

ACC Faculty and Instructor Handbook

2020/2021



A PUBLICATION OF THE CENTER FOR PROFESSIONAL ENRICHMENT

NOTE: Some policies in the handbook for this academic year may have been impacted by certain Covid-19 procedures. Please contact your Department Chair / Director or the ACC Website for the most current policy updates. Contact information for all areas in the handbook has been updated.

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A Letter from the President



Greetings:

Thank you for choosing Arapahoe Community College for your teaching experience. Whether this is your first teaching assignment at ACC or you are a returning faculty member, I want to take this opportunity to welcome you to our learning community and to the best community college!

Arapahoe Community College has a proud tradition of providing programs of excellence. At the heart of ACC's mission and vision is a commitment to student success. Your expertise, dedication and commitment to excellence pave the way for ACC to meet the educational and workforce needs of the region we serve.

Faculty and Instructors have played a tremendous role throughout this college's history. The continued growth and vitality of ACC is dependent on your active involvement in the life of our college. You make a direct positive difference in the lives of our students.

Again, welcome to Arapahoe Community College. We are delighted to have you on our instructional team!

Sincerely,

Diana M. Doyle, Ph.D., President



Welcome Letter from the Vice President of Instruction and Provost

Welcome:

Thank you for choosing ACC as a place to share your knowledge and expertise with others. We are delighted to have you join us. As a valued member of our team, we acknowledge and appreciate the critical role you are playing in enriching our students' lives. Arapahoe Community College is a dynamic learning community and we encourage all our community members to grow and learn along with us.

Over the next few weeks, you will meet many new coworkers and supervisors. Feel free to let them know what you need to accomplish your new responsibilities. We have developed this handbook for you. Within it, you will find a wealth of information and hopefully answers to many of your questions. I trust that you will take a few minutes to review the handbook so that you can take advantage of all that is offered. Your Director, Department Chair, Program Chair, Dean, the Center for Professional Enrichment staff and I are all here to help you get off to a strong start.

I look forward to working with each of you and wish you the best of luck in your new position.

Sincerely,

Rebecca Woulfe
Vice-President of Instruction and Provost



ACC Faculty and Instructor Handbook 2020–2021

Introduction

Vision, Mission, and Statement of Values

ACC's Vision

To be the leader in Community College education in the state of Colorado.

ACC's Mission

To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees, and the community.

ACC's Value Statements

Lifelong Learning

We uphold the highest academic standards and support the growth and success of each individual.

Integrity

We encourage the free exchange of ideas in an open environment that embraces honesty, respect, and personal responsibility.

Community

We foster trusting relationships and respectful communication through collaboration with our students, employees, and community partners.

Inclusion

We honor an open dialogue in a safe environment that respects and embraces individual differences.

ACC Student Learning Outcomes

Communication

Construct, deliver, and engage in effective, knowledgeable communication for a variety of audiences and purposes.

Information Management

Identify, retrieve, and synthesize information in order to think critically, reason creatively, and make informed judgements.

Personal Development

Identify and continually develop one's aptitudes and abilities in pursuit of goals.

Responsibility and Accountability

Employ personal and social accountability, recognize ethical issues, practice ethical behaviors, and balance personal freedom with the interest of the community.

Quantitative Reasoning

Retrieve, interpret, and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions.

Cultural Awareness

Identify, distinguish, or express a diversity of aesthetic, cultural, and historical perspectives.

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General College Information

About Arapahoe Community College

Learn about ACC, including its [history](#), its [accreditation](#), its [instructional plan](#), and its [economic impact](#) on the community.

ACC's Campuses

ACC has three campuses – the Littleton Campus, the Sturm Collaboration Campus, and the Parker Campus. Please look at [Our Campuses](#) for locations, hours, and contact information. If you are teaching at the [Sturm Collaboration Campus](#) or [Parker](#) campuses, please visit their web pages for locations and operating hours. Also, please see [Teaching at Sturm Collaboration Campus](#) and [Teaching at Parker](#) for instruction resources available at each campus.

Bookstore and Espresso Yourself Café

Many ACC students will purchase their textbooks through the ACC Bookstore. It sells new and used textbooks, along with medical and computer reference book. Students can go online to purchase textbooks, and the bookstore offers year-round buy-back for used books. Many textbooks are also available for rental. Check with your Director, Department Chair or Program Chair to see if your course text is one students are able to rent. Faculty and instructors, as well as students can purchase computer software through the bookstore. The bookstore also sells notebooks and other school supplies like pens, binders, and Scantron test sheets.

You can purchase ACC clothing, water bottles, and coffee cups at the bookstore. The Espresso Yourself Café adjacent to the Campus Store has coffee, assorted beverages, and a wide selection of grab-and-go breakfast lunch and dinner selections. The Café can also cater small events. Learn more about catering and other services the [ACC Bookstore](#) can provide.

Building and Classroom Access

When the College is officially closed, the campus buildings are locked. All buildings are closed on holidays observed by the college. Access to the buildings outside of operating hours may be obtained with prior approval.

All faculty and instructors are required to obtain an ID/Swipe card from the Human Resource department. The card provides access to classrooms by swiping it though the scan on the door. Please work with your Director, Department Chair, or Program Chair to request access to your classrooms and office.

Bulletin Boards

Bulletin boards are available throughout the buildings for College and public posting. Any material that is not official College business may only be posted on the Public Posting bulletin boards. College-related information needs to be stamped for approval by the Office of Student Affairs. Find additional information at [Posting and Distribution of Materials at ACC \(Student Handbook pg. 12\)](#).

Campus Police and Safety

The Campus Police Department joins the entire college community in welcoming you to Arapahoe Community College. We trust that this information will enhance the knowledge, communication and collaboration that we know is critical to the safety and security of the students, faculty, instructors, staff and visitors to the College. Community policing is as much about education as it is about enforcement; to this end, the Campus Police Department is dedicated to working in partnership with the campus community.

Patrol Division, Littleton Campus

The Campus Police Department is a full-service police department providing law enforcement services to the Littleton, Parker and Sturm Collaboration campuses – protecting the college community. The Police Officers are commissioned, sworn and sworn-armed peace officers under Colorado POST, with full powers of arrest provided to them by Colorado revised statute, Title 24, Article 7, Part 1. Campus Police Officers have the same enforcement powers as any city, county or state police officer and have jurisdiction on the property owned, leased or controlled by the College, including city streets that run through and are adjacent to the College properties. Officers are available seven days a week. Persons should immediately report any crime, medical problem, accident or suspicious person(s) or activity to the Campus Police Department at 303.797.5800 or x5800 from on-campus phones. In the event of an emergency, dial 911. The Patrol Division of the Campus Police Department employs vehicle patrol, bike patrol and foot patrol to provide safety and security to the campus community.

The Campus Police Department responds to all reports of crime that occur on the Main and Annex buildings, the Church Street building and at the Art & Design Center. Campus police officers give priority to reports of incidents that threaten the life or safety of people, the security of property, or the peace of the community. They handle all reports of crimes and emergencies. Campus police officers investigate misdemeanor and felony property crime reports with investigative leads. The Department assists the Littleton Police Department Detective Division on cases that have investigative leads, involving felony crimes against persons. The Campus Police Department utilizes a computer-aided dispatch center and an automated records management system. The system allows for automated statistical reporting including the National Incident Based Reporting System. The records system tracks all actions within the campus jurisdiction. Clery Act crime statistics are published yearly on the ACC Web site. The Campus Police Department coordinates with the Littleton Police Department, the Arapahoe County District Attorney's Office and the Littleton City Attorney's Office for filing of criminal charges.

The Littleton Police Department responds to all calls for service in the public areas surrounding the Main and Annex buildings, the Church Street building, and the Art & Design Center. The Douglas County Sheriff's Department responds to all calls for service at the ACC Parker Campus and the surrounding public areas. The Castle Rock Police Department will respond to calls for service at the Sturm Collaboration Campus. Cases involving students are also referred to the Dean of Student Affairs for review and possible sanctions.

Bike Patrol

To enhance the personal safety of the ACC community, the Campus Police Department has a bike program. The bikes allow police officers to reach locations inaccessible to the patrol car and at the same time respond more quickly than officers patrolling on foot. Officers also have contact that is more personal with the public when patrolling on bikes.

Emergency Alerts

The ACC Safe emergency notification system provides the ability to communicate emergency information quickly to the college community utilizing some of all of the following communications:

- SMS Text messaging
- Automated phone messaging

- Broadcast emails to all ACC.edu accounts
- Public address systems
- Weather related warnings
- Informacast internal phone messaging
- Posted messages on the ACC website

ACC Safe alerts are used when dangerous conditions exist on or around our campuses (e.g. active shooter/harmer, severe weather, dangerous condition from storms), when a decision for a campus closure has been made or the decision to reopen the campus following a closure has been made. Only current faculty, staff, and students are eligible to sign-up for text messages and phone alerts. This includes the Littleton, Parker, and Sturm Collaboration campuses.

Emergency Response and Evacuation

For the appropriate steps to take during an emergency at the College, read [Emergency Response and Evacuation](#).

Lost and Found

Lost and found service is maintained in the Campus Police office. Items turned in are kept for 60 days.

