FACULTY HANDBOOK
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I. ABOUT PENINSULA COLLEGE

OUR MISSION

Peninsula College provides educational opportunities in the areas of academic transfer, professional and technical, basic skills, and continuing education. The College also contributes to the cultural and economic enrichment of Clallam and Jefferson Counties.

--Adopted February 14, 2006; reaffirmed June 14, 2011

CORE THEMES

The College mission is manifest in three core themes:

- EDUCATION
- OPPORTUNITY
- ENRICHMENT

VISION

- Provide excellent instruction and services in support of its mission;
- Embrace a set of shared principles;
- Practice shared governance;
- Pursue a "planful" approach to decision making; and
- Support the professional development of faculty and staff

GUIDING PRINCIPLES

The college community is guided by the following principles:

- The teaching/learning process is at the center of the mission of Peninsula College.
- Members of the campus community will treat each other with mutual respect and dignity.
- Members of the campus community will be open and honest in their communications.
- Members of the campus community shall promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community shall act ethically and with integrity.
- The campus will engage in collaborative decision-making processes.

SHARED GOVERNANCE

Peninsula College operates under a shared-governance model that seeks to provide open communications and collaborative decision-making processes while defining domains of responsibility. A full description of Peninsula College’s shared-governance model is contained in Standard Six (pages 135 to 150) of Peninsula College’s 2010 Institutional Self-Study.
COMMUNITY ENGAGEMENT

Peninsula College values community engagement and encourages its instructors to embed opportunities for interactions with the community into their curricula. Community engagement might include attending a local meeting, forum, or performance; participating in community service projects and community partnerships including service learning opportunities for students; interviewing members of the community for a research project; and/or inviting members of the community into the classroom as guest lecturers.

TEACHER SCHOLAR MODEL

The teacher-scholar model at Peninsula College keeps teaching and learning at the center of the College’s mission while providing opportunities and support for faculty members to engage in scholarly work. Peninsula College utilizes the work of Boyer to identify the following four areas of scholarship: Discovery, Integration, Application, and Pedagogy. While the four areas of scholarship contribute to individual and community enrichment, the ultimate value of this work is a high-quality learning environment for students. Instructors are thus encouraged not only to do scholarly work but to use that work to enhance their teaching and to engage students in shared research projects. In addition, Peninsula College launched Peninsula College Press in 2011, a digital format designed to “to publish original, reviewed research and scholarship, as well as literary works, artistic and multimedia creations, for scholarly and professional communities and the broader public.” The general criteria for publication are the quality and originality of the contribution and its relevance to the interests of the target audience. Submissions to the Peninsula College Press are subject to a double blind review.

GENERAL EDUCATION COMPETENCIES

Since 1990, general education competencies define the basic academic skills all graduating students should possess upon completion of their studies. Arts and Sciences students achieve these skills as they move through their required and distribution courses. Professional and Technical students achieve them in the required courses. Students learn the core knowledge of each program and discipline as they take courses in these areas.

COMMUNICATIONS COMPETENCIES

- Comprehend, identify, and distinguish among the following when reading: main ideas, opinions, facts, inferences, ambiguities, assertions, conclusions, supporting materials.
- Communicate in writing for a variety of purposes and audiences.
- Speak effectively.
- Listen actively and respond to different audiences.

QUANTITATIVE REASONING COMPETENCIES

- Manipulate numbers (large and small), use common measurement systems, and solve simple linear algebraic problems.
- Apply basic computational skills to practical applications.
- Recognize functional relationships between and among measurable phenomena.
- Apply systematic approaches and logic to solving quantitative problems.
- Translate mathematical symbols into words and words into mathematical symbols.

INFORMATION COMPETENCIES

- Recognize and formulate an information need.
- Find, access, and retrieve information.
• Select and reject information within the context of a specific information need.
• Evaluate the credibility of information and information sources. Synthesize and apply information to meet an identified need.
• Use basic computer applications.

CRITICAL THINKING COMPETENCIES
• Identify and troubleshoot problems.
• Collect and apply data to solve problems.
• Formulate, test, and evaluate potential solutions.
• Recognize how individual perspectives and values influence critical thinking.

PERSONAL & INTERPERSONAL COMPETENCIES
• Recognize the importance of accepting ownership for one’s own learning.
• Work cooperatively and collaboratively with others.
• Function under conditions of ambiguity, uncertainty, and conflict.
• Recognize that humans influence, are influenced by, and are dependent upon larger environmental systems: physical, biological, and social.
II. ONLINE RESOURCES

PENINSULA COLLEGE WEB SITE

You can access the web site at: http://www.pencol.edu/. The website is the default homepage on campus computers.

EMAIL

Email is available to all faculty for college business through Microsoft Outlook. Once hired, instructors receive their email and password from Human Resources. For training and support, submit a request through the online helpdesk request form.

EMAIL ACCESS FROM HOME

To check your email from off campus, follow these steps:

• Open a web browser and type https://pamail2.pencol.edu/owa into the address bar or go to the Peninsula College Intranet Homepage (from the college website, click “staff login”) and choose Login to Exchange 2010 Email Account (New).

• In the login screen type username as: pencol\username

• Your password will be the same password that you use to login to your work computer.

• You should then see your email.

• If you have any problems please contact helpdesk at x6599 or (preferably) use the online helpdesk request form available on the Intranet Homepage under “Common Resources”. The online form allows the helpdesk to more effectively track and respond to your request.

WORLD WIDE WEB

Faculty have a web browser installed on office computers. Although faculty members may use any browser they choose, many intranet functions work best with Internet Explorer. Canvas (the online course management system) works best with Firefox and Chrome. (Safari and Internet Explorer may block some Canvas features.)

ONLINE COURSE MANAGEMENT SYSTEM

For online courses, hybrid courses, and online course supplements, Peninsula College uses Canvas, a course management system that is also used statewide for WAOL (Washington Online) courses. All credit classes have the option of using Canvas to enhance instruction. If a course section has a required online component, this information needs to be listed in the online course bulletin. Contact your division chair or instructional dean to update bulletin information. To access Canvas, log-in at https://pencol.instructure.com, or choose “Canvas” located at the top of the College website.

• Username: SID (895 number, not Social Security Number)

• Password: first six letters of last name (lower case, can be changed after log-in)

Distance Learning at Peninsula College is administered by the Vice President of Instruction. To request a course shell or technical support, contact Vicki Sievert (vsievert@pencol.edu; 417-6272). Questions regarding distance
learning curricula and course scheduling should be directed to Mia Boster, Associate Dean of Instruction (mboster@pencol.edu; 417-6484). Mia can also provide guidance on course design and online pedagogy. Resources for online instruction are available in the Canvas demo course and on the E-Learning/Distance Education Intranet site, including a Quality Guide for Online Learning.

**PC INTRANET**

The college Intranet Site gives college personnel access to internal resources. It is powered by Microsoft Sharepoint. To access the intranet site, click “Staff Login” at the top of the Peninsula College website homepage. If you are using Internet Explorer on your office computer, you will get direct access to the Intranet without needing a password. If you are not using Explorer or are logging in from off campus, you will be prompted for your username and password (the same ones you use to log on to your office computer and email). For your username, type: pencol\your user name. NOTE: although other browsers work with Sharepoint, some functions, like editing documents, work best with Internet Explorer. Online training tutorials on using Sharepoint are available through the SharePoint product training site.

**COMMON INTRANET RESOURCES**

The most frequently used college resources and forms are available on the Intranet Homepage under “Common Resources” and “Common Forms”.

**INTRANET ORGANIZATION**

The college intranet site is organized by the following tabs:

- President's Office
- Instructional Services
- Administrative Services
- Student Services
- Library/Media Center
- College Committees

**INSTRUCTOR BRIEFCASE**

Instructor Briefcase allows instructors to see current rosters and wait lists for their classes. At the end of the quarter, grades are submitted through Instructor Briefcase. Instructor Briefcase is available on the Office of Instruction Intranet page under “Faculty Resources”. It can also be accessed directly at http://www.ctc.edu/~pens/wts/ibc/. To log in, use your 895 college ID number and employee pin number. NEW INSTRUCTORS will be able to access online rosters after their first pay period. Please contact Beth Hover in the Office of Instruction (X5698) to request roster information before the first pay period.

**CTCLINK**

Please note that in February 2017, the college will be migrating to ctclink, the new statewide “centralized system of online functions” (State Board ctclink page). ctclink will include online tools that replace some of the current ones used by instructors, including the online advising tool and Instructor Briefcase. The college will offer orientations and trainings before faculty and staff start using the new system.
III. EMERGENCY INFORMATION

Emergency response references are posted in classrooms and offices.

In case of fire or serious injury, dial 911 from campus phones for immediate fire, police, or medical assistance and notify Campus Security at 417-6559 as soon as possible.

In the case of serious injury or illness for someone other than yourself, leave the person where he or she is; do not attempt to move the person. Stay with the injured person until other assistance arrives. Treatment beyond emergency care should not be given. No medication, including aspirin, should be given. The governing principle is the welfare of the injured person and the protection of Peninsula College and the attending individual. If ambulance service is required, charges are the responsibility of the injured individual(s), not Peninsula College. Blood and Body Fluid Kits are available in most rooms and buildings on campus. Automated External Defibrillators (AEDs) are located on the first floor of the Science and Technology Building (Building M), the first floor of Maier Hall (Building E), and outside the Campus Safety office (J-32, in the PUB, right off the cafeteria).

Employees of Peninsula College should report all on-the-job injuries or illnesses to their supervisors immediately. If medical attention is required, call 911 immediately. Inform the attending physician that the injury was sustained on the job.

A campus injury and illness report is required for all campus injuries. An incident report is required for a campus incident like a theft or a fight. The forms for these reports are available in the Human Resource office and on the college intranet site under Human Resources Forms: Health and Safety. The completed form should be returned to the Human Resource office. This information is necessary to establish eligibility for workman’s compensation or tort claims against the college.

PC ALERT ME

PC Alert Me provides up-to-the-minute information about campus emergencies, including college closures, via phone, e-mail, and/or text. Participation in PC Alert Me is voluntary. Students, faculty, and staff may sign up to receive notifications by clicking the “Sign Up for PC Alert Me” button on the lower right corner of the Peninsula College homepage.

