



# **Danville Area Community College**

## ***Part-time Faculty Handbook***

January 2019

\*\*Handbook provided on the DACC Website

## WELCOME

Welcome to the staff of Danville Area Community College. We are pleased that you have accepted an assignment as a part-time faculty member.

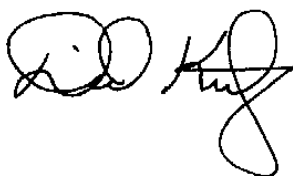
You play an important role in the academic offerings at DACC. You bring to your classes knowledge, insight, and skills that have been gained through varied experiences and you lend a vitality to your classes that benefits the entire College. Through your employment as a part-time faculty member, the College gains a flexibility that allows courses and services to be offered at times and locations convenient for students.

This Handbook is intended to provide information regarding your responsibilities, College procedures, and support services which are available to you.

Part-time faculty members teaching on-campus in degree credit courses are usually recommended for employment by the Division Dean and they report to that Dean.

Please ask your supervisor if course materials or presentation support are needed. Be prompt in reporting attendance data, grades, registration discrepancies, facility deficiencies, and student problems.

I wish you the best of luck in your instructional endeavors. Thank you for taking part in our academic program and helping the College better serve the students of District 507.

A handwritten signature in black ink, appearing to read 'David L. Kietzmann', with a stylized, looping flourish at the end.

David L. Kietzmann  
Executive Vice President for  
Instruction and Student Services

## **Danville Area Community College Mission Statement**

Danville Area Community College is committed to providing quality, innovative, and accessible learning experiences which meet the lifelong academic, cultural and economic needs of our diverse communities and the world we share.

### **Vision Statement**

Danville Area Community College will continue to be a nationally recognized leader in student success and an active partner in building and maintaining academic excellence and the economic vitality of the communities it serves.

### **Core Values**

#### **Integrity**

Trusting relationships and an ethical reputation with those we serve (students, faculty, employees, community, business, other educational institutions, government).

- Being respectful
- Being honest and sincere
- Being fair and reasonable
- Acting responsibly by meeting commitments and obligations
- Remaining true to the academic disciplines

#### **Excellence**

Consistently achieving exceptional results that delight those we serve

- Being accountable through the evaluation and adjustment of our services, processes, and programs as needed to assure timeliness, quality, effectiveness, and financial stability
- Providing superior learning experiences and services
- Being learner focused to meet the needs of those we serve
- Encouraging continuous improvement and lifelong learning, growth
- Being innovative and proactive

#### **Communication**

Positive and productive relationships and environment for those we serve.

- Openly exchanging thoughts, messages, information and ideas throughout our college and community
- Fostering an environment of belonging, acceptance
- Encouraging participation, involvement and collaboration
- Demonstrating spirit, sound teamwork principles and practices
- Empowering others by enabling them to make decisions, take actions that match their capabilities

### **Adaptability**

Continuously meeting the changing needs of those we serve.

- Providing relevant, meaningful educational services
- Being flexible and willing to change
- Developing and demonstrating the competencies, as well as versatility needed for continuing success
- Anticipating and capitalizing on opportunities for growth, success
- Taking appropriate risks that contribute to learning, growth, or ultimate success

### **Diversity**

Providing a safe and secure learning environment for the personal and intellectual growth of those we serve, preparing them to participate in an increasingly changing world.

- Promoting and upholding our vision that all are treated with equality, fairness, dignity, and respect.
- Delivering a curriculum and services which are inclusive of global considerations and which value the voices, experiences, and worth of a variety of cultural perspectives.
- Fostering educational practices which support the learning styles of each unique human being.

### **Statement of Inclusion**

Danville Area Community College provides access to a broad spectrum of quality educational opportunities and life experiences. DACC values diversity as an enhancement of those experiences, in its classrooms, administrative offices and board room. The College is committed to policies that promote fairness and inclusion for all in the life of the College. As a reflection of the College's commitment, the DACC Board of Trustees strives to promote fairness and inclusion in all policies and practices of the College. The College should be free to pursue standards and policies that allow it to fulfill its diversity vision. The students who are educated will help provide tomorrow's leaders, and their College experience must demonstrate the richness and substance of our diverse, multi-cultural and global environment. The College environment should promote understanding and appreciation of others, while encouraging students to grow as individuals. In accord with this philosophy, the DACC Board expects the Community College to continually evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College should ensure that the results of these evaluations conform to the concept of open access -- the cornerstone of the community college mission. A community college is, in effect, a microcosm of our greater society. As such, it should encourage and enhance the fullest understanding of human rights and responsibilities and should teach the skills that allow students to effectively participate in a democratic society. The College is responsible for creating opportunities for all within the College community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also helps perpetuate social harmony for the future.

## **Statement of Purpose**

The functions of Danville Area Community College are conceived in the light of its mission:

1. Provision for General Education. General Education courses are selected and required of all degree seeking students, preparing them to function effectively in interpersonal and interdependent relations.
2. Provision for Baccalaureate-Oriented Programs. The College offers academic courses which meet college and university requirements for freshmen and sophomores in most major fields.
3. Provision for Career-Oriented Programs. Courses in career education provide job training, retraining, and upgrading to meet local, state, and national work force needs.
4. Provision for Adult Education. Students are provided opportunities to improve basic education, secondary education, and life skills.
5. Provision for Developmental Courses. Developmental Courses are offered to assist students in reading, English, mathematics and science in preparation for college credit courses.
6. Provision for Continuing and Community Education. A variety of non-degree and non-credit courses, workshops and seminars is offered to meet the educational and recreational needs of the community.
7. Provision for Student Personnel Services. Guidance, counseling, career information, testing services, and college orientation are available to all students. Provisions are also made for students with special needs.
8. Provision for Student Activities. As part of the educational experience at Danville Area Community College, all students are encouraged to participate in student government, organizations, publications, athletics, social activities, and cultural affairs.
9. Provision for Community Services. Through its faculty, staff, student services, and facilities, Danville Area Community College endeavors to make its resources available to the public.
10. Provision for Business and Economic Development. Training programs and other business assistance initiatives are offered for the area work force and community employers to meet their needs.

## **General Education Outcomes**

### **Competence in Communications**

Learners express themselves clearly and concisely to others in logical, well-organized papers and/or verbal presentations using documentation and quantitative tools when appropriate. Learners listen, understand, debate, and use information communicated by others.

- a. Written communications
- b. Oral communications/listening skills
- c. Visual communications

### **Competence in Critical Inquiry and Problem Solving**

Learners evaluate the credibility and significance of information, effectively interpret, analyze, synthesize, explain, and infer concepts and ideas; solve problems and make decisions; and construct and deconstruct arguments.

- a. Qualitative analysis
- b. Quantitative analysis
- c. Ability to define a problem and construct methods to gather, analyze, interpret, and evaluate data

### **Technological Competence**

Learners maintain, improve and transfer academic and technical skills to the workplace; demonstrate life-long learning skills by having the ability to acquire and employ new knowledge; and set goals and devise strategies for personal and professional development.

- a. Technological competence
- b. Ability to use current resources methods, and technology
- c. Adaptive skills for future learning

### **Cultural Awareness and Social Skills**

Learners recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social and environmental issues from multiple perspectives; they recognize the interdependence of the global environment and humanity.

- a. Effective human relations in diverse settings
- b. Application of ethical principles
- c. Understanding of local, national and global issues
- d. Appreciation for aesthetics and the arts

## DACC Accreditation & Recognition

DACC is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Phone: 800-621-7440 ~ Fax: 312-263-7462 ~ Email: [info@hlcommission.org](mailto:info@hlcommission.org)

Danville Area Community College is approved as Class I Community College by: Illinois Community College Board, Illinois Board of Higher Education, Illinois State Approving Agency for Veterans Education, and the U.S. Department of Education.

Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711  
Voice: 217-785-0123 ~ Fax: 217-524-4981 ~ TTD: 217 782-5645

\*Several of our academic programs of study are also accredited by industry-related associations. Please see the DACC Catalog or website (<https://www.dacc.edu/about/accreditation>) for additional accreditations.

### STATEMENT OF NON-DISCRIMINATION

Danville Area Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, on the basis of race, color, sex, religion, age, national origin, ancestry, marital status, unfavorable discharge from military service (except dishonorable), mental or physical disability unrelated to the ability to perform essential program and job functions, veteran status, or any basis of discrimination precluded by the applicable federal and state statutes in its programs and activities. The College will take steps to assure that the lack of English-language proficiency will not be a barrier to employment, admission, and participation in CTE programs. Career and technical education courses/program offerings and admission criteria are on our web site, [www.dacc.edu](http://www.dacc.edu) or by calling 217-443-3222.

The following person has been designated to handle inquiries regarding the non-discrimination policy: Jill A. Cranmore, Vice President of Human Resources, Affirmative Action Officer, Title IX Coordinator, and Section 504/ADA Coordinator, DACC, 2000 E. Main St., Martin Luther King Memorial Way, Vermilion Hall, Room 217, Danville, IL 61832-5199, 217-443-8756, or [jcranmore@dacc.edu](mailto:jcranmore@dacc.edu).

**GENERAL INFORMATION**

DANVILLE AREA COMMUNITY COLLEGE  
2000 East Main Street  
*Martin Luther King Memorial Way*  
Danville, Illinois 61832-5199  
217-443-DACC (3222)  
[www.dacc.edu](http://www.dacc.edu)

**DANVILLE AREA COMMUNITY COLLEGE DISTRICT NO. 507  
BOARD OF TRUSTEES**

**Mr. David W. Harby**, Chair

**Dr. Ronald E. Serfoss**, Vice Chair

**Mr. William B. Black**

**Mrs. Tracy Cherry**

**Mr. Terry Hill**

**Mr. John Spezia**

**Mr. Greg Wolf**

**Addison Wise**, Student Trustee (April 15, 2018 - April 14, 2019)

**Dr. Stephen Nacco**, President

**Kerri Thurman**, Secretary

**Mrs. Tammy Clark-Betancourt**, Treasurer



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## **ASSESSMENT**

All faculty are to be involved in assessing student learning outcomes. For faculty of transfer, career/technical, and developmental courses this includes the assessment of the college's general education outcomes, and specific program and course outcomes.

Each year, usually in the fall semester, one general education outcomes is chosen for assessment using a college-wide rubric. Faculty teaching courses which have a component related to the chosen general education outcomes are asked to select a current assignment or task related to the outcome and evaluate each student with the rubric. These results are then to be forwarded to one of the faculty Assessment Champions.