Prevent Theft

Always lock your vehicle and bike when unattended, even for a short period. Take valuables with you or keep them out of sight. When you return to your vehicle, have the key ready to open the door.

Do not leave your personal items unattended - even for a short period. Secure items such as laptops, tablets, phones and your textbooks. Engrave your valuable items. Maintain a list of valuable property, including their makes/models and the serial numbers. Don't keep large amounts of money on your person.

Protect Yourself

When walking alone at night, use the best-lit and most traveled walkways and parking areas. Park your vehicle in areas that are well lit at night. Walk with friends whenever possible or use the Campus Police Safety Escort Service 303-797-5800.

Report Suspicious Activity

If you suspect a crime has or is being committed, please contact the Arapahoe Community College Police immediately at 303-797-5800. If any member of the ACC Community – student, staff, or visitor was the victim of a crime, contact the ACC police immediately.

ACC police encourage you to report immediately all crimes and other emergencies to the ACC Police Department and the appropriate law enforcement agencies. The ACC Police have a dispatch center available during all times the college is open. For non-emergencies, call 303-797-5800. Local law enforcement can be contacted to report emergencies by dialing 911. The ACC Police Department encourages all crimes to be reported to assure all community safety concerns and be addressed. If a member of the college community – student, staff or visitor – is the victim of crime, contact the ACC Police Department immediately.

Weapons on Campus

Possessing unauthorized firearms, ammunition, explosives, fireworks, and/or other dangerous weapons or instruments resembling them which may cause fear/alarm in or harass another person within or upon the grounds, buildings, or other facilities of the College or at any College-sponsored or supervised function or event is prohibited. Any person(s) in violation of this regulation shall be subject to College disciplinary action and subject to referral to the Littleton Municipal Court or Arapahoe County District Court.

Please visit [ACC Campus Safety](#) for additional information.



Figure 1: "Coffee with a Cop"

Child Development Center

The Child Development Center (CDC) is a nonprofit, NAEYC accredited preschool and child-care center that offers an affordable, safe and stimulating environment to children of ACC students, staff and faculty, and families in the community. Located in the North Building on the ACC Littleton Campus, the CDC is convenient for drop-off and pick-up. Full-day schedules are available for 2, 3, and 5 days per week. All children must be currently enrolled in the center to attend, as we do not accept drop-ins.

Our child development center provides a clean, healthy and nurturing setting where children build cognitive, language, physical and social/emotional skills. The CDC provides designated areas and activities geared to specific age groups to ensure children are challenged and encouraged to build age appropriate skills. The Center utilizes researched-based Creative Curriculum®, a comprehensive, customized approach supporting effective teaching that makes learning exciting and relevant to each child. For more information, or to schedule a tour, please visit the [ACC Child Development Center](#).

Classroom and Building Maintenance

For an emergency maintenance situation (broken water pipes or other immediate repair emergencies), contact Facilities at 303.797.5756 or the Campus Police Office 303.797.5800.

For other general classroom and building maintenance needs please contact your School's Assistant to submit a work order for you.

For Custodial Services please call 303.797.5766.

Colorado Gallery of the Arts

The Gallery provides a variety of exhibits annually. You may arrange tours for your classes by contacting the [Colorado Gallery of the Arts](#).

Compensation and Pay

Faculty are paid on a monthly basis on the last business day of each month during the contract period. Instructors are paid bi-weekly every other Friday when actively working. Faculty and instructor pay rates can be found by logging into [myACC](#). Click the Faculty/Instructor tab, then the Faculty and Instructor Pay Rates within the Faculty Toolbox. Additional information for how instructor pay is processed is also located on the **Faculty/Instructor tab** in the Faculty **Quicklinks** section. Expand the **FLAC Information** subsection. Contact your director or department chair if you have questions regarding pay.

E-mail

Email is the official method of communication at ACC for all faculty, instructors, staff, and students. Upon hire, both faculty and instructors are assigned an email address. For example, Jane Doe's email address will read jane.doe@arapahoe.edu. All of the campus computers are equipped with Microsoft Office, which includes Microsoft Outlook where you will access your email and your calendar. To access your email off campus, log into myACC and select the Faculty/Instructor Tab. At the top left of the screen is a Fac/Staff Email envelope icon. Click on the icon to access your email. You have access to all of your current student email addresses in myACC along with your rosters. Faculty and instructors are required to use ACC email and student ACC email for correspondence.

Employee Directory

See the full list of and contact information for all [ACC Employees](#).

Employee Identification/Swipe Card

All ACC employees are required to obtain an ACC Identification/Swipe card that provides entry to classrooms and other areas that require authorized access. Submit your completed ID Card Application along with a photo ID to Human Resources in the Church Street Building. We will issue your photo ID swipe card imprinted with your Employee ID number (S#) while you wait.

Facilities Rental (suspended until further notice)

Rooms can be rented at ACC for a variety of events, including workshops and meetings. The preferred method for reserving a room is by completing an Event Room Request form on the portal under the Employee tab > Forms > Facilities > Events Request Forms. When filling out the form, best practice is to enter in the Maximum Attendees field on the form as the number "1".

Rooms may also be reserved by contacting the ACC Facilities Rental Team at [ACC Facility Rental](#) or 303.797.5692. If you send or leave a message, please include the following information to facilitate the request:

- Contact Person name and number
- Event title
- Date of the event
- Start and end time of the event including any set-up and teardown time you require.
- Type of room (preferred room number plus an alternate number in case the room is not available).
- Resources needed (audio-visual tools, specific room configurations, etc.)

An email will be sent to you confirming the location and time of the event; however, room reservations are not automatically completed.

If you need to reserve a room at the Parker Campus, please call 303.734.4822.

Fitness Center (gradual opening in fall 2020)

ACC has a state-of-the-art Fitness Center in the Littleton Campus Annex building that is available for your use. College employees have unlimited access for a four-month period for \$40. ACC students with a valid ID card have unlimited access. Explore what the [ACC Fitness Center](#) can offer you.

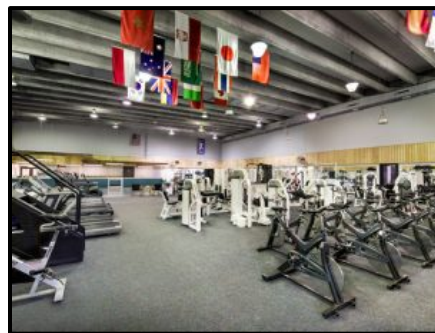


Figure 2: ACC's Fitness Center

Human Resources

The Office of Human Resources, located in the Church Street Building, can provide you with an array of information, including, but not limited to: new hire onboarding; information and assistance with policies and procedures, workers' compensation, employee benefits, employee relations, employee recruitment and selection processes, Civil Rights and Title IX, and general human resource assistance. Links, frequently used forms, and contact information can be found on MyACC in the employee tab. Contact [ACC Ask HR](#) with specific questions.

Employee Tuition Assistance: ACC provides benefit eligible faculty and their spouses, domestic partners, and eligible dependent children with reimbursements for coursework completed in state-funded credit courses at any community college within the Colorado Community College System (CCCS) or CCCOnline. Under this procedure, employees pay for courses up front and are reimbursed upon successful completion. Those interested in the Tuition Assistance Program should refer to the [State Board Policy SP 3-60e](#). Instructors are not eligible for the Tuition Assistance Program at this time.

C-SEAP: The Colorado State Employee Assistance Program (C-SEAP) has been available as a confidential resource to state employees for over 30 years. C-SEAP serves as ACC's Employee Assistance Program (EAP) to support the wellbeing of employees and the workplace. C-SEAP provides confidential short-term counseling, referrals and resources, as well as training and organizational development services. For more information, visit the [C-SEAP website](#).

Inclement Weather Procedure / Emergency School Closures

Extreme weather conditions may require the closure of the entire college or certain college facilities. Please refer to the [Inclement Weather Protocol](#) for details.

Office Space

Fulltime faculty are assigned office space. Faculty members are required to keep a minimum of five hours of office time and are required to be on campus for 30 hours a week. The remaining 10 hours can be worked off campus. Faculty members are required to post office hours outside of their offices. Please refer to ACC Policy [Faculty Rights, Responsibilities, and Workload](#) (AP 3-80) for details.

Instructors will have access to general instructor office space. Work with your Director, Department Chair, or Program Chair for an office assignment and to set-up access to your office space. Instructors are not required to keep specific office hours.

Parking Permits

Any motor vehicle parked in the Littleton Campus, Art and Design Center, or the Parker Campus parking lots must display a valid parking permit or pass. Vehicles without valid permits risk being ticketed. Many faculty and instructors have the permit fee deducted from their monthly pay. Faculty and instructors may purchase parking passes in Human Resources in the Church Street building. Students purchase parking permits at the Cashier's office or online. The permits will be issued from the Campus Police office. Monthly and annual fees can be found at [Parking Services](#).

Phone and Voicemail

All faculty have a phone in their offices. Phone numbers will be assigned when your office is set up. Instructors who share an office space will also share a phone. Phone numbers are assigned by office room. Please contact the [ACC Help Desk](#) to learn how to operate your phone. Leave a message and an expert from the Information Technology department will respond to your request.

Printing, Copying, and Mail Services (WordGraphics)

The WordGraphics department provides faculty and instructors with a full array of printing and mail services. You will not be able to access printing or mail services outside of operating hours.