SECURITY/CAMPUS SAFETY

In the case of a security issue that is not a 911 situation, call Campus Safety at 417-6559.

SUSPENDED OPERATIONS

The following radio stations will broadcast public service announcements: in Port Angeles and Sequim, KONP-AM 1450 and FM 102.1 (also via online streaming at www.konp.com); in Forks, KVAC/KLLM AM 1490; in Port Hadlock, KONP AM 1450 and FM 102.1. Port Townsend residents can call Jefferson Transit at 385-4777. Clallam Bay and Neah Bay residents can call Makah Law & Order at 645-2701. Suspended operations are also announced on the Peninsula College website homepage in red and through the PC Alert Me notification system. No announcement means the college is operating according to its regular hours.
IV. CLASSROOM MANAGEMENT

ACADEMIC HONESTY

According to the Peninsula College Student Handbook (available on the Student Life page of the college website), “Plagiarism and cheating are not tolerated by Peninsula College. An individual who cheats or plagiarizes the works of others is at risk of receiving a failing grade for the course in which such action takes place.” Thus, faculty should make this policy clear, both by verbal instruction and through a written policy in the course syllabus that incidents of plagiarism or cheating will be subject to disciplinary action. Within this general policy, instructors can make their own more specific policies, but these policies must be clearly stated in the syllabus so that the consequences are clear to students. The full policy is Board Board Policy 426: Academic Honesty, available on the President’s Office intranet page under Board Policies: Students.

Peninsula College has contracted with Turnitin text matching services. Use of Turnitin is left to the discretion of the instructor. If you plan to use Turnitin the following statement should be added to course syllabi:

   In an effort to affirm the importance of academic integrity at Peninsula College, faculty may use Turnitin.com plagiarism software to compare student work with multiple sources. As a condition of taking this course, some or all assignments submitted to this class may be reviewed for textual similarity.

ATTENDANCE RECORDS

Faculty are strongly encouraged to keep attendance records. Confirmation of attendance is necessary for benefit eligibility with the Veterans’ Administration and some other outside agencies. Prompt reply to emails from Student Services regarding student attendance is essential to ensure that these students receive their benefits. Also, the Financial Aid office needs to establish the last day attended for students who receive non-passing grades in courses.

CLASSROOM ACCESS/Maintenance

General purpose classrooms will be open prior to class meeting time. Laboratory classrooms, computer rooms, those with instructional equipment in them, and weekend classrooms may need to be opened by the instructor or Campus Safety (417-6559).

If you require maintenance and custodial assistance, please use the online work order form under “Common Resources” on the college Intranet Homepage. Please use this system for all non-emergency maintenance and custodial requests, as it allows for efficient work scheduling and responsive service.

For other physical plant related questions, contact Rick Croot at extension 6553 or 460-1373. For other custodial questions, please contact Jay Smith via email or at extension 6403.

CLASS PLACE/TIME CHANGES

The published time and place of class meetings is a contract between Peninsula College and students, and they may not be changed by the instructor without specific authorization from the Office of Instructional Services and in consultation with students. In the event that the instructor arranges a field trip or changes the normal classroom meeting place, the appropriate administrator and the students must be notified in advance.
COURSE SYLLABI

The course syllabus serves as an overview of the class and as a contract between the college and the course’s students. Classroom and college policies, learning outcomes, grading policies, and assessment methods should be clearly stated on all syllabi. A sample syllabus can be found in the appendices at the back of this handbook, and a full archive of past syllabi for all classes is available by clicking the Syllabi link under “Common Faculty Resources” on the Office of Instruction intranet page. Instructors should review course expectations and learning outcomes with their students. During the first week of class, a written copy of the course syllabus must be given to students, and an electronic copy must be sent to the office of the Vice President of Instruction c/o Beth Hover (bhover@pencol.edu) for posting online. If you have any questions or need help developing a course syllabus, please contact your Department Head or Dean.

CURRICULUM DEVELOPMENT PROCEDURE

Since Peninsula College faculty play the major role in the establishment and maintenance of the academic standards of the institution, all significant curricular initiatives will be submitted to the Curriculum Committee. Members of the Curriculum Committee are elected by the Faculty Senate. For procedure information, see your Instructional Administrator or the chair of the Curriculum Committee. Forms and procedures can be accessed on the Curriculum Committee intranet site.

DIFFICULTIES WITH STUDENTS

The day-to-day management of a class is the responsibility of the instructor. At times, however, difficulties may arise with a student or group of students that the instructor is unable to handle. Concerns about a student’s well-being may be referred to Student Development and Sandi MacIntosh at extension 6490. Other difficulties with student behavior should be referred to the student conduct officer. Behavior-related difficulties might include student actions which 1) interfere with the instructional process, or 2) are inappropriate toward you or toward other students. In any case of disciplinary problems, DOCUMENT THEM! Fill out an online Incident Report, which is automatically sent to the student conduct officer. The Incident Report form is available on the College Sharepoint homepage under Common Forms.

Presuming that the offending behavior persists despite your best professional efforts to handle it, you should report the problem and what you have done to deal with it to date via memo to the student conduct officer and request that he or she speak to the student. (Please note the documentation requested in this process.)

When the behavior is of such seriousness that it is not tolerable a moment longer in the classroom, you may ask the student to leave the class for that day. You should then, before the next class, write up the incident using the same Incident Report cited above, including any history and documentation and forward it to Jack Huls, Vice President for Student Services (jhuls@pencol.edu). You may recommend appropriate action. The student will be allowed to return to the next class session while an investigation is conducted. If there is a threat of imminent harm or danger, the Vice President for Student Services may impose a summary suspension barring the student from returning to the class until the matter of the threat or danger is resolved. Assistance in dealing with a crisis situation that may pose an imminent threat or danger can be obtained through the office of the Vice President for Student Services or Campus Safety. Please note that it is the student conduct officer who has the authority to effect permanent removal of the student from your class or from the institution, not the instructor or the Vice President of Instruction.

In an emergency situation, call 911. During evening classes, call Campus Safety (ext. 6559) in addition to 911.
ETHICS/DISCRIMINATION POLICY

Peninsula College provides equal educational and employment opportunities, services, and benefits to students and employees in accordance with provisions of the Washington Law Against Discrimination (RCW 49.60). The full policy is available on the college intranet site under Board Policy 501.

FAMILY EDUCATION RECORDS AND PRIVACY ACT (FERPA)

The Vice President for Student Services is the college’s official student records officer. The college FERPA policy on release of information is in the college catalog or the complete Confidentiality of Student Records policy is available on the college Web site. Do not post student grades by name, student number, or social security number (even just the “last four”). Graded work and information on grades should not be emailed to students’ personal mail accounts. Emailing grades through an online course management system like Canvas is acceptable as long as the student has to log in with a password in order to see the email. Do not send student grade information in emails addressed to more than one student. Delete emails that contain SID numbers; if “maintained” they become part of the official education record.

Do not leave student papers, tests, and assignments for pick up in places where students could see each other’s grades (for instance, putting all student work in a box outside your office). Hand assignments back individually to students. Do not discuss student grades or attendance with parents, employers, or other persons outside the college unless you have written permission signed and dated by the student to do so. If a student wishes a reference or recommendation, the student must also provide written and dated consent.

Safeguard student records on your terminal. Don’t let unauthorized people view or have access to information on your screen. Shred any student record information you print—don’t just throw it away.

Please refer questions to Pauline Marvin in the Enrollment Services office (pmarvin@pencol.edu; 417-6596).

FIELD TRIPS

Instructors who wish to include off-campus field trips in their courses should plan for these experiences according to the following college guidelines:

1. In-class Field trips that are a required element of the course curriculum must be described in the published bulletin and catalog course descriptions and in the course syllabus.
2. Required field trips that involve overnight or weekend travel must be announced in the course schedule and course syllabus.
3. Students participating in overnight or weekend field trips must sign a Consent/Release form prior to travel for the field trip. A copy of the form is available in Sharepoint on the Office of Instruction Page under “links” on the right hand column (form is called “Student Travel Consent Release Form”).
4. The faculty leader of the field trip should supply his/her dean with a proposed itinerary for overnight or extended field trips, including telephone contact information at the trip destination.

Faculty may rent vehicles through the State contract with Enterprise by using the Travel Form that is available under Common Forms on the Sharepoint homepage. To facilitate travel for field experiences and field trips, the following process should be followed:

1. Plan trips and vehicle reservations as far in advance as possible.
2. If you need help finding and reserving appropriate vehicles, contact Beth Hover (bhover@pencol.edu) in the Office of Instruction. She can help locate an appropriate vendor and make the reservation.

3. Any college employee may drive a vehicle rented by the college. In addition, volunteers who have been registered with HR for LNI purposes may also drive vehicles. Volunteer drivers must be 18 or over and have a valid driver’s license. Volunteers may be students if they meet the criteria. HR will need names and social security numbers for all volunteer drivers, as well as date of the trip and hours that will be spent volunteering. This information can be emailed to HR. There is also a volunteer form on the HR Sharepoint site that can be filled out. Beth Hover can help with the volunteer paperwork if there are questions. Some van services, like Willie Nelson, provide drivers.

4. Those who sign for vehicles and drive them are covered by the College’s insurance and are not personally liable for the vehicle.

5. The business office has a gas card that can be picked up at the cashier’s desk for fueling rented vehicles. Drivers who buy gas on their own should keep the receipt and submit for reimbursement through a travel form.

6. Trips and vehicle rentals must be pre-approved by the appropriate instructional dean.

**FIRST WEEK NON-ATTENDANCE PROCEDURE**

In the first week of class, instructors may initiate a withdrawal for nonattendance. A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

**PROCEDURE**

If a student has been absent per the guidelines listed above, the instructor should submit a withdrawal request via Peninsula College email and send it to studentservices@pencol.edu or submit an Add/Drop Form to the Student Services Front Desk. The email or the Add/Drop Form should include the Student’s name, student ID number, course information and the dates of classes missed.