Also each year programs submits evidence of assessment of one or more program outcomes. Included in the program submission are conclusions drawn from the student assessment and impending action steps the program faculty have determined appropriate.

Faculty of adult education courses, at midterm, are required to assess student learning, or "proof of progress." Additionally students, after have attended a certain number of hours, will have their abilities assessed using a standardized adult basic education tool. Further information on these assessments is available from staff in the Adult Education department.

## **ATTENDANCE & LEAVE OF ABSENCE**

Attendance in class is a key factor of success in college. To maximize the probability of academic success, students are expected to attend all classes and scheduled laboratories for the courses in which they have enrolled, including their online courses. Each DACC faculty member establishes attendance guidelines in the course syllabus. Students are responsible for knowing and adhering to those guidelines. The College does make two exceptions to the individual attendance policies: 1) Military Leave and; 2) Religious Observances (policies noted below).

Attendance exceptions may also be made by the course instructor. It is each student's responsibility to become familiar with the attendance expectations of the instructor during the first week of class. Students are also responsible for all class content and assignments missed due to the absence. Course absences may result in reduction of grade, drop for non-attendance, or withdrawal of the student from the course.

Students who do not feel they can meet the attendance expectations for the course should drop during the first week of class. See the Tuition/Fee Refund information above for more information. An instructor may drop/withdraw students for excessive course absences.

DACC does not have a Leave of Absence policy. Students should consider classroom attendance policies, the College's drop/refund and withdrawal policies (advised by Admissions/ Registration & Advisement), and the Title IV return of funds policy (advised by the Financial Aid Office).

## **Military Leave**

Danville Area Community College acknowledges and appreciates the important contributions of our students who have served or are currently serving in our military. In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees applicable to their registration when called to duty for a period of 7 or more consecutive days.

Military Leave is specifically for students who are enrolled in DACC classes and who are members of the National Guard, Reserves, or active duty United States military that have been called to serve with their military units. In order to support these students, DACC pledges to make every effort to provide reasonable accommodations for students who must drop/withdraw or be absent from class due to military obligations. Students should see the Registrar in Admissions & Records (Vermilion Hall) to review their military leave options.

## **University Religious Observances Act Policy**

Danville Area Community College recognizes and respects the broad diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act (110 ILCS 110/1.5). Please note, “religious observance” or “religious practice” includes all aspects of religious observance and practice, as well as belief. The Illinois’ Public Act 110 ILCS 110/1.5 states the following:

*Sec. 1.5 Absence of student due to religious beliefs. (a) In this Section, “institution of higher learning” has the meaning ascribed to that term in the Higher Education Student Assistance Act. (b) Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. (c) A copy of this Section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses.*

**Requirement of Absence Notification:** DACC faculty and administrative personnel require 5 (five) calendar days of advance notice from students of upcoming religious observance absences to ensure the timeliness of the required actions.

## **Grievance Procedures for Religious Observances Not Recognized or Respected:**

Students may contact the Dean of Student Services (Lincoln Hall, Room 108) in the event that reasonable accommodations have not been made in accordance with this policy. The Dean will work with the faculty member and appropriate academic administrators to work toward a reasonable accommodation for religious observance.

## **BLACKBOARD**

See [Online Learning & Services](#)

## **BOOKSTORE**

The Bookstore, located in the lower level of Lincoln Hall, sells required and recommended texts. Check with the Bookstore or your Division Dean to see which book(s) was used the last time your course(s) was offered. If you do not contact the Bookstore by the textbook ordering deadline for each semester, no books will be ordered. If you know that you will not be using a text, please let the Bookstore know by the appropriate ordering deadline. If there are supplies that you will require your students to buy, please let the Bookstore know so they are kept in stock. General and course related supplies are also available. If you wish to recommend a textbook for your class, inform your Supervisor. The Division Secretary has a form to order a desk copy for your use.

Bookstore Phone Number: (217) 443-8759  
Fax number: (217) 443-8879  
E-mail: [follett@dacc.edu](mailto:follett@dacc.edu)

### **Bookstore Hours:**

#### **During the fall and spring semesters:**

Monday - Friday 8:00 a.m. – 5:00 p.m.

In August and January, during the week before classes begin, the Bookstore has extended hours on Monday through Friday, 8:00 AM to 5:30 PM and Saturday 8:00 AM to 12:00 PM.

#### **During the summer semester:**

Monday – Thursday 7:30 a.m. - 4:30 p.m.  
Friday 7:30 a.m. – 4:00 p.m.

## **CALENDAR**

The current academic calendar can be found online within the “For Employees” link.

## **CAMPUS COMMUNICATIONS**

Part-time faculty members are expected to maintain contact with the College through the appropriate Division Dean. The following numbers are to be used if phoning from off-campus. If dialing from an on-campus phone, please use the last four digits of the number. If the Division Dean is not available, the instructor should contact the office of the Executive Vice President for Instruction and Student Services.

### **Executive Vice President for Instruction and Student Services**

David L. Kietzmann.....(217) 443-8771

### **Division Deans**

#### **Business & Technology**

Terri Cummings.....(217) 443-8786

#### **Liberal Arts and Developmental English**

Dr. Penny McConnell.....(217) 443-8747

#### **Math, Sciences & Health Professions and Developmental Math**

Kathy Sturgeon.....(217) 443-8806

#### **Adult Education**

Laura Williams.....(217) 443-8878

#### **Student Services**

Stacy Ehmen.....(217) 443-8746

**Registration Office..... (217) 443-8800**

**Counseling & Advising..... (217) 443-8750**

**Records Office..... (217) 443-8797**

**Corporate & Community Education..... (217) 443-8777**

**Graphics/Copy Center..... (217) 443-8830**

**Institutional Effectiveness..... (217) 443-8856**

**Instructional Media Services..... (217) 443-8577**

**Online Learning & Services..... (217) 443-8885**

**Vermilion County Works..... (217) 442-3044**

**Learning Resources..... (217) 443-8739**

**Library..... (217) 443-8739**

**Marketing & College Relations..... (217) 443-8768**

**Physical Plant/Maintenance..... (217) 443-8832**

**Security..... (217) 443-8888**

## **CAMPUS MAP**

A campus map is included in the Appendices.

## **CAREER & EMPLOYMENT SERVICES**

The Career and Employment Services Center located on the first floor of Lincoln Hall, Room 104, assists students in making career and life planning choices. Students wishing assistance in the career choice or in gaining skills which will aid them in the job search process are encouraged to visit the Career Center. A wealth of career and job search information is available, including internet-based and computerized career guidance programs. Career and Employment Services also helps students with their full-time, part-time and seasonal employment needs, on and off campus; resume writing; interviewing skills; and appropriate, business-attire clothing. Services are designed to help DACC students acquire the skills necessary for successful job searching as well as connect students with potential employer contacts.

To schedule an appointment, please call 217-443-8597. Additional information can be found on the Career Services webpages at <http://www.dacc.edu/career/>.

### **Non-Traditional Career Services**

A non-traditional career is defined as one where more than 75 percent of the workforce is of the opposite gender, or where less than 25 percent of the workforce is one gender. For women, many non-traditional careers fall into a few broad categories of jobs: labor-intensive, scientific/technical, and supervisory. However, fewer non-traditional careers are available for men than for women. Male non-traditional careers involve Nursing, Education, Human Services, etc. Non-traditional careers often experience a labor shortage, therefore careers in non-traditional degrees are beneficial for all students. DACC offers a wide array of services for Non-Traditional students including, but not limited to, assistance with career development, mentoring, resume writing, interviewing tools, and overall career services.

For more information and to access these services, contact Kellie McBride at 217-443-8597 or at [kmcbride@dacc.edu](mailto:kmcbride@dacc.edu). Services are housed in the Career & Employment Services department in Lincoln Hall, Room 104.

## **CHANGE OF ADDRESS**

Any change in an instructor's name or address should be reported to the appropriate Division Dean.

## **CLASS CANCELLATION**

The College strives for a minimum class size. If there is insufficient enrollment, the class may be cancelled. Instructors receive no compensation if a class is cancelled prior to the first meeting, and all student fees are refunded.

## **CLASS MEETINGS**

Classes may be scheduled to meet for as few as two weeks or as many as sixteen weeks. The schedules are designed to provide the number of contact hours established for each course by the Illinois Community College Board.

Instructors are expected to meet their classes in accordance with the schedule. They should begin at the prescribed time and conduct class for the full period. Classes that meet longer than two hours at a time generally observe a ten-minute break.

Instructors may not change or cancel class times or locations without obtaining permission from their Division Dean. Such changes affect students, other classes, and facility usage.

## **CLASS RECORDS**

In order for DACC to meet State and federal guidelines in a timely manner, the Records office will be communicating with DACC faculty through their DACC e-mail accounts. Please make sure that you check your DACC e-mail account at least once a week or funnel your DACC account to an account used more frequently. (**Note: DACC e-mail MUST be accessed directly once a month or it goes inactive.**) Instructions on how to funnel your account to another account can be found on the Jaguar Spot web pages.

Several tasks must be accomplished during a semester to ensure that all necessary enrollment and attendance data are recorded. Please be prompt and accurate with the information you provide as it will affect our State funding and our ability to provide financial aid to our students in the future.

All electronic enrollment and grade information is completed through your WebAdvisor/Jaguar Spot portal.

Listed below are the current electronic enrollment and grade instructions:

**Viewing Class Rosters** - Instructors can view their class rosters through the WebAdvisor portal. Log in through the Jaguar Spot web pages. These rosters are live can be viewed at any time (see *Viewing your Class Roster* beginning on page 6 of the *Records WebAdvisor Manual*). **If you've forgotten your login and password for WebAdvisor, please contact the MIS department at (217) 443-8881.**

If a student is attending your class, but his or her name is not on the class roster, they should be referred to the Registration or Counseling/Academic Advisement Office immediately after class.

1. **Early Verification (10<sup>th</sup> Day Class List)** – Early verification is submitted via WebAdvisor (see *Completing Early Enrollment Verification* beginning on p. 9 of the *Records WebAdvisor Manual*). Late submissions will require a paper roster to be completed. The Census/Early Enrollment roster whether paper or electronic format is the official record of class enrollment. Instructors must verify (with their written/electronic



signature) that the students listed are attending and actively pursuing the completion of the course. The signed verified list is the record the College uses to determine student refunds and total class enrollment. Students not attending at 10<sup>th</sup> day should be dropped from the class roster. Please note: This roster is time-sensitive. A courtesy reminder will be e-mailed on your census date. Please check your DACC email account.