Copying and Printing: "Quick Copy" is the most efficient and cost-effective method of reproduction. Simply fill out a Quick Copy Request Form. Ask your Director, Department Chair, or Program Chair for the "Fund", "Org", and "Program" numbers you will need to complete the form. [Quick Copy Forms](#) (download) are in A1480 or can be accessed online. Complete the form and submit it, along with your documents online to [Juan Greening](#). Or you can deliver your request to A1480. Ideally, a 24-hour turn-around time is requested to complete your order. On an emergency basis, WordGraphics can provide copies while you wait at no additional charge.

Additional printing and copying services include –

- Black and full color copies up to 12 x 18 inches
- Large format printing 24 inches wide by 10 feet long
- Folding and booklet making
- Illuminating and creating transparencies
- GBC comb binding
- Stapling and 3-hole punching
- Scanning to PDF

Copy Machines: Copy machines are in all of the college's buildings. Print from your office computer and use your id/swipe card to access the machines services. Copy paper is supplied by the school administrative assistants. Toner is supplied by WordGraphics. Copy machines should only be used for small jobs of <10 pages. Contact Juan Greening at 303.797.5747 when toner is needed.

Copying Services for Students: Students may print to a variety of printers on each ACC campus location. At the beginning of each semester, students are provided printing quota equivalent to 250 black and white prints. When students log-on to college computers, they will see their printing balance at the top of the page. It starts at \$25.00 and decreases each time they print a page on any ACC printer. At any point in time, students may add credit to their print accounts by visiting the Cashier's office on the second floor of the main building on the Littleton campus or the front desk of the Parker or Sturm Collaboration campuses. Each semester accounts are reset back to 250 black and white prints. Black and white prints are charged 10 cents per page and color are charged 25 cents per page.

Business Cards and Name Badges: Work with your Director, Department Chair, or Program Chair to order business cards and name badges. Cards are ordered in multiples of 250. Orders are usually completed in 3 – 4 weeks.

Mail Services: Faculty and instructor mailboxes are assigned by the school assistants in locations throughout the college. Mailboxes are located in –

A2000 for Business, Technology, and Workforce Partnerships (BTWP)

A2000, M4636, and AD5000 for Communication, Humanities, Art & Design (CHAD)

A2280 and M4636 for Health and Public Services (HPS)

M3608 and M4636 for Mathematics and Sciences (MAS)

Mail and packages will be delivered to auxiliary buildings and satellite campuses according to the following schedule:

Locations	Days	Frequency	Times	Deadline
Main Campus	Monday - Friday	Twice a Day	Morning: 11 AM	10 AM
			Afternoon: 2 PM	1:00 PM
Church Street	Monday - Friday	Once per Day	11 AM	10:30 AM
Art & Design	Monday - Friday	Once per Day	11 AM	10:30 AM
Parker	Tuesday & Thursday	Twice per week	1 PM	11:00 AM
Sturm Campus	Tuesday & Thursday	Twice per week	1 PM	11:00 AM

Workforce and Community Programs

ACC has a robust community education program with courses for professional and career development, personal enrichment and customized training programs. Learn more by visiting ACC's [Workforce and Community Programs](#).

Figure 3: ACC Students at Community Event in Atrium



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Information for Faculty and Instructors

Instruction Phone Directory

Vice-President of Instruction and Provost Office

Name	Title	Office	Phone
Rebecca Woulfe	Vice-President for Instruction and Provost (VIP)	A2000	303-797-5702
Josie Mills	Associate Vice-President of Instruction (AVP)	A2000	303-797-5813
Angie Pendell	Program Assistant to the VIP and AVP	A2000	303-797-5707

ACC Instructional Schools

School of Business, Technology, & Workforce Partnerships (BTWP)

Name	Title	Office	Phone
Eric Dunker	Dean	A2000	303-797-5859
Don Kesinger	Administrative Assistant - BTWP	A1015	303-797-5964

School of Communication, Humanities, Arts & Design (CHAD)

Name	Title	Office	Phone
Danielle Staples	Dean	A2000	303-797-5973
Anita Frazier	Administrative Assistant - CHAD	A2000	303-797-5755

School of Health & Public Services (HPS)

Name	Title	Office	Phone
Darius Navran	Dean	A2000	303-797-5822
Delcia Garcia	Administrative Assistant – HPS	A2000	303-797-5798

School of Mathematics & Sciences (MAS)

Name	Title	Office	Phone
Samuel DeVries	Dean	A2000	303-797-5073
TBA	Administrative Assistant - MAS	A2000	303-797-5991

Academic Calendar

The official [ACC Academic Calendar](#) lists important dates for the semester, including holidays, official closures, registration dates, start and end dates, and due dates for final grades.

Classroom Management and Procedures

Academic Misconduct

ACC is committed to academic honesty and scholarly integrity. All members of the College community are expected and encouraged to contribute to an environment of highest ethical standards by observing all accepted principles of academic honesty. Please review [ACC's Academic Misconduct Statement](#) for a comprehensive list of violations.

Turnitin Plagiarism Prevention System: Faculty and instructors at ACC have access to the Turnitin Plagiarism Prevention System to deter plagiarism and promote academic integrity. Turnitin is associated with the Assignments tool in D2L. Instructors must select the **Enable GradeMark for this folder** and then **Enable Turnitin for this folder** boxes when setting up an assignment in the Assignments tool in order to activate Turnitin for plagiarism detection to occur. The expert online learning staff in [eLearning](#) can help you with the logistics of using Turnitin.

Attendance and Attendance Records

You are advised to maintain attendance records for all students. This is especially important for students who receive an "F" in your course. BANNER requires that the date of last attendance be reported for these students. ACC follows a drop for "no-show" process. You are required to drop from your course any student that does not attend a class meeting (face-to-face classes) or complete an academic activity (online classes) prior to the course census date. Please note that if your course is shorter than or begins on a different date than the typical 15-week semester courses, your census date will vary. Check with your Director, Department Chair, or Program Chair for course census dates.

No-Show Guidelines: A student is considered a "no-show" if he/she –

- Has not attended a face-to-face class between the first day of the course and the last class session prior to the course census date.
- Has not logged into D2L and completed one academic activity for online courses. Examples of an academic activity include posting an introduction, posting a question about content covered in the course, replying to a discussion post, completing a quiz or an exam, submitting a paper, and so on. A graded activity is highly recommended.

No-Show Reporting Instructions –

1. Login to myACC and the Faculty/Instructor Tab
2. Go to the Faculty Quicklinks box on the lower right side of the page.
3. Click on the No-Show Reporting dropdown menu.
4. Click on the No-Show Reporting link.
5. Report no-show students by populating a "0" in the "Attend Hours" column.
6. Click Submit.

Census and Withdraw Dates

The census date marks the first 15% of the course; it is also commonly referred to as the Add or Drop date. Students may add or drop a course prior to the course census date. Courses dropped by this date will not appear on the permanent academic record for the student and are eligible for a tuition refund.

Adding courses after the first week of classes, but prior to the census date requires the approval and signature of the faculty or instructor on a [Schedule Adjustment Form](#). Once the student has requested admission to the course, the instructor completes the form and submits it. The student receives a copy of the form in his/her student email, signs it, and the student must submit it to Records and Enrollment Services by 5 pm on the census date. Students may not add a course after the census date, even if he/she has been attending the class. The withdraw date marks the first 80% of the class. After the census date, but prior to the withdrawal date a student may withdraw from a course. Withdrawn courses will appear on the permanent academic record for the student and are not eligible for a tuition refund.

Census and withdraw dates are located on the Faculty/Instructor Tab (Faculty Quicklinks on the lower right of the screen > Part of Term). These dates should be included in your syllabus as important dates for the students to know.

Class Cancellation

Class Cancellation Due to Inclement Weather: Please review [ACC's Inclement Weather Policy](#)

Class Meeting Cancellation by Faculty or Instructor: Should you be unable to fulfill your commitment to teach, the options, in order of preference, include:

1. Find a full-time faculty member or another part time instructor to cover your course.
2. Provide students with content and activities online through D2L.
3. Contact a support service to present during your class time: the Career Center, the Library, or the Student Success Center. Please visit [Student Affairs Presentation Option](#).
4. Cancel class.

If you must miss a class, you must notify your director or department chair, your school assistant via email and phone. Please notify your students via email and post a message in your course shell in D2L. If your class begins before 8:00 am, you may notify Campus Police at 303.797.5800; however, you are still required to notify your director or department chair and school assistant as soon as possible. If class cancellation is necessary, a notice will be posted on the classroom door to inform students.

Please do not come to work if you are ill. Work with your director or department chair to cover your class. It is important that all substitutions be coordinated through the director or department chair. Under no circumstance should an instructor pay another instructor out-of-pocket. ACC will be responsible for paying substitutes for coverage. Full-time faculty may cover as part of service to the college for short-term absences. Should absences extend beyond 1-2 classes for part-time instructors, pay will be docked based on a percentage of contract equal to the time missed.

Classroom Assignments and Changes

Classrooms are assigned when the semester course schedule is developed. If problems arise with assigned rooms, please request changes through your Director, Department Chair, or Program Chair. Do not change rooms until your supervisor has worked with the Instructional Support Coordinator and the change is official.

