# Quick Start Contents

New Faculty Checklist ..... 3
Access ..... 4
ID Card ..... 4
Keys ..... 5
Parking ..... 5
Building Access ..... 6
Communication ..... 7
Faculty Mailboxes ..... 7
Phones and Voicemail ..... 7
Email ..... 8
Offices and Office Hours ..... 9
Campus Service Hours ..... 10
Paychecks ..... 10
Planned Pay Dates ..... 10
Inclement Weather ..... 11
Instructor Absences ..... 12
Instructional ..... 13
Syllabus and Class Syllabus ..... 13
Instructor Evaluations ..... 13
Authorization for Registration Exception ..... 14
Counselor Connection/Early Alert ..... 14
Semester Action Dates – Fall 2017 ..... 16
Grades and Record Keeping ..... 17
Class Rosters ..... 17
E-Cars – Attendance Monitoring System and Grade Records ..... 19
Electronic Gradebooks ..... 20
Electronic Gradebook Submission/Archiving ..... 20
Recording Grades at the End of the Course ..... 20
Incomplete Grades ..... 20
Legal Issues and Student Privacy ..... 20
Services Available for Faculty ..... 22
Leaving Materials for Students to Pick-up ..... 22
Office Support Services – Information Processing ..... 22
Libraries ..... 23
Printing Services ..... 23
Copiers ..... 24
Audio Visual Equipment ..... 25
Media Production Services ..... 26
Student Success Services ..... 26
The Learning Center – Tutoring ..... 28
The Testing Center ..... 28
Faculty Success Center ..... 30
Additional Resources ..... 31
CMOP 3080 - Children on Campus ..... 31
Faculty Guide to Managing Disruptive Behavior in the Classroom ..... 32
Academic Calendars ..... 34
Deans' Administrative Assistants, Office Managers, Senior Office Specialists ..... 36

Contacts for Additional Help ..... 37
Faculty Instructional Manual ..... 38
Staff/Faculty Development Calendar ..... 38
Faculty Success Center Website ..... 38
Information Technologies (IT) ..... 38
Safety ..... 39
TTC - End of Semester Checklist ..... 41
ACC/BHLC - End of Semester Checklist ..... 42

**Key:**

TTC – Texas Township Campus
ATC – Advanced Technology Center
AWH – Anna Whitten Hall
ACC – Arcadia Commons Campus (both AWH and CNM faculty)
BHLC – Bronson Healthy Living Campus
CAH – Culinary and Allied Health Building
CNM – Center for New Media
KVM – Kalamazoo Valley Museum
FIC – Food Innovation Building
FSC – Faculty Success Center
My Valley – Valley Information Portal
NAC – New Account Code

For information specific to a single location, see the following:

## TTC

Information for TTC

## ACC

Information for AWH/CNM

## BHLC

Information for Culinary and Allied Health (CAH)/Food Innovation Center (FIC)

# New Faculty Checklist

Many times we don't know what we don't know! Ask your Chair, Lead Instructor, Dean's Administrative Assistants, Office Support Manager, SFC Staff, or Senior Office Specialists (at ACC) if you have questions about any of these topics.

## INSTRUCTION

____ class syllabus
____ course syllabi
____ office hours - posting
____ instructor evaluation-IDEA
____ instructional techniques of department
____ Scantron machine operation
____ textbook approval process
____ texts/supplements
____ final exam dates
____ what to do if you must be absent

## PAPERWORK

____ grade books/class recordkeeping
____ grade changes
____ grades - submitting
____ grading system
____ incompletes
____ withdrawals
____ authorization for registration exception
____ drops/adds
____ taking attendance
____ financial aid reporting

## STUDENT AND CLASSROOM ISSUES

See **Faculty Instructional Manual** online:
http://home.kvcc.edu/hr/handbooks-manuals-policies/manuals_faculty_instructional.pdf

____ student appeal process
____ support for student
____ support for instructor
____ attendance
____ classroom discipline
____ student grievances
____ academic dishonesty

See **Student Handbook** online:
https://www.kvcc.edu/services/students/pdf/KV_StudentHandbook.pdf

## RESOURCES AND SUPPORT

____ Faculty Reception
____ Office Support (word processing, etc.)
____ Faculty Success Center Tech. Lab
____ Library
____ Media Services

## CAMPUS PROCEDURES

____ parking
____ ID cards
____ locks/keys
____ office supplies
____ mail box
____ Public Safety (phones, emergencies, etc.)
____ voicemail
____ email
____ obtaining classroom equipment - AV
____ printing services
____ My Valley
____ Banner

## STUDENT SERVICES

See **Student Handbook** online:
https://www.kvcc.edu/services/students/pdf/KV_StudentHandbook.pdf

____ Student Handbook
____ Student Success Connection
____ Student Success Center
____ Learning and Testing Center
____ students with disabilities
____ student rights and responsibilities
____ student records

## DEPARTMENT PROCEDURES

____ meetings
____ how information is disseminated
____ when to contact the department chair
____ role of division secretary
____ department exams

## OTHER HELPFUL PUBLICATIONS

____ Faculty Instructional Manual
____ Faculty Success Center web site
____ KVCC Program of Study Booklet
____ KVCC class schedule
____ department websites
____ FERPA tutorial in My Valley

# Access

To gain access to the KVCC network, email, Valley Information Portal (My Valley), etc., all paperwork for Human Resources (HR) must be completed and turned in: signed application, official transcripts, two letters of professional reference, W4s, and required personal identification. To get your ID card, keys (if applicable), and parking permit, follow the directions below.

A unique New Account Code (NAC) will then be assigned. The NAC information will be shared in a new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, the employee will be forced to change their password to meet the "password complexity" requirements. The password complexity mandates it be at least a minimum length of eight characters and contain at least three different kinds of characters, including upper case, lower case, digits and special characters.

## ID Card

ID cards are used instead of keys to open classroom doors, office doors, the mailroom, work area, check out Library materials, access the Fitness Center, etc.

- All KVCC employees and students are issued one ID card at no charge.
- You will need to present a Driver's License or State ID as proof of identity.
- Replacement cost for a damaged, lost, or stolen ID is $10.00. Immediately notify John Saylor in Facility Services at (269) 488-4391 or at jsaylor@kvcc.edu to deactivate the card.
- If for some reason you cannot access a room for which you are authorized, please contact John Saylor at jsaylor@kvcc.edu or at (269) 488-4391. These rooms include computer classrooms, science labs, technology labs, and other labs. Have a list of rooms required (including offices) to make sure your access is accurate.
- If you lock yourself out of the office or need to unlock your classroom, call Public Safety at TTC (269) 488-4575 or use a red phone (located on each floor).

**To obtain ID card:**

### TTC

- Go to the Student Services Center in the lobby inside the main entrance (near the flag poles), (269) 488-4100. Present a Driver's License or State ID as proof of identity. A staff member will take your picture and issue your ID card.
- If you are having trouble with or need help with your ID card contact John Saylor in Facility Services, TTC 5154, (269) 488-4391, or email at jsaylor@kvcc.edu.
- An activated card will allow you to gain access to the faculty work area.
- In addition to Public Safety, if you lock yourself out of your office the Faculty Receptionist, TTC 7300, may also be able to assist you.

### ACC/BHLC

- Go to the Student Services Office at AWH 109, (269) 373-7800. Present a Driver's License or State ID as proof of identity. A staff member will take your picture and issue your ID card.
- If you are having trouble with or need help with your ID card, contact a student services office staff member.

## Keys

### TTC

- Some offices (primarily Full-time Faculty Offices) do not have ID card access, and you will need keys. These are ordered by your Dean's Administrative Assistant and you can pick them up at Facility Services, TTC 5150.

## Parking

### TTC

- A parking permit is required for reserved areas. Each fall you will need to obtain a current parking permit from Human Resources, TTC 3230, (269) 488-4228.
- Hang permit from your rear view mirror while parked at KVCC or you will be ticketed.
- Replacement cost for a lost or stolen permit is $10.00.

The reserved areas for Faculty/Staff that require a parking permit are:

- East side of campus (near faculty offices, Faculty Reception Area, and Redwood)
- South side, between the gym and the Advanced Technology Center (until 5 pm)
- West side, near the Student Success Center entrance

### ACC

Parking for ACC faculty is provided by the college in agreement with Central City Parking.

- Park in Ramp #4 located on Eleanor and Rose Streets. The entrance is on Eleanor St.
- Take a ticket as you enter the ramp, then bring it to the AWH Student Services Office or CNM reception desk to be "validated" with a rubber stamp.
- You will need to have the Student Services Office staff validate your parking ramp ticket before 6 pm.

### BHLC

Parking for BHLC faculty is available in a number of locations.

- Epic Ramp located on South Street. Take a ticket as you enter the ramp, then bring it to the CAH Welcome Desk to be "validated". You will need to have the Welcome Desk staff validate your parking ramp ticket before 6 pm.
- A parking permit is required for the reserved area on the East side of the CAH (Near CARSTAR). Each fall you will need to obtain a current parking permit from the First Floor Receptionist at the CAH or Human Resources, TTC 3230, (269) 488-4228. Hang permit from your rear view mirror while parked at CAH or you will be ticketed. Replacement cost for a lost or stolen permit is $10.00.
- Limited parking in the gated lot north of CAH may also be available. A gate access card is required.
- Parking for FIC faculty is in the lot adjacent to the building.

Note: Parking permits are good for one year: fall/winter/summer semesters.

## Building Access

When the College is closed, the campus buildings are also closed. Should you find it absolutely necessary to access a building, you must notify Public Safety of your entering and leaving campus.

- You must present your Valley ID card and be logged into the building.
- Upon leaving the building, you must notify the Public Safety Officer on duty of your departure.

### TTC

- Faculty and staff must access the building via the main (flagpole) entrance.
- No students, lab techs, etc., are allowed into the building without prior approval during a campus closure with the exception of student athletes with scheduled practices.

### ACC/BHLC

- When the ACC or BHLC campuses are closed, there are no Public Safety Officers on duty. If the KVM is open a Public Safety Officer is on duty and you can gain building access from the call boxes or by calling (269) 488-4575. Access to ACC and BHLC is not available when the campus and the KVM are closed.

# Communication

## Faculty Mailboxes

### TTC

- Mailboxes are located in the Faculty Reception Area, TTC 7328.
- Wellness & Physical Ed. instructor mailboxes are off the Main Gym, TTC 6200.
- HVAC instructor mailboxes are located in the ATC, TTC 5560.
- Your ID will allow access to these rooms if appropriate.

### ACC

- At AWH, mailboxes are located in a multi-purpose room in the Student Services Office, AWH 111.
- At CNM, mailboxes are located in the conference room, CNM 206.
- Your ID will allow access to these rooms if appropriate.