The request must be made before the end of the second week of the academic quarter. When Student Services receives the request, the student will be withdrawn and any applicable refund processed. No grade will show on the transcript. The student will be notified by email that he or she has been withdrawn and provided contact information to speak with an Educational Planner. If no email is available for the student, then a letter will be mailed.

**STATEMENT OF PROCEDURE IN SYLLABUS**

To inform students of this procedure, instructors should include the following statement in their syllabi:

A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

**GRADES, GRADING, AND GRADE APPEALS PROCEDURE**

**DECIMAL GRADING SYSTEM**

The college’s policy on grades is Board Policy 417: Grading. Washington State community colleges use a quarterly decimal grading system. Instructors may report decimal grades from 0.7 to 4.0 in 0.1 increments.
The number 0.0 is assigned for failing work, which includes grades reported in the 0.1 to 0.6 range. If a
comparison of the decimal system to the A, B, C system is needed, the following may be helpful. It is also may
be helpful to students to include this grade scale in syllabi.

A = 3.9 to 4.0          C+ = 2.2 to 2.4          D- = 0.7 to 0.8
A- = 3.5 to 3.8         C = 1.9 to 2.1           F = 0.0*
B+ = 3.2 to 3.4         C- = 1.5 to 1.8
B = 2.9 to 3.1          D+ = 1.2 to 1.4
B- = 2.5 to 2.8         D = 0.9 to 1.1

GRADING
Grades are to be submitted online through Instructor Briefcase. The deadline for submitting grades (Grading
Day) is generally 2:00 p.m. the 2nd working day following the last day of the quarter. Grades must be
submitted on time or a student’s academic standing and financial aid status may be affected. Detailed
instructions on grading and the deadline will be emailed each quarter by Student Services (so please be sure to
check your campus email during the last two weeks of classes!). Grades are available for student access
immediately upon submission by the instructor on the Student Class Schedule or one day following Grading
Day on a student’s Unofficial Transcript. Instructors are expected to proof their grades on Instructor
Briefcase. Volunteer instructors will not be able to submit grades via Instructor Briefcase. They will need to
submit to a supervisor before the deadline. For questions, you may contact Pauline Marvin at 417-6596. Please
watch for the quarterly email with grade submission deadlines.

Note: Grades can impact student programs and services (e.g. Athletics, VA educational benefits, Running Start,
Financial Aid). Please contact Student Services (studentservices@pencol.edu or 360-417-6340) if you would
like to know more.

Additional forms and information regarding grades are available online:

In SharePoint:

- Academic Progress and Performance Board Policy and procedure
- Instructor Grade Change form
- Incomplete Agreement form
- Web Grading Instructions/Valid Grades info/Important Grading Dates in SharePoint

On the Peninsula College Website:

- Financial Aid Satisfactory Academic Progress (SAP) and helpful SAP chart
- Grade Appeals process information
- Petition to Disregard Grades form
- Student Login to check grades/view unofficial transcript

LETTER GRADES
In addition to decimal grades, the following symbols can be used to designate a grade for course work. The
following are the definitions and conditions for assigning non-decimal grades for course work:

P: Pass. Completion of the course at the 2.0 level. No grade points calculated in grade point averages.
S: Satisfactory. Satisfactory completion of the course at the 0.7-1.9 level. No grade points calculated in grade point averages.

U: Unsatisfactory. Student does not receive credit for the course; no grade points calculated in grade point averages.

V: Discontinued Attendance. No grade points calculated and no credits issued.

W: Withdrawal. Student initiated withdrawal prior to the 40th instructional day of the quarter. No grade points calculated and no credits issued.

N: Audit. Class attendance permitted with instructor permission. Regular attendance is expected but students do not take examinations, receive grades, or earn credit. Tuition is the same as for credit courses. After the 10th day of instruction, a Washington state resident that is 60 years of age on the first day of instruction for a given quarter may enroll to audit the course on a space available basis. No tuition will be charged, but the student may be charged assessed fees. Written permission by the instructor is required.

I: Incomplete. Student initiated designation at instructor’s discretion. The student agrees to complete course requirements after the end of a current quarter due to circumstances beyond the student’s control. The student must have completed a sufficient amount of coursework as determined by the instructor in order to request this designation. A designation of "I" will be added to the student’s quarterly grade report when the instructor and student complete and sign a contract form that contains the specific requirements to be completed, the time allowed for completion (no longer than one year), and the grade to be assigned if the contract is not completed. After a year’s time has passed, the grade remains an Incomplete on a student’s transcript. Students should be warned that an Incomplete grade could result in financial aid probation or suspension. For more information, contact the financial aid office at 417-6390.

R: Repeated Course. Student initiated designation, indicates the student repeated the course. The R designator is placed next to the course with the lower GPA to indicate that it is not calculated into the GPA. A course may be repeated two times.

Z: Continuous Enrollment. Designation for a continuous enrollment course administered through the Department of Corrections. No grade points calculated in the grade point averages and no credits issued.

*: No Grade Reported. Indicates grade was missing at the time the course was added to transcript. The asterisk indicator remains on transcript until a grade is submitted. No grade points calculated in grade point averages.

GRADE CHANGE
Faculty may obtain an Instructor Grade Change Form online via the Student Services Sharepoint site. Once complete, the form is submitted online.

GRADE APPEALS
Students who wish to contest a course grade must do so within the following quarter. The steps for a student grade appeal are as follows:

1. The student fills out a Student Grade Change Request Form (available in the Student Services Center) and consults with the instructor, who evaluates the request and completes the Official Grade Change Form if appropriate. The faculty member submits the Official Grade Change Form to the Student Services Center in person.
2. If no resolution is met with the faculty member, the student consults with the appropriate Division Chairperson, who will require documentation in writing and will investigate the request.
3. If no resolution is met with the division chair, the student submits all information in writing to Sharon Buck, Vice President of Instruction (sbuck@pencol.edu), who will review the request. The Vice President’s decision is final.

GUEST LECTURERS
For faculty who provide guest lectures as a paid professional service to other Peninsula College faculty, the rate of pay is $35/hour. Non-PC guests are paid at the same rate unless alternative arrangements are made in consultation with the appropriate dean in advance of the presentation. (This policy does not apply to Studium Generale presentations.)

MAIER HALL LEARNING CENTER AND TUTORING SERVICES
The Learning Center on the ground floor of Maier Hall (E Building) contains a Writing Lab (E139; phone: 417-6361), a Computer Lab (E143; phone: 417-6370), a Math Lab (E141; phone 417-6365), and a Foreign Language Lab (E144), and also offers tutoring and support for all courses (in-class or on-line). Writing Lab appointments are half an hour long; there is a sign-up sheet in the lab. Drop-in tutors are available in the Learning Center as posted and special tutors can be arranged for specific topics through Kate Goschen at 417-6488 or kgoschen@pencol.edu. **E-Tutoring** is also available.

STUDENT AIDES AND WORK-STUDY ASSISTANCE
Student aides may be funded through work study or through the instructional budget, with approval from your instructional administrator. Please contact your Instructional Dean for information. To request student assistance funded by financial aid (work-study programs) please contact the Financial Aid office (417-6390).

STUDENT CONDUCT CODE
- Students are required to comply with the policies and procedures as outlined in the [institutional policy manual](#). Instructors who have questions concerning student behavior should contact their Instructional Dean or the Vice President of Student Services.
- Children in Class: The college assumes responsibility for the people in its classes; therefore, there should be no one in class apart from those who are registered, teaching, or have some other institutional function in the class.
- Food and Drink in the Classroom: The college discourages students from bringing food and drink into classrooms, but permits faculty to decide as long as wrappings and containers are cleaned up. Food and drink are **prohibited** in all computer classrooms, computer labs, the Little Theater, and the Maier Performance Hall.
- Unenrolled Students in Class: Any student in your class must be enrolled for that class. The college assumes a burden of liability for anyone in one of our classes. You as the instructor are, therefore, the agent of the college in that class. If you permit someone to attend your class without being registered, you are placing the college and yourself at risk. If a student in your class does not appear on the roster (rosters are often a few days behind registration activity), then he/she should be able to produce a copy of a registration form listing your class. Lacking any other alternative, you can check the student’s status in...
Instructor Briefcase or with Pauline Marvin in Enrollment Services at ext. 6596 the next day. The student should not be admitted to another class session without evidence of enrollment.

TEXTBOOKS

Faculty members are responsible for:

- Submitting a textbook adoption to the Bookaneer campus bookstore. The submission process is an online electronic process. You will need to log onto the Bookaneer Website (bookaneer.pencol.edu) or go to the PC website and find The Bookaneer under the “Services” menu. Once on the website click on “faculty” to enter the adoption process. If you have not already done so in previous terms you will be required to register for an account. You will need to create a profile and password for yourself. Please contact Camilla Rico (X6444) at the bookstore for more information and for questions regarding text adoption. Early submission is recommended to support students with disabilities who may need time to receive alternative format orders.

- Obtaining their own desk copies.

- Informing the bookstore of added sections or changes in textbook orders.

If you have questions about a text, please confer with your Division Chair or Program Head. You may also contact your Instructional Dean. Business and Community Education faculty should contact Linty Hopie (417-6504).

All faculty desk copies are property of Peninsula College and may not be sold.

WAIT LIST

The following is the college’s current wait list policy:

- The number of classes a student can be waitlisted is restricted to 3.

- A student is not allowed to be waitlisted for a course if he or she is already registered for the same course.

- The automatic waitlist report is turned off the business day before the start of the quarter. After that, faculty can still view the students on the waitlist but students will not be moved automatically.

- Students will be notified via email the following business day.

- The first day for students to be added to a course by instructor permission is the 1st day of the quarter. Beginning the 6th working day of the quarter, students are required to have instructor permission and the signature of the Director of Enrollment Services/Financial Aid.

- If students are waitlisted, they will be told to attend the first day of class to discuss with the instructor their chances of getting into the class.

- During the first week of the quarter, if the class hasn’t started yet, student services staff can approve a student to be added without the instructor’s permission. If the class has started, then instructor permission is required.
V. STUDENT DEVELOPMENT CENTER

The Peninsula Student Development Center is located in the Student Services (D) Building and provides a variety of support services for students. In addition to assisting students with all aspects of educational planning, staff also work with students who may need additional information and/or referrals to campus and community resources. Student Development staff are also available to assist faculty with questions/concerns/referrals/in-class presentations/etc.