Classroom Use and Security

Each classroom is equipped with a telephone and a list of emergency numbers. Please take a moment to locate the phone in the classroom and become familiar with the list of numbers.

Each classroom is equipped with the appropriate numbers of chairs, desks, and tables for the room. Please do not borrow furniture from the halls or other classrooms. All of our classrooms are “smart” rooms and come equipped with Internet access, computers, and a projection system.

After your class has ended, please make sure you –

- Return chairs, desks, and tables to their original positions.
- Erase all whiteboards.
- Return erasers and markers to their trays.
- Return all equipment to default settings.
- Log out of computers.
- Turn off all equipment.
- Remove all personal devices and belongings.
- Turn off lights.
- Ensure that you are the last person to leave the classroom; close and lock the classroom door.

Commencement

An annual commencement ceremony is held in May for students who have earned a degree or certificate within the previous academic year or who are within six credits of earning a degree or certificate. Student participation in the ceremony is optional; students who do not participate will still receive a diploma.

All faculty members are required to attend the annual commencement ceremony. Instructors are encouraged, but are not required to attend.

Faculty order their commencement regalia through the [Dean of Students Office](#) in the spring. ACC purchases the basic gown, cap, and tassel. Those interested in purchasing a hood or an upgraded gown may do so at their own expense. General information and notices regarding the ordering of commencement regalia are sent out in the spring semester. Please contact [Dean of Students Office](#) for additional information.

Course Cancellations

Low Student Enrollment Course Cancellation: If the number of students enrolled in any course is insufficient to offer it, the course may be cancelled at the discretion of the Director, Department Chair, Program Chair or Dean. Students will be notified and advised into other sections as soon as possible.

Course Rosters

To provide the best service to our students, faculty and instructors must monitor and review class rosters in myACC and enter grades by the due date to avoid a negative impact on a student's enrollment, financial aid, graduation progress and transfer.

Monitor your Rosters: Check rosters in myACC at least once each week and more frequently during the first few weeks of class (Add/Drop period) because students' schedules change frequently. Verify the accuracy of your rosters and finalize them before the census date. Be sure to verify all students attending your course are enrolled as shown by being listed on your roster. The students who are attending but not on the roster must submit a [Schedule Adjustment Form](#). Once the student has requested admission to the course, the instructor completes the form and submits it. The student receives a copy of the form in his/her student email, signs it, and the student must submit it to Records and Enrollment Services by 5 pm on the census date. Students may not add a course after the census date, even if he/she has been attending the class. Please remind any students who are attending but do not show on your class roster that they must be officially enrolled in the course to attend.

Disruptive Behavior

Any incidents of a student's disruptive behavior that affect the academic environment should be addressed by you in the classroom, or after class as appropriate. Please notify your Director, Department Chair, Program Chair, or Instructional Dean as needed. Disruptive behavior can be considered a violation of the [Student Code of Conduct](#) (AP 4-30a). If you have concerns about a student's continued disruptive behavior and are unsure how to proceed, please contact the [Dean of Students Office](#) located in the Student Engagement Center, M2720 or

303-797-5730, or [Refer a Concern](#) with the detailed information. It is always better to err on the side of caution than to let a potentially harmful situation escalate. Please see the [Student Disciplinary Procedures](#) (SP 4-30).

Concern or Behavior Referrals

Student Code of Conduct ([AP 4-30a](#)) and Student Disciplinary Procedures ([SP 4-30](#))

Students are expected to abide by the Student Code of Conduct and the expectations set out in course syllabi and course material. Students can be reported to the Dean of Students Office if their behaviors are outside of what is expected at ACC. Instructors should promptly report all behavior concerns, including academic misconduct. The most current ACC academic misconduct statement can be found in the [Student Code of Conduct](#) (AP 4-30a).

Refer a Concern – ACC Care Team

The ACC Care Team is ACC's behavior intervention team which includes professionals from across the College committed to being caring resources, and, when necessary, to provide referral to services to assist a student, faculty or staff member. The Team's role is to determine effective strategies for addressing concerns and identifying the responsible parties for enacting those strategies. Concerns such as academic misconduct, classroom/behavior concerns, healthy/safety concerns (not including emergencies), and personal concerns can be submitted through the [online report form](#). An instructor can also contact the [Dean of Students Office](#) for additional assistance. For more information on the Care Team and reporting concerns, go to [Refer a Concern](#).

Early Alert Information

Arapahoe Community College has implemented a campus wide Early Alert Program utilizing EAB Navigate/Campus functionality. The purpose of the Early Alert Program is to identify and effectively intervene with students who are struggling academically and establish a referral process from faculty to the appropriate support service, thus increasing retention and persistence and reducing the number of students on academic probation and/or suspension. The Early Alert Program focuses on providing ACC students with the assistance to attain the highest success in the pursuit of their education. The Early Alert Program at ACC rests on the collaborative efforts of faculty, advisors, student affairs, and academic support services working together as a team in an involved, proactive, and supportive approach to increase student's academic success.

Raising the right alert for students will help ensure they receive the correct follow-up and advising intervention.

Alert (Navigate/Campus): Raise at any time about an individual student.

Progress Report (Navigate/Campus): Provide feedback when prompted about an entire class in one easy roster format.

To Access Navigate/Campus: Log into myACC. Go to Faculty/Instructor Tab > Faculty QuickLinks > Alerts & Concerns > Academic Alert link. This [QuickGuide](#) (download) will also help guide you through the process.

Figure 4: ACC Students in Class



eLearning

[eLearning](#) is here to help students, faculty, instructors, and staff with online learning. Our vision is to provide opportunities for the use of innovative strategies for flexible lifelong learning and our mission is being committed to the intellectual, personal, and professional growth of Arapahoe Community College students, faculty, and staff. Our team promotes, facilitates, and supports being technologically advanced, globally aware, and learner-centered to empower a diverse community of learners.

To this end, training is ongoing in eLearning. During the first week of the semester, we offer students a hands-on orientation for the tools in CCCS Learning Management System. We are also available to tutor students on a walk-in basis regarding their questions or concerns about setting up their computer and/or navigating online. eLearning presents brief 15-minute orientation sessions to individual classes. This is an effective and efficient forum because eLearning is able to reach many students who could not attend the first week of orientation sessions.

Faculty and instructors may visit the [Faculty Resources](#) for online help with setting up your D2L course shells. You will find step-by-step instructions to print out, or you can watch videos that clearly explain how to set up D2L tools like the Gradebook and Discussions in your course.

All faculty and instructors with no online teaching experience who wish to teach fully online or hybrid classes are required to take EDU 263 ~ Teaching and Learning Online. This 10-week course is offered once during each semester. Please speak to your Director, Department Chair, or Program Chair about how to register for EDU 263. Faculty and instructors who have experience teaching online using learning management systems must meet with the [Director of eLearning](#) and demonstrate online teaching competence to receive a waiver from the requirement of taking EDU 263.

Faculty and instructors who simply wish to use D2L for supplemental materials such as lecture notes or PowerPoint presentations are required to be trained in D2L use. We provide an online self-paced tutorial, and our expert staff are available for one-on-one assistance with this material.

Extenuating Circumstances Appeals and Refunds

Occasionally, a student will approach you and ask about a refund for the course if they need to withdraw. ACC has an extenuating circumstances appeal for tuition credit for situations such as major illness, death, or hardship. Refer students to the [Dean of Students Office](#) (M2720 – 303-797-5730).

FERPA

The Family Educational Rights and Privacy Act of 1974 was created for two purposes. The first is to insure that students have access to review their educational records. The second is to restrict access to those records to the

student and a limited group of officials with a legitimate educational interest. The following guidelines will assist in assuring ACC compliance with the law:

Do not give information regarding student records (i.e.: grades, attendance, progress, financial aid, etc.) unless you personally recognize the student. Asking for a picture ID is encouraged.

Do not discuss student records or progress with parents over the phone or in person unless the student is present in your office and gives his or her written permission for you to do so. The Records & Enrollment Services Office maintains information about students who have signed a release allowing someone access to their education record information; contact them at 303.797.5621 if you would like to verify that a release is on file.

Do not discuss student records or progress with individuals who are not employed by the College and/or do not have a legitimate educational need for the information.

Be very careful about what information is left on desks or tables in unlocked areas. Do not leave test or homework papers out in public view, or any item that shows any type of personally identifiable information. All items of this nature should be shredded when no longer in use unless they are returned to the student. Do not post rosters that show student grades. Disclosing grade information to anyone other than the student or authorized College staff is strictly prohibited; this includes student's parents. Return test and other graded materials to the students in a manner to ensure privacy.

When working with student records on paper or computer, be aware of what is visible when someone comes into your office. Cover it if it is confidential.

Make sure computers that can access student records are logged off when you are not at your desk. Never share passwords with other individuals including work-studies or hourly employees.

If you allow work-study students or hourly employee's access to student records, make sure they have completed the proper training to have access to student records and are aware of their responsibility to protect student privacy.

The [ACC Admissions Office](#) has more information about student records access. The comprehensive procedure (AP 4-40) Student Records and Procedures is available in Records & Enrollment Services or through the ACC President's Office.

Remember that even seemingly harmless information can sometimes divulge more than you intend. Please protect our students and yourselves.