### BHLC

- At CAH, mailboxes are located in a work room on the second floor, CAH 217.
- At FIC, mailboxes are located in the main office.
- Your ID will allow access to these rooms if appropriate.

### Off-Campus

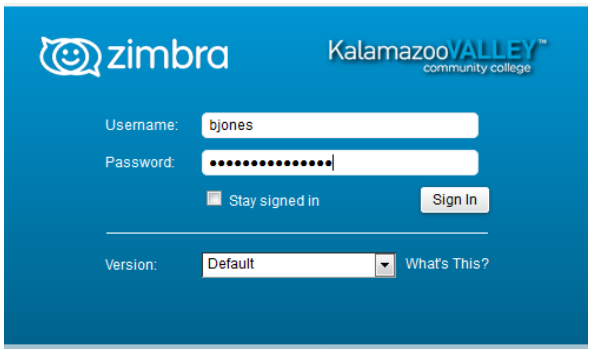
- For Off-Campus courses, email communication will be used as often as possible. In other instances, postal mail will be used unless otherwise arranged with the Senior Office Specialist in the Student Services Office in AWH.

## Phones and Voicemail

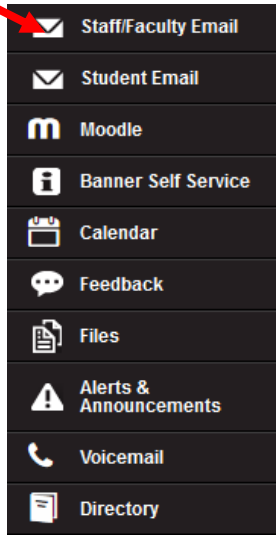
- Adjunct faculty members usually share offices and the phone(s) in that office. Callers can reach you at that number only when you are in your office.
- The Computer Center, (269) 488-4451, will send you a memo via interoffice mail during the first week of the semester. This memo will tell you your voice mailbox number and password.
- For students to leave a message on your voicemail, they call (269) 488-4701, enter your voice mailbox number and push #.
- To retrieve your voicemail, call (269) 488-4700 and follow the prompts. Please check your voicemail regularly, as students, deans, chairs, and staff may be leaving messages and hoping to hear from you!
- To personalize your messages (your name, office hours, alternate contact information, etc.), call (269) 488-4700 and follow the prompts.
- To check your messages from a campus phone, just dial the last four digits (4700).
- You can check your voicemail messages from the web using My Valley. Enter My Valley>click Voicemail in the navigation menu on the left.
- Browse to https://voicemail.kvcc.edu
- Additional information: http://home.kvcc.edu/hr/job_aids.htm

## Email

- The staff and faculty email system is called Zimbra. It can be accessed on or off campus from inside the Valley Information Portal (My Valley) or directly by browsing to **http://webmail.kvcc.edu**.




- If in My Valley, click the email icon on the left portion of the screen.
- Your email (opened or unopened) is deleted automatically after 150 days.
- Your Zimbra email address: **UserID@kvcc.edu** (Example: **pjohnson@kvcc.edu**) and password.
- Please note student email address: UserID@mail.kvcc.edu (jdoe1234@mail.kvcc.edu) and password.




### Help Contact Numbers:

| | |
|---|---|
| ACC Faculty: | (269) 373-7925 |
| TTC Faculty: | (269) 488-4451 |
| BHLC Faculty: | (269) 373-7925 |

### User ID and Password Information:

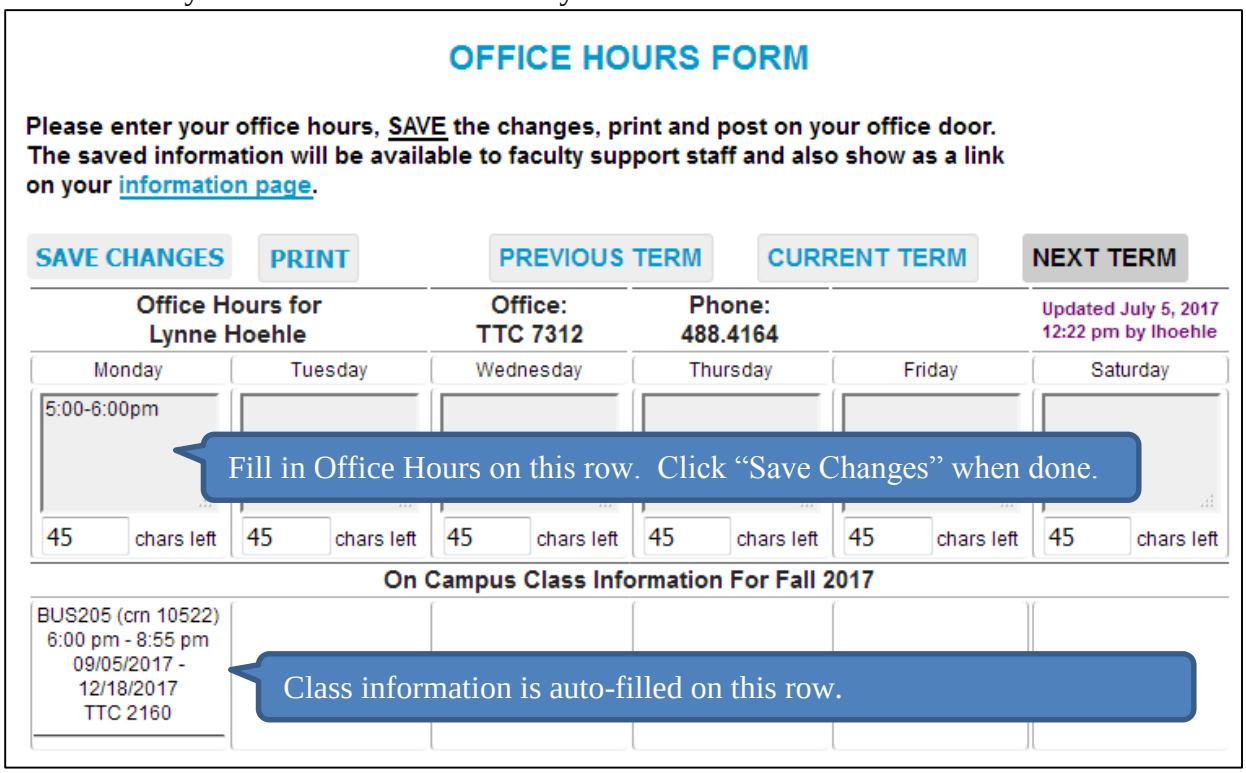
- Your User ID is your first initial followed by your last name. The name is your legal name given to the College. The format is 1st initial, maximum 11 letter last name with no punctuation or spaces. Note: Your UserID may have 1 digit if you are the second with the username or 4 digits if you are also a student.
- Your Zimbra password is synchronized with your My Valley password and are the same.
- New Account Code (NAC) information will be shared in the new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, you will be forced to change your password to meet the "password complexity" requirements of least a minimum length of 8 characters and contain at least three different kinds of characters, including upper case, lower case, digits and special characters.
- Change your password: Log into My Valley (https://www.kvcc.edu/myvalley). Click the Change Your Password link. This will change your password for My Valley, Microsoft Windows, Zimbra, and Moodle.

### Smartphone/iPhone/Tablet Access

- In a web browser enter the URL **http://webmail.kvcc.edu**. Enter your Username and Password – then click Sign In. You will be logged into the mobile version of Zimbra. For additional information, you may log into My Valley and check out the information under KVCC Intranet – Working at KVCC – Job Aids – Technology.

# Offices and Office Hours

- You are expected to hold office hours each week. Adjunct faculty will work one (1) office hour per work week regardless of the number of sections taught.
- There is an online form. See My Valley>Faculty Resources>Office Hours Form. Click for the current term, enter hours, save, and print a copy for your office door.
- See Faculty Instructional Manual for any clarifications.




## TTC/ACC/BHLC

- Your office number will be given to you by the Dean's Administrative Assistant.
- You need to complete an Office Hours form during the first week of classes.
- The form is online at My Valley>Faculty Resources>Office Hours Form.
- Fill it out, save, print one copy to post on your office door.

## AWH

- Adjunct faculty members in AWH keep their office hours in AWH 222. The office has several desks, so pick one desk to use during your office hours (there is a sign-up sheet at each desk.)
- We will post a directory identifying office hours for all faculty outside the office.

## CNM

- Adjunct faculty members in CNM keep their office hours in CNM 201 and 202. Contact Cindy Parks, (269) 373-7881, if you require other accommodations.
- All faculty members are required to post their office hours on their office door.

## Campus Service Hours

- Departments that provide services to students and all business offices have core operating hours of 8 am-5 pm for the Fall and Winter semesters. However, many areas that provide services to students also have extended hours in the evening such as the Computer Lab, Library, Tutoring Center, etc. Please check with individual areas for a complete listing of hours.
- Contact departments directly for summer hours.
- A directory of staff and departments is available online at: http://directory.kvcc.edu/

### TTC

- Faculty Reception is generally open between 7:30 am-7 pm Monday–Thursday and 7:30 am-5 pm on Friday.
- Please check individual offices for summer hours.
- Hours vary between semesters.

### ACC

- The Student Services Office is generally open between: 8 am-6 pm Monday, Wednesday, and Thursday; 8 am-7 pm on Tuesday; and 8 am-5 pm on Friday.
- Please check individual offices for summer hours.
- Hours vary between semesters.

# Paychecks

- Paychecks will not be issued unless you have completed the required personnel forms (*see **Access***). These must be turned in to Human Resources, TTC 3230, (269) 488-4228.
- Pay dates for each semester are listed in My Valley:
  My Valley>Faculty Resources>Planned Pay Dates.
- Pay is directly deposited into bank/credit union checking or savings accounts or on a Paycard. Both forms can be found in My Valley:
  My Valley>Faculty Resources>Forms>Human Resources Forms.

## Planned Pay Dates

The College pays on the 1st and the 15th of the month (unless those days fall on a weekend or holiday.) Log into My Valley>Faculty Resources>Planned Pay Dates for the scheduled dates.

# Inclement Weather

- The decision to close each building is determined independently. To find out about Campus closings, call the College Inclement Weather Line at (269) 488-4750.
- You can also obtain closing information from the local media such as: WKFR 103.3 FM, WKZO 590 AM, WWMT channel 3, and WOODTV channel 8.

KVCC provides students and staff an opportunity to subscribe to our emergency text messaging service. Text messages will be sent to subscribers in times of emergency, e.g. closing of facilities because of weather conditions, power outage, etc. Please be aware that most cell phone service providers have a charge associated with text messaging.

