Quick Start Contents

New Faculty Checklist ........................................................................................................................................... 3
Access ........................................................................................................................................................................ 4
   ID Card ..................................................................................................................................................................... 4
   Keys ......................................................................................................................................................................... 5
   Parking ................................................................................................................................................................... 5
   Building Access .................................................................................................................................................... 5
Communication .......................................................................................................................................................... 6
   Faculty Mailboxes ................................................................................................................................................ 6
   Phones and Voicemail ......................................................................................................................................... 6
   Email ...................................................................................................................................................................... 7
Offices and Office Hours ......................................................................................................................................... 8
   Campus Service Hours ...................................................................................................................................... 9
Paychecks ................................................................................................................................................................... 9
   Planned Pay Dates ........................................................................................................................................... 9
Inclement Weather .................................................................................................................................................. 10
Instructor Absences ................................................................................................................................................ 11
Instructional ............................................................................................................................................................... 12
   Syllabus and Class syllabus ............................................................................................................................. 12
   Instructor Evaluations ..................................................................................................................................... 12
   Authorization for Registration Exception ....................................................................................................... 13
Student Success Connection ................................................................................................................................ 14
   Semester Action Dates – Winter 2016 ............................................................................................................. 15
Grades and Record Keeping .................................................................................................................................... 16
   Class Rosters ...................................................................................................................................................... 16
   E-Cars – Attendance Monitoring System and Grade Records ...................................................................... 19
   Electronic Gradebooks ..................................................................................................................................... 19
   Electronic Gradebook Submission/Archiving ................................................................................................. 19
   Recording Grades at the End of the Course .................................................................................................... 20
   Incomplete Grades .......................................................................................................................................... 20
   Legal Issues and Student Privacy ................................................................................................................... 20
Services Available for Faculty ................................................................................................................................... 21
   Leaving Materials for Students to Pick-up ....................................................................................................... 21
   Office Support Services – Information Processing ....................................................................................... 22
   Libraries .............................................................................................................................................................. 22
   Printing Services and Copiers .......................................................................................................................... 23
   Audio Visual Equipment ................................................................................................................................ 24
   Media Production Services ............................................................................................................................. 24
   The Student Success Center ............................................................................................................................ 25
   The Learning Center – Tutoring ....................................................................................................................... 26
   The Testing Center .......................................................................................................................................... 27
   Faculty Success Center .................................................................................................................................... 28
   Faculty Success Center Technology Lab ........................................................................................................ 28
Additional Resources .................................................................................................................................................. 29
   CMOP 3080 - Children on Campus .................................................................................................................. 29
   Faculty Guide to Managing Disruptive Behavior in the Classroom .................................................................... 30
   Academic Calendars ........................................................................................................................................... 32
   Deans’ Administrative Secretaries and Senior Office Specialists .................................................................. 34
Contacts for Additional Help ................................................................. 35
Faculty Instructional Manual .............................................................. 36
Staff/Faculty Development Calendar .................................................. 36
Faculty Success Center Website ......................................................... 36
Information Technologies (IT) ............................................................. 36
Safety ................................................................................................. 37
TTC - End of Semester Checklist ........................................................ 39
ACC - End of Semester Checklist ......................................................... 40

**Key:**
TTC – Texas Township Campus
ATC – Advanced Technology Center
AWH – Anna Whitten Hall
CNM – Center for New Media
ACC – Arcadia Commons Campus (both AWH and CNM faculty)
KVM – Kalamazoo Valley Museum
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
New Faculty Checklist

Many times we don’t know what we don’t know! Ask your Chair, Lead Instructor, deans secretaries, 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/studenthandbook.pdf

**RESOURCES AND SUPPORT**
- Faculty Reception
- Office Support (word processing, etc.)
- Faculty Success Center (FSC)
- FSC Technology 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/studenthandbook.pdf
- Student Handbook
- Student Success Connection
- Student Success Center
- Tutoring 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 (TTC only), 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 Tony Ide in Facility Services at (269) 488-4391 or at tide@Kvcc.edu to deactivate the card.
- If for some reason you cannot access a room you are authorized too, please contact Tony Ide at tide@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, ACC (269) 373-7939 or use a red phone (located on each floor).