Field Trips

Taking your students on a field trip that involves missing classes or expenditures of College funds requires written permission of your School Dean and the Vice President for Instruction and Provost. Students should fill out a Travel Liability Waiver before the trip occurs, and faculty should retain signed forms until the end of the semester. In the event of an accident, you will be covered under the ACC Worker's Compensation policy for off-campus field trips. Should an accident occur, contact Human Resources as soon as possible.

Grade Books and Records

All faculty and instructors are required to maintain accurate class records of students' grades. Schools are required to maintain records of grades for one year plus the current year. The easiest method for tracking and storing grades is by using the Gradebook tool in D2L.

Grades

Clearly state your grading policy on the course syllabus. General grades of A, B, C, D, and F are used to report student achievement. Following are excerpts of the guidelines for these grades:

A: Distinction for Work: The student has mastered the content and objectives of the course and can apply them in meaningful ways. Course knowledge can be related to other kinds of information and used in new situations. The student has consistently excelled in class exams, reports, projects, class participation or laboratory and training situations. The student has displayed independent thinking in class discussions and assignments. The student's work is characterized by careful research. It is submitted on time and according to specifications. When achievement involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

B: Above Average: The student consistently displays mastery of the course content and objectives. In most cases, the student can apply that knowledge to new situations or relate it to other information. The student consistently performs above average on exams, reports, and projects and in class participation and laboratory and training situation. Work is submitted on time and shows evidence of above-average research and thought. When achievement in the course involves development of hand or body skills, the student consistently demonstrates above-average skills in ability and performance. The student has complied with the instructor's attendance requirement.

C: Acceptable: If the course is transferable, the student is proficient enough in the course material to advance to a higher level in the subject field.

D: Less than Acceptable: A grade of D is a passing grade, but often does not meet program requirements. The student has performed below average on exams, projects, and reports, and in class participation and laboratory or training situations. The student has not proven sufficient competency to do well at the next higher level of the subject field. The student has complied with the instructor's attendance requirements.

F: Failure: The student shows little or no competence in the assigned subject matter of the course. The student has failed to comply with attendance requirements.

W: Withdrawal: Students who officially withdraw (drop after the census date) will remain on the course roster with a "W" grade. Students who fail to officially withdraw **MUST** be given a grade at the end of the semester. If that grade is an "F" or "U", the last date of attendance must also be posted.

I: Incomplete: An incomplete may be given to students who, because of illness or circumstances beyond their control, are unable to complete their coursework within the semester. An Incomplete is given only if the student has completed at least 75% of the term with a "C" or better and has provided evidence to the Instructor that they are unable to continue. Enter the Incomplete online, along with the incomplete final grade and extension date. For the complete policy, see [Guidelines for Grades](#) (Grading Systems) in the most current ACC Catalogue.

Blank Grade Fields*: All students listed on the final roster at the end of the course **MUST** be graded even if the student never attended the course. Again, a last date of attendance is required for all "F" and "U" grades. If the student never attended the course and should have been dropped for no-show, contact the Assistant Registrar at ext. 5625.

*Only those courses that officially end after the last date of the semester may be left blank; please contact the Assistant Registrar at ext. 5625 for more information."

Reporting Grades: Grades are to be entered via myACC by the posted deadlines. Late grades may have a negative impact on a student's financial aid, graduation process and transfer. To input grades you must:

Login to myACC

1. Locate "Faculty Grade Assignment" on the Faculty/Instructor Tab
2. Select the Grade Type (midterm or final)
3. Select the course title hyperlink for the course
4. Enter grade and submit

Developmental Course Grading: Developmental course grading differs from that of non-developmental course grades. The grade itself is a combination grade (S/A, S/B, S/C, U/D, U/F) and is not calculated into the student's grade point average. The guidelines for the normal letter grades of A, B, C, D, and F are stated above. A student will receive a normal letter grade in combination with an S, being Satisfactory or a U being Unsatisfactory.

Great Books Program

ACC holds the honor of being only one of six community colleges in the United States included in the University of Chicago's Great Books Consortium. Find out more about the [Great Books Program](#) by visiting their webpage.

Independent Study Contracts

An [Independent Study Contract](#) (Learning Options) may be issued to self-pace an existing course or to create an independent learning project. Students expressing such an interest should be directed to the Director, Department Chair, or Program Chair for more information.

Information Technology and Smart Classrooms

The Information Technology (IT) department provides support for classroom technology at each ACC campus location. This includes a common set of technology found in most classrooms (Projector, Computer, and Document Camera. i.e. Smart Classroom). While smart carts (carts with TV monitor and small computer) are not typically needed in any classroom given technology already present, there are a limited number of units available on the Littleton campus that IT can bring in for special events.

In classrooms, faculty and instructors have the option to use the PC in the lectern or they may bring in a laptop. Rooms are equipped with either VGA or VGA/HDMI connections. Faculty and instructors will be required to provide their own adapters. If there are questions, please feel free to contact the Help Desk (x 3199). It is recommended instructors contact IT and inquire which video input is installed in their classrooms and labs.

The IT department is also happy to meet with instructors during normal business hours in order to do training on the use of classroom technology. Contact the [Help Desk](#) by either phone or email in order to setup an appointment.

Support for personally owned equipment will not be provided to students, faculty or staff. It is highly recommended that faculty and instructors arrive to their rooms early to ensure everything is in working order after the last class has left. If there are problems, phones are provided in all classrooms next to the lecterns. Dial extension 3199 to contact the [Help Desk](#) during operating hours.

Instructor and Faculty Course Evaluations

As your course nears completion, students have the opportunity to complete an online, anonymous evaluation of their classes. You will receive several notices about the launch of the survey in your ACC email account. The first notice will ask you for questions that you would like to add to the survey that are specific for your course. Follow the prompts in the message if this is something you would like to do. Subsequent messages will notify you when the survey has been made available to your students and when it has closed. Please save these emails as they tell you how to access the survey results for your courses. Survey instructions will also be sent to student ACC email accounts when the survey becomes available.

myACC Web Portal

myACC is the web site that is used to access many of the tools and services needed to do your job as a faculty member or instructor. It is commonly referred to as "myACC". To access myACC, you will need your S#, which can be obtained from your school assistant. Once you have received your S#, you can log into [myACC](#). myACC can be used to monitor and view rosters, to enter grades and to access many other resources for both Faculty

and staff members. You will want to spend some time right away becoming familiar with myACC. There is a wealth of information on these pages and they will answer most of your questions about ACC.

You'll find the following in myACC:

- News and events
- Important dates and deadlines
- Class rosters
- Grade roster
- Quick links
- Forms
- Policies and Procedures
- Details about your employment

Service Learning

ACC has a robust Service Learning Program. Learn more about the program and learn about ways to include Service Learning projects into your classes by visiting the [Service Learning](#) webpage.

Student Accommodations

[Student Access Services](#) (SAS) provides academic accommodations, including assistive technology, to students with permanent or temporary disabilities. It is the student's responsibility to make an intake appointment to assess the need for services. Students who have completed an intake will arrive in class with an accommodation letter or email to the professor. Become familiar with the more common accommodations by reviewing [Student Access Services for Faculty \(download\)](#). Service animals are allowed in any location on campus without needing to enter into the accommodation process through Student Access Services. If it is not immediately obvious what service an animal provides, only limited inquiries are allowed. Under the Americans with Disabilities Act (ADA) individuals are permitted to ask only the following two questions regarding the need for a service animal:

- 1) Is the dog a service animal required because of a disability?
- 2) What work or task has the dog been trained to perform?

ACC employees should not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. ACC employees are not permitted to ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, and/or ask that the dog demonstrate its ability to perform the work or task. If you have any questions regarding accommodations or service animals, please contact SAS at 303-797-5730.

Elevate at ACC: Elevate at ACC was established to provide inclusive higher education for students with intellectual and developmental disabilities. Students enrolled in Elevate pursuing the newly developed Comprehensive Higher Education Certificate (CHEC) will access accommodations, just like any other student, but may also be eligible for individualized modifications that would adjust the way their learning is assessed. Every semester, Elevate staff will reach out to all faculty and instructors with Elevate students enrolled in their courses to communicate and collaborate on ways to best support the student and the instructor. To learn more about the program or to contact an Elevate coordinator, please visit [Elevate at ACC](#).

Student Email

Faculty and instructors are required to use ACC email and students' ACC email for correspondence. You have access to all of your current student email addresses in myACC along with your rosters.

Syllabi

At the start of the semester, provide and review with your students a syllabus for the course that includes all required components of the ACC course model syllabus. Include all of the important dates – including census/withdraw dates, assignments, your ACC email, along with attendance and grading policies. The Colorado Community College System (CCCS) and ACC require specific information in all syllabi. Many Program Directors and Department Chairs have developed course-specific syllabi for their disciplines; therefore, your best source

for a template for your course syllabus is your chair or director. eLearning has also created templates that you can use for your [accessible course syllabus](#). Syllabi templates can also be found on the myACC portal. On the Faculty/Instructor tab > Faculty Forms > Instructional.

All instructors are required to send a copy of their course syllabus to their Director, Departments Chair, or Program Chair. This should be done during the first three weeks of each semester.