- To subscribe, directions are listed on the My Valley homepage at My Valley>My Links>Text Messaging Service Options or at: https://p1.kvcc.edu/txtmsg/index.php

# Instructor Absences

- You are expected to meet all scheduled classes and office hours, attend all required meetings, and carry out any contractual assignments.
- In **all instances** when you will be absent from class, you need to call the hotline (See table below) and complete a Request for Approved Absence form (See My Valley>Faculty Resources>Forms>) when you return. Please be prepared to give the following information:
    - Your name
    - The class you are canceling and the CRN
    - The days, times, and room number
    - When the class will resume
    - Any instructions for your students (homework, check KVCC email, etc.)
- A "No Class Meeting For…" form will be put by your classroom door.
- If at all possible, contact students to save them an unnecessary trip to campus – especially for those students who will be driving in from some distance.
    - Use the Student Information Sheets available from the Faculty Reception Area at TTC or Student Services Office at ACC to obtain current phone numbers (home, work, etc.).
    - Some student information may be obtained from My Valley>Faculty Resources>Class Roster – Downloadable.
    - When possible, the text messaging system will be used to contact students who have subscribed to the alerts.
- For planned absences (such as a conference, jury duty, etc.,) complete a Request for Approved Absence form (See My Valley>Faculty Resources>Forms>) including the dates and any alternate arrangements you have made to make up the missed time with the class as well as the reason for your absence to the appropriate Dean's Office as early as possible.
- If you are planning a field trip, or some other alternate format for a class meeting, please notify the appropriate person. Often students who did not get the message about the alternate arrangement will show-up for class. Staff can then tell them about the change.
  **(Note: field trip travel request form and class participation waiver forms must be submitted to the Academic Dean 10 days prior to the field trip. See My Valley>Faculty Resources>Forms> for the proper forms to complete.)**

| | **TTC/ACC/BHLC** |
|---|---|
| Instructor Absence | A message must be left on the Faculty Absence Hotline (269) 488-4158 regardless if alternate contact has been made. |
| Instructor Absence – Weekend Classes | Please call the appropriate Public Safety Office and an Officer will take the message and post a sign on the classroom door.<br>All campuses: call (269) 488-4575 |
| Planned Absence | Dean's Administrative Assistant |
| Where to return the completed Field Trip Travel Request Form | Dean's Administrative Assistant |

# Instructional

## Syllabus and Class Syllabus

- The official syllabus for the class you are teaching, along with samples of a class syllabus, may be obtained from your Dean's Administrative Assistants, Office Support Manager, FSC Support Staff, the Department Chair, or the Assistant Dean or Senior Office Specialists at ACC.
- A **master syllabus** is an official college document that has been approved by the faculty, Academic Dean, and Vice-President. It contains the course identification information (course name and number, strategy, number of contact hours), course purpose and description, specific student learning outcomes, and prerequisites/corequisites. There is only one master syllabus for each course taught at the college.
- A **class syllabus** also referred to as a **class assignment schedule**, is a document prepared by individual instructors for distribution to students. It contains information about the course (such as course name and number, class meeting days, times, and place); information about the instructor (name, office number and office hours, office phone, voicemail number, email); policies specific to the class (attendance, how grades will be calculated, academic dishonesty, behavior, etc.); general learning objectives for the course; student outcomes; and a calendar of learning activities, assignments, and exams.
- You should obtain a copy of the syllabus for the course you are teaching, plus it can be very helpful to have some sample copies of class syllabi that other instructors in your department have prepared and used.
- Within the first week of your class, upload your class syllabus/class assignment schedule to the link located on the class roster main page located at My Valley>Faculty Resources>Class Roster>Class Assignment Schedule Upload>and locate the correct semester and upload.
- Within the first week of your class you need to provide a copy of your class syllabus to your Department Chair/Program Coordinator.

## Instructor Evaluations

There will be two forms of feedback during your first two semesters of teaching, student evaluations and a classroom observation.

- For student evaluations, the college participates in a national system called Individual Development and Educational Assessment or IDEA.
- The college obtains feedback from students every semester using the IDEA forms. You will receive packets with the IDEA forms and instructions in your mailbox.
- The IDEA evaluation process is required of every instructor for each class taught every semester.
- To help prepare for using the IDEA Evaluation process, it's useful to complete the Teaching Goals Inventory form at http://centeach.uiowa.edu/tools.shtml (which takes approx. 10-15 minutes).
- Instructors may need to complete the Faculty Information Form that is included with the student forms. The information provided can affect your evaluation, so it is important to understand the IDEA evaluation. Please review this form if it has been completed for you.
- If you are teaching an online or a blended course, or you would just like to give your evaluation online, you will need to contact the faculty receptionist at TTC (269) 488-4716 for further information.

- After final grades are submitted, the results of the evaluation along with the evaluation sheets and comments will be returned to you so you may access student feedback.
- For the classroom observation, the Department Chair or Dean will contact you to determine a date. Afterward, a meeting may be scheduled to discuss the observation.

## Authorization for Registration Exception

All first time in any college (FTIAC) students must be registered prior to the first week of classes. All other students and new students enrolled when classes begin will be able to make necessary additions and adjustments to their class schedules during the first week of classes (the drop/add period). An adjustment may include a student requesting to enter one of your classes which was full when they attempted to register or is full as of the first day of class. In either instance, the student is required to have your signature on the "Authorization for Registration Exception" (A.R.E.) form before they will be allowed to register.

- Please note: This form does not waive prerequisite requirements. If the student receiving this form is not already enrolled or they have not met the prerequisite, they will be denied entry into the course when they attempt to register.
- The A.R.E. form is available online the first day of each semester. The form is only available on VIP. To access: VIP>Faculty Resources Section. Select the A.R.E. form link and print this form. The student fills in the information on the first part of the form and, if you agree to let the student into your class, you sign on the "instructor signature" line. The student then takes the form to the Registration Office (TTC 9140) or the Front Office (AWH) to enroll.
- At TTC, a sign may be posted outside your office door telling students whether or not you are granting permission to enter a class. If you need a sign, see your Dean's Administrative Assistant. Please fill out the necessary information (use a Vis-à-Vis pen) so that your students will receive your personal instructions.
- It is your decision whether or not to allow the student to enter. Do keep in mind that there are a limited number of seats in each room, and avoid creating a situation in which there are not enough seats for students.
- Note: A student may add your class – without your permission – during the Drop/Add period (the first week of class) provided there are available seats in the class, the prerequisites have been met, and the student has been previously registered for the semester.

## Counselor Connection/Early Alert

- Counselor Connection/Early Alert is a way for faculty members to contact and collaborate with counselors in order to help and better serve students who are having academic difficulties. This may include students with multiple absences, low test scores, weak writing skills, or poor reading and comprehension skills. These students are often at risk of failing or dropping out and with collaboration between instructors and counselors, a student has a better chance of being referred to the appropriate resources to help them with the concern or issue they are facing; whether academic, social, or emotional. There is also a greater chance of successfully helping students if a referral is made early in the semester when there is still time to salvage their grade.
- To access, go to My Valley>Faculty Resources>Class Roster. Select the CRN by clicking "View" to the far right. Inside your class roster will be a link to the Counselor Connection where you can identify from the prearranged list the problem(s) a student is having. Visual directions for using the system are available on a handout.
- An Academic Counselor will check the Connection referral database on a regular basis. Based on the information provided, follow-up will be attempted to notify the student about

your concern and to offer advice or help for resolution. It is suggested that you first attempt to contact the student to resolve the concern before making a Counselor Connection referral.

- Final note - the Counselor Connection is not intended to report behavioral issues which should be reported on a Student Concern Referral form (which is discussed later in this guide) or an immediate crisis, which should be reported directly to the Student Success Center!

# Semester Action Dates – Fall 2017

My Valley>Faculty Resources>Semester Action Dates. Additional help is available through the Faculty Success Center Technology Lab, TTC 7312. If you have questions, please call x4357 or x4423, email us at arr@kvcc.edu, or come to the Admissions, Registration and Records Office, TTC 9140, or the Student Services Office in AWH 109.

| Part of Term: | 1: **15 week** | | 2: **14 week** | | 3: **1st 12 week** | |
|---|---|---|---|---|---|---|
| Class rosters available as students register | Mon | Apr 3 | Mon | Apr 3 | Mon | Apr 3 |
| Classes begin | Tue | Sep 5 | Sat | Sep 9 | Tue | Sep 5 |
| Last day to drop/add | Mon | Sep 11 | Mon | Sep 11 | Mon | Sep 11 |
| Review class roster to verify enrollment | Tue | Sep 12 | Tue | Sep 12 | Tue | Sep 12 |
| **Last day for a 100% refund/Census 1 date** | **Fri** | **Sep 15** | **Fri** | **Sep 15** | **Wed** | **Sep 13** |
| Withdrawal period begins | Sat | Sep 16 | Sat | Sep 16 | Thu | Sept 14 |
| Last day to withdraw | Fri | Dec 1 | Fri | Dec 1 | Fri | Nov 10 |
| Grade rosters available on web | Fri | Dec 8 | Fri | Dec 8 | Fri | Nov 17 |
| Classes end | Mon | Dec 18 | Sun | Dec 17 | Mon | Nov 27 |
| **Grades due on web by Noon** | **Thu** | **Dec 21** | **Thu** | **Dec 21** | **Thu** | **Nov 30** |
| Grades rolled and available on web | Fri | Dec 22 | Fri | Dec 22 | Fri | Dec 1 |
| Part of Term: | 4: **2nd 12 week** | | 5: **1st 8 week** | | 6: **2nd 8 week** | |
| Class rosters available as students register | Mon | Apr 3 | Mon | Apr 3 | Mon | Apr 3 |
| Classes begin | Mon | Sep 25 | Tue | Sep 5 | Thu | Oct 26 |
| Last day to drop/add | Fri | Sep 29 | Mon | Sep 11 | Tue | Oct 31 |
| Review class roster to verify enrollment | Sat | Sep 30 | Tue | Sep 12 | Wed | Nov 1 |
| **Last day for a 100% refund/Census 1 date** | **Tue** | **Oct 3** | **Mon** | **Sep 11** | **Tue** | **Oct 31** |
| Withdrawal period begins | Wed | Oct 4 | Tue | Sep 12 | Wed | Nov 1 |
| Last day to withdraw | Fri | Dec 1 | Fri | Oct 6 | Fri | Dec 1 |
| Grade rosters available on web | Fri | Dec 8 | Fri | Oct 13 | Fri | Dec 8 |
| Classes end | Fri | Dec 15 | Wed | Oct 25 | Mon | Dec 18 |
| **Grades due on web by Noon** | **Thu** | **Dec 21** | **Mon** | **Oct 30** | **Thu** | **Dec 21** |
| Grades rolled and available on web | Fri | Dec 22 | Tue | Oct 31 | Fri | Dec 22 |
| Part of Term: | 7: **1st 7 week** | | 8: **2nd 7 week** | | | |
| Class rosters available as students register | Mon | Apr 3 | Mon | Apr 3 | | |
| Classes begin | Sat | Sep 9 | Sat | Oct 28 | | |
| Last day to drop/add | Mon | Sept 11 | Tue | Oct 31 | | |
| Review class roster to verify enrollment | Tue | Sep 12 | Wed | Nov 1 | | |
| **Last day for a 100% refund/Census 1 date** | **Wed** | **Sep 13** | **Thu** | **Nov 2** | | |
| Withdrawal period begins | Thu | Sep 14 | Fri | Nov 3 | | |
| Last day to withdraw | Fri | Oct 6 | Fri | Dec 1 | | |
| Grade rosters available on web | Fri | Oct 13 | Fri | Dec 8 | | |
| Classes end | Sun | Oct 22 | Sun | Dec 17 | | |
| **Grades due on web by Noon** | **Wed** | **Oct 25** | **Thu** | **Dec 21** | | |
| Grades rolled and available on web | Thu | Oct 26 | Fri | Dec 22 | | |
| Middle College Part of Term: | MS: **Semester** | | MT: **Trimester** | | MT2: **Trimester** | |
| Class rosters available as students register | Mon | Apr 3 | Mon | Apr 3 | Mon | Apr 3 |
| Classes begin | Tue | Sep 5 | Tue | Sep 5 | Mon | Dec 4 |
| Last day to drop/add | Mon | Sep 11 | Mon | Sep 11 | Fri | Dec 8 |
| Review class roster to verify enrollment | Tue | Sep 12 | Tue | Sep 12 | Mon | Dec 11 |
| **Last day for a 100% refund/Census 1 date** | **Tue** | **Sep 19** | **Wed** | **Sep 13** | Thu | Dec 14 |
| Withdrawal period begins | Wed | Sep 20 | Thu | Sep 14 | Fri | Dec 15 |
| Last day to withdraw | Fri | Jan 12 | Fri | Nov 17 | Fri | Mar 2 |
| Grade rosters available on web | Fri | Jan 19 | Mon | Nov 27 | Fri | Mar 9 |
| Classes end | Fri | Jan 26 | Fri | Dec 1 | Fri | Mar 16 |
| **Grades due on web by Noon** | **Wed** | **Jan 31** | **Wed** | **Dec 6** | **Wed** | **Mar 21** |
| Grades rolled and available on web | Thu | Feb 1 | Thu | Dec 7 | Thu | Mar 22 |

