership within each Learning Center. The same textbook is required for use in all sections of courses. Texts which are required for students to purchase must be used in courses.

## ***Field Trips***

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Instructors are required to complete and submit a Field Trip Request form to their respective Dean and to Student Services **at least two weeks** before the scheduled trip. In addition, instructors must ensure the following:

- Each student participating in a field trip must sign a Release Form which must be returned to the appropriate Dean prior to the field trip. No student will be allowed to travel without a signed Release Form.
- A Field Trip Request form must be completed, signed by the Dean, and submitted to the Vice President for Instruction two weeks prior to the trip. A list of students participating must accompany this form.
- Use of College-owned vehicles must be scheduled with the Accounting Assistant/Purchasing at least two weeks prior to the field trip through the following link: <http://cravencc.edu/van-request-form/>. Mileage documentation forms and vehicle checklist forms will be provided to the van driver and must be submitted at the end of the trip. If a gas credit card is issued, the instructor should check with the gas station attendant prior to pumping gas to ensure that he/she will allow the sale. The receipt for the gas must be submitted with the credit card upon return.
- Drivers of the College-owned van are not required to have a commercial driver's license, but a copy of their official driver's license must be on file in Student Services.
- If the field trip requires an overnight stay, tickets, meals, etc., the instructor must meet with his/her Dean prior to the field trip to complete the necessary paperwork.
- If club funds are used for the field trip, make sure that all receipts (registration, hotel, tickets, etc.) are collected and are submitted, with the appropriate forms, to the Administrative Assistant to the Dean of Enrollment Management, immediately after the field trip.
- No one will be reimbursed for expenses related to a field trip without completion of appropriate paperwork.

# EMERGENCY INFORMATION

## ***General Security Procedures***

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It is imperative that any suspicious behavior or any threat received or heard be reported to the supervisor, security, or another College official. Security should also be contacted for the following procedures:

- Locking or unlocking a classroom door
- Reporting any missing equipment
- Requesting assistance in the event of injury, illness, or classroom disturbance
- Announcing your arrival and departure during non-working hours.

New Bern Campus Security may be contacted by:

Dialing security directly: (252) 638-7261

Calling the receptionist: (252) 638-7200 or 0 on a campus phone.

Havelock Campus Security may be contacted by:

Dialing security directly: (252) 444-2119

Dialing the Main Office number (252) 444-6008

If an emergency situation arises and Security or the Vice President of the Havelock campus is unavailable, Havelock Public Safety can be contacted at (252) 447-1111.

## ***Accessing Campus***

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To access classrooms and offices during non-working hours, contact Campus Security at (252) 638-7261 for the New Bern Campus. The Havelock campus is not accessible during non-working hours.

## ***Room Visibility***

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The viewing panes and windows in classrooms, on office doors, and in other spaces must present a clear and unobstructed view. These windows allow Security to monitor the areas for safety purposes and are for your protection.

## ***Campus Accidents***

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In the event of an accident resulting in personal injury, the following procedures shall be observed:

- The Campus Security must be notified immediately (252) 638-7261.
- If an accident involving a student is serious, the Vice-President for Student Services should be notified immediately by Campus Security and in turn should respond to the scene of the accident. If an accident involving a student is minor, the Vice-President for Student Services should be contacted by Campus Security when possible and in any event, should receive a copy of any reports prepared by the Campus Security in connection with the accident.
- If the nature and the severity of an individual's injury require it, outside first aid assistance should be obtained. Hospital and rescue numbers are prominently posted with the Campus Information Specialist in New Bern, (252) 638-7200, and in Havelock, (252) 444-6005.

- Other appropriate institutional administrators, if not on the scene, should be notified as soon as possible.
- If a student is injured during class, the instructor should immediately call security. Once the situation is stable the instructor should report the incident to their Dean. This can be done with an email describing the incident, place, time, type of injury, and any other pertinent information.

## ***Critical Incident Response***

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Below are the procedures to follow and actions to take for events that may call for emergency action aboard campus.

- **Lock Down** – It is the instructor’s responsibility to know and understand the lock down procedures. For further information, contact Security.
- **Disruptive Student** – Adjunct faculty response to classroom disruptions may be found in the College Policies and Procedures Manual, [Student Disciplinary Procedure](#).
- **Chemical Spills** – Contact Security (252) 638-7261 for the New Bern Campus or (252) 444-2119 for the Havelock Campus in the event of a chemical spill.
- **Emergency Phone Numbers** – A sticker with emergency phone numbers should be found on each office phone on campus. For the New Bern campus, the number is (252) 638-7261 and the number for the Havelock campus is (252) 444-3518. Notify the Administrative Assistant to the Deans if your office phone does not contain this sticker.
- **Fire** – In the event of a fire or building evacuation, adjunct faculty, staff, or other college personnel must ensure that all members of the section are present at an established meeting point. Evacuation routes and gathering points are posted in each classroom.
- **Bomb Threat** - In the event of a bomb threat do not use your radio or cell phone or any other electrical device in the area where the bomb is suspected to be housed.
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The Havelock Campus Security Officer will initiate contact with the Havelock Police Department via direct radio communication in the event of an emergency requiring immediate assistance.