2. **Mid-term Class List** - The Midterm Class Roster withdraws and verification are submitted via WebAdvisor. Late submissions will require a paper roster to be completed. The Midterm roster whether paper or electronic format is the official record of class enrollment. Instructors must verify (with their written/electronic signature) that the students listed are attending and actively pursuing the completion of the course. The signed verified list is the record the College uses to claim State funding. Students not attending at mid-term should be withdrawn from the class roster. Please note: This roster is time-sensitive. A courtesy reminder will be e-mailed on your mid-term date. Please check your DACC email account.

3. **Grade Roster** – Grades must be posted to the WebAdvisor grade rosters by the grades due date. It is essential that the form be electronically verified via WebAdvisor. If changes need to be made to Early Verification, Mid-term or Grad Rosters after dates are past, please submit a Grade Change form found on Jaguar Spot WebAdvisor.

To view complete instructions in submitting drops/withdraws and verifications visit [http://www.dacc.edu/documents/HowTo\\_FacultyWebAdvisor.pdf](http://www.dacc.edu/documents/HowTo_FacultyWebAdvisor.pdf).

### **CHANGES EFFECTIVE REGULAR 2014 SUMMER SEMESTER**

1. Census day reporting, or tenth day, will now be known as “Early Verification.”
2. Early Verification will now be done online through WebAdvisor along with Midterm and Final grading verifications. **Paper rosters will no longer be mailed. If an instructor misses the window to submit verification a paper roster will need to be completed.**
3. Section start date, End date, Early Verification date, Midterm date, and Last date to withdraw are now listed at the top of the roster on the **Class Roster, Drop, and Grading** screen. *See Completing Early Enrollment Verification instructions beginning on page 9.*
4. Instructors can now:
  - A. Drop students within the refund period online via WebAdvisor.
  - B. Withdraw students after the refund period up to last day to withdraw online via WebAdvisor. *See Completing Early Enrollment Verification instructions beginning on page 9.*
5. When students are dropped, faculty **must** provide a last date attended or select never attended. Collecting this information electronically will drastically reduce the number of “Dear Faculty” letters mailed out by the Financial Aid office.
6. **Verification Submission is now a two-part process:**

- A. Posting Drops/Withdraws or Grades on the **Roster, Drop, Grading Screen**...then
  - B. Reviewing and verifying these changes on the **Roster and Grade Verification screen**.
  - C. Please note a verification must be submitted for:
    - Early Verification
    - Midterm
    - Final Grades
7. All verifications once completed will have a date/time stamp signature.

Early Verification	03/27/2014 03:48PM stacy
Midterm Verification	02/28/2014 11:34AM Ehmen, Stacy L.
Final Grade Verification	03/27/2014 03:51PM Ehmen, Stacy L.

8. **The verification window is now only seven days.** All verifications must now be submitted by the end of the day of the seventh day. **Please plan accordingly.**  
 Example: Early verification is **06/18/14**: The seven day window will open on 6/11/14 and will close on 6/18/14 at 11:59 p.m.

### **CLERICAL SUPPORT**

Typing and duplicating of class materials are available through the Division Administrative Assistant. A lead-time of one week should be allowed to ensure completion.

Classroom materials are to be reproduced by the Graphics Department located in the lower level of Lincoln Hall. Material will be duplicated in the order in which it is received. Instructors must allow ample time for the machine operators to complete their work.

The Graphics Department offer services for instructors to make personal copies. The size, color, and type of paper will determine the cost of the copies.

Copy machine operators are prohibited from making copies that would be in violation of the copyright law.

### **CLOSED CLASS**

When classes reach their capacity enrollment, they are closed to new registrants. A student who wishes to enroll in a closed class may do so only under exceptional circumstances and with the instructor's and Dean's written permission. Instructors must make sure that there is space available before granting this request. If there is a question, the instructor should consult the Division Dean. All additions must be approved by the Division Dean.

## **CONTINUATION OF OPERATION PLAN**

During the Faculty negotiations Spring of 2018 the faculty and administration discussed at length how the College would continue operations in the event of an emergency. The academic calendar was modified in the following ways:

- The In-service day during the Fall semester was turned into an Instruction day.
- The Monday holiday following Easter was turned into an Instruction day.
- The Final Exam Schedule each semester was reduced from 5 days to 4 days.

These changes will allow the College to have extra days each semester that can be used as makeup days if needed or study days before finals if not.

### **Short-term Closures:**

- A Blackboard shell has been created for all academic sections. This will allow faculty to communicate with their students in an E-learning environment to continue lectures and group discussions during short closures.
- Additional Blackboard training will be conducted at Fall and Spring in-services so all faculty are familiar with the systems capability.
- Every attempt will be made to find creative solutions to minimize the length of a short-term closure.
- The College will consider a later starting time to allow for instruction when there has been a snow or ice event.

### **Long-term Closures:**

In a major event where one or more buildings cannot be occupied for a period of time, the administrative leadership will implement a plan to continue operations as quickly as possible. Strategies will include:

- Maintaining an inventory of vacant sites that would accommodate the needs of the college.
- Modifying the academic calendar if the semester must be extended.
- Schedule changes will be communicated to all students.
- Enlist the assistance of Business and Industry partners as well as Advisory Committee members to seek alternative sites to conduct the College's Career and Technical Education, Sciences, and Health laboratories as needed.
- Additional strategies may be developed depending on the length and severity of the long-term closure.
- Danville Area Community College is committed to offering 150 days of instruction, (excluding final exams and in-service days) each academic year as required by the Illinois Community College Board.

## **COUNSELING AND ACADEMIC ADVISEMENT**

Professionally qualified counselors and academic advisors are available for consultation. Advising for career students may also be done by Faculty Advisors. Each student will have access to Counselors, Advisors, or Faculty Advisors who are made available for conferences and program planning. Counselors and Academic Advisors are available in Lincoln Hall from 7:30 a.m. to 5:00 p.m. during the school year and from 7:30 a.m. to 4:30 p.m. in the summer. Evening advisement hours are also available during the registration period or on an individual basis throughout the semester. Please contact our office if there is an extenuating circumstance.

Additionally, it is best for students to call ahead to determine wait times and advisor availability, as the walk in capacity may be limited and schedules are subject to change. For more information, call (217) 443-8750.

Instructors are encouraged to contact the Director of Testing & Academic Services at (217) 443-8809, if they feel a student is in need of special accommodations. Students with attendance problems, low academic ability, personal issues, etc., should be referred to the Counseling Department.

## **COURSE REGISTRATION**

Students are encouraged to register early for classes. Students who are pursuing a certificate, degree, transfer-oriented coursework, or who do not know what their academic goals are, must meet with an Academic Advisor. As courses fill up, students are added to waitlist, managed by the department's Dean. Advisors do not recommend to students that they seek out the instructors or Deans to get in to courses.

**Certificate & Degree Seeking Students (Part-time & Full-time):** Students must meet with an Academic Advisor to establish an Academic Plan. Please note, academic plans may be set-up during non-registration periods. Students may see an Advisor by making an appointment (443-8750) or by completing a walk-in visit. Contact Academic Advisement & Counseling to obtain appointment and walk-in hours for enrolling in classes. The office is located in Lincoln Hall, Room 104, or call (217) 443-8750.

**Part-time, Non-degree/certificate Students:** Students who plan to attend part-time (less than 11 hours in Fall & Spring, less than 7 hours in the Summer) and are NOT pursuing a certificate or degree may register through the Admissions/Registration Office in Vermilion Hall. Please note, academic advisement is not available through Admissions.

**Registration Timelines:** - \*Please note each term has various start/end dates.

Term	Term Timeframe	Registration Period for Term
Fall	August – December (16 weeks)	Registration begins first week of April
Winter	December – January (3 weeks)	Registration begins last week of October
Spring	January – May (16 weeks)	Registration begins last week of October
Summer	May – July	Registration begins first week of April

## **Resources to help you prepare for Registration Academic Advisement appointments:**

- Visit Career & Employment Services (in LH-104) to narrow down your career goals. Career goals help the Academic Advisor guide you to the appropriate courses, degree, and plan.
- Curriculum Guides (Academic Plans for Specific Degrees at DACC and for students transferring to area colleges/universities: <https://dacc.edu/aac/cguides>)
- General Education requirements for all degrees: <https://www.dacc.edu/aac/gen-ed-electives>
- Course Descriptions & Syllabi: <https://dacc.edu/courses>

## **COURSE SYLLABUS/COURSE OUTLINE**

The course syllabus is a detailed description of the content of the course and must be followed. The full-time instructors in each discipline generally prepare the degree credit course syllabi using the approved Course Outline template as well as the Credit Hour Verification form. Part-time instructors should confer with their respective Division Dean to review that syllabus and should then prepare a course outline for the current semester, which will be provided to every student. The course outline will explain course goals, the content to be studied, attendance policies, the academic integrity policy, method of evaluation (tests, papers, participation, etc.), important dates and exams, papers due, etc.

## **DISABILITY SERVICES**

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs/services. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

Disability Services provides assistance to all qualified students with disabilities. You are required to register with the office and identify your needs in order to be eligible for academic accommodations. All services are based on individual needs. We are here to help you reach your academic goals. Students are responsible for identifying themselves to the Disability Services Office, for providing documentation, and for requesting accommodations each semester (Fall, Spring, Summer).

### **Steps to Get Started:**

1. Contact the Testing & Academic Services Center to set up a meeting with a Disability Services Specialist.
2. Meet with the Specialist to complete an interview process and to complete the program forms.
3. Provide the Disability Support Services Office with all requested and appropriate documentation.
4. Complete the “Semester Request for Academic Accommodations” form every semester.

In order for accommodations to be in place when classes begin, students are encouraged to meet with Disability Support Services at least four weeks prior to the beginning of each semester. For additional information on services available, please contact the Disability Services Office at (217) 443-8809 or through the Testing & Academic Support Center in Cannon Hall, 1<sup>st</sup> Floor (Rm 103) or at 217-443-8708; TTY (217) 443-8701.

Please note, the accommodations and services are offered in accordance with [Section 504 of the Rehabilitation Act of 1973](#) and the [American with Disabilities Act of 1990](#).

### **Determining the Need for Auxiliary Aids and Services**

The collaborative process continues in determining need for auxiliary aids and services and the auxiliary aids and services that are reasonable. Be prepared to describe the auxiliary aids and services you used in the past and provide documentation of disability and need for accommodations.

