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. Use the PC email given to you for all PC business correspondence (i.e. grading).

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 all online courses at Community and Technical colleges in Washington State. 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 click on the Canvas logo quick link green box located about a third of the way down the College website main page.

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

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

eLearning and Online classes at Peninsula College are administered by the Vice President of Instruction. To request a course shell or technical support, contact Vicki Sievert (vsievert@pencol.edu; 360-417-6272). Questions regarding eLearning curricula and course scheduling should be directed to Samantha Hines, Associate Dean of Instructional Resources (shines@pencol.edu; 360-417-6275). Contact Eric Waterkotte (ewaterkotte@pencol.edu; 360-417-6270) for guidance on course design and online pedagogy. Resources for online instruction are available on the E-Learning/Distance Education Intranet site.

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 bottom 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

The new implementation schedule for all 34 Washington community and technical colleges is under development. 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 360-417-6559 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 upon request from Campus Safety. 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), the first floor of Student Services (Building D), the entryway of Automotive/Welding (Building Q) the Fitness Center and Gymnasium entrance (Building N), and near the restroom on the Soccer Field (Sigmar Field) near the elevator on the Allied Health side of (Building K) in the foyer of the Early Childhood Education Center (Building K) near the entrance of the Longhouse, near the circulation desk in the library (Building B) and inside the main doors of (Building P).

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

PC Alert Me provides up-to-the-minute information about campus emergencies, including college closures, via phone, e-mail, and/or text. Students, faculty, and staff are automatically signed up to receive notifications once registered or as new-hires at Peninsula College. To Opt-Out e-mail campussafety@pencol.edu

CAMPUS SAFETY

In the case of a safety/security issue or to report suspicious behavior that is not a 911 situation, call Campus Safety at 360-417-6559.

SUSPENDED OPERATIONS

The following radio stations will broadcast public service announcements: in Port Angeles and Sequim, KONPAM 1450 and FM 101.7 (also via online streaming at www.konp.com); in Forks, KVAC/KLLM AM 1490; in Port Hadlock, KONP AM 1450 and FM 101.7. Port Townsend residents can call Jefferson Transit at 360-385-4777. Clallam Bay and Neah Bay residents can call Makah Law & Order at 360-645-2701. 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 (360-417-6559).

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. Room changes for classes must be officially scheduled through the Office of Instruction. 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 Amie Batton (abatton@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. If it is a classroom management concern an instructor should speak to their respective Dean. Other types of behavior can be reported to the Advocate System through an online Incident Report. The Incident Report form is available on the College SharePoint homepage under Common Forms.

If you are worried about a student's well-being, their safety, or the safety of others, choose the CARE team from the drop down menu options. If you feel this is a student conduct issue, choose Student Conduct from the menu. If you feel this is a Title IX situation, choose Title IX from the menu. If you are unsure which type to choose do not worry—all cases are reviewed and assigned to the proper area.

In an emergency situation, call 911 and then call Campus Safety (ext. 6559). If a behavior is of such seriousness that it is not tolerable 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. In addition, you may contact the campus conduct officer, Cathy Engle, Associate Dean for Student Success cengle@pencol.edu.

If there is a threat of imminent harm or danger, the Associate Dean for Student Success may impose a summary suspension barring the student from returning to the class until the matter of the threat or danger is resolved. 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.

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; 360-417-6596).

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. Trips and vehicle rentals must be pre-approved by the appropriate instructional dean. Provide your dean with a Travel Authorization form with trip details for approval.
3. Contact the local Enterprise office at (360) 417-3083 then select option #4 to make the needed reservations.
4. Any college employee may drive a vehicle rented by the college. In addition, volunteers who have been registered with HR for L&I purposes may also drive vehicles. There is a "Volunteer Application & Background Check" form on the HR Sharepoint site, located at: http://inet.pencol.edu/adminservices/HR/SitePages/Volunteers.aspx that can be filled out. HR can help with the volunteer paperwork, if there are questions. 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. The faculty in charge of the trip should collect the information and submit it to HR.
5. Those who sign for vehicles and drive them are covered by the College's insurance and are not personally liable for the vehicle.
6. 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.

