OREGON COAST COMMUNITY COLLEGE

Faculty Handbook

2017 – 2018

Prepared By: Office of Academics and Workforce

September 2017

Purpose of the Faculty Handbook

This manual is intended to provide instructors in credit-area courses with information regarding college practices and services. Additional information on any of the topics within this handbook may be obtained by contacting one's direct supervisor, the Office of Academics and Workforce, the Office of Human Resources, or the office that provides the service in question.

This manual will be updated as needed. Returning faculty should obtain revised copies as updates occur. Comments and recommendations regarding the usefulness of this manual are welcome. Faculty may contact the Office of Academics and Workforce with suggestions.

Office of Academics and Workforce   2/8/2018

Contents

Section 1: About Oregon Coast Community College

Vision, Mission, Values, and Core Themes

Vision
Shaping the Future Through Learning

Mission
At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

Values
The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

- Accountability: We accept responsibility for our actions and commit to transparent practices.
- Collaboration: We purposefully build partnerships to achieve common goals.
- Excellence: We hold ourselves to the highest standards and are committed to continuously improving the work we do.
- Inspiration: We show curiosity, illuminate new possibilities and ignite the joy of thinking well.
- Integrity: We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.
- Learning: We celebrate the life-long process of developing valuable knowledge and skills.
- Sustainability: We are responsible stewards of our financial, material, natural and human resources.
- Equity: We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

Core Theme: Student Success
Objective: Oregon Coast Community College will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

Core Theme: Educational Pathways
Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment, and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or

employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

Accreditation

Status of OCCC Programs and Services

Oregon Coast Community College (OCCC) delivers college credit instruction, certificates and degrees through its Inter-Governmental Agreement with Portland Community College (PCC). PCC is accredited through the Northwest Commission on Colleges and Universities (NWCCU). The Northwest Commission on Colleges and Universities is a regional post-secondary accrediting agency recognized by the U.S. Department of Education. Credits, certificates and degrees earned at OCCC appear on PCC transcripts and are transferable to other institutions, subject to the specific policies of the receiving institutions.

OCCC progress towards independent accreditation

Effective January 8, 2016, Oregon Coast Community College was granted Applicant status as a Candidate for Accreditation from the Northwest Commission on Colleges and Universities (NWCCU). Candidate for Accreditation is a pre-accredited affiliate status with the Commission. It is a status of recognition by the Commission that the institution meets the eligibility requirements and is progressing toward accreditation. (It does not, however, imply or ensure eventual accreditation by the Commission.) The next step for OCCC to complete is to prepare a comprehensive analytical self-analysis. We must document how we are organized, staffed, and supported to accomplish our purposes and to demonstrate our potential to attain accreditation within five years, the maximum allowed under U.S. Department of Education regulations.

Institutional self-evaluation is the most significant part of the accreditation process. It must be comprehensive, encompass the entire institution, and address the Commission's accreditation criteria and be viewed as an ongoing process to understand, evaluate, and improve quality and effectiveness by:

- Analyzing institutional resources and effectiveness in fulfilling its mission;
- Demonstrating that student achievement is commensurate with the certificates, diplomas, degrees, or other recognition awarded;
- Appraising the relationship of all the institution's activities to its purposes;
- Providing a sound basis for institutional planning and improvement;
- Assessing educational achievements as well as structures and processes;
- Assessing student achievement with respect to programs and services offered to accomplish educational purposes

Big Five Ideas

College Strategic Goals and Priorities

The College is completing a strategic planning process reflected in the OCCC Draft Strategic Plan, Five Big Ideas (2015 to 2020).

1. The OCCC Diploma: The College will pursue NWCCU Independent Accreditation, beginning with earning Applicant status by 2016, achieving Accreditation Candidate status by 2020, and meeting criteria for Independent Accreditation by 2022.

2. Student Success, 1000 FTE by 2020: The College will double enrollment to meet needs for education, raise educational attainment and grow a college-going culture and narrow achievement gaps in Lincoln County. Doing so will create fiscal stability for the college. The college will take a multi-pronged approach to growth, including:

- Increase retention and completion of all students.
- Increase utilization rate of all three sites (North, Central, South).
- Add high demand and cost-effective career technical education (CTE) programs of study tied to local employment and/or unique local resources (connect with OSU MSI).
- Increase breadth of AAOT offerings at Newport and Lincoln City, with transfer tracks such as Business and STEM (connect with OSU MSI).
- Robust programming with LCSD to accelerate early college and increase the number of HS grads who choose OCCC.
- Equity and inclusion initiatives with those underserved by OCCC, close achievement gaps.
- Increase partnerships with baccalaureate degree-granting institutions to bring additional higher education opportunities to Lincoln County Workforce education and community education will likely grow to be an additional key focus of the college.

3. Make OCCC A Great Place to Work: It is essential that OCCC attract, develop and maintain the best people who reflect the diversity of our current and future students. We will create a work environment and culture that manifests our values, allows people to excel at what they do best, and keeps them with us for reasons in addition to compensation.

4. Comprehensive Strategic Planning Process: The College will develop comprehensive and sustained planning processes connecting planning with budget and resource allocation to reach strategic and operational goals.

5. OCCC Will become an Agile and Flexible Organization: The College will develop the organizational structures and fiscal resources to allow us to fulfill our mission. OCCC will respond creatively and positively to the significant changes that will occur over the five-year strategic plan period.

Nondiscrimination Statement

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

 In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA'), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Fast Facts about OCCC

Oregon Coast Community College is here to serve Lincoln County's students and the community. Students can complete the first two years of a bachelor's degree at Oregon Coast, earn an associate degree, take courses to obtain employment, prepare to start a small business, get a GED, learn English as a second language, or take courses for personal enrichment. Students may explore career ideas, retrain or update job skills, pursue a personal interest, or broaden horizons. Students may attend full and part-time. Oregon Coast offers credit and non-credit courses at its centers in Lincoln City, Newport and Waldport, and a variety of other locations throughout the county. Students may also take courses online.

Who Are Oregon Coast Community College Students?
Oregon Coast Community College students are of all ages, from recent high school graduates to retirees. Students attend Oregon Coast for a variety of reasons: to update employment skills, to obtain an associate degree, to prepare for transfer to a bachelor's degree program, to gain or refresh basic academic skills, or pursue personal cultural enrichment. Some attend credit classes full-time or part time, while others take one or several non-credit classes. Many students combine school and work. Nearly 1,500 students attend the College every year.

Who Are Oregon Coast Community College Faculty?
Oregon Coast Community Collegehas over forty credit faculty members. Faculty who teach credit courses have master's degrees and many have doctorates. Faculty teaching professional/technical courses have solid knowledge of their fields through a combination of education and career experiences. Many faculty work in career areas directly related to the courses they teach.

What Does Oregon Coast Community College Offer?
The College offers the following programs and services:

Transfer/Lower Division Education includes courses and programs paralleling freshman and sophomore course work at colleges and universities for those who seek a baccalaureate degree.

The Oregon Transfer Module (OTM) and the Associate of Arts Oregon Transfer (AAOT) degree are designed for students who plan to transfer to a four year college or university. Many students taking professional/ technical courses also enroll in transfer courses. High school students with appropriate preparation can earn college credit and get a head-start on college. Students who plan to transfer should consult the four-year institution where they plan to transfer for specific transfer requirements. The Associate of Science Oregon Transfer/Business (ASOT/Business) degree provides students a degree with the option for transfer to baccalaureate programs in business. This degree enables students to register as juniors at Oregon's public universities. However, completing this degree does not guarantee admission to any baccalaureate business program.

Accreditation Status of OCCC Programs and Services
Oregon Coast Community College (OCCC) delivers college credit instruction, certificates and degrees through its Memorandum of Agreement with Portland Community College (PCC). PCC is accredited through the Northwest Commission on Colleges and Universities (NWCCU). The Northwest Commission on Colleges and Universities is a regional post-secondary accrediting agency recognized by the U.S. Department of Education. Credits, certificates and degrees earned at OCCC appear on PCC transcripts and are transferable to other institutions, subject to the specific policies of the receiving institutions.

General Studies
The Associate of General Studies is a combination of professional/technical and transfer credit courses with a core of general education. This degree works well for non-transfer students desiring an associate degree.

Distance Education
Distance Education opportunities allow students to take a variety of courses in person and virtually. Oregon Coast Community College uses relevant and current software for ease of distance education.

