

**Adjunct Faculty  
Quick Reference  
Guide  
To The  
NCTC Faculty  
Handbook  
2017 - 2019**



The purpose of this Quick Reference Guide is to provide NCTC adjunct faculty members with pertinent information about the college to help your teaching experience be successful. This handbook should also answer basic questions about day to day operations of NCTC. More complete information can be found on the NCTC website or through your respective Division Chair or Dean.

**Gainesville Campus**

1525 W. California St.  
Gainesville, TX 76240-4699  
940-668-7731

**Flower Mound Campus**

1200 Parker Square  
Flower Mound, TX 75028  
972-899-8400

**Bowie Campus**

810 South Mill St.  
Bowie, TX 76230  
940-872-4002

**Graham Campus**

928 Cherry Street  
Graham, Texas 76450  
940-521-0720

**Corinth Campus**

1500 North Corinth  
Corinth, TX 76208  
940-498-6282

**Pinnell Square Annex**

1404 N. Corinth Street  
Corinth, TX 76208

Surgical Technology – Suite 305  
Lifelong Learning & Business Development Center – Ste.  
307

*North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.*

The NCTC Instructional Division Handbook, the Adjunct Faculty Quick Reference, and other important documents are available on the North Central Texas College web page at <http://www.nctc.edu>.

<b>Mission</b>	North Central Texas College (NCTC) is dedicated to student success and institutional excellence. NCTC encourages student achievement by providing affordable, quality learning environments, and comprehensive student and public support services.
<b>Vision</b>	North Central Texas College will be a recognized leader in higher education and a catalyst for economic, cultural, and community development.
<b>Values</b>	<p>North Central Texas College is accountable to its students, colleagues, and the community and holds the following values to be fundamental:</p> <p><b>Affordable, Quality Education</b> NCTC is passionate about providing access to higher education. Its highly qualified faculty and staff and student-centered programs and services reflect NCTC's commitment to excellence.</p> <p><b>Stimulating Learning Environments</b> NCTC fosters diverse, challenging, and engaging learning environments to empower its students to impact a global society as creative problem solvers, critical thinkers, and dynamic leaders.</p> <p><b>Integrity</b> NCTC faculty, staff, and students act in an ethical, honest and responsible manner.</p> <p><b>Innovation</b> NCTC embraces creative ideas and challenging initiatives.</p> <p><b>Cohesive Relationships</b> NCTC cultivates productive partnerships through teamwork, personalized attention, and open communication.</p> <p><b>Encouragement</b> NCTC supports students, faculty and staff by welcoming diversity and promoting mutual respect.</p>

## **2015-2020 Strategic Plan**

In order to fulfill its mission, North Central Texas College has identified three priority goals and the “will: statements that describe the College’s commitment in each area:

### **Foster Student Success**

NCTC will:

- Improve student retention at the course and program level, term to term
- Improve student completion rates from Fall to Spring
- Provide learning and career pathways to foster continuous learning
- Align courses and programs with external standards and professional requirement

### **Meet Community Needs**

NCTC will:

- Identify and respond quickly to the existing and changing needs of our regional economy
- Partner with businesses, ISDs, municipalities and higher education institutions
- Offer events that improve community life and foster institutional support

### **Ensure Institutional Excellence**

NCTC will:

- Strive for further efficiencies in the corporate function of the institution
- Maintain our physical, equipment and technology infrastructure to meet the needs of students, employees, and community
- Provide professional development to improve performance of employees and work groups.

