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# **Faculty Guidelines**

## **2017 – 2018**



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- **Arts & Sciences - MVC**
  - **Basic Education - MVC**
  - **Counseling and Student Life - MVC**
  - **eLearning, Library/Center for Learning and Teaching**
  - **International Programs**
  - **Workforce Education, Community Education and Customized Training - MVC**
  - **Whidbey Island Campus, South Whidbey, San Juan, and Anacortes Centers**
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*Skagit Valley College has made reasonable efforts to provide information that is accurate at the time of printing/posting. The College reserves the right to make changes in procedures, policies, calendars, requirements, and programs. All information contained within these faculty guidelines are subject to change without notice.*

## **Mission**

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Skagit Valley College provides opportunities for students in pursuit of their educational and employment goals, while contributing to the economic and cultural enrichment of our communities.

## **Vision**

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Skagit Valley College is dedicated to the success of our students. Our work is guided by a set of shared principles and our decisions are based on strategy and evidence. We are committed to quality, innovation, equity, and lifelong learning of students and employees.

## **Guiding Principles**

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The College community is guided by the following principles:

- Respect
- Integrity
- Open & Honest Communication
- Collaboration

## **Core Themes**

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### **Access**

*Objectives:*

- The College will meet or exceed Strategic Enrollment Management targets.
- The College will meet or exceed the statewide participation rate.
- College enrollment will reflect District demographics.

### **Achievement**

*Objectives:*

- Students will successfully progress and accomplish their educational goals.
- Students will demonstrate significant learning related to general education requirements.
- Students will successfully transition to the workforce.

### **Community**

*Objectives:*

- Students and employees will engage in a culture of mutual respect and acceptance that embraces diversity and promotes a civil society.
- The College will collaborate with its communities through the exchange of knowledge and resources.

## **Strategic Priorities**

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### **1 - Latino Community Engagement**

A focus on recruiting and supporting the educational success of Latino students and engaging with the Latino community on educational, social, and cultural issues

### **2 - Global Citizenship**

A focus on developing global citizenship through curricular, co-curricular, and extra-curricular efforts; an engaged and diverse international student population; faculty, staff, and student exchanges; and, community enrichment activities

### **3 - Environmental Stewardship**

A focus on promoting sound and sustainable environmental stewardship through the curriculum, college and community activities, and institutional practices

### **4 - Utilizing 21st Century Technologies**

A focus on utilizing technologies to deliver education, provide services to students, and improve College processes

### **5 - Aligning Educational Programs with Regional and State Economic Development Strategies**

A focus on developing, offering, and evaluating programs to provide an educated workforce in support of economic development priorities

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**WELCOME TO SKAGIT VALLEY COLLEGE!** We are pleased that you are joining our college community. It is worth remembering that one definition of “college” is an organized group of people who share a common purpose. At SVC, our common purpose is to provide innovative, high quality learning experiences that transform the lives of our diverse students (and ourselves too). We invite your contribution to this purpose and we seek to support your efforts.

We trust this reference guide serves as a useful resource to navigate your role as a faculty member. Additional materials you will want to review include:

- SVC’s catalog, annual and quarterly class schedules: [http://www.skagit.edu/sched\\_search.asp](http://www.skagit.edu/sched_search.asp)
- Operational policies and procedures: [http://www.skagit.edu/files3.asp\\_O\\_pagenumber\\_E\\_2650](http://www.skagit.edu/files3.asp_O_pagenumber_E_2650)
- Professional/technical certification procedures – via the Dean of Workforce Education, [darren.greeno@skagit.edu](mailto:darren.greeno@skagit.edu)
- Faculty negotiated agreement between the district and the Skagit Valley College Federation of Teachers, the bargaining unit which represents you—located in the Negotiated Agreement folder at: <https://skagit.sharepoint.com/sites/portal/administrative-services/hr>

Your suggestions for improvement of this resource are encouraged. Please forward your thoughts to Kenneth Lawson, Vice President for Instruction at [kenneth.lawson@skagit.edu](mailto:kenneth.lawson@skagit.edu).

## History of Skagit Valley College

Skagit Valley College—originally named Mount Vernon Junior College and located as an adjunct to Union High School—opened its doors in 1926 and welcomed its first class of 23 students. The college name was changed to Skagit Valley Junior College in 1948 and in 1958 the present name of Skagit Valley College was adopted. SVC has the proud distinction of being the second oldest community college in Washington. Since that founding year, SVC has grown and now serves approximately 6,000 students each quarter at its two campuses and four centers in Skagit, Island, and San Juan counties.

During the early years, classes were held on the top floor of the high school building. In 1955, a permanent site of 35 acres was purchased and a complex of six buildings was completed in 1959. Because of immediate increases in student enrollment, another 10 acres of land was purchased and a new Library building was constructed. Additional purchases of land have brought the total campus area in Mount Vernon to more than 110 acres.

In 1971, two new facilities were added to the Mount Vernon Campus: Walter Roberts Hall (originally named the Technical Building) and an addition to the Library for a Media Center. In 1972, the Cardinal Bookstore opened its new building. The Diesel Shop was built in 1982. The Gym doubled in size in 1983, resulting in a total seating capacity of approximately 3,000. The addition of a retractable stage converted the gym into a multipurpose Pavilion to be enjoyed by the entire community for concerts, speakers, and other recreation. The Administrative Annex was added to the Mount Vernon Campus in 1986.

James Ford Hall was dedicated in 1988 and named for then SVC President Dr. James M. Ford. Ford Hall houses Computer Information Systems, Office Administration and Accounting Technologies and other computer-related programs. In 1996, C.A. Nelson Hall (originally called the New Technical building) opened, providing much-needed classroom space for Environmental Conservation, Paralegal, and Business Management programs. In 1998, the new Mount Vernon welding fabrication building was posthumously named for Jerry Osborne, SVC welding instructor, who was the catalyst and guiding force behind the building's construction. In 1999, the Mount Vernon Campus faculty and staff lounge was refurbished, and the Delbert E. Tillotson Cardinal Bookstore, President's Office, and Business Office were remodeled and expanded. In Fall 2000, the Pavilion's Fitness Center re-opened after an extensive remodeling. In Winter 2002, the Jerry Banta Fire Training Tower and the Wally Sigmar Soccer Field

were named. A SVC Soccer Wall of Fame was installed at the soccer field in 2013, honoring the coaches who led the Cardinals to 12 Northwest Athletic Conference championships: Tim Babcock, Tom Keegan, Wally Sigmar, and Mike Witmer. After serving SVC for 53 years as Athletic Director, Gary Knutzen retired in the summer of 2015.

In 2004, the McIntyre Hall Performing Arts & Conference Center opened on the Mount Vernon Campus. The hall seats approximately 700 people and the conference center seats up to 300 guests. A variety of arts, educational, entertainment, and cultural programming is offered throughout the year. McIntyre Hall celebrated its 10<sup>th</sup> Anniversary during the 2013-14 year with a variety of special events and programming.

In 2002, the college's tennis courts were relocated just north of C.A. Nelson Hall. In 2005, they were named in honor of faculty emerita Dr. Joan Armstrong, long-time physical education and field hockey instructor and women's tennis coach. In 2010, roofs were constructed over the courts, thanks to a partnership between SVC, Skagit County, and the Skagit Valley Tennis Association. In May 2008, the SVC Board of Trustees unanimously named the Pavilion the Dave DuVall Pavilion, in honor of the long-time instructor and coach.

The Campus Center building remodel was completed in Spring 2008 to provide students with improved and expanded access. In May 2009, the Center was dedicated as the Gary Knutzen Cardinal Center, in honor of SVC's Athletic Director and most long-time employee. The original 1959 cornerstone was re-inserted into the remodeled building, along with newly added college mementos in the original time capsule that was contained in the building.

The Administrative Annex (formerly the Campus Center Annex) remodel was completed in 2009 and houses college administration.

SVC partnered with the Anacortes, Burlington-Edison, Concrete, La Conner, Mount Vernon, and Sedro-Woolley school districts to construct and open the Northwest Career and Technical Academy Quall Center on our Mount Vernon Campus. The academy offers programming options such as veterinary technician and dental assisting. In addition, the NCTA Marine Technology Center in Anacortes to help meet industry workforce demands. Both facilities opened in Fall 2010. In 2009, the college also acquired former church property adjacent to the east side of the Mount Vernon Campus.

On September 15, 2009, the new Laura Angst Hall opened its doors with a ribbon cutting and dedication ceremony. Laura Angst Hall houses the sciences and health occupations programs and incorporates a number of innovative and energy efficient design features. All labs and teaching spaces offer WIFI access, while dedicated smart classrooms utilize eLearning technologies to partner with other Washington community colleges and four-year universities. In June 2010, Laura Angst Hall achieved the highest possible energy certification by U.S. Green Building Council. It was the first public higher education building in Washington to achieve LEED® (Leadership in Energy and Environmental Design) Platinum certification.

A new SVC greenhouse was constructed at the northwest corner of Laura Angst Hall and opened in the Fall 2010. This new learning lab provides biology and environmental conservation students with the opportunity to study in an optimum growing environment. The facility replaces the original greenhouse structure that was constructed by agriculture and horticulture faculty emeriti Skip Pass and the late Dick Nowadnick.

The Business Resource Center (BRC) was created in 1984 and moved into the remodeled former Mount Vernon Post Office in 1987. Currently, the BRC houses the Economic Development Alliance of Skagit County (EDASC) and the Skagit Council of Governments. Through these partnerships, the Center serves the needs of start-up and existing businesses including information referrals, workshops, business counseling, and customized training.

In October 2011, Dr. Thomas Keegan, succeeded retiring President Dr. Gary Tollefson. Prior to being named SVC's sixth president, Dr. Keegan served as president of Peninsula College in Port Angeles for 10 years. Dr. Keegan (also an SVC alum) began his service as SVC's president on March 12, 2012.

On June 12, 2012, Dorcas Lewis Corbin, the 92-year-old daughter of Charles H. Lewis (and an SVC alumna from 1939), joined other Lewis family members, local community leaders, college trustees, faculty, staff, and students for the groundbreaking ceremony at the site of the new Charles Lewis Hall and Gary Tollefson Plaza, just west of James Ford Hall. The 70,000 square foot, \$32.4 million facility serves as the hub for student services, support programs, and academic instruction. The building incorporates many earth friendly features, including radiant floor heating and a usable rooftop green space. The grand opening ceremony for Lewis Hall was held on September 18, 2014, with many community members, faculty, staff, students, and members of the Lewis family in attendance. On May 7, 2015, SVC welcomed back former SVC President Dr. Gary Tollefson for the dedication of the Tollefson Plaza. In June 2015, Lewis Hall became the second building at SVC to achieve LEED® certification, earning LEED® Gold certification. The SVC Hall of Fame was installed on the third floor of Lewis Hall in July 2015, adjacent to the rooftop terrace.

Located in the northwest area of the campus, Joe Reeves Hall received a new roof, a revamped exterior, and an updated Welding shop during Summer 2013.

Beginning in Spring 2016, the college launched its Craft Brewing Academy, a 40-credit certificate program, plus internship. SVC's Academy is the first to be offered among Washington's community and technical colleges and it is the result of the College's participation in Washington Governor Inslee's Skagit Valley Innovation Partnership Zone for Value Added Agriculture. The Academy is designed to provide students with a foundation of knowledge required for successful employment in the expanding craft brewing industry. Working closely with partners who are on the forefront of innovation and share the excitement in bringing agriculture, brewing, economic vitality, and education together are a few of the qualities that make SVC's newest program so unique. Classes take place at SVC's Cardinal Craft Brewing facility, located at the Port of Skagit in Burlington.

At the Mount Vernon Campus graduation ceremony in 2016, 11 students graduated with their Bachelor of Applied Science in Environmental Conservation. They represent the initial class of students to earn SVC's first bachelor's degree. Skagit's BAS degree addresses strong community interest in preserving the environment. Since no other baccalaureate in ecology and natural resources is offered in Skagit, Island, and San Juan counties, SVC's degree increases training opportunities for those seeking a green career.

The Whidbey Island Campus was founded in September 1970 as a cooperative project with the Naval Air Station in Oak Harbor. The Navy transferred property and a former hospital building to the college in 1973. The Science Building was added in 1979, and Hayes Hall, housing the Library, computer labs and classrooms, was built in 1993. In June 2003, the college celebrated the opening of Oak Hall, the beautiful new higher education center. The old science building was named Sprague Hall in honor of Dr. Brinton Sprague, who was instrumental in the development of the Whidbey Island Campus. The South Whidbey Center has served students for the past 30 years; it moved to its current site in Langley in 2016. In 1970, the San Juan Center expanded academic programming and added an on-site coordinator. In 1996, the new Center facility on Weber Way in Friday Harbor was completed. In 2016, the San Juan Center celebrated its 20<sup>th</sup> year of partnering with Washington State University Extension San Juan County and the Port of Friday Harbor.

In May 2017, the SVC community was saddened by the loss of former president Dr. James M. Ford, who passed away peacefully in his sleep at his home on the beach in Anacortes. Throughout six decades of dedication to Skagit Valley College and a complete lifetime of leadership, inspiration, and advocacy, Jim



Ford demonstrated a deep commitment to higher education. A community celebration of his life and legacy was held July 21, 2017 in McIntyre Hall, with more than 350 friends and colleagues in attendance.

### Teaching at Skagit Valley College

As stated in SVC's vision, "we are committed to quality, innovation, equity, and lifelong learning of students and employees." Given this commitment, we encourage creative approaches to meet the diverse educational needs of our students. We seek to foster a learning environment in which students are active and engaged critical thinkers and not merely passive consumers of knowledge. We respect our students' capacity to achieve their career and life goals, and we support their efforts to take their places as contributing citizens of an ever-changing and challenging world.

You are encouraged to take advantage of professional development opportunities through discussions with other faculty and/or administrators, the events and activities offered through the eLearning/Center for Learning and Teaching, and a variety of references available in the SVC Library.

This reference guide is intended to help address frequently asked questions concerning details related to teaching at SVC, particularly in terms of the logistical details and simply finding the resources here to help support you in your role as a faculty member.

### General Education at SVC

In order for you to be an effective, collaborative faculty member at SVC, we ask that you become familiar with the curricular philosophy. The following glossary of important terms you should know is extracted from General Education site on the college's portal: [Skagit Sharepoint](#)

#### GENERAL EDUCATION LEARNING VALUES AND OUTCOMES

Eleven core learning values and outcomes support the college's mission and vision: Integration and Application, Information Literacy, Critical Thinking, Communication, Community & Cultural Diversity, Global & Local Awareness & Responsibility, Individual Awareness & Responsibility, Aesthetics & Creativity, Mathematical Reasoning, Scientific Literacy, and Technology. See Learning Values under the above SVC General Education site for more information.

All students in all transfer degree programs are required to complete two integrative learning experiences: one must be a Learning Community and the second may be another Learning Community or an Integrative Experience. For information on becoming involved in the teaching of Learning Communities and Integrative Learning, please contact your Department/Division Chair and/or General Education Coordinator. A Diversity Intensive course is also required for all degrees. An overview of some common general education terms follows:

- **Learning Communities.** The combination of two or more courses from different areas of inquiry (e.g. sociology and literature, or physics and math, or speech and economics, or composition and philosophy) that are integrated.
- **Integrative Experience.** A curricular or co-curricular learning experience in which students demonstrate their ability to integrate information, concepts, analytical frameworks, and skills from various disciplines, cultural perspectives, and/or field experiences in a purposeful project or experience.
- **Academic Internship.** Students design and complete a project under the supervision of a faculty advisor. The internship can be satisfied in a number of ways: work study, foreign travel,

study abroad, lab/workshop/clinical experience, original research, thesis paper, exhibits, community service, or campus-related activities.

- **Diversity Intensive Course.** Any course that offers a minimum of three credits and meets three of the five Learning Outcomes for Learning Value 4, *Community & Cultural Diversity*.
- **Areas of Study.** The three primary areas into which liberal studies are divided, and the source for distribution credits. They include: **Natural Sciences**, Biology, Earth and Natural Sciences, Chemistry, Mathematics, Nutrition, and Physics; **Social Sciences**, the traditional Social Sciences; and **Humanities**, which includes the Fine and Performing Arts, Communication Arts (World Languages, Media, Speech), Literature, Humanities, and most Philosophy courses.

## **RELATED EDUCATION FOR PROFESSIONAL/TECHNICAL PROGRAMS**

The Northwest Commission on Colleges and Universities—our regional accrediting body—mandates that all students enrolled in an Associate in Technical Arts degree or a certificate program of one or more years must be proficient in certain skill areas outside their technical major. These skill areas include communication, computation, and human relations. SVC has integrated instruction in these areas into all of its Associated in Technical Arts degree and certificate programs.

## CHAPTER TWO – GENERAL INFORMATION

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### ABSENCE FROM CLASS

If you will be late or absent from a day class, you are required to notify the support staff for your Dean/VP WIC in advance so they have time to post a notice on the classroom door. If you are unable to reach a staff member, leave a voice message and follow-up with an email. You should also notify your Department/ Division Chair and email students class cancellation information and post a notice on your course management system. The notification should include any class assignments. Note: If you are unable to reach a staff person in time to post your class cancellation notification, you can call Security (360) 416-7777 (Mount Vernon) or (360) 770-5393 (WIC) to assist.

If you are teaching a Mount Vernon evening class, notify Tee Davis Overby, Evening Programs Coordinator, x7638 or cell (360) 661-1030 and follow-up with an email to your Division Chair and Dean/VP WIC's staff assistant(s). MV BEdA faculty should notify the BEdA Program Supervisor or Night Coordinator (360-416-2535). WIC faculty should contact Diane McClure (360) 679-5371.

All absences require submission of a completed leave form to your Dean/VP-WIC for signature. Leave forms are available on the SVC portal in the Leave Forms folder at <https://skagit.sharepoint.com/sites/portal/administrative-services/hr>

*Faculty members who know they are going to be absent for any amount of time should contact their Dean/VP-WIC and Department/Division Chair to determine how best to cover their classes. Please do not arrange for anyone to teach class in your absence without advance approval from your Dean/VP-WIC.*

### ADVISING

Per the Negotiated Agreement, full-time faculty carry the responsibility of providing academic advising to students assigned to them as “faculty advisor.” A student entering the college will be asked to indicate what certificate or degree they plan to pursue. New students attend a group advising session (Cardinal Takeoff), where they are connected an advisor to help them with their first quarter schedule planning and questions relating to earning their degree. In general, all new degree-seeking student will be required to enroll in a First Quarter Experience (FQE) class in their initial quarter at SVC. FQE is designed to provide students with an Educational Plan, a financial plan, a life plan, increased college navigation skills, and some form of college engagement. Student in GQEs will receive advising in the 5<sup>th</sup> or 6<sup>th</sup> week of training. Expect students to be handed off to a faculty advisor by their second quarter of classes. Faculty advisors will track academic progress and provide a mandatory check-ins as determined by the College's Advising Policy. When a student changes majors, they may request a change in faculty advisors. Faculty counselors are the advisors for students who are undecided between a DTA or ATA, students pursuing prerequisite work to transfer to another community college, and most “high-risk” populations.

Faculty advisors should contact their assigned advisees on a quarterly basis to confirm students are on track for meeting certificate and degree requirements and that the individual education plan is still in effect.

Each September, the Counseling & Advising Center offers a Faculty Advisor Workshop which provides updates to degree and advising concerns; throughout the year, other workshops may be offered to address advising issues. A *Faculty Advisor* notebook will be developed and posted for advisor reference and will contain valuable advising resources, including multiple measures for placement information, degree requirements, standard forms used for add/drop, hardship withdrawal and other related information. Please call Counseling & Advising Center, (360) 416-7654, for additional information.

## **CLASS ENROLLMENT CAPACITY**

Class enrollment capacity is set by the instructional unit Dean/VP WIC and the Vice President for Instruction. To raise or lower class capacity, instructors are to work directly with their department/division chair, who will then confer with the appropriate Dean/VP WIC. Notification of changes in class capacity will be sent to Registration from the Dean/VP WIC and entered into the student management system.

## **WAIT LIST PROCEDURES**

A wait list begins automatically once capacity is attained. Instructors may allow the first five students from the waitlist to sit in on classes for the first three days of the quarter. On day four of the quarter, official enrollment processes must be completed or wait-listed students must exit the class. If openings occur in the class, students must be admitted in order of the class wait list.

The wait list practice is designed to:

1. Allow you, as an instructor, to admit students who have met all prerequisites to your class in order from the wait list.
2. Allow the first five people on the wait list entry into the class during the first three days of the quarter by allowing them to attend for those days at their own risk. In cases where there are physical facilities limitations, students may be turned away and not allowed to enroll.
3. All other students need to have instructor's permission to enter after the third day, but still following wait list order. Ensure equitable treatment of all wait listed students regarding their enrollment.

As always, class overloads may be adjusted for classes or programs as facilities limitations necessitate. The overload revision would be adjusted between the instructor and the appropriate Dean/VP WIC. Please remember – the integrity of this process relies on instructors to honor the wait list procedures.