Basic Skills
Basic Skills courses are for individuals who want to gain basic reading, writing, mathematics, study and life skills, earn a GED, or learn English. Courses are offered at a variety of times and locations.

Student Services
Student Services includes programs to support and enhance students' lives while in college. These services include Enrollment Services, Disability Services, Financial Aid, Academic Advising, Tutoring, Career Counseling, and Testing.

Small Business Development
Provides services to help emerging small businesses succeed and existing businesses to thrive in Lincoln County.

Community Education
Learning opportunities are available in a variety as non-credit courses. The schedules are adapted to include times and places convenient for community members.

Lifelong Learning
Lifelong learning is encouraged. Credit and non-credit classes are offered to improve academic knowledge and vocational skills, to train for new employment, or pursue personal enrichment. Courses are also available to help improve writing and mathematics skills and broaden knowledge of communications, arts and letters, sciences, and social sciences.

OCCC Foundation

Mission and Purpose

The Mission of the Oregon Coast Community College Foundation is to advance educational opportunities at OCCC by raising funds for college needs and increasing public awareness of the College and its many benefits. The Foundation fulfills its mission by securing private donations, applying for grants, holding special events and fundraisers, stewarding resources, and administering special programs, such as the OCCC Foundation Scholarship program.

Organization

The OCCC Foundation Board and staff work closely with the College President and the elected Board of Education to raise funds for college priorities. The College supports Foundation operations by providing office space and partial funding for equipment, materials, supplies, and staff salaries. The support provided by the College is essential in ensuring that the majority of donor contributions directly support students, programs, and other College needs that are not possible through the College's general operating budget.

Background

The Foundation received its non-profit, tax exempt status from the State of Oregon in 2000. Gifts to the Foundation are gifts of knowledge that help build a better future for Lincoln County through an educated citizenry. Donations qualify as charitable contributions and may be tax-deductible. The Foundation helps to ensure growth and stability for the College, thus ensuring the future of higher education in Lincoln County.

The OCCC Foundation works to:
- Provide funds to assist with program development;
- Provide funds to help the College provide the latest technology and equipment to students and instructors;
- Provide funds to strengthen Career & Technical Education programs such as Nursing and Aquarium Science;
- Execute an annual campaign to support unrestricted funding;
- Provide Student Aid in the form of scholarships and, as needed, emergency funds;
- Support capital funding efforts for campus development and improvements;
- Manage and grow endowed funds to secure the future of Oregon Coast Community College.

Individual Board members support the Foundation by contributing financial resources as well as individual expertise. Members serve as community ambassadors to enhance the College's relations with the community. Members also actively participate in fund-raising efforts.

The Foundation office is located at OCCC's Central County Campus, at 400 SE College Way in Newport. For more information, contact Lucinda Taylor, Director of Advancement, at 541-867-8531.

Section 2: Teaching and Learning

First Year Engagement

Student learning and success is a campus-wide responsibility. First-year students succeed when they make progress toward developing academic and intellectual competence and establish and maintain interpersonal relationships. Plan to engage your students and share campus resources, so that you provide a strong foundation that will intentionally ease the transition into higher education and contribute to their lasting academic success.

AVISO

The AVISO program uses predictive analytics to support student retention and success. Faculty at Oregon Coast Community College must record weekly class attendance in AVISO. You can access AVISO at oregoncoastcc.avisoapp.com. Your AVISO user name and password are the same as what you use for your @oregoncoastcc.org email. AVISO can be also be utilized to send alerts to an advisor if academic concerns arise that may negatively impact a student's success at Oregon Coast Community College.

Academic Advising

Every student begins their journey at OCCC with a meeting with one of our academic advisors. Our advising staff can help chart a course best suited to get a degree or certificate. Current students are invited to meet with advisors, to periodically check on progress toward their goals. Oregon Coast has mandatory advising each term to ensure that students stay on track.
 Academic advisors are available to support student success by:

- Interpreting placement assessment results.

- Recommending appropriate classes.

- Discussing degree/ program options.

- Explaining course content and requirements.

- Helping transition into the College culture/ academic environment.

- Helping students have a successful college experience.

- Explaining how to transition to a university or four-year college.

- Assisting in understanding College policies and procedures.
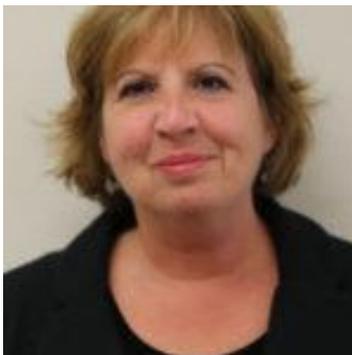
Doherty, Colleen – Academic Advisor
Colleen specializes in Nursing & Allied Health, but also advises for all other degrees and certificate programs at OCCC.
Colleen Doherty • Newport
(541) 867-8521
MA, Student Personnel/Counseling, Northern Arizona University
BA, Psychology, Westfield College

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Hagan, Blake – Academic Advisor
Blake specializes in Aquarium Science & Criminal Justice, and also advises for all other degrees and certificate programs at OCCC.
Blake Hagan • Newport
Blake Hagan • Lincoln City
(541) 867-8539
MS, Education, Portland State University

Orientation

A New Student Orientation is given at Central County Campus and North County Center each term to welcome new students and familiarize them with academic policies and procedures, on-campus services, and the registration process. For information contact Student Services at 541-867-8501.

Placement Process

In recent years, OCCC has been involved in a state-wide conversation examining the way that colleges place students into appropriate classes. Because of this conversation, the best practice of using multiple measures has been adopted by the College for all students.

The placement process at OCCC starts with an initial advising appointment to discuss academic and career goals. In addition, the advisor gathers the following information:

- Cumulative High School GPA as well as specific grades in writing and math courses
- Smarter Balanced Scores (high school proficiency)
- SAT/ACT scores
- GED scores

The advisor also uses documents created by OCCC writing and math faculty as part of a guided self-placement process.

For the occasional student who needs a placement test, the AccuPlacer test covers reading and writing, and the ALEKS test is used for mathematics. Advising specialists use the results to ensure that students are placed at an appropriate level of classes. Although it is often referred to as a test, it is not a test that can be passed or failed. The AccuPlacer placement test is offered regularly at the Central County Campus and the North County Center. Please call the Testing Center at 541-867-8505 or Student Services at 541-867-8501 for the current placement schedule and additional information.

Advisory Committee

OCCC College Council

The College Council (CoCo) serves as a forum to discuss issues related to instruction, instructional policies, and other matters. CoCo also acts in an advisory function to assist the Dean of Academics and Workforce and other Deans of the College regarding the college's instructional programs and academic standards. A chair and co-chair serve one-year terms.

Academic Policies and Procedures Review and Development

Special attention is given to the review and development of policies, procedures and regulations which control and guide admissions, assessment and placement of students, standards for student conduct, academic matters, including grading, and student, course and program outcomes and goals, to ensure maintenance of a high level of consistency, fairness and integrity. Recommendations for new or revised academic policies and procedures are made to the Dean of Academic and Workforce and the Executive Team.

New Course and New Program Approval

The CoCo will review and offer preliminary approval for new courses and programs, prior to their submission to the curriculum committee of the contracting college for approval, to ensure that college curriculum is consistent with the goals of instructional effectiveness and the college-mission. The CoCo makes recommendations to the Dean of Academics and Workforce on matters pertaining to changing or developing policies and procedures related to the college's instructional programs and services.

Agendas

Agendas are developed by the chair and co-chair of CoCo with input college staff and faculty, the Dean of Academics and Workforce, and others that would like to contribute to the agenda. The minutes and agendas are prepared by an assigned faculty or staff.

Reports

The various committees and sub-committees may be called upon to report on their work and proceedings.

Procedures

All recommendations and decisions will be made by consensus. If consensus cannot be reached, then parliamentary procedure (Robert's Rules of Order) will be used. A quorum for the purposes of conducting official business is eleven of the general membership, seven of whom are faculty.

Meeting Frequency and Schedule

CoCo meetings occur on a monthly basis in Fall, Winter and Spring terms.

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Children in Classrooms

Students are not allowed to bring their children (under 18 years of age) to classes. Students who bring children to class will be informed that they cannot attend class with children present. For safety reasons, children may not be left unattended on campus or College property. All persons attending classes must be registered and officially enrolled.

