



OREGON COAST  
COMMUNITY COLLEGE

# Faculty Handbook

2022-2023



*Purpose of the Faculty Handbook*

This manual is intended to provide instructors in credit-area courses with information regarding college practices and services. Additional information on any of the topics within this handbook may be obtained by contacting one's direct supervisor, the Office of Academic Affairs, the Office of Human Resources, or the office that provides the service in question.

This manual will be updated as needed. Returning faculty should obtain revised copies as updates occur. Comments and recommendations regarding the usefulness of this manual are welcome. Faculty may contact the Office of Academic Affairs with suggestions.

This document has been prepared by the Office of Academic Affairs.

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# Section 1: About Oregon Coast Community College

## Vision, Mission, Values, and Core Themes

### **Vision**

Shaping the Future Through Learning

### **Mission**

At Oregon Coast Community College we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs and a commitment to equitable outcomes, we enrich the economic and civic vitality of Lincoln County and beyond.

### **Values**

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

- **Accountability:** We accept responsibility for our actions and commit to transparent practices.
- **Collaboration:** We purposefully build partnerships to achieve common goals.
- **Excellence:** We hold ourselves to the highest standards and are committed to continuously improving the work we do.
- **Inspiration:** We show curiosity, illuminate new possibilities and ignite the joy of thinking well.
- **Integrity:** We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.
- **Learning:** We celebrate the life-long process of developing valuable knowledge and skills.
- **Sustainability:** We are responsible stewards of our financial, material, natural and human resources.
- **Equity:** We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

### **Core Theme: Student Success**

**Objective:** *OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.*

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

## **Core Theme: Educational Pathways**

**Objective:** *OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment, and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.*

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

## **Accreditation**

Oregon Coast Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100 Redmond, WA 98052 (425) 558-4224 [www.nwccu.org](http://www.nwccu.org).

Oregon Coast Community College was recognized as independently accredited by the NWCCU in February 2020. The links below provide a comprehensive history of the institution's journey towards, and achievement of, independence. The College submitted its Ad Hoc Report to the NWCCU in April 2021, and will host a mid-cycle review in **Fall 2022**. Direct questions about OCCC's accreditation status to [officeofinstruction@oregoncoast.edu](mailto:officeofinstruction@oregoncoast.edu).

## **Fast Facts about OCCC**

Oregon Coast Community College is here to serve Lincoln County's students and the community. Students can complete the first two years of a bachelor's degree at Oregon Coast, earn an associate degree or certificate, take courses to obtain employment, prepare to start a small business, get a GED,

learn English as a second language, or take courses for personal enrichment. Students may explore career ideas, retrain or update job skills, pursue a personal interest, or broaden horizons. Students may attend full and part-time. Oregon Coast offers credit and non-credit courses at its centers in Lincoln City, Newport and Waldport, and a variety of other locations throughout the county. Students may also take courses online.

#### Who Are Oregon Coast Community College Students?

Oregon Coast Community College students are of all ages, from recent high school graduates to retirees. Students attend Oregon Coast for a variety of reasons: to update employment skills, to obtain an associate degree, to prepare for transfer to a bachelor's degree program, to gain or refresh basic academic skills, or pursue personal cultural enrichment. Some attend credit classes full-time or part time, while others take one or several non-credit classes. Many students combine school and work. Nearly 1,500 students attend the College every year.

#### Who Are Oregon Coast Community College Faculty?

Oregon Coast Community College has over forty credit faculty members. Faculty who teach credit courses have master's degrees and many have doctorates. Faculty teaching professional/technical courses have solid knowledge of their fields through a combination of education and career experiences. Many faculty work in career areas directly related to the courses they teach.

#### What Does Oregon Coast Community College Offer?

The College offers the following programs and services:

Transfer/Lower Division Education includes courses and programs paralleling freshman and sophomore course work at colleges and universities for those who seek a baccalaureate degree.

The Oregon Transfer Module (OTM) and the Associate of Arts Oregon Transfer (AAOT) degree are designed for students who plan to transfer to a four year college or university. Many students taking professional/ technical courses also enroll in transfer courses. High school students with appropriate preparation can earn college credit and get a head-start on college. Students who plan to transfer should consult the four-year institution where they plan to transfer for specific transfer requirements. The Associate of Science Oregon Transfer/Business (ASOT/Business) degree provides students a degree with the option for transfer to baccalaureate programs in business. This degree enables students to register as juniors at Oregon's public universities. However, completing this degree does not guarantee admission to any baccalaureate business program.

#### General Studies

The Associate of General Studies is a combination of professional/technical and transfer credit courses with a core of general education. This degree works well for non-transfer students desiring an associate degree.

#### Distance Education

Distance Education opportunities allow students to take a variety of courses in person and virtually. Oregon Coast Community College uses relevant and current software for ease of distance education.

#### Basic Skills



Basic Skills courses are for individuals who want to gain basic reading, writing, mathematics, study and life skills, earn a GED, or learn English. Courses are offered at a variety of times and locations.

#### Student Services

Student Services includes programs to support and enhance students' lives while in college. These services include Enrollment Services, Disability Services, Financial Aid, Academic Advising, Tutoring, Career Counseling, and Testing.

#### Small Business Development

Provides services to help emerging small businesses succeed and existing businesses to thrive in Lincoln County.

#### Community Education

Learning opportunities are available in a variety as non-credit courses. The schedules are adapted to include times and places convenient for community members.

#### Lifelong Learning

Lifelong learning is encouraged. Credit and non-credit classes are offered to improve academic knowledge and vocational skills, to train for new employment, or pursue personal enrichment. Courses are also available to help improve writing and mathematics skills and broaden knowledge of communications, arts and letters, sciences, and social sciences.

## OCCC Foundation

### Mission and Purpose

The Mission of the Oregon Coast Community College Foundation is to advance educational opportunities at OCCC by raising funds for college needs and increasing public awareness of the College and its many benefits. The Foundation fulfills its mission by securing private donations, applying for grants, holding special events and fundraisers, stewarding resources, and administering special programs, such as the OCCC Foundation Scholarship program.

### Organization

The OCCC Foundation Board and staff work closely with the College President and the elected Board of Education to raise funds for college priorities. The College supports Foundation operations by providing office space and partial funding for equipment, materials, supplies, and contributes to staff salaries. The support provided by the College is essential ensuring that the majority of donor contributions directly support students, programs, and other College needs that are not possible through the College's general operating budget.