To obtain 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 Tony Ide in Facility Services, TTC 5154, (269) 488-4391, or email at tide@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**

- 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 do not have ID card access, and you will need keys. These are ordered by your Dean’s Administrative Secretary and you can pick them up at Facility Services, TTC 5150.

Parking

**TTC**
- A parking permit is required for reserved areas. Each semester 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. After 6 pm, staff in the AWH Computer Lab can also validate parking (for faculty only.)

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.

**TTC**
- Faculty and staff must access the building via the main (flagpole) entrance.
- 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.
- 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**
- When the ACC campus is closed there are no Public Safety Officers on duty. Access to the ACC is not available when the campus is 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.

#### 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.

### 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>Workplace>KVCC Intranet>Campus Services>Phone Mail.
- 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 opened email is deleted automatically after 120 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:
Arcadia Commons Campus Faculty: (269) 373-7814 (Computer Lab)
Texas Township Campus Faculty: (269) 488-4451 (Computer Center)

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 at 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, GroupWise 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 MyValley 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.
- The office hour form is located at My Valley>Faculty Resources>Forms. Post a hard copy of your schedule on your office door during the first week of the semester and submit the electronic form to shills@kvcc.edu. Also include your office hours in your class assignment schedule.
- See Faculty Instructional Manual for any clarifications.

TTC/ACC

- Your office number will be given to you by the Deans’ Administrative Secretary.
- You need to complete an Office Hours form during the first week of classes.
- The form is online at My Valley>Faculty Resources>Forms>Office Hours Form.
- Fill it out, save, print one copy to post on your office door. Attach an electronic copy to your KVCC email to shills@kvcc.edu.

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 Char Gibson, (269) 373-7993, 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. 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.
- Checks are mailed automatically to the address provided on the W4 or are directly deposited into bank/credit union checking or savings accounts. Call the Payroll Office at (269) 488-4239 for information on how to set up direct deposit.

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). 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.,) submit the dates in writing to the appropriate Dean’s Office as early as possible. Include in the memo any alternate arrangements you have made to make up the missed time with the class as well as the reason for your absence.
- 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 field trip. See My Valley>Faculty Resources>Forms> for the proper forms to complete.)

<table>
<thead>
<tr>
<th>TTC/ACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Absence</td>
</tr>
<tr>
<td>Instructor Absence – Weekend Classes</td>
</tr>
<tr>
<td>Planned Absence</td>
</tr>
<tr>
<td>Where to return the completed Field Trip Travel Request Form</td>
</tr>
</tbody>
</table>
**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 Secretary or 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, 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 you need to provide a copy of your class syllabus to your Department Chair/Program Coordinator and Sue Hills (shills@kvcc.edu.)

### 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](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 will be returned to you a few weeks later so you may evaluate comments.
- For the classroom observation, the Department Chair at TTC and the Assistant Dean at ACC will contact you to determine a date. Afterward, a meeting may be scheduled to discuss the observation.
Authorization for Registration Exception

All students must be registered prior to the first week of classes. 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.
- The A.R.E. form will also be used to authorize a late registration for a student who has been attending your course, or to recommend a course transfer to place a student at their appropriate skill level. In these cases, the form must be signed by your Dean.
- 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 Deans’ Administrative Secretary. 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, and the student has already been previously registered for this semester.
Student Success Connection

- **The Student Success Connection** is a means for faculty members to refer students who are having difficulties in class to the Academic Counselors on either campus. An example would be a student lacking the necessary prerequisite skills for the respective course.
- To access, go to My Valley>Faculty Resources>Class Roster – Downloadable. Select the CRN under the “Choose a section” dropdown and click “View it.” Inside your class roster will be a link to the Success Connection where you can identify from the prearranged list the problem(s) a student is having.
- The Academic Counselors at either campus will check the Connection referral database on a regular basis. Based on the information provided, follow-up will be attempted to notify the student of the faculty concern and offer advice or help for resolution. Again, it is suggested that the faculty member should first attempt to contact the student to resolve the concern before making a Success Connection referral.
- **Ultimately it is the student’s responsibility to properly withdraw from a course.**
- **Final note - the Connection is not intended to report student attendance or behavioral issues.**
Semester Action Dates – Winter 2016

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 registration@kvcc.edu, or come to the Admissions, Registration and Records Office, TTC 9140, or the Student Services Office in AWH 109.