Privacy/FERPA

The Family Educational rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. They are:

The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request to Student Services.

The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests for amendment of records must be in writing and must describe the specific portions or specific record(s) the student wishes to have amended, instructions as to the change desired, and reasons why the change is justified;

The right to consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities.

The right to file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 500 Maryland Avenue SW, Washington, D.C. 20202-5920.
Note: FERPA rights belong to the OCCC student, regardless of the student's age.
Confidentiality and Directory Information

OCCC does not have any directory information. All information about a student is kept confidential and not released without express written consent of the student (except when consent is not required by FERPA). While OCCC does not have any directory information, the College may contact a student via the phone number and email address provided to the student by the College, and may leave a voice mail at the provided number.

Students who wish to contact instructors outside of class time should get the appropriate contact information from the instructor via the syllabus for the course.

Confirmation of Teaching Assignments

Faculty will be notified in writing of their assignments before the first class meeting, which the College will strive to provide at least 10 College working days before the first class meeting. This written notice will include the courses to be taught or work to be done and will be authorized by the Dean of Academics and Workforce or College-assigned designee. This does not preclude changes in the class schedule due to circumstances such as class cancellation or the addition of new classes. See the Faculty Collective Bargaining Agreement for further details.

Faculty will be informed when changes to teaching assignments occur. In accordance with established college policy and procedure, an assignment may change due to any variety of circumstances, including:
1. The part-time faculty is not qualified to teach the course(s) to be offered or perform the available work;
2. The part-time faculty does not accept the assignment at the time or place designated;
3. The part-time faculty has received an unsatisfactory evaluation and, if associate part-time faculty, has failed to meet the requirements of a performance improvement plan;
4. For just cause as specified in the Collective Bargaining Agreement;
5. Assignment of courses or work is made to full-time faculty in order to satisfy full-time work assignments;
6. Funding is reduced or insufficient; or
7. Course assignments are canceled for other reasons, as determined by the college.

Substitutions

When notified of a faculty absence, the Dean of Academics and Workforce or the Director of Career Technical Education will determine the need for a qualified substitute and make assignments as necessary.

Class Cancellations

When the College cancels a class or work assignment through no fault of the faculty member, part-time faculty shall be paid at the cancelled class rate. If notice of class cancellation is provided less than three (3) working days before the first class meeting, the part-time faculty shall be paid for the contact hours scheduled for the first class session.

Low Enrollment

If the College determines it is preferable to offer a course with fewer than ten (10) students enrolled rather than cancel it due to low enrollment, and the part-time faculty member agrees, such a class may be compensated at the low enrollment rate.

The Dean of Academics and Workforce or the Director of Career Technical Education have the responsibility to approve enrollments that are not meeting minimum enrollment levels. Students are notified of class termination only after the Dean of Academics and Workforce or the Director of Career Technical Education has approved cancellation of the course. Classes with low enrollment levels are normally reviewed one week before classes are to begin.

Certain classes with enrollments essential to the curriculum may proceed below the enrollment minimums at the College's discretion and compensated at the low enrollment rate.

Examples include:
   a) Classes that are offered only once each academic year and are essential to degrees and certificates
   b) Classes that are covered by specific contract or grant requirements

Any class may be canceled due to low enrollment or other combinations of factors, as determined by the College.

Please meet with your first class unless you hear otherwise from the College.

Requesting Class Changes

All requested changes in class scheduling, including days, times, and location, must have the advance approval of the Dean of Academics and Workforce or the assigned designee. Requests for relocation are difficult to honor once the quarterly class schedule is printed, enrollment has begun, or the term is underway due to the complexities of multiple student schedules (enrollment in other courses) and limited classroom availability.

Requests for use of specific classrooms should be made through the Office of Academics and Workforce while input for the term's schedule is in progress. Requests for specific rooms may not always be accommodated, however it is important to make instructional needs known. If you have specific technology or space requirements that are not being met, inform the Office of Academics and Workforce, 541-867-8541.

Class Schedules

Each term's class schedule is available on the OCCC webpage approximately four weeks prior to the beginning of the term. Special courses and workshops are announced as they arise throughout the term. OCCC reserves the right to change any provision at any time due to any variety of circumstances. Faculty will be informed of updated schedule information that may affect them.

Course Rosters

OCCC Faculty access all their class rosters, including the grade roster, in SharkNet. Faculty will receive their login credentials from the Enrollment Services Manager at the start of their assignment. First week attendance must be recorded in SharkNet and submitted no later than 3:00pm on Friday of the first week of classes.

Reviewing your Class Roster
It is important that you periodically review your roster throughout the term, especially during the first two weeks of the term following the drop period, drops for non-attendance processing, and Pay Your Way to Success reviews. Students who are not formally enrolled in class are not permitted to attend as there are liability, funding, and academic integrity issues with permitting those not on the roster to be in class. Please take a moment to confirm that each student in class is on the roster. If a student in attendance is not on the roster, and you would like to permit them to enroll, please provide the four-letter permission code, found on the course roster, and direct them to register themselves before the Late Add registration deadline. After the Late Add Registration deadline, any attending student who is not on your roster should be referred to Enrollment Services immediately. Furthermore, you should

verify that students who are participating in your course via Canvas also appear on your class roster. Any discrepancies should be resolved before Friday of the first week of the term.

Grading System

Instructors are expected to use the CANVAS learning management system to post grades for class assignments and exams. Oregon Coast Community College will provide CANVAS training workshops for faculty at the beginning of each term. If you need help setting up gradebook and attendance in CANVAS, please contact: Darci Adolf, Library and Media Services, or use the online CANVAS help feature to reach a CANVAS support team member. CANVAS team members are available 24 hours a day, 7 days a week to chat with you online and help you with your CANVAS needs.

Entering Grades

Final course grades are due on the Monday following the end of the term. Please make every possible effort to submit final grades right away. Students are dependent on their final grades being complete and accurate for many reasons (transfer schools, employment opportunities, financial aid, veterans' benefits, etc.). It is imperative that you do not leave any grades blank—all students must receive a grade. When assigning non-passing grades (NP or F) at the end of the term, you must assign a last date of attendance.
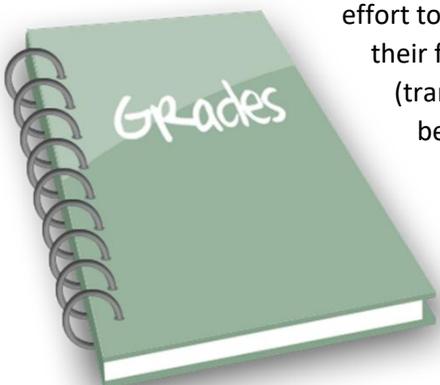
Oregon Coast Community College Grading Policies
By the first class meeting, students will be provided a course syllabus for each credit class in which they are enrolled. The course syllabi will provide required and recommended course syllabus components established in the Office of Academics and Workforce Syllabus Template.
Graded work is based on the following guidelines (grade point value is also indicated):

A Superior (4.0)
Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

B Above average (3.0)
Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
Probable continued success in sequential courses.
C Average (2.0)
Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: satisfactory examination scores,

generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.

Sufficient evidence of ability to warrant entering sequential courses.

D Substandard but receiving credit (1.0)

Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course syllabus.

Earned as a result of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

F Failure (0.0)

Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course syllabus, earned because of some or all the following: non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; and repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified. Faculty must record the last date of attendance for students that earn an F.

Aud – Audit (N/A)

This grade will be automatically entered by the registrar. Students may register for audit if they do not wish to receive credit for a course even though tuition and fees must be paid. To audit a class, students request instructor permission during the first week of the term. The instructor must email Enrollment Services (enrollment@occc.cc.or.us) with the name of the class that will be audited and the name of the students auditing the class.

The following conditions apply to Course Audits:

1. Some courses may not allow auditors.

2. An audit does not satisfy requirements for enrollment status for Veterans, Social Security benefits or for Financial Aid.

3. An audit course does not satisfy requirements for entry into courses where prerequisites are specific. For example, auditing Writing 121 will not satisfy the prerequisite for WR122.