### **DACC Documentation Guidelines**

The process for determining accommodations is a collaborative one that may or may not require third-party documentation. We encourage students to contact us to engage in a discussion to identify and remove barriers in their academic experience

### **Fundamental Goals of Curriculum**

Faculty have the right to reject accommodations that undercut a course's fundamental goals. Faculty may also choose between equally effective accommodations, if, one is less intrusive to the course goals. A student's request for an accommodation that would alter the curriculum or a course's fundamental goals is considered an unreasonable request. Working with your college instructors will be important so that you can select between possible accommodation strategies that will provide you with the maximum opportunity for both learning and demonstrating mastery.

### **Accessibility on Campus**

It is the policy of Danville Area Community College to provide an accessible campus, both in terms of the physical plant and programs. The College will comply with all requirements set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Illinois Accessibility Code of 1988, and all regulations implementing these Acts.

Three offices on the DACC campus work together to address accessibility issues:

**Mike Cunningham, Vice President of Administrative Services** (Vermilion Hall) reviews and coordinates physical plant modifications to ensure the accessibility of campus for all students, employees, and visitors with disabilities who wish to access the College's programs and services. Mike Cunningham may be contacted by phone at 443-8831.

**Jill Cranmore, Vice President of Human Resources** (Affirmative Action Officer and Section 504/ADA Compliance Officer located in Vermilion Hall) is responsible for addressing concerns of students, staff, and the public regarding compliance and accessibility. Jill Cranmore may be contacted by phone at 443-8756.

**Lisa Rudolph, Director of Testing & Academic Services** (Cannon Hall, Room 103), provides information and services to students, reviews eligibility documentation, approves accommodations, coordinates academic auxiliary aids, serves as the liaison between students and faculty members, and advises students as needed. Lisa may be contacted by phone at 217-443-8809 or by email at lrudolph@dacc.edu.

**Testing & Academic Services Center** (Cannon Hall, Room 103), provides basic information and services, sets-up appointments, and provides testing and academic accommodations. Contact the Center at 217-443-8708.

An inclusive campus climate is promoted by fostering an understanding of the effects of disabilities and by working to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities.

### **Grievance Policy for Academic Accommodations**

#### **Internal Process**

This process was established to comply with the ADA/Section 504 mandate to “provide for prompt and equitable resolution of complaints alleging any action that would be prohibited.” If a student does not agree with a recommended accommodation, or has been denied accommodation(s), the student may file a complaint through the Office of Accommodations Complaint Process. A faculty or staff member who does not agree with an accommodation recommended for a student may also utilize this process. A faculty or staff-initiated complaint may not delay the implementation of an accommodation which Office of Accommodations believes to be in compliance with ADA. Any individual needing accommodation to participate in this complaint process should contact the Testing Center.

1. If informal discussions with DACC personnel have not resolved the issue, the individual shall submit a written or recorded complaint to the Dean of Student Services or his/her designee, within ten (10) working days of the event(s) that triggered the complaint.
2. The Dean of Student Services or his/her designee shall meet with the individual within ten (10) working days of the receipt of the complaint to reach a resolution informally.
3. If an informal resolution cannot be reached the Dean of Student Services will appoint an ad hoc committee to investigate the complaint. This committee will be chaired by the Dean or his/her designee. The investigation will proceed promptly.
4. Within five (5) working days following the conclusion of the investigation, the chair of the ad hoc committee will provide its recommendation to the Executive Vice President of Instruction and Student Services.
5. Within fifteen (15) working days of the receipt of the recommendations from the committee, the Executive Vice President of Instruction will make a decision regarding the complaint and provide a written notice of the decision to all parties involved.

#### **External Process**

Grievances may be resolved on an informal basis or on a formal basis. Every attempt will be made to resolve all grievances internally at the point of origin in a timely manner.

Although students with disabilities are encouraged to attempt to resolve a grievance within the campus process, they have the right to file any grievance directly with the US Department of Justice at 950 Pennsylvania Avenue, NW, Civil Rights Division, Disability Rights Section – 1425 NYAV, Washington, D.C. 20530 or online at <https://www.ada.gov/complaint/>. Complaints may also be made to the Illinois Department of Human Rights (IDHR):

IDHR Springfield Office: 222 South College, Room 101-A, Intake Unit,  
Springfield, IL 62704,  
Phone: 217-785-5100; TTY: 866-740-3953; FAX: 217-785-5106; Website:  
[https://www2.illinois.gov/dhr/FilingCharge/Pages/FAQ\\_Section\\_III.aspx#Q6](https://www2.illinois.gov/dhr/FilingCharge/Pages/FAQ_Section_III.aspx#Q6).

### **DISHONESTY IN THE CLASSROOM**

Instructors should confer with their respective Division Dean or the Office of Instruction and receive a copy of the Student Conduct Code/Academic Integrity Policy.

### **DROP/ADD**

This is a procedure whereby a student officially drops or adds a course or courses. Normally, the procedure is handled in the Registration or Counseling Office upon the request of the student. In off-campus classes, the instructor may often be the one advised of the student's desire to drop. This information should be sent to the Registration Office immediately (see Refunds and Withdrawal of Students).

### **DUPLICATING SERVICE**

See Clerical Support.

### **EMERGENCY MESSAGES**

It is suggested that instructors in evening classes develop Blackboard email through WebAdvisor in the event a class meeting is cancelled. The Division Administrative Assistant should be contacted by telephone between the hours of 8:00 a.m. and 5:00 p.m. if an instructor knows that he/she will not be able to meet the class at the scheduled time. The Information Office should be notified at (217) 443-8896 if a class is cancelled. The Security Office should be contacted at (217) 443-8888 for other emergencies.

### **EMERGENCY PROCEDURES**

#### **911 - Tracking System**

The college has in place a system that automatically identifies the extension from which a 911 call is placed. For this reason, it is imperative to notify the switchboard if a new extension is added or an old extension is moved to a new location.



## **EMERGENCY PROCEDURES IN CASE OF FIRE**

### **Evacuating People with Disabilities**

Below are guidelines for use in evacuating those with disabilities, but bear in mind, they are only guidelines. The specific needs of people with disabilities are the most important issue when considering their evacuation from dangerous areas.

### **Visually Impaired Persons**

Visually impaired people may or may not be familiar with their immediate area. In the event of an emergency, the visually impaired person may need assistance. Anyone may offer to serve as a sighted guide. The preferred method of assistance is offering the elbow and escorting the visually impaired person. As you walk, tell the person where you are and advise them of obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

### **Hearing Impaired Persons**

Persons with impaired hearing may not perceive emergency alarms and an alternative technique maybe required. Two methods of warning are:

1. Writing a note describing the emergency and the nearest evacuation route.
2. Indicate through gestures what is happening and what to do.

### **Non-Ambulatory Persons**

Most non-ambulatory persons will be able to exit safely without assistance if on the first floor. Some people have minimal ability to move, and lifting them may be dangerous to their well being. If a non-ambulatory person needs assistance in exiting the building, consult the person as to his/her preferences with regard to:

- Ways of being removed from the wheelchair.
- Number of people necessary for assistance.
- Whether to bend or extend extremities when lifting because of pain, catheter, spasticity, etc.
- Being carried backward or forward down stairs.
- After-care, if removed from wheelchair.

If additional assistance is needed, take the individual to the stairwell farthest from the source of danger.

### **Information to remember about wheelchairs and the people using them:**

1. May have moveable/weak parts not built to withstand the stress of lifting.
2. Put person into straight-backed chair before attempting to move or transport him/her.
3. If a seat belt is available, secure the person in the chair.
4. If the chair is left behind, be sure it does not block or obstruct doorways or passages.

## **Fire Safety & Building Evacuation Information**

### **Purpose:**

The purpose of these procedures is to provide guidelines for orderly building evacuation in case of a fire or other emergencies requiring evacuation of campus buildings, and to provide safety measures to prevent injury to building occupants.

### **Fire Alarm Safety:**

The campus fire alarm system is monitored by the Danville Public Safety Building on a seven (7) day – twenty-four (24) hours a day basis.

An activated fire alarm horn/light in a building is a signal for everyone to leave the building immediately, following exit signs. **Do not use elevators to evacuate buildings.**

### **Fire Alarm Reporting:**

1. In case of fire, activate the building fire alarm system immediately by pulling the nearest fire alarm box.
2. Know the location of fire extinguishers, fire routes, and fire alarm pull boxes in your work area. Training and information is available through the Director of Administrative Services.
3. If a minor fire appears controllable, immediately call Campus Security at (217) 443-8888. If a fire extinguisher is necessary in your opinion, you must call 9-911.

### **Additional Building Evacuation Information:**

When the fire alarm is sounded, walk quickly (Do Not Run!) to the nearest marked exit and alert others in the area to do the same.

Physical Plant (Utilities/Maintenance) personnel will be responsible for turning off gas, main, and electrical services to the effected building/area.

After evacuating a building, move to a clear area at least five hundred (500) feet away from the effected building. Keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews. All students should group with their own class, keeping clear of the building.

Following the evacuation of the building, supervisory personnel and faculty should endeavor to ensure that staff and students have left the building.

If you become trapped in a building during a fire, stay near the floor where the air will be less toxic, shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm. Do not panic. **Do not attempt to extinguish the fire. Get out of the building. Fire doors are to be kept closed at all times.**

### **Emergency Procedures in case of a Tornado**

Natural disaster can strike at any time, destroying property and lives. Being prepared for natural disaster helps avoid panic and prevents further disaster. This section provides basic information you will need to know to help in preparing for a natural disaster.

## **Tornado Procedures**

Danville, Vermilion County, and Danville Area Community College are prepared to keep a watchful eye on weather conditions and to warn the populace of impending tornadoes. This will be done by sounding the civil defense sirens, located in strategic positions throughout the city for a continuous three-minute unwavering blast. The sirens will be sounded only if a tornado is actually sighted or if Danville Area Community College is mentioned as being in the path of an approaching tornado (tornado warning sirens are tested on the first Tuesday of the month at 10:00 a.m.). The College's Director of Administrative Services is constantly monitoring the situation. Employees of the College will be notified by means of the in-house notification system that is in place.

If you are *outside* when you hear the warning siren, seek inside shelter, in the nearest building.