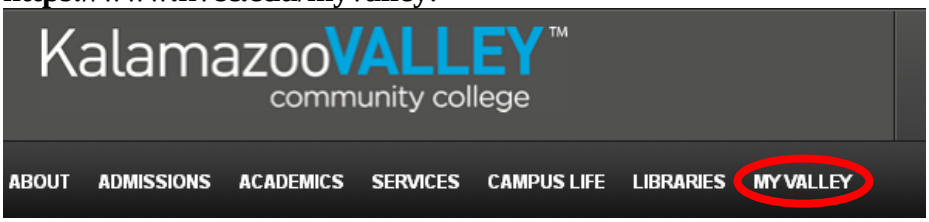
# Grades and Record Keeping

## Class Rosters

- Class rosters can be viewed or downloaded, go to My Valley>Faculty Resources>Class Roster. It is critical that your class roster is reviewed regularly to determine active enrollment.

### Using My Valley

Using an up to date version of your web browser, Firefox is recommended, go to: **https://www.kvcc.edu/myvalley**.

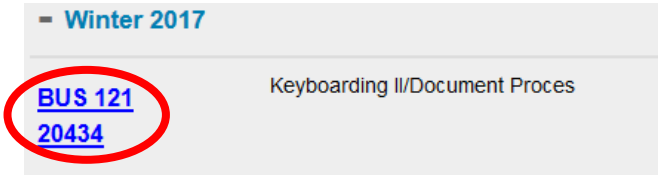



Enter your User Name and Password in the Login box. (See Login Information below)

| | User Name | Password |
|---|---|---|
| Faculty | First letter of first name then last name (maximum 11 letter last name)<br>Example: cmiller<br>If the User Name exists a numeric character will be added to the end (cmiller1) | You will be assigned a unique New Account Code (NAC). The NAC information will be shared in a new employee letter. The NAC is a one-time usage code new employees will use to gain access to our network. Once the code is used, the employee will be forced to change their password to meet the "password complexity" requirements mentioned below. |
| Students | First letter of first name then last name then last 4 digits of Valley ID number (maximum 10 letter last name with no punctuation or spaces)<br>Example: mscott4567 | A New Account Code (NAC) will be issued to every new student applicant. The NAC information will be shared in the new student admission letter. The NAC is a one-time usage code new students will use to gain access to our network. Once the code is used, the student will be forced to change their password to meet the "password complexity" requirements mentioned below. |

After initial login, you will be forced to change your password to meet the Password Complexity Requirements of least a minimum length of eight characters and contain at least three different kinds of characters, including upper case, lower case, digits and special characters.

## How to View or Print a Class Roster:




- Under My Classes look for the current semester
- **Click the name of the course** on the left

Page opens in a new window. Select what option you wish: Show Printable version; Download Excel; Download Tab-delimited; or Download CSV. Close window to return to My Valley or to change class.

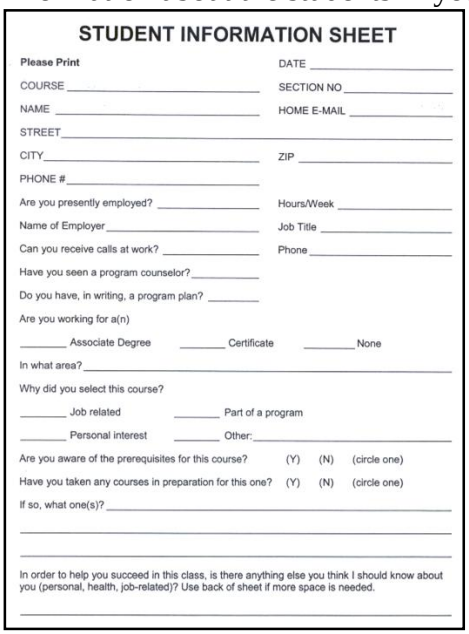
- To change class… simply click the **name of the course** on the left to select a different class.
- To **Customize it** (to change the options of what is viewed or prints) you will need to scroll to the **Faculty Resources**, then to **Class Roster - Downloadable**. Select appropriate term and class then select **Customize it**. Options include: student photos, address, phone number, email address, My Valley ID, Compass scores, fitness center hours, etc.
- Log off system - To ensure security you should always logoff when finished. Click Logout at top of screen and close the browser window.

Additional Information

- If there is no activity in My Valley for 15 minutes you will be logged out of the system.
- Remember to log out after you complete your My Valley session.
- To change your Kalamazoo Valley password log in to My Valley>My Links>Change Your Password.
- If you are a staff member who is also an adjunct faculty member, you will access all of your faculty information through your staff My Valley account.
- Need help? Call (269) 488-4451.

### Student Information Sheets

- You may want to use a "Student Information Sheet" to keep up-to-date contact information for your students.
- These preprinted forms are available in the Faculty Workroom, TTC 7329, Student Services Office at AWH, and My Valley>Faculty Resources if you wish to use them to obtain helpful information about the students in your class.



STUDENT INFORMATION SHEET

Please Print DATE _____

COURSE _____ SECTION NO _____

NAME _____ HOME E-MAIL _____

STREET _____

CITY _____ ZIP _____

PHONE # _____

Are you presently employed? _____ Hours/Week _____

Name of Employer _____ Job Title _____

Can you receive calls at work? _____ Phone _____

Have you seen a program counselor? _____

Do you have, in writing, a program plan? _____

Are you working for a(n)

_____ Associate Degree _____ Certificate _____ None

In what area? _____

Why did you select this course?

_____ Job related _____ Part of a program

_____ Personal interest _____ Other: _____

Are you aware of the prerequisites for this course? (Y) (N) (circle one)

Have you taken any courses in preparation for this one? (Y) (N) (circle one)

If so, what one(s)? _____

In order to help you succeed in this class, is there anything else you think I should know about you (personal, health, job-related)? Use back of sheet if more space is needed.

## E-Cars – Attendance Monitoring System and Grade Records

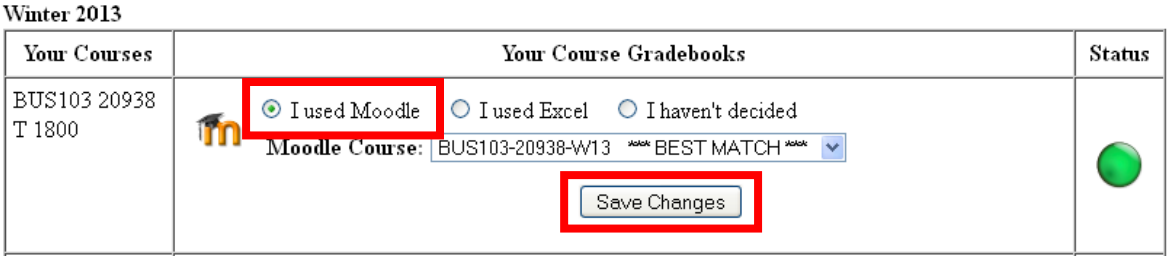
- Federal Title IV student financial aid regulations require colleges to monitor and collect attendance information. To comply with these regulations, attendance must be monitored throughout the semester, and you must be able to report the last day of attendance for students receiving a failing grade.
- **Attendance** is defined as any action on the part of the student (after registration) that demonstrates pursuit of class. As defined by Instructional Services at Kalamazoo Valley Community College attendance is defined as **two** specific actions on the part of the student (after registration) that demonstrates pursuit of class. To be considered in attendance for E-CARs, a KVCC student must do both of the following:
  1. Attend at least one class session during the E-Cars reporting period. For web courses, the first requirement (attending one class session) is defined as logging into the course at least once and downloading the class syllabus.
     **AND**
  2. Submit at least one assignment, quiz, or test as determined by the instructor.
- Electronic Class Attendance Reports (E-CARs) for all students receiving Federal financial aid will be available online at the end of the 2nd week of the semester and must be completed and submitted by the end of the 3rd week of the semester. These reports are instructor and semester specific and list all CRNs taught by you as well as the Federal Title IV student financial aid recipients enrolled in your courses for the period in review. Failure to return E-CARs by the scheduled due date will cause a withholding of balance checks for all involved students.

## Electronic Gradebooks

- There is an online gradebook within Moodle, KVCC's learning management system, that you and your students can access via the internet from any computer. Contact the Faculty Success Center at (269) 488-4164 for information and instruction.
- Workshops on Moodle are listed on the Faculty Success Center website at http://home.kvcc.edu/facultysuccesscenter.