<b>Adjunct faculty responsibilities</b>	Adjunct faculty teaching assignments are awarded to individuals for the specific purpose of providing instruction to students. The principal responsibilities of adjunct faculty members include organization and preparation of information and material around the established course learning outcomes, delivery of instruction, and evaluating and assessing student mastery of the course learning outcomes. These duties are performed under the guidance of the appropriate Division Chair and Instructional Dean. Standards of teaching and student performance worthy of accreditation must be maintained.
<b>Canvas</b>	Canvas is the course management system used at NCTC. All adjunct faculty are provided a Canvas account. Course shells are automatically created for all courses each semester for faculty wishing to use Canvas. Canvas training is scheduled both online and on-campus prior to and throughout the academic year. Canvas phone support may be reached at 940-668-3335. Email support is available at <a href="mailto:gabu@nctc.edu">gabu@nctc.edu</a> .
<b>Attendance Rolls &amp; Grade Books</b>	Attendance Rolls and Grade Books must be submitted via Canvas drop boxes at the end of the semester. This deadline is the same deadline as when final grades are due. Electronic files of Attendance Rolls and Grade Books are saved in the Provost's office. Numeric grades must be submitted to each campus Dual Credit Coordinator on the final of each six weeks as designated.
<b>Audit rolls</b>	Audit rolls are disseminated to all faculty one day after the official day of record within Campus Connect. (Note: The official date of record is the 12 <sup>th</sup> day of class during a long semester or the day proportionally equal to the 12 <sup>th</sup> day of class during summer or mini-mester and is marked by the 20% passage of courses. This day is used for the college's official enrollment count.) Audit rolls must be certified on MyNCTC by the announced deadline. Students who have not attended by the official date of record may be dropped from the course for non-attendance. Students who have received financial aid and have not attended class by the official date of record may be required to return financial aid funds. Unpaid funds will result in holds being placed on student accounts.
<b>Children in the Classroom</b>	Students should be advised that NCTC does not allow for children—even the best behaved—to be in the classroom during instructional times.
<b>Class Meeting Times &amp; Locations</b>	Classes are to meet for their scheduled time in the scheduled location. Please do not change classrooms without notifying a departmental assistant. Classes must start on time and faculty are to teach classes for the full time that they are scheduled and provide instruction on each day of regularly scheduled classes in order to be in compliance with Texas Higher Education Coordinating Board (THECB) rules. All faculty, including adjunct faculty members, are responsible for maintaining NCTC's academic reputation by abiding by the official class schedule. The first day of class sets the tone for the remainder of the semester. A full session of lecture, activities, etc is to be planned. Be sure to take and record attendance on the first day. If students in the class are not listed on your temporary roll and they do not have a registration/tuition receipt to prove enrollment, refer them to the admissions or business office.
<b>Class Cancellation</b>	Regular, punctual attendance by faculty at all class meetings, as scheduled in the semester's Schedule of Classes, is mandatory. In the

event that an emergency arises and a faculty member cannot meet for class, the division chair and/or dean should be notified immediately so that arrangements can be made for a substitute. Consider reaching out to the library or the Completion Center for alternative class instruction if you are unable to find a suitable substitute. They can provide information about resources available to students. Under no circumstances are classes to be summarily dismissed by the instructor in anticipation of a foreseen absence. Online chat, computer laboratory time or library research time is not to be used in place of regularly scheduled, face-to-face class time.

**Classroom  
Equipment &  
Media Bundles**

Classrooms are equipped with demonstration, science or media equipment to provide a convenient way for instructors to supplement their course with technology and/or hands on activities. The safe-keeping and maintenance of this equipment is important to all instructors who use it. Classrooms may be equipped with overhead projectors, computer projectors, computers, chalk or white boards, and other equipment specific to a discipline.

Most classrooms are equipped with docking stations and InFocus-type projectors. This equipment is available to all instructors assigned to teach in these classrooms. All computer equipment, including remotes, manuals, etc., should be stored in the designated classroom area.

**Compensation**

Most adjunct faculty members are paid according to the number of course load units taught. One load unit is equivalent to one semester credit hour. The pay rate per load unit is set by the NCTC Board of Regents annually.

Some adjunct faculty, including clinical instructors, are paid on a per hour basis, in accordance with the NCTC Salary Schedule.