ADVISING

A new student’s first advising appointment is with a Student Development Educational Planner (after the placement test and advising orientation are completed). The student is then assigned to a faculty advisor for continued educational planning. New faculty advisors are trained by Student Development staff. There are a variety of resources available to assist faculty advisors with educational planning. Faculty advisors are encouraged to request ongoing training from Student Development staff and/or participate in the EDUC 250 2 cr. class to remain current with advising processes and program updates.

The online Degree Audit system is used by advisors and students and is available through the college website. It is an advising tool that helps teach students to take ownership of their educational planning. Degree Audit has four main features:

- Degree Audit: Run an audit of your student’s academic record against any degree or certificate offered at Peninsula College to view their progress towards graduation.
- Academic Planner: Create/View your student’s academic plan of future coursework. An academic plan is a listing of tentative future coursework by quarter. Students can get into Degree Audit to look at the academic plan you input.
- Advising Notes: Create/View advising notes. For example, you may summarize decisions made during your meeting or note advising recommendations. You can save your notes as private or public. Your students can view your public advising notes.
- Test Scores: View your student’s assessment scores. If you have questions about placement scores, contact the Student Development Center.

All advisors must be trained in Degree Audit in order to receive a password to access the system. Contact Pauline Marvin (Ext. 6596) to schedule training.

Additional online advising resources, including advising packets for individual advisors, are at the PC Intranet Advising site. Student Development staff are available during advising week to assist faculty advisors with any questions/needs (e.g. interpreting placement test scores, transfer information, specific major/program questions, etc.).

COUNSELING SERVICES

Counseling Services are in the Student Development Center and offer free, short-term counseling (1 to 3 sessions) and referrals to community resources to help student adjust to, cope with, and succeed in college. Types of counseling offered through the Student Development Center include:

- Personal counseling (including crisis counseling)
- Student success counseling (such as stress over classes)
Students may contact Student Services (417-6340) to schedule counseling appointments.

**VETERANS SERVICES**

Peninsula College recognizes and appreciates all who have served in the United States Armed forces. Student Veterans or a survivor or dependent of a veteran working toward a degree or certificate may be eligible for veterans’ educational benefits. To seek assistance in determining eligibility and applying for benefits, students may go to the Veterans Services [Veteran Services website](mailto:veterans@pencol.edu) or email veterans@pencol.edu.

The federal VA provides guidance on syllabus language for veterans at the link:


Peninsula College recommends that faculty add something like the following language to their syllabi in order to help veterans:

**Resources for Veterans**

If you have served in the armed forces guard and reserves, welcome. I’m here to support and assist in your transition between military and higher education culture. There are many services and resources available to support your academic and personal success. I want you to know that I am open and available to meet with you and discuss available supports or answer any questions you have. Please see this link for additional veterans resources: [http://www.pencol.edu/veterans/additional-resources](http://www.pencol.edu/veterans/additional-resources).

**STUDENT DEVELOPMENT CENTER CONTACT LIST**

Faculty are encouraged to contact the Student Development Center with questions about its services. Staff and areas of expertise are:

- Associate Dean for Student Success: Cathleen Engle (Ext. 6347)
- Advisor packets/student PIN & registration information: Tivoli Berryoung (Ext. 6508)
- Athletes advising: Ali Crumb, Athletic Advisor (Ext. 6345)
- BAS advising: Amy Williamson, Director of BAS Program (Ext. 6497)
- Degree Audit questions and training: Pauline Marvin (Ext. 6596)
- First Year Experience/Access Services: Ami Magisos (Ext. 7987)
- Mental Health Counseling: Sandi MacIntosh, CMH Counselor (Ext. 6490)
- Multicultural & Inclusion Services: Sophia Gu (Ext. 6345)
- Pre-requisite questions: Julie Shea (Ext. 6394)
- Probation & Early Alert/Veteran Services: Hayley Anderson (Ext. 6342)
- Running Start/High school programs: Cindy Lauderback (Ext. 6341)
- Students with Disabilities Services: (Ext. 6373)
- Testing: Jean Carmack (Ext. 6346)
- WorkFirst: Annie Carver (Ext 6505)
VI. FACULTY SUPPORT

ACADEMIC UNIT PLANNING AND ASSESSMENT

An online tool for reporting and viewing Instruction Academic Unit Plans (AUPs) and Academic Unit Assessments (AUAs) is available for faculty at Peninsula College. To view the AUPs, you can log in to the tool at: http://pcacademicaup.com/login.

To request editing access to the Instruction AUP tool, contact Mia Boster, mboster@pencol.edu, 417-6484. Once you have been given editing permission for the planning tool, the following login protocol applies:

- **USERNAME**: Your PC Email Address
- **PASSWORD**: Last 4 digits of your office phone number

Questions or problems with logging in to the assessment tool can be forwarded to Mia Boster, mboster@pencol.edu, 417-6484. Questions regarding the content of the AUP or AUA should be directed to the appropriate instructional dean. Questions about the data to be incorporated into an AUP/AUA should be directed to Institutional Research, Hal Royaltey (hroyaltey@pencol.edu; 417-6479).

ADVERTISING AND PROMOTING COURSES

Faculty may want to share information about the course(s) they teach with prospective students and the community. Information about new courses or special offerings should be forwarded to Shelby Eggert (417-6575) at least three weeks prior to Advising Day each quarter for publication in the local media. Shelby will review the content for consistency and will contact the submitter for any clarification. A limited number of class ads may also run in the Discover PC publication; information on availability of ad space and deadlines for ad copy will be provided by the Instructional Deans. For other types of promotional requests (including advertising, posters, brochures, website notices, and ASC video screen announcements), fill out a Publication Request Form, which is available on the college Intranet Homepage under Common Forms. The Public Information office requests that when possible, faculty should submit digital photos or other supporting images (like logos and graphics) with their press release and publicity requests.

AUDIO/VISUAL EQUIPMENT REQUESTS

Audio-visual requests should be made at least 24 hours in advance. Contact the Audio-Visual department at 417-6325. Please include the following information: date and time needed, room number, and type of equipment. For additional information, see the LMC Handbook for Faculty, which is available on the Library Media Center intranet site.

COMPUTER LAB

The computer lab is part of the Maier Hall Learning Center (E Building, room E143). Students are free to use computers in the lab during the posted hours of operation to work on course assignments.
COPY MACHINES

The copy machines are for college-related business only. Please observe the copyright laws and institutional policies regarding copying. Copyright is defined as the exclusive right of a creator to reproduce, prepare derivative works, distribute, perform, display, sell, lend or rent their creations. The doctrine of fair use allows a limited exemption when a copy is made for educational purposes and specific criteria are met. (See: http://www.maricopa.edu/legal/dp/counselnotes/fairuse.htm.) Copyright information is available from the Vice President for Institutional Effectiveness and on the Library Media Center Intranet site under Faculty Resources. See also Board Policy 541 on Copying and Copyright Protection Policy. (All Board Policies are available on the President’s site on the college intranet.)

Training for advanced features is available by request. You may call ext. 6398 to schedule an appointment. In addition, the machines require an access code number which you may request through your supervising administrator. Every effort should be made to reduce duplication costs by two-sided copying. Costs can be further reduced by directing students to on-line resource materials. For copy machine support and paper refills, contact Jaydee Smith (ext. 6551). If you need a copy code, please contact Beth Hover at bhover@pencol.edu.

FACULTY OFFICE ASSIGNMENTS

Assignment of faculty office space is the responsibility of the Vice President of Instruction. Apart from offices which are tied to specific programs or disciplines, or special accommodation needs, such as for the disabled, faculty offices are assigned on the following priority basis:

- Tenured faculty
- Probationary faculty
- Annualized associate faculty
- Part-time faculty

Part-time faculty teaching on campus have access to shared offices that are equipped with desks, computers, printers, and telephones. Part-time faculty members who need access to office space should contact the appropriate Academic Dean.

FAX MACHINE

A fax machine is available in Beth Hover’s work area in the Faculty and Administration Building (C) for official college use. The Office of Instruction fax number is 360-417-7962.

GYMNASium Access

The gym, including the weight/fitness room and locker rooms, is available for faculty use. For information, contact the Associate Dean of Athletics and Student Programs at 417-6533.

INFORMATION TECHNOLOGY GROUP

The ITG is located in U-2. The staff provides software and hardware support services, facilitates hardware purchases and software acquisitions, and stocks ink cartridges, toner cartridges, and other consumable items. To request help or information, fill out an Online Helpdesk Form on the college intranet home page under “Common Resources.”
KEYS

Request keys through your Instructional Dean. Keys are given out by Campus Safety in J-32. A purple “key request” card must be completed and signed by your Instructional Dean before a key can be issued. The purple form can be picked up in J-32 or from the mailroom form rack. You can also print a key request form on the college Intranet Homepage under Make a Request. Mailbox keys can be obtained from Jaydee Smith (JSmith@pencol.edu; 417-6551).

LIBRARY MEDIA CENTER (LMC)

The Library Media Center (LMC) offers a variety of vital services for faculty, e.g., resource-based instruction, electronic databases, research consultation services, instructional support/equipment and services, etc.

If you wish to schedule classroom instruction or discuss information competencies within your own curriculum, please contact the faculty librarian, Tim Williams (ext. 2685 or twilliams@pencol.edu). Additional information can be found at the Library page on the college website.

MAIL

OUTGOING MAIL

External mail should be placed in the mail bin located next to mailboxes in the mailroom. Mail pickup time is 2:45 p.m. Monday through Friday. The mail service is for the use of college-related business; however, personal mail may be dropped in the box, provided it is stamped and includes a return address. College business mail must be in a college stationery envelope and will be stamped by the mail department. Write your name and department above the PC return address. Mail that is not in a college envelope will be assumed to be personal and will require proper postage.

INTRA-CAMPUS MAIL

Intra-campus envelopes are available in the mailroom. Mailboxes for the Forks and Port Townsend Extension Sites are located in the mailroom. Please place intra-campus envelopes directly in mailboxes and not in the outgoing mail bin.