## ***First Aid Kits***

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First Aid Kits are available in all buildings in various locations across both the New Bern and Havelock campuses. Familiarize yourself with the locations of first aid kits. Inform the Administrative Assistant to the Deans when items are removed in order to maintain a full inventory of products.

# **COLLEGE SERVICES**

## ***Audiovisual Equipment***

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Most classrooms are equipped with audiovisual media equipment. If the equipment needed for a class cannot be found in the assigned classroom or is not working, consult the Urgent Help Request

information page. Weekend instructors should notify the chair/coordinator prior to college closing for the weekend in order to have equipment reserved.

### **Urgent Help Request**

IT and Facilities Services are pleased to announce a process to better serve instruction in the classrooms for Urgent Help Requests. This is an automated voicemail to the help desk service. This system can be used by all adjunct instructors. This system is for **urgent** requests and you should continue to use the regular helpdesk email for all nonemergency requests.

### **What is Urgent?**

<b>Information Technology Services</b>	<b>Facilities Services</b>
<b>EXT NB: 1222   EXT Hav: 8212</b>	<b>EXT NB: 1315   EXT Hav: 8213</b>
Computer(s) will not boot in the classroom.	No Power to building or room
Monitor will start in the classroom.	Plumbing emergencies, over flows, leaking water
Projector will not work.	Any safety hazards, such as spills, broken electrical cables

To use this process to report problems in the classroom use the softphone (pictured on the next page) installed on all instructor's computer in the classroom. All you have to do is select the button for the help desk you want to use and leave a voicemail.



**The process when you call Information Technology Services:**

- Your voicemail will automatically be created as a help desk ticket and then forwarded to an on duty IT Service Support Technician.
- IT Service Support Technicians have been instructed to respond to these urgent request as quickly as possible. Requests not deemed urgent will be put in to que and responded to accordingly.
- The quick response service is available **Monday through Friday 8A-5P (spring & fall); Monday through Thursday 8A-5:30P (summer)**. Any message left after 5/5:30PM will be given high priority the next business morning.

**The process when you call Facilities Services:**

- After leaving a message, your voicemail will automatically be created as help desk ticket and then forwarded to the Director of Facilities.
- The Director of Facilities will deploy the most qualified Facilities Technician to respond as quickly as possible. Requests not deemed urgent will be put in to que and responded to accordingly.
- The quick response service is available **Monday through Friday 7AM-4PM (spring & fall); Monday through Thursday 7A-5:30P (summer)**. Any message left after the 4/4:30PM will be given high priority the next business morning.

**Note: You can also use any on campus Cisco phone to submit your urgent request, however, if the location you are calling from is not the location of the issue; please state the location in your voicemail message**

Most classrooms are equipped with audiovisual media equipment. If the equipment needed for a class cannot be found in the assigned classroom, contact the Media Coordinator (252) 638-7245 for the New Bern Campus. Weekend instructors should notify the coordinator prior to college closing Friday in order to have equipment reserved for the weekend. Contact the Havelock Administrative Support Technician at (252) 444-6008 for Havelock classes. For audiovisual emergency situations on the New Bern Campus, please contact a librarian in the Godwin Library, Barker Hall, at (252) 638-7275.

## ***Computer Lab Rules and Policies***

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Computer labs are for the use of current Craven Community College students and employees. Students, faculty, and staff are expected to read and become familiar with the [Acceptable Use Policy](#).

- Food and drink are not allowed in computer labs.
- Cell phones should not be used in the labs.
- Children are not allowed in computer labs.
- Students are not to copy, install, or save anything to the hard drive of a PC without prior approval.
- Computers in labs are to be used specifically and only for class assignments.
- Craven Community College assumes no responsibility for any direct or indirect damages arising from the use of its connections to Internet services.
- Making electronic information available to students does NOT imply any endorsement of the content by the College.

- There should be no expectations of privacy when using computers on the Craven Community College campuses. All activity is subject to monitoring by Information Technology staff.

## ***Academic Skills Center***

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The Academic Skills Center, located in Barker Hall on the New Bern campus and in the Learning/Career Center of the Redd Building on the Havelock campus, assists individuals to achieve educational goals. Open enrollment provides easy access to the following programs and services:

- Tutoring in curriculum courses by trained tutors
- Writing Lab/drop-in lab for writing help (located in the Academic Skills Centers in NB and HV)
- Math Lab/drop-in lab open for help with courses involving math applications
- Computer Lab with tutorial software in various subjects.
- Seminars and workshops on a variety of topics
- ADA accommodations for students
- Make-up and distance education tests
- Make-up tests are given per instructor guidelines. Either a list of the students or the student's name should be written on every test for identification purposes. Mail or bring your tests to the Academic Skills Center, include any special instructions, and inform your students that picture identification will be required. Be sure to specify if you want your tests returned through campus mail or held for you to collect.