The OCCC Foundation works to:

- Provide Student Aid in the form of [scholarships](#) and, as needed, emergency funds;
- Provide funds to assist with program development;
- Provide funds to help the College provide the latest technology and equipment to students and instructors;
- Provide funds to strengthen Career & Technical Education programs such as Nursing and Aquarium Science;
- Execute an annual campaign to support unrestricted funding;
- Support capital funding efforts for campus development and improvements;
- Manage and grow endowed funds to secure the future of Oregon Coast Community College.

Individual volunteer Board members support the Foundation through giving of their financial resources, time and expertise. Members serve as community ambassadors to enhance the College's relations with the community and actively participate in fundraising efforts.

### Background

The Foundation received its nonprofit, tax exempt 501(c)(3) status from the IRS in 2000. Gifts to the Foundation are gifts of knowledge that help build a better future for Lincoln County through an educated citizenry. Donations qualify as charitable contributions and may be tax-deductible. The Foundation helps to ensure growth and stability for the College, thus ensuring the future of higher education in Lincoln County.

In 2020, the OCCC Foundation was awarded the highest, Platinum Level of Transparency from GuideStar/Candid, an independent nonprofit organization that evaluates the efficacy of nonprofit organizations world-wide.

The Foundation and its Board of Directors strictly adhere to the Association of Fundraising Professionals (AFP) “Donor Bill of Rights” and “Code of Ethical Standards.”

The Foundation office is located at OCCC’s Central County Campus, at [400 SE College Way in Newport](#).

For more information, contact the Foundation office at 541-867-8531 or [foundation@oregoncoast.edu](mailto:foundation@oregoncoast.edu).

Learn more about the foundation at <https://oregoncoast.edu/foundation/>.

## *Section 2: Teaching and Learning*

### *First Year Engagement*

Student learning and success is a campus-wide responsibility. First-year students succeed when they make progress toward developing academic and intellectual competence and establish and maintain interpersonal relationships. Plan to engage your students and share campus resources, so that you provide a strong foundation that will intentionally ease the transition into higher education and contribute to their lasting academic success.

### *Academic Advising*

Every college and university has its own method of supporting students with academic advising and coaching. Begun in 2022, OCCC has completely redesigned its process to better support you, our students. Our model, dubbed the “Oregon Coast Approach,” provides students with personalized service from the very start, through their academic career at OCCC. The Coach that meets the student at an assembly in high school, for example, is the same Coach who helps them apply and register for their first term and, later, helps them plan for their next steps.

From the moment you begin your academic career at Oregon Coast Community College, you will begin working with one of our four Student Success Coaches, and they are devoted to supporting you throughout your time at OCCC. Here you’ll find more about the roles of our Student Success Coaches – and of you, the student – in the important coaching process.

Learn more about our Student Success Coaches at <https://oregoncoast.edu/advising/>.

### *Orientation*

A New Student Orientation is given at Central County Campus and North County Center each term to welcome new students and familiarize them with academic policies and procedures, on-campus services, and the registration process. For information contact Student Services at 541-867-8501.

### *Placement Process*

#### **What you need to know**

OCCC’s placement process recognizes the success, rigor, and accuracy of high school courses and grades. As a result, we are including high school grades in our placement process.

#### **OCCC’s Placement Process Philosophy**

- Understanding that the use of placement testing alone has not been accurately placing students.
- Acknowledging that under-placement is a barrier to student success and completion.
- Developing a process grounded in research and best-practice.
- Creating an equitable and inclusive process.

## Multiple Measures Conversation

The placement process at OCCC starts with an initial advising appointment to discuss academic and career goals. The academic advisor uses the following information to place students:

- Cumulative High School GPA as well as specific grades in writing and math courses.
- Smarter Balanced Scores (high school proficiency).
- SAT/ACT scores.
- GED scores.
- Transcripts from previous colleges or universities.
- Past work or academic experience.
- Placement documents created by writing faculty.
- Placement documents created by math faculty.
- Referrals to Math and Writing faculty if additional assessment is needed.

## Advisory Committee



### OCCC College Council

The College Council is a forum for all constituencies to discuss college-wide issues in an open and inclusive atmosphere. The council promotes cooperation and mutual understanding among the various campus groups and committees as it considers matters related to fulfilling the college mission. Guided by OCCC's stated values, individuals and groups share expertise, ask pertinent questions, develop recommendations, and advise the president on issues that affect the college.

***All OCCC faculty and staff are welcome to participate in College Council, whether as a chair, voting representative, or constituent. Monthly emails go out to the college in advance of each meeting with the meeting details, previous month's minutes and handouts and the upcoming month's agenda. To view all previous meeting materials please visit <https://oregoncoast.edu/occc-college-council/>.***

### Academic Policies and Procedures Review and Development

Special attention is given to the review and development of policies, procedures and regulations which control and guide admissions, assessment and placement of students, standards for student conduct, academic matters, including grading, and student, course and program outcomes and goals, to ensure maintenance of a high level of consistency, fairness and integrity. Recommendations for new or revised academic policies and procedures are made to the Vice President of Academic Affairs and the Executive Team.

### New Course and New Program Approval

The CoCo will review and offer preliminary approval for new courses and programs, prior to their submission to the curriculum committee of the contracting college for approval, to ensure that college curriculum is consistent with the goals of instructional effectiveness and the college-mission. CoCo

makes recommendations on matters pertaining to changing or developing policies and procedures related to the college's instructional programs and services.

#### Agendas

Agendas are developed by the chair and co-chair of CoCo with input from college staff and faculty. The minutes and agendas are prepared by an assigned faculty or staff.

#### Reports

The various committees and sub-committees may be called upon to report on their work and proceedings.

#### Procedures

All recommendations and decisions will be made by consensus. If consensus cannot be reached, then parliamentary procedure (Robert's Rules of Order) will be used. A quorum for the purposes of conducting official business is eleven of the general membership, seven of whom are faculty.

#### Meeting Frequency and Schedule

CoCo meetings occur on a monthly basis in Fall, Winter and Spring terms.