SHIPPING

Packages for shipping via UPS or Fedex should be completed with an address label. Please have the account number to which you are charging the shipping costs ready when you drop the package off for shipping. UPS outgoing packages can be shipped from the Bookstore in Building J. For Fedex shipping, contact Jaydee Smith in Shipping and Receiving in the T Building (ext. 6551).

RECEIVING

When a requisitioned order is received, it will be checked to be sure the item on the order is in good condition and that the order is complete. The order will be delivered by Shipping and Receiving to your mailbox. If the package is large, it will be put in the large postal area in the mailroom and you will have a large package notice in your mailbox. If the package is extra-large it will be delivered directly to your office. If you have questions or concerns regarding packages, please contact Jaydee Smith (ext. 6551).
**PARKING PERMITS**

Reserved on-campus parking is provided for full-time employees for an annual charge of $15 on a space available basis. The fee is deducted from your paycheck on a quarterly basis at a rate of $5 per quarter fall, winter, and spring. A parking permit will be issued after a payroll deduction authorization form has been signed. Cars without permits parked in reserved spots may be ticketed or towed away at the owner’s expense. All Parking on campus (reserved or non-reserved parking) requires a parking hang tag. For questions about parking permits, please contact Campus Safety at ext. 6559 or at the office located in the J Building. There is no charge for the hang tag.

**PETTY CASH PURCHASES**

Purchases meeting these conditions qualify for petty cash purchasing:

- There is an immediate need.
- Purchasing department cannot expedite to meet your needs.
- Purchase is for $110.00 or less including all taxes.
- Travel expenses, payments for personal services, and all rentals are NOT reimbursed through petty cash.

Procedure:

- Obtain a petty cash requisition form from the Business Office intranet site under Forms and Procedures, Category: Purchasing. A link to this page (Business Office Forms and Procedures) is also available on the intranet homepage under Common Resources.
- Complete the information required on the form.
- Have the requisition form authorized by the appropriate budget signer. All purchases must be approved in advance (the budget approval signature and date should be before the receipt and receiving date).
- Take the form to the business office to receive your cash advance.
- Make your purchase.
- Return any change and the receipt to the business office.

**PROFESSIONAL DEVELOPMENT**

Faculty should contact their instructional Dean or the Vice President of Instruction for information regarding professional development. Professional Development information and resources are also available on the Human Resources intranet site. A white paper on the definition of a teacher/scholar at Peninsula College is available in the appendices of this handbook.

**PURCHASE REQUISITIONS AND PURCHASING**

Faculty who wish to purchase materials, equipment, or services that directly support classroom activities are expected to follow the appropriate procedure for processing purchase requisitions:

- Determine that sufficient funds are available through one’s department budget to support the purchase.
• Complete a college Purchase Requisition Form, including all information requested on the form. For services payable to an individual not employed by the college, complete a college A-19 with W-9 included or a Purchase Requisition with an original, signed W-9 attached. Payments to individuals cannot be processed without a W-9. (For services payable to a college employee, such as a guest speaker, complete an ENSRC.)

• Submit the completed PR or A-19 to the appropriate budget signer for review and approval/signature.

• If the purchase is approved, it is forwarded to the Business Office for approval and processing.

Please allow sufficient time for processing the purchase by submitting the Purchase Requisition well in advance of your need. Allow at least 2 weeks for processing time on top of any shipping time required. Any questions about the process can be addressed to Evelyn Boyd, ext. 6203 or eboyd@pencol.edu. Forms are available in the purchasing section of the Forms and Procedures page of the Business Office intranet site.

ROOM SCHEDULING

• For meetings, events, and conferences: Information and Room Scheduling, 452-9277; room.info@pencol.edu

• For classes regarding academic events: Cindy Guoan, 417-6230; cguoan@pencol.edu

• For classes regarding non-academic events: Brian Betts, 417-6226; bbetts@pencol.edu

• For Library Media Center Rooms: Library Staff, 417-6280; lmc@pencol.edu

• For Interactive Television (ITV) classrooms: Dennis Sanford, 417-6325; dsanford@pencol.edu

• For Port Townsend (including ITV): Anna Green, X6317 or 385-4206; agreen@pencol.edu

• For Forks (including ITV): Debbie Scannell, X6435 or 374-9881; dscannell@pencol.edu

SUPPLIES AND EQUIPMENT

GENERAL SUPPLIES

General supplies, such as pens, pencils, post-its, staples, binders, and white board markers are available in Bookaneer Bookstore (Building J). These supplies are separate from the items on the Bookstore sales floor and will be held in the back stockroom. The Bookstore hours are Mondays from 9:00 am to 2:00 pm and Tuesday through Friday 9:00 am to 4:00 pm. The following options are available for you to pick up supplies:

• Pick up the supplies at the Bookstore any time during business hours. Please ask one of the fulltime bookstore clerks (not one of the student workers) for help with office supplies. General supplies require purchase at the register to the general supply account before you leave the Bookstore.

• Fill out a yellow supply form in the mailroom and put it in the Bookstore mailbox. Your order will be delivered to your mailbox or held for you at the bookstore the following day.

• Send your email order to Esther Janssen or contact her at extension 6444. She will fill the order and deliver it to your mailbox or hold it for you at the bookstore.

Please Note: These supplies are intended for office use only. Classroom supplies are an instructional expense and require a PURCHASE REQUISITION.

INSTRUCTIONAL SUPPLIES

To initiate a purchase, you should verify your departmental budget balance, complete a PURCHASE REQUISITION form (available in the mailroom), and obtain your Instructional Dean’s signature. Specific
questions related to the purchase should be directed to Evelyn Boyd in the Business Office (417-6203; eboyd@pencol.edu).

STATE PROPERTY
State-owned property may not be sold, exchanged, or disposed of or removed from state property for use elsewhere without the proper authorization. Contact Jaydee Smith (417-6551) when you wish to relocate or dispose of any state property in your possession.

WHITE BOARD MARKERS AND MAINTENANCE
Only Expo brand markers distributed to faculty at the bookstore can be used on white boards in classrooms. Other markers may harm the boards or make cleaning them difficult. Faculty can pick up markers in the bookstore using the process for obtaining other general office supplies. Classrooms are stocked with black and blue white board markers; instructors who want other colors or thicknesses can obtain their own sets of markers from the bookstore. Instructors should only use dry erasers to clean whiteboards during class. Using cleaning products may harm the board.

TELEPHONES
Campus telephones are connected to an on-campus network.

ON-CAMPUS CALLS
Dial the 4-digit extension. (Add the prefix 417 to any of the 6000 series extensions to call a number from off-campus.)

LOCAL OFF-CAMPUS CALLS
Dial 9, then the local number.

LONG DISTANCE/SCAN AND NON-SCAN CALLS
The college SCAN long-distance system is available to staff and faculty for business use only (no students). All calls placed on SCAN are monitored and billed to the college identified by the caller and his/her access number. Dial 8, the number you are calling (including area code), then your SCAN access code. Request approval for a SCAN number through your Instructional Dean. See Evelyn Boyd in the Purchasing Office for a request form. The form is also available under “Purchasing” on the Forms and Procedures page of the Business Office intranet site.

PERSONAL LONG DISTANCE
Personal long distance calls may be made only with a personal calling card.

OFF-CAMPUS VOICE MAIL ACCESS
Dial 417-6350 to access the AUDIX system from off-campus.

TELEPHONE HELPLINE
If you experience technical difficulties with your college phone, dial ext. 6599.

TRAVEL
Complete information on travel is available from the Business Office.
• All travel must be approved in advance using the travel/trip request form. Verify availability of funds with the Instructional Dean or other appropriate administrator before making travel commitments. Obtain the approving signatures of the instructional dean and/or the appropriate administrator. Even if a trip is not funded with instructional funds, get approval from your Instructional Dean before planning the trip. Out of state travel must be pre-approved by the president of the college.

• To obtain reimbursement, complete the travel reimbursement form, attach all required receipts and submit to the business office. Reimbursement checks are placed in your mailbox in the mailroom. The completed reimbursement request form is emailed to travelers for verification.

• Classroom field trips utilizing rented vehicles or charter services are not reimbursed via travel reimbursement forms. All bus or van usage will automatically be charged using the account number you provide on the travel/trip request. Please see field trip guidelines in this Handbook for instructions on booking vehicles for student trips.

• There are several options available when purchasing an airline ticket.
  1. Air travel arrangements may be made through a qualified travel provider.
     a. The qualified travel provider for Clallam/Jefferson counties is Journey Travel, 1-800-541-0186.
        i. The air travel costs will be charged directly to the college airline travel card.
        ii. Prior approval for travel is needed when using this option to ensure the travel liaison has needed information to authorize the ticket purchase.
  2. Electronic booking and reservation sites may be used. Keep in mind that these tickets are generally nonrefundable.
     a. Tickets may be paid for with the employee’s personal funds and reimbursed via the Travel Reimbursement Request; or
     b. Tickets may be paid for with an Individual Travel Card.
     c. Airline, lodging and car rental purchases may not be bundled.

• Lodging costs are reimbursed up to the allowable rate for that area as evidenced by an original itemized hotel receipt unless one of the following conditions exists: 1) the traveler is staying at the same facility where the meeting/conference/training is being held and it is documents that it is beneficial for the traveler to stay at the same facility; or 2) Lodging facilities were not available at the allowable rate and staying further away from the meeting/conference/training facility would result in increased travel costs. If one of these two conditions exists, indicate on

• The travel/trip request that you will be requesting reimbursement using the Tier 2 exception and provide appropriate explanations and/or documentation.


• If the traveler requires a rental car, he or she must use the available state contract (contact Ginger Sanford).
• Maximum allowable reimbursement rates for lodging costs in Washington State are located at
  http://www.ofm.wa.gov/resources/travel/colormap1214.pdf. Rates for other states are available on the
  GSA website- http://www.gsa.gov/portal/category/21287. For further information about lodging, refer to
  the “Travel Procedures” document under “Travel” on the Forms and Procedures page of the Business
  Office intranet site.