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>1: 15 week</th>
<th>2: 14 week</th>
<th>4: 12 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class rosters available as students register</td>
<td>Mon Oct 12</td>
<td>Mon Oct 12</td>
<td>Mon Oct 12</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Jan 11</td>
<td>Sat Jan 16</td>
<td>Mon Feb 1</td>
</tr>
<tr>
<td>Last day to drop/add</td>
<td>Fri Jan 15</td>
<td>Wed Jan 20</td>
<td>Fri Feb 5</td>
</tr>
<tr>
<td>Review class roster to verify enrollment</td>
<td>Sat Jan 16</td>
<td>Thu Jan 21</td>
<td>Sat Feb 6</td>
</tr>
<tr>
<td>Last day for a 100% refund/ Census 1 date</td>
<td>Fri Jan 22</td>
<td>Fri Jan 22</td>
<td>Tue Feb 9</td>
</tr>
<tr>
<td>Withdrawal period begins</td>
<td>Sat Jan 23</td>
<td>Sat Jan 23</td>
<td>Wed Feb 10</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Fri Apr 15</td>
<td>Fri Apr 15</td>
<td>Fri Apr 15</td>
</tr>
<tr>
<td>Grade rosters available on web</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
<td>Fri Apr 22</td>
</tr>
<tr>
<td>Classes end</td>
<td>Mon May 2</td>
<td>Sun May 1</td>
<td>Fri Apr 29</td>
</tr>
<tr>
<td>Grades due on web by Noon</td>
<td>Thu May 5</td>
<td>Thu May 5</td>
<td>Thu May 5</td>
</tr>
<tr>
<td>Grades rolled and available on web</td>
<td>Fri May 6</td>
<td>Fri May 6</td>
<td>Fri May 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>5: 1st 8 week</th>
<th>6: 2nd 8 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class rosters available as students register</td>
<td>Mon Oct 12</td>
<td>Mon Oct 12</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Jan 11</td>
<td>Thu Mar 3</td>
</tr>
<tr>
<td>Last day to drop/add</td>
<td>Fri Jan 15</td>
<td>Wed Mar 16</td>
</tr>
<tr>
<td>Review class roster to verify enrollment</td>
<td>Sat Jan 16</td>
<td>Thu Mar 17</td>
</tr>
<tr>
<td>Last day for a 100% refund/ Census 1 date</td>
<td>Tue Jan 19</td>
<td>Wed Mar 16</td>
</tr>
<tr>
<td>Withdrawal period begins</td>
<td>Wed Jan 20</td>
<td>Thu Mar 17</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Fri Feb 12</td>
<td>Fri Apr 15</td>
</tr>
<tr>
<td>Grade rosters available on web</td>
<td>Fri Feb 19</td>
<td>Fri Apr 22</td>
</tr>
<tr>
<td>Classes end</td>
<td>Wed Mar 2</td>
<td>Mon May 2</td>
</tr>
<tr>
<td>Grades due on web</td>
<td>Fri Mar 4</td>