Submit to the Office of Instruction before departure:
- A copy of the Travel Approval form, including contact phone number(s)
- A roster of those traveling, students and faculty/staff
- Copies of competed Student Travel Consent Release forms
- Travel itinerary

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 https://pencol.formstack.com/forms/first_week_admin_withdrawl_form. 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 10th day of the academic quarter (7th day for summer 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 1.0 to 4.0 in 0.1 increments. The number 0.0 is assigned for failing work, which includes grades in the 0.1 to 0.9 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	B- = 2.5 to 2.8	D+ = 1.2 to 1.4
A- = 3.5 to 3.8	C+ = 2.2 to 2.4	D = 1.0 to 1.1
B+ = 3.2 to 3.4	C = 1.9 to 2.1	F = 0.0
B = 2.9 to 3.1	C- = 1.5 to 1.8	

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 360-417-6596. 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   1.0-1.9 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 360-417-6390.

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)](mailto: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 MATH AND LEARNING CENTER

The Math and Language Center supports all classes (face to face or online). It is located on the ground floor of Maier Hall (E Building) and houses a Computer Lab (E143), a Math Lab (E141), and a Foreign Language Lab (E144).

WRITING LAB AND TUTORING SERVICES

Writing Lab and Tutoring Services can be found in the Library Media Center (room B138) and offers tutoring and support for all courses (face to face or online). Writing Lab appointments are half an hour long; there is a sign-up sheet in the lab. Drop-in tutors for a variety of subjects are available in the Labs as posted and special tutors can be arranged for specific topics through Kate Goschen at 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 (360-417-6390).

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 (ext. 6444) 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 360-417-6504.

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 <u>and</u> the signature of the Associate Dean of Enrollment or designee.

- 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.

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.

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 three 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.

- 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.

Advisors use Navigate software to see basic student information and to enter advising notes. Contact Jen Santry to get set up with an account and to be trained.

Additional online advising resources, including advising packets for individual advisors, are at the PC Intranet Advising site.

COUNSELING SERVICES

Mental Health 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 students adjust to, cope with, and succeed in college.

Students may contact Student Services (360-417-6340) 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 or email veterans@pencol.edu.

Peninsula College also offers dedicated Veteran Advising and early registration for veterans.

The Veteran Center is located in the J building and offers a quiet study space and gathering location for PC student veterans.

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

http://www.mentalhealth.va.gov/studentveteran/docs/ed_syllabus.html

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.

STUDENT SERVICES CONTACT LIST

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

- Associate Dean for Student Success: Cathleen Engle (Ext. 6347) cengle@pencol.edu
- Interim Associate Dean for Enrollment Services: David Minger (ext. 6393) dminger@pencol.edu
- Interim Director of Financial Aid: Jeff Lackey (Ext. 6475) jlackey@pencol.edu
- Advisor packets/student PIN & registration information: Dani Hendrickson (dhendrickson@pencol.edu)
- Athletes advising: Ali Crumb, Athletic Advisor (Ext. 6345) acrumb@pencol.edu
- BAS advising: Amy Williamson, Director of BAS Program (Ext. 6497) awilliamson@pencol.edu
- Degree Audit questions and training: Pauline Marvin (Ext. 6596) pmarvin@pencol.edu
- Pre-requisite Questions: Pauline Marvin (Ext. 6596) pmarvin@pencol.edu
- Running Start/High school programs: Cindy Lauderback (Ext. 6341) clauderback@pencol.edu
- Students with Disabilities Services: Hayley Anderson (Ext. 6342) handerson@pencol.edu
- Assessment & Placement Center: Jan Isett (Ext. 6346) jisett@pencol.edu
- DSHS: Annie Carver (Ext 6505) acarver@pencol.edu
- Worker Retraining: Brian Kneidl (Ext 6263) bkneidl@pencol.edu

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, 360-417-6484. Once you 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, 360-417-6484.
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, Katie Marks (kmarks@pencol.edu; 360-417-6276).

Advertising and Promoting Courses

Something interesting happening in your class? Taking your class on a field trip? The marketing and communications department can promote these learning activities on college social media platforms. Please send pertinent information and a photo to Kari Desser at kdesser@pencol.edu or (360) 417-6291.