Once *inside* a building, go to the interior hallway or other enclosed area that away from windows and on a lower floor of the building. Avoid going into auditoriums, gymnasiums, or other large rooms where roof collapse may be likely. In wooden buildings, such as houses, the least hazardous place is in the basement or under heavy furniture in the center of the building. Stay away from all windows.

In the event of injuries, give first aid to the best of your ability and notify emergency personnel as soon as possible at 911.

## **Tornado Warning Guidelines**

Sirens located throughout the campus provide a tornado warning alert. A continual siren at any time, except for the emergency test conducted the first Tuesday of each month at 10:00 a.m., indicates an emergency condition. It is presumed to be a tornado warning unless notified by officials to the contrary.

Tornadoes are unpredictable; therefore, you should avoid exterior windows, walls, and ceilings whenever possible. Statistics have indicated that the northeast interior corner of the building is the safest. Caution and common sense by each individual is of utmost importance. In particular, actions that may cause panic should be avoided.

All employees of the College are encouraged to know where the shelter areas are within their work areas. College shelter maps are located in the hallways of the College indicating the closest shelter to the area.

## **Danville Area Community College Guidelines:**

1. Staff located in the Danville Area Community College buildings will be notified by the Building Evacuation Coordinator when a tornado warning is in effect. The notification will be made using the College wide notification system.
2. You should quickly secure your work area (e.g. close doors and windows, shut down machinery, computers, etc. and move away from exterior doors and windows). Leave a few doors or windows open to equalize pressure variances. Proceed into interior hallways and/or the basement. **Do not use the elevator.** Use the stairwell closest to your specific work area. If available, use east or west stairwells since tornadoes generally follow a southwest to northeast path.

3. If working outside, seek shelter inside a building near the job site and follow instructions previously given.
4. If working inside other Danville Area Community College buildings follow the tornado emergency procedure for that particular building. Protect your head. Get under a heavy desk, table, or other sturdy furniture available, lie flat and put your arms over your head. If possible, cover your body with a blanket or whatever is available.

**For All buildings:**

1. Evacuate any occupied rooms above ground level if possible.
2. Floors below ground level, hallways, and rooms in the center of a building that are not on the top floor may be used as shelters.
3. In the event of fire or personal injury, go to the nearest safe telephone to call for help.
4. After a tornado, do not re-enter damaged buildings.
5. Be aware of down electrical lines, chemical releases, broken gas lines, and weak building structures.

**Tornado Warning Siren Procedures:**

The decision to activate the sirens will be based upon the following situations:

- A funnel cloud or tornado, which is threatening Danville Area Community College, has been sighted by or has been confirmed by law enforcement or fire department personnel.
- A tornado has touched down in any area near Danville Area Community College.
- A report of a radar echo of a tornado threatening the Danville Area Community College campus had been received from the U.S. Weather Service.
- The report of a tornado or funnel cloud threatening the Danville Area Community College campus has been received from the Vermilion County ESDA emergency operations center.

The siren-warning signal is intended to advise all who hear it to take cover for a period of 30 minutes. Should the dangers outlined above persist the warning signal will be repeated every 30 minutes for as long as those conditions continue or as new similar situations develop.

**Emergency Procedures in case of an Earthquake**

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

**If Indoors:**

- **DROP** to your hands and knees. **COVER** your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and

walls, and anything that could fall, such as lighting fixtures or furniture. **HOLD ON** to any sturdy shelter until the shaking stops.

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed: **STAY** there and **COVER** your head and neck with a pillow. At night, hazards and debris are difficult to see and avoid; attempts to move in the dark result in more injuries than remaining in bed.
- **DO NOT** get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- **DO NOT** use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

### **If Outdoors**

- If you can, move away from buildings, streetlights, and utility wires.
- Once in the open, **Drop, Cover, and Hold On. STAY THERE** until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

### **If in a Moving Vehicle**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### **Emergency Procedures in case of a Bomb Threat or Intruder**

All calls regarding bomb threats must be documented as though they are real. In the event of a bomb threat, the following actions will be initiated. It is critical that the individual receiving the call must do the following:

1. Let the caller finish the message without interruption.
2. Let the caller talk, document the message exactly and listen for the following clues:
  - Caller's sex and approximate age
  - Noticeable conditions affecting speech, such as drunkenness, laughter, anger, etc.
  - Peculiarities of speech, such as accent, speech impediment, tone, pitch, etc.
  - Background noises audible, such as music, traffic, talking, machinery, etc.
3. When the caller has given the message, try to keep the person in conversation.

The following key questions should be asked if possible:

- Where is the bomb located?
- What time will it explode?
- When was it placed?

- Why was it placed?
4. Note the exact time the threat was made.
  5. Notification must be made immediately to the Danville Police Department by calling 911. Based on assessment and evaluation, action will be taken as deemed necessary.

### **Active Hostile Intruder in the Building**

Recognizing that all situations that occur or might occur on the campus cannot be predicted or planned for, this information is provided as a guide to assist us in protecting you in a hostile/active shooter situation.

The Campus Safety and Security Department has the very important task of ensuring that you know how to respond in the unlikely event that you ever encounter a situation with the potential for death or great bodily harm or violence on our campus.

Any type of incident of this nature is unpredictable, and your immediate response depends on the situation you face. The following guidelines have been developed by the Campus Safety and Security Department based on the best practices established by law enforcement experts.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate area of danger, and take the following steps.

**Please note:** If you were to encounter any armed or hostile person and it appears that this person is attempting to exit the College on their own it is **OKAY** to allow the offender to exit or escape the building, or the area, on their own. **DO NOT** attempt to stop the intruder or take any action that would put you into danger.

### **Scenario #1:**

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger, take protective cover, and stay there until assistance arrives.
3. Call 911, providing the dispatcher with the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Your exact location
  - Injuries to anyone, if known

Call Campus Security at (217) 443-8888

\* Once this information is known to the Campus Safety and Security Department notification of an active shooter/hostile intruder alert will be sent to all areas of the campus, detailing as much information possible as to the location of the event, actions being taken, and steps that **MUST** be taken to ensure safety.

4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

**Scenario #2:**

If you are directly involved in an incident and exiting the building is not possible, the following action are recommended: (shelter in place)

1. Go to the nearest room or office.
2. Close and lock the door.
3. Turn off the lights.
4. Seek protective cover, out of sight of doors and windows.
5. Keep quiet and act if no one is in the room.
6. Do not answer the door.
7. If possible, notify 911 and Campus Safety and Security Department (if it is safe to do so). Provide the dispatcher with the following information:
  - Your name
  - Your location (be as specific as possible)
  - Number of shooter (if known)
  - Weapon description (if possible)
  - Identification or description of shooter
  - Number of persons who may be involved
  - Injuries (if known)
8. Wait for Danville Area Community College security officers or other responding police agency officers to assist you out of the building.

Danville Area Community College has established understandings with all area police departments and assistance will be provided. The Danville Police Department has a trained, well-equipped SWAT team that will respond to provide additional assistance if the situation dictates.

During the initial phase of any major incident, the Campus Safety and Security Department, along with DACC's Emergency Management Team, will evaluate the situation to determine the best course of action for the safety of the Danville Area Community College campus.

**EMPLOYMENT****Assignments**

Assignments should be considered tentative until adequate enrollment levels are reached. Part-time instructor assignments may be terminated to ensure full-time instructors of their regular contractual class load. Assignments are made for one term at a time. The Board of Trustees must approve an offer of employment.

**Compensation**

Compensation is determined by the budget process. In 2018-2019 the Part-time Instructors of transfer and vocational-technical degree credit courses are presently being paid at the rate of \$700 per credit hour lecture time, and \$715 per credit hour lecture time for part-time academy graduates. Laboratory time is presently being paid at the rate of .91 of the per credit hour lecture rate. Tutorial and/or Independent Study rate of pay is \$140 per credit hour per student. Note: Rates are subject to change each budget year.

Salary payments for part-time faculty are equally divided over the term of the assignment and are made on a biweekly basis. Checks may be picked up at the Cashier's Office or can be mailed. In order for the Cashier's Office to mail a paycheck, the instructor must complete an authorization form.

Deductions will be made for federal and state income taxes, Medicare, and State University Retirement System (SURS).

Income tax statements for payroll will be mailed in January of each year (W-2 Forms). Employees may also elect to receive their W-2 form electronically by giving consent for electronic delivery through Web Advisor.

Part-time instructors may be reimbursed when traveling over 20 miles, with a maximum of 100 miles per round trip. Reimbursement will be paid at the rate of 54.5 cents per mile. The Division Dean will submit an itemized list on a Request for Payment form; however, the instructor is responsible for submitting the list to the Division Dean. Note: Rates are subject to change each budget year.

### **Human Resources/Personnel File**

Your respective Dean will have provided Human Resource materials and forms that will need to be completed for you to be an active employee which must include official transcripts from the institution(s) where you graduated.

### **EQUIPMENT MOVING**

Instructors are encouraged not to move furniture on their own, as it may affect other classes. If College equipment or furniture must be moved, it is necessary for the instructor to confer with the respective Division Dean to determine the procedure for such moves.

### **EVALUATION OF PART-TIME FACULTY**

All new part-time faculty members will be evaluated each semester for two semesters in the performance of their assigned duties. The procedure will include completion of a written evaluation form by the respective Division Dean, lead instructor, or assigned instructor which will be reviewed with the part-time faculty member.

Continuing part-time faculty members will be evaluated at least once a year on the performance of their assigned duties. The procedure will include completion of a written evaluation form by the respective Division Dean, which will be reviewed with the continuing part-time faculty member.

### **FIELD TRIPS**

Instructors who wish to conduct a field trip as part of a course should discuss the matter with the Division Dean as early as possible. Appropriate paperwork will need to be completed.



## **FINAL EXAMINATIONS**

It is our practice at Danville Area Community College to require that all courses administer a final exam and/or final project. We feel this consistency is very important, whether courses are taught by full-time or part-time faculty, or whether offered on campus or at off-campus sites.

Please give your exams in accordance with the Final Exam Schedule. If everyone follows the schedule, student conflicts are kept to a minimum. If for some reason you must deviate from the schedule, please get prior approval from your respective Division Dean. Copies of final exams must be filed with the Division Dean prior to the exam.

## **FINANCIAL AID**

The Financial Aid Office can provide information on available Federal, State, Veteran's, Institutional and local student aid programs. More information may be obtained from the Office of Financial Aid, Vermilion Hall-Room 110, or call (217) 443-8891.