## **CLASS ROSTERS - See Instructor Briefcase**

## **COURSE PROPOSALS/OUTLINES**

Course outlines for courses listed in the college's current and prior catalogs back to 2001-03 are available online for review and printout by all faculty and staff at the SVC public catalog search <http://www.skagit.edu/schedules>. The catalog course descriptions search is at the bottom portion of the page. A paper copy of course outlines for every credit course taught at Skagit Valley College is also on file in the Instruction Office.

Your class must adhere to the goals, learning outcomes, and content of the course outline, but not rigidly or without imagination. You are free to exercise flexibility and creativity within the course structure. The idea is to provide an educational experience illuminated by your own style of teaching, experience, and expertise that will enable the student to achieve the objective of the course.

## **DEGREE REQUIREMENTS**

Please refer to the latest catalog at [http://www.skagit.edu/sched\\_search.asp](http://www.skagit.edu/sched_search.asp) or programs, majors & courses table <http://www.skagit.edu/a2zpnc.asp> for current requirements for transfer degrees, general degrees, and professional/technical degrees and certificate.

## **DEPARTMENT/DIVISION CHAIRS - SELECTION & APPOINTMENT**

Department Chairs are selected during spring quarter to serve three-year terms. Division Chairs are selected one quarter prior to the expiration of their three-year terms. Fellow department members, Deans/VP WIC/VP SS, and Vice President for Instruction recommend appointees to serve as Chair. Final

appointment is made by the President. A list of current Department/Division Chairs is on SVC's Portal at <https://skagit.sharepoint.com/sites/portal/instruction-office/Pages/Office%20Of%20Instruction.aspx>

### **DEPARTMENT CHAIRS: DUTIES & RESPONSIBILITIES**

The department chair is responsible to the faculty members in his/her department for providing the resources that will enable each faculty member to be successful in his/her instructional effort. He/she is also responsible to the appropriate Dean/VP for planning, administering, implementing and coordinating the instructional effort in his/her department.

#### Operational Responsibilities:

1. To encourage creativity, innovation and commitment to the goals and objectives of the department.
2. To recommend to the appropriate Dean/VP the employment of full-time and part-time faculty in his/her department.
3. To assign faculty to specific programs under his/her jurisdiction and to establish their teaching loads.
4. To continually examine the curriculum and instructional processes in his/her department to assure a quality program.
5. To implement and review the evaluations of all full- and part-time faculty in his/her department in accordance with the provisions set forth in the Negotiated Agreement.
6. To prepare in consultation with the appropriate Dean/VP the teaching schedules of faculty in his/her department.
7. To develop in consultation with the appropriate Dean/VP annual and biennial budgets and special thrusts for programs under his/her jurisdiction.
8. To allocate resources to the department under supervision as prescribed by the annual budget approved by the Board of Trustees and to authorize, review and monitor the expenditure of such resources.
9. To assist faculty members in the department by serving as a catalyst or facilitator.
10. To supply the Dean/VP with appropriate input for planning and coordinating the college district programs.
11. To seek continuous input from department members through department meetings and planning sessions.
12. To insure that course outlines are reflective of current courses.
13. To coordinate the use of student help in the department.
14. To prepare catalog changes.
15. To approve advance standing petitions from students.
16. To account for inventory and maintenance of equipment.
17. To conduct periodic meetings with advisory committees and with community agencies whose efforts coincide with the program.
18. To have responsibility for the physical security of facilities, equipment and supplies.
19. To establish lines of communication with counterparts in district high schools so that a working relationship is maintained.

## **MV ACADEMIC DIVISION CHAIRS: DUTIES & RESPONSIBILITIES**

The MV Academic Division Chair will be responsible for the day-to-day operations of one of the divisions in the Mount Vernon Academic Education unit. The Division Chairs will report directly to the Dean of Academic Education. Duties of the MV Academic Division Chair are limited to:

1. In consultation with the Deans and in collaboration with other units, develop annual and quarterly course schedules based on sound enrollment planning and student needs. This may include, depending on the department, coordinating class schedules to accommodate a variety of general and specialized transfer degrees, and eLearning on a district basis.
2. In collaboration with the Dean and faculty, determine faculty teaching assignments and load, maintaining satisfactory student/faculty ratios.
3. Recommend hiring of full-time faculty and staff, sit on department hiring committees and assist in recruiting and recommending the hiring of faculty.
4. Observe adjunct faculty. Collaborate with the Dean in addressing areas of faculty improvement.
5. In collaboration with the Dean, assist faculty with curriculum development; catalog submission; and course outline revisions.
6. Assist faculty in completing accreditation reports.
7. In consultation with the Dean, complete program review and maintain currency of learning outcomes assessment plans with input from faculty.
8. Provide input for and address annual goals and objectives based on the College's Strategic Plan, Annual Initiatives, and Presidential Initiatives.
9. In consultation with the Dean, provide an annual budget request and monitor department budget expenditures; submit purchase orders.
10. Collaborate with Student Services on advisor training and implementation; work with Student Services staff to improve student learning through tutoring, supplemental instruction and other proven teaching strategies.
11. Participate in the grievance process per Student Rights and Responsibilities.
12. Engage with the community, K-12 and four year colleges and work on marketing and recruitment.
13. Work in collaboration with faculty and staff to manage inventory and equipment.
14. Participate in facilities planning that will impact the division.
15. Represent the division on committees and at the college meetings.
16. Maintaining appropriate division records related to scheduling, personnel, budgets, evaluation, and other relevant information.

## **COUNSELING & SUPPORT SERVICES DEPARTMENT CHAIR - WHIDBEY ISLAND CAMPUS; SOUTH WHIDBEY AND SAN JUAN CENTERS: DUTIES & RESPONSIBILITIES**

The position of Department Chair is a faculty leadership position under the purview of the Negotiated Agreement of SVCFT. The Department Chair is responsible to the faculty members of his/her department for providing available resources that enable each faculty member to be successful in his/her instructional effort. Operational Responsibilities are limited to:

1. Supervises counseling, advising, admissions, registration, financial aid, credit evaluation, veterans' administration, and student activities staff and works collaboratively to develop services with vision and direction.
2. Works collaboratively to develop departmental goals and objectives, and encourage creative and innovative approaches and solutions that meet college needs.
3. Meets regularly with the Vice President of the Whidbey Island Campus, Dean of Students, Academic and Workforce Education to maintain communication about on-going and emerging issues.
4. Keeps the college administration informed about trends in the counseling, advising, admissions, registration, financial aid, credit evaluation, veterans administration and student activities services field.
5. Provides input to Dean(s) on development of budget and recommends expenditures.
6. Coordinates the functional program areas (Disabled and Multi-cultural Student Services, Running Start and faculty teaching schedules) of the counseling area to ensure effective, efficient efforts.
7. Recommends employment of full-time, part-time faculty and staff in the department.
8. Recommends hours of service and staffing needs.
9. Recommends professional development.
10. Works with administration, faculty, and staff to develop meeting agendas. May lead meetings.
11. Drafts changes to college catalog and faculty handbook.
12. Works collaboratively with staff and other college personnel to ensure up-to-date online resources.
13. Works collaboratively with counseling faculty to provide counselor liaisons with college instructional units.
14. Leads assessment efforts.
15. Represents college in local and statewide meetings.
16. Manages budgets for areas as assigned.
17. Provides input regarding the annual schedule.
18. Assists with the observation of faculty.

## **DISABILITY ACCESS SERVICES**

If a student identifies to you as having a disability, please refer him/her to:

### Mount Vernon Campus

Eric Anderson, Counselor and Coordinator of Disability Access Services (DAS), in the Counseling and Career Services Office in Lewis Hall or students may make an appointment by calling (360) 416-7654.

### Whidbey Island Campus or South Whidbey and Friday Harbor centers,

Julie Kunz, Counselor and Coordinator of DAS/TRIO, in the Student Services office of Old Main (Rm.100) or students may make an appointment by calling (360) 679-5319.

More information can be found on the college website ([www.skagit.edu](http://www.skagit.edu)) under Student Services/ Counseling and Career Services/Disability Access Services/Faculty FAQs.

## **eLEARNING/CENTER FOR LEARNING AND TEACHING**

### ***Overview***

The Skagit Valley College eLearning Team provides a variety of services to support the design, development and delivery of fully online, hybrid and web enhanced courses. Courses are delivered using a Learning Management System (LMS). ELearning staff, IT technicians, Student Online Support (SOS), and IT Help Desk work together to provide support to faculty and students with learning technologies issues.

### ***Learning Management System***

SVC currently uses Canvas as its main learning management system (LMS). Canvas is a web-based tool SVC faculty can use to manage course content, provide collaboration and communication tools, deliver and score student assessments and maintains a gradebook. Help is available for students at the SOS in the Library which is also available via email, chat, and phone.

chat: <http://www.skagit.edu/soschat>

- Email: [sos@mysvc.skagit.edu](mailto:sos@mysvc.skagit.edu)
- Phone: (360) 416-7770
- Hours: Mon. - Thurs. 8:00 a.m. – 8:00 p.m.; Fri. 8:00 a.m. – 5:00 p.m.
- In-person: Mount Vernon Library, room S-116 or Whidbey Island Campus Library, Hayes Hall room 107
- Answers to general questions and Support Services (which includes Orientation to Canvas) are found at <http://elearning.skagit.edu>

LMS offers several features including:

- Posting course documents: Post any text document, such as syllabus, articles, and announcements.
- Multimedia posting: Post documents such as PowerPoint slide shows, audio clips, and graphic images and lecture capture recordings.
- Online discussions: A discussion forum allows students and the instructor to carry on a dialogue over any number of topics.
- Online assessments: Deliver and automatically grade multiple choices, fill in the blank, T/F and matching answer test questions. SVC has a site license for Respondus, a tool that converts word documents to a format that can be directly uploaded into a LMS.
- Gradebook: Gradebooks allow students to see their current status and grades at any time.
- Inbox conversation: You can review, reply or send email messages to groups or individual students.
- Group features for collaborative work: Students can be placed in groups so sharing of resources, files and communication to complete collaborative projects.



### ***Course Formats***

There are a number of innovative ways courses can be delivered. SVC uses three modes:

1. **Fully Online:** This mode provides the delivery of a course entirely online. This may include collateral materials such as textbooks or CD-ROMs, but the syllabus, assignments, discussions, reports, exams and other aspects of the class are conducted in a LMS platform. The expectation is that student's don't have to come to class and are not required to be online at a particular time.
2. **Hybrid:** This mode is similar to the online course, except students are required to spend some portion of their course contact time on-campus in a face-to-face class. For example, a world language course might present the factual information (vocabulary, grammar, readings, etc.) in the online portion of the course, with periodic on-campus meetings designed to practice speaking and listening skills. A social science course could present the relevant knowledge and skills in the online portion of the course, with the face-to-face meetings being reserved for discussions and collaborative work. A hybrid course provides an opportunity to take advantage of both face-to-face and online formats. The expectation is that students master content and come to class prepared to move on with new content.
3. **Web enhanced:** This mode uses a LMS platform and/or other web-based resources to enhance face-to-face classes. For instance, the instructor might use the assessment tools to administer periodic tests, provide an opportunity to practice skills and receive feedback. Or an instructor could facilitate small group communication, or to provide an on-going forum for class discussions. This also allows the instructor to use the LMS as an organizational tool. Examples of this include allowing the instructor to display the syllabus and the course scheduled as well as providing links to a variety of student services.

These three modes are designed to support the evolutionary development of a course from a face-to-face format to an online format. An instructor using an LMS to deliver course information can easily make adjustments to create a fully online version of the course.

### ***Skills Needed***

While most learning technologies are fairly easy tool to use, it requires some technical skills to both create and to manage the delivery of the course. In addition, the online format has some implications for the types of instructional strategies used and for how the course might be organized. Currently SVC recommends instructors have at least the following skills before teaching an online or hybrid course.

- **Computer skills:** Experience using a word processor, presentation software (ex: Power Point), and comfortable with general file management tasks.
- **Internet skills:** Able to use a web browser (such as Internet Explorer/Google Chrome/ Safari/Firefox), and conduct Internet-based research, send and receive email, and open and send attachments.
- **Knowledge of an LMS:** There are five sets of skills needed: course alignment, creating content and assessment activities, delivering a course, continuous improvement, and maintaining the class site. This includes such things as to posting documents, course organization, content, managing online discussions, save and recycle course content, and entering student grades, and considering opportunities for course improvement.
- **Standards and best practices:** Faculty are asked to learn and adopt in their course design recognized standards and best practices of the college.

Training is available for any of these skills, as well as a wide range of more advanced topics, for more information check out Faculty Resources at [eLearning.skagit.edu](http://eLearning.skagit.edu).

### ***Training and Support***

The eLearning Department has several training options. Scheduled workshops are available for faculty and staff on a variety of eLearning and instructional design topics. A variety of topics are covered for new users including an overview of Canvas. Contact the eLearning x7951 or [elearning@skagit.edu](mailto:elearning@skagit.edu) for specific information.

### ***Contacting the eLearning Team***

The eLearning office is located in the Norwood Cole Library

- Director of eLearning, Office S-120, call 360-416-6655
- Instructional Technology admin, Office S-115, call 360-416-6651
- Student Online Support (SOS), Office S-116, call 360-416-2562
- Send email to: [elearning@skagit.edu](mailto:elearning@skagit.edu)

### **CAMPUS SUSPENDED OPERATIONS**

In an effort to be prepared for a possible extended emergency closure (1-2 weeks or more), we ask you to do the following:

1. Make sure you have an active SVC e-mail account. This is an expectation of employment with SVC. If you need to request an SVC email account, contact: [IThelpdesk@skagit.edu](mailto:IThelpdesk@skagit.edu)
2. Make sure you know how to access your SVC e-mail account from home or a non-college site (<http://outlook.com/owa/skagit.edu>). Please access this on a regular basis.
3. Make sure you know how to access the e-mail addresses for your students. This can be accomplished in **two ways**:
  - a. Our SVC e-mail system has a class list available for every class each quarter. You can access this list and e-mail your class from home or a non-college site by doing the following via <http://outlook.com/owa/skagit.edu>. (This can also be done from your office computer via Microsoft Outlook.)
    - Access your e-mail
    - Click on **NEW**
    - Click **To**
    - At **Search People**, type in your discipline such as PSYC, ART, CHEM
    - Click the **Magnifying Glass** icon and a list of all PSYC classes for the current quarter will come up
    - Double click your class—you *must know your line number* (example listing: PSYC& 100-3616)
    - Click **To** and **Save**
    - Type your message and **Send**
  - b. Use Canvas. Navigate to your course in [Canvas](#) and use one of the Communication options. We suggest that you send an email to all of your students and also post announcements in the announcement section.
4. Be prepared to teach from home. SVC has in place eLearning tools that are sufficiently robust to support 24/7 class activities even during an emergency closure.
  - Identify specific face-to-face activities which can be converted to asynchronous activities. For example, class discussions become threaded online discussion which takes place over several days. Live class presentations becomes a class recordings (Panopto and narrated PowerPoint slides). Consider hosting online conference for office hours (phone calls, Canvas conference, chat etc).
  - Spend extra time creating a detailed syllabus that includes specific information students need in case of a campus closure. For example, provide contact information (email, telephone numbers, course website address), and course materials prepared in advanced that can be initiated with simple email or course web page instructions.
  - Use basic eLearning technologies that are familiar to you and your students, or requires only a minimal learning curve in order to use effectively.
  - Use Canvas to deliver content and for communication. We suggest that you send an email to all of your students and also post announcements in the announcement section.

- Encourage your students to update their email and telephone numbers in Canvas to ensure effective class communication (update information at registrar office).
  - Advise students where to find up-to-date and reliable information.
  - Backup course files on a flash disk and take them home or have web-based content that can be accessed from off-campus (Ex: use OneDrive, Dropbox or Google Drive).
  - Contact the eLearning office for educational technology support [Elarning@skagit.edu](mailto:Elarning@skagit.edu)
5. Make sure you put your emergency plan in your syllabus so your students know what will happen in an emergency closure.

## **CAMPUS SAFETY**

### **Emergency Alert Notifications**

#### **WANT TO BE NOTIFIED ABOUT EMERGENCIES ON CAMPUS?**

#### **GET UPDATES WHEREVER YOU GO!**

Rave Alert is SVC's official emergency notification system used to communicate with students and employees, via text, email and voice messages, in the event of a college emergency or weather-related delay or closure. SVC and MySVC email addresses are automatically subscribed to the Rave Alert System. Log in to [www.getrave.com/login/skagit](http://www.getrave.com/login/skagit) to review and update your profile. We highly encourage you to add your mobile phone to receive messages via text. For more information about Rave Alerts visit [www.skagit.edu/getrave](http://www.skagit.edu/getrave).

**WE WANT YOU TO BE SAFE AND INFORMED!** In the event of an emergency the College will launch emergency notifications that will include RAVE (text, voice, and email), SVC Website, Facebook, and Twitter. Emergency speakers on the Mount Vernon and Whidbey Island campuses may deliver audible messages – listen carefully to determine what action is required. This mode of communication will most likely be used to announce evacuations, lockdown of a building or campus or shelter-in-place.

### **Safety and Security**

Skagit Valley College's campuses are safe; however, they are subject to many of the same problems that occur in the community. The following information is intended to make you aware of what safety measures are available to you.

The Mount Vernon Security Office has Campus Security personnel on duty seven days a week. In case of a situation requiring medical attention or firefighter response, dial 911 for emergencies. For non-emergencies security personnel can be reached at (360) 416-7777. Each student parking lot is equipped with an emergency radio call-box.

Campus Security provides assistance with:

- Locking/unlocking buildings
- Dead batteries
- Escorts to and from parking lots and buildings upon request
- Parking assistance, regulation and enforcement
- Enforcing smoking policies
- Coordinating emergency contacts
- The overall safety and security of the campus

On the Whidbey Island Campus, security service is available on a daily basis. In case of a situation requiring medical attention or firefighter response, dial 911 for emergencies and (360) 679-5551 for non-emergencies. In all other emergency situations, contact the Vice President of the Whidbey Island Campus at (360) 679-5331 or call the Oak Harbor Police Department at 911.

- At the San Juan center contact the administration office at (360) 378-3220.
- At Marine Technology center contact the administration office at (360) 766-6282.
- At South Whidbey Center, contact (360) 341-2324.

### **Campus Security Safety Tips**

- Always park in well-lit areas.
- Keep valuables out of sight in public areas and your vehicle.
- Don't leave backpacks, books or other personal items unattended.
- Be aware of your surroundings when going to your vehicle, walk with confidence, and have your keys ready.
- Try to walk with trusted friends or in a group.
- Call Security Services if you need an escort to your vehicle at any time. Do not accept offers from others to provide escort services if they cannot provide ready identification as members of Security Services.
- Advise Security of suspicious activity.
- Report all thefts, injuries and incidents to Security immediately.

### **Campus Security Report**

As a student at SVC, you have the right to know about the safety and security of the campus you attend. For SVC's Annual Security Report and details on the number of crimes reported at each SVC campus and center for the last three calendar years, please follow this link <http://www.skagit.edu/files.asp?Q=pagenumber&E=3306>. If you have questions about security, contact the security office on your campus.

### **Emergency Procedures**

Look out for emergency information, evacuation routes and maps of emergency assembly points at classroom and building exits. For detailed emergency preparedness information, suspended operations/inclement weather announcements, or to download a copy of our All Hazards Emergency Response Plan visit our webpage at [www.skagit.edu/emergencyplan](http://www.skagit.edu/emergencyplan).

### **Medical Emergencies**

Small cuts:

- Clean the wound of debris and apply an adhesive bandage.
- Recommend consulting a doctor.

Large cuts/bleeding:

- **Call 911**
- When possible, use protective gloves while giving treatment.
- Using a clean cloth or bandage, apply direct pressure to the wound.
- Have the person lie down with legs elevated.

- Call Security Services.

#### Seizure/Unconsciousness:

- Help them gently to the ground.
- Move objects they might strike away from them (like chairs or tables).
- Cover individual with coat or blanket
- **Call 911** -no exceptions!
- Call Security Services.

#### Fire/Smoke

- NOTIFY others, **call 911**, and provide as much detail as you can.
- Activate Fire Alarm.
- Leave the building quickly, using stairs (do not use the elevators).
- Call Security Services.

#### Suspicious Person

##### As soon as possible:

- **Call 911**, and provide as much detail as you can.
- Provide the dispatcher with as much information as possible about the person, including clothing description, height, build, hair color, eye color, jewelry, vehicle description, license plate number, etc.
- If safe to do so, take a picture with a cell phone or other camera.
- Call Security Services.

#### Suspicious Package/Device

- Upon discovery of a suspicious package/device, immediately- **WITHOUT USING A CELL PHONE OR RADIO call 911**, then call Security Services (numbers on the front of this brochure).
- Immediately and calmly evacuate everyone out of the building or the area.
- **Do not attempt to touch or move the package/device under any circumstances or conditions.**
- **Do not use cell phones or electronic devices. They can activate explosive devices.**

#### What is a suspicious package/device?

Any unattended item:

- That seems out of place in that location.
- That is located in an out-of-the way place where it is not readily visible.
- That matches something described in a reported threat or has a threatening note attached.
- That has visible wires, batteries, a clock or timer, bottles, tanks or bags attached.
- That is abandoned by someone quickly leaving the area.
- That is emitting an odor, mist or oily liquid, or leaking a powdery substance.