Audio/Visual Equipment Requests

All Audio-visual requests should be made at the time of reserving your event or meeting space through 25Live. Please include the following information: Date and time needed, room number, and type of equipment. If you need help with deciding what equipment is needed for your request, contact the Audio-Visual department at 360-417-6325.

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. Copyright information is available from the Associate Dean of Instructional Resources 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).

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 the 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 fitness center and locker rooms, are available for employee use. Employees can access the facility for a nominal fee to be arranged by our Human Resources department. Employees wishing to rent a locker can do so at Pirate Central (student services front desk), also for a nominal quarterly fee. For questions about hours of operation, orientations, etc., please contact our Assistant Athletic Director who oversees the recreation department at 360-417-6352.

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. You can print a key request form on the college Intranet Homepage under Submit a Key Request. Mailbox keys can be obtained from Sarah Shaw (360-417-6552).

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 in the LMC Handbook or at the Library page on the college website.

MAIL

The mailroom has recently moved to V4. If you need assistance finding the new mailroom, please contact Sarah Shaw sshaw@pencol.edu or ext. 6552

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 Sarah Shaw in Shipping and Receiving in the T Building (ext. 6552 or sshaw@pencol.edu).

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 office. If you have questions or concerns regarding packages, please contact Sarah Shaw (ext. 6552 or sshaw@pencol.edu).

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 or reimbursement of your approved purchase.
- 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" form 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.

Per Peninsula College Procedure 514.01: "Purchasing is a centralized function at Peninsula College and no purchases or financial commitments shall be made by employees who do not have specific authority to do so." Please refrain from using personal funds to purchase materials as some items may not be reimbursable or need additional approval prior to purchase. Also the Purchasing Department has access to contract pricing from many vendors.

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 Chris Wood, ext. 6233 or cwood@pencol.edu. Forms are available on the Business Office intranet site.

ROOM SCHEDULING

- For meetings, events, and conferences: Information and Room Scheduling, 360-452-9277; room.info@pencol.edu
- For classrooms regarding academic and non-academic events: Shelby Eggert, 360-417-6575; seggert@pencol.edu
- For Library Media Center Rooms: Library Staff, 360-417-6280; lmc@pencol.edu
- For Interactive Television (ITV) classrooms: IT Helpdesk, Submit a Technology Helpdesk Ticket
- For Port Townsend (including ITV): Anna Green, X6317 or 360-385-4206; agreen@pencol.edu
- For Forks (including ITV): Debbie Scannell, X6435 or 360-374-9881; 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). The Bookstore hours are Mondays from 9:00 am to 2:00 pm and Tuesday through Friday 9:00 am to 4:30 pm.

- Pick up the supplies at the Bookstore any time during business hours. Please ask any Bookstore employee for assistance in finding required supplies. General supplies require purchase at the register to the general supply account before you leave 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 Chris Wood in the Business Office (360-417-6233; cwood@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 (360-417-6551) 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 (including the area code).

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 Chris Wood 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 360-417-6350 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.

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

Meals are reimbursed at the rates published by the Office of Financial Management, http://www.ofm.wa.gov/resources/travel.asp. Receipts for meals are not required. For details about meal reimbursement, review the "Travel Procedures" document located under "Travel" on the [Forms and Procedures](#) page of the Business Office intranet site.

If the traveler requires a rental car, he or she must use the available state contract (contact Linda Mellott).

Maximum allowable reimbursement rates for lodging costs in Washington State are located at https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.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 360-417-6212.

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:
Shelby Eggert, Office of Instruction
Phone Extension: 360-417-6575
Campus Email: seggert@pencol.edu
Office Hours: 7:00am to 5:00pm M-TH; 7:00am to 11:00am Fridays

- ❖ Please make certain you have spoken with Shelby 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 Shelby in a timely manner, please proceed to the 2nd point of contact.

2nd point of contact:
Brian Betts, Office of Instruction
Phone Extension: 360-417-6226
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:
Georgina Borte, Office of Instruction
Phone Extension: 360-417-6234
Campus Email: gborte@pencol.edu
Office Hours: 8:00am to 5:00pm M-F

- ❖ Please make certain you have spoken with Georgina 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 Georgina in a timely manner, please proceed to the 4th point of contact.