During a long semester, adjunct salary is divided into four equal payments that occur on or around the 25<sup>th</sup> of the month. For fall, adjunct faculty are paid September through December. For spring, adjunct faculty are paid February through May. Paychecks are mailed to the home address on file. During the summer, payroll is processed during the months classes meet, except Summer I, which is paid in one payment in June.

**Computer Help  
Desk Numbers**

940-498-6288 (Corinth)

940-668-4284 (Gainesville & Bowie)

**Copy Centers**

A Copy Center is located in the 600 Building on the Gainesville and in room 119 on the Corinth Campus. While copiers are available for faculty to use, large copy jobs should be taken to the copy center. Faculty will need to acquire copy codes in order to use copiers on campus and in the Copy Center. These copy codes ensure that acquired costs of printing are allocated to the appropriate department.

**Course Drop and  
Withdrawal**

A grade of "W" will be given to students who officially withdraw from a course or drop by Friday of the 12<sup>th</sup> week of a long term or a proportional number of weeks prior to the end of a summer session. Any exception to this can be made with the approval of the instructor and the department chair. Full or partial tuition refunds are available until the 20<sup>th</sup> day of class.

during a long semester or the 7<sup>th</sup> day of a summer session. It is the student's responsibility to initiate the action necessary to drop courses.

<b>Course Syllabus</b>	The course syllabus must be presented to the students and reviewed on the first day of class. Many faculty choose to have the students sign a form stating they received a syllabus and understand the requirements of the class. Syllabi templates have been developed over time to fit the learning outcomes and course requirements. An NCTC course syllabus template may be obtained from your division chair. They may be modified for individual course need under the direction and approval of the division chair.
<b>Credentials</b>	NCTC follows the requirements of the Southern Association of Colleges and Schools (SACS), which is the regional accrediting agency for the college. NCTC requires official transcripts to be sent from the issuing institution to the NCTC Human Resources Office on the Gainesville Campus. These transcripts must be received before employment begins. If they are not received by the second week of employment at NCTC, the teaching assignment may be terminated. Certificates, licenses, and other credentials that document teaching qualifications must also be filed in the NCTC Human Resources Office. The undergraduate transcripts are only required if it is the instructor's highest degree, or for documentation of qualifications to teach a specific course. <a href="#">Background checks</a> are required before in class activities take place.
<b>Email and Computer Access</b>	An NCTC email address is available to all adjunct faculty. It is strongly encouraged that the college address be used and checked frequently so important communications sent via EMPMAIL or FACMAIL will be received. An email address request card should be provided by your division chair with your preferred password. Usernames at NCTC are generally composed of the first letter of the first name plus your last name@nctc.edu.
<b>Evaluation of Course &amp; Faculty</b>	Student driven course and faculty evaluations by students begin during the 11 <sup>th</sup> week of each long semester and are completed on-line. Additionally, adjunct faculty are evaluated each semester in accordance with the Faculty Evaluation Manual by a division chair or representative.
<b>Final Exams</b>	Final exams are given according to the college-wide final exam schedule. An updated final exams schedule can be located by using the NCTC webpage and clicking on Calendars/Events.
<b>Grades</b>	<p>Grading policies are to be explained in the course syllabus, must include the method of calculating the final grade for the course, and cannot be modified once classes begin. Final grades are reported electronically through Campus Connect and made a part of the official records (filed in the Registrar's Office) at the end of each semester. Notice of when final grades are due will be given prior to the end of the semester. Hard copy records are kept on file in the event of a student grade appeal.</p> <p>Letter grades are given as final course grades. Numerical grades may be issued for tests, papers, etc., but these numbers must be converted to letter grades when final grades are reported at the end of the semester. However, numerical grades must be submitted to the campus D/C coordinator at the end of each six weeks or as designated.</p>