Figure 5: ACC Faculty and Nursing Students



Teaching at ACC Sturm Collaboration Campus

Academic Advising

ACC Advising is available at the ACC Sturm Collaboration Campus (SCC) in Castle Rock. Please refer students to the front desk to set up an appointment.

Financial Aid Advising

ACC Financial Aid advising is available at the SCC in Castle Rock. Please refer students to the front desk to set up an appointment.

Class Cancellations

If you need to cancel your class, please notify your students and the [Manager of the SCC](#). The staff will post a sign on the classroom to notify students you were unable to contact

Classrooms and Labs

The SCC has thirteen (13) classrooms. Additionally, there are laptop computer and tablets available to be checked out for use and that can “float” to any classroom for faculty, instructors and students. Any member of the SCC staff can reserve the laptops for you. Each classroom in SCC is smart equipped and should accommodate your technology. We suggest accessing your classroom technology when you arrive, so if you need help trouble shooting the Help Desk is available. The Help Desk is available until 7:00 PM.

Copier

The copier is located in the administrative area. You will need your ACC ID or ACC computer log-in to access the copier.

Emergencies

In case of emergency contact: Castle Rock Police at 303.666.6100 or 911

Facilities Rental

Facilities rental is available at the SCC. Please check with the front desk for details.

Faculty and Instructor Offices

The “Bull-pin” and “Huddle Rooms” are available for Faculty use. These offices are equipped with a desk space.

Graphing Calculators

A small number of calculators are available for students to rent for \$25 per semester. Please refer students to the front desk for more information.

Inclement Weather

During times of inclement weather, call 303.797.5700 ext. 9, or check the ACC web site. Major television and radio stations and ACC Social Media accounts will also carry alerts regarding College closures.

Kitchen

This area is private for faculty, instructors, and staff with coffee and filtered water and ice, microwave, toaster oven and refrigerator.

Mail

The mailboxes are located in the Faculty Bull-pin. Interoffice mail will be delivered to SCC two times per week (Tuesday and Thursday). Please plan for this delivery schedule when ordering materials to be delivered to the campus

Security

If you are one of the last in the building in the evening, walk out with the person attending the front desk as well as the students from your class.

Scantron Machine

SCC does have a Scantron machine for your use

Student Printing

Students will receive an automatic \$25.00 initial printing quota at ACC. Black-and-white copies cost \$.10 per page and color copies cost \$.25 per page. (Color copies are not available at the SCC). Print quotas are reset each semester back to \$25.00. Any unused amount will not carry forward to the new semester. At SCC, students may add credit to their accounts in increments of \$1.00 by contacting the ACC Cashier's Office at the front desk.

Storage

Storage for supplies that are essential to the class you are teaching is limited, but we will work to fill your request. Please contact the front desk for your specific needs.

Testing

Students who need to take College Placement Tests may do so at SCC by scheduling an appointment at the front desk.

Figure 6: ACC's Sturm Campus



Teaching at Parker

Advising

ACC Academic and Financial Aid Advising is available at the Parker Campus. Students must see front desk staff or call 303.734.4822 to schedule appointments.

Class Cancellations

If you need to cancel your class, please notify your students via your department requirements and inform ACC Parker staff at 303.734.4822.

Classroom Equipment

Each room has a computer with internet access, Apple TV, document camera, projection screen, whiteboard, and a phone for emergency use (DIAL 9911). Please shut down computer at the end of class. Rooms can be configured in a specific way. Inquire at front desk in advance.

Copies

Please use your ACC ID/Swipe card to access the copier. Copier is behind front desk in Rm 129.

Event Schedule

Room assignments are posted in the entryway during the first week of classes at the Parker Campus. After the first week, speak to staff at the front desk or refer to BANNER for room assignments.

Faculty and Instructor Office

Room 224 is designated as an instructor office and is available on a first-come, first-serve basis. It is a shared space that requires key-card swipe entry. Phone and computer access are available in the room. Faculty may also check with the staff at the front desk if private office space is needed.

Inclement Weather

During times of inclement weather, call 303.797.4222, or check the ACC web site. Major television and radio stations and ACC's Social Media accounts will also carry alerts regarding College closures.

Mailbox

Located in mailroom, behind front desk. Inter-campus delivery Tuesday and Thursday afternoons, USPS daily. Front desk personnel will date-stamp student material delivered to your mailbox. Please check frequently.

Make-up Exams

The Instructor's Exam form is available on the counter shelf in Room 129. Forms must be completed and attached to exam(s) when submitting make-up exams to be taken at front desk. Students must schedule testing in advance and provide an ID. Exams are shredded at term's end unless specified otherwise by you.

Scantron Reader

The Scantron reader and large and small Scantron forms are found in Room 129. It is the Instructor's responsibility to run the sheets through the machine; front desk staff are unable to run tests, due to FERPA guidelines.

Student Printing

Black-and-white copies cost \$.10 per page. Color copies are \$.25 per page. Print quotas are reset each semester back to \$25.00.

Any unused amount will not carry forward to the new semester.

Students may add credit to their accounts in increments of \$1.00 through the Cashier's office. In Parker, students may contact the Cashier's office from the front desk.



Figure 7: ACC's Parker Campus

Testing

Unless otherwise specified by your program or department, you have the right and responsibility to develop all tests and examinations for your courses. Some programs and departments administer common examinations to all class sections. Check with your Program Director, Department Chair, or Program Chair for additional information.

Students with documented disabilities may be entitled to testing accommodations including but not limited to extended time, distraction-free environments, oral testing, enlarged print, assistive technology etc. Student needing testing accommodations will receive an accommodation letter from the Student Access Services office, and the student must show this to faculty and instructors when accommodations are requested. If you need guidance when implementing testing accommodations for a student, the specialists in [Student Access Services](#) can help.

Textbooks

Obtain instructor copies of your course textbooks from your Director, Department Chair, or Program Chair. Many programs place a copy of course textbooks on reserve in the Library and Learning Commons for student use. Students may check the text out for two hours.



Figure 8: Littleton Campus - Main Entrance

ACC Faculty and Instructor Handbook 2020 – 2021

Faculty and Instructor Job Responsibilities and Expectations

Job Responsibilities

Faculty Rights and Responsibilities

AP 3-80 states all ACC Faculty rights, responsibilities, and workload.

Job Expectations: Instructors

REPORTS TO: Director, Department Chair, or Program Chair (supervisor) for the area(s) in which the instructor teaches.

SUPERVISES: No supervisory responsibilities associated with this position.

BASIC FUNCTIONS: Provide instruction in assigned class(es) in coordination with your supervisor and established course guidelines. Uphold the vision, mission, and values of the College. Abide by all relevant College and System policies. Instructors must be effective, engaging teachers in addition to being subject area experts with practical experience. Learning and student success, persistence, and retention are placed at a high value for all ACC employees.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Teaching:

- Meet all class periods.
- Start and end classes promptly at scheduled times.
- Teach assigned curriculum and make maximum use of required texts and materials as directed by your supervisor.
- If you know in advance you cannot hold your class, make prior arrangements with your supervisor.
- If you move your class for a session, make sure your supervisor and the school administrative assistant are aware so they can notify lost students.
- For those classes which include a laboratory component, conduct all lab experiences in a professional manner to include:
 - Abide and enforce all laboratory safety requirements.
 - Ensure availability of supplies.
 - Provide information on all aspects of the lab procedures.
 - Complete proper and prompt cleanup of the laboratory.
- Actively facilitate and encourage your students to participate in the student evaluation of your course before the posted deadline.
- Work with supervisor to schedule a classroom or online teaching observation.
- Participate in required department specific duties
- Instructors are expected to be able to work out student concerns; however, do not hesitate to involve your supervisor when you need additional support and guidance.
- Instructors will be expected to participate in complaint or grievance procedures as needed. This may require time out of classroom and/or office hours.

Syllabus:

- At the start of the semester, provide and review with students a syllabus for the course that includes all required components of the ACC course model syllabus.
- A template for the syllabus will be provided by your department chair. Include all of the important dates for the semester, assignments, your ACC email, etc.
- Include course attendance and grading policies.

Attendance:

- Maintain accurate records of attendance. The style and method of taking attendance is left to the discretion of the instructor.
- Until census date, review Banner class roster each time you go to class.
- Report no-shows in Banner (accessed via myACC portal) on the census date.
- Communicate your attendance policy and expectations to your students.

Grading:

- Access via the myACC portal.
- Maintain updated and accurate grading records in D2L.
- Communicate your grading policy and expectations to your students.
- Submit all grades by the published deadline; this includes entering final grades into Banner.

Communication:

- Conduct all College business using your ACC email account rather than a personal account.
- Check ACC email account at least every 24-48 hours during the term and for at least one week after grades are submitted.
- Provide consistent and timely feedback to students regarding issues and progress.
- For instructors teaching on campus, check College mailbox(es) on a weekly basis.
- Instructors are required to check and respond to ACC employee emails and voicemails during the term and for at least one week after grades are turned in.
- Abide by [FERPA](#) requirements for communicating with individuals other than the student. Only directory information may be shared: student name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent educational institution attended, and birth year (birth day and month cannot be disclosed).