4th point of contact:
Student Services Front Desk
Phone Extension: 360-417-6340

- ❖ 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 (360-417-6212) 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 360-417-6207 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) 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 2019-2020

SUMMER QUARTER 2019

July 8	Classes Begin	7 weeks
August 22	Classes End	

FALL QUARTER 2019

Sept. 16-20	In Service Week	Work Days	
Sept. 23	Classes Begin	55	Inst. Days
Nov. 11	Holiday (Veteran's Day)	5	In Service Day
Nov. 12-15 & 18	Advising Week	2	Work Days
Nov. 28-29	Holiday (Thanksgiving)		
Dec. 11	Classes End	62	Work Days
Dec. 12-13	Faculty Work Days		

WINTER QUARTER 2020

Jan. 2	Classes Begin	Work Days	
Jan. 20	Holiday (M.L.K.)	54	Inst. Days
Feb. 10-14	Advising Week	2	Work Days
Feb. 17	Holiday (President's Day)		
Mar. 19	Classes End	56	Work Days
Mar. 20	Faculty Work Day		

SPRING QUARTER 2020

April 6	Classes Begin	Work Days	
May 18-22	Advising Week	54	Inst. Days
May 25	Holiday (Memorial Day)	2	Work Days
June 19	Classes End	1	Commencement
June 20	Graduation		
June 22-24	Faculty Work Days	57	Work Days

162 Instructional Days
175 Work Days

ADMINISTRATION

President	Luke Robins
Vice President of Instruction	Sharon Buck
Vice President, Administrative Services	Carie Edmiston (interim)
Vice President, Student Services	Jack Huls
Director of Marketing and Communications	Grace Kendall
Associate Dean, Student Success	Cathleen Engle
Associate Dean, Enrollment Services	David Minger (Interim)
Associate Dean for Instructional Resources	Samantha Hines
Interim Dean of Basic Education for Adults and Corrections Education	Vacant
Associate Dean, Athletics and Student Programs	Rick Ross
Dean, Professional-Technical Education and E-Learning	Mia Boster
Interim Dean, Arts and Sciences	Janet Lucas
Interim Dean for Instruction	Bruce Hattendorf
Director, Bachelor of Applied Science Program	Amy Williamson
Director, Human Resources	Krista Francis
Director, Support Services	Patty McCray-Roberts
Director, College Foundation	Getta Rogers

DIVISION CHAIRS

Business and Technology Division	Jill Snyder
English Division	Helen Lovejoy
Human Services Division	Mia Boster
Humanities Division	Janet Lucas
Math Division	Randy Anderson
Natural Sciences Division	Brian Hauge
Social Sciences Division	Michael Cassella-Blackburn
Transportation & Construction Trades Division	Brian Kneidl

PENINSULA COLLEGE FACULTY ASSOCIATION (PCFA) OFFICERS

Acting President	Andrea Motyka
Vice President	Tim Williams
Secretary	Rae Rawley
Treasurer	Tanya Knight

First Speaker   Tim Williams

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 36 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).

For a stand-alone Word document of all standard policies that can be attached to your syllabus or uploaded to your Canvas site, see this [link](#).

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

**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.

<div align="center">

Peninsula College
EDUC 101, 5 credits
Quarter, Year

</div>

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

Text: Ryan, K, and Cooper, J.M. (2006). Those who can, teach (11th ed.). Boston: Houghton & Mifflin.

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

Pct.	Numeric Grade	Letter grade
95 to 100%	4.0	A
92 to 94%	3.7	A-
90 to 91%	3.5	A-
87 to 89%	3.4	B+
84 to 86%	3.0	B
80 to 83%	2.7	B-
77 to 79%	2.4	C+
74 to 76%	2.0	C
70 to 73%	1.7	C-
67 to 69%	1.4	D+
60 to 66%	1.0	D
Below 60	0	0.0

Outline of Weekly Schedule

(See attached schedule for more specific detail of assignments)

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

Holidays

- Nov. 12: Veteran's Day
- Nov. 22-23: Thanksgiving
- Jan. 21: Martin Luther King Jr.
- Feb. 18: President's Day
- May 27: Memorial Day

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)

Student Absence for Reason of Faith or Conscience: Links below for policy and procedure located at SharePoint.
Policy
Procedure

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.)