## *Children in Classrooms*

Students are not permitted to bring their children (under 18 years of age) to classes. Students who bring children to class will be informed that they cannot attend class with children present. For safety reasons, children may not be left unattended on campus or College property. All persons attending classes must be registered and officially enrolled.

## *Privacy/FERPA*

Oregon Coast Community College shall follow all applicable state and federal laws, rules, and regulations which apply to student records. Subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, all information contained in the College records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction.

FERPA-approved exceptions include college-defined Student Directory Information, and information released for purposes of the Solomon Amendment. Students must be given the ability to opt-out of the release of Student Directory Information. Student information may be shared among College faculty and staff on an official (need to know) basis.

FERPA, also known as the Buckley Amendment, (Statute: 20 U.S.C. 1232g; Regulations: 34CRF Part 99), is a federal law that states (a) a written institutional policy covering student privacy rights must be established and (b) a statement of adopted procedures covering these rights must be made available. The law provides that the institution will maintain the confidentiality of student education records and affords students certain rights regarding their educational records.

For more details on FERPA and related policies, please see <https://oregoncoast.edu/student-records-and-ferpa/>.

## *Confirmation of Teaching Assignments*

Faculty will be notified in writing of their assignments before the first class meeting, which the College will strive to provide at least 10 College working days before the first class meeting. This written notice will include the courses to be taught or work to be done and will be authorized by the Vice President of Academic Affairs or College-assigned designee. This does not preclude changes in the class schedule due to circumstances such as class cancellation or the addition of new classes. See the [Faculty Collective Bargaining Agreement](#) for further details.

Faculty will be informed when changes to teaching assignments occur. In accordance with established college policy and procedure, an assignment may change due to any variety of circumstances, including:

1. The part-time faculty is not qualified to teach the course(s) to be offered or perform the available work;
2. The part-time faculty does not accept the assignment at the time or place designated;
3. The part-time faculty has received an unsatisfactory evaluation and, if associate part-time faculty, has failed to meet the requirements of a performance improvement plan;
4. For just cause as specified in the Collective Bargaining Agreement;
5. Assignment of courses or work is made to full-time faculty in order to satisfy full-time work assignments;
6. Funding is reduced or insufficient; or
7. Course assignments are canceled for other reasons, as determined by the college.

## *Substitutions*

When notified of a faculty absence, the Vice President of Academic Affairs will determine the need for a qualified substitute and make assignments as necessary.

## *Class Cancellations*

When the College cancels a class or work assignment through no fault of the faculty member, part-time faculty shall be paid at the cancelled class rate. If notice of class cancellation is provided less than three (3) working days before the first class meeting, the part-time faculty shall be paid for the contact hours scheduled for the first class session.

## *Low Enrollment*

If the College determines it is preferable to offer a course with fewer than ten (10) students enrolled rather than cancel it due to low enrollment, and the part-time faculty member agrees, such a class may be compensated at the low enrollment rate.

The Vice President of Academic Affairs has the responsibility to approve enrollments that are not meeting minimum enrollment levels. Students are notified of class termination only after the Vice President of Academic Affairs has approved cancellation of the course. Classes with low enrollment

levels are normally reviewed one week before classes are to begin.

Certain classes with enrollments essential to the curriculum may proceed below the enrollment minimums at the College's discretion and compensated at the low enrollment rate.

Examples include:

- a) Classes that are offered only once each academic year and are essential to degrees and certificates
- b) Classes that are covered by specific contract or grant requirements

Any class may be canceled due to low enrollment or other combinations of factors, as determined by the College.

*Please meet with your first class unless you hear otherwise from the College.*

## *Requesting Class Changes*

All requested changes in class scheduling, including days, times, and location, must have the advance approval of the Vice President of Academic Affairs or the assigned designee. Requests for relocation are difficult to honor once the quarterly class schedule is printed, enrollment has begun, or the term is underway due to the complexities of multiple student schedules (enrollment in other courses) and limited classroom availability.

Requests for use of specific classrooms should be made through the Office of Academic Affairs while input for the term's schedule is in progress. Requests for specific rooms may not always be accommodated, however it is important to make instructional needs known. If you have specific technology or space requirements that are not being met, inform the Office of Academic Affairs, 541-867-8541.

## *Class Schedules*

Each term's class schedule is available on the OCCC webpage approximately four weeks prior to the beginning of the term. Special courses and workshops are announced as they arise throughout the term. OCCC reserves the right to change any provision at any time due to any variety of circumstances. Faculty will be informed of updated schedule information that may affect them.

## *Course Rosters*

OCCC Faculty access all their class rosters, including the grade roster, in My.OregonCoast. Faculty will receive their login credentials from the IT Manager at the start of their assignment.

***First week attendance must be recorded in My.OregonCoast and submitted no later than midnight on Saturday of the first week of classes.***

Reviewing your Class Roster

It is important that you periodically review your roster throughout the term, especially during the first two weeks of the term following the late add period, drop period and drops for week one non-attendance processing.



Students who are not formally enrolled in class are not permitted to attend as there are liability, funding, and academic integrity issues with permitting those not on the roster to be in class. Please take a moment to confirm that each student in class is on the roster. If a student in attendance is not on the roster, and you would like to permit them to enroll, please provide the four-letter permission code, found on the course roster, and direct them to register themselves before the Late Add registration deadline. After the Late Add Registration deadline, any attending student who is not on your roster should be referred to Enrollment Services immediately. Furthermore, you should verify that students who are participating in your course via Canvas also appear on your class roster. Any discrepancies should be resolved before Friday of the first week of the term.

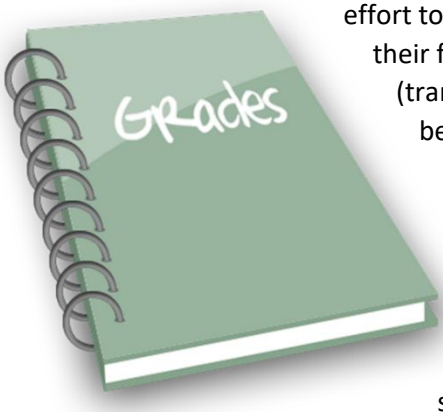
## Grading System

Instructors are expected to use the CANVAS learning management system to post grades for class assignments and exams. Oregon Coast Community College will provide CANVAS training workshops for faculty at the beginning of each term. If you need help setting up gradebook and attendance in CANVAS, please contact Canvas Administrators at [canvas@oregoncoast.edu](mailto:canvas@oregoncoast.edu), or use the online CANVAS help feature to reach a CANVAS support team member. CANVAS team members are available 24 hours a day, 7 days a week to chat with you online and help you with your CANVAS needs.