Important points:

- Do not touch an item that appears suspicious.

- Do not use a radio or cell phone if an explosive device is suspected.
- Be prepared to provide security and/or law enforcement with detailed information.
- Leave the area as quickly as possible.
- Advise others of the danger.

## **Evacuation**

Emergency evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. Examples range from the small scale evacuation of a building due to a storm or fire to the large scale evacuation of a district because of a flood, earthquake or approaching weather system.

- Evacuate the building when directed to do so, and proceed to a designated Assembly Area.
- Move to the closest EXIT and proceed out the EXIT door or down the EXIT stairwell in a safe and orderly manner, keeping to the right. Do not use the elevators.
- Bring any needed personal items, medication, eyeglasses, etc. with you to the Emergency Assembly Point.
- No one will be permitted to re-enter a building until the “All Clear” announcement has been given and the building has been approved for occupation. Wait for the “All Clear” announcement before returning to your building.

## **Shelter-In-Place**

During certain hazardous situations, when it is safer to remain inside than to leave a building, students and personnel may be asked to shelter-in-place wherever they are. Students, employees and visitors should stay indoors, because there is some form of threat outside. The threat may be from some environmental condition, or be a result of police direction to stay inside until a threat is investigated and the adverse condition terminated

- Close doors, windows and shades.
- During a Shelter-in-Place event, normal office and classroom activities may continue inside the affected buildings. Students and employees must remain in the building until notified of an “All Clear.”

## **Lockdown**

A crisis on campus may require the college to implement emergency lockdown of a building or a campus. This action may be necessary in situations where evacuation would not be appropriate, such as an immediate threat posed by an individual or a violent demonstration.

- Doors should be locked or wedged shut.
- Close windows and shades.
- Turn off lights.
- Move to furthestmost point in the room, away from windows and doors. Spread out as much as possible.
- Remain quiet and mute cell phones.
- Remain in Lockdown until notified of an “All Clear”.

## Active Shooter

### Run ♦ Hide ♦ Fight

If possible, **Run**:

- **Run** from the area immediately. If it is safe to do so, run out of the building and far away until you are in a safe location.
- Notify others you encounter of the danger.
- **Call 911**, and provide as much detail as you can.
- Call Security Services

If unable to **Run**, immediately **Hide**:

- If running, is not a safe option, hide in as safe a place as possible.
- Get to a room as far away from the shooting as possible.
- Lock and/or brace the door and cover windows.
- Do not huddle together, spread out as much as possible.
- Keep quiet and do not answer the door.
- **Call 911**, and provide as much detail as you can.
- Look for means of possible escape or self-defense (**Fight**).
- Call Security Services

If unable to **Run** or **Hide**, prepare to **Fight**:

- As a last resort, consider using force.
- If possible, discuss a plan of attack with others.
- Survey the location for items that could be used as a weapon.
- Remain in Lockdown until notified of an “All Clear.”

## **FACULTY EVALUATIONS**

**Full-time tenured faculty** are on a 5-year evaluation cycle which includes:

1. A current professional development plan
2. Classroom observation by appropriate administrator—during the academic year they are being reviewed—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter in the academic year they are scheduled to be reviewed.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.

**Probationary, tenure-track faculty** will be reviewed as stated in the Negotiated Agreement, Article IX.

**Full-time temporary faculty** will be reviewed annually for 3 years and then convert to a 5-year cycle.

This includes:

1. A current professional development plan
2. Classroom observation by appropriate supervisor – once during the academic year for the first 3 years, then converts to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter each academic year for the first 3 years, then converts to the 5-year cycle.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.

**Adjunct faculty** will be reviewed annually for 3 years and then convert to a 5-year cycle. This includes:

1. Part-time professional/technical instructors teaching a two-thirds full-time load for more than the equivalent of three quarters must complete a professional development plan as part of the requirements of initial certification (WAC 131-16-092, WAC 131-16-094).
2. Classroom observation by appropriate supervisor – once each academic year for the first 3 years, then converts to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes during one quarter each academic year for the first 3 years, then converts to the 5-year cycle.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.
  - Faculty being evaluated can request that documents be included with their evaluation (i.e. summary of opinionnaires, self-evaluation, SGID, etc.). For more information on faculty evaluations, see the Faculty Negotiated Agreement, Article IV, Section 16 and 17 and Article IX posted on the Portal under Departments/Human Resources/Negotiated Agreements for Classified and Faculty <https://skagit.sharepoint.com/sites/portal/administrative-services/hr>



## FIELD TRIPS & CLASS ACTIVITIES

Field trips that support learning objectives are beneficial and encouraged. Limited funding may be available for these activities. Faculty are required to seek approval at least three weeks prior to the field trip from their Division/Department Chair and appropriate Dean/VP WIC by completing and submitting the *Field Trip Request* form available at <https://skagit.sharepoint.com/sites/portal/instruction-office/Pages/Office%20Of%20Instruction.aspx> in the *Student Travel Forms & Info* folder. Once travel is approved and prior to the departure date, each participating student must complete a *Travel for Fieldtrips, Away Games, Groups and Clubs* form, available at the same site. If students are driving privately owned vehicles, the *Student Driver Release* form, posted with the above faculty forms, must be completed and forwarded to the VP for Administrative Services for approval. If you require a SVC van, see **Van/Vehicle Usage**, Chapter 3.

## GUEST LECTURERS

The college encourages the free exchange of social, political and economic ideas and opinions in a forum where different positions and points of view may be freely expressed and debated. Accordingly, the college permits speakers representing diverse points of view to address college or community audiences, while reserving the right to impose specific conditions set forth by the President.

The appropriate Dean/VP WIC must approve requests six weeks in advance for classroom guest lecturers that involve a cost to the college. Please see your Dean/VP WIC support staff regarding what forms need to be filled out.

## GRADE REPORTING

See **Instructor Briefcase** for electronic submittal of grades.

Approximately one week before grades are due, instructors who are unable to use Instructor Briefcase for grading purposes must contact a Registration assistant to access their rosters. Grade rosters are not provided in hard copy format as they are available electronically. A class may be offered on a standard grade basis, a pass/no-credit basis, or a combination of the two. It is the prerogative of the instructor to choose the method, but there may be some students who will need a letter grade. Instructors are encouraged to determine these needs at the beginning of the quarter because grade changes mean extra work for all involved. Grade changes for any reason must be submitted and completed by the instructor via Instructor Briefcase. Grade changes submitted via Instructor Briefcase will be accepted no later than the 2<sup>nd</sup> quarter after the original class occurred. **All grades are due on Monday, by 9:00 a.m., following the last Friday of the quarter. If a student is not listed on an instructor's class roster, that student's grades should be submitted via a printed class roster. *Grades submitted via hard-copy are due in Registration at 3:00 p.m. on the last Friday of the quarter.***

## GRADING POLICY

Evaluation of student performance in courses offered by Skagit Valley College is the prerogative of the instructor. However, these evaluations shall be made in accordance with the grade scale as follows:

<u>Classification</u>	<u>Letter Grade</u>	<u>Grade Points</u>
<i>Above Average</i>	A	4.00
	A-	3.70
	B+	3.30
	B	3.00
<i>Average</i>	B-	2.70
	C+	2.30
	C	2.00
<i>Below Average</i>	C-	1.70
	D+	1.30
	D	1.00
<i>Failing</i>	F	0.00

#### Other:

- I (Incomplete) – An Incomplete Contract is required. (Obtain from Registration Office.) The contract describes what is required to complete the course. Incomplete contracts are to be completed within one quarter, at which time the “I” will be changed to an appropriate grade. The instructor needs to turn in a change of grade form to the Registration Office. If not completed within one quarter, the student receives an “E” for the course.
- N (Audit) – Students may audit classes by permission of the instructor and the Registrar. Faculty cannot assign “N” grades via Instructor Briefcase, students must submit signed audit cards to the Registrar’s office to receive an “N” grade.
- P (Pass) – May be given in lieu of a letter grade by mutual agreement between instructor and student. Generally used when completion of basic skills is more important than precise evaluation.
- V (Ceased Attendance) – Restricted to Community Education classes. Students who register for a course and cease attendance in a Community Education course may be awarded a “V” grade.
- W (Withdrawal)
- During the first two weeks of the quarter, students may officially withdraw from a course without notation on the permanent student record.
  - Course Withdrawal: From week three through the Friday before finals week, students may officially withdraw from a course with a “W” noted on their permanent student record.
  - Complete Withdrawal: The last day to do a complete withdrawal from all SVC courses is the last day of the quarter at 3:00 p.m. All courses on the student permanent student record will be noted with a “W”.
- Faculty cannot assign “W” grades via Instructor Briefcase, students must complete an official withdrawal in the Registrar’s office to receive a “W” grade.”
- Y Students enrolled in Basic Education for Adults (ABE, ESL, AESL, HSC) may be assigned a “Y,” representing “in progress/re-register” in those situations when the instructor deems that the student has been actively working but has not yet achieved sufficient skill level to justify a passing grade.

#### **INSTRUCTOR BRIEFCASE**

**This software application lets you access current and previous class rosters, enter grades and change previous grades for your students. Directions follow:**

1. To log into the Instructor Briefcase, first type the Briefcase's URL into your Internet browser's location/address box: <https://secure.skagit.edu/ibc/>
2. At the box labeled *SID*, enter your ID number. (Don't know your SID? Contact Theresa Nording, (360) 416-7775.
3. At the box labeled *Employee PIN*, enter your PIN. (Don't have a PIN? Contact Theresa Nording, (360) 416-7775.) Your assigned PIN is computer generated and may be changed online by signing into Employee Earnings History.
4. Click on the “Open Your Briefcase” button.
5. From the menu labeled *Quarter*, choose the quarter you would like to open. You can open previous quarters to see rosters with the grades, or you can look at current or future rosters to check enrollment. (NOTE: Class Rosters will not appear in your briefcase until at least one student has registered for the class and Grade Rosters are only posted about 1 ½ weeks before the end of the quarter).
6. To open the briefcase, click the “*Open briefcase for selected quarter*” button.
7. Important: Remember to log out when you are finished. Click on “Close this quarter” button. This will take you back to the Quarter Menu. Then click on “Logout of briefcase” button.
8. If you need further assistance, please contact Theresa Nording, (360) 416-7775.

#### **NON-ATTENDANCE FOR CLASS**

During the first three days of the quarter, if you have a student on your roster and they are not attending the course or have not signed into an online class please email [earlyalert@skagit.edu](mailto:earlyalert@skagit.edu) with the student name, SID, and the course name. Registration will attempt to contact the student to determine if the student wants to remain enrolled in the class. Students will be encouraged to either start their work

immediately or drop the course. If the student drops the class in the first three days of instruction, then the next student on the waitlist will be contacted by Registration about potentially adding the course.

### **STUDENT SUCCESS – EARLY ALERT SYSTEM**

The Early Alert System is designed to help students avoid the pitfalls of failing grades and absenteeism by getting students back on track before it is too late. Faculty are encouraged to email Early Alert when a student is absent for three or more days or is doing poorly in the class. The appropriate Early Alert Team member will work to contact the student and inquire how they can help. If you have a student who is absent for three or more days or is doing poorly in the class, then email the student's name, SID Number, concern, and any suggestions regarding steps the student should take to [earlyalert@skagit.edu](mailto:earlyalert@skagit.edu).

### **OFFICE HOURS**

Full-time faculty must be available to confer with students in their office or at a designated work site for a minimum of five hours per week at a time that meets students' needs. Step B part-time faculty are required to hold at least two office hours per week either onsite or online. This schedule must be made available to students and a copy given to the appropriate Dean/VP WIC. Note: Office hours are intended to support students enrolled in classes you are teaching. Advising appointments should not interfere with this function and should be scheduled outside of regular office hours.

Step A part-time faculty should provide some time outside scheduled class hours to meet with students if they need help.

If you are not assigned an office and wish to find a place where you can meet with your students outside the classroom, please consult the support staff of your Dean/VP WIC.

### **PARKING**

Faculty and staff members using SVC parking facilities are required to have a parking permit and current validation with the following exceptions: evenings after 4:00 p.m., weekends and anytime summer quarter. Mount Vernon Campus employees should contact the Security Services Office in the Gary Knutzen Cardinal Center for a faculty sticker for their vehicles, (360) 416-7777. Whidbey Island Campus faculty should contact the Administration Office, (360) 679-5331.

Parking is on a first-come, first-served basis. Spaces designated "STAFF" are for employees, not for students or visitors. Similarly, staff members are asked not to park in student spaces. Neither staff nor students should park in spots marked "VISITORS", or in those spots reserved for energy-efficient vehicles if their vehicle is not so equipped. Other restricted areas are the disabled spaces, bus stops, fire lanes (identified by red curbing), "Green" designated parking (unless the staffer's vehicle is validated for these spots by additional permit), areas marked "No Parking", and any non-paved surface not intended for parking unless temporarily designated by staff. Vehicles in disabled access areas must have a Washington State disability license plate, or disability parking permit displayed on rearview mirror. Parking lots are patrolled daily, and parking regulations are strictly enforced. Please call Security Services if you have any questions, (360) 416-7777 or WIC Admin. (360) 679-5331.

### **SYLLABI**

The Instruction Committee supports the adoption of the following recommendations as best practice:

**Recommendation 1:** Syllabi, as required by law, shall contain a statement informing students with disabilities where they can obtain support.

**Recommendation 2:** At most a single page (doubled-sided is fine) of the syllabus shall be printed for handout on the first day of class, and the entire syllabus be made available in an easily accessible electronic form.

**Recommendation 3:** The first two pages of the syllabus, printed on a single double-sided page of paper for hand-outs include the following information:

- A. The course ID/name and title
- B. Class times and locations; course web page address where applicable
- C. Faculty information: Name, office location, office hours, office phone, email address, and method of communication/expectations in emergencies such as weather or illness.
- D. Textbook and other supplies or materials (such as Internet access) required for the class
- E. Course description including major learning goals
- F. Grading policy, including the following if they affect a student's grade:
  - Attendance policy
  - Participation policy
  - Late work policy
  - Make-up policy
  - Academic Integrity Issues (link to webpage?)
- G. A course schedule/calendar of homework, tests and projects for the quarter
- H. A statement indicating that the student is responsible for knowing the information that is on-line as well as on the printed syllabus.

**Recommendation 4:** Information such as discipline-specific learning outcomes, general education learning outcomes, general emergency procedures, and the plagiarism policy be archived and accessible online. Faculty then have the option to duplicate the required information from those other documents in their syllabi or to include links to the pertinent web documents in their syllabi.

**Recommendation 5:** Syllabi for all learning communities, integrative courses, diversity courses, and skills designated courses must follow the General Education Implementation Committee guidelines.

**Recommendation 6:** All syllabi will be archived electronically and available to anyone.

## **TRAVEL REQUESTS/REIMBURSEMENTS**

Requests for travel for official business must be submitted in advance on the appropriate form and be approved by the Dean/VP-WIC/VP-SS. Out-of-state travel requires prior approval of the appropriate Vice President and the President. Travel expenses incurred while on official, authorized, and approved college business may be reimbursable. For detailed information regarding airfare purchases and lodging or travel arrangements and reimbursements, please contact your unit support staff and see the published travel rules and regulations or call the Business Office. *Faculty Travel-Prior Approval Request forms must be filled out and registered with your appropriate Dean/VP-WIC/VP-SS.* Forms and instructions are available on SVC's Portal in the *Travel Information & Documents* folder at <https://skagit.sharepoint.com/sites/portal/administrative-services/business-office/Pages/Business-Office.aspx> or through the support staff for your Dean/VP-WIC/VP-SS. For travel with students, please see **Field Trips & Class Activities**.

## CHAPTER THREE – SUPPORT SERVICES & RESOURCES

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### Mount Vernon Campus (MV) & Whidbey Island Campus (WIC)

Admissions – MV.....	(360) 416-7697
Admissions – WIC .....	(360) 679-5319
COMPASS Testing/Electronic Registration – MV .....	(360) 416-7697
COMPASS Testing/Registration Appointments – WIC .....	(360) 679-5319
Athletic Dept./Intramural programs .....	(360) 416-7765
Bookstore – MV .....	(360) 416-7728
Bookstore – WIC.....	(360) 679-5313
Bookstore Hours of Operation: Please refer to the bookstore website, <a href="http://www.cardinalbookstore.com">www.cardinalbookstore.com</a> for updates regarding store hours, or call either campus location. Both campus stores offer special extended hours the first week of every quarter.	
Campus Information – MV .....	(360) 416-7600
Campus Information – WIC.....	(360) 675-6656
Campus Security and Safety – MV .....	(360) 416-7777
Campus Security and Safety – WIC.....	(360) 770-5393
Computer Help Desk (Department of Information Technology) – MV	(360) 416-7766
Computer Help Desk (Department of Information Technology) – WIC	(360) 679-6341
Counseling & Advising Center – MV .....	(360) 416-7654
Counseling & Advising Services – WIC.....	(360) 679-5319
(Counseling & Advising Services offers academic advising, career information and student job help, reading/writing/study skills help, services for students with disabilities, transfer information, high school completion/GED, Running Start, veterans' services, women's programs, Life Transition program, women's programs)	
Customized Training .....	(360) 416-7638
Evening: Evening Programs Coordinator.....	(360) 416-7638 or cell (360) 661-1030
Facilities & Operations – MV .....	(360) 416-7751
Facilities & Operations – WIC – please call maintenance .....	(360) 679-5312
Financial Aid – MV.....	(360) 416-7647
Financial Aid – WIC .....	(360) 679-5320
<i>Financial Aid Hours</i>	
MV: Mon.-Fri.: 9 - 10am; 11:00am - 2pm; 3pm - 4:30pm	
WIC: Mon.-Thurs.: 9am-12pm and 1:00pm-5:00pm	
Human Resources.....	(360) 416-7794

International Programs .....	(360) 416-7734
Library – MV .....	(360) 416-7850
Library – WIC .....	(360) 679-5322

*Library Hours*

- MV: Mon.-Thurs. 8:00 am-8pm, Fri. 8:00 am-3:00 pm, Sat. & Sun. closed.
- WIC: Mon.-Thurs. 8am- 7pm, Fri 8am- 4pm, Sat. 11am-4pm, Sun., closed

Lost and Found – MV .....	(360) 416-7777
Lost and Found – WIC .....	(360) 679-5330
Registration – MV .....	(360) 416-7700
Registration – WIC.....	(360) 679-5330

*Registration Hours*

- MV: Mon. – Thurs. 8:00 a.m. - 5:30 p.m.; Fri. 8am-5pm
- WIC: Mon/Tues/Wed/Fri – 8:00am-5:00pm; Thurs. 8:00 a.m.- 6:30 p.m.

Speakers-Counseling Center .....	(360) 416-7654
Speakers-Multicultural Services – MV .....	(360) 416-7838
Speakers-Women’s Programs – MV .....	(360) 416-7616
Student Activities – WIC .....	(360) 679-5303
Student Life – MV.....	(360) 416-7611
Student Programs – MV .....	(360) 416-7611
Student Programs – WIC.....	(360) 679-5303
Math Center – MV <b>Beth Oshiro</b> .....	(360) 416-7852
Math Center – WIC .....	(360) 679-5307
Prep Work <b>Kim Davis</b> .....	(360) 416-6631
Tutoring Center – MV .....	(360) 416-7852
Tutoring Center – WIC .....	(360) 679-5393
Veterans Education Office – MV .....	(360) 416-7610
Veterans Education Office – WIC.....	(360) 679-5392

## **BOOKSTORE AND THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA)**

The Delbert Tillotson Cardinal Bookstore and the Whidbey Island Campus Bookstore provide textbooks, course materials, and other supplies to support instructional programs at the college. The bookstore also sells SVC insignia merchandise and various campus related items.

Each quarter course materials requisition requests are sent to faculty two weeks prior to the due date.

- Summer Quarter requisitions - due May 1
- Fall Quarter requisitions - due May 1
- Winter Quarter requisitions - due October 25



- Spring Quarter requisitions - due January 25

Requisitions are designed to inform the bookstore of details pertaining to course materials, such as:

- ISBN or UPC number
- Author
- Edition
- Publisher or manufacturer
- Required, Recommended, or Optional
- Related information to identify the material requested
- Number of students expected to enroll in each course section
- Copyright permissions for course pack materials

In order to offer lower prices to students, textbook orders and the mandatory public posting of related information must comply with state and federal legislative requirements. Therefore, faculty are encouraged to submit requisitions in advance of the specified due dates. Textbook information is posted on the bookstore's website the day registration opens each quarter.

Guidelines for completing course materials requisitions are available at:

<https://skagit.sharepoint.com/sites/portal/administrative-services/bookstore/Pages/bookstore.aspx> Faculty can request desk and review copies of textbooks directly through the publisher or publisher's representative. The bookstore is not permitted to supply complimentary desk copies or to "loan" textbooks to faculty. Information regarding desk and review copies can also be found on the bookstore's portal site.