DACC students receive a variety of student aid packages that can include: gift aid based on need such as the Federal Pell and State MAP programs, Federal student loans, work on campus under the Federal Work-Study program, non-need gift aid and/or merit based aid, Veteran's educational benefits and/or other agencies such as Workforce Investment. All of these programs have particular rules and regulations that DACC must ensure are being followed. The College must remain in compliance to continue to be approved for Federal and State student aid programs.

One of the most important regulations that we must monitor (after assuring all eligibility criteria is met) is the student's attendance. A student is permitted to be awarded aid that is earned based on attending classes. If the student stops attending and does not meet the instructor's requirement for attendance (or engagement if an online course offering) then they must be withdrawn from the course based on the last date of attendance (engagement). This date will be used to determine how much aid was earned verses what must be returned to the student aid program.

It is very important that faculty complete the Early Verification Roster, Mid-term Report and contact our Records office to withdraw students not meeting their attendance requirements. This reporting must be completed in a timely manner; it is very important to meet all deadlines posted by the Records office.

## **FOOD FACILITY**

Subway is located in Lincoln Hall's Student Union and offers a breakfast and lunch menu. Vending machines are also available for snacks and beverages. They are located in various buildings around campus.

### **Subway (Student Union) hours:**

Fall & Spring

8:00 a.m. - 2:00 p.m. Monday – Friday

***\*\*Subway is closed weekends, holidays, spring break, and during the summer.***

## **GRADE BOOKS**

Grade record books are available from the Division Dean's office or you may contact the Office of Instruction at (217) 443-8770.

## **GRADING**

Instructors of degree credit courses should provide a reasonable number of tasks to be evaluated to allow the students adequate means to demonstrate their knowledge. Such tasks might include tests, quizzes, worksheets, reports, projects, papers, or other assignments.

The College does not impose an overall system of assigning grades. The instructor has the responsibility of maintaining division standards (consult the respective Division Dean) and also the responsibility of clearly communicating them to the students at the beginning of the class. The grading procedures and standards should also be included on the course outline to be distributed to every student at the beginning of the semester.

The grades to be assigned for transfer and vocational/technical classes are:

A - excellent	D - below average
B - good	F - failure
C - average	W - withdrawal
	I - incomplete (temporary grade)

A "W" grade is given if a student voluntarily withdraws after the refund period but before the withdrawal date or is withdrawn by the instructor for excessive absences. An "I" may be given if the student has not completed the requirements for the course due to exceptional circumstances. The privilege to make up work must be requested by the student and may be granted by the instructor. An "I" indicates that the student has completed a majority of the course requirements but still needs to turn in a paper, take a test, or finish another assignment. The work must be completed within 30 calendar days; if the work is not completed in this amount of time, the "I" grade becomes an "F".

**Please note: The student has 30 days to request a grade change.**

## **GUEST LECTURERS**

The use of guest lecturers can add to the relevance of the subject matter in the classroom. There are, however, special procedures for scheduling political candidates as guest speakers in classes. Please consult with the Division Dean when inviting any guest lecturer/speaker to any class.

## **HOLIDAYS**

Dates on which classes do not meet are listed on the Academic Calendar. The most current Academic Calendar may be found at <https://www.dacc.edu/employees>.

Off-campus classes may be subject to a slightly different holiday calendar determined by the local facility. Instructors of off-campus classes should verify a schedule of holidays with their Division Dean and the Extension Center Coordinator and make sure that the students are made aware of the schedule.

### **INFORMATION OFFICE**

The Information Office hours are as follows:

Fall & Spring    8:00 a.m. – 5:00 p.m. - Monday-Friday

Summer            7:30 a.m. – 4:30 p.m. - Monday – Thursday  
                          7:30 a.m. – 4:30 p.m. - Friday

The information office can be reached at (217) 443-8896.

### **INSURANCE**

Part-time faculty is covered by Worker's Compensation if injured in the performance of their job responsibilities. The College also carries a general liability insurance to cover liability claims resulting from instructional duties.

### **INSTRUCTIONAL MATERIALS**

Regular division instructors have selected degree course materials. To provide uniformity in programs, part-time faculty should use the basic materials for the course they are teaching. Those materials may include a course outline, textbooks, handouts, and films. Modifications are permissible if discussed with the Division Dean. Adequate consumable laboratory supplies should be requisitioned through the supervisor.

Part-time faculty members should try to meet with regular instructors to orient themselves to the course to be taught. The regular instructors can share ideas on teaching strategies and materials available.

### **INSTRUCTIONAL MEDIA**

The Instructional Media Department provides media and technology services to Danville Area Community College. Traditional media services such as audio and video production, DVD and tape duplication, transparency production, lamination and the distribution and maintenance of presentation of classroom equipment throughout campus are provided. It is the goal of the department to make every classroom on campus Technology Enhanced with a focus on versatility and user-friendliness. A broadcast television production studio is housed in Instructional Media and can be scheduled for classroom and promotional projects. Interactive Video Classrooms are also available on campus with support and maintenance from the Instructional Media Department. Personnel are available for consultation and hands-on training in all aspects of instructional design, multimedia production, and classroom modernization as well as hands-on training for technologies such as Smart Boards, iClickers and all of the more

routine technology devices. The Instructional Media Department's primary goal is to facilitate effective use of instructional technology to enhance learning at Danville Area Community College.

Hours of operation are:

Monday - Thursday: 8:00 a.m. – 5:00 p.m.

Friday 8:00 a.m. – 4:00 p.m.

The Instructional Media Department is located in the lower level of the Clock Tower Building.

Phone: (217) 443-8871 Mark Barnes, Director, Computer Network & End User Services

### **INSTRUCTOR ABSENCE**

When it is necessary to miss a class, the Division Dean should be notified as early as possible. If the Division Dean cannot be contacted, the instructor should then contact the Office of the Executive Vice President for Instruction and Student Services at (217) 443-8770. Students should also be notified. The Division Dean may recommend that makeup sessions be arranged.

### **KEYS**

Part-time faculty may be issued keys with the Division Dean's approval if needed for their respective classrooms. Keys are distributed through the Security Office in the lower level of Lincoln Hall. A \$10 fee per key is assessed if keys are not returned when the employee resigns their position.

### **LIBRARY SERVICES**

Location: Clock Tower Center

Hours:	Fall/Spring:	Monday – Friday	8:00 a.m. – 5:00 p.m.
	Intersession:	Monday – Friday	8:00 a.m. – 5:00 p.m.
	Summer:	Monday – Thursday	8:00 a.m. – 5:00 p.m.

Closed for holidays and during breaks. Reduced hours in summer.

Let us know who you are: Part-time faculty are often not well known on campus and may not be recognized by the students who staff our Circulation Desk. Faculty are allowed library privileges not granted to students and community borrowers. Please tell us who you are and what you are teaching.

Library home page: [www.dacc.edu/library](http://www.dacc.edu/library)

The library subscribes to many electronic resources (full text articles, encyclopedias, etc.) which are linked from the Library page and can be accessed from any on-campus, Internet-linked computers. Off-campus access is available by means of a DACC email user ID and password.

Library catalog: The DACC library catalog is I-Share, the catalog of 90+ academic libraries in Illinois (includes UI, EIU, SIU, WIU, NIU and many others). The catalog can be searched from any Internet-linked computer.

Library Cards: Faculty receive a DACC ID and should come to the library to get it registered as a library card. Temporary borrowing arrangements pending receipt of ID can be arranged for faculty only. Please encourage your students to come to the library with their student ID's to register for library use. Advise your students that they **MUST** present a valid library ID to check out materials. DACC ID cards that have been registered may be used at any of the I-Share libraries (with proper identification). The DACC barcode # is used to place requests for I-Share library materials from the online catalog.

Faculty Reserves: Books, videos, and other materials may be placed on an instructor's Reserve Shelf. Items are kept at the Circulation Desk. Reserves check out for limited periods determined by the instructor (1, 3, 7 days, or in-library-use-only). Items on reserve are not made available to other libraries through Interlibrary Loan.

Viewing area: TV with a Blu-Ray player is available for student use in the library. Students must check out headphones from the Circulation Desk or use their own.

Media booking: Videos and other media for instructors to use with a class may be requested ahead of time. Doing so will ensure that the materials are available when needed. Non-reserve items may be on loan to other libraries unless booked in advance.

Overdues: Videos, reserves, and interlibrary loan items will incur overdue charges when not returned on time. Charges related to items used for classes may be waived for faculty. Longer circulation periods may be arranged. Items not returned are described as "lost" and charges for replacement are assessed.

Photocopier and Scanner: Library copies are 10 cents per page. Copying by instructors for classes should be done at the copy machine in Graphics or in the instructor's department. The library also provides a scanner for patron's use. Scanned images can be printed or saved to a flash drive.

Library Instruction for classes: A librarian can meet with your class, in the library or in your classroom, to instruct students in information literacy skills and to demonstrate information resources and search strategies appropriate to your learning objectives. Guided, hands-on learning opportunities centered on your class assignments help students use library and information resources effectively and promote student success. Dr. Ruth Lindemann coordinates the Library Instruction and can be reached at (217) 443-8739.

Requests to purchase materials for the library: All faculty and staff are encouraged to recommend items for the library to purchase in support of classes. Requests should be made through the Purchase Request Form on the Faculty Resources section of the library's website. Orders are made as funds are available.

If help is needed to identify or locate books or videos to purchase, please call (217) 443-8739.

Electronic Information Resources: The library subscribes to many types of databases as well as a discovery tool, 1Search, that searches the library catalog and most of the databases through a single interface. These databases contain thousands of full text articles and transcripts from print and broadcast news sources, journals, magazines and streaming video sources. Other resources cover art, music, science, theater, history, English language, current events, and biography. The library's web page serves as a gateway to these online resources.

Faculty Teaching at Hoopeston Higher Learning Center (HHLC): The library is happy to work with faculty teaching at the HHLC. Library services can be provided on site, but any physical materials delivery must be arranged through the staff at the HHLC.

Faculty Teaching at the Danville Department of Corrections (DOC): The library is happy to work with faculty teaching at the DOC. The services available to classes being held at the DOC are described on the Library's Faculty Resources pages.

## **MAIL**

Mailboxes are established in Division offices for part-time instructors of on-campus degree credit classes. Off-campus instructors may be served through their home address if they inform the Division Administrative Assistant. Outgoing mail for College business must be on DACC letterhead stationery, available from the Division Administrative Assistant.