<td>Thu May 5</td>
</tr>
<tr>
<td>by 5:00 pm</td>
<td>by Noon</td>
<td></td>
</tr>
<tr>
<td>Grades rolled and available on web</td>
<td>Tue Mar 8</td>
<td>Fri May 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>7: 1st 7 week</th>
<th>8: 2nd 7 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class rosters available as students register</td>
<td>Tue Oct 12</td>
<td>Mon Oct 12</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Sat Jan 16</td>
<td>Sat Mar 5</td>
</tr>
<tr>
<td>Last day to drop/add</td>
<td>Wed Jan 20</td>
<td>Wed Mar 16</td>
</tr>
<tr>
<td>Review class roster to verify enrollment</td>
<td>Thu Jan 21</td>
<td>Thu Mar 17</td>
</tr>
<tr>
<td>Last day for a 100% refund/ Census 1 date</td>
<td>Wed Jan 20</td>
<td>Thu Mar 17</td>
</tr>
<tr>
<td>Withdrawal period begins</td>
<td>Thu Jan 21</td>
<td>Fri Mar 18</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>Fri Feb 12</td>
<td>Fri Apr 15</td>
</tr>
<tr>
<td>Grade rosters available on web</td>
<td>Fri Feb 19</td>
<td>Fri Apr 22</td>
</tr>
<tr>
<td>Classes end</td>
<td>Sun Feb 28</td>
<td>Sun May 1</td>
</tr>
<tr>
<td>Grades due on web by Noon</td>
<td>Wed Mar 2</td>
<td>Thu May 5</td>
</tr>
<tr>
<td>Middle College Part of Term:</td>
<td>11: 11 week</td>
<td>12: 12 week</td>
</tr>
<tr>
<td>Class rosters available as students register</td>
<td>Mon Nov 2</td>
<td>Mon Nov 2</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Feb 1</td>
<td>Mon Feb 1</td>
</tr>
<tr>
<td>Last day to drop/add</td>
<td>Fri Feb 5</td>
<td>Fri Feb 5</td>
</tr>
<tr>
<td>Review class roster to verify enrollment</td>
<td>Mon Feb 8</td>
<td>Mon Feb 8</td>
</tr>
<tr>
<td>Last day for a 100% refund/Census 1 date</td>
<td>Mon Feb 15</td>
<td>Mon Feb 15</td>
</tr>
<tr>
<td>Middle College Part of Term:</td>
<td>MS: Semester</td>
<td>MT: Trimester</td>
</tr>
<tr>
<td>Class rosters available as students register</td>
<td>Mon Nov 2</td>
<td>Mon Nov 2</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Mon Feb 1</td>
<td>Mon Feb 1</td>
</tr>
<tr>
<td>Last day to drop/add</td>
<td>Fri Feb 5</td>
<td>Fri Feb 5</td>
</tr>
<tr>
<td>Review class roster to verify enrollment</td>
<td>Mon Feb 8</td>
<td>Mon Feb 8</td>
</tr>
<tr>
<td>Last day for a 100% refund/Census 1 date</td>
<td>Mon Feb 15</td>
<td>Mon Feb 15</td>
</tr>
</tbody>
</table>