## Electronic Gradebook Submission/Archiving

- It is **mandatory** that all gradebooks are archived at the end of the semester. Go to My Valley>Faculty Resources>Electronic Gradebook Submission to select that you are using Moodle or to upload your Excel file. The deadline for archiving your gradebook is the same as for entering semester grades.




## Recording Grades at the End of the Course

- KVCC has a numerical grade scale: 0.0, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0.
- To enter students' final grades at the end of the module, go to My Valley>Faculty Resources>Final Grade Submission. You will be asked to select the correct term and section(s). Then, enter the numerical grade for each student.
- If you give a student a grade of 0.0, you will need to know the last date the student attended class or demonstrated participation. Enter this date in the "Last Attend Date" field only e.g. 09/15/2012).
- If a student has never attended class, select a 0.0 for grade and in the "Last Attend Date" enter the date your course began and in the "Attend Hours" field enter a zero.
- See the Faculty Program Calendar for workshops on grade entry assistance.

## Incomplete Grades

- "I" or incomplete grades are NOT automatically assigned upon request, and it's recommended that you include this information on your course assignment schedule.
- See the Faculty Instructional Manual (My Valley>Workplace>KVCC Intranet>Working at KVCC>Manuals, Handbooks, & Policies>Faculty Instructional Manual) for criteria and process for incompletes.
- Your Academic Dean will need to approve any incomplete contract given by an adjunct instructor. This must be filled out and submitted at the time grades are entered.

## Legal Issues and Student Privacy

Federal laws provide for non-discrimination and protection of student privacy. To protect yourself and the college:

- The College may provide limited "directory" information to others providing the student has not placed a confidential hold on their records. If you are not absolutely certain what types of

information you can give out or whether the student has a confidential hold on their records, DO NOT GIVE OUT ANY INFORMATION. In such cases, please refer the person requesting the information to the Admissions, Registrations and Records Office, which is responsible for ensuring institutional compliance with Public Law 93-380, the Family Educational Rights and Privacy Act.

- Do NOT post grades with student names, social security numbers, or other means by which students may be identified by others.
- Do NOT leave stacks of graded assignments or exams outside your office door or anywhere else where they are accessible to be reviewed by individuals other than the student to whom they belong. If necessary, leave them with the faculty receptionist to place in the pick-up file, and have students pick up these materials at the receptionist desk.
- Do NOT give out information about students to parents, spouses, other students, employers, friends, court personnel, police officers, etc. unless you understand fully what the current laws are regarding privacy of student information and know for certain that the student in question has not exercised his/her legal right to have the information held confidential by the College.
- Do NOT give information to anyone, internal or external, in reference to legal issues or potential litigation involving the Institution. In these instances, you should notify the President's office immediately.
- Do NOT give out information in response to any media requests. Any such requests should be directed to the Executive Vice President for Enrollment and Campus Operations.

Kalamazoo Valley Community College believes that inclusivity encompasses, but is not limited to, race, color, gender, weight, height, marital status, veteran status, disability, national origin, handicap, gender identification, sexual orientation, age, political affiliation, economic circumstance, physical or mental ability, physical or mental characteristic, or philosophy and does not discriminate on the aforementioned or any other characteristic protected by law.

If you do not fully understand the complexities of this federal law or are uncertain of the privacy rights, please refer any requests for information to the Admissions, Registration and Records Office, (269) 488-4281. All new adjunct faculty will review FERPA information via On-boarding. Additionally, faculty may review a FERPA tutorial at My Valley>Faculty Resources>FERPA Basics.

# Services Available for Faculty

## Leaving Materials for Students to Pick-up

You can leave papers, documents, letters, etc., for students to pick up with the Faculty Receptionist at TTC or the Receptionist at the Student Services Office of AWH and CNM or the Welcome Desk Receptionist at the CAH.

- All items should contain the date, student's name, course name and section number.
- If more than one item is being left, alphabetize them by students' last names.
- Materials left for pick-up should be 8 ½ x 11 or folded to fit.

### TTC

- Give to the faculty receptionist for placement.
- You are not allowed to place items in the folder yourself.
- The pick-up file can't accommodate large or bulky items. See or call the Receptionist, (269) 488-4383, for assistance.
- Materials not picked up by students after two weeks will be returned to the instructor.

### ACC

- Give to any student services office staff member for placement.
- Materials not picked up by students after two weeks will be returned to the instructor.

### BHLC

- Give to the CAH Welcome Desk Receptionist for placement.
- The pick-up file can't accommodate large or bulky items. See the Receptionist for assistance.
- Materials not picked up by students after two weeks will be returned to the instructor.

## Office Support Services – Information Processing

- Office Support Services, located at TTC, provides a wide range of services including processing of documents such as class material (syllabi, handouts, tests), ParSystems (test creation and question analysis software), and various other software programs (PowerPoint, Excel, etc.).
- Office Support Work Order forms are available in the Faculty Reception Work Area, TTC 7329.
- Requests can also be made online, go to: My Valley>Workplace>Employee Services>Office Support Services Request or My Valley>KVCC Intranet>Help/Requests>Workorders>Office Support Services Request.
- All requests submitted to Office Support Services require lead time. Lead time is based on current demand for services and the complexity of the work requested. Generally, lead-times are 3-4 business days. Specific lead-times are shown on the online work request.
- Office hours are from 8 am-5 pm Monday through Friday or by appointment.
- Contact (269) 488-4254 or email Mary Kay at mpobocik@kvcc.edu for more information.

## Libraries

KVCC Libraries are located on both Texas Township and Arcadia Commons campuses. Skilled staff and professional librarians are eager to assist you and your students.

- **Resources**: The KVCC Libraries offer more than 90 online research databases with access to several million journal articles; more than 63,500 books and 142,000 e-books; over 3,600 audiovisual items; and 160-plus periodicals.
- **Collection Development**: Faculty are encouraged to suggest items for the Libraries' collections.
- **Instruction**: KVCC librarians offer classroom instruction in research and citation skills tailored to meet your students' needs. To schedule a presentation, contact either library at the phone numbers below.
- **Library Classroom at TTC**: Call (269) 488-4380 to reserve the room for class sessions. It is equipped with 24 computers, media center (VHS, Blu-ray/DVD), document camera, and projector.
- **Course Reserves**: You may place library-owned or personal materials on Reserve at either library to ensure availability for your students' use.
- **Borrowing**: Faculty may be check out items for three weeks (adjunct) or semester (full-time) and they do not accrue overdue fines. Items may be renewed in person, by phone, or online.
- **Interlibrary Loan** service is available for items we don't own.
- **Library Hours**: Hours are posted in the Schedule of Classes and on the Libraries' home page. Librarian assistance and many library resources are available 24 hours a day, 7 days a week via the Libraries' website, below.
- **Information**: For more information on the Libraries' many services, please go to the Libraries' home page and click on "Information for Instructors."
- **Contact Us**:

| | |
|---|---|
| TTC Library | (269) 488-4380 |
| ACC Library | (269) 373-7848 |
| Email | libref@kvcc.edu |
| Website | https://www.kvcc.edu/library |

## Printing Services

- The College has a full service Printing Department at TTC for your use located at TTC 8160.
- Services include collating, binding, stapling, 3-hole punch, etc.
- Please use Printing Services whenever you need multiple copies of classroom materials. For processing of orders, generally allow 2-3 business days at TTC or 5-7 business days for ACC and BHLC. **Lead times** are on the Printing Request form.
- You will need your correct "Alpha" Banner code (Division: ART, CHM, ENG, etc.) available from your Dean's Administrative Assistant or Faculty Receptionist at TTC or the Senior Office Specialists at ACC.
- Print Request forms are available in the Faculty Reception Work Area at TTC or in the Mailroom at ACC and CAH as well as at Printing Services, TTC 8160.
- You can request printing online: Go to My Valley>Employee Services>Printing Request. Fill out the proper form and attach your file. File names cannot include spaces and file names may only be used once. For multiple orders using the same file, rename the file by adding a number or letter at the end. Please note if copies are to be delivered to ACC.

At TTC, Printing Services offers a "**WALK-UP**" service Monday through Friday. Walk-up printing is a tremendous cost savings to the College and should be used whenever possible. "WALK-UP" hours are:

| | | | |
|---|---|---|---|
| Monday through Thursday | 7:15 am | - | 6 pm |
| Friday (not available after 5/15) | 7:15 am | - | 5 pm |

During these times, you can submit jobs of up to 500 copies per job, on white 8.5 x 11 paper. No other special services are available on Walk-up. If you have questions about this or other services, please contact Printing Services at (269) 488-4606 or Media Services Manager, (269) 488-4214.

## Copiers

### TTC

- Copy machines are available in TTC 7329 and Library for making **minimal quick** copies. Your KVCC ID is required to use the copier in TTC 7329 and your code is required for use of the copier in the Library. Use of these machines is more expensive than Printing Services, **so please use Printing Services whenever possible**.

### ACC

- There are copy machines located in the Mailroom at AWH or near the CNM Breakroom, CNM 206, that can be used for print jobs of up to **100 copies**. Your KVCC ID is required to use the copier at AWH. The Senior Office Specialists will give you the code you will need to use for the copier at CNM. Any member of the Student Services Office staff can show you how to use the machine. There is also a 3-hole punch in the Mailroom.
- Use of these machines is more expensive than Printing Services, **so please use the online Printing Services whenever possible**.
- To request printing, which is available through the Senior Office Specialists, complete the Printing Request form, attach your "master" copy, give these materials to the Senior Office Specialists or any Student Services Office staff member. They will submit and track your printing request.

### BHLC

- There are copy machines located in the Mailroom and the third floor faculty offices at CAH and the main office at the FIC, that can be used for print jobs of up to **50 copies**. Your KVCC ID is required to use the copier. Any member of the Office Support staff can show you how to use the machine. There is also a 3-hole punch in the Mailroom.
- Use of these machines is more expensive than Printing Services, **so please use the online Printing Services whenever possible**.
- To request printing, which is available through the Office Support staff, complete the Printing Request form, attach your "master" copy, give these materials to an Office Support staff member. They will submit and track your printing request.

# Audio Visual Equipment

## TTC

- A full line of equipment is available for classroom instructional use from the Audio Visual (AV) department.
- You can request delivery of: computers (with internet connection), projectors, audio, digital cameras, visualizers, video camcorders, media cart instructions, etc.
- Reservations for single use or the whole semester may be made on line: My Valley>Workplace>Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- Hours are Monday-Thursday, 7 am until 10 pm; Friday, 7 am until 4 pm; Saturday and Sunday deliveries are made Friday. Weekend requests must be received by noon Friday.
- If you need assistance with delivered items, stop by the AV office, TTC 8310 or call (269) 488-4216.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the "Req Help" button on the control panel.
- No AV assistance on weekends.