All sales of student course materials and supplies are to be made through the bookstore.

Questions regarding course materials or supplies may be directed to Janet DeJesus, Bookstore Assistant Manager - Course Materials (360) 416-7866 [janet.dejesus2@skagit.edu](mailto:janet.dejesus2@skagit.edu) or Kim Hall, Bookstore, Manager (360) 416-7601 [kim.hall@skagit.edu](mailto:kim.hall@skagit.edu).

### **What should faculty expect from publishers under federal HEOA guidelines?**

July 1, 2010 marked the implementation of the textbook provisions of the Higher Education Opportunity Act. The intent of these provisions was to make textbook costs transparent to students at the time they are registering for classes, and to make it easy for students to gather information they need regarding required course materials in order to comparison shop and be informed consumers.

When a publisher provides information about a textbook or other supplemental materials to faculty, or any person in charge of selecting course materials, the information must be in writing, or an electronic format. This information must include:

- The price the publisher would charge the bookstore for the textbook and any supplemental material (this is often referred to as the "net price") and, if available, the price the publisher would charge the public for the same materials (this is often called the "list price").
- The copyright dates of the three previous editions of the textbook or supplemental material (if any).
- A description of major differences or revisions between the current and previous editions of the textbook or supplemental material (if any).
- Whether the textbook or supplemental materials are available in other printed formats, including paperback or unbound, and, if so, the price(s) the publisher would charge the bookstore for these alternate printed formats, and, if available, the prices that would be charged to the general public for the same materials.
- The same information as described above for custom textbooks, to the extent possible.

- In addition, for any textbook bundle (i.e., one or more textbooks bundled with supplementary materials, such as workbooks, CDs, or DVDs) made available by the publisher, the publisher must make each part of the bundle available separately (with separate pricing).

**PLEASE NOTE:** HEOA legislation also requires SVC to post course material information as close to the start of the registration period as is reasonably practical. Therefore, it is critical departments and faculty provide accurate and complete course material information to the bookstore in a timely manner.

- When possible, course materials information will also be posted for **all** textbooks, e-books, study guides, bundles, access codes, course packs, etc., even if they are not actually carried in the bookstore's inventory. For items that are not stocked, students will be directed to the appropriate source.
- Free materials (handouts or links to free online materials) do not need to be posted for HEOA compliance.
- Non-book course supplies such as goggles, art supplies, flash drives, and uniforms are not covered by HEOA requirements.

For more information regarding HEOA, please refer to the bookstore's link on the SVC portal at <https://skagit.sharepoint.com/sites/portal/administrative-services/bookstore/Pages/bookstore.aspx> or, contact Kim Hall, (360) 416-7601 [kim.hall@skagit.edu](mailto:kim.hall@skagit.edu).

## **ELEARNING/CENTER FOR LEARNING & TEACHING (Resources & Training)**

### **Professional Development**

The eLearning team supports the professional development needs of faculty and staff on the Mount Vernon and Whidbey Campuses. The team organizes professional development workshops on various pedagogical topics, including the use of technology in education. Faculty developing online, or hybrid, or web enhanced, or flexible or flipped classes, or wanting to make effective use of technology in the classroom are encouraged to contact the eLearning team for assistance. One-on-one training sessions can be scheduled via e-mail to [elearning@skagit.edu](mailto:elearning@skagit.edu) or a phone call to the Instructional Technology Admin (360) 416-6651 or the Director of eLearning (360) 416-6655. The eLearning faculty mentors are available to provide assistance with services such as Canvas, Quality Matters, and Multimedia-Social Networking technologies. The eLearning houses a small computers lab (in Room S-116) with various applications, including video editing software. The lab is available for use during regular business hours of operation, but is also available outside of those hours if you make pre-arrangements with eLearning team or library circulation desk. The Center arranges periodic workshops to which faculty are encouraged to suggest topics and attend.

## **COUNSELING & ADVISING SERVICES**

Counseling and Advising Services provide the following services:

- Academic Advising
- Career Services
- Cooperative Education
- Counseling
- Disability Access Services
- Running Start
- Student Support Services
- Veterans' Education Services

The Counseling Office has the following hours:

- Mount Vernon: Mon. - Fri. 8:00 a.m. - 5:00 p.m.



- Whidbey Island: Mon. & Thurs.: 8:00 a.m. - 6:30 p.m.; Tues., Wed., Fri.: 8:00 a.m. - 5:00 p.m.
- For more information or an appointment, drop by the Counseling Center, or call (360) 416-7654 at Mount Vernon, or (360) 679-5319 at Whidbey Island.

### **FAX SERVICE**

Mount Vernon faculty may contact their Dean/VP support staff regarding faxing college-related business. Incoming faxes will be forwarded via campus mail. The fax machine at the Whidbey Island Campus is located in the Student Services Office.

### **FOOD SERVICES**

The Culinary Arts and Hospitality Management Program on the Mount Vernon Campus prepare exceptional baked goods and meals at below market value. This vocational training program combines hands-on experience with classroom lectures to prepare students for an exciting career in the hospitality industry. We have a wide variety of food service options available for you:

- Cafeteria Grab-n-Go featuring sandwiches, wraps, fresh baked goods, yogurt parfaits, soup, salad bar, snacks and beverages
- Hot Express fare includes burgers, chicken, fries and specials such as pizza, hot sandwiches and more! All made completely from scratch!
- The Bistro is a student-run outlet that is constantly changing featuring breakfast foods and buffet style lunches.
- In the Cardinal Café, second-year students plan the menu and demonstrate their skills as Sous Chefs featuring many local and organic products and menus from many different world cuisines.
- Student Grounds Espresso serves great espresso drinks, smoothies as well as plenty of grab-n-go food items and has extended hours to provide options when the cafeteria is closed.

The cafeteria is located on the Mount Vernon Campus in the Gary Knutzen Cardinal Center. Check with the Culinary Arts Program at 416-7707 for hours of operation.

### **INFORMATION TECHNOLOGY**

For more comprehensive information relating to I.T. services, please see the Employee Information Technology Services Guide, available on the SVC website under “Information Technology”.

#### **Computer Helpdesk**

The I.T. Helpdesk is available to assist you with technical difficulties or any technology support question. At Mount Vernon, call (360) 416-7766 or send email to [IThelpdesk@skagit.edu](mailto:IThelpdesk@skagit.edu). At the Whidbey Island Campus, call the Helpdesk at (360) 679-6656 x 6341 or e-mail [wic.help@skagit.edu](mailto:wic.help@skagit.edu).

You can also request a consultation to discuss details in the following areas:

- Best computing practices in the college environment
- Standard and specialized academic or productivity software that you may need
- Multi-media technology and technical support services for classrooms
- Multi-media production services
- Use of non-SVC online/internet technologies and services

#### **Your Skagit Login**

As an employee of Skagit Valley College, a network account has been created for you. Details of this account have been forwarded to your supervisor. This account will allow you to log on to any networked desktop computing stations on SVC campuses and gives you access to computing resources provided by the college to its employees. Some of these resources are specific to your department and your position as initially requested by your department.

- Username is usually *first\_name.last\_name*  
Complete email address: *first\_name.last\_name@skagit.edu*

- Password is initially set as *Skagityxxxx*  
yy= first and last name initials (lower case); xxxx= last four of SID
- Subsequent password changes can be made by either:
  - Using the Ctrl+Alt+Delete key combination in Windows, and selecting "Change a password" option.
  - Visiting <http://www.skagit.edu/changepassword> in your browser.

In accordance with law, college computing and network capabilities may not be used for non-college sanctioned purposes or non-related fundraising. It may not be used for non-college related commercial purposes, or for political lobbying.

### **Email**

Your Skagit logon also provides you with e-mail, calendar, and other collaboration capabilities. SVC is currently using Office 365, a cloud based platform provided by Microsoft. You can use Microsoft's email portal (<https://portal.office.com>) or any standard email program to access your email. Full and part-time faculty must use college email for college business in compliance with protections of the Family Educational Rights and Privacy Act (FERPA) information. See the section on Confidentiality of Student Information (FERPA) in the Student Rights & Responsibilities chapter. If you have a concern or question with regards to using additional e-mail accounts please discuss the matter with your department head or supervisor; or contact the I.T. Helpdesk for further assistance.

### **SVC Intranet**

Skagit Valley College has two portals to help you find information and navigate online.

- The employee portal is at <https://portal.skagit.edu>. (You will need your Skagit Login.)
- The student portal is at <http://www.skagit.edu/mysvc> (You will need your SID# and PIN)
- Links to both portals can be found on the College's official website.

Inside the portal, you will also be required to provide additional employee information. HR would have sent you in the mail this personal information.

### **Printing**

SVCs network provides three printing resource implementations:

- Per approval by your department head, you may have been assigned a desktop printer connected to your computer.
- Many departments have a printer, copier, scanner all-in-one model accessible by all departmental staff.
- Pay for print services are also available in strategic areas. These are primarily intended for students' printing needs.

### **Wireless (Wi-Fi) and Mobile Devices**

On SVC campuses, the following SSIDs are designated to serve various groups and activities:

- "Skagit\_FNS" is a secured Wi-Fi service for faculty and staff use. Please contact I.T. Helpdesk for access.
- "Skagit" is for pre-configured state owned devices. Please contact I.T. Helpdesk for additional information.
- "MySVC" is an open network designed to provide general internet access to SVC community.

**Note:** There are devices that may not be compatible with Skagit Valley College's network.

Guidelines on how to configure devices are available at the I.T. Helpdesk. Unfortunately, I.T. staff are prohibited by policies to repair customer's personal devices but can help with personal device configuration.

## **Media Services**

The following equipment and services are available on both campuses. For scheduling, contact Mount Vernon (MV) IT Department Helpdesk, (360) 416-7766, [IThelpdesk@skagit.edu](mailto:IThelpdesk@skagit.edu) or Whidbey Island, (360) 679-5322.

### **Equipment available:**

- TV/DVD combo unit on cart
- Screens
- Video camera
- Multimedia projector
- Laptop computer
- Digital still camera
- Web cameras
- Panopto recording kits
- iClickers
- Presentation clickers

### **Services available:**

- Laminating and computer-produced posters and signs.
- Multimedia computer with a scanner and color printer in S-131, B&W copier and color printers in S-158 for faculty use.
- Videotaping instructional activities.
- Video captioning for instructional materials.
- Video editing/equipment for student projects in S-131.
- Video editing for faculty S-158.
- Work with instructors to identify and obtain information on the purchase of media equipment.

## **Data Security**

You have a responsibility to safeguard college information. Data security is a serious concern with mobile devices because they can be easily stolen or lost. If you intend to save copies of college-related information covered by privacy and other legal compliance requirements in locations other than your office computer, we suggest you discuss with your supervisor related departmental guidelines as to this practice.

## **Software Licenses**

All software, programs, and applications are copyrighted. There are legal restrictions on how you can use it. Do not copy or install software without permission from the owner or from the I.T Help Desk. If you want to use a program for your class, contact the I.T Help Desk for help negotiating the licensing agreement. The I.T. Helpdesk is available at 360 416-7766, [IThelpdesk@skagit.edu](mailto:IThelpdesk@skagit.edu) or visit us in the Library Building, room S-133.

## **KEYS**

The issuing of keys is controlled to provide maximum security for the college. If a key is needed, please contact the support staff for your Dean/VP-WIC/VP-SS with the specific room number and building. After receiving authorization, the Director of Facilities and Operations or Facilities Supervisor WIC will be notified for distribution of the keys.

## LIBRARY SERVICES

### *Library Research Instruction and Information Literacy*

The library faculty and staff welcome you and your students to the library. We work to provide positive learning outcomes with a special emphasis on the General Learning Value: Information Literacy. Library faculty offer Research Instruction (RI) sessions to improve the library research experience for students and produce better results on your assignments. We look forward to working with you to provide quality library instruction and service.

In order to provide a positive environment for student success, please note the following:

- Collaboration between library faculty and classroom instructors is a key ingredient of a successful instruction session. Learning outcomes are established to ensure that the library instruction provided is appropriate for the assignment and that pertinent library material is available.
- Library research instruction now encompasses an extensive variety of information resources including electronic resources. In order to adequately cover research strategies, as well as resources, the library faculty librarians encourage instructors to consider more than one class meeting.
- The library faculty can also work with you to develop meaningful research assignments. Matching class needs, information resources, and research skills in a relevant library research assignment can result in positive and successful learning outcomes.
- The library faculty welcomes and encourages the class instructor to attend the RI session. Your presence and participation with us during class instruction can ensure a successful library instruction session.
- The library faculty librarians strongly encourage you to schedule your orientation at least one week in advance to ensure your time preference and to allow adequate instruction preparation time for the library faculty.
- Arriving on time is not only a courtesy to the library instructor, it is often necessary to ensure coverage of material.
- The library would appreciate notification whenever you are planning to bring your class to the library to do research. It ensures adequate coverage by library faculty and staff to support your students.
- SKILL (Skagit Information Literacy Learning tutorial) is an educational website designed to introduce students to research sources and skills. This tutorial has been completely revised in 2014. Module 4 in SKILL covers Academic Integrity. Students may e-mail proof-of-completion to their instructors.

**Mount Vernon:** In room S-101, the “Czarna Collins Reference Room”, the maximum class size is 30 students. To make arrangements, please call (360) 416-7847. Special arrangements can be made for larger classes.

**Whidbey Island:** Contact (360) 679-5321 to make arrangements for library instruction. Classes usually meet in H-122, the Quiet Study Room, but arrangements can be made for library instruction in the classroom.

### *Research Guides*

Online research guides are created by library faculty for classes, programs, and many college initiatives. Research guides include information and links to the best resources the library has to offer on a subject; including books, media, film clips and links to outside sources. Research guides are available by going to <http://subjectguides.library.skagit.edu> or going to the library website, <http://library.skagit.edu> and clicking on the link to Research Guides. Links to specific guides can be embedded in Canvas courses. Contact library faculty at either campus to discuss creating a research guide that meets the needs of your program, class, or project.

### ***Borrowing Privileges***

All Skagit Valley College instructors, students and staff have library privileges. Your employee ID card is your library card. At the Whidbey Island Campus, employee cards may be obtained in the library. At the Mount Vernon Campus, employee cards may be obtained at Registration. The library staff at either campus will affix a barcode to your card. The barcode is scanned to check out materials.

Faculty may place a “Hold” on materials either checked out already to others or shelved at the other campus through the online library catalog by signing in with your employee log in and clicking on the “Request” button. Fill in the request form indicating your pick up location and clicking request. Materials checked out by you are subject to recall if needed for student use. Faculty may also borrow reference materials upon request.

Faculty may “Book” media (DVD, CD, or VHS) for a specific show time. This ensures that your media selection will not be checked out at the time that you need it. The item will be waiting for you at the circulation desk on the day of your showing.

E-Books are available through the online library catalog by searching as you would for any book. Librarians can help you set up your Netlibrary account to access e-books from off campus. Books can be viewed or checked out for exclusive use for 24 hours. E-Books are checked in automatically.

### ***Faculty and Staff Loan Periods (Student borrowing privileges differ)***

<b>Item Type</b>	<b>Loan periods*</b>
Books	Due end of the quarter
Periodicals, paperbacks, audiobooks	Three weeks
Reference books, CDs, DVDs, VHS	One week
E-Books	Generally 24 hours

\*Reminders of checked-out materials are sent to instructors a few weeks before the end of the quarter.

### ***Facilities Available***

**Mount Vernon:** Rooms are available for meetings and conferences. S-114 accommodates 12 people and S-101 (The Czarna Collins Reference Room) accommodates up to 33 people. Librarians have priority in scheduling S-101 for library instruction workshops. Please schedule rooms through 25Live. Students have priority in the use of the smaller student study rooms (S-117 and 118) that accommodate four to six people. The study rooms and S-114 are each equipped with a computer, DVD/VHS player, and a large screen monitor.

The library offers a silent study room with study carrels for students needing a quiet study environment.

**Whidbey Island:** The library is located in Hayes Hall 123. Conference Rooms H-126 and H-127 accommodate 4-6 people and each is equipped with a computer and TV/DVD player.

### ***Hours (Inter-session and summer hours vary)***

<b>Mount Vernon:</b>	Mon. – Thurs. 8:00 a.m. - 8:00 p.m. Fri. 8:00 a.m. - 3:00 p.m.
<b>Whidbey Island:</b>	Mon. – Thurs. 8:00 a.m. - 7:00 p.m. Fri. 8:00 a.m. - 4:00 p.m. Sat. 11:00 a.m. - 4:00 p.m.

### ***Inter-library Loans***

Library materials may be obtained from other libraries via Inter-library Loan. Contact the Reference Desk at each campus for assistance. The library may ask departments to share in the cost of interlibrary loans if a faculty member exceeds 10 loan requests in a quarter. These costs may include fees charged by the

loaning library, return postage, and consortium fees. Faculty are responsible for reimbursing loaning libraries for lost items.

### ***Reciprocal Borrowing Privileges at Western Washington University Libraries***

Faculty and students may borrow items from Western Washington University Libraries by presenting their current student or employee ID. A temporary guest researcher log-in is available for onsite database usage. Off-site database access is not allowed due to license restrictions.

### ***Online Databases***

The library offers a variety of online, electronic databases with access available from all library and campus computers. Remote access is available to faculty from the library homepage. Enter your network login (SVC email address and password) when requested. EBSCO Academic Search Premier and ProQuest Direct offer a collection of databases that index over 10,000 academic journals, magazines and newspapers. Each database offers over one-third of their articles in html full-text and/or .pdf image.

More specialized databases include:

- ArtStor (Picture/graphic database)
- CINAHL (health/nursing)
- Credo Reference (full-text encyclopedias, dictionaries, biographies, and quotations)
- Culturgrams (cultural information around the world and statistics)
- Encyclopedia Britannica Online (full-text Encyclopedia Britannica in English *and Spanish*)
- Environment Complete (EBSCO)
- ERIC (EBSCO)
- Facts on File Issues & Controversies (articles on current social issues)
- Films on Demand (streaming educational videos in the Humanities and Social Sciences)
- Gale Virtual Reference (full-text encyclopedias covering social issues)
- GREENfile (EBSCO)
- JSTOR Life Sciences Collection
- Nursing Reference Center
- Science Direct (full-text for subscribed scientific journals)
- Sharpe Historical Reference (American historical reference database)
- Statistical Abstract of the United States

### ***Purchasing of Library Materials***

Instructors are encouraged to work with library faculty to identify and purchase library materials that support their programs. Out-of-date and damaged materials in the library are removed. New materials ensure that students have the most current and accurate information.

### ***Library Home Page – <http://library.skagit.edu>***

The library home page is your key to the library's collection of print, non-print and electronic sources. The site and its resources can be accessed from any computer on or off campus. OneSearch is the new interface to access all library resources: print, non-print, or electronic. Databases can still be searched individually for a more precise search. When off campus, the library's article and reference databases can be accessed using your SVC network login (SVC email address) and password. Persistent links to many electronic resources (such as films or articles) may be embedded directly into your Canvas site.

### ***Reference Services***

Library faculty are available onsite to assist you and your students with your research.

**On or Off Campus:** SVC is a member of an online consortium of reference librarians so you or your students may reach a librarian for chat reference services 24 hours a day by clicking on the *Ask a Librarian* button. Library faculty may also be reached by phone or e-mail:

**Mount Vernon:** (360) 416-7847 or [mv.library@skagit.edu](mailto:mv.library@skagit.edu)

**Whidbey Island:** (360) 679-5321 or [erin.vonnahme@skagit.edu](mailto:erin.vonnahme@skagit.edu)

### ***Reserve Materials***

Faculty may put library materials or faculty-owned resources (i.e. books) on reserve at the Circulation Desk on either campus for student use. Please bring all necessary copies when placing photocopies on reserve. Materials will be checked out to students for the time period specified by the instructor. Reserves are listed in the library catalog by class and/or instructor. All items will be removed from reserve at the end of each quarter unless stated otherwise on the reserve form. *See the copyright section for guidelines for fair use of photocopies in the classroom and on reserve.*

### ***Test Proctoring***

Library staff will proctor SVC make-up exams at the Whidbey Island Campus by appointment only (360) 679-5322. Mount Vernon Campus library staff may do limited proctoring for SVC students. Contact the Circulation Desk at (360) 416-7837.

### ***Library Telephone Numbers***

Library Administration	Director .....	(360) 416-7761
Circulation Desk	Mount Vernon .....	(360) 416-7837
	Whidbey Island.....	(360) 679-5322
Reference Desk	Mount Vernon .....	(360) 416-7847
	Whidbey Island.....	(360) 679-5321
E-mail	<a href="mailto:mv.library@skagit.edu">mv.library@skagit.edu</a>	
Fax	Mount Vernon.....	(360) 416-7698
	Whidbey Island.....	(360) 679-5341
Library Home Page	<a href="http://library.skagit.edu">http://library.skagit.edu</a>	

### **LOST & FOUND**

At the Mount Vernon Campus, Lost and Found is located in the Security Office in the Gary Knutzen Cardinal Center; at the Whidbey Island Campus, it is located in the Registration Office in Old Main.