Faculty Success Center Quick Start Winter 2016.docx 15 12/15/2015
Grades and Record Keeping

Class Rosters

- Class rosters can be viewed or downloaded, go to My Valley>Faculty Resources>Class Roster – Downloadable. 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)

<table>
<thead>
<tr>
<th>Role</th>
<th>Username Guidelines</th>
<th>Password Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>First letter of first name then last name (maximum 11 letter last name) Example: cmiller If the User Name exists a numeric character will be added to the end (cmiller1)</td>
<td>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 &quot;password complexity&quot; requirements mentioned below.</td>
</tr>
<tr>
<td>Students</td>
<td>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) Example: mscott4567</td>
<td>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 &quot;password complexity&quot; requirements mentioned below.</td>
</tr>
</tbody>
</table>

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 a 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 or Student Services Office at AWH if you wish to use them to obtain helpful information about the students in your class.

![StUDENT INFORMATION SHEET](image_url)
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 Academic 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 ECars 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.
  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 Technology Lab at (269) 488-4107 or (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>Grade Entry. 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 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 Vice President for College Relations.
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.

**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.

- 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.
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), online material (Moodle gradebooks and 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-4 pm Monday through Friday or by appointment.
- Contact (269) 488-4254 or 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 70 online research databases with access to several million journal articles; more than 65,000 books and 86,000 e-books; over 7,000 audiovisual items; and 200-plus periodicals.
- **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.
- **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 check out books for a full semester. When due, renew library materials 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 “Instructor Services.”
- **Contact Us**:
  - TTC Library (269) 488-4380
  - ACC Library (269) 373-7848
  - Email libref@kvcc.edu
  - Website http://www.kvcc.edu/library
Printing Services and Copiers

- The College has a full service Printing Department at TTC for your use.
- 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. Lead times are on Printing Request form.
- You will need your correct “Alpha” Banner code (Division: ART, CHM, ENG, etc.) available from your Deans’ Administrative Secretary 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 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.

**TTC**

- Copy machines are available in TTC 7329 and Library for making minimal quick copies. The Faculty Receptionist can provide you with the number/code you will need to use the copier. 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. The Senior Office Specialists will give you the code you will need to use for the copier. 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.
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 Labs at AWH 211, (269) 373-7814 and 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.
The Student Success Center

The Student Success Center (SSC) services were created to help students holistically reach their educational and career goals. Departments look forward to visiting the classrooms and working closely with students and faculty. The SSC services are designed to support the instructional process:

- **Counseling:** New Student Orientation, course selection according to program, pre-graduation audits, personal and crisis counseling.
- **Career and Student Employment Services:** Career exploration and decision making, resume and interview assistance, and help with job search methods.
- **Credit for Prior Learning:** Coordinates assessment of work experience, seminars, certificate/license completion and/or military service that may be eligible for college credit.
- **FOCUS Program:** Bridging program for students who are transferring to Western Michigan University.
- **Internships and Apprenticeships:** Arranges paid and unpaid on-the-job learning experiences.
- **Learning Center:** One-on-one or group tutoring, study groups and workshops. Assistance in math and writing on a drop-in basis. Help with a variety of other subjects. (see Learning Center)
- **Life Resources:** Helps students find solutions to housing, personal finance, time management, nutritional and health related issues.
- **Special Services:** Educational accessibility and other support services for students with disabilities.
- **Student Strengths Development:** Students discover their “top five” strengths and how to use them in academics, career planning and personal goal-setting.
- **Student Activities and Organizations:** Special events including visiting authors, speakers and workshops are presented. Students are invited to join one of the many existing student organizations or create one.
- **Success Advocates:** Offers a mentor partnership with students, providing one-on-one support and guidance to ensure student success. Helps students connect to college resources. Provides coaching for time management and goal setting.
- **Testing Services:** Offers a secure environment for a variety of testing scenarios such as instructor-directed exams (such as missed tests, quizzes, Moodle and online testing). Placement and credit by examination are also administered. (see Testing Services)
- **Transfer Resource Services:** Assists students who are transferring to Michigan colleges or universities during or after their education at KVCC. Includes campus tours and referrals.
- **Veteran Services:** Central point of contact for students who have served or who are actively serving in the US Armed forces.
- To arrange a classroom visit or to refer students: TTC: 269-488-4040. ACC: 269-373-7834.
The Learning Center – Tutoring

- Regardless of the location of their class, students may seek tutoring at either TTC or ACC.
- Fully staffed tutoring services are available to all students enrolled for the current semester at KVCC. 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. Call for summer hours.
- Math and writing tutoring (either one-on-one or group) is 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, some business courses, foreign language, and political science) is available by appointment in the Multi-course Center.
- https://www.kvcc.edu/services/learningcenter/
- For more information call: (269) 488-4397.

ACC

- The Learning Center at AWH is located in AWH 121 and AWH 122.
- Hours during the Fall and Winter semesters are:
  - Reading/Writing – Monday, Wednesday, Thursday 9 am-7 pm; Tuesday 9 am-5 pm; Friday 10 am-3 pm. Call for summer hours.
  - Math – Monday-Thursday 9 am-7 pm; Friday 9 am-3 pm. Call for summer hours
  - Accounting – Monday, Wednesday 10 am-5 pm; Tuesday, Thursday 3-7 pm; Saturday 11 am-2 pm. Call for summer hours
- https://www.kvcc.edu/services/tutoring/tutoring-acc.php
- For more information call: (269) 373-7815.
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
- COMPASS, the College’s placement exam
- TTC also administers standardized tests for prior learning, i.e. CLEP, DSST

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 test 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.
- http://www.kvcc.edu/services/testing.
- For more information call: (269) 488-4235.