**Final grades must be entered in My.OregonCoast by Monday at 5pm following the last week of term.**

### Entering Grades

Final course grades are due on the Monday following the end of the term. Please make every possible effort to submit final grades right away. Students are dependent on their final grades being complete and accurate for many reasons (transfer schools, employment opportunities, financial aid, veterans' benefits, etc.). It is imperative that you do not leave any grades blank—all students must receive a grade. When assigning non-passing grades (NP or F) at the end of the term, **you must assign a last date of attendance.**



### Oregon Coast Community College Grading Policies

By the first class meeting, students will be provided a course syllabus for each credit class in which they are enrolled. The course syllabi will provide required and recommended course syllabus components established in the Office of Academic Affairs Syllabus Template.

Graded work is based on the following guidelines (grade point value is also indicated):

#### A Superior (4.0)

Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

#### B Above average (3.0)

Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance. Probable continued success in sequential courses.

#### C Average (2.0)

Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Instructor in the course syllabus: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.

#### D Substandard but receiving credit (1.0)

Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course syllabus. Earned as a result of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

#### F Failure (0.0)

Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course syllabus, earned because of some or all the following: non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; and repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified. Faculty must record the last date of attendance for students that earn an F.

#### AU– Audit (N/A)

This grade will be automatically entered by the registrar. Students may register for audit if they do not wish to receive credit for a course even though tuition and fees must be paid. To audit a class, students request instructor permission during the first week of the term. The instructor must email Registrar ([registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu)) with the name of the class that will be audited and the name of the students auditing the class.

The following conditions apply to Course Audits:

1. Some courses may not allow auditors.
2. An audit does not satisfy requirements for enrollment status for Veterans, Social Security benefits or for Financial Aid.
3. An audit course does not satisfy requirements for entry into courses where prerequisites are specific. For example, auditing Writing 121 will not satisfy the prerequisite for WR122.
4. Scholarships or funding from outside agency sources may be adversely affected by auditing a course.

5. Registration, tuition and fees are the same as for all credit courses.

#### I - Incomplete

At the time final course grades are recorded, the instructor may, with the consent of the student, record an “I” mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress. The Incomplete grade should be reserved only in extenuating circumstances for a student who has completed at least seventy percent of the graded coursework. In this case the instructor must fill out the incomplete contract, which will be generated through My.OregonCoast upon entering the “I” grade. Faculty will provide students with a copy of the incomplete contract. In no case should the faculty assign the “I” mark without the consent of the student. The incomplete contract shall describe the missing requirement, the basis for the requirement’s evaluation, effect on the final grade computation, and the completion date for that requirement. If no replacement grade for an “I” mark is provided by the course Instructor within one year, the “I” mark shall automatically be changed to an “F”.

This mark does not entitle the student to repeat a course without paying tuition. It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

#### W – Withdrawal

A student-initiated withdrawal. Students must withdraw by dates specified in the academic calendar. Faculty must maintain grade books or student records to document student progress in assigned courses as the courses are underway. Faculty are responsible for maintaining the security and confidentiality of grade books and other personal student information. The appropriate confidential disposal of grade books and other student class records are also a faculty responsibility. Consult the Vice President of Academic Affairs for more information.

#### Pass/No Pass Grading Option

If the Pass/No Pass grading option is available for the course, students may select the Pass/No Pass grading option for a class until the 8th week of the term for regular 11 or 12-week courses. For less than full-term courses, students may contact the Registrar ([registrar@oregoncoast.edu](mailto:registrar@oregoncoast.edu)) for the deadline to select this option. A student may apply for a maximum of 24 pass/no pass credits towards a degree at OCCC. Please refer students considering this option to their academic advisor. Students planning to transfer to a four-year school should determine the policy of that school before electing the pass/no pass option at OCCC.

### *Grade Changes*

All grade changes must be submitted to the Registrar using the change of grade form found on the College website in Faculty and Staff Resources.

### *Intellectual Property*

Projects developed by faculty on their own time, with their own funds, without use of College staff, facilities, or equipment are the property of the faculty. Projects developed using College facilities, staff,

equipment, and/or college time and/or funds are the property of the College and give the College unlimited usage rights.

This policy is under discussion. For the most up-to-date information please refer to the faculty contract: <https://www.oregoncoast.edu/wp-content/uploads/2019/05/OCCC-18-21-Faculty-CBA.pdf>

## Copyright

It is the instructor's responsibility to abide by copyright law. A copy of the complete policy is available for your review at the OCCC Library.

## Academic Integrity

Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty. Violations of academic honesty include:

- Plagiarism
- Collusion/Inappropriate Assistance
- Cheating
- Fabrication/Falsification/Alteration
- Unauthorized Multiple Submission
- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

### Preventing Academic Dishonesty

Many academic integrity issues can be avoided by making course expectations known to students in advance through course syllabi. At the beginning of the term, syllabi distributed to the students should contain brief statements on academic integrity. Instructors are also encouraged to let students know about other related integrity requirements through their syllabi, e.g., whether multiple submissions of work or assignments are acceptable, if calculators can be used, when collaborative work is acceptable (such as for group projects or assignments), and other specific standards based on the circumstances of a particular course. Because many students are novice or first-time college students with limited knowledge of what is acceptable in the college academic environment, instructors cannot be too literal in laying out assignment guidelines and other basic procedures.

When a course is in progress, measures should be taken to minimize opportunities for academic dishonesty. Faculty can review draft papers, project proposals or outlines well in advance of assignment due dates to assess progress, spot potential problems, and prevent later pressures and difficulties that may result from procrastination or lack of adequate planning and preparation. "Cutting and pasting" from electronic sources, often an expedient way for ill-prepared students to do "writing" assignments, helps students avoid the genuine challenging work of composition necessary to the development of writing and critical thinking skills. It's a good practice to provide students with clear examples of

appropriate ways to cite sources of information using generally accepted style guides such as APA or MLA. Citation styles sheets are available from the College Library.