4. Scholarships or funding from outside agency sources may be adversely affected by auditing a course.

5. Registration, tuition and fees are the same as for all credit courses.

I - Incomplete

At the time final course grades are recorded, the instructor may, with the consent of the student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress. The Incomplete grade should be reserved only in extenuating circumstances for a student who has completed at least seventy percent of the graded coursework. In this case the instructor must fill out the incomplete contract, which will be generated through SharkNet upon entering the "I" grade. Faculty will provide students with a copy of the incomplete contract. In no case should the faculty assign the "I" mark without the consent of the student. The incomplete contract shall describe the missing requirement, the basis for the

requirement's evaluation, effect on the final grade computation, and the completion date for that requirement. If no replacement grade for an "I" mark is provided by the course Instructor within one year, the "I" mark shall automatically be changed to an "F".

This mark does not entitle the student to repeat a course without paying tuition. It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W – Withdrawal

A student-initiated withdrawal. Students must withdraw by dates specified in the academic calendar. Faculty must maintain grade books or student records to document student progress in assigned courses as the courses are underway. Faculty are responsible for maintaining the security and confidentiality of grade books and other personal student information. The appropriate confidential disposal of grade books and other student class records are also a faculty responsibility. Consult the Dean of Academics and Workforce for more information.

Pass/No Pass Grading Option

If the Pass/No Pass grading option is available for the course, students may select the Pass/No Pass grading option for a class until the 8th week of the term for regular 11 or 12-week courses. For less than full-term courses, students may contact Enrollment Services for the deadline to select this option. A student may apply for a maximum of 24 pass/no pass credits towards a degree at OCCC. Please refer students considering this option to their academic advisor. Students planning to transfer to a four-year school should determine the policy of that school before electing the pass/no pass option at OCCC.

Grade Changes

All grade changes must be submitted to the Enrollment Services Manager using the change of grade form found on the College website in Faculty and Staff Resources.

Intellectual Property

Projects developed by faculty on their own time, with their own funds, without use of College staff, facilities, or equipment are the property of the faculty. Projects developed using College facilities, staff, equipment, and/or college time and/or funds are the property of the College and give the College unlimited usage rights.

Copyright

It is the instructor's responsibility to abide by copyright law. A copy of the complete policy is available for your review at the OCCC Library.

Academic Integrity

Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty. Violations of academic honesty include:

Plagiarism

Collusion/Inappropriate Assistance

Cheating
Fabrication/Falsification/Alteration
Unauthorized Multiple Submission
Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

Preventing Academic Dishonesty
Many academic integrity issues can be avoided by making course expectations known to students in advance through course syllabi. At the beginning of the term, syllabi distributed to the students should contain brief statements on academic integrity. Instructors are also encouraged to let students know about other related integrity requirements through their syllabi, e.g., whether multiple submissions of work or assignments are acceptable, if calculators can be used, when collaborative work is acceptable (such as for group projects or assignments), and other specific standards based on the circumstances of a particular course. Because many students are novice or first-time college students with limited knowledge of what is acceptable in the college academic environment, instructors cannot be too literal in laying out assignment guidelines and other basic procedures.
When a course is in progress, measures should be taken to minimize opportunities for academic dishonesty. Faculty can review draft papers, project proposals or outlines well in advance of assignment due dates to assess progress, spot potential problems, and prevent later pressures and difficulties that may result from procrastination or lack of adequate planning and preparation. "Cutting and pasting" from electronic sources, often an expedient way for ill-prepared students to do "writing" assignments, helps students avoid the genuine challenging work of composition necessary to the development of writing and critical thinking skills. It's a good practice to provide students with clear examples of appropriate ways to cite sources of information using generally accepted style guides such as APA or MLA. Citation styles sheets are available from the College Library.

Examination Security
Providing adequate examination security measures is critical as a small number of students may use a variety of creative ways to cheat. Faculty are urged to review their examination environment and security procedures to limit opportunities for dishonest acts. Nationwide, many colleges are reporting increasing use of personal communication technology in cheating. Cell phones, electronic messaging and personal planning devices, etc., enable students to store text and/or communicate with sources of information outside the classroom during exams. Electronic devices should not be allowed at test time. Even permissible calculators can be used to store text and equations. For written examinations with essays and identification questions, it's best to supply students with new blue books or lined writing paper that have been under the instructor's control. One proven method is for instructors to exchange fresh stock blue books for student purchased blue books at the test session. Allowing students to use their own paper, notebooks, or journals is not good practice. Be mindful of student access to notebooks, textbooks, etc. Instructors should be present and alert during examinations.
Summary

Taking appropriate measures to prevent plagiarism, cheating, and other acts of academic dishonesty will help sustain and ensure a credible academic environment and save precious time, energy and resources for quality teaching and learning.

Dropping for Non-Attendance

It is mandatory for faculty to take attendance during each class session the first week of each term. This includes faculty who are teaching online classes. For online classes, assigning your student an assignment that is due before the First week attendance deadline is recommended. The completion of an assignment is one way to determine attendance. You must submit attendance using the first week attendance roster available in SharkNet. You can indicate A for Absent, P for Present, or E for Excused if the student has contacted you, and you have excused the absence. You should submit the first week attendance roster as soon as possible after the last class session of the first week of the term, but no later than Friday at 3:00 p.m. of the first week. Enrollment Services will drop any student who is marked A for Absent for all classes sessions during the first week of the term. It is very important that you verify the drop has occurred. Failure to submit first week attendance is detrimental to students and our institution as it is tied to the awarding, disbursement, and repayment of financial aid.

Drops and Withdrawals

Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar.

What's the difference between dropping and withdrawing from classes?

DROP	WITHDRAW
Student will not be charged.	Student will be charged.
Student does not have a mark on the transcript.	Student will have a W on the transcript.

Deadlines to drop a class:

Length of Class	Deadline to Drop (no W on transcript, full refund)
8-12 weeks	By the Friday of the first week of classes. Via myOCCC
2-7 weeks	By the end of the first day of classes.
Less than 2 weeks	Before the first day the class meets.

Deadlines to withdraw from a class:

Length of Class	Deadline to Withdraw (W on transcript, no refund)
11-12 weeks	By the eighth Friday of the term.
8-10 weeks	In the first 80% of the class meetings.
2-7 weeks	In the first 80% of the class meetings.
Less than 2 weeks	Before the first day the class meets.

No charges will be removed if a student withdraws from a class (after the drop deadline).
Extenuating Circumstances

Oregon Coast Community College acknowledges that occasionally a student will be forced to withdraw from classes outside of the refund period due to circumstances beyond their control (job relocation, medical emergencies, etc). Contact the Enrollment Services Manager, at 541-867-8525 for more information.

Syllabi

Each term for each course, by no later than the end of the first week of the term, faculty are expected to provide copies of syllabi electronically for all assigned courses to the Office of Academics and Workforce Syllabi are submitted as Word, "rtf" (rich text format) or PDF files attached to email messages. It is important that the College have on file copies of current syllabi for all courses.

If instructors revise syllabi as the term is in progress, they are expected to submit electronic copies of the revised syllabi. A syllabus for an assigned course is considered the instructor's personalized version of the official course outline, a blueprint of how the course will be taught. A well-constructed syllabus is a practical and understandable way to communicate expectations to students. Student learning outcomes, methods of assessment of student learning, grading processes, and additional course details are laid out clearly in advance. The syllabus should explain what work the students will be expected to do, what will be graded, and how work will be graded consistently and fairly. All course policies should be stated at the outset. A good course syllabus is the instructor's best tool, particularly in the event disputes arise over grades. The syllabus is a direct reflection of the instructor's planning and preparation to teach the assigned course.

Assistance with Syllabus-Building/Refinement

The syllabus template is available in OCCC's Office of Academics and Workforce or under the "Instruction" folder in the network of shared files on each faculty member's computer.

Waiting Lists

Prior to the Friday before each term begins students who try to register for a full class may have the option of a space on the waitlist. Waiting lists dissolve on Friday. Once classes begin, the week-one add process is in effect (see below).

Adding and Dropping Classes After the Term Begins

Week-One Add: Once classes begin, students can only add courses to their schedules with a permission code provided by you, and then only until Friday of the first week of the term. You can find the permission code for your class(es) by looking at your roster in Sharknet. Please keep track of which students and how many students you give this code to in order to prevent over-enrolling a courses. Note: The permission code will also override course pre-requisites as well as class size limits. Additionally, you should advise students not to share the late add code with others. After you have given a student a code, they can add the class through their myOCCC account by choosing "permission to add a class with a code" from the Student Resources Menu.