<b>Grade Appeals</b>	Any students wishing to appeal the final grade received in any course may do so according to guidelines outlined in the NCTC Catalog. All petitions for change of grades must be submitted with a thorough explanation and any pertinent documentation according to FLD(Local). All changes must be approved in the instructor, department chair or program coordinator, the Provost and Registrar. The grade appeal process must be initiated and completed within one calendar year of completion of the course.
<b>Incomplete Grade</b>	<p>Grades of Incomplete (I) may be given only with division chair and dean approval. To receive an "I" in any course a student must be in good standing in the course through the last day to drop, and the student must petition the instruction in writing, and if the instructor agrees that the incomplete grade is reasonable, he or she will detail in writing the requirements necessary to complete the course and attach the Petition for Change of Grade form to the final grade roll.</p> <p>Instructors who wish to issue a grade of "I" must submit the Petition for Change of Grade with appropriate documentation to the division chair and dean for approval. The Registrar's Office will issue the grade of "NR" for all grades that have not been reported. Once grades have been moved to history the appropriate instructors, department chairs and deans will receive a listing of all students who received an "NR" grade.</p> <p>It is the student's responsibility to comply before the end of the next Fall or Spring semester, or the grade will revert to "F." Once the student completes the course requirements, the instructor must submit a new Petition for Change of Grade.</p>
<b>Learning Outcomes</b>	Student learning outcomes, an essential component of teaching and assessment, are to be listed in the course syllabus. The standard NCTC course syllabus provides a framework around which to design your course. These duties are performed under the guidance of the appropriate division chair and dean. Standards of teaching and student performance worthy of accreditation must be maintained.
<b>Letter of Agreement</b>	Adjunct faculty do not receive employment contracts. Rather, a letter of agreement listing the assigned course, time, location, department chair contact information and salary information will be mailed to each adjunct faculty member. Adjunct faculty members are hired on a semester basis only. Continuous employment is not guaranteed.
<b>Library</b>	Library resources can be accessed through links on the library webpage to resources in the collection. The on-line public access catalog (OPAC) contains holdings of books (print and electronic), and DVDs. Full-text articles in electronic databases are available from any computer on NCTC's intranet. Library items are checked out according to circulation rules for the item types. To extend use of items beyond the normal circulation period, contact the librarian at the campus library where you are teaching. Faculty needing to make a copy from a book or journal in the Library should contact the librarian on duty for assistance. Photocopies are charged to department budgets, and a department code is required to operate these copiers. The code can be obtained from the departmental assistant, and the same code is used at each campus. Picture identification is required to check out items or to utilize the

General Access Computer Labs. Faculty are invited to schedule classes for LRC tours, bibliographic instruction, and orientation to resources by contacting a librarian at the appropriate campus. Intralibrary and interlibrary loan services are provided upon request at the Library at your campus, through email to a librarian at the campus where the material is located, or through the on-line catalog.

**Office/Work  
Space**

The growth experienced by the NCTC campuses has led to limited office space for faculty members. Space limitations vary depending upon the campus. Adjunct faculty members who travel between the campuses are encouraged to speak with their department chair and departmental assistants to determine the best work space. Rooms 201 and 331 on the Corinth Campus are equipped as work space for adjunct faculty, including computers, printers and lockers that can be assigned to adjunct faculty. This is very limited, but conference rooms are available.

**Office Hours**

All faculty are required to hold office hours and to be generally accessible to students. Faculty are to be available for two hours per week per course taught. Adjunct faculty should work with their division chairs to work out days and times that support student needs. These office hours may also include online office hours as deemed appropriate.

**Privacy Act  
Policy (FERPA)**

North Central Texas College complies with all requirements of the Family Educational Rights & Privacy Act of 1974 (FERPA). NCTC instructors must be aware and follow the FERPA guidelines. Grade reporting practices are affected the most by these guidelines. Student grades must be kept private at all times and only be discussed privately with the student who has earned the grade. The student's grade, and related information, cannot be discussed with his or her spouse, friend, employer, parent or legal guardian. Personally identifiable information, such as first and last name, or social security number, cannot be used as a way to publicly report student grades. Any lists that are posted to report student grades should use a randomly assigned number of which only the individual student and the instructor are aware.