### Examination Security

Providing adequate examination security measures is critical as a small number of students may use a variety of creative ways to cheat. Faculty are urged to review their examination environment and security procedures to limit opportunities for dishonest acts. Nationwide, many colleges are reporting increasing use of personal communication technology in cheating. Cell phones, electronic messaging and personal planning devices, etc., enable students to store text and/or communicate with sources of information outside the classroom during exams. Electronic devices should not be allowed at test time. Even permissible calculators can be used to store text and equations. For written examinations with essays and identification questions, it's best to supply students with new blue books or lined writing paper that have been under the instructor's control. One proven method is for instructors to exchange fresh stock blue books for student purchased blue books at the test session. Allowing students to use their own paper, notebooks, or journals is not good practice. Be mindful of student access to notebooks, textbooks, etc. Instructors should be present and alert during examinations.

### Summary

Taking appropriate measures to prevent plagiarism, cheating, and other acts of academic dishonesty will help sustain and ensure a credible academic environment and save precious time, energy and resources for quality teaching and learning.

## *Dropping for Non-Attendance*

It is mandatory for faculty to take attendance during each class session the first week of each term. This includes faculty who are teaching online classes. For online classes, assigning your student an assignment that is due before the First week attendance deadline is recommended. The completion of an assignment is one way to determine attendance. You must submit attendance using the first week attendance roster available in My.OregonCoast. You can indicate A for Absent, P for Present, or E for Excused if the student has contacted you, and you have excused the absence. You should submit the first week attendance roster as soon as possible after the last class session of the first week of the term, but no later than Friday at 3:00 p.m. of the first week. The Registrar's office will drop any student who is marked A for Absent for all classes sessions during the first week of the term. It is very important that you verify the drop has occurred. Failure to submit first week attendance is detrimental to students and our institution as it is tied to the awarding, disbursement, and repayment of financial aid.

## *Drops and Withdrawals*

Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar.

What's the difference between dropping and withdrawing from classes?

DROP	WITHDRAW
Student will not be charged.	Student will be charged.

Student does not have a mark on the transcript.	Student will have a W on the transcript.
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Deadlines to drop a class:

Length of Class	Deadline to Drop (no W on transcript, full refund)
8-12 weeks	By the Friday of the first week of classes. Via My.OregonCoast
2-7 weeks	By the end of the first day of classes.
Less than 2 weeks	Before the first day the class meets.

Deadlines to withdraw from a class:

Length of Class	Deadline to Withdraw (W on transcript, no refund)
11-12 weeks	By the eighth Friday of the term.
8-10 weeks	In the first 80% of the class meetings.
2-7 weeks	In the first 80% of the class meetings.
Less than 2 weeks	Before the first day the class meets.

No charges will be removed if a student withdraws from a class (after the drop deadline).

**Extenuating Circumstances**

Oregon Coast Community College acknowledges that occasionally a student will be forced to withdraw from classes outside of the refund period due to circumstances beyond their control (job relocation, medical emergencies, etc). Contact the Registrar, at 541-867-8525 for more information.

***Syllabi***

Each term for each course, by no later than the end of the first week of the term, faculty are expected to provide copies of syllabi electronically for all assigned courses to the Office of Academic Affairs. Syllabi are submitted as Word, “rtf” (rich text format), or PDF files attached to email messages. It is important that the College have on file copies of current syllabi for all courses.

**Instructors must use the syllabi template found on the Instructional Resources webpage. The Office of Academics of Workforce will also email out the syllabus template prior to start of term.**

If instructors revise syllabi as the term is in progress, they are expected to submit electronic copies of the revised syllabi. A syllabus for an assigned course is considered the instructor’s personalized version of the official course outline, a blueprint of how the course will be taught. A well-constructed syllabus is a practical and understandable way to communicate expectations to students. Student learning outcomes, methods of assessment of student learning, grading processes, and additional course details are laid out clearly in advance. The syllabus should explain what work the students will be expected to do, what will be graded, and how work will be graded consistently and fairly. All course policies should be stated at the outset. A good course syllabus is the instructor’s best tool, particularly in the event

disputes arise over grades. The syllabus is a direct reflection of the instructor's planning and preparation to teach the assigned course.

### Wait Lists

Prior to the Friday before each term begins students who try to register for a full class may have the option of a space on the waitlist. Waiting lists dissolve on Friday. Once classes begin, the week-one add process is in effect (see below).

#### Adding and Dropping Classes After the Term Begins

**Week-One Add:** Once classes begin, students can only add courses to their schedules with permission provided by you, and then only until Friday of the first week of the term. For this the student should email the Registrar and copy you, the instructor, requesting permission to join the class late. You should reply all to this message with your response so that both the student and Registrar are informed. Be sure to mark these late add students as 'Present' or 'Excused' in your week one attendance so that the student is not dropped for week one non-attendance.

**Week-One Drop:** Students can drop classes with a full refund until Friday the first week of the term using their My.OregonCoast account. Students do not need a permission code to drop during week one of the term.

**Withdrawals:** Beginning the second week, until the deadline published on the academic calendar each term, students may withdraw from classes. A mark of "W" will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

### Prerequisites

Many courses have prerequisites clearly stated in the College catalog. Students should not enroll in courses for which they do not have the appropriate prerequisite. Courses that specify a prerequisite "or consent of the instructor" can be entered if a faculty assesses the student's readiness and admits the student to the course. In the first week of the term, faculty may request that a student be removed from a course for which they have not met the appropriate prerequisite. Students have the final responsibility to meet prerequisites.

### Field Trips

Field trips must be approved in advance by the Vice President of Academic Affairs or assigned designee. Complete the Field Trip Request form. Prior approval of field trips and student completion of Assumption of Risk forms are required. These forms are available through the Office of Academic Affairs and the Instructional Resources webpage.

### Final Examinations

All instructors are expected to meet with their students during finals week (the last week of the term) to administer final examinations or, if appropriate, to conduct activities related to the objectives of their courses. Final examinations are normally administered at a regularly scheduled class session during finals week. Instructors whose courses do not span the entire term are expected to conduct a final



examination or other appropriate activity on the last date the class is scheduled to meet. All full-time and three-quarter-time faculty are expected to be on campus and available to students for the week of final examinations. This time can be used for activities such as completing grades, student consultation, assessment, and classroom preparation for the next term. All part-time faculty are expected to use the remainder of their contracted time teaching, grading, or preparing for upcoming courses.