## **MAXIENT REPORTING**

DACC has 4 online reporting tools for faculty, staff, and students to utilize as needed. The reporting system provides user-friendly, centralized tools that help connect the dots and prevent students and issues from falling through the cracks.

With improving student retention and success a campus-wide focus, the Retention Alert/Student Care report provides an excellent vehicle for faculty and staff to notify Academic Advisors when students are exhibiting signs of distress, not progressing as they should, or when they've seen a change in behavior that could deter their academic success. The system is easily accessed from the DACC website at <https://www.dacc.edu/employees> and does not require the reporter to login.

Once notices have been sent, trained Advisors offer and provide services for immediate interventions. The four reports also interface with the College's ERP, Colleague, to provide faculty and advisors with report assistance as well as importing information that helps advisors apply interventions that are best-suited for each situation.

The online reporting system also allows for reports on Illness, Injury & Accidents, General Incidents/Conduct, and Complaints. Information on each type of report is highlighted in the table below.

<p><b>DACC ONLINE REPORTING TOOLS</b>  <a href="https://www.dacc.edu/employees">https://www.dacc.edu/employees</a></p>
<p>Incident/Conduct Report <b>(for Students, Staff &amp; Guests)</b></p> <ul style="list-style-type: none"> <li>• Student fight</li> <li>• Vandalism to car</li> <li>• Any infraction of the Student Code of Conduct</li> <li>• Student makes a threat to another student or staff member</li> <li>• Witness to harassment</li> </ul>
<p>Retention Alert/Student Care Report <b>(for Faculty &amp; Staff Only)</b></p> <ul style="list-style-type: none"> <li>• Student has not attended class for last 3 meetings</li> <li>• Student fails to respond to faculty outreach</li> <li>• Significant change in mood or behavior</li> <li>• Student lost scholarship and cannot pay for books</li> <li>• Student kicked out of home and is living in his/her car</li> </ul>
<p>Illness, Injury &amp; Accident Report <b>(for Faculty &amp; Staff Only)</b></p> <ul style="list-style-type: none"> <li>• Student has a seizure in class</li> <li>• Visitor on campus falls down the steps in Lincoln Hall</li> <li>• Staff member is involved in a fender bender while driving a College vehicle</li> </ul>
<p>Complaint/Grievance Report <b>(for Students, Staff, &amp; Guests)</b></p> <ul style="list-style-type: none"> <li>• Student continues to have a complaint about a grade after going through the proper resources</li> <li>• Staff member has a complaint about a walkway</li> <li>• Community member has a complaint about our Chargeback policy</li> <li>• Complaint about service</li> </ul>

**MID-TERM ENROLLMENT REPORTS**

See Class Records.

**MILEAGE REIMBURSEMENT**

See Employment - B

**ONLINE LEARNING & SERVICES**

The Online Learning & Services Department provides technical support to faculty and students in the use of the College's learning management system (Blackboard), as well as maintains the College's website. The department offers orientation sessions (face-to-face and online) to acquaint students with the possibilities presented by the virtual classroom. Personnel are available for faculty and student consultation as well as hands-on training for technical preparation, course navigation, class communication methods, and

integrated technologies. Faculty are expected to refer to the appendix found in this handbook for information regarding DACC's Continuation of Operation Plan and how to use Blackboard in the event of campus closure.

The Online Learning & Services Department is located in Prairie Hall, Room 205.

Hours of operation are:

Monday - Friday: 8:00 a.m. – 4:30 p.m.

Please contact: (217) 443-8885 Maggie Hoover, Director  
(217) 443-8723 Jung Ae Merrick, Online Support & Web Technician  
email: [ols@dacc.edu](mailto:ols@dacc.edu)  
<https://www.dacc.edu/online>

### **ORDERING SUPPLIES AND EQUIPMENT**

Needs for supplies and equipment should be discussed with the Division Dean, who will apprise the instructor of the proper procedures for acquisition of materials.

### **PARKING**

Faculty parking space is available during the day in the lots near Vermilion Hall, Clock Tower, Technology Center, Mary Miller Center, and on the circle drive. Free parking stickers or hang tags for faculty can be obtained at the Security Office. Off-campus parking should comply with local regulations.

### **PARTNERS IN EDUCATION**

The Partners in Education believe that mentoring is a vital activity on the DACC campus and that mentoring should be carried out formally and regularly. Mentors, we believe, should not replicate the role of a Dean or Lead Instructor; nor should mentors assume an evaluative role. Instead, mentors are available to ongoing instructors, either full- or part-time, who request one or are assigned one by their Dean. The purposes of the mentor are to explain community college philosophy, DACC's culture and student body, to provide instructional support, to explain administrative requirements, to improve coordination of instruction between full- and part-time faculty, and to strengthen the professional relationships among faculty.

Mentors are selected from among DACC's outstanding full-time or part-time teachers and are compensated for their services. Mentors are assigned to partners who teach the same or similar courses, and they are trained to adopt a positive, supportive approach. Mentors are usually assigned to only one or two partners so that adequate time can be devoted to help the partner(s) develop a good foundation in college teaching. The selection, training, and evaluation of mentors are carried out by Deans and/or Lead Instructors.

Upon completion of the mentoring experience, it is important for the Office of Instruction to receive feedback from all partners, mentors, and Division Deans involved in the



Partners in Education Program. This feedback will be utilized to make improvements in the program.

### **PART-TIME and DUAL CREDIT FACULTY ACADEMY**

Part-time and dual credit faculty have always been and will continue to be an invaluable component of Danville Area Community College. In an effort to maintain quality and ensure the viability of this instructional resource, a Part-time Faculty Academy will serve as a training and development tool for these important members of the DACC teaching team. For further information regarding the Academy and the potential of enhancing your compensation, contact your respective Division Dean.

### **PAYCHECKS**

See Employment - B.

### **POSTING OF GRADES**

Instructors must post the student grades electronically, as soon as possible, after each term via the Jaguar Spot (see Completing Final Grading Verification beginning on page 23 of the *Records/WebAdvisor Manual*). Students can view their grades on the DACC Jaguar Spot. Please refer to Class Records for more information about how to post grades through WebAdvisor/Jaguar Spot.

### **PROFICIENCY EXAMS**

Danville Area Community College offers credit by proficiency under conditions listed in the Catalog. Further details can be obtained from Division Deans or Counselors/Advisors.

### **PUBLICITY**

Publicity about a College event or program must be coordinated through the Office of Marketing and College Relations (Vermilion Hall-216). Newsworthy items should be brought to the attention of that office by emailing [announce@dacc.edu](mailto:announce@dacc.edu).

### **REFUNDS**

Tuition and fees paid by students may be refunded only if the student drops from classes: (1) during the first two weeks of classes that run twelve weeks or more, and (2) during the first week of classes that run less than twelve weeks. Instructors have no responsibility in dealing with refunds; however, are responsible for accurate and prompt verifications of attendance.

## **RULES OF CONDUCT**

Conduct in classes and care of facilities both on-campus and off is a matter of importance. Reasonable rules must be followed. Smoking is not allowed on the DACC campus.

When a class completes the room usage schedule for the day, proper close-down steps should be taken (turn off lights, lock doors, etc.).

## **SECURITY**

Campus security is provided 24 hours a day, seven days a week. The Security Office is located on the lower level of Lincoln Hall (Room 007), phone 217-443-8888 or extension 8888 for on-campus phones. If you experience problems reaching security or have questions or concerns, please contact the Director of Administrative Services at (217) 443-8831.

The Safety and Security Officer is responsible for taking the necessary steps in promoting and maintaining a safe environment for Danville Area Community College

- Provide safety and security through parking and traffic enforcement and routine patrol.
- Monitor and maintain security surveillance systems on campus.
- Conduct safety drills.
- Investigate incidents on campus and work with local law enforcement to resolve matters of criminal nature.
- Investigate complaints from students and visitors of incidents occurring on campus and relay pertinent information through proper administration.
- Work with alarm monitoring company and fire safety system providers to ensure system safety checks are current.
- Provide safety escorts to students, faculty, staff, and visitors upon request.
- Enforce Parking Rules and Regulations
- Provide security for events on campus:
- Provide customer service and assistance to staff, students, and visitors with vehicle problems: jump start cars; provide lock-out assistance; and assist with flat tires.

The Campus Security Report can be viewed online at <http://www.dacc.edu/hr/campus-security-report>. Students may also request a copy of the report through the Admissions Office, Financial Aid Office, or Security Office.

## **SEXUAL HARRASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by employees or non-employees when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or a student's status in a course, program or activity.
- b. Submission to or rejection of such conduct is used as a basis for any employment decision affecting such individual; or as a basis for academic or other decisions affecting such student.
- c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or of creating an intimidating, hostile or offensive working environment; or such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating an intimidating, hostile or offensive academic environment.

### **Examples of Sexual Harassment**

The law prohibits all forms of sexual harassment whether verbal, non-verbal, or physical. Examples of sexual harassment include the following; sexual innuendo, direct or indirect threats based on sexual favors, humor and jokes about sex or gender-specific traits, sexual propositions, suggestive or insulting sounds, leering, whistling in a suggestive or insulting manner, obscene gestures, touching, pinching, brushing the body, coerced sexual intercourse, and sexual assault.

If you are a victim:

1. Try to stop the behavior by telling the offender clearly and directly that it is unwelcome, offensive, and you want it to stop at once.
2. Write down what happened including time and place and names of possible witnesses.
3. Get help immediately from others if you find it difficult to confront the offender directly. Employees or students who feel that they may have been subjected to sexual harassment or intimidation should immediately contact the Affirmative Action Officer. The Title IX/Affirmative Action Officer at Danville Area Community College is Jill Cranmore. Mrs. Cranmore's office is located in Vermilion Hall, Room 211 and she can be reached at ext. 8756. Any complaint with respect to sexual harassment or intimidation will be thoroughly investigated. Students who may feel more comfortable contacting the Dean of Student Services are encouraged to do so.
4. Should the employee or student be dissatisfied with the response, the employee or student should immediately contact the President of the College.

**You will not be forced to take any action you do not want to take, and you will be protected against retaliation for reporting.**

### **Legal Implications**

Proof vs. Persuasion: Enforcement agencies interpret as proof of allegations a simple demonstration that there is a greater likelihood than not that the allegation is valid. This reading of proof is considerably less rigorous than "proof beyond a reasonable doubt."