## ACC

- Almost every classroom at AWH and CNM has a computer with access to the internet, data projector, and a Blu-ray/DVD player.
- Other available AV equipment includes tape, CD, and DVD players, digital cameras, and video camcorders which can be requested online.
- Reservations for single use or the whole semester may be made on line: My Valley>Workplace> Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- If you need assistance with any AV equipment, staff in the Computer Lab at CNM 275, (269) 373-7925 can assist you.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the "Req Help" button on the control panel.

## BHLC

- Almost every classroom at CAH and FIC has a computer with access to the internet and data projector.
- Other available AV equipment includes tape, CD, and DVD players, digital cameras, and video camcorders which can be requested online.
- Reservations for single use or the whole semester may be made on line: My Valley>Workplace> Employee Services>AV Equipment Request. A minimum 24-hour notice is required for services.
- If you need assistance with any AV equipment, staff in the Computer Lab CNM 275, (269) 373-7925 can assist you.
- If you need immediate assistance with a technical issue in the classroom, you can access technical support by pressing the "Req Help" button on the control panel.

## Media Production Services

- Production of materials for instructional and administrative use include brochures, layouts, laminating, video recording and editing, DVD production and multi-copying, audio multi-copying on CD, and media support for activities in the Dale B. Lake Auditorium.
- Hours: Monday - Thursday from 7 am until 4 pm, Wednesday 9 am until 6 pm.
- Contact Media Services, TTC 8240, or (269) 488-4214 for assistance or more information.

## Student Success Services

There are a number of programs and services in place to support student success. Staff members look forward to visiting the classrooms and working closely with students and faculty. To request a classroom visit, please visit https://www.kvcc.edu/myvalley/sscvisit/sscvisit.php. Programs and services include:

- **Advising and Counseling**: Assists with pathway advising, course selection, career exploration and planning as well as personal counseling needs.
- **Brother2Brother**: Male students looking to network with other students and successful males from within the community are encouraged to become part of the B2B program. The program includes mentoring, leadership development, career exploration, strengths and talent identification, peer support, tutoring, workshops and chill nights.
- **Employment Services**: Offers assistance with resume writing, cover letters, interviewing, job shadowing and employment opportunities. Collaborate with local employers for campus recruiting and pathway specific career information.
- **Focus Program**: Provides academic and peer support to students transferring to Western Michigan University after goal completion at Kalamazoo Valley Community College. A voluntary commitment, the Focus Program offers students extra attention and information about activities and services at Kalamazoo Valley and WMU to encourage academic and individual achievement.
- **Kalamazoo Promise Services**: Offers academic and student support to Kalamazoo Promise eligible students. Through a series of appointments, a Kalamazoo Promise coach and a Kalamazoo Promise counselor assist students in successfully completing their academic goals at Kalamazoo Valley. Students can schedule recurring appointments to stay updated on their academic progress to ensure goal completion.
- **Life Resources**: Links students with college and community resources to enrich their college experience and to find solutions to non-academic needs relating to housing, transportation, personal finance, time management, nutrition and health.
- **Multicultural Services**: Designed to assist underrepresented students in their transition to Kalamazoo Valley by providing leadership opportunities, co-curricular activities that inform, educate, challenge and enhance students' development and global perspectives.
- **Office for Student Access**: In accordance with the Americans with Disabilities Act, the OSA provides academic accommodations and accessibility support primarily for students with disabilities. Services also include program advising, advocacy for students and faculty, as well as personal and crisis counseling.
- **Student Organizations and Activities**: Designed to complement the academic programs of Kalamazoo Valley, Student Organizations and Activities provide a broad range of activities to all enrolled students. With more than 20 student organizations on campus, including soccer club, Phi Theta Kappa, Association of Information Technology and Dance Club, students are encouraged to join an existing an organization or start one of their own. Fun and educational activities include Cougar Kick Off, visiting authors and speakers and financial and personal well-being workshops.
- **Student Strengths Development**: Uses the Gallup StrengthsQuest tool to help students discover their "Top Five" strengths and apply those strengths in academics, career planning and personal goal setting. Grounded in Positive Psychology, it has helped more than a million people at more than 800 schools and universities achieve academic, career and personal success.

- **Transfer Resource Services**: Provides information, referrals and campus tours to assist students in successfully transferring to Michigan colleges and universities after completing their education at Kalamazoo Valley. Other services offered include: transfer workshops, on-site admissions and referrals to contact people on other campuses poised to help.
- **Veteran Services**: Serves as the central point of contact for students who have served, or are actively serving in the U.S. Armed Forces. Facilitates access to college and community resources as well as a students' transition to Kalamazoo Valley Community College.

  Programs and services vary by campus. Call 269.488.4040 or email success@kvcc.edu for more information. TTC 9300/Faculty Office Wing; AWH 109; CAH 210

Additional programs and services available from Academic Services include: Apprenticeships, Prior Learning Assessment, Student Internships, Learning Center, and Testing Services.

## The Learning Center – Tutoring

- Fully staffed tutoring services are available to all currently enrolled students at either TTC or AWH. Please encourage students to take advantage of this resource.
- It is not necessary for students to have an appointment to access tutoring in writing and math.
- Tutoring for specific courses is available by appointment only at TTC. Call the Learning Center Coordinator at (269) 488-4397 for more information.

### TTC

- The Learning Center at TTC is located in TTC 2220 (across from the student lounge area, outside the main computer lab).
- Hours during the Fall and Winter semesters are: Monday-Thursday 9 am-7 pm; Friday 9 am-3 pm; and Saturday 10 am-2 pm for Math Center only.
- Math and writing tutoring (either one-on-one or group) are available on a drop-in basis during posted hours of operation. Study skills assistance is available by appointment in the Writing Center.
- Tutoring for specific courses (such as the sciences, accounting, computers, foreign languages, and certain business and humanities courses) is available by appointment in the Course-Specific Center. Group tutoring is also available as requested.
- Workshops for Nursing/MAT, English as a Second Language (ESL), and other areas are also available.
- For more information, call: (269) 488-4397 or email: learningcenter@kvcc.edu.

### ACC

- Writing Center at AWH is located in 122. (269) 373-7884.
  Fall and Winter Hours: Monday-Thursday 9 am-6 pm. Hours will be posted for Summer Semester, Semester breaks, and Holidays.
- Math Center at AWH is located in 123. (269) 373-7861.
  Fall and Winter Hours: Monday-Thursday 9 am-6 pm. Hours will be posted for Summer Semester, Semester breaks, and Holidays.
- Accounting and ECO – Call (269) 488-4397 to make an appointment.

## The Testing Center

The Testing Center administers and proctors exams for:

- Make-up tests and quizzes
- Courses requiring unit mastery before further progress in the course is permitted
- Web and hybrid classes
- The College's placement exam (Accuplacer/ALEKS)
- TTC also administers standardized tests for prior learning, i.e. CLEP, DSST, PearsonVue/Kryterion/ASE professional certification testing.

Procedures for using the Testing Center:

- When submitting your tests, complete the proper form with all the relevant information. This allows you to dictate the conditions for students taking your tests.
- Each test submitted must have the instructor's name, course name and number, and quiz or test number/name printed on it.

Please note:

- Students must have their KVCC student ID.
- No test will be given out one hour before closing. No exceptions.
- Hours of operation are different on each campus so encourage students to check times in advance.

## TTC

- Located in TTC 2210.
- Complete the Testing Center Work Order and place with test in one of the drop boxes located in the Testing Center or the Faculty Mailroom, TTC 7329.
- Pick-up times for Fall and Winter semester are: 8:30am, 11 am, 1 pm, 3 pm, and 5 pm
- Tests will be available to students three hours after pick up or submission.
- Completed tests are filed in the Testing Center. You will receive a notice in your mailbox when students have completed their test. You will need to pick them up in the Testing Center.
- Testing Center Hours for the Fall and Winter semester are: Monday-Thursday 8:30 am-9 pm; Friday 8:30 am-4:30 pm; Saturday 9 am-noon; and Sunday – closed. See Testing Center for Summer semester hours.
- For more information, call: (269) 488-4235, email: testcenter@kvcc.edu, or visit http://www.kvcc.edu/services/testing.

## ACC

- Located in AWH 211.
- Complete the Testing Request Form located in the AWH mailroom, AWH 211, or online. Take the test and attached request form directly to AWH 211. If closed, place in Testing Center mailbox in AWH mailroom.
- The student's name should be on the test.
- Provide Scantron sheets, lined paper, or scrap paper if needed for student's tests.
- Pick-up times for Fall and Winter semester are: Monday – Friday at 8:30 am and 4 pm.
- Testing Center Hours for the Fall and Winter semester: Monday-Thursday 8:30 am-6 pm; Friday 8:30 am-3:30 pm; Saturday and Sunday – closed. See Testing Center for Summer semester hours.
- Completed tests will be returned to your mailbox.
- For more information, call: (269) 373-7836, email: acctestingcenter@kvcc.edu, or visit http://www.kvcc.edu/services/testing.

## Faculty Success Center

The Faculty Success Center (FSC) is designed to support all faculty and academic staff as we seek collectively to support our students in the attainment of their individual goals while here at KVCC.

The Faculty Success Center is committed to nurturing and supporting all full and adjunct faculty as they strive for continuous instructional improvement and to providing on-going learning opportunities which support all of our faculty as they seek to create the most meaningful and effective learning experiences for KVCC students.

Several specific goals of the Faculty Success Center include:

- Provide on-going professional development activities related directly to teaching and learning to better connect full and adjunct faculty to the KVCC college community. Some of these ongoing professional development activities related directly to teaching include:
    - Book Discussion Groups
    - Outstanding Instructional Practices
    - Talk about Teaching Workshops
    - Instructional Technology Series
    - Online and Blended Teaching Seminar
    - Term Faculty Teaching Seminar
- Create a nurturing, supportive college environment which supports all full and adjunct faculty members as they strive for continuous, instructional improvement in the classroom.
- Focus the attention of all instructional personnel on evidence-based, best practices to enhance the teaching and learning experiences of faculty and students.

For more information, visit our website: https://www.kvcc.edu/about/insidekvcc/facultysuccess/.

### Services:

The FSC offers a wide range of technology support to faculty. The services are available by drop-in or appointment at TTC or by appointment at ACC. This includes:

- Assisting faculty in the preparation and delivery of instruction using various technologies
- Assisting with instructional materials that require specialized skills such as graphic, audio, lecture capture, web conferencing video, animation, Quality Matters, and peer review
- Creation and implementation of course materials for the online learning management system.
- Creation and implementation of a gradebook and grade entry assistance/troubleshooting for the online learning management system.
- Consulting on instructional design, project planning and development, universal design, and technology applications.
- Computers, scanners, and printers are available for self-use to prepare classroom materials.
- Staff is available for assistance with technology Monday-Friday 8 am-5 pm or by appointment by calling 488-4164.
- The FSC Technology Lab is located in TTC 7312.