• All full-time employees of the college are eligible to apply for a travel credit card issued through the state
  contract. This credit card can be used for all College travel-related costs. Bills are mailed to the employee’s
  home address and all liability for payment rests with the employee.
VII. FACULTY EMPLOYMENT GUIDELINES AND OTHER COLLEGE POLICIES

BOARD POLICIES

All Peninsula College Board Policies are available on the President’s page under Board Policies on the college Intranet site.

EMPLOYEE ASSISTANCE PROGRAM

Peninsula College employees and their families have access to an employee assistance program. This service is provided at no cost to the employee and offers assistance with all types of problems including job, marital, family, financial, physical, alcohol and/or drugs, or any combination of these. For additional information about this program, contact the Human Resources office at 417-6212.

FACULTY CONTRACT

A copy of the negotiated faculty contract is available to each faculty member and is available on the college Intranet site. The negotiated agreement treats such issues as workload, reduction in force, grievance procedures, evaluation, and leaves.

FACULTY EVALUATION

All tenured, probationary, associate, and adjunct faculty at Peninsula College are subject to periodic performance evaluations which emphasize the faculty member’s positive contributions to the academic community of the college. Details regarding the criteria and procedures for these evaluations are provided in Section 13 of the Peninsula College Faculty Association collective bargaining agreement (PCFA ‘contract’). Assistance with the preparation of review materials is provided by the appropriate instructional dean.

FACULTY OFFICE HOURS

Full-time faculty are contracted to schedule five office hours per week; annualized associate faculty are contracted to schedule office hours proportionate to contract agreement; part-time faculty who are employed 50% or more will be paid for and must schedule one office hour per week. Any questions regarding scheduled office hours should be directed to the appropriate Instructional Administrator.

FACULTY SENATE

Peninsula College operates under a shared-governance model that seeks to provide open communications and collaborative decision-making processes while defining domains of responsibility. Faculty Senate is a formal group recognized by the President and the Board of Trustees. The Senate ensures that faculty members are directly engaged in matters pertaining to the shared governance of the College and related policy making. It also provides an essential forum for faculty members to share their concerns, discuss ideas, provide feedback in a systematic way, and advance recommendations. The Senate meets on a regularly scheduled basis during fall, winter, and spring quarters. All faculty, including adjuncts, are invited to participate. Past agendas and minutes from Senate meetings are available on the Faculty Senate page on the college intranet site.
FACULTY UNION

The Peninsula College Faculty Association (PCFA), affiliated with the Washington Federation of Teachers (WFT) and the American Federation of Teachers (AFT), is the exclusive negotiating representative for all academic employees for the purpose of exercising all rights accorded academic employee organizations by RCW Chapter 28B.52.

ILLNESSES/ABSENCES

If you are ill or unable to meet with your class, please notify the appropriate Instructional Dean’s office AND the switchboard as early as possible. Cancellation notices will be posted at the classrooms.

1st point of contact:
Beth Hover, Office of Instruction
Phone Extension: 417-5698
Campus Email: bhover@pencol.edu
Office Hours: 7:30am to 4:30pm M-F

- Please make certain you have spoken with Beth or received email confirmation from her regarding your class cancellation in ample time prior to the start of your cancelled class.
- If you have not heard back from Beth in a timely manner, please proceed to the 2nd point of contact.

2nd point of contact:
Brian Betts, Office of Instruction
Phone Extension: 417-6226
Campus Email: bbetts@pencol.edu
Office Hours: 8:00am to 5:00pm M-F

- Please make certain you have spoken with Brian or received email confirmation from him regarding your class cancellation in ample time prior to the start of your cancelled class.
- If you have not heard back from Brian in a timely manner, please proceed to the 3rd point of contact.

3rd point of contact:
Cindy Guoan, Office of Instruction
Phone Extension: 417-6230
Campus Email: cguoan@pencol.edu
Office Hours: 8:00am to 5:00pm

- Please make certain you have spoken with Cindy or received email confirmation from her regarding your class cancellation in ample time prior to the start of your cancelled class.
- If you have not heard back from Cindy in a timely manner, please proceed to the 4th point of contact.

4th point of contact:
Student Services Front Desk
Phone Extension: 417-6255

- Please call and speak to a live person if you are not able to contact any of the above individuals.

Other Absences: For absences other than illness, it is your responsibility to make arrangements for class coverage. Please notify the appropriate Instructional Dean’s office in advance.
PAYCHECKS/PAYROLL

Federal regulations require the completion of an I-9 form (verification of citizenship) and documentation. These documents must be completed and on file in the Human Resource office (417-6212) by the third working day. No payroll information can be processed until these documents are on file. Upon completion of all paperwork and verification of hire by college administration, an ENSRC (Employment Notice and Service Record Contract) or computer-generated contract will be mailed to the employee. Paydays are twice a month, on the 10th and 25th. Please note: For part-time faculty, the first paycheck of each quarter will be: fall, October 25; winter, January 25; spring, April 25; summer, July 25. Paychecks may be directly deposited to your bank account or mailed to your home address. Call Payroll at 417-6207 to make arrangements.

SMOKING POLICY

In order to promote a safe, healthy, and productive environment for employees, students, and members of the public who conduct business in college facilities and use its vehicles, Peninsula College policy prohibits smoking in all campus buildings and in state vehicles. On campus, smoking is limited to designated smoking areas located south of the Science and Technology Building (Building M) by the tennis courts and east of Maier Hall (the E Building).

SOLICITATION ON CAMPUS

College policy prohibits any sale or sales solicitation on the college campus, except for those approved by the Director of Student Activities. Such prohibitions include “good cause” items, such as concert tickets, Girl Scout cookies, and pledge solicitations of employees for community events.

VOCATIONAL CERTIFICATION

General standards of qualifications for a Washington State Community College professional in vocational fields require that full-time instructors have vocational certification. Vocational certification may be obtained through the office of the Vice-President of Instruction. Link to Vocational Certification database: https://certification.ctc.edu

WHISTLEBLOWERS

The Whistleblower Statute of the State of Washington (RCW 42.40) encourages state employees to report improper governmental action to the Office of the State Auditor. The employee must make a good faith attempt to first report any improper actions to the agency head. The information provider is entitled to protection from retaliatory action and will be contacted quarterly by the State Auditor’s Office to determine any reprisal or retaliatory action. The complete “Whistleblower” statute is available in the Human Resource office. The college’s Whistle Blower policy is Board Policy 209 and is available on the college’s intranet site.


## VIII. APPENDICES

### PENINSULA COLLEGE ACADEMIC CALENDAR 2016-2017

#### SUMMER QUARTER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 5</td>
<td>Classes Begin</td>
<td>27 Inst. Days</td>
</tr>
<tr>
<td>August 18</td>
<td>Classes End</td>
<td></td>
</tr>
</tbody>
</table>

#### FALL QUARTER 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 12-16</td>
<td>In Service Week</td>
<td>Work Days</td>
</tr>
<tr>
<td>Sept. 19</td>
<td>Classes Begin</td>
<td>55 Inst. Days</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Holiday (Veteran’s Day)</td>
<td>5 In Service Day</td>
</tr>
<tr>
<td>Nov. 14-18</td>
<td>Advising Week</td>
<td>2 Work Days</td>
</tr>
<tr>
<td>Nov. 24, 25</td>
<td>Holiday (Thanksgiving)</td>
<td></td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Classes End</td>
<td>62 Work Days</td>
</tr>
<tr>
<td>Dec. 8, 9</td>
<td>Faculty Work Days</td>
<td></td>
</tr>
</tbody>
</table>

#### WINTER QUARTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 3</td>
<td>Classes Begin</td>
<td>Work Days</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Holiday (M.L.K.)</td>
<td>52 Inst. Days</td>
</tr>
<tr>
<td>Feb. 13-17</td>
<td>Advising Week</td>
<td>3 Work Days</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>Holiday (President’s Day)</td>
<td></td>
</tr>
<tr>
<td>Mar. 17</td>
<td>Classes End</td>
<td>55 Work Days</td>
</tr>
<tr>
<td>Mar. 20-22</td>
<td>Faculty Work Day</td>
<td></td>
</tr>
</tbody>
</table>

#### SPRING QUARTER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30</td>
<td>Classes Begin</td>
<td>Work Days</td>
</tr>
<tr>
<td>May 22-26</td>
<td>Advising Week</td>
<td>55 Inst. Days</td>
</tr>
<tr>
<td>May 29</td>
<td>Holiday (Memorial Day)</td>
<td>2 Work Days</td>
</tr>
<tr>
<td>June 15</td>
<td>Classes End</td>
<td>1 Commencement</td>
</tr>
<tr>
<td>June 17</td>
<td>Graduation</td>
<td></td>
</tr>
<tr>
<td>June 16, 19</td>
<td>Faculty Work Days</td>
<td>58 Work Days</td>
</tr>
</tbody>
</table>

162 Instructional Days  
175 Work Days
### Administration

- **President**: Luke Robins
- **Vice President of Instruction**: Sharon Buck
- **Vice President, Administrative Services**: Deborah Frazier
- **Vice President, Student Services**: Jack Huls
- **Director of Marketing and Communications**: TBA
- **Associate Dean, Student Success**: Cathleen Engle
- **Associate Dean, Enrollment Services and Financial Aid**: Krista Francis
- **Associate Dean for Instruction Resources**: Samantha Hines
- **Associate Dean, Basic Education for Adults and Corrections Education**: Laura Brogden
- **Associate Dean, Athletics and Student Programs**: Rick Ross
- **Dean, Professional-Technical Education and E-Learning**: Mia Boster
- **Dean, Arts and Sciences**: Bruce Hattendorf
- **Director, Bachelor of Applied Science Program**: Amy Williamson
- **Director, Human Resources**: Kraig Michels
- **Director, Support Services**: Patty McCray-Roberts
- **Director, College Foundation**: Getta Rogers

### Division Chairs

- **Business and Technology Division**: Jill Snyder
- **English Division**: Matt Teorey
- **Human Services Division**: Yvette Cline
- **Humanities Division**: Reina Barreto
- **Math Division**: Randy Anderson
- **Natural Sciences Division**: Ben Weintraub
- **Social Sciences Division**: Ritu Lauer
- **Transportation & Construction Division**: Maitland Pete