### **MAIL SERVICE AND CORRESPONDENCE**

All faculty should check their SVC email daily for important information from their Dean/VP-WIC/VP-SS office and for other college announcements. Faculty should also regularly check their campus mailboxes. At the Mount Vernon Campus, faculty mailboxes are located in various locations—check with the support staff in your work unit for the location of your mailbox. At the Whidbey Island Campus they are located in Old Main, Room 123. Off-campus instructors will receive their important information through the U.S. mail.

To route intercampus mail, faculty need to fill out an intercampus envelope (provided in the mailrooms) and put the envelope in an outgoing mailbox. At the Mount Vernon Campus, all outgoing, official college mail is processed through the postage meter in C. A. Nelson, Room 122. At the Whidbey Island Campus, place outgoing mail in the Registration Office and intercampus mail in Old Main 114 (Workroom). Metered postage may not be used on personal mail, and faculty members are urged to use the mail service for official mail only. (For personal mail at MV, please use the USPS mailbox located behind the Library by the book return in the east student parking lot). Stamps may be purchased for personal mail at the Cardinal Bookstore.

### **OFFICE SUPPLIES**

At the Mount Vernon Campus, please contact the support staff for your Dean/VP for information. At Whidbey Island, supplies are available in the Registration Office and after 5:00 p.m. in the Administration Office, Old Main, Room 112.



## **PHOTOCOPYING**

At the Mount Vernon Campus, there are several self-serve copiers available on campus (Angst Hall, C.A. Nelson Hall, Hodson Hall, Reeves Hall, second and third floor of Lewis Hall). Department codes may vary depending on copier location. Codes may be obtained from the support staff of your Dean/VP-SS. Reproductions of teaching aids, handouts, tests, etc. can be made on request by the Copy Center in C.A. Nelson Hall, Room 122. Color copying and binding is available, but there is a department charge for these services. The copiers in the Copy Center are not for general use; all requests must be made through the Copy Center. Requests can be emailed to the Copy Center by sending attachments to [vivian.koetje@skagit.edu](mailto:vivian.koetje@skagit.edu).

To conserve paper, all copy jobs are double-sided unless specifically requested to be one-sided. Please be sure your copy work is within the acceptable parameters of the copyright law. At the Whidbey Island Campus, copiers for faculty are located in Old Main Room 114, Hayes Hall hallway, and Oak Hall Reception area.

## **PURCHASES**

For assistance with purchases, contact your Department/Division Chair and Dean/VP support staff. Please remember that each department has a budget and careful planning is needed on spending.

## **ROOM SCHEDULING**

Requests for classroom scheduling should be made through the office of your Dean/VP-WIC. General information on the Mount Vernon Campus can be obtained from Barb Williams at (360) 416-7695. At the Whidbey Island Campus, contact the Administration Office at (360) 679-5371. Please do not make room changes during the quarter or during finals without going through the official process with your Dean/VP-WIC.

## **SECURITY SERVICES**

The Skagit Valley College Security Services Department's goal is to protect the health, safety and welfare of all persons, life and property in the District. We accomplish this by providing prompt, courteous response and quality service when requested, and by maintaining a peaceful atmosphere on campus. To report a suspicious person, activity or crime on campus, call (360) 416-7777, or, when using one of our hallway emergency phones or parking lot call boxes, dial 7777. At the MVC, the Security Services Office is located in the Gary Knutzen Cardinal Center near the Bookstore. A second resource is the Night School Coordinator, whose office is in Walter Roberts Hall (Room T36) (360) 416-7638 or cell phone (360) 661-1030. At the WIC, call (360) 770-5393 after 9:00 a.m. or call (360) 679-5331.

As a courtesy, Security Officers will provide safety escort services, and are also available to assist with vehicle jump starts and lock outs (providing that the vehicle is on college property and a release form is sign by the driver of the vehicle).

Security Services personnel are on duty at the Mount Vernon Campus 6:30 a.m. to 3:00 a.m. Monday through Thursday, and work 24 hours on Friday through Sunday. Facilities staff will respond to emergency calls on weekday nights when security personnel are not available. At the Whidbey Island Campus, call (360) 770-5393. Security is available Mon. – Thurs. 9:00 a.m. - 10:00 p.m.; Fri. 9:00 a.m. - 5:00 p.m.; Sat. 8:00 a.m.–5:00 p.m.; and Sun. 12:00 p.m. - 5:00 p.m.

### **Campus Security Safety Tips**

- Always park in well-lit areas.
- Keep valuables out of sight in public areas and your vehicle.
- Be aware of your surroundings when going to your vehicle, walk with confidence, and have your keys ready.



- Call Security Services if you need an escort to your vehicle at any time. Do not accept offers from other to provide escort services if they cannot provide ready identification as members of Security Services.
- Advise Security of suspicious activity.
- Don't leave backpacks, brief cases, books or other personal items unattended.
- Report all thefts, injuries and incidents to Security immediately.

#### Campus Security Report

As an employee at SVC, you have the right to know about the safety and security of the campus. For details on the number of crimes reported on each SVC campus and center for the last three calendar years, please follow this link [http://www.skagit.edu/files.asp\\_Q\\_pagenumber\\_E\\_3306](http://www.skagit.edu/files.asp_Q_pagenumber_E_3306). If you have questions about security, contact the security office on your campus.

#### TELEPHONE SERVICE

Requests for repair, relocation, and installation of telephones should be submitted through the online work order system on the college Portal at: [http://dlweb.megamation.com/svc/DLWEB.php/O4W\\_INFO\\_PAGE](http://dlweb.megamation.com/svc/DLWEB.php/O4W_INFO_PAGE) The State maintains a telephone option for official long-distance calling. An authorization number will be issued to you at the request of your Dean/VP-WIC/VP-SS.

#### TESTING

Instructors may refer students to the Testing Center for proctored make-up exams. Testing is by student appointment. Students must have photo I.D., without I.D. students will not be tested. Make-up test forms are in the *Faculty Advisor Handbook* and are also available in the Counseling Center. The make-up test form must be attached to each individual make-up exam. Call (360) 416-7820 at Mount Vernon, or (360) 679-5322 at Whidbey Island.

#### VAN/VEHICLE USAGE

Requests for the use of a school van or vehicle need to be made through the appropriate Dean/VP-WIC/VP-SS for budgeting. Students enrolled in your class may not drive SVC vans due to liability issues. Training is required to drive 12-passenger vans and a CDL is required to drive the bus. Check with the support staff of your Dean/VP-WIC/VP-SS for more information.

## CHAPTER FOUR – STUDENT RIGHTS & RESPONSIBILITIES

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Skagit Valley College provides opportunities for students in pursuit of their educational and employment goals, while contributing to the economic and cultural enrichment of our communities. We do this in a manner that exhibits concern and sensitivity to students, faculty, staff, and others who utilize our services and facilities. It is essential that members of Skagit Valley College exhibit appropriate and conscientious behavior in dealing with others.

We expect all students to conduct themselves according to the standards set below that are consistent with our guiding principles of Respect; Integrity; Open and Honest Communication; and Collaboration. Student conduct which interferes with those standards is not acceptable. Students are expected to comply with these standards for conduct both on and off campus and acknowledge the college's authority to take necessary disciplinary action.

### **Prevention and Detection of Academic Dishonesty**

The prevention and detection of academic dishonesty depends upon the collaboration of SVC community members. Educating all community members about academic dishonesty, the unethical nature of such actions, and their consequences will deter dishonesty and promote the academic success of all students. The prevention of academic dishonesty is often accomplished by applying safeguards when assigning class work, homework, or proctoring exams.

**What is Academic Dishonesty?** Academic dishonesty includes, but is not limited to, the following behaviors in both on-ground and on-line courses:

**Plagiarism:** Presenting as one's own, intentionally or not, someone else's words, ideas, conclusions, images, or data, without specific acknowledgement. This includes, but is not limited to presenting the source's language without quotation marks (with or without citation); paraphrased language that is not cited; and/or language that is cited, but insufficiently paraphrased;

**Cheating:**

- i. using unauthorized assistance, notes, or study aids in completing assignments, taking quizzes, tests, or exams;
- ii. allowing another party to do one's work/exam and turning in that work/exam as one's own;
- iii. submitting the same or similar work in more than one course or while repeating the same course without permission from the course instructors;
- iv. the acquisition, without permission, of a test or other academic material belonging to the college;

**Fabrication:** Falsification or creation of data, research, or resources, or altering graded work without the prior consent of the course instructor;

**Lying:** Deliberate falsification in written or verbal form;

**Bribery:** Providing, offering, or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty;

**Threat:** An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent the reporting of a conduct violation;

**Aid of Academic Dishonesty:** Intentionally facilitating any of the above behaviors.

### **Procedures, Grading and Sanctions**

#### *Procedures for Students*

If it is determined that a student has committed an act of academic dishonesty that student can receive a failing grade for the assignment. The student may fail the course in which the violation occurred if the course instructor determines that the violation is repeated or serious in nature. In these cases, a student has the right to appeal the course grade via the student complaint process found at

<http://www.skagit.edu/complaint> .

Since academic dishonesty is a violation of the Code of Student Conduct, all incidents on which an instructor takes action are reported to the office responsible for student discipline. The college may take

disciplinary action in addition to any academic penalty assigned by instructors. If a student is found responsible for repeated or serious academic dishonesty violations, the student may be suspended or dismissed from the college in accordance with the Code of Student Conduct, WAC 132D-150-070. Disciplinary decisions may be appealed via the disciplinary appeals process described in the Code of Student Conduct, WAC 132D-150-110 found at <http://www.skagit.edu/conduct> . A student may report an alleged Code of Student Conduct violation to an instructor. If this occurs the instructor will approach the student with the alleged code violation and forward the allegations and any accompanying documents to the student conduct officer who will investigate it further.

#### *Procedures for Faculty*

Instructors are responsible to familiarize themselves with the tenets and procedures of the Code of Student Conduct and incorporate the following statement in each of their syllabi:

All students of Skagit Valley College are responsible for knowing and adhering to the **Code of Student Conduct** of this institution found at <http://www.skagit.edu/conduct> . Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Code of Student Conduct are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including dismissal from the College.

Instructors may add additional course-specific clarifications and definitions to their syllabi as needed. When an instructor determines that a student has violated the Code of Student Conduct:

- Contact the student to discuss the situation as soon as possible prior to the posting of final grades and allow the student to present his/her perspective on the case (meeting with the student is not required in subsequent occurrences of academic dishonesty);
- The instructor will document the incident by submitting a Code of Student Conduct Incident Report that can be found online here: [www.skagit.edu/report](http://www.skagit.edu/report). That report will alert a student conduct administrator to the violation and ensure the incident is properly documented for future reference.
- The instructor may invite the student conduct administrator to join in the meeting with the student and/or the administrator may hold a separate disciplinary conference with the student.
- The instructor will determine how to grade the assignment and/or the course in keeping with the policies outlined in the course syllabus.
- Instructors are to grade course assignments in light of work completed during the current quarter only.
- The student conduct administrator will decide what, if any, college disciplinary action will be taken.

A student may report an alleged Code of Student Conduct violation to a faculty member. If this occurs the instructor will approach the student with the alleged code violation and if the instructor believes a violation occurred, will submit a Code of Student Conduct Incident Report to the student conduct administrator who will investigate it further. Disciplinary action may not be taken against a student based solely on an anonymous report. If an instructor receives one, s/he may choose to investigate further, address the issue to the class in question, or wait for more concrete information.

For information regarding disciplinary processes contact: Associate Dean for Counseling and Advising, Sandy Jordan, [sandy.jordan@skagit.edu](mailto:sandy.jordan@skagit.edu), (360) 416-7923.

#### **ACADEMIC PROBATION**

Students carrying five or more credits with a grade-point average below 2.0 for one quarter are placed on academic alert and referred by the Registrar to an adviser in Counseling and Advising Services. Students on probation who receive a grade-point average below 2.0 for a subsequent quarter will be required to see an advisor. Students on probation who receive a grade-point average below 2.0 for a subsequent quarter will be dropped from enrollment. See “Academic Standing” in the current SVC catalog.

## **CONFIDENTIALITY OF STUDENT INFORMATION (FERPA)**

The Family Educational Rights and Privacy Act, otherwise known as the Buckley Amendment, is a federal law related to the access and privacy of student records. Faculty members should be familiar with this law if they are faced with requests for releasing information about their students. **In all cases, faculty are advised to refer requests for student information to the Vice President for Student Services, (360) 416-7738.**

The Buckley Amendment covers two categories of information about students:

1. Personally identifiable information including:
  - a. The name of the student and his or her parents or other family members.
  - b. The student's address.
  - c. A personal identifier such as social security number or student number. (*Note: Posting a student's grade by social security number violates the Buckley Amendment. It is legal to post a grade by an assigned number if it is known only to the student and the instructor.*)
  - d. A list of personal characteristics or information which would make the student's identity easily traceable.
2. Education records also include documents, files, transcripts, e-mail correspondence or other information directly related to a student and maintained by the college. This includes course work. No course work should be left for students in open areas or on desks. Please use your college email or Canvas for electronic communication with your students.

Neither *personally identifiable information nor educational records* can be released to parents, friends, other students, potential employers nor any individual/organization not listed below without a student's written permission.

- a. Persons or organizations providing the student financial aid.
- b. Accrediting agencies carrying out their accreditation function.
- c. Persons in compliance with a judicial order after written notification to the student. Students must be notified but need not agree.
- d. Persons acting pursuant to any lawfully-issued subpoena.
- e. Persons in response to an emergency whose actions are considered to protect the health or safety of students or other persons.
- f. Parents or legal guardian of students if the student is financially dependent as documented by tax return forms.

The Code of Student Rights and Responsibilities is available in the VP of Student Services Office on the Mount Vernon Campus and in the administrative offices at all other campuses and centers and on the college website. Of particular relevance to faculty are student grievance and student disciplinary issues. Both grievance and disciplinary matters follow due process.

### **Progressive Discipline Process for Faculty/Student Conflicts**

Instructors are encouraged to address any student's inappropriate behavior directly and immediately with the primary aim being to educate students about appropriate behavior.

WAC 132D-150-330 of the Code of Student Conduct gives faculty the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course. Faculty members have the right to suspend any student from any single class or related activity for no more than one instructional day per incident, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity, or the learning and teaching environment.

The faculty member shall report this suspension to the student conduct administrator on the same day of the suspension. In consultation with the faculty member, the student conduct administrator may set conditions for the student upon return to the class or activity.

## **STUDENT COMPLAINT POLICY**

The purpose of the student complaint process is to ensure that a student has reasonable protection against arbitrary or capricious actions inside or outside the classroom. The complaint process is designed to resolve problems for students who are having difficulties with college faculty or staff that are not related to disciplinary action, sexual harassment, disability issues, or discrimination.

If a student believes they have been treated unfairly by a member of college faculty or staff, the student may pursue the matter in an orderly progression beginning with a conversation with the person with whom there is a conflict. This conversation should occur within 30 working days of the conflict/complaint.

If that discussion fails to satisfy the student, they may continue the complaint process outlined here: [www.skagit.edu/complaint](http://www.skagit.edu/complaint).

## **CHAPTER FIVE – CONTRACTS, BENEFITS & GENERAL INFORMATION**

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### **FACULTY EMPLOYMENT CONTRACTS**

As per the negotiated agreement between the SVC Federation of Teachers and SVC, the college provides every new full-time faculty member with an employment contract prior to the start of his/her employment. Each year thereafter, the college shall provide each full-time faculty member a new individual contract no later than sixty days prior to the ensuing academic year.

Adjunct faculty contracts are prepared by campus and instructional area (Mount Vernon Campus: Academic and Basic Skills, Workforce Education and Community Education, Library, Whidbey Island Campus administration: Whidbey Island, South Whidbey, and San Juan Centers) prior to the start of the academic quarter and are generally distributed prior to the start of the quarter provided enrollment is sufficient. In the event enrollment is questionable, a contract may not be prepared until after the quarter has begun. If you do not receive a contract, see your unit assistant to ensure that course information has been submitted to Human Resources.

### **BENEFITS: ILLNESS, INJURY, BEREAVEMENT AND EMERGENCY LEAVE**

Please refer to your negotiated agreement and/or contact the Human Resources office, (360) 416-7794.

### **HIRING**

All faculty openings are advertised and posted on our public website under *About SVC/Human Resources/Current Openings* [http://www.skagit.edu/news.asp\\_Q\\_pagenumber\\_E\\_3521](http://www.skagit.edu/news.asp_Q_pagenumber_E_3521) Skagit Valley College is an equal opportunity employer.

### **JURY DUTY**

Excluding instances involving being a litigant or subject of investigation, a faculty member may be excused from his/her duties for jury service or for subpoena. Such faculty shall be paid his/her regular pay, less the fee he/she received for acting as a juror or witness. Such leave shall not be deducted from any other leave to which the member might be entitled. A leave slip must be completed and submitted to the appropriate supervising administrator and then forwarded to Human Resources.

### **NEGOTIATED AGREEMENT BETWEEN THE SVC FEDERATION OF TEACHERS & SKAGIT VALLEY COLLEGE**

This agreement covers important aspects of faculty employment and is available online from SVC's Portal at <https://skagit.sharepoint.com/sites/portal/administrative-services/hr> in the *Negotiated Agreements for Classified and Faculty* folder.

### **PAY DATES**

Employees are paid twice a month on the 10<sup>th</sup> and the 15<sup>th</sup>. All work between the 1<sup>st</sup> and 15<sup>th</sup> is paid on the 25<sup>th</sup>, and work from the 16<sup>th</sup> through 31<sup>st</sup> is paid on the 10<sup>th</sup> of the month. In the event your contract, special assignment or stipend is not submitted to HR in time for HR processing, you may not receive a paycheck until the next pay period. Employees have the option of being paid by check or by direct deposit to a designated financial institution. Direct deposit request forms are located on the portal under *Human Resources & Payroll/Payroll – Forms, Timesheets, Information* <https://skagit.sharepoint.com/sites/portal/administrative-services/hr>. Please note the first check issued will not be direct deposit if you are new to the system or have recently changed banks and/or account numbers.

### **PAYROLL DEDUCTIONS**

Questions regarding payroll deductions, such as credit union deductions, withholding taxes, etc. require employee authorization in writing. W-4 forms for changing withholding are located on the SVC's Portal under *Human Resources & Payroll* at <https://skagit.sharepoint.com/sites/portal/administrative-services/hr>.

Print the form, fill it out, & turn it into payroll. If you have additional questions, please call Payroll at (360) 416-7637.

## **PERSONNEL INFORMATION**

Faculty and staff with personnel questions may contact the Human Resources Office in the Administrative Annex Building, Mount Vernon Campus, (360) 416-7794.

## **SID & PIN NUMBERS**

- To obtain your SID and PIN for use with payroll applications (timesheets, employee earnings history, etc.), contact Human Resources at (360) 416-7794.
- To obtain your SID and PIN for use with Instructor Briefcase, contact Theresa Nording in Enrollment Services at (360) 416-7775 or stop by with picture ID.

## **SICK LEAVE**

Faculty accrue sick leave per the SVCFT Negotiated Agreement. Adjunct faculty accrue sick leave on a prorated basis. Faculty who are absent due to illness are required to submit a Leave Request form. Leave forms are available on SVC's Portal

<https://skagit.sharepoint.com/sites/portal/administrative-services/hr> under *Human Resources & Payroll/TLR*.

## **FACULTY PROFESSIONAL DEVELOPMENT PLANS**

### **(Article 7, Section 4.1 of Faculty Negotiated Agreement)**

#### **Section 4. Professional Development Requirements**

**7.4.1 Professional Development Plan (PDP).** All faculty who are required (as noted below) to create a professional development plan must submit their PDP to their appropriate administrator (as defined in 7.4.3.1) on or before November 15. The PDP provides an opportunity for faculty to establish professional growth objectives over a five year period. The PDP must contain a minimum of five Professional Development Activities (PDAs) for a five year period.

The PDP is to be developed by the faculty member in collaboration with the appropriate administrator; however, administration will make every effort to accommodate faculty preferences in choice of activities. Successful completion of the PDP meets WAC 131-16-094 requirements for professional-technical faculty. For professional-technical certification requirements refer to WAC 131-16.

**7.4.1.1** All tenured full-time faculty and full-time temporary faculty with more than three years of service are required to have a five year PDP.

**7.4.1.2** All part-time professional-technical faculty who teach two-thirds or more of a full-time load for more than the equivalent of three quarters are required to submit a three year PDP. Upon completion of their three year PDP, they will transition to a five year PDP.

**7.4.1.3** All probationary track faculty and newly hired full-time professional-technical faculty will be required to submit a three year PDP. Upon completion of their three year PDP, they will transition to a five year PDP.

**7.4.1.4** The PDP may be modified by mutual agreement between the faculty member and the appropriate administrator; however, the faculty member will be required to create the PDP only once every five years. Modifications will be included as an amendment with the original plan.