Technology:

- A D2L shell is mandatory for each course.
- Your D2L shells must be ready for students on the first day.
- For face-to-face classes, the minimum requirements for the D2L shell are a welcome announcement, contact information, syllabus, course calendar (if not a part of your syllabus), and an active, up-to-date grade book. Online classes should make full use of all appropriate D2L components.
- Copy D2L course shells from one semester to the next when teaching the same course in subsequent semesters.

Discipline, Academic Misconduct, Grievances and Concerns

In your syllabus, please refer to the [ACC Student Handbook's Policy and Guidelines](#) Section for matters related to the [Student Code of Conduct: Rights and Responsibilities](#), [Civil Rights Complaints and Grievances Procedure](#), [Non-Civil Rights Grievance Procedure](#), and [Student Disciplinary Procedure](#). You must include ACC's academic misconduct stated in your syllabus.

Academic misconduct concerns should be reported to the Dean of Students Office or through the [Refer a Concern](#) form. Academic misconduct includes plagiarizing, cheating, or committing any other forms including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate

reasonable standards for academic behavior. Academic misconduct violations of the Student Code of Conduct may be addressed through the College's disciplinary procedures in addition to whatever reasonable academic sanctions you impose through your class. All concerns should be referred to the Dean of Students' office to be recorded and placed on file.

If you experience a concerning classroom behavior issue but the situation does not endanger the health and safety of those in/out of the classroom, speak directly with the student and privately, as appropriate. Notify your Department Chair, Director or Instructional Dean. The Dean of Students Office assists with follow up on behavior issues, please [Refer a Concern](#).

If a student creates or maintains a significant classroom disruption that is threatening in nature and could risk the personal safety of those in/out of the classroom, call Campus Police (X5800 or Dial 9-911) immediately. For significant student issues, the Campus Police Department will also notify the Dean of Students Office regarding the situation. It is important for you to document what you observed. If you did not already document your observations of the situation with Campus Police, please submit a [Refer a Concern](#). You should notify your Department Chair, Director or Instructional Dean as soon as possible.

If a student has a concern or complaint related to your course (i.e. grading, classroom expectations, and assignment deadlines) they will be initially directed back to you, the instructor or professor, to address the concern. If the issue is not resolvable by you, the student may be directed to the appropriate Department Chair, Program Chair, Director or Instructional Dean for their review and follow up.

If student notifies you of a complaint related to their civil rights or if it related to sexual misconduct, as a mandatory reporter, you are required to appropriately notify the [Title IX/EO Coordinator](#) or [Deputy Coordinator](#) about what was reported to you. Please bring the student to or encourage them to contact the Dean of Students Office. You may also submit a [Refer a Concern](#).

Performance Management

Information for faculty performance management can be found in [AP 3-31 Evaluation of Faculty Job Performance](#) and [AP 3-10a Employment Standards for Faculty and Instructors](#). Information for instructor evaluations can be found in [AP 3-10a](#).

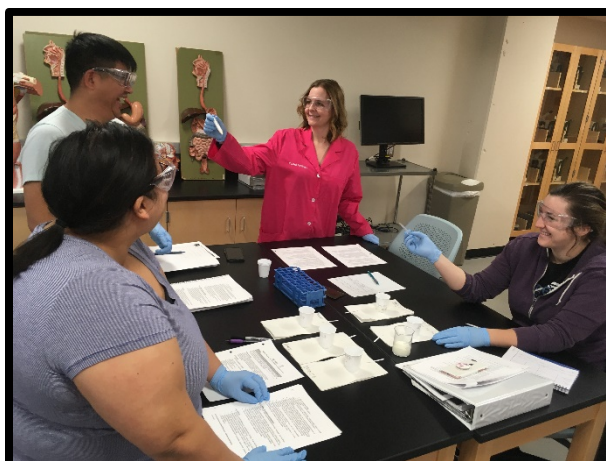


Figure 9: ACC Biology Professor and Students in Lab

PART-TIME INSTRUCTOR CHECKLIST

- ☐ Familiarize yourself with the [responsibilities of your job](#) as a part-time instructor at ACC.
- ☐ Obtain your picture ID card from Human Resources.
- ☐ Obtain your parking pass from Human Resources.
- ☐ Work with your Director, Department Chair, or Program Chair (supervisor) to reserve office space.
- ☐ Work with your supervisor to obtain your ACC email address and set up access and a password.
- ☐ Work with your supervisor to get access to your classrooms.
- ☐ Work with your supervisor to learn how to use the instructional technology in your classroom.
- ☐ Read the Academic Calendar and know the important dates for each semester.
- ☐ Work with your supervisor to learn how to use the functions in myACC.
- ☐ Ensure your course syllabus is in alignment with your program or department's requirements.
- ☐ Ensure your course syllabus is accessible.
- ☐ Send a copy of your syllabus to your supervisor.
- ☐ Visit eLearning and learn how to use D2L.
- ☐ Post the required elements into your D2L class shell.
- ☐ Check your course rosters in BANNER until the census date.
- ☐ Learn how to follow the Drop for No Show" procedure. (Sent in an email from the Registrar's office.)
- ☐ Learn how to use the "EAB Campus for Early Alerts" and "Refer a Concern" procedures.
- ☐ Read the FERPA guidelines and use as a reference.
- ☐ Keep attendance for your courses.
- ☐ Input student grades into D2L in a timely manner.
- ☐ Let your supervisor know when you are having difficulties with any aspect of your job.
- ☐ Submit end-of-semester grades by the required due date.

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College Resources for Faculty, Instructors, and Students: Student Affairs

Student Affairs Division

ACC provides a variety of resources to our students. In addition to the support and services offered by the [Dean of Students Office](#) and the [Student Life Office](#), Student Affairs created a [Student Handbook](#). Faculty and instructors are encouraged to share this resource with their students. Become familiar with the contents of the Handbook and the services offered by Student Affairs. Other areas within Student Affairs that may be of interest to you as you work with your students and teach your classes are ...

Academic Advising

Academic Advising guides students in creating an academic plan, educates them on the registration process and informs them about on-campus resources available to encourage ongoing student success. The International Programs advisor provides [international students](#) with information about F-1 visa status, support and resources unique to this population, instruction about on-campus employment, and much more. Encourage your students to schedule an appointment with [Academic Advising](#) by using the online student portal or by calling 303-797-5664.

Career and Transfer Services

The Career and Transfer Center is available to students and alumni exploring careers, seeking employment information or transferring to a four-year college or university. The Center offers career counseling, career assessments, career exploration workshops, resume reviews, interview practice, and job search assistance. Additionally, the Center offers an extensive online job database, *Purple Briefcase*, with connections to many local and regional employers. The Center also sponsors career and transfer fairs, provides transfer information and hosts transfer visits from four-year universities. Students may drop-in or schedule an appointment to meet with a career counselor.

As you plan your semester and have an interest in supplemental instruction, invite the Career and Transfer Center to provide an individualized presentation to enhance your curriculum. They can present on specific career pathways, career exploration and planning, resume writing, interviewing, or job searching, depending on your areas of need. Examples: Careers in *Your Pathway* (i.e., Math, Humanities, and Business); Developing Your Professional Identity; and Real World Writing: Resumes. Contact the [Career and Transfer Services](#) to schedule a class visit or presentation by the professional staff. (303-797-5805)

Dean of Students Office

The Dean of Students office supports ACC by advocating for students, providing resources, promoting wellness and accountability. The office addresses student conduct, facilitates the student grievance process, issues student progress reports, manages a student emergency fund, and provides mental health counseling. The Dean of Students Office assists faculty and instructors with students of concern and classroom management strategies.

On-campus counseling services are provided at no cost to all enrolled students. The content of the counseling sessions are confidential with the exception of issues of health and safety. Appointments can be made by students through the Student Engagement Center, M2720, by phone: 303-797-5730, or acc.dos@arapahoe.edu.

The Food Pantry is located in M2720 and is open during office hours. To pick out items, S# is required. Students can visit once per week.

Financial Aid

Learn about the numerous resources that [Financial Aid](#) offers our students in need of financial assistance to pursue their academic and career goals.

Fitness Center

See [Fitness Center](#)

Records and Enrollment

This office maintains student education records, confers degrees and certificates, evaluates transfer transcripts, assesses prior learning, processes student applications and registrations, and develops student photo IDs.

Student Access Services

See [Student Accommodations](#)

Student Life

The [Student Life](#) office encourages students to become involved on campus by hosting and facilitating numerous events, activities, and programs. Students can participate in clubs and organizations, honor societies, and serve on student government.

Testing Center

The Testing Center is available for self-paced learning courses, placement testing, proficiency requirements, pre-approved specialized instructional testing, and make-up examinations for individual students. The Center is not to be used for entire section examinations. Visit the [Testing Center](#) to learn more about the services they provide and to view their hours and contact information.

Veterans Services

You may have military veterans in your classes. ACC is committed to engaging student veterans, dependents, and supporters in their successful transition through academia and by improving the quality of their College experience and opening up opportunities to better themselves through meaningful resources. Visit the [Veterans Services](#) department for a list of resources available to our student vets.

Figure 10: ACC Students Relaxing in Lounge



College Resources for Faculty, Instructors, and Students: Instruction

Concurrent Enrollment

ACC has a Concurrent Enrollment program designed for high school students who are looking for a challenging academic experience. Students can earn both high school and college credits simultaneously. You could have concurrent enrollment students in your classes. Visit [Concurrent Enrollment](#) to learn more about the program.