### Peninsula College Faculty Association (PCFA) Officers

- **Acting President**: Michael Cassella-Blackburn
- **Vice President**: Daniel Stengel
- **Secretary**: Andrea Motyka
- **Treasurer**: Helen Lovejoy

### Faculty Senate

- **First Speaker**: Janet Lucas
CREATING COURSE SYLLABI

Because a syllabus is primarily a contractual agreement with regards to instructional services and reciprocal responsibilities between the instructor and student, a course syllabus needs to be distributed in every class on the first or second day. An archive of past syllabi for all courses is available on the Office of Instruction intranet page. The following template shows required fields for all Peninsula College syllabi:

Peninsula College Course Syllabus
[Course Number, Course Title, Quarter, and Credits]

Instructor name:
Phone number:
Email address:
Office location:
Office hours:

Required Text(s):
Suggested Text(s):
Required Materials and Supplies:

Course catalog description:

Course outcomes:

Grading method and policies, including attendance and participation:

Grade scale [Note that different instructors may use different percentage or point scales to determine final numeric grades. Numeric grades, however, are defined according to the scale on page 9 of this Handbook]:

Outline of weekly/daily schedule of class and homework:

College Policies (faculty are encouraged to copy and paste the following into their syllabi as needed):

First Week Non-Attendance: A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

The Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendment Act (ADAAA) of 2008, and subsequent disabilities law is designed to ensure that students with disabilities have an equal opportunity to access academic programs and successfully complete their studies. Peninsula College is committed to providing accessibility to all students. If you are a student with a disability, you may request accommodations from the Services for Students with Disabilities office (located in D-building). Contact 360-417-6340 or ssd@pencol.edu for more information on how to request accommodations or with questions. This information will remain strictly confidential.
Plagiarism and/or cheating "are not condoned by Peninsula College. A student who cheats or plagiarizes the works of others is at risk of a failing grade for the course in which such action takes place." (Peninsula College Catalog)

Understanding Peninsula College's Academic Policies and Procedures is the responsibility of all students, for such regulations shall be adhered to by all faculty (Peninsula College Catalog).

Resources for Veterans

If you have served in the armed forces guard and reserves, welcome. I'm here to support and assist in your transition between military and higher education culture. There are many services and resources available to support your academic and personal success. I want you to know that I am open and available to meet with you and discuss available supports or answer any questions you have. Please see this link for additional veterans resources: http://www.pencol.edu/veterans/additional-resources.

Turnitin Policy and Syllabus Statement

Peninsula College has contracted with Turnitin text matching services. Use of Turnitin is left to the discretion of the instructor. If you plan to use Turnitin, the following statement should be added to course syllabi:

In an effort to affirm the importance of academic integrity at Peninsula College, faculty may use Turnitin.com plagiarism software to compare student work with multiple sources. As a condition of taking this course some or all assignments submitted to this class may be reviewed for textual similarity.

Title IX Syllabus/Course Information Language

Faculty are encouraged to include the following language regarding Title IX reporting and student resources in their course syllabi or course content handouts to students.

Title IX of the Educational Amendments of 1972 defines faculty as “mandatory reporters” of any personal disclosure of sexual harassment, abuse, and/or violence related experiences or incidents shared with the faculty member in person or via email. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX Coordinator with relevant details such as the names of those involved in the incident. The Title IX Coordinator then must investigate the incident to help ensure that the student’s safety and welfare is being addressed, even if the student requests that the disclosure not be shared.

The College provides a confidential resource in Student Services for short-term counseling and referrals to community resources to help students through crisis affected by sexual assault, dating violence, domestic violence and stalking. Contact the Student Services Center at (360) 417-6340.

Suggested additional information for Syllabi

- Required writing and documentation style (MLA, APA, CMS, CBC, etc.)
- Conduct
- Deadlines
- Reminder of registration days and starting date for next quarter
- Holidays and faculty development days
SAMPLE SYLLABUS

**NOTE THAT THIS SYLLABUS FORMAT IS INTENDED AS AN EXAMPLE NOT AS A PRESCRIPTION. SYLLABUS CONTENT AND FORMAT MAY VARY BY INDIVIDUAL INSTRUCTOR. FOR REQUIRED SYLLABUS FIELDS, SEE THE GUIDELINES ON PAGE 27.**

Peninsula College
EDUC 101, 5 credits
Quarter, Year

Instructor: Ima Teacher
Phone Number: 360-417-xxxx email: iteacher@pencol.edu
Office Location: J 200 Office Hours: 10:00-10:50 a.m. T,W,Th,F


Course Catalog Description
Introduction to the field of education with an overview of education in America. Historical, philosophical, and social foundations of education; current issues and trends in curriculum, instructional strategies, law and ethics; teaching as a profession; and the future of education. Prerequisite: Completion of Engl 101 or permission of instructor. (E)

Course Outcomes
At the end of course students should be able to:

1. articulate educational issues in speech and writing.
2. identify and explain the philosophical and historical foundations of education.
3. articulate in speech and writing a work-in-progress philosophy of education.
4. produce a plan for a future role in education framed on informed decision-making.
5. demonstrate working knowledge of school classrooms through classroom observation reports.
6. produce academic research in the APA style on an educational issue using electronic and other resources.

Grading Methods
Grading is on a point system based on 400 points.

- Completion of five written journal responses 5 @ 20 points each for 100 points
- Completion of five observation reports 5 @ 20 points each for 100 points
- Completion of research and oral presentation 100 points
- Completion of academic research paper 100 points
- Attendance at 90% of class sessions 5 point deduction for each absence over five
Grade Scale

<table>
<thead>
<tr>
<th>PCT.</th>
<th>NUMERIC GRADE</th>
<th>LETTER GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 to 100%</td>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>92 to 94%</td>
<td>3.7</td>
<td>A-</td>
</tr>
<tr>
<td>90 to 91%</td>
<td>3.5</td>
<td>A-</td>
</tr>
<tr>
<td>87 to 89%</td>
<td>3.4</td>
<td>B+</td>
</tr>
<tr>
<td>84 to 86%</td>
<td>3.0</td>
<td>B</td>
</tr>
<tr>
<td>80 to 83%</td>
<td>2.7</td>
<td>B-</td>
</tr>
<tr>
<td>77 to 79%</td>
<td>2.4</td>
<td>C+</td>
</tr>
<tr>
<td>74 to 76%</td>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>70 to 73%</td>
<td>1.7</td>
<td>C-</td>
</tr>
<tr>
<td>67 to 69%</td>
<td>1.4</td>
<td>D+</td>
</tr>
<tr>
<td>64 to 66%</td>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>60 to 63%</td>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Outline of Weekly Schedule

(See attached schedule for more specific detail of assignments)

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Ch. 1</th>
<th>History and Philosophy of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Ch. 2</td>
<td>Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal #1 Due</td>
</tr>
<tr>
<td>Week 3</td>
<td>Ch. 3</td>
<td>Social Problems</td>
</tr>
<tr>
<td>Week 4</td>
<td>Ch. 4</td>
<td>Curriculum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal #2 Due</td>
</tr>
<tr>
<td>Week 5</td>
<td>Ch. 5</td>
<td>Effective Teaching</td>
</tr>
<tr>
<td>Week 6</td>
<td>Ch. 6</td>
<td>Technology in Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal #3 Due</td>
</tr>
<tr>
<td>Week 7</td>
<td>Ch. 7</td>
<td>Legal and Ethical Issues</td>
</tr>
<tr>
<td>Week 8</td>
<td>Ch. 8</td>
<td>Educational Reform</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal #4 Due</td>
</tr>
<tr>
<td>Week 9</td>
<td>Ch. 9</td>
<td>Job Opportunities</td>
</tr>
<tr>
<td>Week 10</td>
<td>Ch.10</td>
<td>Expectations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Journal #5 Due</td>
</tr>
<tr>
<td>Week 11</td>
<td>Ch.11</td>
<td>Professionalism</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Observation Reports Due</td>
</tr>
</tbody>
</table>

Holidays

- Nov. 11: Veteran’s Day
- Nov. 24, 25: Thanksgiving

College Policies

*First Week Non-Attendance*: A student who fails to attend at least 50% of a face-to-face class or fails to login for at least 50% of online class activity during the first week of the quarter may be administratively withdrawn.
from the course. Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exception to this procedure.

*The Americans with Disabilities Act* of 1990, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendment Act (ADAAA) of 2008, and subsequent disabilities law is designed to ensure that students with disabilities have an equal opportunity to access academic programs and successfully complete their studies. Peninsula College is committed to providing accessibility to all students. If you are a student with a disability, you may request accommodations from the Services for Students with Disabilities office (located in D-building). Contact 360-417-6340 or ssd@pencol.edu for more information on how to request accommodations or with questions. This information will remain strictly confidential.

*Plagiarism and/or cheating* "are not condoned by Peninsula College. A student who cheats or plagiarizes the works of others is at risk of a failing grade for the course in which such action takes place." (Peninsula College Catalog)

Understanding Peninsula College's *Academic Policies and Procedures* is the responsibility of all students, for such regulations shall be adhered to by all faculty (Peninsula College Catalog).

**Class Policies**

*Electronic Equipment:* Please put your cell phone on vibrate and keep it where you can reach it for use in a classroom emergency only. Please turn off and put away all other electronic equipment such as headphones, iPods, laptops, etc.

*Absences:* Roll is taken every day. You are allowed five absences, which is one over 10%. The only exception is a school-sponsored activity cleared in advance in writing. It is your responsibility to pick up any handouts from the days you missed. You may call, email, or tell me about planned or unplanned absences, and you should, but they still count as absences.

*Tardies:* It is better to come to class late than not at all. Please enter quietly and put any assignments due on the front desk. Report in after class to get absences changed to tardies. Tardies are disruptive. If you are tardy, you also miss important information.

*Late Papers:* Papers are due at the beginning of the period. They will be marked down one point for every day they are late.

*Extra Copies:* Save a copy of every paper you turn in on your hard drive, on a data stick, and on paper. Keep all graded returned papers until the end of the quarter.

*Extra Credit:* There is no extra credit. However, at the end of the course, if a student misses the next highest grade by one point, the grade will be raised by that one point.