**Scholastic  
Dishonesty**

Scholastic dishonesty shall constitute a violation of NCTC rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test, plagiarism, and collusion. "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Scholastic dishonesty should be reported via available form to the Provost's office. Additionally, definitions and scope of student culpability should be considered in the provided syllabus.

**Security &  
Emergencies**

Security coverage is provided on campus during evening classes until 10:00 pm. The security officer may be contacted through the night administrator. On the Corinth Campus, security guards are available all day. For emergencies or any suspicious persons or activities dial 9-911 from any campus phone. The security officer patrols the campus buildings and parking lots throughout the evening. If you would like to be

escorted to your vehicle at night, contact the security officer. Faculty should not leave personal or valuable items in unlocked classrooms or work areas. The college is not liable for lost, stolen or damaged personal property or NCTC equipment checked-out in the faculty member's name.

Campus emergency procedures are outlined in detail on the Emergency Management Checklist for Critical Incidents which is posted adjacent to the emergency exit plan in each room on all campuses.

**Student Conduct** The Student Handbook provides a detailed description of acceptable and unacceptable student conduct for the classroom and campus environment in a standardized code of conduct. Students should be aware of instructor's specific guidelines and procedures for class via the course syllabus. The instructor's guidelines should complement the established NCTC guidelines for student conduct.

A well-managed classroom environment is a centerpiece of effective instruction. Anything that disrupts normal instruction is not allowed in the classroom, including cell phones/pagers (unless in silent mode), headphone stereos, inappropriate language or dress, etc. Instructors experiencing problems with a student should first attempt to correct the disruption through appropriate individual consultation at the end of class, if possible. Students who repeatedly disrupt instructional activities may be referred to the Provost for disciplinary action that may include verbal or written reprimand, suspension, or expulsion.

**Teaching Load** An adjunct faculty member may teach up to 9 load units (or three courses) per 16 week semester. One load unit is equivalent to one semester credit hour. In some cases, and only with the approval of the Provost, an adjunct faculty member may teach more than half time but less than full time. NCTC will be required to contribute 6.58% of the salary into to the Teacher Retirement System on behalf of the faculty member. "More than part-time" adjunct faculty are also eligible for health insurance, however, a 90-day waiting period for coverage applies. Therefore, should a faculty member select to take advantage of this benefit, coverage would be for only one-month during the semester which would be the last month. Since adjunct faculty are employed on a semester-by-semester basis only, the 90-day waiting period would begin again in a subsequent semester. It is possible to waive the health insurance benefit.

Adjunct faculty may teach one class each summer session. Adjunct faculty are limited to one course for each mini-mester.

**Tutoring** Tutoring services are available for students on each campus. Should a class require tutoring, please contact the tutoring office to ensure that appropriate coverage is provided.

## Corinth & Flower Mound Adjunct *Need-to-Know* List

### Corinth Staff:

**Faculty Department Assistants:** Cheryl

Delucia-McDonald [cdelucia-](mailto:cdelucia-mcdonald@nctc.edu)

[mcdonald@nctc.edu](mailto:mcdonald@nctc.edu) and Janet Mathis

[jmathis@nctc.edu](mailto:jmathis@nctc.edu)

**Faculty work areas:** COR 201, 940-498-6204  
and 940-498-6262; COR 331, 940-498-6282

**Faculty work areas:** FLM 107, 940-899-8400

Campus Director: Jessica DeRoche, 940-  
899-8400, ext. 8502, [jderoche@nctc.edu](mailto:jderoche@nctc.edu)