Library and Learning Commons

The ACC Library and Learning Commons is committed to student success and has the librarians, resources, and technology to support you and your curriculum in the Library, your classroom, and online. Some of the services and resources available include:

- Reference librarians who will tailor research classes around your assignments and can be embedded in your course shells to help students when and where they need it. [Schedule an appointment](#) to set up a class.
- Online subject-specific [Research Guides](#) linking to resources from scholarly journals, ebooks, videos, and websites.
- A secure area within the Library for Instructors to place textbooks or supplemental material on [Reserve](#) for student use. Digital resources are also available via e-reserves.

The Library collection includes over 30,000 print books, 460,000 ebooks, 80 databases, streaming videos, iPad Airs, desktop computers, laptops, a 3D printer, and an Oculus Rift you can take to the classroom for educational applications of virtual reality. The Library catalog, policies, and hours are available at [ACC Library](#).

The librarians encourage you to call 303.797.5090 to make an appointment to discuss resources in your discipline and welcome your suggestions, questions, or concerns.

Tutoring Services

ACC offers a variety of tutoring services and academic support to our students.

Student Success Center: The Student Success Center offers peer mentoring and peer tutoring.

Peer mentors give students a connection on campus, act as a sounding board for students' concerns, and provide guidance, coaching and problem-solving ideas for issues related to college life. The Center is a free service. Our student ambassadors are an excellent resource for general college information, academic assistance and practical advice to help students stay on course. Students may obtain tutoring from fellow students who have excelled in courses like math, biology, chemistry, accounting, economics, history, languages and computer technology. Peer mentors and peer tutors are available to visit your classes and share college information and study strategies.

Supplemental Instruction: Supplemental instruction is offered for students taking BIO 111 and for students enrolled in ACC's nursing program.

Math Support Center: ACC Math faculty, instructors, professional tutors, work-study students, and peer mentors provide help with concepts, homework, online resources and graphing calculators. Students may watch course related videos and DVD's in the library.

Writing Center: The Writing Center offers free one-on-one tutoring sessions for students interested in developing writing skills. Writing Center tutors will work with students at any skill level, from any class or discipline, at any stage of the writing process. Students can make appointments online. The Writing Center is

located in the Library and Learning Commons at the Littleton campus, but also holds tutoring sessions at the Sturm Collaboration and Parker campuses.

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Professional Development Resources for Faculty and Instructors

Career and Technical Education (CTE) Credential Requirement

All postsecondary faculty and instructors in the Colorado Community College System (CCCS) who teach required courses in an approved Career and Technical Education (CTE) program must maintain a current credential on file with the CTE Office. A list of approved CTE Programs is available from the [CTE Coordinator](#).

The credential requirement ensures that each CTE program provides its students with well-qualified Instructors possessing appropriate occupational and educational experience. Further information on CCCS credential requirements to teach in a specific CTE program can be found on the Colorado Career and Technical Education Web Site at [Colorado Career and Technical Education Web Site](#). Guidance specific to ACC and Instructor Qualifications and their associated CTE credential requirements may be found in [AP 3-10b](#). Please check the Arapahoe Procedure for details about minimum qualifications, including occupational hour requirements in your discipline for CTE credentialing, as the AP guidance outline qualifications needed for compliance with accreditation criteria. Required [CTE Application Forms](#) are also available on the Colorado CTE website. All postsecondary credentials are issued at each postsecondary institution. The CTE Office at ACC is in the Instructional Operations Department, under the supervision of the Associate Dean of Instructional Operations, Victoria Bobo.

Center for Professional Enrichment

The Center for Professional Enrichment is available for assistance with all aspects of teaching in the college classroom. Additionally, the Center provides a variety of professional development activities, events, and programs throughout the year including: New Faculty and Instructor Orientations, professional teaching communities, webinars, book clubs, workshops, the ACC Leadership Academy, the Master Teacher Certificate, the Instructor Advancement Program, and a number of other activities. Faculty, instructors, and staff are welcome to attend all professional development activities.

Figure 11: ACC Faculty & Staff Engaged in Community Service at Hudson Gardens



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Miscellaneous Information

ACC Policies, Procedures and Guidelines

If you need to look up an ACC policy, this site has them all - [ACC's Policies, Procedures, and Guidelines](#)

Legal Notices and Consumer Information

[Legal notices and consumer information](#) for ACC can be found online.

Terms and Acronyms Commonly Used at ACC

Term	Definition
2:2	Faculty-to-Faculty Conference hosted by the Colorado Community College System annually in the fall
ACC Cabinet	ACC President; Vice-President of Finance & Administrative Services; Vice-President of Instruction; Vice-President of Student Affairs
ACC Schools	BTWP = Business, Technology, & Workforce Partnerships CHAD = Communication, Humanities, Arts & Design HPS = Health & Public Services MAS = Mathematics & Sciences
ACCUPLACER	College placement test for students
A & D	ACC Art and Design Center – on Littleton campus
AP	ACC Policies and Procedures
BANNER	Administrative software system developed for higher education institutions. Includes a comprehensive student information system, along with numerous other applications such as student course registration and class rosters and grading
BCC	Building College Connections – a term used to designate the week before classes begin in fall and spring semesters focused on college updates, training, and professional development
BP	Board Policies and Procedures
Campus/Navigate	Campus – is a faculty / staff-facing tool that pulls key student data together in one location providing a quick snapshot of student performance at the fingertips. Campus is also where / how early alert reporting is completed. Students schedule appointments with their Academic Advisor and other resources, and notes are stored regarding student appointments. Navigate – is a student-facing success tool that provides a centralized location where students receive helpful reminders, can complete a brief assessment that identifies ACC programs that align with their interests, plan out their entire degree or certificate program, and register for courses.
CCOnline	Colorado Community College Online – branch of CCCS that offers online courses
CCCS	Colorado Community College System – comprised of 13 community colleges throughout the state
CCHE	Colorado Commission of Higher Education
CCCNS	Common Course Numbering System – used by CCCS for labeling courses taught at colleges in the system
CDE	Colorado Department of Education
CDHE	Colorado Department of Higher Education
CE	Concurrent Enrollment
CLEP	College-Level Examination Program
COF	College Opportunity Fund
CRN	Course Registration Number – identifies individual course sections
CSB	Church Street Building – on Littleton campus
CTE	Career and Technical Education
D2L	Desire to Learn – online learning management system used at ACC
DWD	Degree with Designation
F2F	Face-to-Face

Term	Definition
FAFSA	Free Application for Financial Aid
FERPA	Family Educational Rights and Privacy Act
FFTE	Faculty Fulltime Equivalent – refers to workload
FLAC	Faculty Load and Compensation – process used to pay faculty and instructors
FOAP	Fund, Organization, Account, Program – account numbers used for a variety of expenses
FTE	Fulltime Equivalent – represents a student attending college fulltime or 12 credit hours per semester. Total credits per program or department are calculated using both fulltime and part-time students. The average represents a fulltime student. The FTE determines how many fulltime faculty are hired for each department or program.
FYE	First-Year Experience – a comprehensive program of support for new students
GT	Guaranteed Transfer – refers to courses whose credit is guaranteed to transfer to four-year institutions in Colorado
HLC	Higher Learning Commission – independent corporation that accredits degree-granting, post-secondary institutions.
IAP	Instructor Advancement Program – professional development and advancement program for part-time instructors
IEC	Inclusive Excellence Council
INB	Internet Native BANNER – Functions within BANNER used by ACC employees
LL	Learning Leadership – Vice-President of Instruction and Provost, Associate Vice-President of Instruction, School Deans, Associate Dean of Instructional Operations, Director of Concurrent Enrollment, Director of eLearning, Director of Instructional Innovation, Director of Library and Learning Commons
LT	Leadership Team
M	Main building – on Littleton campus
MTC	Master Teacher Certificate – professional development and advancement program for fulltime faculty
N	North building – on Littleton campus
Non-CRN	Non-course assignments
Pathways	Guided Pathways is our institution-wide approach to student success by helping students choose a goal and follow the steps to reach it. The Pathways model comes to us from the American Association of Community Colleges (AACC) and bases its foundation on research and data from the Community College Research Center (CCRC). Its focus is on closing equity gaps and helping all students attain post-secondary credentials that will lead them to employment and further education.
OWA	Outlook Web Access
PAF	Personnel Action Form
PLA	Prior Learning Assessment
POT	Part-of-term – duration or length in weeks of a course within a semester
PPE	Performance Planning and Evaluation
PSA	Personal Services Agreement – term used by purchasing
PTC	Professional Teaching Community
PTK	Phi Theta Kappa – international honor society
SBCCOES	State Board for Community Colleges and Occupational Education System
SFAC	State Faculty Advisory Committee
SFCC	State Faculty Curriculum Committee
SP	System (CCCS) President Policies and Procedures
SSB	Self-Service BANNER – the functions of the BANNER system that are forward-facing to students, faculty, instructors, and staff
STEM	Science, Technology, Engineering, and Mathematics
SZRS	Semester schedule extract from BANNER – used in semester scheduling of courses
TBA	To Be Announced
UDL	Universal Design for Learning