## Assessment of Faculty

Faculty will be assessed according to Collective Bargaining Agreement Article XXI.

## Professional Development

Faculty are encouraged to pursue professional development related to the subjects they teach. Active and ongoing professional development is important for faculty, staff, students and the College as a whole. The College Council (CoCo) is an opportunity in which to learn about recent, current and future faculty development opportunities, as well as a forum to provide input regarding faculty development.



Faculty may request leave in order to attend professional development activities directly related to the subjects they teach. Proposed professional development and related expenditures must be approved in advance by the Vice President of Academic Affairs. Faculty will be informed in writing whether expenses will be paid by the College.

The form to request professional development funding can be found on the Instructional Resources webpage.

## In-Service

Twice a year, in the fall (prior to start of term) and spring, an all college in-service is held that includes a general orientation to the new academic year and a variety of topics relevant to the work of new and returning instructors and staff. A spring in-service workshop will be held each academic year. Topics will be based on expressed faculty and staff interests, emerging issues, and the availability of qualified facilitators.

## Conflict Resolution for Students

### **I. Purpose**

When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. **Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination.** In those cases, the student should contact the Vice President of Student Affairs or Director of Human Resource for guidance.

### **II. Grievance Procedure**

Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet a deadline, the grievance is forwarded automatically to the President for resolution. The timelines can be extended by mutual agreement



between the involved parties at any time. Timelines start when written materials are submitted to the Vice President of Student Affairs.

**Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members**

1. The student is encouraged to discuss the problem with the faculty, staff member, or student directly involved within ten (10) calendar days of the event's occurrence.
2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, student should begin the formal grievance procedures.

**Step 2: Formal Grievance Procedures**

1. If the problem cannot be resolved informally, as described in Step1 above, or if the student chooses not to discuss with problem with the other party, the student may file a college Grievance Form. Grievance Forms are available [online](#) or at OCCC Student Affairs counter and all other OCCC centers. The completed form must be turned in to the Vice President for Student Affairs' Office within seven (7) working days of meeting with the faculty/staff/student or the event's occurrence. If the grievance is focus against the Vice President of Student Affairs, students should direct their grievance to the President.
2. Within seven (7) working days of receipt of the formal written grievance form, the Vice President for Student Affairs will contact all involved parties and will investigate the grievance.
3. The Vice President for Student Affairs shall issue a written decision to all parties involved within 14 working days of receipt of the student's grievance.

**Step 3: Appeal of Vice President for Student Affairs' Decision**

1. If the student does not accept the decision of the Vice President for Student Affairs, the student may submit a written appeal via email ([occc.president@oregoncoast.edu](mailto:occc.president@oregoncoast.edu)) to the President within seven (7) working days of receipt of the decision of the Vice President of Student Affairs.
  1. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.
  2. The student must also submit a written statement which explains why the decision of the Vice President for Student Affairs was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.
2. Within seven (7) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:
  1. make a summary decision; or
  2. remand the issue to the College Appeals Committee.

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the College.

**Step 4: Final Decision**

At the conclusion of Step 3 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within seven (7) working days of the meeting with the student. The decision of the President is final and not subject to further appeal.

## *Section 3: Resources*

### *Office of Academic Affairs*

Contact for support in the following areas:

- Administrative support upon request
- Canvas training (through the Library)
- Course/Student evaluation
- Data acquisition
- Group correspondence, mass mailings
- Office assignments, key assignment
- Room reservations
- Teaching supplies
- Travel and purchase requisition approval

### *Academic Calendars*

The academic calendar outlines each term's schedule, important dates such as term breaks, holidays and other information of interest to students and faculty. Fall terms are 12 weeks, while winter and spring terms are 11 weeks in length, and summer terms are eight weeks. Academic calendars can be found on the college webpage at: <https://oregoncoast.edu/event-calendar/>.

### *Programs and Resources*

- Transfer/Lower Division Education. Courses and programs paralleling freshman and sophomore course of colleges and universities for those who seek a baccalaureate degree.
- Career and Technical Education. One- or two-year career training programs for those who seek employment in business, industry, trades, or in government service as technicians or skilled workers.
- Adult Basic Skills, Continuing and Community Education. Learning opportunities at times and places convenient to adult students throughout the District using traditional and non-traditional instructional techniques in non-credit programs for adult education, basic skills, employment skills, and personal enrichment.
- Small Business Development Center. Provides services to help emerging small businesses succeed, and existing small businesses to thrive in Lincoln County.
- Student Services. Programs and services to support and enhance students' college experience.

You can view the OCCC Catalog at <https://catalog.oregoncoastcc.org>.

### *College District*

The Oregon Coast Community College District encompasses all of Lincoln County. A seven-member Board of Education governs the College, with the members of the Board elected from geographic zones in the District. The District covers almost 1,000 square miles of a sparsely populated rural area on the Oregon central coast.

## Facilities

With the approval of the College's first facility bond by Lincoln County voters in May 2004, the College undertook the construction of three college sites to serve the area and its people. The Central County Campus is located in Newport and there are college centers located in Lincoln City and Waldport.

## Funding

Oregon Coast Community College is funded primarily from three sources: State Operating Funds, Local Taxes, and Tuition and Fees. The proportion of each funding source varies from year to year, dependent upon enrollment rates and state funding levels. OCCC has the lowest milage rate (taxation) in the State.

## Governance: Board of Education

Seven elected, non-paid persons comprise the Board of Education and have primary authority for establishing policies governing the operation of the college and adopting the college's annual budget. Their charge is to serve the development of programs and services which they believe will best serve the people of Lincoln County.

Board members are elected by popular vote to represent one of seven geographic zones within the community college district. Members must be residents of the zone they serve and are elected to four-year terms on a rotating basis. Each year, the Board elects a Chair and Vice Chair.

The Board typically meets the third Wednesday of each month at 6:00pm (in Newport, Lincoln City, or Waldport). Occasionally additional meetings are scheduled or meetings are shifted from the third Wednesday. Check the [Approved Calendar BOE 21-22](#). Regular Board Meetings are open to the public.