Effect vs. Intent: Enforcement agencies do not emphasize the argument of intent but rather focus on effect. Thus, even those who did not intend to harass an individual by, for example, telling a sexist joke, could be viewed as sexual harassers if the **effect** of the action could be shown to have damaged the individual by unreasonably interfering with work performance or educational experience or by creating an intimidating, hostile, or offensive environment. It is recognized that certain complaints may be subjective; individuals react differently to others' behaviors. The best test is whether, under all the circumstances, a reasonable person would be offended by someone else's actions or behaviors.

### **SMOKING**

Danville Area Community College is a tobacco-free campus. Smoking, E-Cigarettes, and Vapor Pipes are not permitted anywhere on campus.

### **STUDENT EVALUATION OF INSTRUCTION**

The students in most courses taught will evaluate faculty members each fall and spring semester. Division Deans may exclude a class from being evaluated at their discretion. Students will receive email notifications (to their DACC email) indicating that surveys are available for them prior to the class end date. Students will be given up to 2 weeks past the class end date to complete their surveys. Instructors are asked to remind students to fill out their evaluation surveys. Email reminders are sent out to instructors and students weekly once a survey has been distributed. The results will be tabulated by the Institutional Effectiveness Office and distributed via email attachment to the Division Dean and faculty after the semester ends.

Adult Education and Department of Corrections students will evaluate faculty members each fall and spring semester by paper evaluation. Forms are available to allow the students to evaluate the performance of the instructor through the Division Dean's Office. The instructor will distribute the student evaluation forms. A student should be designated to collect the forms, seal them in the return envelope, and deliver them to the respective Division Dean's Office. The results will be tabulated by the Institutional Effectiveness Office and distributed to the Division Dean and faculty after the semester ends.

### **STUDENT SUCCESS CENTER/TRIO STUDENT SUPPORT SERVICES PROGRAM**

The TRIO Student Support Services (SSS) Program provides academic support services to empower students to be successful in college and life. TRIO SSS is a competitive, five-year grant funded by the United States Department of Education and is housed inside the Student Success Center located in Cannon Hall, Room 113. Each year, TRIO SSS provides services to 190 first generation, low income, and/or students with documented learning or physical disabilities. The goal of the TRIO SSS Program is to increase retention and graduation rates of program participants.

TRIO services include:

- Academic advisement and course selection
- Professional academic tutoring- in person and online
- Financial aid counseling
- Financial literacy
- Transfer counseling
- Assistance with applications to four-year universities and colleges transfer visits
- Assistance with scholarship searches and applications
- Computer lab access
- Academic Success Workshops
- Small Learning Communities

Students can learn more about how to apply to the TRIO Student Support Services Program by visiting the Student Success Center in Cannon Hall, Room 113, or by calling (217) 443-8898 (TDD/TTY (217) 443-8701).

### **TESTING & ACADEMIC SERVICES CENTER**

The staff of the DACC Testing Center administers a variety of assessments, including placement tests for new students, College-Level Examination Program (CLEP) tests, Spanish and French placement tests, Windows proficiency test, Microsoft Office Specialist Certification tests, alternative delivery course tests, and proctored exams for students at other educational institutions. In cooperation with the College's Corporate and Community Education division, the Testing Center also serves as a testing site for local businesses administering WorkKeys exams. It also serves as a Pearson Vue Authorized Test Center that administers a variety of certification and licensing test requirements. The Testing. Please note, **appointments and a Photo ID are required to take any test/assessment.** NO cell phones or other electronic equipment will be allowed in the testing/study areas.

For prospective students who live outside of DACC's college district but wish to enroll in online courses offered by DACC, please contact the Testing Center for information on how to take a placement test (ACCUPLACER, ALEKS, or other tests) at a proctored off-site location. Test scores are accepted from other institutions. Please have the institution send the scores to DACC to be evaluated by DACC staff for possible use.

If academic accommodations are needed for students with disabilities, please contact Disability Services at (217) 443-8809 or the Testing Center at (217) 443-8708.

The staff administers a variety of assessments/tests for DACC students and community members. Tests include:

- ACCUPLACER (A College Board assessment designed to evaluate students' skills in reading, writing, and mathematics.)
- AHIMA (American Health Information Management Association)
- ALEKS (Math assessment and learning system)
- Castle Worldwide (Certification & Licensure Tests)

- CLEP (College Level Examination Program) in which college level credit is given for successful completion of a test. \$87 for test and \$20 for non-student proctoring.
- CNA – Illinois Nurse Assistant/Aide Competency Exam (INACE)
- GED (for Illinois)
- HESI (for Nursing)
- HiSET – alternative high school diploma credential
- Nocti Business Solutions (Pre-employment Testing & Prior Learning Assessments)
- Paraprofessional (for Teachers' Aide Certification)
- Pearson VUE tests (DACC is an authorized testing center)
- Proctoring Services: The Center serves as an official testing site for students of other educational facilities who need a proctor for an exam. (\$20 fee for every 2 hours for non-DACC students)
- Spanish Proficiency tests (Placement in Spanish 101, 102, 103 or 104)
- TEAS Nursing Placement Test
- WorkKeys: In cooperation with the College's Corporate and Community Education division, the Testing Center serves as a testing site for local business.

#### **Testing Center Schedule:**

Appointments are required to take a test and a picture ID must be presented each time a student comes to test. **Please call and make an appointment 2 days in advance of the day you want to test or schedule a test online at <https://dacc.edu/depts/assess>.**

Enrolled students should have their Student ID number available when scheduling an appointment. Appointments should be made at least two (2) days in advance of desired test date.

#### **Normal Business Hours for the Testing & Academic Services Center:**

Monday - Friday: 8:00am-5:00pm

**\*\*Additional schedules are made for mid-term week and finals week. Please consult the Testing Center webpages at the link noted above for up-to-date information each semester.**

For more information about the Testing & Academic Services Center (Cannon Hall, Room 103), to learn about all the various tests administered.

#### **TUITION WAIVERS**

Part-time faculty who are teaching at least three (3) credit hours are eligible to enroll and have tuition and course fees waived up to six (6) credit hours per semester during the semester in which the part-time faculty member is teaching.

## **TUTORING**

The college offers 4 forms of tutoring services:

- 1. Business and Technology Tutoring Center:** The Business and Technology Tutoring Center is located in room 104C of the Technology Center and is staffed by faculty and peer tutors. Business and Technology Tutoring is provided to all DACC students who need assistance with Business and Technology courses. Please check Business and Technology website for hours available.
- 2. General Tutoring:** General Tutoring is provided to all DACC students through the Assessment Center. Peer tutoring is offered in development and basic-level courses of Math, Science, and English, Psychology, and Computer Business. Peer Tutors are also equipped to help students with skills and practice for Studying, Organization, Time Management, Test-Taking, and Note-Taking.

Tutoring sessions begin the second week of the Fall, Spring, and Summer semesters. Tutoring is available for walk-in students. No appointments are needed. Students should visit the Assessment Center in Cannon Hall Room 103 to learn more about their options. Please note, tutoring sessions take place in the Student Success Center, Cannon Hall Room 113.

Courses tutored include: DEVR 098/099; DEVE 098/099; DEVM 098/099/100; CBUS 150; BIOL 100; and PSYC 100

- 3. Math and Science Solutions (MASS):** The MASS Center is dedicated to students' educational success by providing quality learning support relevant to their individual needs. We seek to provide services that will help students become independent learners and function successfully in an academic environment and foster an interest in becoming lifelong learners.

This endeavor is accomplished through peer tutoring and expert tutoring. Tutors share their knowledge of the subjects with students, explaining difficult concepts, steps and methods, giving examples and being a sounding board to illuminate time management, test taking and study skill problems. Our tutors impart encouragement, inspiration, motivation and confidence to students enabling them to keep a positive attitude and succeed in their courses.

Services are FREE to all currently attending DACC students. Students can receive tutoring in the following math and science courses:

- Math 101, 105, 115, 120 (offered when tutors are available, see schedule)
- Biology 102
- Anatomy and Physiology 136
- Chemistry and Physics
- Nursing

Visit the MASS webpages at <http://www.dacc.edu/depts/MASS> for more information.

#### **4. The Writer's Room:**

The Writers' Room is a place where students can get help with all kinds of writing tasks. It has two separate areas. In one area, there are four computers that students can use for word processing and self-guided grammar/usage review. In the other area, students can work one-on-one with an instructor. That room also has a large rack full of handouts for students. If students want to see an instructor for one-on-one help, it is best to make an appointment in order to guarantee thirty minutes with the instructor. Appointments can be made by coming to Clock Tower, Room 116 or by calling (217) 443-8877 between 9:00 a.m. and 2:30 p.m.

The Writers' Room opens the second week of each spring and fall semester and remains open until final exams begin. The hours are usually 9:00 a.m. - 3:00 p.m. Monday and Wednesday, 9:00 a.m. - 4:00 p.m. Tuesday and Thursday, and 9:00 a.m. - 12:00 p.m. on Friday. If DACC classes are cancelled, then the Writers Room will be closed. It is also closed during any school holidays and vacations where students are not required to attend classes.

The Writers' Room is located on the first floor of Clock Tower, Room 108 for the lab and Room 116 for the office.

#### **WEATHER EMERGENCIES**

If inclement weather or road conditions cause the cancellation of college classes, the area radio and TV stations will be notified as early as possible and the announcement will be broadcast. Check with the Division Dean or the College Information Office if in doubt.

Instructors of off campus classes should listen for announcements pertaining to their sites. If a school building is closed on a given day, the DACC classes scheduled in that building will not meet.

If you have registered for DACC Text Alerts, you should receive notification of cancellations and/or school closings. Register for DACC Text Alerts at <https://www.campusalerts.com/danvilleareacollege/>



## **WITHDRAWAL OF STUDENTS**

### **Withdrawal Policy – Danville Area Community College**

GENERAL RULE: For classes that meet 5 weeks or longer, students may withdraw from a course up until the end of the week that 75% of the course has been completed (according to course start and end dates). For classes that meet 4 weeks or less, students may withdraw up until the Friday prior to the end of the course. Since start/end dates vary, withdrawal dates will be posted every semester. **It is the student's responsibility to know the dates.**

Dates for Each Semester will be posted at the Admissions Office, all around campus, and on our website at <http://www.dacc.edu/ar/withdraw> .

**Please remember that it is the student's responsibility to drop/withdraw himself/herself from a class. However, it is the faculty's responsibility to drop the student at Early Verification (10<sup>th</sup> day) or midterm if the student is not actively pursuing course completion at those points in time.**

## Notes

# DACC CAMPUS MAP