**Campus Dean:** Roy Culberson, 940-498-6220, [rculberson@nctc.edu](mailto:rculberson@nctc.edu)

1. All instructors have a mail folder, which needs to be checked daily before and after class. All Social Science Adjunct Mail Folders are located on the 3rd floor Faculty Office room #331 in Corinth, and boxes are in the Faculty Lounge room #107 in Flower Mound.
2. Establish an NCTC email account and check it frequently. Contact your Department Chair to set up account.
3. New instructors are asked to fill out an Information Sheet which is to be returned to the Faculty Department Assistants (FDAs). All instructors need to notify the FDAs, their discipline's Dept. Assistant, and Human Resources of address or phone number changes.
4. Lockers are available on a first come-first served basis. There are a limited number of lockers available on the 2nd & 3rd floors in Corinth, and in the Faculty Lounge room #107 in Flower Mound.
5. Graded papers should not be left in faculty work areas for students to pick up. This is a FERPA violation. FDAs cannot hold onto papers to be given back to students at the end of the semester. There is no secure place to keep student work. Instructors must make arrangements individually with students who wish to have their final papers returned.
6. FDAs do not proctor classes or tests.
7. Testing Center: Leave test with Testing Center; complete form to accompany each test for each student; have student schedule their own testing time with Admissions; pick-up test from Testing Center.
8. Avoid canceling class. If there is an emergency and you must, notify FDAs of class cancellations, as early as possible.
9. Adjuncts are welcome to do their own copying. Codes are available from the FDA's. If copying assistance is required, please leave materials in either the 2nd or 3rd floor faculty office or email to the FDAs as an attachment. Please be sure to carbon request to all three FDAs and *allow ample time* for requests to be completed.
10. Faculty work areas should be kept tidy and not used as a storage area for student projects, old tests etc. There is too little space to accommodate storage outside of the instructor's locker.
11. A phone is available in each faculty work area for faculty use. Please refrain from using the phone on the Department Assistants' desks. A long-distance phone code can be obtained from the FDAs.
12. Keyless Access & Security Cameras are installed throughout the Corinth Campus. Security cameras monitor each outer entry/exit door, the business office and bookstore. Keyless access is installed on the south entry/exit door, on each computer lab and science lab doors and Allied Health suite. If you teach in one of these locations, your photo badge ID also serves as your key. Access will need to be provided through the Campus Dean's Office.

## **Gainesville Adjunct Need-to-Know List**

### **Faculty Department Contacts: 940-668-7731**

English/Speech/Foreign Language: extension 4355

Visual Art: 4504

Drama & Dance: extension 3318

Science: extension 4252

Math & Physics: extension 6227

Social Science: extension 4323

1. All instructors have a mail box which needs to be checked daily, before and after class.
2. Establish an NCTC email account and check it frequently. Contact your Division Chair to set up account.
3. New instructors are asked to fill out an Information Sheet which is to be returned to the Faculty Department contact. All instructors need to notify their discipline's Department Chair and Human Resources of address or phone number changes.
4. Graded papers should not be left for students to pick up. This is a FERPA violation. There is no secure place to keep student work. Instructors must make arrangements individually with students who wish to have their final papers returned.
5. Notify the faculty department contact as early as possible if you are unable to meet your class so that a substitute can be assigned.
6. Testing Center: Leave test with Testing Center; complete form to accompany each test, for each student; have student schedule their own testing time; pick-up test from Testing Center.
7. Adjuncts are welcome to do their own copying. Codes are available from the department chair. If copying assistance is required please leave materials with the print shop or email as an attachment to the faculty department contact. Please be sure to *allow ample time* for requests to be completed.
8. If you need to make a long distance call, a phone code can be obtained from the department chair.
9. Please see the [NCTC Catalog](#) or the [Instructional Division Handbook](#)\* regarding: Attendance Policy, Completes/Incompletes, plagiarism and student complaint procedures.
10. See the Administrative Assistant in Room 102 to reserve rooms for special events or tutoring.