Week-One Drop: Students can drop classes with a full refund until Friday the first week of the term using their myOCCC account. Students do not need a permission code to drop during week one of the term.

Withdrawals: Beginning the second week, until the deadline published on the academic calendar each term, students may withdraw from classes. A mark of "W" will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

Prerequisites

Many courses have prerequisites clearly stated in the College catalog. Students should not enroll in courses for which they do not have the appropriate prerequisite. Courses that specify a prerequisite "or consent of the instructor" can be entered if a faculty assesses the student's readiness and admits the student to the course. In the first week of the term, faculty may request that a student be removed from a course for which they have not met the appropriate prerequisite. Students have the final responsibility to meet prerequisites.

Field Trips

Field trips must be approved in advance by the Dean of Academics and Workforce or assigned designee. Complete the Field Trip Request form. Prior approval of field trips and student completion of Assumption of Risk forms are required. These forms are available through the Office of Academics and Workforce.

Final Examinations

All instructors are expected to meet with their students during finals week (the last week of the term) to administer final examinations or, if appropriate, to conduct activities related to the objectives of their courses. Final examinations are normally administered at a regularly scheduled class session during finals week. Instructors whose courses do not span the entire term are expected to conduct a final examination or other appropriate activity on the last date the class is scheduled to meet. All full-time and three- quarter-time faculty are expected to be on campus and available to students for the week of final examinations. This time can be used for activities such as completing grades, student consultation, assessment, and classroom preparation for the next term. All part-time faculty are expected to use the remainder of their contracted time teaching, grading, or preparing for upcoming courses.

Assessment of Faculty

Faculty will be assessed according to Collective Bargaining Agreement Article XXI.

Professional Development

Faculty are encouraged to pursue professional development related to the subjects they teach. Active and ongoing professional development is important for faculty, staff, students and the College as a whole. The College Council (CoCo) is an opportunity in which to learn about recent, current and future faculty development opportunities, as well as a forum to provide input regarding faculty development.

Faculty may request leave in order to attend professional development activities directly related to the subjects they teach. Proposed professional development and related expenditures must be approved in advance by the Dean of Academics and Workforce or Director of Career Technical Education. Faculty will be informed in writing whether expenses will be paid by the College.

In-Service

With the beginning of Fall Term each year an all college in-service is held that includes a general orientation to the new academic year and a variety of topics relevant to the work of new and returning instructors and staff. A spring in-service workshops will be held each academic year. Topics will be based on expressed faculty and staff interests, emerging issues, and the availability of qualified facilitators.

Conflict Resolution for Students

I. Purpose

When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. If the conflict is with a service area of the College, resolution should first be sought in that area.

This grievance procedure has been established to provide individuals or groups of students the opportunity to challenge decisions and/or actions taken by faculty, staff, or other students which they feel are in violation of their rights. Students with a grievance shall follow the process as outlined below.

II. Grievance Procedure

Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet a deadline, the grievance is forwarded automatically to the President for resolution. The time lines can be extended by mutual agreement between the involved parties at any time. Time lines start when written materials are submitted to the Dean of Academics and Workforce's Office.

Under Step 2 below, to insure that grievance materials reach the appropriate office in a timely fashion, students shall file their grievances with the Dean of Academics and Workforce's Office. This office is responsible for noting when the grievance is filed and for sending copies to the appropriate parties.

A. Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members:
1. It is recommended that the student discuss the problem with the faculty, staff member, or student directly involved within ten (10) calendar days of the event's occurrence.
2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, the student should meet with an advisor for further discussion and, if desired by the student, to begin formal grievance procedures.

B. Step 2: Formal Grievance Procedures:

1. If the problem cannot be resolved informally, as described in Step 1 above, the student may file a college Grievance Form. Grievance Forms are available at OCCC Student Services counter and all other OCCC centers. These completed forms must be turned in to the Dean of Academics and Workforce's Office within seven (7) working days of meeting with an Advisor. Time lines commence at the time of the meeting with the Advisor.

2. Within seven (7) working days of receipt of the formal written grievance form, the Dean of Academics and Workforce will contact all involved parties and attempt to clarify the complaint and assist the parties to reach a solution that is mutually acceptable to all parties. The resolution will be provided in writing to the involved parties.

3. The Dean of Academics and Workforce shall issue a written decision to all parties involved within 14 working days of receipt of the student's grievance.

C. Step 3: Appeal of Dean of Academics and Workforce's Decision:

1. If the student does not accept the decision of the Dean of Academics and Workforce, the student may submit a written appeal to the President within seven (7) working days of receipt of the decision of the Dean of Academics and Workforce.

    a. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.

    b. The student must also submit a written statement which explains why the decision of the Dean of Academics and Workforce was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.

2. Within seven (7) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:

    a. make a summary decision; or

    b. remand the issue to the College Appeals Committee.

D. Step 4: College Appeals Committee:

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the Council of Curriculum and Instruction.

E. Step 5: Final Decision:

At the conclusion of Step 3 or Step 4 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within seven (7) working days of the meeting with the student. The decision of the President is final and not subject to further appeal. Copies of OCCC's Conflict Resolution (Grievance Procedures) Policy 835 are available at Student Services and all centers.

Office of Academics and Workforce   2/8/2018

Section 3: Resources

Office of Academics and Workforce

Contact the OAW for support in the following areas:
- Administrative support upon request
- Canvas training (through the Library)
- Course/Student evaluation
- Data acquisition
- Group correspondence, mass mailings
- Office assignments, key assignment
- Room reservations
- Teaching supplies
- Travel and purchase requisition approval

Academic Calendars

Each year the College's Board of Education approves the academic calendar for the following academic year. The academic calendar outlines each term's schedule, important dates such as term breaks, holidays and other information of interest to students and faculty. Fall terms are 12 weeks, while winter and spring terms are 11 weeks in length, and summer terms are eight weeks. Academic calendars can be found on the college webpage at: http://www.oregoncoastcc.org/

Programs and Resources

- Transfer/Lower Division Education. Courses and programs paralleling freshman and sophomore course of colleges and universities for those who seek a baccalaureate degree.
- Career and Technical Education. One- or two-year career training programs for those who seek employment in business, industry, trades, or in government service as technicians or skilled workers.
- Adult Basic Skills, Continuing and Community Education. Learning opportunities at times and places convenient to adult students throughout the District using traditional and non-traditional instructional techniques in non-credit programs for adult education, basic skills, employment skills, and personal enrichment.
- Small Business Development Center. Provides services to help emerging small businesses succeed, and existing small businesses to thrive in Lincoln County.
- Student Services. Programs and services to support and enhance students' college experience.

College District

The Oregon Coast Community College District encompasses all of Lincoln County. A seven-member Board of Education governs the College, with the members of the Board elected from geographic zones in the District. The District covers almost 1,000 square miles of a sparsely populated rural area on the Oregon central coast.

Facilities

With the approval of the College's first facility bond by Lincoln County voters in May 2004, the College undertook the construction of three college sites to serve the area and its people. The Central County Campus is located in Newport and there are college centers located in Lincoln City and Waldport.

Funding

Oregon Coast Community College is funded primarily from three sources: State Operating Funds, Local Taxes, and Tuition and Fees. The proportion of each funding source varies from year to year, dependent upon enrollment rates and state funding levels. OCCC has the lowest millage rate (taxation) in the State.

Governance: Board of Education

Seven elected, non-paid persons comprise the Board of Education and have primary authority for establishing policies governing the operation of the College and adopting the College's annual budget. Their charge is to support the development of programs and services which they believe will best serve the people of Lincoln County. Board members are elected by popular vote to represent one of seven geographic zones within the community college district. Members must be residents of the zone they serve and are elected to four-year terms on a rotating basis. The Board holds public meetings in Newport, Lincoln City, and Waldport. The public is invited to attend.
Current Board Members: http://www.oregoncoastcc.org/boxes/

Tutoring Center

Tutoring services are available for individuals enrolled at OCCC. Volunteers from the community work one to one or with small groups of students in their content areas. Tutors are provided with a faculty contact list and orientation packets. Tutors are encouraged to establish and maintain contact with instructors throughout the term. All tutoring must take place at Central Campus, or at North and South Centers. The tutoring center is in room 007 at the Central Campus in Newport, Oregon. If you would like to request a tutor or would like to volunteer with the tutoring program please contact the tutor coordinator at 541-867-8502 or email the tutor coordinator at jody.becker@oregoncoastcc.org.