Please mention the Academic Skills Center to your classes, as it provides academic support of which your students may be unaware. The Academic Skills Center is always in search of good tutors. Interested persons may contact the Academic Skills Center at (252) 638-7274 for the New Bern Campus or (252) 444-0707 for the Havelock Campus. Adjunct faculty may contact the Academic Skills Center Director who will be glad to make a presentation to your class on the academic support services offered to students.

To receive services from the Academic Skills Center, students must have a completed referral form from an instructor in-hand or a completed referral sent by the instructor via e-mail to [ascres@cravencc.edu](mailto:ascres@cravencc.edu).

Please make sure that all fields on the form are completed. Be very specific in regard to identifying the definite needs of the student.

### **Acceptable Examples of Student Needs**

Internet research and typing  
 Access to Blackboard, MS Office and Internet  
 Solving linear equations  
 Multiplying trinomials  
 Construction of a thesis statement

### **Unacceptable Examples of Student Needs**

Help with Chapter 3  
 Help with essay writing  
 Fractions  
 World War II

Students will need a referral form for each of the Academic Skills Center areas as their needs arise. Contact either Jennifer Bumgarner on the New Bern campus, (252-638-6715) or Michelle Davis on the Havelock campus, (252-444-0707) with questions.

## ***Copiers***

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The College maintains photocopiers in New Bern and Havelock for use by instructors, staff, and students. Employees, instructors, work studies, and lab assistants may have access to the copiers. Users of the photocopiers should be aware of the laws governing the reproduction of copyrighted materials. The laws governing the duplication of materials for instructional purposes are described in the Copyright Protections section of the Policies and Procedures Manual located in section 8.5:

<http://cravencc.edu/about/policies/>.

Note: Copiers are provided for college business use only. A coin operated copier for student use is located on the New Bern campus in Perdue Hall and on the Havelock campus in the Academic Skills Center.

In an effort to conserve resources, copying should be judicious and alternative methods of mass communication or presentation employed when possible. This will support our green initiative as well as reduce our costs for paper, toner, labor, and mechanical wear of the equipment.

## ***Library Facilities and Services***

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### **Godwin Memorial Library**

2nd floor, Barker Hall (252) 638-7272

[library@cravencc.edu](mailto:library@cravencc.edu)

For current hours check the library's webpage [www.cravencc.edu/library](http://www.cravencc.edu/library).

Library instruction can be scheduled by using the *Book-a-Librarian* form

(<http://cravencc.libguides.com/library/faculty#s-lib-ctab-11515305-0>) at least 24 hours in advance.

Librarians can conduct research and information literacy classes, ACA library orientations, or resource demonstrations.

*Book-a-Librarian* may also be used to reserve the library computer lab and library space for your classes to use. Library instruction sessions take priority over scheduling class sessions. Please do not bring your classes to the library without prior confirmation from library staff.

Circulation of most library materials is for three weeks and may be renewed once unless requested by another user. A library card or Craven identification card are required to check out materials. Adjunct faculty may apply for a library card at the library's service desk or online at

<http://cravencc.libguides.com/library/librarycard>. Adjunct faculty may request a semester length checkout for materials they need for a course.

Reserve materials can be held in the library for your students' use. Materials will be circulated by the instructor's request (overnight, 3 days, library use only, etc.).

### **Resources**

Godwin Memorial Library provides a shared catalog of more than one million learning resources. CCLINC gives access to the collections of fifty of the North Carolina Community College libraries and allows users to search, request materials, and check the status of their personal account.

NCLIVE ([www.nclive.org](http://www.nclive.org)) is a virtual library with full-text magazines, journals, newspapers, ebooks, audio books, business resources, and full length films. All are available on campus or remotely.

Electronic subscriptions to The Chronicle of Higher Education and The Teaching Professor are available. Access is through the library's web page.

### **Havelock Public Library**

(252) 447-7509

For current hours check the library's webpage <http://havelocklibrary.org/>

The Havelock Public Library is located on the Havelock campus and serves as the library for the Havelock campus. The public collection is supplemented with academic titles suggested by faculty or chosen by the Craven Community College librarians.

Adjunct faculty and students using the Havelock Public Library should apply for a Craven Community College library card in order to request materials through CCLINC.

### **Marine Warrior Library MCAS Cherry Point**

(252) 466-3552

For current hours check the library's webpage  
[http://library.usmc-mccs.org/cgi-bin/get\\_data.pl?library=Cherry%20Point](http://library.usmc-mccs.org/cgi-bin/get_data.pl?library=Cherry%20Point)

Students enrolled in classes on the Base have access to the Base library.

## ***Parking***

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Each motor vehicle parked on campus by students, adjunct faculty, and other College staff members must be registered with the College and display a current official parking permit on the left side of the rear window. Adjunct faculty parking permits can be obtained through One-Stop Monday through Friday 8:00 a.m. to 5:00 p.m.

## ***Technical Assistance***

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Adjunct faculty should contact their supervisor to issue a help desk request.

*Revised: 7/18/2017*