## Tutoring Center

Tutoring services are available for individuals enrolled at OCCC. Volunteers from the community work one to one or with small groups of students in their content areas. Tutors are provided with a faculty contact list and orientation packets. Tutors are encouraged to establish and maintain contact with instructors throughout the term. All tutoring must take place at Central Campus, or at North and South Centers. If you would like to request a tutor or would like to volunteer with the tutoring program please contact OCCC Student Services at 541-867-8501.

## Community Resources and Referrals

LINCOLN COUNTY RESOURCE GUIDE	HEATING ASSISTANCE 541-265-3293
HOTLINES GENERAL ASSISTANCE	ELDER ABUSE 800-828-6194
AA 800-333-5051 ANIMAL SHELTER 541-265-6610	SALVATION ARMY 541-265-6814
AIDS 800-642-8244	OREGON ROAD CONDITIONS 800-977-6368
FOOD STAMPS 541-265-2248	SILETZ TRIBAL 541-444-2532
ALCOHOL & DRUG 800-784-6776	PREGNANCY HOTLINE 800-550-4900
SNAP, TANF, Employment Services	VETERAN'S SERVICES 541-574-6955
CHILD ABUSE 855-503-7233	OREGON CRISIS LINE 866-266-0888 EMPLOYMENT
RED CROSS 541-265-7182	OFFICE 541-265-8891
DOMESTIC ABUSE 800-681-8663	SUICIDE PREVENTION 800-273-8255

Area Resources - Call 211 for information

Legal, jobs, healthcare, vet services, financial assistance

- ADVOCACY OSU EXTENSION OFFICE 541-265-2558
- CASA 541-265-3116  
<http://extension.oregonstate.edu/lincoln>
- CENTRO de AYUDA 541-265-6216 Gardening, 4H, Family Connections
- CHILDREN'S ADVOCACY 541-574-0841,  
[www.Childrensadvocacycenter.net](http://www.Childrensadvocacycenter.net)

Health and Human Services

- DISABILITY RIGHTS 800-452-1694 LINCOLN COUNTY 541-265-4947
- FAMILY PROMISE 541-992-1682 MENTAL HEALTH 541-265-4179
- INTER CHRISTIAN OUTREACH 541-264-7727 4909 S. Coast Hwy, Suite 1, South Beach
- LEGAL AID 541-265-5305 PUBLIC HEALTH 541-265-4112
- 800-222-3884 WIC (Women, Infants, Children) 541-265-0414
- MY SISTER'S PLACE 541-574-9424 Food & Nutrition Services, CRISIS #541-994-5959 36 NW Nye St., Newport
- PROGRESSIVE OPTIONS 541-265-4674 EMERGENCY DENTAL 541-758-3000
- SHANGRI-LA 541-265-4015 LINCOLN CITY HOSPITAL 541-994-3661
- VICTIM ASSISTANCE 541-265-3462 NEWPORT HOSPITAL 541-265-2244
- COASTAL FAMILIES TOGETHER.  
<http://lincoln.parentedtogether.org/resources/county-home>

Parenting education classes, support groups

- HEALTHY FAMILIES OREGON 541-265-0436
- EMERGENCY FOOD ASSISTANCE HOUSING
- FOOD SHARE 541-265-8578 HOUSING AUTHORITY 541-265-5326 x317
- FOOD SHARE - NEWPORT 541-992-5723 1039 NW Nye Street
- FOOD SHARE - DEPOE BAY 541-270-3404 SAMARITAN HOUSE 541-574-8898
- FOOD SHARE - LINCOLN CITY 541-994-3699 HELP CENTER 541-574-5824
- FOOD SHARE - SILETZ 541-270-4993 COMMUNITY SERVICES CONSORTIUM 541-265-8505
- FOOD SHARE - TOLEDO 541-270-7921 Housing, Veterans, Energy Assistance
- FOOD SHARE - WALDPORT 541-270-7869
- FOOD SHARE - YACHATS 541-574-4599 TRANSPORTATION
- EASY RIDE 541-265-8740
- COUNTY TRANSIT 541-265-4900
- DIAL-A-RIDE 541-265-4900
- VALLEY RETRIEVER 541-336-2254

TREATMENT

- COMMUNITY OUTREACH 541-758-3000
- OLLALLA CENTER 541-336-2254
- MENTAL HEALTH FOR CHILDREN 541-265-4179

Parent Child Interaction Therapy (PCIT)

## *Section 4: General Information*

### *Book Orders*

Books orders must be placed one month before of the beginning of each term. Faculty must submit the ISBN, book title, author(s), edition number, and publisher to the bookstore via the book request form. The link to the form is sent with the teaching confirmation email sent prior to start of term. Contact the Finance and Operations Manager at 541-867-8504.

### *Desk Copies*

Faculty may place orders for desk copies through individual publishers. Desk copy requests need to be made well in advance of the term the text is anticipated to be used. If you have questions about how to contact a publisher's representative, contact the Office of Academic Affairs at 541-867-8541.

### *College Closures*

Weather, infrastructure failures, College and/or area emergencies may necessitate delayed opening or closure of one or more College sites. Severe rain, wind, and sometimes snow are regular occurrences at the Central Oregon Coast during fall and winter months. These situations are difficult to predict in advance, and can be difficult to communicate accurately. The College will make every effort to provide accurate information as early as possible. OCCC distributes closure information widely through a number of outlets. It is the responsibility of students, staff and the public to consult these sources to be aware of the closure status of College facilities. The most accurate and timely sources of College Closure information will be:

- FlashAlert (no cost subscription service, individuals must enroll, instructions below)
- OCCC Website Homepage
- OCCC Facebook Page

Because of varying circumstances throughout the county, there can be situations in which an instructor may not be able to make it to class although the College remains open. In that case, the instructor will contact the College as well as attempt to email the students in their classes. Students and staff are urged to carefully evaluate their particular situations and consult public traffic information sites (internet and local radio stations) before traveling to the College during inclement weather. Personal safety is paramount.

Faculty and staff are expected to report to work unless the College's offices have been declared closed. If weather conditions make it impossible to safely get to class when the College is open, faculty will need to arrange with the Vice President of Academic Affairs for any necessary make-up sessions for the class sessions missed.

### *Classroom Use*

All classroom scheduling is done by the Office of Academic Affairs. This includes any change of days or times. Changes of location, even for one class period, should be reported to Office of Academic Affairs and the classroom should be posted to direct students to the temporary location.