ACC

- Located in AWH 123.
- Complete the Testing Request Form located in the mailroom. Take the test and attached request form directly to AWH 123. If closed, take to AWH 120.
- 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 9 am-1 pm; Tuesday 2 pm-7 pm; Wednesday 9 am-1 pm and 2 pm-5 pm; Thursday 9 am-1 pm and 2 pm-5 pm; and Friday 9 am-1 pm; Saturday and Sunday – closed. See Testing Center for Summer semester hours.
- Completed tests will be returned to your mailbox.
- http://www.kvcc.edu/services/testing.
- For more information call: (269) 373-7815.
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
  - Teaching in the Community College 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.

The Faculty Success Center’s Instructional Lab is located in the Center for New Media on the Arcadia Commons Campus of KVCC in room 075 (lower level) and can be reached via email at facultysuccesscenter@kvcc.edu. The website is: facultysuccess.kvcc.edu.

Faculty Success Center Technology Lab

Services:
The FSC Technology Lab 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, video, and animation
- Web development
- Creation and implementation of course materials for the online learning management system
- Consulting on instructional design, project planning and development, 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.

Note: Computers, scanners, and printers are available for self-use to prepare classroom materials at the AWH and CNM computer labs.
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, 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 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, 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 TTC, x7854 ACC), 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 TTC, x7854 ACC, identify yourself and your location, describe the behavior, and request assistance.
  - To call Emergency at x4911 TTC, x7854 ACC
  - Consider dismissing the class immediately.
  - Inform your Department Chair or 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.
### Academic Calendars

**Winter 2016 (201620)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Seminar</td>
<td>Thursday, January 7 – Friday, January 8, 2016</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, January 11, 2016</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day Recess</td>
<td>Monday, January 18, 2016</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Tuesday, January 19, 2016</td>
</tr>
<tr>
<td>Twelve Week Classes Begin</td>
<td>Monday, February 01, 2016</td>
</tr>
<tr>
<td>First Eight Week Classes End</td>
<td>Wednesday, March 02, 2016</td>
</tr>
<tr>
<td>Second Eight Week Classes Begin</td>
<td>Thursday, March 03, 2016</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>Monday, March 07 – Sunday, March 13, 2016</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, March 14, 2016</td>
</tr>
<tr>
<td>Recess</td>
<td>Saturday, March 26 – Sunday, March 27, 2016</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday, March 28, 2016</td>
</tr>
<tr>
<td>Commencement</td>
<td>Sunday, May 01, 2016</td>
</tr>
<tr>
<td>Classes End</td>
<td>Monday, May 02, 2016</td>
</tr>
<tr>
<td>Grading/Planning Days</td>
<td>Tuesday, May 03 – Thursday, May 05, 2016 @ noon</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Thursday, May 05, 2016</td>
</tr>
<tr>
<td>College Closed</td>
<td>Monday, January 18, 2016</td>
</tr>
<tr>
<td></td>
<td>Saturday, March 26 – Sunday, March 27, 2016</td>
</tr>
</tbody>
</table>

75 Instructional Days (Monday through Friday)

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
### Summer 2016 (201630)

**Summer Session I**  
Classes Begin: Monday, May 09, 2016  
First Four Week Classes End: Friday, June 03, 2016  
First Eight Week Classes End: Wednesday, June 29, 2016  
First Twelve Week Classes End: Monday, August 01, 2016

**Summer Session II**  
Second Twelve Week Classes Begin: Tuesday, May 31, 2016  
Second Four Week Classes Begin: Monday, June 06, 2016  
Second Eight Week Classes Begin: Thursday, June 30, 2016  
Second Four Week Classes End: Friday, July 01, 2016  
Second Eight Week Classes End: Monday, August 22, 2016

**Summer Session III**  
Third Four Week Classes Begin: Monday, July 11, 2016  
Third Four Week Classes End: Friday, August 05, 2016  
Classes End: Monday, August 22, 2016  
Grading/Planning Days: Tuesday, August 23 – Thursday, August 25, 2016 @ noon  
Semester Ends: Thursday, August 25, 2016  
      Monday, July 4, 2016

59 instructional days (Monday through Thursday)  

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>Th</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
Deans’ Administrative Secretaries and Senior Office Specialists

The Deans’ Administrative Secretaries at TTC and Senior Office Specialists at ACC have a wealth of knowledge and are available Monday-Friday from 8 am-5 pm.