## ACC/BHLC

Note: Computers, scanners, and printers are available for self-use to prepare classroom materials at the CNM computer lab.

# Additional Resources

## CMOP 3080 - Children on Campus

To preserve the academic atmosphere of the College and in order to not disrupt the teaching/learning activities associated with the College, children under the age of 16 ("children") are not permitted on college property unless: (a) accompanied and supervised at all times by an adult; or (b) enrolled in a KVCC sponsored or sanctioned class or program.

The presence of children on college property will be further subject to the following rules and guidelines:

**Classrooms and Other Learning Centers**
Presence of children in classrooms, laboratories, testing centers, and other locations dedicated to instructional-related activities ("learning-related activities") is restricted to enrolled students or visitors who are present for a purpose related to the learning-activities and then only if approved in advance by the instructor or supervisor or the learning-related activities.

**Other Locations**
Subject to the "supervision of children" requirement above, visitation by children on college property that is unrelated to the learning-related activities such as administrative or faculty offices or cafeterias is allowed subject to the following:

- The duration of any such visit will not exceed one (1) hour on any given day.
- Subject to the prior approval of an employee's supervisor, the duration of visit on any given day by the child of an employee may be allowed due to a temporary unforeseen emergency arising on that day; provided, however, that during the duration of the visit a parent, guardian or other responsible adult must supervise and remain present with the child.
- Children aged seven and older may visit the Kalamazoo Valley Museum subject to the rules of behavior posted in the Museum and policies of the College.

**Children are not allowed on College property in the following situations:**

- As an alternative to childcare provisions, including infant care or childcare during summers and holidays.
- Where illness or other conditions preclude attendance at childcare, school or other facilities or programs.
- Where the presence of a child may interfere with any of the operations of the College.

**Campus Grounds and Facilities**
Parents or legal guardians are responsible for their children's behavior and safety while on college property and will be held responsible for damage to college property caused by their children.

Adopted by Cabinet: August 25, 2009

# Faculty Guide to Managing Disruptive Behavior in the Classroom

Do you have students in class who do the following: Text message friends or talk on cell phones? Sidebar conversation with classmates? Interrupt discussions or make inappropriate remarks? Write or mention ideas that cause concern for their mental state? Repeatedly arrive late or leave early?

If you consider any of these behaviors annoying, you have the right to address such behavior. Annoying classroom behavior should not be tolerated and may become disruptive if it is ignored.

## Preventive Measures Faculty Can Take

- Include specific expectations for, and consequences of, student behavior (e.g., no cell phones, no tardiness, etc.) during first day introduction and in your course syllabus/outline.
- Use the first class meeting to review what is and isn't appropriate.
- Confer with your colleagues on ways they prevent or respond to disruptive behavior.
- Model the behavior you expect of students.
- Become familiar with the Faculty Instructional Manual and the Student Code of Conduct, found in the Student Handbook.

## Steps for Responding to Disruptive Behavior

- Immediately ask the student to stop the behavior.
- Speak with the student privately after class about his/her conduct.
- Document in writing the situation and your actions to the Student Relations Coordinator by completing the web-based Student Concern Referral Form (after logging into My Valley) found at https://www.kvcc.edu/services/src/concernform/ or My Valley>Faculty Resources>Forms>Student Concern Referral Form.

## When Speaking Privately with the Student

- Be specific about the behavior that is disruptive.
- Explain the affect the behavior has on your ability to teach and the class's ability to learn.
- Address what you observe about the behavior, e.g., communicate your concern.
- Allow the student to respond and listen carefully to his or her words.
- Restate your expectations for the student's future behavior.
- It is your judgment whether to have a colleague, Department Chair, Academic Dean, or Student Relations Coordinator present during this conversation.

## If Disruptive Behavior Continues

Some disruptive behavior simply reflects bad manners and a lack of consideration of others and may cease after one warning. If such conduct persists, in a future class, inform the student you will report the behavior to the administration. The case may be treated as a violation of the KVCC Student Code of Conduct found in the Student Handbook. Behaving in disruptive ways in class and failing to comply with directions to stop are both violations of the Code. Again inform your respective Department Chair or Academic Dean of the situation and your actions and complete the web-based Student Concern Referral Form. The Student Relations Coordinator will review the online referral and either resolves the matter or forwards to the appropriate resource within the college. This could mean a referral to your respective Department Chair, Academic Dean, or Public Safety. If you suspect the disruptive behavior could be the result of

psychological problems, always contact the Student Relations Coordinator for advice on how to respond and see: *A Faculty and Staff Guide to Working with Students in Distress*.

## Your Rights as a Faculty Member

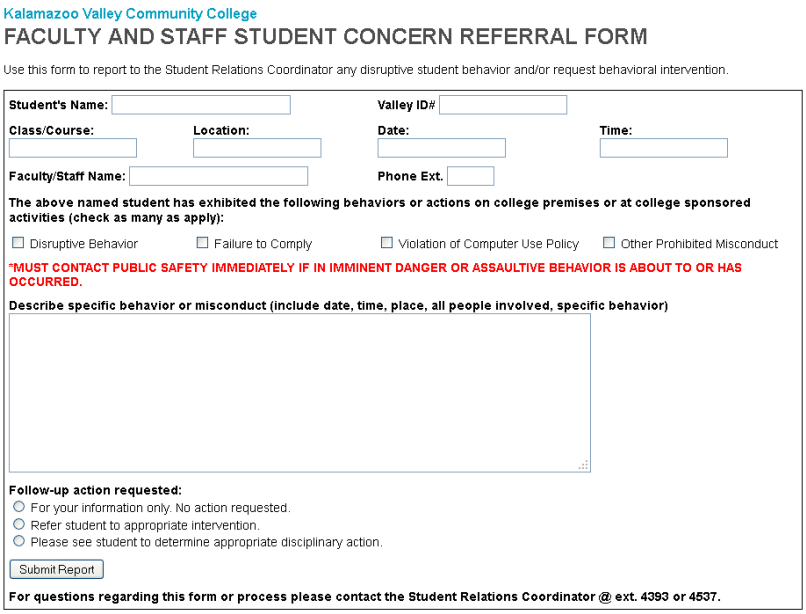
You have the right to direct students to cease disruptive classroom behavior immediately. If it becomes necessary, you can direct a student to leave your classroom for the rest of the class period. If they fail to comply with your directives to leave the classroom, promptly report their failure to do so to Public Safety x4575 (for all campuses), and ask to remove the student from your classroom. Depending on the severity of the situation, an option may be to dismiss the class.

## Threatening or Alarming Behavior

Sometimes behavior is more than just thoughtless or rude. Signs of threatening/ alarming behaviors include:

- Using derogatory or profane language in an angry manner.
- Appearing hostile, aggressive, or violent.
- Escalating behavior (e.g., louder voice, faster speech, pacing).
- Making statements such as "If I don't pass this course, someone will pay," "I better graduate or else," "I will take things into my own hands."
- Speaking incoherently with unconnected thoughts, garbled speech, or under the influence. If the student's behavior is alarming, escalating, or if you or others feel threatened:
    - Contact Public Safety immediately at x4575 (for all campuses), identify yourself and your location, describe the behavior, and request assistance.
    - To call Emergency at x4911 TTC, x4911 ACC/BHLC.
    - Press the "red" Public Safety button on the media cart, if available.
    - Consider dismissing the class immediately.
    - Inform your Department Chair or Academic Dean and complete the online Student Concern Referral Form. This online report can be found at the following address: https://www.kvcc.edu/services/src/concernform.

**Information adapted from Grand Rapids Community College and Troy University's Behavioral Intervention Team protocols*.



Kalamazoo Valley Community College

FACULTY AND STAFF STUDENT CONCERN REFERRAL FORM

Use this form to report to the Student Relations Coordinator any disruptive student behavior and/or request behavioral intervention.

**Student's Name:** **Valley ID#**

**Class/Course:** **Location:** **Date:** **Time:**

**Faculty/Staff Name:** **Phone Ext.**

**The above named student has exhibited the following behaviors or actions on college premises or at college sponsored activities (check as many as apply):**

☐ Disruptive Behavior ☐ Failure to Comply ☐ Violation of Computer Use Policy ☐ Other Prohibited Misconduct

***MUST CONTACT PUBLIC SAFETY IMMEDIATELY IF IN IMMINENT DANGER OR ASSAULTIVE BEHAVIOR IS ABOUT TO OR HAS OCCURRED.**

**Describe specific behavior or misconduct (include date, time, place, all people involved, specific behavior)**

**Follow-up action requested:**

○ For your information only. No action requested.
○ Refer student to appropriate intervention.
○ Please see student to determine appropriate disciplinary action.

Submit Report

**For questions regarding this form or process please contact the Student Relations Coordinator @ ext. 4393 or 4537.**

# Academic Calendars

**Fall 2017 (201810)**

| | |
|---|---|
| Faculty Seminar Days | Wednesday, August 30- Thursday, August 31 |
| Labor Day Recess | Monday, September 4 |
| Classes Begin | Tuesday, September 5 |
| Twelve Week Classes Begin | Monday, September 25 |
| First Eight Week Classes End | Wednesday, October 25 |
| Second Eight Week Classes Begin | Thursday, October 26 |
| Thanksgiving Recess | Wednesday, November 22 at 5:00 pm - Sunday, November 26 |
| Classes Resume | Monday, November 27 |
| Commencement | Sunday, December 17 |
| Classes end | Monday, December 18 |
| Grades Due | Thursday, December 21 at noon |
| College Closed | Saturday, September 2 through Monday, September 4<br>Wednesday, November 22 at 5:00 pm though Sunday, November 26 |

73 Instructional Days (Monday through Friday)

| M | T | W | Th | F | |
|---|---|---|---|---|---|
| 15 | 15 | 15* | 14 | 14 | *14 after 5:00 start |

**Winter 2018 (201820)**

| | |
|---|---|
| Faculty Seminar Days | Thursday, January 4 -Friday, January 5 |
| Classes begin | Monday, January 8 |
| Martin Luther King Jr. Day Recess | Monday, January 15 |
| Classes Resume | Tuesday, January 16 |
| Twelve Week Classes Begin | Monday, January 29 |
| First Eight Week Classes End | Wednesday, February 28 |
| Second Eight Week Classes Begin | Thursday, March 1 |
| Spring Recess | Monday, March 5 - Sunday, March 11 |
| Classes Resume | Monday, March 12 |
| Recess | Saturday, March 31 - Sunday, April 1 |
| Classes Resume | Monday, April 2 |
| Commencement | Sunday, April 29 |
| Classes End | Monday, April 30 |
| Grades Due | Thursday, May 3 at noon |
| College Closed | Monday, January 15<br>Saturday, March 31 through Sunday, April 1 |

75 Instructional Days (Monday through Friday)

| M | T | W | Th | F |
|---|---|---|---|---|
| 15 | 15 | 15 | 15 | 15 |

## Deans' Administrative Assistants, Office Managers, Senior Office Specialists

The Dean's Administrative Assistants at TTC and Senior Office Specialists at ACC have a wealth of knowledge and are available Monday-Friday from 8 am-5 pm.