**7.4.2 Criteria for Approving Professional Development Activities.** The PDAs included in the plan will be approved if:

**7.4.2.1** The activity meets the professional growth objectives as established in the plan.

- 7.4.2.2 The activity is relevant to presently or potentially assigned responsibilities of the faculty member.  
As activities listed in the PDP are completed the faculty member will submit proof of completion to the appropriate administrator. Faculty members are encouraged to maintain a copy of their PDP and completed PDAs in their own professional development file.  
Examples of professional development activities that may be used alone or in a combination to meet the professional growth objectives established in the plan include but are not limited to: workshops, conferences, back-to-industry experiences, research, projects, or college coursework.  
Note: The PDA will be evaluated on the basis of meeting the objectives established by the faculty member in collaboration with the appropriate administrator, not on the basis of the time spent on the activity. However, it is understood that activities that satisfy the PDP will not create an undue or excessive burden for the faculty.
- 7.4.3 Disputes Regarding the PDP or PDA. Disputes regarding the development of the PDP or approval of a PDA shall be submitted to the Professional Development Committee for advice and recommendation. Said recommendation will be returned to the faculty member and appropriate administrator. If necessary, final resolution will be handled by the Vice President for Instruction or by the College President or designee.
- 7.4.4 Definition of Appropriate Administrator.
- 7.4.4.1 Dean of Basic Education - approves plans for all Adult Basic Education and English as a Second Language faculty at the Mount Vernon Campus;
  - 7.4.4.2 Dean of Arts and Sciences – approves plans for all Arts and Sciences faculty at the Mount Vernon Campus;
  - 7.4.4.3 Director of Library Services – approves plans for all librarians at the Mount Vernon Campus;
  - 7.4.4.4 Vice President of Student Services – approves plans for counselors at the Mount Vernon Campus;
  - 7.4.4.5 Vice President of Whidbey Island Campus – approves the plans for all academic faculty, counselors and librarians at Whidbey; reviews the plans for all professional-technical faculty at Whidbey Island Campus;
  - 7.4.4.6 Dean of Workforce Education – approves the plans for all professional-technical faculty in the District; nursing plans are approved in conjunction with the Director of Nursing;
  - 7.4.4.7 Associate Deans– perform duties as assigned by Dean or appropriate Vice President.

## **SKAGIT VALLEY COLLEGE FEDERATION OF TEACHERS (SVCFT)**

All full- and part-time faculty in the Skagit Valley College District are represented by the local affiliate of the American Federation of Teachers (AFT) Washington, AFL-CIO. As the legally recognized bargaining agent for district faculty, our Local 4985 represents the interests and issues determined and prioritized by its membership. The organization also provides assistance in interpreting the faculty negotiated agreement and in assuring due process in any official interactions between SVC administration and faculty members. In addition, the SVCFT is responsible for providing both faculty representation at regularly-scheduled governance committee meetings and timely reporting of college governance actions. The SVCFT meeting schedule is determined during the fall quarter in-service days, and all faculty are sent email reminders in advance of each meeting throughout the year.

For more information the Human Resources office can provide contact information for the current SVCFT union president.



## CHAPTER SIX - POLICIES

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### COPYRIGHT GUIDELINES

The right of Congress to set copyright law was established by the U.S. Constitution. The Copyright Act of 1976 and subsequent amendments protect the rights of owners of intellectual or artistic creations. It grants owners exclusive rights to profit from the sales and performance of their works. Those rights extend to any tangible medium of expression and include reproduction, derivation, display, or distribution by sale, lease, and transfer or lending.

***Lack of understanding about copyright places you and the college at risk for lawsuits. The law provides several ways to make copies for students legally: Fair Use for educational purposes, the TEACH Act for use within a learning management system (i.e. Canvas), public domain and open source materials, asking permission and paying a royalty fee.***

The following information explains educational Fair Use. When we can't meet the Four Factors of Fair Use, we can request permission to copy from the rights holder and then pay a small royalty fee each time the work is used (including subsequent quarters).

#### ***Four Factors of Fair Use***

The Fair Use Doctrine **balances** the rights of the owner against the needs of society. It permits use of materials for *nonprofit*, educational purposes without permission under certain conditions. The Fair Use Doctrine does not guarantee protection from lawsuits or even the court decision, but good faith efforts may mitigate fines and damages. Think of fair use as a balance scale to see if your use tips to fair use or not. The following four factors are used to help determine if usage is fair use:

1. The purpose and character of the use. How and why will it be used? Classroom instruction is okay—public presentation is not. Does the use support your learning outcomes?
2. The nature of the copyrighted work. What kind of material will you be using? Copying informational (nonfiction) works is more likely to be considered fair use—copying creative works (i.e. poetry) may not. Works intended for classroom consumption (workbooks) may *not* be copied without permission from the rights holder.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. The amount to be copied should not be a substantial portion of the work. *See the section below on Fair Use Guidelines.*
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

The goal is to meet at least half of the four factors of fair use. An unpublished work does not protect you from a fair use violation. Under current law, all new works are copyrighted from the moment they are fixed in a tangible form. Please contact the Copyright Officer (Mindy Coslor) at (360) 416-7761 for assistance with Fair Use compliance.

#### ***Permission for Copying Beyond Fair Use***

Anyone using works in a way that does not meet the Four Factors of Fair Use must obtain written permission and file the permission with the Copyright Officer. Call Mindy Coslor, at x7761, for assistance in obtaining permission.

#### ***Printed Works That May Be Used Freely***

Works enter the public domain when they meet any of the following conditions:

1. The owner has placed the work into the public domain. See <http://creativecommons.org>.
2. Works whose copyright has expired:

- a. Publications published before 1923.
- b. Works without copyright notice *and* published between 1923 and 1977.
3. Failure to renew copyright protection. Currently copyright is conferred for 70 years beyond the life of the creator, but earlier law required renewal.
4. Categories not protected by copyright. U.S. federal government documents that are published by the Government Printing Office are not copyrighted. Some documents are now outsourced for publication and are copyrighted.

Once a work is in the public domain, it is no longer eligible for copyright protection.

### ***Open Source and Creative Commons Licensed Works***

The librarians will assist faculty in locating open source and Creative Commons licensed works for classroom curriculum. Online assistance can be found in the library Research Guides:

- OER: An Introduction (<http://subjectguides.library.skagit.edu/oer-introduction>) and
- OER: guide to Resources (<http://subjectguides.library.skagit.edu/oer-resources>)

Also visit Open Washington Hub (<https://www.oercommons.org/hubs/open-washington>), a repository of community college open source curriculum materials that are freely available to use.

### ***Unallowable Copying***

Copying is not a substitute for anthologies, compilations or collections whether or not the copies are collected or used separately. No copies may be made of items that are considered “consumables”, such as workbooks, exercises, standardized tests, test booklets or answer sheets. Copying may not substitute for the purchase of books, reprints or periodicals. Under Fair Use, copying the same materials may not be repeated quarter after quarter. *See Coursepacks below.*

### ***Coursepacks***

Coursepacks require permissions from the copyright holders. This was clearly established by the *Basic Books Inc. v. Kinko's Graphics Corp.* (S.D. N.Y. 1991) court decision and reaffirmed in *Princeton Univ. v. Michigan Document Servs.* (6th Cir. 1996). The copyright officer will assist in obtaining copyright permissions through the Copyright Clearinghouse. Once permission is secured, the bookstore will arrange copying and selling of the product to students. Normally, permission must be secured each quarter. Please allow sufficient time (about 6 weeks) for permission and copying. Coursepack forms are located on SVC's Portal at: <https://skagit.sharepoint.com/sites/portal/administrative-services/bookstore/Pages/bookstore.aspx>

### ***Presentation of Copyrighted Audiovisual Materials***

Film and videos are copyright protected but fall under Fair Use for face-to-face educational purposes. Videos labeled “Home Use Only” may be used in nonprofit educational institution classroom situations for face-to-face teaching activities as long as the copy was legally made. Any other use *outside the classroom* requires written permission from the holder of copyright or performance rights. Recording and classroom use of broadcast programs (i.e. television) have their own set of limitations such as classroom use within 10 days of recording and retention of 45 days. For more details of conditions of multimedia presentations and off-air recording of broadcasts, contact Mindy Coslor, Copyright Officer at (360) 416-7761.

### ***Student and Faculty Multimedia Projects***

Multimedia projects produced by students and faculty for course-related work, which utilize copyrighted works, have limitations under the Educational Multimedia Fair Use Guidelines. Use of copyrighted works beyond the guidelines requires permission from the owner of copyright. Three copies may be made of the student/faculty project with an allowance of one copy for each member of a group project. Fair Use expires 2 years after the first instructional use of the product.

#### **Notices**

It is the responsibility of the multimedia project creator to adequately cite the sources and to display the copyright notice and copyright ownership information if shown in the original source. It is also the responsibility of the creator to include an opening screen notice: "Certain materials are included under the fair use exemption of U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use." *Source:*

[www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf)

### ***Digitized Materials***

The Digital Millennium Copyright Act of 1998 (DMCA) regulates the use of digitized materials such as music, pictures, animation and documents. In general, do not scan or otherwise convert any analog intellectual property into digital format without permission from the copyright owner, unless it is certain that no digital copy is available in the marketplace (see TEACH Act below). The college will be held liable for unrestricted posting of copyrighted materials on web sites unless written permission is on file and copyright permission is noted on the web page.

### **THE TEACH ACT**

The Technology, Education and Copyright Harmonization Act (known as the TEACH Act) became law November 2, 2002. This law addresses the use of digitized materials in a distance-learning situation. In order to use the TEACH Act, institutions must have in place a copyright policy and institute training for faculty, students and staff.

This law modifies and provides exemptions to Sections 110 and 112 of the Copyright Law. The first exemption allows for display and performance of non-dramatic literary works in their entirety without permission. These may be graphs, photographs, charts, text and music. Dramatic works such as motion pictures, plays and operas may only be used in general and in reasonable and limited amounts. If, however, the use of a dramatic work is key to the teaching and would normally be used in its entirety in a face-to-face classroom, it is allowed.

The exemption to Section 112 provides for the copying of analog materials into digital format for use in the digital classroom if it meets the following conditions:

- a. The material is not available on the market digitally or the available digital copy is protected in a way that prevents its use,
- b. The digital copy will be used only for the classroom,
- c. No additional copies may be made from the copy,

The digital copy should be retained only for as long as necessary to meet the teaching objective. The more challenging aspect of the TEACH Act is the restriction on redistribution. To the extent possible, the college must restrict access only to the students enrolled in the class through logins and passwords (i.e. Canvas). In addition, copyrighted materials should not be retained in accessible forms beyond the class session. The college must make a reasonable attempt to prevent further dissemination of the materials. If access is limited to authorized students and withdrawn when the teaching objectives are

met, then, in general, the college has reasonably met the requirements. Future developments in technology should help tighten these controls.

For more information, visit <http://www.copyright.gov/circs/circ21.pdf>. For assistance, please contact the Copyright Officer, Mindy Coslor, at (360) 416-7761

### **SOFTWARE LICENSES:**

All software, programs, and applications are copyrighted. There are legal restrictions on how you can use it. Do not copy or install software without permission from the owner or from the I.T Help Desk. If you want to use a program for your class, contact the I.T Help Desk for help negotiating the licensing agreement. The I.T. Helpdesk is available at 360 416-7766, [mv.help@skagit.edu](mailto:mv.help@skagit.edu) or visit us in the Library Building, room S-133.

### **DRUG FREE WORKPLACE POLICY**

OPPM 3010 Approved 7/20/11 [http://www.skagit.edu/files3.asp\\_Q\\_pagenumber\\_E\\_2650](http://www.skagit.edu/files3.asp_Q_pagenumber_E_2650)

The College is committed to providing a drug-free workplace. Abuse of controlled substances negatively impacts the educational environment, job performance and employee/student safety. The College's objective is to insure that employees are in a position to perform their duties safely and efficiently in the interests of their fellow employees, students as well as themselves. The presence of controlled substances on the job, and the influence of these substances in the working environment are inconsistent with the College's objective.

### **PROCEDURE**

Employees and students will be made aware that the unlawful possession, use, or distribution of controlled substances on College property, or as any part of a College activity is prohibited.

At the time of hire, employees will be requested to sign a Drug Free Statement indicating they have received, read and understand the Drug Free Workplace policy of Skagit Valley College. The signed Drug Free Statement will be filed in their personnel file.

Students, through the College publications, are provided information regarding the policy on a Drug Free Workplace.

An employee or student violating the College's policy are subject to sanctions imposed by the College which are consistent with disciplinary action in accordance with applicable contract provisions, Code of Student Conduct, local, state, federal law and regulations.

### **FOOD AND DRINK IN CAMPUS FACILITIES**

Individual faculty members maintain the right of choice with the following guidelines:

- ***Each faculty member is responsible for the classroom being left in a clean and orderly condition.***
- Spills in the classroom should be promptly reported to Facilities & Operations, x7979.
- In computer labs, science labs, Professional/Technical skills classrooms, music practice rooms and classrooms, and the theater, customary prohibition of food and beverage consumption will continue to be enforced for health and safety reasons.
- In general, the consumption of food and drink is not allowed in the Library. Only beverages in securely capped containers are allowed. The consumption of food and drink is allowed in the lobby adjacent to the Library. Exceptions may be made for special occasions or events.

## SMOKING ON CAMPUS

OPPM 1330 Approved 1/30/2009 [http://www.skagit.edu/files3.asp\\_Q\\_pagenumber\\_E\\_2650](http://www.skagit.edu/files3.asp_Q_pagenumber_E_2650)

Smoking is permitted only in designated smoking areas. Smoking is never permitted within 25 feet of entrances, exits, windows that open, and ventilation intakes. Violations of the smoking policy may be referred to the college security office for enforcement. Students and employees who violate this policy and the Washington Clean Indoor Air Act are subject to reprimand and disciplinary proceedings according to appropriate policy.

## POLITICAL ACTIVITY POLICY

OPPM 1230 Approved 1/30/2009 [http://www.skagit.edu/files3.asp\\_Q\\_pagenumber\\_E\\_2650](http://www.skagit.edu/files3.asp_Q_pagenumber_E_2650)

The freedoms of speech, assembly and other permissible expression as granted under the Constitutions of the United States and the State of Washington, will be managed using the guidelines found in Washington Administrative Code 132D-tbd. Expressions, assembly and other conduct will be managed in accordance with these administrative codes regarding non-discrimination, equal rights, and accessibility. The College reserves the right to manage First Amendment activities and expressions on the basis of time, manner and place guidelines.

### PROCEDURE

Nothing in this policy shall prohibit college employees from exercising their right to vote or expressing opinions on political subjects and candidates, participating in campaigns, or to hold office in a political party.

This policy shall not prohibit or restrict faculty, staff or students from participating or organizing events or activities designed to advise or educate students and the general public on matters concerning our educational institution.

### Employees of Skagit Valley College may not:

- Use work time to solicit support, opposition, signatures or money for ballot measures;
- Use work time to campaign for or against a candidate for public office;
- Use public property to campaign for or against a candidate or measure; **except that** 'neutral forum' public property otherwise open to public use can be used for campaigning;
- Use public facilities or supplies for campaigns or measures, which includes office space, email, word processing, paper, and other publicly owned property, for campaigns, whether during or after work hours;
- Display or distribute political material in or on publicly owned vehicles or facilities;
- Use publicly owned facilities to instruct or urge public employees to campaign for candidates or measures, or implying that job performance might be judged according to willingness to use their own time on a campaign; and
- Use public time or facilities to draft or pass a resolution by an appointed committee or board, taking an official position regarding a pending ballot measure or endorsement of a particular candidate. See RCW 42.52 on limitations to use of public facilities in campaigns.

### Legally permissive activities for employees of Skagit Valley College:

- Allowing *de minimis* use of public facilities
  - by statewide elected officials, legislators, and candidates
    - to communicate views on ballot measures and political campaigns in public forums
    - by means to keep peace and fairly allocate space among competing users
    - at times and locations to allow for public reception without disrupting classes or worksite
  - Wearing campaign buttons to work or placing such material in personal assigned space but balancing that free speech right against the obligation to not use visible

public facilities to post such material, which might leave the impression that the campaign is favored by the institution, its leadership or staff

- Participating in campaigns on personal time, so long as participation is not tied to assessment of job performance. Personal time is:
  - time outside the individual's normal work day, or
  - vacation or other approved leave status

In accordance with Washington State law, state facilities (including space, stationery, postage, machines and equipment, and telephone lines) **may not** be used for the following purposes:

- A. Solicitation of funds for partisan political purposes.
- B. Assisting in political campaigns.
- C. Carrying or displaying campaign material in or on state vehicles.

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**Non-Discrimination and Prevention of Sexual Harassment Policy & Procedure through formal complaint form – note the entire policy is available via link. Easy reference info/summary is listed below. Carolyn Tucker through formal complaint form – note the entire policy is available via link. Easy reference info/summary is listed below.**

*The current policy# 3070 is available at <http://www.skagit.edu/imageuploads/file1848.pdf>  
For more information on Title IX, please refer to the Title IX website at <http://www.skagit.edu/titleix>*

#### **Title IX Office and Designees**

##### Title IX Coordinator

Associate Vice President of Human Resources (360) 416-7679

#### **Title IX Designees: Student on Student Complaints**

VP of Student Services (360) 416-7738

Director of Residence Life and Deputy Title IX Coordinator, (360) 416-7867

Director of Student Life (360) 416-7690

Section 504 Coordinator Mount Vernon (360) 416-7818

Section 504 Coordinator Whidbey Island (360) 679-5351

**ADVOCATES** are available on campus for information and confidential inquiries.

Mount Vernon Faculty Advocate: Nicole Harris

Whidbey Island Campus Advocate: Julie Kunz (360) 679-5351

#### **PROCEDURE**

Skagit Valley College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and ADA Amendment Act, Section 504 of the Rehabilitation Act of 1973, Title VII



of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW [49.60.030](#) and their implementing regulations. Prohibited sex discrimination includes sexual harassment. Skagit Valley College has enacted policies prohibiting discrimination and harassment. Any individual found to be in violation of College discrimination and harassment policies and procedures will be subject to disciplinary action up to and including separation from the college or from employment.

The College will follow the procedures contained in this document for all discrimination and/or sexual harassment complaints brought by employees, students or visitors to the campus. Any employee, student, applicant or visitor who believes that he or she has been the subject of discrimination or sexual harassment should report the incident or incidents to the following College Officials listed below. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://www.skagit.edu/imageuploads/file1848.pdf>. Hardcopies of the complaint form are available at the following locations on campus:

#### **TITLE IX OFFICE AND DESIGNEES**

Title: Associate Vice President Human Resources, Title IX/EEO Coordinator  
Department: Human Resources  
Number: 360-416-7679

#### **DESIGNEES: Student-on-Student Complaints**

Title: VP of Student Services  
Department: Student Services  
Number: 360-416-7738

Title: Director of Student Life  
360-416-7690

Title: Director of Residence Life and Deputy Title IX Coordinator, (360) 416-7867  
Department: Residence Life  
Number: 360-416-7867

Title: Section 504 Coordinator (Mount Vernon)  
Department: Student Services: Disability Access Services  
Number: 360-416-7818

Title: Section 504 Coordinator (Whidbey Island)  
Department: Student Services: Counseling & Disability Access Services  
Number: 360-679-5351

The Title IX Coordinator or designee:

- will accept all complaints and reports from college employees, students, applicants, and visitors
- will inform the complainant of resources and will assist with contacting law enforcement, if desired
- will provide information about Advocates
- will make determinations regarding how to handle requests by complainants for confidentiality.
- will keep accurate records of all complaints and reports for the required time period
- may conduct or delegate investigations and oversee investigations conducted by a designee.

- may impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- will make findings of fact on investigations completed
- may recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

### **WHO MAY FILE A COMPLAINT OR A REPORT?**

Any employee, student, applicant or visitor of the College may file a complaint to the Title IX Officer or designee. Complaints may be submitted in writing or verbally. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or harassment.

All reports of incident(s) will be forwarded to the Title IX Officer for coordination and a determination on how to process the complaint. The College representative who receives the complaint should provide the complainant with a copy of this policy

For complainants who wish to submit a written complaint, a formal complaint form is available online at <http://www.skagit.edu/imageuploads/file1848.pdf>. Hardcopies of the complaint form are available at the following locations on campus: **Student Services and Human Resources**. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX Officer shall prepare a statement of facts which is reviewed by the complainant. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

A complainant can file a complaint on his or her own behalf. A third party may file a report of harassment or discrimination affecting another person, but the college will determine how to proceed while considering the confidentiality wishes of the complainant.

**False and Malicious Accusations.** Members of the college community who make false and malicious complaints of harassment, sexual harassment or discrimination may be subject to disciplinary action.

### **EMPLOYEE'S OBLIGATION TO REPORT**

SVC employees have the ethical obligation and are strongly encouraged to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to the Associate Vice President of Human Resources.