Career and Transfer Readiness Center

The Career and Transfer Readiness Center is for community members and students who wish to advance their career skills or explore transfer options. The CTRC is available for individual drop in or by appointment. Community members and students are welcome to utilize this facility for career testing using the CIS system, to search local employment opportunities, or to explore an education with OCCC and/or transfer opportunities. Please contact Student Services at 541-867-8502 to schedule an appointment or drop in during business hours.

Community Resources and Referrals

LINCOLN COUNTY RESOURCE GUIDE
HOTLINES GENERAL ASSISTANCE
AA 800-333-5051 ANIMAL SHELTER 541-265-6610
AIDS 800-642-8244
FOOD STAMPS 541-265-2248
ALCOHOL & DRUG 800-784-6776
SNAP, TANF, Employment Services
CHILD ABUSE 855-503-7233
RED CROSS 541-265-7182
DOMESTIC ABUSE 800-681-8663

HEATING ASSISTANCE 541-265-3293
ELDER ABUSE 800-828-6194
SALVATION ARMY 541-265-6814
OREGON ROAD CONDITIONS 800-977-6368
SILETZ TRIBAL 541-444-2532
PREGNANCY HOTLINE 800-550-4900
VETERAN'S SERVICES 541-574-6955
OREGON CRISIS LINE 866-266-0888 EMPLOYMENT
OFFICE 541-265-8891
SUICIDE PREVENTION 800-273-8255

Area Resources - Call 211 for information
Legal, jobs, healthcare, vet services, financial assistance

- ADVOCACY OSU EXTENSION OFFICE 541-265-2558
- CASA 541-265-3116 http://extension.oregonstate.edu/lincoln
- CENTRO de AYUDA 541-265-6216 Gardening, 4H, Family Connections
- CHILDREN'S ADVOCACY 541-574-0841, www.Childrensadvocacycenter.net

Health and Human Services

- DISABILITY RIGHTS 800-452-1694 LINCOLN COUNTY 541-265-4947
- FAMILY PROMISE 541-992-1682 MENTAL HEALTH 541-265-4179
- INTER CHRISTIAN OUTREACH 541-264-7727 4909 S. Coast Hwy, Suite 1, South Beach
- LEGAL AID 541-265-5305 PUBLIC HEALTH 541-265-4112
- 800-222-3884 WIC (Women, Infants, Children) 541-265-0414
- MY SISTER'S PLACE 541-574-9424 Food & Nutrition Services, CRISIS #541-994-5959 36 NW Nye St., Newport
- PROGRESSIVE OPTIONS 541-265-4674 EMERGENCY DENTAL 541-758-3000
- SHANGRI-LA 541-265-4015 LINCOLN CITY HOSPITAL 541-994-3661
- VICTIM ASSISTANCE 541-265-3462 NEWPORT HOSPITAL 541-265-2244
- COASTAL FAMILIES TOGETHER. http://lincoln.parentedtogether.org/resources/county-home

Parenting education classes, support groups

- HEALTHY FAMILIES OREGON 541-265-0436
- EMERGENCY FOOD ASSISTANCE HOUSING
- FOOD SHARE 541-265-8578 HOUSING AUTHORITY 541-265-5326 x317
- FOOD SHARE - NEWPORT 541-992-5723 1039 NW Nye Street
- FOOD SHARE - DEPOE BAY 541-270-3404 SAMARITAN HOUSE 541-574-8898
- FOOD SHARE - LINCOLN CITY 541-994-3699 HELP CENTER 541-574-5824
- FOOD SHARE - SILETZ 541-270-4993 COMMUNITY SERVICES CONSORTIUM 541-265-8505
- FOOD SHARE - TOLEDO 541-270-7921 Housing, Veterans, Energy Assistance
- FOOD SHARE - WALDPORT 541-270-7869
- FOOD SHARE - YACHATS 541-574-4599 TRANSPORTATION
- EASY RIDE 541-265-8740
- COUNTY TRANSIT 541-265-4900
- DIAL-A-RIDE 541-265-4900
- VALLEY RETRIEVER 541-336-2254

TREATMENT

- COMMUNITY OUTREACH 541-758-3000
- OLLALLA CENTER 541-336-2254
- MENTAL HEALTH FOR CHILDREN 541-265-4179

Parent Child Interaction Therapy (PCIT)

Section 4: General Information

Book Orders

Books orders must be placed one month before of the beginning of each term. Faculty must submit the ISBN, book title, author(s), edition number, and publisher to the bookstore via the book request form. Contact the Finance and Operations Manager at 541-867-8504.

Desk Copies

Faculty may place orders for desk copies through individual publishers. Desk copy requests need to be made well in advance of the term the text is anticipated to be used. If you have questions about how to contact a publisher's representative, contact the Office of Academics and Workforce at 541-867-8539.

College Closures

Weather, infrastructure failures, College and/or area emergencies may necessitate delayed opening or closure of one or more College sites. Severe rain, wind, and sometimes snow are regular occurrences at the Central Oregon Coast during fall and winter months. These situations are difficult to predict in advance, and can be difficult to communicate accurately. The College will make every effort to provide accurate information as early as possible. OCCC distributes closure information widely through a number of outlets. It is the responsibility of students, staff and the public to consult these sources to be aware of the closure status of College facilities. The most accurate and timely sources of College Closure information will be:

- FlashAlert (no cost subscription service, individuals must enroll, instructions below)
- OCCC Website Homepage
- OCCC Facebook Page

Because of varying circumstances throughout the county, there can be situations in which an instructor may not be able to make it to class although the College remains open. In that case, the instructor will contact the College as well as attempt to email the students in their classes. Students and staff are urged to carefully evaluate their particular situations and consult public traffic information sites (internet and local radio stations) before traveling to the College during hazardous weather. Personal safety is paramount.

Faculty and staff are expected to report to work unless the College's offices have been declared closed. If weather conditions make it impossible to safely get to class when the College is open, faculty will need to arrange with the Dean of Academics and Workforce or the Director of Career Technical Education any necessary make-up sessions for the class sessions missed.

Classroom Use

All classroom scheduling is done by the Office of Academics and Workforce. This includes any change of days or times. Changes of location, even for one class period, should be reported to Office of Academics and Workforce and the classroom should be posted to direct students to the temporary location. Please turn off the projector, lights and close doors and windows in the classrooms when you leave. This is especially important for evening and weekend classes.

Occasionally, a class size may exceed the number of available desks and chairs. When it is necessary to borrow chairs or tables from another room, please demonstrate courtesy to the next instructor and class by returning chairs or tables to their original classroom. If your class is repeatedly understocked, please contact the Administrative Assistant in the Office of Academics and Workforce so that the appropriate arrangements can be made, 541-867-8539.

Computers

Full-time and three-quarter-time faculty are provided personal computers in their college offices. Part-time faculty have access to computers in designated shared office space at the Central County Center in Newport, the College Library, and College computer labs when computers are not used for instruction. Contact the Administrative Assistant to Instruction at 541-867-8539 for available times and locations. For technical support contact support@oregoncoastcc.org.

Computer Lab Use

Instructors and currently enrolled students may use computers in the North County Center and Central County Campus computer laboratories during open, non-instructional times. Computer access may be limited due to scheduled class instruction. Additional computers are available for student and faculty use at the College Library and in the commons area of the North County Center and Central County Campus.

Copier Use

Faculty may use College copiers for reproduction of class materials. All copy machines require an instructor code. This will be given to instructors by the Office of Academics and Workforce. Copiers are located in the faculty workroom (#36), in the Basic Skills department, and the staff lounge upstairs. If a copy machine is in need of maintenance, please contact the Finance Analyst at 541-867-8508.

Equipment Use

The removal of College equipment for personal use is prohibited. Faculty must obtain the approval of the Dean of Academics and Workforce or assigned designee before removing College equipment from the premises for College-related activities. All items must be returned to the proper location. Should equipment be damaged, lost or stolen, contact the Dean of Academics and Workforce immediately. Faculty may be responsible for the loss, theft or damage to equipment under their care.

Food and Drink

Food and drink are not allowed in computer or science laboratories. The classroom food and drink policy is currently under revision.

Keys

The College may assign faculty and staff with keys to College classrooms and buildings. All keys must be returned to the College when employment is completed. Failure to return keys may result in key and/or lock replacement charges.