### TTC 7516

| | | |
|---|---|---|
| Health and Public Services; Business and Industrial Trades | Bonnie McGee | (269) 488-4213 |
| Liberal Arts; Math and Sciences | Becky Herington | (269) 488-4259 |

### TTC Faculty Reception

| | | |
|---|---|---|
| Faculty Receptionist | | (269) 488-4383 |
| Office Manager | Mary Morehouse | (269) 488-4349 |
| Absence Hotline | | (269) 488-4158 |

### AWH 109

| | | |
|---|---|---|
| Senior Office Specialist | Kim Campbell | (269) 373-7808 |
| Senior Office Specialist | Lisa Peet | (269) 373-7802 |
| Office Specialtist-Parapro | Katrina Davis | (269) 373-7860 |
| Reception | Student Services Office Staff | (269) 373-7800 |
| Office Manager | Meredith Mancuso | (269) 373-7809 |

### CAH 211 – Bronson Healthy Living Campus

| | | |
|---|---|---|
| Receptionist | CAH | (269) 548-3200 |
| Office Manager for Culinary and Brewing | Faith Bentley | (269) 548-3205 |

### CNM

| | | |
|---|---|---|
| Center for New Media Secretary | Cindy Parks | (269) 373-7881 |

### FIC

| | | |
|---|---|---|
| Office Specialist-Parapro | Cheryl Jones | (269) 548-3300 |

## Contacts for Additional Help

| | TTC | ACC | CAH | FIC |
|---|---|---|---|---|
| Grade entry assistance | Faculty Success Center<br>(269) 488-4164<br>(269) 488-4107<br>Admissions, Registration and Records Office<br>(269) 488-4281 | ACC Computer Lab<br>(269) 373-7925 | ACC Computer Lab<br>(269) 373-7925 | ACC Computer Lab<br>(269) 373-7925 |
| Class roster questions | Admissions, Registration and Records Office<br>(269) 488-4281 | Student Services Office<br>(269) 373-7808 or<br>(269) 373-7802 | Student Services Office<br>(269) 373-7808 or<br>(269) 373-7802 | Student Services Office<br>(269) 373-7808 or<br>(269) 373-7802 |
| Emergency | x4911 | X4911 | x4911 | X4911 |
| Faculty Receptionist | (269) 488-4383 | (269) 373-7800 | | |
| Human Resources | (269) 488-4228 | (269) 488-4228 | (269) 488-4228 | (269) 488-4228 |
| Inclement Weather Line | (269) 488-4750 | (269) 488-4750 | (269) 488-4750 | (269) 488-4750 |
| Internet access questions | Computer Help Desk<br>(269) 488-4451 | ACC - Computer Lab<br>(269) 373-7925 | ACC - Computer Lab<br>(269) 373-7925 | ACC - Computer Lab<br>(269) 373-7925 |
| Library | (269) 488-4328 | (269) 373-7848 | (269) 373-7848 | (269) 373-7848 |
| Lost and Found | (269) 488-4575<br>Public Safety | (269) 488-4575<br>Public Safety | (269) 488-4575<br>CAH Public Safety<br>(269488-4575<br>ACC Public Safety | (269) 488-4575<br>CAH Public Safety<br>(269) 488-4575<br>ACC Public Safety |
| Printing Services | (269) 488-4606 | (269) 488-4606 | (269) 488-4606 | (269) 488-4606 |
| Public Safety | (269) 488-4575 | (269) 488-4575 | (269) 488-4575<br>CAH Public Safety<br>(269) 488-4575<br>ACC Public Safety | (269) 488-4575<br>CAH Public Safety<br>(269) 488-4575<br>ACC Public Safety |
| My Valley access | Computer Help Desk<br>(269) 488-4451 | ACC - Computer Lab<br>(269) 373-7925 | ACC - Computer Lab<br>(269) 373-7925 | ACC - Computer Lab<br>(269) 373-7925 |

## Faculty Instructional Manual

- My Valley>Workplace>KVCC Intranet>Working at KVCC>Manuals, Handbooks, & Policies>Faculty Instructional Manual

Or

- **https://www.kvcc.edu/about/working/guides/facultymanual.pdf**

## Staff/Faculty Development Calendar

- **http://home.kvcc.edu/staffdev/**

## Faculty Success Center Website

This site includes the Faculty information, orientation schedules and information, campus tour information, technology information and demonstrations, FAQs, helpful links provided by your colleagues, as well as this guide. Go to **http://home.kvcc.edu/facultysuccesscenter**.

## Information Technologies (IT)

The Information Technologies unit is dedicated to providing technology solutions and outstanding support to our students, faculty and staff. The unit implements and supports computer systems, software systems, phone systems, copier/printing solutions, audio visual and library services. For more information... look them up on the web at: **https://www.kvcc.edu/about/insidekvcc/it/** or for a FAQ at: **https://www.kvcc.edu/about/insidekvcc/it/faq/**

## Safety

The goal of Institutional Safety is to ensure that every employee of the Institution is employed in a safe and healthful workplace. KVCC employees have a right to expect to be provided with a proper place in which to work, as well as proper equipment and information with which to do the job, and that they will be able to devote their energies on behalf of the College without exposure to undue danger. More information is available at:

- **https://www.kvcc.edu/services/safety/**
- TTC 5120, (269) 488-4575

Visit the New Safety information for Faculty Website: My Valley>Faculty Resources>Safety Information

- A brief information sheet for faculty to review with students identifying appropriate responses to various emergency situations.
- A video presenting guidance for responding to an active shooter on campus. This 1/2-hour video is copyrighted and to be shown internally to train staff, faculty or students.
- A written guide sheet for responding to an active shooter on campus.
- A description of ways to access assistance in the classroom, in addition to phones located in each room.

"Guide to Emergency Procedures" are posted in every classroom with guidance on how to handle emergency situations.

### Classroom Safety

- In the interest of promoting a safe environment for students and staff, all classroom doors may be closed and locked five minutes after the start of each class period. Please communicate these expectations early in the semester to all students. If the instructor wishes the classroom door to remain propped open, the door must still be kept in the locked mode and must be closed when directed by the emergency alarm system or Public Safety personnel.
- Please advise students of drill/evacuation procedures.
- Any comments or questions regarding this matter should be directed to the appropriate Academic Dean.

## AED

KVCC has portable Automated External Defibrillation (AED) units for assisting in diagnosing life threatening cardiac situations. It may be used by the layman and assist in re-establishing heart rhythm. AED units are located at:

- TTC (all locations of AEDs are on all Emergency Maps)
  - Inside Tower Entrance
  - Inside Main (Flag pole) Entrance near Bookstore
  - Student Lounge near Computer Lab, Rm 2310
  - 7500 Hall, near Faculty Reception
  - Across from room 8441
  - Hallway near 5100 rooms and Public Safety
  - Outside Main Gym & Athletic Office, Rm 6200
  - Inside training room
  - Inside Fitness and Wellness Center
  - Section T 1st Floor
  - Section T 2nd Floor
  - Next to room 7130
  - ATC Wing, outside Rm 5750
  - Public Safety Office
- MTEC
  - First floor Main Lobby, West wall
  - Second floor
- AWH
  - 1st floor, Main Lobby
  - 2nd floor, near Rm 206
  - 3rd floor, near Rm 306
- CAH
  - 1st floor, In Café on East wall
  - 2nd floor, Rm 211
  - 3rd floor, across from Rm 305
- CNM
  - Main Lobby, near Elevator
  - Lower level, near Elevator
  - 2nd floor, near Elevator
- FIC
  - Main Hall, near Rm 114
- KVM
  - 1st floor, outside Security Office
  - 2nd floor, near elevator
  - 3rd floor, outside Admin. Offices, near elevator

AEDs may be used by anyone seeking to assist someone in need. Alarms are located on each unit as well as directions for use. For formal instruction on these units, contact Public Safety.

# TTC - End of Semester Checklist

We know things get hectic as the semester winds down.
This checklist is designed as a guide to assist you in "closing out" the semester.

Ask your Chair, Lead Instructor, or Dean's Administrative Assistant, FSC Support Staff, or Senior Office Specialist if you have questions about any of these topics.

## GRADES

____ Submit grades on My Valley **within 2.5 days** of when your class modules end
____ Upload electronic grade book (Excel spreadsheet or Moodle) as directed
____ Process any needed paperwork for Incompletes
____ Save records to a removable storage device (K and O drive files are deleted at the end of each semester)

## PROCEDURES

____ Empty physical mailbox (unless returning for the next semester)
____ Check and delete remaining phone mail messages
____ Change voicemail message to advise callers where they can reach you, or if returning the next semester, when you will be back on campus.
____ Respond to and delete remaining email messages
____ Clear pick-up file with Faculty Reception (TTC campus only)
____ Turn in keys to Facility Services, TTC 5150
____ Check with Testing Center for tests left on file
____ Return any software to Computer Lab
____ Return library media to Library
____ Return computer cart key to Media Services
____ Return wireless on wheels computer cart key to Media Services
____ Return equipment on loan to Media Services
____ Recommend outstanding students for hire as tutors to the Learning Center
____ Remove office hours sign on door
____ Tidy office area

## IF TEACHING NEXT SEMESTER

____ Turn in first few weeks of printing requests to Printing Services
____ Contact the Faculty Success Center Technology Lab for assistance in copying Moodle course material to next semester
____ Schedule reserve materials, DVDs/videos, and "using the library" for classes with the Library
____ Continue to check for messages in voicemail, physical mailbox, and your KVCC email account
____ Attend Seminar Days before the semester begins

# ACC/BHLC - End of Semester Checklist

Questions regarding this information can be directed to Barbara Taraskiewicz, Assistant Dean

## GRADES

- ____ Submit grades on My Valley by the due date
- ____ You are required to submit your Moodle grade book into the Moodle archiving system by the due date
- ____ Process any needed paperwork for Incompletes

## PROCEDURES

- ____ Empty physical mailbox
- ____ Check and delete remaining phone mail messages
- ____ Change voicemail message to advise callers how to reach you
- ____ Respond to and delete remaining email messages
- ____ Save records to removable storage device (O drive files are deleted at the end of each semester)
- ____ Check with Testing Center for tests left on file
- ____ Return any software to the Computer Lab
- ____ Return library media to the Library
- ____ Return computer cart key to the Computer Lab
- ____ Tidy desk area