## **Bowie & Graham Adjunct Need-to-Know List**

### **Graham Staff:**

Campus Director: Kim L. Birdwell

[klbirdwell@nctc.edu](mailto:klbirdwell@nctc.edu)

1. All instructors have a mail folder located in the faculty/staff workroom which needs to be checked daily, before and after class. Establish an NCTC email account and check it frequently. Contact your Department Chair to set up account.
2. New instructors are asked to fill out an Information Sheet, which is to be returned to the night administrator. All instructors need to notify their discipline's Department Chair and Human Resources of address or phone number changes.
3. Graded papers should not be left in faculty work areas for students to pick up. This is a FERPA violation. There is no secure place to keep student work. Instructors must make arrangements individually with students who wish to have their final papers returned.
4. Notify the faculty department contact as early as possible if you are unable to meet you class so that a substitute can be assigned. The Bowie Departmental Assistant does not proctor classes unless it is an emergency.
5. Testing Center: Leave test with Karen Silbaugh; complete form to accompany each test for each student; have student schedule their own testing time; pick-up test from Testing Center.
6. Adjuncts are welcome to do their own copying. Codes are available from the department chair. Clerical and copying assistance will be provided if given ample time for requests.
7. If you must make a long distance call, a phone code can be obtained from the department chair.
8. Please see the [NCTC Catalog](#) or the [Faculty Handbook](#)\* regarding: Attendance Policy, Completes/Incompletes, plagiarism and student complaint procedures.
9. See Karen Silbaugh to reserve rooms for special events or tutoring.

*\*Available in PDF form on the NCTC website: "for Faculty and Staff." (Check with faculty department contact for the generic user name and password to this link, it is most helpful!)*

## **eCampus Adjunct Need-to-Know List**

eLearning Phone Support: 940-668-335

Director of eLearning- Dr. O. John Maduko, email:omaduko@nctc.edu

1. **Email and Discussion Forum Response Time:** Faculty are expected to respond to course email and discussion forums within 24 hours Monday through Friday and within 48 hours on the weekend. Discussion forums referred to here are general “help” type forums, not lesson content.
2. **Course Information for Website:** Faculty members are expected to provide the following information to the eLearning Department on a semester-basis at least one week prior to the opening of early registration for the specified semester. Information may be carried over from semester-to-semester; however, any changes should be submitted as they occur.
  - Catalog Course Description
  - Instructor email
  - Instructor phone
  - Prerequisites (if any)
  - Textbook(s)
  - Additional Requirements (If the course requires the student to have special software, a webcam, digital camera, attend any sessions on campus, etc., it should be listed here.)
  - Amount of time a student should expect to devote to the course weekly.
  - Sample Syllabus
3. **Course Begin and End Dates:** Faculty are expected to enable their course(s) by 8 am on the first day of class, but no earlier than 6 pm on the previous day. Online classes begin on the first Monday of the semester unless the Monday is a holiday. If the Monday is a holiday, online classes will begin on the first Tuesday.

Note: When faculty members open courses early, it causes confusion and results in many calls to the Help Desk. Students think if they have access to one class in ANGEL, they should see all classes. Likewise, a class that is not enabled on the morning of the first day of class results in many calls to the Help Desk.

4. **Major Testing Periods:** Faculty are expected to provide students with a policy on what to do when a test/quiz/exam fails to perform correctly and to monitor course mail more closely during testing periods.
5. **Course Welcome:** Faculty are encouraged to include a course welcome video in each section.
6. **Documentation of Last Day of Attendance for Online Students:** When a student receiving Title IV funds withdraws from an on-ground or online program, the institution must determine the student’s withdrawal date to calculate the amount of financial aid that must be returned to the Department of Education or the lender (known as the Return to Title IV, or “R2T4,” calculation). In an online class, the student’s last day of attendance is the day he or she last interacted with the faculty or posted to the course discussion board. Logging into a course does not constitute attendance.