Mailboxes

Each instructor teaching credit, ABE, GED, and ESOL classes will have a mailbox at the Central County or North County Centers. Faculty are expected to check their mailboxes for important information on a regular basis.

Office Space

Office space is provided for all full-time and three-quarter-time faculty. Office space may be shared. Shared office space for part-time faculty is available at OCCC's Central County Campus in Newport and at the North County Center. Office space gives part-time faculty a place to work on class preparation and meet with students. Part-time faculty interested in office space, should contact the administrative assistant in the Office of Academics and Workforce.

Parking

There is no charge for parking and permits are not required.

Voicemail

Voice mail for credit and Basic Skills faculty is available at the Central County Center in Newport. Faculty desiring voice mail should contact Facilities, at 541-867-8549. To listen to messages, dial 199 and then enter your four-digit security code. Questions regarding voice mail can be directed to Facilities, 541-867-8549.

Library and Media Services

The Oregon Coast Community College Library at the Central County Campus provides access to a wide variety of materials, services, and spaces that support the academic and general information needs of OCCC students, faculty, staff and community residents. The library collection includes over 10,000 print volumes, a strong e-book collection, over 40 print magazines, journals and newspapers, and over 2,200 DVDs as well as many full-text article databases. Access to the library catalog and other online resources are available to OCCC students, faculty and staff through the library webpage at http://oregoncoastcc.org/library-and-media-services.

Oregon Coast Community College Library belongs to the Chinook Libraries Network, a group of public and community college libraries sharing a catalog to broaden the range of accessible materials. Registered users can reserve materials online, renew items and access their account information through the online catalog. Items found in the catalog that are not at OCCC library can be sent from any other library in the Chinook Library Network. Other Chinook member libraries include: Clatsop Community College Library; Siletz Public Library; Tillamook Bay Community College Library; Toledo Public Library; and Waldport Public Library. Library cards are necessary to check out and use materials from the library. OCCC students are provided with virtual library cards each term. Community patron library cards may be obtained by completing a Library Card Application form. Library Card Application forms are available in a kiosk just outside the Library or on the website at http://www.oregoncoastcc.org/library-cards/.

Special Services include:
• Interlibrary Loans
• Reference and research assistance
• Reserve materials for classes
• Computers with large monitors, deluxe headphones, ergo keyboards and wireless mice
• Small-item lending, such as headphones, laptop mice, and phone chargers
• Self-Checkout machine
• Laptops for on-campus use

Personal assistance is available to individuals or small groups with research assignments within the library, by email or telephone, or by completing this Ask A Librarian online form: http://www.oregoncoastcc.org/ask-a-librarian/. The librarian also provides library research instruction in the classroom and offers a one-credit research skills course. The Library offers various spaces in support of student learning and life at OCCC. A Team Lab—a room designed for groups to collaborate on projects— houses four computers arranged to support group work. In addition, there are two stations within the Library for individual computer work. The Library also manages six study rooms, four designed for individual use and two designed for group use.

Audiovisual Materials
The College library has a variety of audiovisual resources including:
Extensive DVD collection (instructors may request a hold on a DVD to show in the classroom or to be placed on reserve by emailing the library.

Requests for new purchases are encouraged and can be made by contacting the college Librarian at 541-867-8527 or extension 127, or by completing the online form at http://oregoncoastcc.org/library-purchase-suggestion.

Supplies
Instructional supplies and office supplies are available. The Administrative Assistant to the Office of Academics and Workforce will regularly replenish supplies; if a shortage is noted, please call 541-867-8541. Special supplies may be ordered through the requisition process. Prior approval must be obtained from the Dean of Academics and Workforce or the Director of Career Technical Education.

Test Proctoring
The College's Testing Center offers proctoring services for online courses, missed in-class examinations, State licensing/Certification, NCRC Certification and Medical Assistant Certification. Non OCCC/PCC affiliated testing services (online exams) will require proctoring fees. Students needing to take a missed in-class exam, need to contact the Testing Center to make an appointment to take the missed exam. Once an appointment is made, the student needs to inform his/her instruction of their appointment day and time. The instructor then needs to provide the test and proctoring instructions (form is on the college website) to the Testing Specialist in time for the student's appointment. Instructors should inform their students that they will be asked to present a valid picture I.D. that includes the student's

first and last name (driver's license/student I.D.) in order to take the test. For any additional information, please contact the Testing Specialist at 541-867-8505.

Travel Expenses

Expenses may be reimbursed for College-approved travel. Claims for travel/expense reimbursement must be submitted to the Dean of Academics and Workforce or assigned designee.
The Dean of Academics and Workforce or assigned designee must approve all instructional and course related expenditures. Submit a requisition with all necessary information regarding the proposed expenditure to the Dean of Academics and Workforce or assigned designee. Faculty cannot commit the College to an expenditure without prior approval.

Crime Awareness

The Crime Awareness and Campus Security Act of 1990 requires all colleges to distribute current policies and procedures for campus security, reporting procedures, and a summary of criminal violations in previous years to students and employees upon request. The report applies to on-campus violations only.

Oregon Coast Community College does not have an on-campus security force. The services of local law enforcement agencies will be utilized if a major problem or incident should occur.
Oregon Coast Community College encourages faculty and students to take personal responsibility for their own safety and for the safety of others. Faculty members are urged to keep their cars locked, to keep track of their personal belongings always, to park in well-lighted areas, and to walk to their parked cars with someone they know.

Weapons, illegal drugs, and/or alcohol possession on campus are prohibited. Law enforcement personnel on official duty are exempted from the weapons prohibition.

Evacuation Procedures

In the event of a fire or other need for emergency evacuation, exit the building immediately. Please turn off the classroom lights and close the door upon your departure. Move away from the building, towards the North-East end of the parking lot and wait for instructions from emergency and security personnel. All instructors are expected to know and instruct their students about fire and emergency exit procedures as well as the location of the nearest telephone should an emergency occur. Instructors should ensure that the names and phone numbers of all their students appear on the course roster in case some notification is required. Faculty will be notified in advance of practice drills for fire and other emergencies as they are planned throughout the academic year.

Active Shooter Protocol

RUN – HIDE – FIGHT
If you become aware of an active shooter/ threat, remember the key responses… RUN, HIDE, FIGHT. Your first option should always be to evacuate the area if it is safe to do so. When somewhere safe, inform everyone you can and call 911. If it is not safe to leave your area, initiate a lockdown of your

area. Use tables and other heavy items to barricade the entrance of the room you are in. Lastly, if you cannot evacuate or lock down, counter the threat with any means necessary. Throwing items, yelling and any other form of fighting or distraction. When the threat is gone, stay in place until and Emergency Responder informs you that you can leave.

First Aid and Accident Reporting
Reporting Procedures
Maintaining a safe working and learning environment is a high priority at OCCC. Safety must be stressed to all students in courses where there may be an element of danger. The safety of each instructor is of primary importance to the College. To that end, the College requires that instructors follow college safety rules, including:

1. reporting accidents, injuries, and near misses to the Department of Facilities and Safety, at 541-867-8549;
2. keeping work areas clean and neat;
3. knowing the location of nearest fire extinguisher and fire exit in the workplace;
4. using proper lifting techniques;
5. using available PPE (Personal Protection Equipment) correctly and practicing appropriate safeguards;
6. knowing the location of first-aid supplies in the workplace; and taking all possible precautions to ensure safety.

Private Security Services
OCCC contracts with TCB Security Services for on-call daytime services and evening coverage, 5pm to 9pm. Each classroom is outfitted with a black call-box near the door that will connect a caller with TCB Security by pressing the button at the bottom right. There are also emergency call-boxes located in the parking lot of each center. Look for the blue light to locate an emergency call-box. TCB Security may also be reached by calling 541-574-2828. If it is an emergency then TCB dispatch will forward your call to 911.

Section 5: College Policies and Practices

Accommodations for Students with Disabilities

Oregon Coast Community College is committed to providing equal opportunities for students with disabilities throughout the College community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College's philosophy is to maximize student independence and self-reliance by providing a variety of support options to assist students in achieving their educational and/or vocational objectives. Individuals with mobility impairments will have access to all of the College's programs and activities. To initiate support services, students should contact the Dean of Students at 541-867-8501 and submit documentation of their disabling condition(s). It is the student's responsibility to self-identify and make the request for services. Students are responsible for requesting, in a timely manner, accommodation and documenting the nature and extent of their disability. All questions regarding accommodations should be directed to the Dean of Students.