### **CONFIDENTIALITY AND RIGHT TO PRIVACY**

Skagit Valley College will seek to protect the privacy of all the parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, protect against imminent risks to the safety, health, and welfare of members of the campus community, and comply with the federal and state law, as well as with Skagit Valley College policies and procedures. Skagit Valley College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

**Confidentiality Requests and Sexual Violence Complaints.** The Title IX/EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX/EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully



respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX/EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX/EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX/EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

### **CLERY ACT-FEDERAL STATISTICAL REPORTING OBLIGATIONS**

Certain campus officials have a duty to report criminal misconduct, including sexual misconduct, for federal statistical reporting purposes (Clery Act). All personal identifiable information is kept confidential, however, statistical information must be passed along to Campus Security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the complainant and may be done anonymously.

### **CLERY ACT-FEDERAL TIMELY WARNING REPORTING OBLIGATIONS**

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

For more information on Clery Act reporting requirements please contact the Director of Security.

## **INVESTIGATION PROCEDURE**

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX/EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX/EEO Coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX/EEO Coordinator, the Title IX/EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

**Interim Measures.** The Title IX/EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.

**Investigation.** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX/EEO Coordinator. The Title IX/EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the Code of Student Conduct or college employment policies and collective bargaining agreements.

**Responding to Written Notice of Allegations.** Once notice has been sent to alleged parties involved, parties have five (5) business days to respond and make an appointment with Title IX/EEO Coordinator or designee.

**Written Notice of Decision.** The Title IX/EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of investigative findings, and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

**Informal Dispute Resolution.** Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

**Final Decision/Reconsideration.** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX/EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX/EEO Coordinator within five (5) business days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within five (5) business days, the decision becomes final. If a request for reconsideration is received, the Title IX/EEO Coordinator shall respond within 30 days. The Title IX/EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

#### **PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES**

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

#### **LIMITS TO AUTHORITY**

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Skagit Valley College policies and procedures, and federal, state, and municipal rules and regulations.

#### **NON-RETALIATION, INTIMIDATION AND COERCION**

Retaliation by, for or against any known or suspected participant (including complainant, respondent, witness, Title IX/EEO Coordinator or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/discrimination is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

#### **RECORDS**

A copy of the final complaint and investigation report including supplemental materials shall be maintained as confidential files located in the Human Resources Office for employees or the VP of Student Services Office for students. When involving employees, these records shall be considered "personal information in files maintained for employees which affects their right to Privacy," within the meaning of Washington State's public disclosure law, RCW 40.24 or RCW 42.56.

#### **CRIMINAL COMPLAINTS**

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Mount Vernon Police Department  
Oak Harbor Police Department  
Friday Harbor Police Department  
Skagit County Sheriff's Office  
Island County Sheriff's Office  
San Juan County Sheriff's Office

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

#### **OTHER DISCRIMINATION COMPLAINT OPTIONS**

The internal procedures described herein are internal College procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace

an individual's timely complaint with an external agency. Discrimination complaints may also be filed with the following federal and state agencies:

Washington State Human Rights Commission: <http://www.hum.wa.gov/>

US Dept. of Education Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Equal Employment Opportunity Commission: <http://www.eeoc.gov/>

**Discrimination/Harassment  
Formal Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. If you wish to file a formal complaint involving alleged discrimination and/or harassment please write clearly and specifically focus on the alleged discrimination and/or harassing conduct.

The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, date and time of the alleged incidents(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought.

All formalized complaints shall be signed and dated

Skagit Valley College does not have a defined timeframe to report cases of sexual harassment and discrimination. However, it is important to note that the college's ability to investigate may be hampered if the complaint delays reporting.

\_\_\_\_\_  
Name filing the complaint

\_\_\_\_\_  
Date filing the complaint

Please describe the alleged incident:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You may use the back side of this sheet if needed. Please return this form to the Title IX Coordinator or Designee.

## APPENDIX

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- Academic Calendar
- Final Exam Schedule
- Sample Syllabus
- Effective Teaching: A Guide to Facilitating Adult Learning
- Mount Vernon Campus Map
- Whidbey Island Campus & Marine Tech Skills Center Maps
- Emergency Procedures - Quick Reference (inside back cover)
- Common Problems & Solutions (inside back cover)

**SKAGIT VALLEY COLLEGE**  
**2017-2018 Academic Calendar**

**SUMMER QUARTER 2017 (39 instructional days)**

Classes Begin..... July 5  
Classes End.....August 28  
(End date may vary depending on weeks of instruction.)

**FALL QUARTER 2017 (56 instructional days)**

Faculty Institutional Meetings ...September 11-13  
Non-Instructional Days\* .....September 14-15  
Classes Begin.....Monday, September 18  
Institutional Day/Advising Thursday, October 26  
Veterans' Day ..... November 10  
Thanksgiving Recess ..... November 23-24  
Final Exams End..... Friday, December 8  
Non-Instructional Day \* .. Monday, December 11

Total paid Faculty days ..... 62

**WINTER QUARTER 2018 (51 instructional days)**

Non-Instructional Day\* ..... Tuesday, January 2  
Classes Begin..... Wednesday, January 3  
Martin Luther King Day .....January 15  
Presidents' Day .....February 19  
Final Exams End..... Friday, March 16  
Non-Instructional Day \* ..... March 19-21

Total paid Faculty days ..... 55

**SPRING QUARTER 2018 (53 instructional days)**

Non-Instructional Day\* ..... Monday, April 2  
Classes Begin..... Tuesday, April 3  
Memorial Day.....May 28  
Final Exams End.....June 15  
Non-Instructional Day \* .....June 18

Total paid Faculty days ..... 55

\*Non-Instructional days may be rescheduled by mutual agreement between faculty member and appropriate Administrator.

# Final Exam Schedule Fall 2017 Dec 1\*, 4, 5, 6

## Deadline for Final Grades:

**Submitted in hand to registration: Friday, December 8, 2017, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, December 11, 2017, 9:00 a.m.**

*All class assignments should be due by Friday, December 1, 2017*

**\*Laboratory sections or one-credit classes will hold examination on the last day of classes on or before Friday, December 1, 2017.**

Classes with two or more credits will hold examinations in the regularly scheduled room at the time given below. **Final examinations are not to be given at any other time unless approved in advance by the Vice President of Instruction.**

Exam Date	Regular Class Meeting Time Including Block-Scheduled Classes	Exam Time
Monday December 4, 2017	All 7:00 or 7:30 a.m. classes All 10:00 or 10:30 a.m. classes All 1:00 to 1:59 p.m. classes Available test time for classes with conflicts.	7:30 a.m. to 9:30 a.m. 10:30 a.m. to 12:30 p.m. 1:45 p.m. to 3:45 p.m. 4:45 p.m. to 6:45 p.m.
Tuesday December 5, 2017	All 8:00 or 8:30 a.m. classes All 11:00 or 11:30 a.m. classes All 2:00 to 2:59 p.m. classes Available test time for classes with conflicts.	8:30 a.m. to 10:30 a.m. 11:30 a.m. to 1:30 p.m. 2:45 p.m. to 4:45 p.m. 5:45 p.m. to 7:45 p.m.
Wednesday December 6, 2017	Available test time for classes with conflicts. All 9:00 or 9:30 a.m. classes All 12:00 or 12:30 p.m. classes All 3:00 to 3:59 p.m. classes	7:30 a.m. to 9:30 a.m. 9:30 a.m. to 11:30 a.m. 12:30 p.m. to 2:30 p.m. 3:45 p.m. to 5:45 p.m.

\*Evening class finals schedule same as last meeting day of class. Evening classes begin after 4:00 pm.

## GRADES DUE:

**Submitted in hand to registration: Friday, December 8, 2017, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, December 11, 2017, 9:00 a.m.**  
**This schedule is posted on the Skagit Valley College Intranet under Department/Office of Instruction.**



# Final Exam Schedule Winter 2018 March 9\*, 12, 13, 14

## Deadline for Final Grades:

**Submitted in hand to registration: Friday, March 16, 2018, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, March 19, 2018, 9:00 a.m.**

*All class assignments should be due by Friday, March 9, 2018.*

\*Laboratory sections or one-credit classes will hold examination on the last day of classes, on or before Friday, March 9, 2018.

Classes with two or more credits will hold examinations in the regularly scheduled room at the time given below. Final examinations are not to be given at any other time unless approved in advance by the Vice President of Instruction.

<b>Exam Date</b>	<b>Regular Class Meeting Time Including Block-Scheduled Classes</b>	<b>Exam Time</b>
Monday March 12, 2018	All 8:00 or 8:30 a.m. classes All 11:00 or 11:30 a.m. classes All 2:00 to 2:59 p.m. classes Available test time for classes with conflicts.	8:30 a.m. to 10:30 a.m. 11:30 a.m. to 1:30 p.m. 2:45 p.m. to 4:45 p.m. 5:45 p.m. to 7:45 p.m.
Tuesday March 13, 2018	Available test time for classes with conflicts. All 9:00 or 9:30 a.m. classes All 12:00 or 12:30 p.m. classes All 3:00 to 3:59 p.m. classes	7:30 a.m. to 9:30 a.m.  9:30 a.m. to 11:30 a.m. 12:30 p.m. to 2:30 p.m. 3:45 p.m. to 5:45 p.m.
Wednesday March 14, 2018	All 7:00 or 7:30 a.m. classes All 10:00 or 10:30 a.m. classes All 1:00 to 1:59 p.m. classes Available test time for classes with conflicts.	7:30 a.m. to 9:30 a.m. 10:30 a.m. to 12:30 p.m.  1:45 p.m. to 3:45 p.m. 4:45 p.m. to 6:45 p.m.

\*Evening class finals schedule same as last meeting day of class. Evening classes begin after 4:00 pm.

## GRADES ARE DUE

**Submitted in hand to registration: Friday, March 16, 2018, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, March 19, 2018, 9:00 a.m.**

# Final Exam Schedule Spring 2018 June 8\*, 11, 12, 13

## Deadline for Final Grades:

**Submitted in hand to registration: Friday, June 15, 2018, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, June 18, 2018, 9:00 a.m.**

*All class assignments should be due by Friday, June 8, 2018.*

\*Laboratory sections or one-credit classes will hold examination on the last day of classes on or before Friday, June 8, 2018.

Classes with two or more credits will hold examinations in the regularly scheduled room at the time given below. Final examinations are not to be given at any other time unless approved in advance by the Vice President of Instruction.

<b>Exam Date</b>	<b>Regular Class Meeting Time Including Block-Scheduled Classes</b>	<b>Exam Time</b>
Monday June 11, 2018	Available test time for classes with conflicts. All 9:00 or 9:30 a.m. classes All 12:00 or 12:30 p.m. classes All 3:00 to 3:59 p.m. classes	7:30 a.m. to 9:30 a.m.  9:30 a.m. to 11:30 a.m. 12:30 p.m. to 2:30 p.m. 3:45 p.m. to 5:45 p.m.
Tuesday June 12, 2018	All 7:00 or 7:30 a.m. classes All 10:00 or 10:30 a.m. classes All 1:00 to 1:59 p.m. classes Available test time for classes with conflicts.	7:30 a.m. to 9:30 a.m. 10:30 a.m. to 12:30 p.m.  1:45 p.m. to 3:45 p.m. 4:45 p.m. to 6:45 p.m.
Wednesday June 13, 2018	All 8:00 or 8:30 a.m. classes All 11:00 or 11:30 a.m. classes All 2:00 or 2:59 p.m. classes Available test time for classes with conflicts.	8:30 a.m. to 10:30 a.m. 11:30 a.m. to 1:30 p.m. 2:45 p.m. to 4:45 p.m. 5:45 p.m. to 7:45 p.m.

\*Evening class finals schedule same as last meeting day of class. Evening classes begin after 4:00 pm.

## GRADES ARE DUE

**Submitted in hand to registration: Friday, June 15, 2018, 3:00 p.m.**  
**Submitted via Instructor Briefcase: Monday, June 18, 2018, 9:00 a.m.**

**Sample Syllabus:**  
**HIST 116: WESTERN CIVILIZATION TO 1400**  
**FALL 20XX**

Dr. Anne Will, Instructor  
Phone: 416-7699 Office: Lewis-44  
Email: [anne.will@skagit.edu](mailto:anne.will@skagit.edu)

Class meets: Lewis-42  
Monday – Friday, 8:30 – 9:20  
Office Hour: 9:30 – 10:20 daily

**Course Description**

A survey of the origins of Western civilization in the Near East, ancient Greece and Rome, through the end of the Middle Ages. This quarter we will focus specifically on the concept of justice as it was understood and practiced in ancient societies.

**Learning Outcomes**

1. Students will become familiar with the facts concerning the development of Western Civilization until 1400.
2. Students will understand the elements that provide continuity in and between the civilizations that influenced Western development.
3. Students will understand the elements that vary significantly from one civilization to another.
4. Students will understand the roots to contemporary American culture in the history of Western civilization.
5. Students will become better-informed, critical readers of historical sources.
6. Students will appreciate the diversity of cultural arrangements and institutions.

**Texts and Materials**

Spielvogel, Jackson J. *Western Civilization: Volume A to 1500* (Eighth Edition), Thompson Wadsworth, 2012.

A 1½ inch three-ring notebook for handouts and Study Guides (recommended).

Appropriate paper and writing materials. (You are welcome to take notes on a laptop computer if you prefer.)

## Course Requirements

1. **Regular attendance in class.** This course is designed around lecture, class discussion, learning activities, and video presentations. Attendance is necessary for successful completion of the course. Those who miss class frequently can expect their grades to suffer accordingly. (See Attendance Policy below).
2. **Participation in class activities.** It is not enough simply to be present. Students should come prepared and willing to engage in the discussion and other activities. Good participation does not mean simply speaking in class. It also includes listening, sharing, and generally contributing to the process of learning.
3. **Study Guides** are provided to direct your reading and help you learn the information in each chapter. These should be completed in some detail as you read the assignment. On the days when the class will be working in groups, completion of the Study Guide will be your "ticket" to class. If you are not prepared, you cannot participate in the group discussion.
4. **Seminar Paper and Discussion.** Every Friday we will discuss a different document on the subject of justice. Students should come prepared for this discussion with typed notes on the reading for that week. Additional guidelines will be given in class.
5. **Quizzes.** A short quiz will be given every Friday on the material covered that week.
6. **Justice Project.** A final project based on the concept of justice, details to be announced.
7. **Midterm and Final Exams.** Exams will be a combination of identification, short answer, and essay. There will not be a cumulative final exam.
8. **Extra Credit Film Reviews.** Students may earn up to **twenty extra points** by viewing two recommended films (one before the midterm) and submitting a written review. Recommendations and guidelines are posted at the Canvas site for this class.

### Grading

Study Guides (10 pts each)	100 points
Seminar Paper/Discussion (10 pts each)	100 points
<b><u>Quizzes (10 points each) 100 points</u></b>	
Reflective Essay on justice	100 points
Exams (100 points each)	<u>200 points</u>
<b><u>Total 600 points</u></b>	

A	94 – 100%	C-	70 – 72%
A-	90 – 93%	D+	67 – 69%
B+	87 – 89%	D	60 – 66%
B	83 – 86%	F	Below 60%
B-	80 – 82%		
C+	77 – 79%		
C	73 – 76%		

## Attendance Policy

1. Because we have so much material to cover (over 3000 years!), this is not a class you can afford to miss. Class will start promptly at 10:30 and will end on time at 11:20. Students are expected to be prompt and to bring the appropriate materials to class.
2. Daily attendance will be taken. To earn an “A” you cannot miss any more than five classes. To earn a “B” you cannot miss more than ten classes. To earn a “C” you cannot miss more than 15 classes. (NOTE: an absence for any reason—illness, emergency or personal need—is still an absence. So don't waste your free absences.)
3. Attendance will be taken at the beginning of class. Students who arrive late but within the first five minutes should slip in as quietly as possible. Students who are significantly late may join the class but will be marked absent. Students who leave class early without prior permission will also be considered absent.
4. If you cannot come to class when we are having a quiz or exam, please call or e-mail me beforehand. If your absence is legitimate (illness or emergency), you may schedule a make-up exam with the college Testing Office. **If you do not notify me beforehand, then you cannot make up the test.**
5. Students are responsible for all information and assignments given out in class. If you are absent, check on the Canvas website for this class. You should find all Study Guides, assignments and lecture outlines there.

## Emergency Procedures

1. SNOW DAYS
  - Closures will be announced early in the morning on local radio stations and on the college website ([Get Rave](#)). You can also listen to the message at the switchboard (416-7600), providing you can get through.
  - If the college is open, I will be here and class will be held. However, if ice and snow pose a danger to you where you live, then please stay safe and stay home.
2. ILLNESS
  - Do not come to class if you are sick, especially if you are contagious.
  - If you are sick, stay in touch with your instructor by email. I will try to send you materials and assignments and work with you to keep up with the class.

## Plagiarism and Academic Honesty

All students of Skagit Valley College are responsible for knowing and adhering to the **Code of Student Conduct** of this institution found at [SVC - Skagit Valley College - Code of Student Conduct](#). Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Code of Student Conduct are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including dismissal from the College. (This verbiage was mentioned at the beginning of Chapter 4 of this document as a required piece for every syllabus.)

1. All work submitted should be your own. Period.
2. Any words or ideas that you take from another—whether a book, an article, or talk radio—should be credited to that source through some form of citation (endnote or footnote). Failure to do this is called plagiarism and is considered a form of theft.
3. Plagiarism includes cutting-and-pasting text from online sources. It is also plagiarism to steal text or ideas from other students in the class.
4. Cheating on tests or papers is an offense to those students who have honestly struggled to complete their work. **Students who are caught cheating will fail the assignment and may be suspended from the class.**
5. **BE ADVISED: I HAVE ZERO TOLERANCE FOR CHEATING IN ANY FORM.**

## Canvas Support Site

An online support site has been created for this class at the college website. Go to MySVC where you will find Canvas. Sign in with your college ID. At this site you will find the following materials posted.

- Weekly assignments
- Electronic files of your Study Guides
- Lecture notes and outlines
- Information about extra credit films
- Updates in the event of an emergency.

## Where to go for Help?

At SVC we make every reasonable effort to accommodate students with special needs. If you need additional help, please speak to me *early in the quarter* so we can make necessary arrangements.

- If you need more time for a quiz or exam, let me know. This would apply especially to ESL students.
- If you are struggling with the reading, I can connect you with a tutor. I can also arrange for a group of students to meet outside of class for extra study time.

- If you need help with writing, ask me about the Writing Lab in Lewis Hall. Tutors there can help you organize your thoughts and prepare your papers. Toward the end of the quarter, the lab gets pretty busy, and you might need to make an appointment.
- If you are a student with a disability, please call the Counseling office at 360-416-7654 and make an appointment to request access services.

**Non-discrimination Policy:** Skagit Valley College affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

**Title IX and Sexual Misconduct:** Skagit Valley College's Non-Discrimination and Prevention of Sexual Harassment policy #3070 strictly prohibits sexual harassment, intimidation, and violence, including domestic and dating violence, and stalking. Anyone experiencing sexual misconduct is encouraged to talk to someone about what happened so they can get the support needed, and Skagit Valley College can respond appropriately. If you wish to speak confidentially about an incident of sexual misconduct, please contact an Advocate. Confidential Advocates can be found at [www.skagit.edu/titleix](http://www.skagit.edu/titleix), then select Resources. Any disclosure of such misconduct shared with a faculty or staff member in person, via email, and/or in coursework requires that Skagit Valley College faculty and staff act as "responsible employees" and share this information with the Title IX Coordinator, **Carolyn Tucker**, Associate Vice President of Human Resources. Information regarding support, resources, and reporting options can be found online at: <http://www.skagit.edu/titleix>

## About your Instructor

I am Washington born and raised and spent much of my girlhood on Camano Island. I went east to college, attending Smith College in Massachusetts and earned my Master's Degree at the University of Massachusetts. My undergraduate major and masters were both in History, a lifelong passion. (Much later I earned a doctorate in Humanities.)

After college, my husband and I headed north to Alaska for a summer adventure that lasted over twenty years. As a result, I have a rather checkered work history and some amazing experiences. I taught high school both in the city and in an Eskimo village. I wrote community history, gathered oral history from Native elders and homesteaders, and eventually taught at a community college in Valdez.

This is my twelfth year teaching at Skagit Valley College, and I still consider this my dream job. I have wonderful colleagues, interesting students, and opportunities to vary what I teach every year. When I am not at work, I enjoy hiking, kayaking, and singing. This past summer I climbed Mt. St. Helens!

I love teaching this class, and I'm particularly excited about this year's theme on the evolution of justice in Western Civilization. I hope I can share some of that enthusiasm with you. If you have any problems or concerns about this class, I hope that you will feel free to stop by my office (Lewis Hall #51) any time.

Anne Will

## COURSE OUTLINE

Detailed assignment sheets will be provided for every week. Expect to read one chapter in your textbook plus additional sources on the history of justice every week.