# Quick Reference

www.nctc.edu

President's Cabinet			
Note: All numbers have a 940- area code			
President	Dr. Brent Wallace	<a href="mailto:bwallace@nctc.edu">bwallace@nctc.edu</a>	668-4230
Provost	Dr. Andrew Fisher	<a href="mailto:afisher@nctc.edu">afisher@nctc.edu</a>	668-3362
VP of Financial Services	Dr. Janie Neighbors	<a href="mailto:jneighbors@nctc.edu">jneighbors@nctc.edu</a>	668-3333
VP of Institutional Advancement	Debbie Sharp	<a href="mailto:dsharp@nctc.edu">dsharp@nctc.edu</a>	668-3305
VP of Administrative Affairs	Robbie Baugh	<a href="mailto:rbaugh@nctc.edu">rbaugh@nctc.edu</a>	668-3300
Director of Marketing & Public Relations	Dianne Walterscheid	<a href="mailto:dwalterscheid@nctc.edu">dwalterscheid@nctc.edu</a>	668-4255

Instructional & Campus Leadership			
Note: All numbers have a 940- area code			
Dean of Instruction- English, Social Sciences	Dr. Larry Gilbert	<a href="mailto:lgilbert@nctc.edu">lgilbert@nctc.edu</a>	498-6216
Dean of Instruction- Science, Math and Teaching	Sara Flusche	<a href="mailto:sflusche@nctc.edu">sflusche@nctc.edu</a>	668-4561
Dean of Health Sciences	O. John Maduko	<a href="mailto:omaduko@nctc.edu">omaduko@nctc.edu</a>	668-4322
Dean of Corinth Campus	Roy Culberson	<a href="mailto:rculberson@nctc.edu">rculberson@nctc.edu</a>	498-6236
Dean of Lifelong Learning	Jessica Carlie	<a href="mailto:jcarlie@nctc.edu">jcarlie@nctc.edu</a>	668-4405
Dean of Workforce and Technology	Debbie Huffman	<a href="mailto:dhuffman@nctc.edu">dhuffman@nctc.edu</a>	668-4475
Director of Library/Learning Resources	Diane Roether	<a href="mailto:droether@nctc.edu">droether@nctc.edu</a>	668-4338

# TEACHING RESOURCES

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## Honolulu Community College

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/teachtip.htm>

A wealth of resources in well-organized categories: Assessment, Communicating with Millennial Students, Core Abilities, Critical Thinking, How People Learn, Human Development, Course Design, Motivating Students, Preparing a Lesson Plan, Dealing With Students, Teaching Techniques, Using Questions Effectively, Difficult Behaviors, Plagiarism, and more!

### ***147 Practical Tips for Teaching Professors***, Robert Magnan

From pre-term activities right through final exams, grading, and evaluation, 147 Practical Tips covers all the important phases of the teaching process.

### ***Teaching Tips for College and University Instructors: A Practical Guide***, David Royse

This book provides a wealth of suggestions, techniques and ideas for the novice instructor. It does not promote a particular teaching style or theoretical orientation, but draws upon recent research findings and years of experience in the trenches of higher education. There are helpful hints on such topics as writing the syllabus, handling complaints about "unfair" test questions and grades, preventing cheating, improving teaching performance, using active learning techniques, and lecturing effectively. Using short "mini" essays and chapters, the book covers the whole spectrum of teaching at the postsecondary level, from the instructor's first-day jitters to preparing a tenure portfolio.

### ***McKeachie's Teaching Tips***, Wilbert McKeachie, et al.

McKeachie's Teaching Tips is a handbook designed to provide helpful strategies for dealing with both the everyday problems of teaching at the university level, and those that pop up in trying to maximize learning for every student. The suggested strategies are supported by research and are grounded in enough theory to enable teachers to adapt them to their own situations. The author does not suggest a "set of recipes" to be followed mechanically, but gives teachers the tools they need to deal with the ever changing dynamics of teaching and learning.