<table>
<thead>
<tr>
<th>TTC 7516</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Public Services; Business and Industrial Trades</td>
<td>Bonnie McGee</td>
</tr>
<tr>
<td>Liberal Arts; Math and Sciences</td>
<td>Becky Herington</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWH 109</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior office specialist</td>
<td>Kim Campbell</td>
</tr>
<tr>
<td>Reception</td>
<td>Student Services Office Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWH 212 – Bronson Healthy Living Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Manager</td>
<td>Rachel Herrick</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CNM 105</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcadia Commons Campus Reception</td>
<td>Cindy Parks</td>
</tr>
</tbody>
</table>
### Contacts for Additional Help

<table>
<thead>
<tr>
<th>Service</th>
<th>TTC</th>
<th>ACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade entry assistance</td>
<td>Faculty Success Center Technology Lab (269) 488-4164 (269) 488-4107 Admissions, Registration and Records Office (269) 488-4281</td>
<td>AWH Student Services Office (269) 373-7808 Computer Lab (269) 373-7814</td>
</tr>
<tr>
<td>Class roster questions</td>
<td>Admissions, Registration and Records Office (269) 488-4281</td>
<td>AWH Student Services Office (269) 373-7808 or (269) 373-7802</td>
</tr>
<tr>
<td>Emergency</td>
<td>x4911</td>
<td>x7854</td>
</tr>
<tr>
<td>Faculty Receptionist</td>
<td>(269) 488-4383</td>
<td>(269) 373-7800</td>
</tr>
<tr>
<td>Human Resources</td>
<td>(269) 488-4228</td>
<td>(269) 488-4228</td>
</tr>
<tr>
<td>Inclement Weather Line</td>
<td>(269) 488-4750</td>
<td>(269) 488-4750</td>
</tr>
<tr>
<td>Internet access questions</td>
<td>Computer Center (269) 488-4451</td>
<td>ACC - Computer Labs (269) 373-7814 (269) 373-7925</td>
</tr>
<tr>
<td>Library</td>
<td>(269) 488-4328</td>
<td>(269) 373-7848</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>(269) 488-4575</td>
<td>(269) 373-7854 Public Safety</td>
</tr>
<tr>
<td>Printing Services</td>
<td>(269) 488-4606</td>
<td>(269) 488-4606</td>
</tr>
<tr>
<td>Public Safety</td>
<td>(269) 488-4575</td>
<td>(269) 373-7854</td>
</tr>
<tr>
<td>My Valley access</td>
<td>Computer Help Desk (269) 488-4451</td>
<td>ACC - Computer Labs (269) 373-7814 (269) 373-7925</td>
</tr>
</tbody>
</table>
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/factultysuccesscenter.

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 Who's Who at: https://www.kvcc.edu/about/insidekvcc/it/staff/
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/](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 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, near the High Throughput Screening Center

- AWH
  - 1st floor, Main Lobby
  - 2nd floor, near Rm 206
  - 3rd floor, near Rm 306

- CNM
  - Main Lobby, near Elevator
  - Lower level, near Elevator
  - 2nd floor, near Elevator

- 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, check the Staff Development Calendar for workshops or 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 secretary 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 - End of Semester Checklist

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

<table>
<thead>
<tr>
<th>GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Submit grades on My Valley by the due date</td>
</tr>
<tr>
<td>_____ You are required to submit your Moodle grade book into the Moodle archiving system by the due date</td>
</tr>
<tr>
<td>_____ Process any needed paperwork for Incompletes</td>
</tr>
</tbody>
</table>

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