Categories of Cognitive Learning

Category	Description
Knowledge	Ability to recall previously learned material.
Comprehension	Ability to grasp meaning, explain, restate ideas.
Application	Ability to use learned material in new situations.
Analysis	Ability to separate material into component parts and show relationships between parts.
Synthesis	Ability to put together the separate ideas to form new whole, establish new relationships.
Evaluation	Ability to judge the worth of material against stated criteria.

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.

Behavioral Verbs for Bloom's Taxonomy (Cognitive Domain)

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
Define	Discuss	Apply	Compare	Assemble	Appraise
Identify	Explain	Demonstrate	Contrast	Compose	Assess
List	Identify	Illustrate	Develop	Construct	Critique
Name	Interpret	Interpret	Diagram	Design	Evaluate
Recall	Restate	Construct	Distinguish	Develop	Judge

Sample Course Learning outcomes

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

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

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 an Accommodation Plan that outlines accommodations to be provided.

- Once you receive the Accommodation Plan please review the accommodations in place and contact SSD with any questions or concerns.

  Instructors are required to submit a [Test Proctor form](#) when a student in their class will be taking accommodated tests with Services for Students with Disabilities (SSD). The link to the Test Proctor form can be found in a student's Accommodation Plan which is emailed to instructors at the start of each quarter. If an instructor knows all of their test dates when they fill out the first Test Proctor form, they can submit one form and include all test dates in it. The form is immediately delivered to SSD staff who use the form to proctor exams. Instructors *are not* responsible for scheduling exams; students contact SSD to make arrangements for their test dates and times and are responsible for informing their instructors of when they will be taking their tests. In the case that an exam is not submitted to SSD via the Test Proctor form, it must be delivered to our office via email or by dropping it off in the lockbox located in front of D-110. Accommodated exams cannot be administered without an instructor submitting both the Test Proctor form and exam. Please contact SSD at ssd@pencol.edu with any questions.

- In the case that the implementation of an accommodation requires instructor involvement, SSD will contact you directly.

- Questions regarding accommodations should be directed to SSD staff, not students. SSD can be reached via phone at 360-417-6373 or email at ssd@pencol.edu.

  To increase student success in your course, it is important that all material is prepared in a format that is accessible to students (e.g., a simple font, a legible size, using formatted lists, avoiding complex transitions, and alternative text for any images). SSD staff has been trained on accessibility standards and implementation and can help in the design of materials.

  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?

  Additionally, Universal Design for Learning (UDL) offers the following ways of increasing accessibility in your course:

- **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).

Taken from: *Accessibility in Action: Implementing UDL in Postsecondary Classrooms* by James Stachowiak and John Castellani (2009).

If you have any questions regarding classroom/instructional accessibility or services offered by the SSD office, please feel free to contact us at 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/PCFA%20Bargaining%20Agreements/Contract_Appendices_MOAs_Individual%20Documents/PCFA%20Contract%20%202015-18%20-%20Complete%20%20Reformatted_Searchable_25OCT17.pdf

- 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: https://25live.collegenet.com/pencol/

- 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

- Peninsula College Press: http://pencol.edu/aboutpc/pc-press

- 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%2FProfessional%20Development&FolderCTID=0x01200083837FC945024B4D99F6E798F59D36DB&View={C2F68E88-9828-4F9E-AF83-A9ED5160AFA9}

- 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%20Requests&ClientInstalled=false&Source=http%3A%2F%2Finet.pencol.edu%2Fpresident%2Fadvancement%2FPublication%2520Requests%2FForms%2FAllItems.aspx&DefaultItemOpen=0

- Test Proctor Form: https://pencol.formstack.com/forms/test_proctoring_sheet

- Work Order Request Form: http://dlweb.megamation.com/penco/DLWEB.php/O4W_INFO_PAGE

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