*Children, Guests, and Animals:* Because of liability issues, your children, guests, and animals can’t come to class with you. If you have an emergency with your child’s school or day care, you will need to use that day as one of your allowed number of absences. Please, do not just show up with your child, guest, or animal and ask if it is ok.

*Food and Drink in Classroom:* You may bring food and drink into the classroom unless there are computers in the classroom or there is a sign posted that there is no eating or drinking in the classroom. Please clean up
after yourself. This includes putting things into recycling or trash and wiping up spills on desks and floors. Please avoid bringing food that smells up the classroom.

*Adult Behavior:* This is college. Whether you are 16 or 60, adult behavior is expected by the instructors and the students. Please avoid side conversations, passing notes, etc.

*Civil Discourse:* Although college is a place where free speech and academic freedom are honored, please be civil in your treatment of others.

IF YOU HAVE ANY QUESTIONS ABOUT THIS SYLLABUS, ASK THE INSTRUCTOR.
TIPS ON WRITING MEASURABLE COURSE LEARNING OUTCOMES

General course learning outcomes for Peninsula College courses are available through your division chair and your instructional dean. Instructors must publish course competencies in their syllabi; instructors may also add their own, more specific learning outcomes for individual sections of the course.

Writing course learning outcomes in language which shows learning can be measured is important. One formula for writing clear and simple course learning outcomes is based on the model of Bloom’s Taxonomy.

Bloom’s Taxonomy of cognitive learning outcomes describes several categories of cognitive learning. (Other samples are available by typing “Bloom’s Taxonomy” into a search engine.)

<table>
<thead>
<tr>
<th>Categories of Cognitive Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Knowledge</td>
</tr>
<tr>
<td>Comprehension</td>
</tr>
<tr>
<td>Application</td>
</tr>
<tr>
<td>Analysis</td>
</tr>
<tr>
<td>Synthesis</td>
</tr>
<tr>
<td>Evaluation</td>
</tr>
</tbody>
</table>

A set of course learning outcomes might begin like this:

“At the end of the course, a student should be able to...” followed by a list of learning outcomes which start with measurable verbs.

Below are a few of the key verbs associated with each cognitive domain. Using verbs such as these is beneficial to writing effective learning outcomes. A more complete list of verbs is on the website shown or similar sites.

<table>
<thead>
<tr>
<th>Behavioral Verbs for Bloom’s Taxonomy (Cognitive Domain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
</tr>
<tr>
<td>Define</td>
</tr>
<tr>
<td>Identify</td>
</tr>
<tr>
<td>List</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Recall</td>
</tr>
</tbody>
</table>

Sample Course Learning outcomes

At the end of the course the student should be able to...

<table>
<thead>
<tr>
<th>Course</th>
<th>Competency/Learning Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Create, analyze, interpret and manipulate mathematical expressions, functions and graphs of functions.</td>
</tr>
<tr>
<td>English</td>
<td>Identify main ideas, supporting details, patterns of exposition, and transitions.</td>
</tr>
<tr>
<td>History</td>
<td>Distinguish major themes from a regional perspective and from a national perspective.</td>
</tr>
<tr>
<td>Health Education</td>
<td>Define psychological health and disorders.</td>
</tr>
<tr>
<td>Early Childhood Educ</td>
<td>Gather and interpret observations of children and teaching practices.</td>
</tr>
<tr>
<td>Admin Office Systems</td>
<td>Demonstrate ability to set priorities and to work independently.</td>
</tr>
</tbody>
</table>
ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

Peninsula College recognizes that our faculty is supportive of students with diverse backgrounds—including those with disabilities. The following is the accommodation process for faculty:

- The Services for Students with Disabilities (SSD) Office will provide you with a Letter of Accommodation that outlines accommodations to be provided.
- Once you receive the Letter of Accommodation please review the accommodations in place and talk with the student if needed. Most accommodation arrangements are made by the SSD Office, but testing and a few other accommodations might require faculty involvement in implementing.
- Please call Services for Students with Disabilities office with any questions at 360-417-6373.

To support universal access in classrooms, here are a few suggested best practices from *Accessibility in Action: Implementing UDL in Postsecondary Classrooms* by James Stachowiak and John Castellani (2009):

- **Multiple means of representation**—providing information in different formats (e.g., lecture, videos, multimedia presentations, etc.) Note: utilize closed captioned media materials (videos, podcasts, etc.) whenever possible.
- **Multiple means of expression**—allowing students to display knowledge in different formats (e.g., papers, oral presentations, etc.)
- **Multiple means of engagement for all students in the class**—motivating student learning in different ways (e.g., hands-on activities, simulations, group projects, etc.) (Rose, Harbour, Johnston, Daley, & Abarbanell, 2008).

Quick questions you can ask to check accessibility:

- Is the textbook for this class available in a digital format?
- Does the video have captioning?
- Are supplementary materials posted online in multiple formats (PDF, TXT, Word, HTML, etc.)?
- Can a screen reader accurately identify images on a required website?
- Are class outlines/Power Point slides available prior to the start of class?
- Are reading assignments made available in advance?
- Are class notes available after class?

If you have any questions regarding classroom/instructional accessibility or services offered by the Services for Students with Disabilities (SSD) office, please feel free to ask any of our staff (located in D-building; ssd@pencol.edu; Ext 6373). We are a resource and enjoy assisting those who need information.
TOWARD A DEFINITION OF THE TEACHER/SCHOLAR AT PENINSULA COLLEGE....

by President Thomas Keegan, November, 2004

Peninsula College is a comprehensive community college serving the citizens of Clallam and Jefferson Counties. As a comprehensive community college, we offer instructional programs in the areas of transfer, professional/technical, basic skills and continuing education. We are a teaching institution; therefore, the center of our mission is the teaching/learning process.

Working with the College faculty, the administration seeks an environment that values and encourages intellectual thought as an integral part of the teaching/learning process. The College administration is committed to the promotion of the teacher-scholar concept as one strategy to achieve this end.

While “teaching” (or teacher) is generally understood by most, “scholarship” (or scholar) requires a brief description. Peninsula College utilizes the work of Boyer to identify the following four areas of scholarship: Discovery, Integration, Application, and Pedagogy. These areas are best described as follows:

Discovery—Research intended to further the quest for new knowledge.

Integration—The application of knowledge in a new or different way.

Application—The sharing or application of disciplinary expertise in one’s “community.”

Pedagogy—The investigation and application of effective teaching/learning strategies.

It is essential that the results of one’s scholarly work be shared with others. The process of peer review not only brings increased quality and credibility; it brings additional value to the scholarly work. This review may take many forms, such as conference presentations and publications/articles, as well as campus and community presentations.

The College supports scholarly work in the following ways:

- Sabbaticals
- Summer stipends
- Research grants
- Seminar courses
- Release time
- Travel
- University employment opportunities
- Individual professional development funds
- Student-faculty projects
- Professional/conference presentations

The teacher-scholar model at Peninsula College keeps teaching and learning at the center of the College’s mission while providing opportunities for faculty members to engage in scholarly work. While the four areas of scholarship contribute to individual and community enrichment, the ultimate value of this work is a high-quality learning environment for students.
ONLINE RESOURCES FOR FACULTY

- Advising Resources: http://inet.pencol.edu/studentservices/advising/SitePages/Home.aspx
- Bargaining Agreements (including PCFA Contract):
  http://inet.pencol.edu/adminservices/HR/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fadminservices%2FHR%2FShared%20Documents%2FBackground%20Materials%2FAgreements%20%20Contracts%20-%20%20Sources%20-%20%20Sources&FolderCTID=0x01200083837FC94502484D99F6F798F59D36DB&View=0

- Board Policies: http://inet.pencol.edu/president/SitePages/Board%20Policies.aspx

- Business Office (Includes Forms and Procedures for Travel and Reimbursement):
  http://inet.pencol.edu/adminservices/business/SitePages/Home.aspx

- Calendar for Campus Meetings: http://inet.pencol.edu/Lists/Campus%20Calendar/calendar.aspx
- Calendar for Office of Instruction: http://inet.pencol.edu/instruction/Lists/Calendar/calendar.aspx

- Canvas (Online Learning) at PC: https://pencol.instructure.com/login

- Catalog: http://www.pencol.edu/admissions/catalog

- Degrees and Certificates: http://pencol.edu/node/198

- E-Learning/Distance Education: http://inet.pencol.edu/instruction/elearning/SitePages/Home.aspx

- Faculty Senate Shared Documents:
  http://inet.pencol.edu/committees/facultysenate/Shared%20Documents/Forms/AllItems.aspx

- Helpdesk Request Form: Click here to open a new helpdesk request

- Instructor Briefcase: http://www.ctc.edu/~pens/wts/ibc

- Intranet Homepage (includes links to common resources and forms):
  http://inet.pencol.edu/SitePages/Home.aspx

- Learning Center: http://www.pencol.edu/services/learning-center

- Library Media Center: http://inet.pencol.edu/LMC/SitePages/Home.aspx


- Phone Directory for Campus:
  http://inet.pencol.edu/adminservices/supportservices/Information%20and%20Phone%20Center/PC%20Phone%20List/PC-Telephone-Extensions.pdf

- Professional Development:
  http://inet.pencol.edu/adminservices/HR/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fadminservices%2FHR%2FShared%20Documents%2FPF%20Professional%20Development&FolderCTID=0x01200083837FC94502484D99F6F798F59D36DB&View=0

- Publication Request Form:
  http://inet.pencol.edu/president/advancement/_layouts/FormServer.aspx?XsnLocation=http://inet.pencol.edu/president/advancement/Publication%20Requests/Forms/template.xsn&SaveLocation=http%3A%2F%2Finet.pencol.edu%2Fpresident%2Fadvancement%2FPublication%2520Requests%2FForms%2FAllItems.aspx&DefaultItemOpen=0
• Work Order Request Form: http://dlweb.megamation.com/penco/DLWEB.php/O4W_INFO_PAGE
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### PENINSULA COLLEGE FACULTY HANDBOOK

#### MISSION

- See Canvas
- Online Resources

#### O

- See Canvas
- Online Resources

#### P

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- White Board Markers and Maintenance
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