Program Accessibility Procedures

A student with mobility impairments will:
•Follow established procedures for admission and registration.
•Contact the Dean of Students to request accommodations and modifications which may include, but are not limited to: access, registration, completion time-lines, testing, academic adjustments, auxiliary equipment or other aids.
•Submit written documentation, at least two weeks (10 business days) in advance for classes, student club events, and events published in the College's schedule.
•Submit written documentation at least five (5) business days in advance of other events scheduled by the College, such as conferences, trips that are scheduled on an as-needed basis, and other specials events.
•Use the grievance procedure in the Student Rights and Responsibilities document for any appeal.

The Dean of Students will:
•Advise the student as to appropriate service options and how to access those options.
•Develop individual service plans if needed.
•Coordinate staffing with student, instructor(s), agency representatives, and appropriate others as needed.
•Update and make available all appropriate materials for College staff working with students with disabilities, including mobility impairment.

College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication. This handbook and class schedules shall not be construed as a contract between the student and the College.

College Staff will:
Provide reasonable accommodation to students who are identified with a disability.
 •Implement items identified in individual service plans as needed.

Drug Free School and Workplace

Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs onto the campus, and from using them on campus. This also applies to any off-campus college activity. An exception to the alcohol possession and use rule may be made by direction of the College President or designee in specific circumstances.

The College defines the following behaviors as violations: the possession, selling or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, glue, or thinner on college property or at college-sponsored or supervised functions.

Students who violate State or Federal law or the College alcohol and drug policy are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal and state law for violation of College policy include: expulsion (removal of privilege to attend OCCC) and referral for prosecution; suspension for a definite period of time, disciplinary probation with specific terms for continued enrollment, and suspension and expulsion for violation of these terms.

Employees who violate State or Federal law or the College alcohol and drug policy are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal and state law for violation of College policy include: suspension and termination of employment; and disciplinary admonition and warning.

Oregon Coast Community College must be notified within five (5) days of any criminal drug statute or conviction for a violation occurring on or off OCCC premises while conducting College business or activities. This applies to students who receive Pell Grant money and to all OCCC employees. Records of convictions will be maintained by the Office of Human Resources. Within ten (10) days of receiving notice of conviction, appropriate Federal granting or contracting agencies will be notified. Within thirty (30) days of receiving notice of conviction, appropriate disciplinary action will be taken.
In keeping with the intent of U.S. Public Law 101-226, Section 22: Drug-Free Schools and Campuses, it is the obligation of Oregon Coast Community College to inform its students and employees of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases the risks of AIDS and Hepatitis B.

Mandatory Child Abuse Reporting

Oregon Coast Community College is committed to protecting the safety and well-being of children and students under the age of 18.
Effective January 1, 2013, all Oregon Coast Community College (OCCC) employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or to local law enforcement officials. This requirement applies twenty-four-hours-a-day, seven days-a-week, whether or not the employee is on work time. The employee must immediately report to DHS or local law enforcement when there is "reasonable cause to believe" that any child has suffered abuse, or that any person has abused a child.

In addition, college employees and students must report to the President or a designee, instances of inappropriate conduct when there is reasonable cause to believe that abuse has occurred on college properly (owned or leased), or during College-connected activity off-campus.

Academic Freedom Policy

Institutions of higher education exist for the common good, and the unfettered search for truth and its free exploration is critical to the common good. The College seeks to educate its students in the democratic tradition, to foster recognition of individual freedoms and social responsibility, and to inspire meaningful awareness of and respect for a collaborative learning environment. Freedom of expression will be guaranteed to instructors to create a classroom atmosphere that allows students to raise questions and consider all sides of issues. OCCC instructors are responsible for exercising judgement in selecting topics of educational value for discussion and learning consistent with course requirements, goals, and desired outcomes.

Student Conduct

http://oregoncoastcc.org/student-discipline-guidelines-student-conduct

Guidelines for Student Conduct
As a community of people seeking education, Oregon Coast students are dedicated to developing personally and academically. Choosing to join the College community obligates each member to a code of behavior. Students enrolling in the College assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution.

Oregon Coast students will:
• Practice personal and educational integrity.
• Maintain standards of academic performance and contribute to the safe, cooperative, and respectful learning environment throughout the College.
• Discourage bigotry and respect the diversity and dignity of all persons.
• Respect the rights and property of all persons.
• Bear the ultimate responsibility for the effects of their decisions and behavior.

Although OCCC is dedicated to an open, free society, there are some actions that are incompatible with an institution of higher education. Incompatible actions and grounds of disciplinary action will include, but not be limited to the following:
• Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the College.
• Forgery, alteration, or misuse of College documents, records, or identification.
• Obstruction or disruption of teaching, institutional or instructional research, administration of the College, disciplinary procedures or other College activities including, but not limited to, meetings of the Board of Education, community service functions, or other authorized activities on College premises.
• Physical or verbal abuse or harassment of any person on College-owned or controlled property, or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

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• Theft of or damage to property or equipment owned or leased by the College, or of a member of the College community, or of a visitor to the campus.

• Unauthorized entry or occupancy of College facilities or blocking access to or egress from such areas.

• Unauthorized use of College supplies or equipment.

• Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression.

• Illegal use, possession, or distribution of drugs on College property or appearance on campus or at any College-sponsored event while under the influence of illegal drugs. This includes off-campus instructional settings; i.e., cooperative work experience sites, clinical practicums, field trips, etc.

• Student use of alcoholic beverages in any form will be prohibited in OCCC buildings and on district property, except when used for instructional purposes in an approved class or when consumed at events which are sponsored by community groups which possess a liquor license and are approved by the College president to exercise their liquor license privilege on campus.

• Use or possession of alcoholic beverages at any College-sponsored event off campus is restricted to students of legal age.

• Disorderly conduct, lewd, indecent, or obscene conduct or expression, breach of the peace, or aiding, abetting, or procuring another to breach the peace on College-owned or controlled property or at College-sponsored or supervised functions.

• Failure to comply with directions of College officials acting in the performance of their duties.

• Possession or use of explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College, College-owned or controlled property or at College-sponsored or supervised functions without written authorization. (Note: The possession of any dangerous weapon or deadly weapon (as defined in ORS 161.015) on college property is prohibited unless possessed by a certified law enforcement or otherwise in compliance with applicable Oregon State law (ORS 166.370).)

• Hazing, whether it is physical or verbal, which interferes with the personal liberty of a fellow student, faculty member, or employee of the College.

Student Discipline

Appropriate behavior in class varies from one class and instructor to another. Please set your expectations for students early in the term. Discuss concerns and recommendations in private with the student when inappropriate behavior fist occurs. Classroom disruptions by students are most common when students have not understood instructor expectations. After setting expectations and reminding a student, you do have the authority to ask a student to leave the classroom if his/her behavior begins to interfere with teaching and/or learning. Faculty may temporarily exclude a student for up to two class meetings and then require the student to meet with the Dean of Academics and Workforce, Dean of Students, or assigned designee. Faculty must send a report of the incident immediately to the Dean of Academics and Workforce, Dean of Students, or assigned designee. Please refer the student to that office for a priority appointment. If the student refuses to leave class or follow any other faculty direction, assistance is available from TCB Security Services at 541-574-2828. A security officer will remove the student or, if necessary, seek other appropriate support. You will also need to report the incident to your own supervisor. Other behavioral discipline should follow the procedures set out in "Students' Rights, Responsibilities, and Conduct Policy." If you are concerned about a student's behavior

that has not reached a "crisis point," you might want to discuss the situation with the Dean of Academics and Workforce or the Dean of Students.

Section 6: College Contact Information

<u>Contact Information</u>

Administrative Assistant to Department of Academics and Workforce and the Dean	541-867-8541
Student Services	541-867-8501
Community Education/SBDC	541-996-6222
Dean of Students	541-867-8511
Enrollment Services	541-867-8525
President's Executive Assistant	541-867-8532
Facilities	541-867-8549
Financial Aid	541-867-8503
OCCC Foundation Office	541-867-8531
Human Resources	541-867-8515
Library	541-867-8526
North County Center	541-996-6222
Student Services	541-867-8501
Testing Services	541-867-8505
Tutoring	541-867-8502
Director of CTE Programs	541-867-8513
Administrative Assistant for CTE	541-867-8548