Week 1 (Sept 19)	First Civilizations: Mesopotamia Justice in: <i>The Code of Hammurabi</i>	Chapter 1
Week 2 (Sept 26)	First Civilizations: Egypt and Israel Justice in: <i>The Laws of Moses</i>	Chapter 2
Week 3 (Oct 3)	Civilization of the Greeks Justice in: Archaic Greece	Chapter 3
Week 4 (Oct 10)	Hellenistic Greece Classical Justice: <i>Antigone</i>	Chapter 4
Week 5 (Oct 17)	The Roman Republic Justice in: <i>The Twelve Tables of Rome</i>	Chapter 5
Week 6 (Oct 24)	Imperial Rome Roman citizenship and the law	Chapter 6



Friday, Oct 28	MIDTERM EXAM	
Week 7 (Oct 31)	Rise of Christianity, Late Antiquity Roman Slave Codes	Chapter 6/7
Week 8 (Nov 7)	Eastern States: Byzantium and Islam Islamic Justice	Chapter 7
Week 9 (Nov 14)	The Early Middle Ages, 750 - 1000 Germanic tribal justice	Chapter 8
Week 10 (Nov 21)	The High Middle Ages Justice in: <i>The Magna Carta</i>	Chapter 9
Week 11 (Nov 28)	The Late Middle Ages Justice Projects	Chapter 10
FINAL EXAM	Monday, December 5, 8:30 – 10: 30	

## **EFFECTIVE TEACHING: A GUIDE TO FACILITATING ADULT LEARNING**

Faculty engage in widely varied teaching and counseling activities in support of student retention, learning, and progression. All of the suggestions that follow are not relevant to every situation. It is up to each faculty member to draw upon those suggestions most appropriate to facilitate student learning in the particular course they are teaching.

<i><b>Opening and Rapport Building</b></i>	
<b>1. Create strategic room configurations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group for easy collaboration</li> <li><input type="checkbox"/> Clear visibility to screen</li> <li><input type="checkbox"/> Easy movement between tables</li> </ul>
<b>2. Frame positive tone &amp; low stress</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greet students at the door</li> <li><input type="checkbox"/> Establish mutual respect</li> <li><input type="checkbox"/> Be sensitive to safety/comfort levels, especially in groups and when in close proximity</li> </ul>
<b>3. Set goals/outcomes</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share clear expectations</li> <li><input type="checkbox"/> Written as well as verbal agenda for the day linked to learning goals</li> </ul>
<b>4. Put people before content</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adjust agenda to meet student needs</li> <li><input type="checkbox"/> Use multiple strategies to support different learning styles</li> </ul>
<b>5. Establish professional credibility</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly organized and prepared; room ready before participants enter</li> <li><input type="checkbox"/> Knowledgeable</li> <li><input type="checkbox"/> Make content relevant (to life/work)</li> <li><input type="checkbox"/> Acknowledges participants' experiences; integrate participants' experiences to the new learning</li> </ul>
<i><b>Verbal and Non-Verbal Communication</b></i>	
<b>1. Monitor body language &amp; position (yours and participants)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read student body language: break time, boredom, interest, &amp; comfort level</li> </ul>
<b>2. Speak naturally and confidently</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be professionally conversational vs. using formal speech</li> <li><input type="checkbox"/> Avoid verbal fillers (um, ah, ok) or jargon that excludes</li> <li><input type="checkbox"/> Enunciate, maintain adequate volume, change intonation for variety and emphasis</li> <li><input type="checkbox"/> Maintain eye contact around the room</li> </ul>
<b>3. Use positive language &amp; humor</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid sarcasm (Gr. root: "to tear out the flesh with teeth")</li> <li><input type="checkbox"/> Joke, but don't make people the jokes</li> <li><input type="checkbox"/> Model positive phrasing (can, will, do vs. can't, won't, don't)</li> </ul>
<b>4. Use gestures to support your words</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep open and inclusive (vs. closed)—arms open, hands open, etc.</li> <li><input type="checkbox"/> Use large movements, dramatic gestures, and/or direct eye contact to emphasize important point</li> <li><input type="checkbox"/> Try complete stillness to create emphasis when it's in contrast to fast pace and movement</li> </ul>
<b>5. Remember that <u>everything</u> speaks</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pay attention to room arrangement</li> <li><input type="checkbox"/> Create curiosity with intentional "props"</li> <li><input type="checkbox"/> Create quality visuals; use tape aesthetically; flipcharts as "art"</li> </ul>

<i>Pacing</i>	
<b>1. Use state changes</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adults pay attention 10-15 minutes : use some kind of state change about every 15 minutes</li> <li><input type="checkbox"/> Can include movement from individual to small group work or vice versa; quiet work to talk, etc.</li> <li><input type="checkbox"/> Can be used to process new information or as part of a transition</li> </ul>
<b>2. Be explicit about beginnings, endings, and breaks</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Start promptly; end on time</li> <li><input type="checkbox"/> Be specific about time allowed for activities (small group, etc.) break and return times</li> </ul>
<b>3. Deliver quick transitions &amp; clear directions</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be precise, specific, &amp; brief</li> <li><input type="checkbox"/> Break directions down into chunks if they are long—do a little at a time</li> <li><input type="checkbox"/> Provide visual or written instructions</li> <li><input type="checkbox"/> Use time frames for starting and ending “On the count of 3, do...” “Take 5 more seconds to ...”</li> <li><input type="checkbox"/> Avoid giving new directions after people start working;</li> </ul>
<i>Engagement, Learning, &amp; Application</i>	
<b>1. Use an active learning sequence:</b>	<ol style="list-style-type: none"> <li>1. <b>Frontload:</b> set expectations &amp; relevance</li> <li>2. <b>Immerse:</b> move participants into the learning experiences (hands-on, minds on)</li> <li>3. <b>Debrief:</b> process the experiences ; connection back to goals &amp; objectives</li> <li>4. <b>Reflect:</b> apply &amp; personalize the experiences</li> </ol>
<b>2. Ensure participation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Involve students through questions, discussion, inquiry, small group activities</li> <li><input type="checkbox"/> Read group, change strategies if needed</li> <li><input type="checkbox"/> Integrate student success strategies (Cornell notes, reading strategies, time management, etc.)</li> <li><input type="checkbox"/> Connect students to out of class support: tutoring, study groups, faculty, counseling</li> </ul>
<b>3. Make connections</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Connect to life, classroom, colleagues, etc.</li> <li><input type="checkbox"/> Use student work to show application</li> <li><input type="checkbox"/> Connect to prior learning &amp; experiences</li> </ul>
<b>4. Check for understanding</b>	<p>Connect to life, classroom, colleagues, etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> partner check-ins or small group restatements</li> <li><input type="checkbox"/> time for questions and comments</li> <li><input type="checkbox"/> written: summary’s, questions, applications, quizzes</li> </ul>
<b>5. Affirm &amp; acknowledge</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recognize students existing skills and experiences and how they relate to topic</li> <li><input type="checkbox"/> Recognize student challenges and opportunities associated with the learning</li> <li><input type="checkbox"/> Affirm participants’ involvement and effort.</li> </ul>

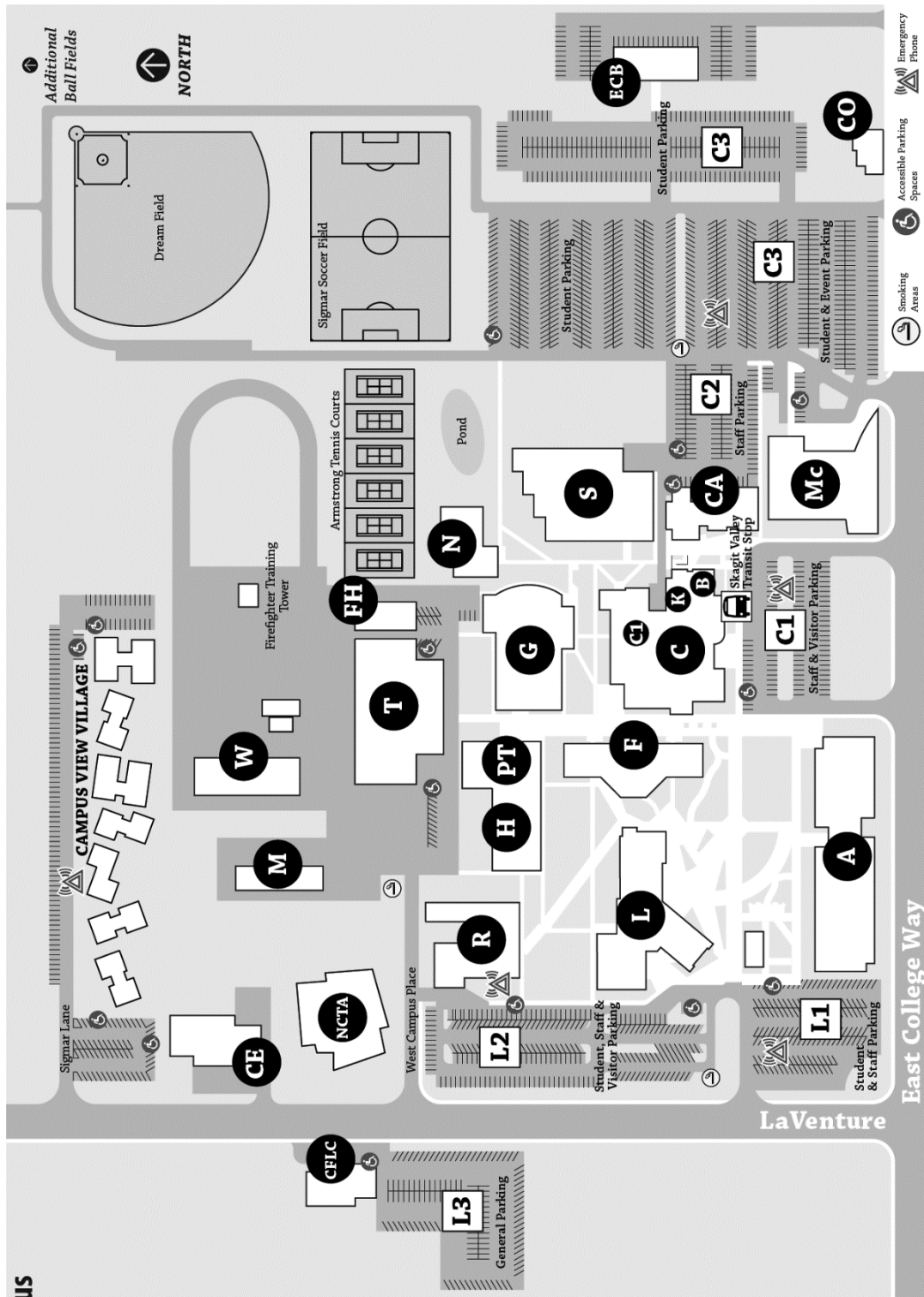
<i>Understanding Students and Managing the Classroom</i>	
<b>1. Build relationships</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Build relationships early</li> <li><input type="checkbox"/> Deliberately reach out to students with whom you don't immediately connect</li> <li><input type="checkbox"/> Encourage students to know each other's names and use them</li> <li><input type="checkbox"/> Change make up of groups so students can meet others</li> <li><input type="checkbox"/> Establish avenues for feedback (parking lot, feedback forms); address concerns in a timely manner</li> </ul>	
<b>2. Manage disruptions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Don't ignore as appropriate try:</li> <li><input type="checkbox"/> Empathize and build a bridge; Invite other perceptions, understandings</li> <li><input type="checkbox"/> Find commonality: "Your point reminds me that...is important to remember when we..."</li> <li><input type="checkbox"/> Speak one on one</li> <li><input type="checkbox"/> Diffuse attention seekers by providing a forum for them to have the spotlight temporarily; then acknowledge that the spotlight will now be shared by others.</li> <li><input type="checkbox"/> If the disruption is interfering with the learning of students or there is danger of physical or emotional harm contact the Dean of Student Services.</li> </ul>	
<i>Closure</i>	
<b>1. Invite metacognition</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Connect back to goals and objectives</li> <li><input type="checkbox"/> Metacognition techniques can include: <ul style="list-style-type: none"> <li>■ Written reflection</li> <li>■ Discussion</li> <li>■ Graphic organizer</li> <li>■ Physical strategy (skit; role play; whole group recitation or shout outs)</li> </ul> </li> </ul>	
<b>2. Elicit evaluation/feedback</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if goals/outcomes were reached</li> <li><input type="checkbox"/> Find out how new learning will be applied</li> <li><input type="checkbox"/> Invite suggestions for improvement</li> </ul>	
<i>Technology Tools</i>	
<b>1. Manage technology</b> <ul style="list-style-type: none"> <li>■ Be comfortable using &amp; troubleshooting:</li> <li>■ LCD projector</li> <li>■ Computer</li> <li>■ PowerPoint</li> <li>■ Document camera</li> <li>■ Overhead projector</li> <li>■ Microphone (audio feedback)</li> </ul>	
<b>2. Use technology to support learning</b> <ul style="list-style-type: none"> <li>■ Visual media supports lecture and active learning</li> <li>■ Canvas site for on-ground as well as DE classes provides resources, information and opportunity for student interaction</li> </ul>	

**Adapted from AVID Resources.**

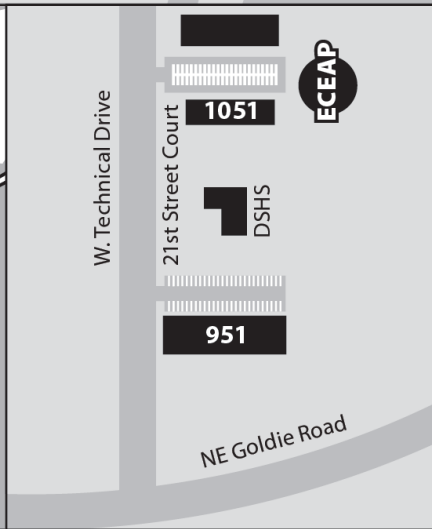
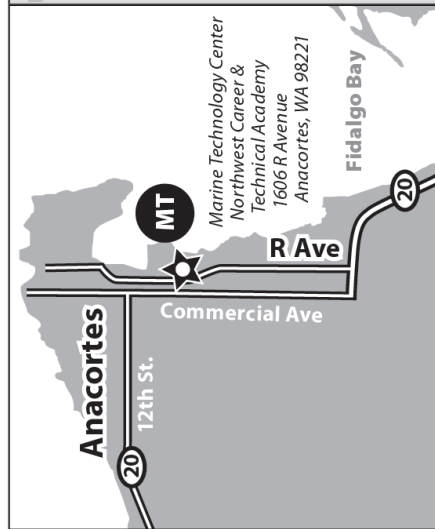
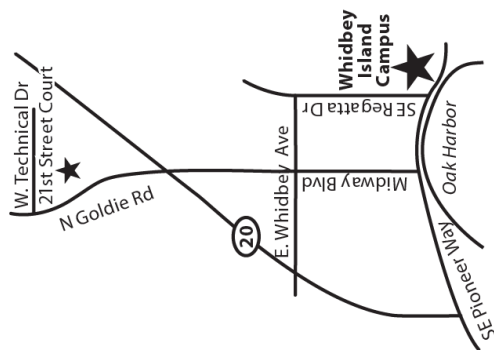
## Mount Vernon Campus

2405 East College Way  
Mount Vernon, WA  
98273-5899  
360.416.7600

Administrative Annex .....	CA
Admissions & Registration Office.....	L
Laura Angst Hall .....	A
Business Office .....	B
Cafeteria.....	C1
Child & Family Learning Center .....	CFLC
Chinook Enterprises .....	CE
Norwood Cole Library .....	S
Connite House .....	CO
Counseling/Financial Aid .....	L
Dave DuVall Pavilion .....	G
Diesel Building .....	W
East Campus Building .....	ECB
Field House .....	FH
James Ford Hall .....	F
George Hodson Hall .....	H
Human Resources .....	CA
Gary Knutzen Cardinal Center .....	C
Charles Lewis Hall .....	L
Maintenance .....	M
McIntyre Hall .....	Mc
C. A. Nelson Hall .....	N
Northwest Career and Technical Academy .....	NCTA
Joe Reeves Hall .....	R
Walter Roberts Hall .....	T
Phillip Tarro Theatre .....	PT
Delbert Tillotson Cardinal Bookstore .....	K
Security .....	S1

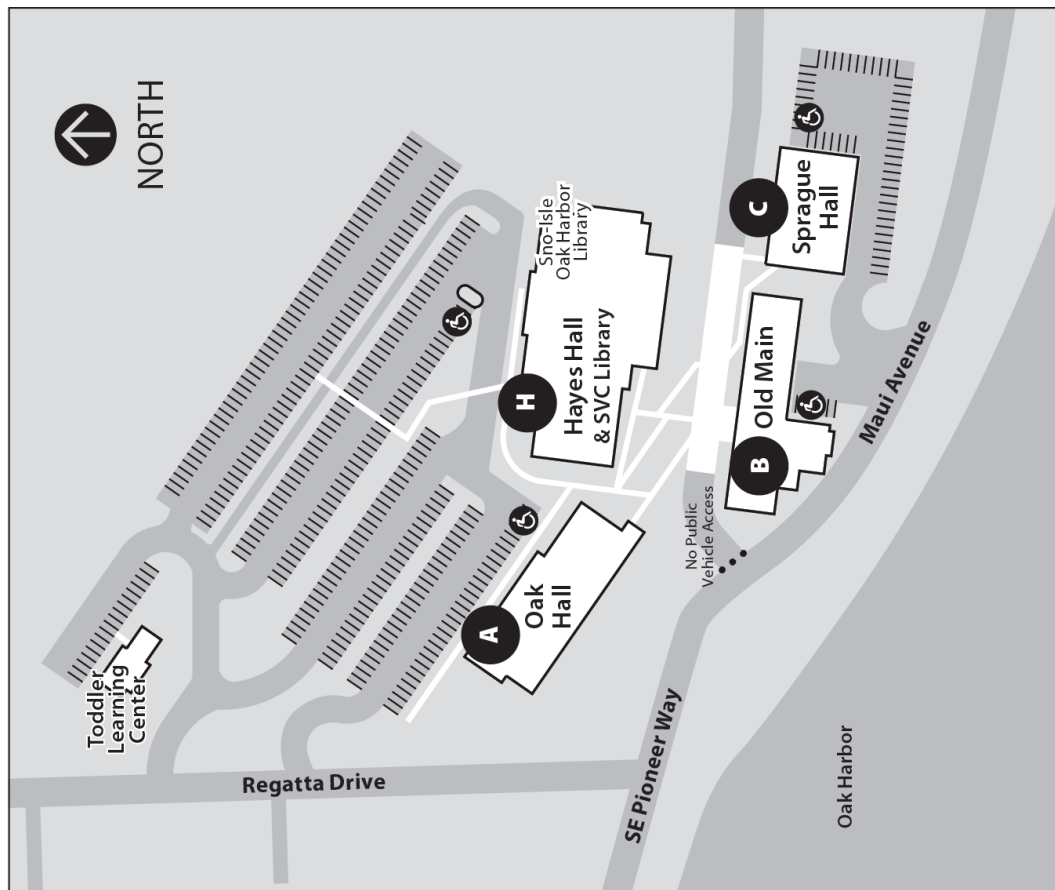


**Whidbey Island Campus**  
 1900 SE Pioneer Way  
 Oak Harbor, WA  
 98277-3099  
 360.675.6656



#### WHIDBEY ISLAND CAMPUS BUILDING CODE

**ECEAP** 1051 NE 21st Court | **H** Hayes Hall-Library/ Instruction Bldg.  
**MT** Marine Tech - Anacortes | **A** Oak Hall | **B** Old Main - Main Bldg.  
**C** Sprague Hall



## EMERGENCY PROCEDURE QUICK REFERENCE

For quick reference please refer to the *Flip Guide for Mount Vernon Campus Emergencies* or the *Flip Guide for Whidbey Island Campus, San Juan Center, South Whidbey Center & Marine Technology Center Emergencies*. If you do not have a copy of the Flip Guide to Emergencies that was updated and distributed in November 2014, you can get one from the Human Resources office. Electronic copy available at: [SVC - Skagit Valley College - Emergency Preparedness](#)

For more detailed information regarding emergency procedures please see the *All Hazards Emergency Response Plan* (revised October 2014) available at: [All Hazards Emergency Response Plan](#)

For information regarding safety and security please visit the Safety, Security & Parking section on the SVC website at: [Safety, Security & Parking](#)

Information regarding suspended operations can be found at: [SVC - Skagit Valley College - Emergency Preparedness](#)

## COMMON PROBLEMS & SOLUTIONS QUICK REFERENCE

In case of...	Notify...
Desired change of class meeting time or location	Dean/VP-WIC support staff. If WIC, call (360) 679-5331.
Instructor Absence	Dean/VP-WIC support staff. If WIC, call (360) 679-5331. If MV evening class, contact Night School Coordinator, (360) 416-7638 or cell (360) 661-1030.
Locked classroom	MV Security: (360) 416-7777, WIC Security: (360) 679-5331
Broken window/facilities maintenance request	Dean/VP-WIC support staff. If WIC, call (360) 679-5331. Work order for MV Campus: <a href="http://dlweb.megamation.com/svc/DLWEB.php/O4W_INFO_PAGE">http://dlweb.megamation.com/svc/DLWEB.php/O4W_INFO_PAGE</a>