Please turn off the projector, lights and close doors and windows in the classrooms when you leave. This is especially important for evening and weekend classes.

Occasionally, a class size may exceed the number of available desks and chairs. When it is necessary to borrow chairs or tables from another room, please demonstrate courtesy to the next instructor and class by returning chairs or tables to their original classroom. If your class is repeatedly understocked, please contact the Administrative Assistant in the Office of Academic Affairs so that the appropriate arrangements can be made, 541-867-8539.

### *Computers*

Full-time and three-quarter-time faculty are provided personal computers in their college offices. Part-time faculty have access to computers in designated shared office space at the Central County Center in Newport, the College Library, and College computer labs when computers are not used for instruction. Email [officeofinstruction@oregoncoast.edu](mailto:officeofinstruction@oregoncoast.edu) for available times and locations. For technical support contact [helpdesk@oregoncoast.edu](mailto:helpdesk@oregoncoast.edu).

### *Computer Lab Use*

Instructors and currently enrolled students may use computers in the North County Center and Central County Campus computer laboratories during open, non-instructional times. Computer access may be limited due to scheduled class instruction. Additional computers are available for student and faculty use at the College Library and in the commons area of the North County Center and Central County Campus.

### *Copier Use*

Faculty may use College copiers for reproduction of class materials. All copy machines require an instructor code. This will be given to instructors by the Office of Academic Affairs. Copiers are located in the faculty workroom (#36), in the Basic Skills department, and the staff lounge upstairs. If a copy machine is in need of maintenance, please contact the Finance Analyst at 541-867-8508.

### *Equipment Use*

The removal of College equipment for personal use is prohibited. Faculty must obtain the approval of the Vice President of Academic Affairs or assigned designee before removing College equipment from the premises for College-related activities. All items must be returned to the proper location. Should equipment be damaged, lost or stolen, contact the Vice President of Academic Affairs immediately. Faculty may be responsible for the loss, theft or damage to equipment under their care.

### *Food and Drink*

Food and drink are not allowed in computer or science laboratories.

## Keys

The College may assign faculty and staff with keys to College classrooms and buildings. All keys must be returned to the College, as part of the offboarding process, when employment is completed. Failure to return keys may result in key and/or lock replacement charges.



## Mailboxes

Each instructor teaching credit, ABE, GED, and ESOL classes will have a mailbox at the Central County or North County Centers. Faculty are expected to check their mailboxes for important information on a regular basis.

## Office Space

Office space is provided for all full-time and three-quarter-time faculty. Office space may be shared. Shared office space for part-time faculty is available at OCCC's Central County Campus in Newport and at the North County Center. Office space gives part-time faculty a place to work on class preparation and meet with students. Part-time faculty interested in office space, should contact the Administrative Assistant in the Office of Academics Affairs.

## Parking

There is no charge for parking and permits are not required.

## Voicemail

Voice mail for credit and Basic Skills faculty is available at the Central County Center in Newport. Faculty desiring voice mail should contact Facilities, at 541-867-8549. To listen to messages, dial 199 and then enter your four-digit security code. Questions regarding voice mail can be directed to Facilities, 541-867-8549.

## Library and Media Services

The Oregon Coast Community College Library at the Central County Campus provides access to a wide variety of materials, services, and spaces that support the academic and general information needs of OCCC students, faculty, staff and community residents. The library collection includes over 10,000 print volumes, a strong e-book collection, over 40 print magazines, journals and newspapers, and over 2,200 DVDs as well as many full-text article databases. Access to the library catalog and other online resources are available to OCCC students, faculty and staff through the library webpage at <https://oregoncoast.edu/library/>.

Oregon Coast Community College Library belongs to the Chinook Libraries Network, a group of public and community college libraries sharing a catalog to broaden the range of accessible materials. Registered users can reserve materials online, renew items and access their account information through the online catalog. Items found in the catalog that are not at OCCC library can be sent from any other library in the Chinook Library Network. Other Chinook member libraries include: Clatsop



Community College Library; Siletz Public Library; Tillamook Bay Community College Library; Toledo Public Library; and Waldport Public Library. Library cards are necessary to check out and use materials from the library. OCCC students are provided with virtual library cards each term. Community patron library cards may be obtained by completing a Library Card Application form, which can be collected from the Library.

Special Services include:

- Interlibrary Loans
- Reference and research assistance
- Reserve materials for classes
- Computers with large monitors, deluxe headphones, ergo keyboards and wireless mice
- Small-item lending, such as headphones, laptop mice, and phone chargers
- Self-Checkout machine
- Laptops for on-campus use

Personal assistance is available to individuals or small groups with research assignments within the library, by email or telephone, or by completing this Ask A Librarian online form: <https://oregoncoast.edu/ask-a-librarian/>. The librarian also provides library research instruction in the classroom and offers a one-credit research skills course. The Library offers various spaces in support of student learning and life at OCCC. A Team Lab—a room designed for groups to collaborate on projects—houses four computers arranged to support group work. In addition, there are two stations within the Library for individual computer work. The Library also manages six study rooms, four designed for individual use and two designed for group use.

### *Audiovisual Materials*

The College library has a variety of audiovisual resources including:

Extensive DVD collection (instructors may request a hold on a DVD to show in the classroom or to be placed on reserve by emailing the library.

Requests for new purchases are encouraged and can be made by contacting the college Librarian at 541-867-8527 or extension 127, or by completing the online form at <https://oregoncoast.edu/library/>

### *Supplies*

Instructional supplies and office supplies are available. The Administrative Assistant to the Office of Academic Affairs will regularly replenish supplies; if a shortage is noted, please call 541-867-8541. Special supplies may be ordered through the requisition process. Prior approval must be obtained from the Vice President of Academic Affairs.

### *Test Proctoring*

The College's Testing Center offers proctoring services for online courses, missed in-class examinations, State licensing/Certification, NCRC Certification and Medical Assistant Certification. Non-OCCC affiliated

testing services (online exams) will require proctoring fees. Students needing to take a missed in-class exam, need to contact the Testing Center to make an appointment to take the missed exam. Once an appointment is made, the student needs to inform his/her instructor of their appointment day and time. The instructor then needs to provide the test and proctoring instructions (form is on the college website) to the Testing Specialist in time for the student's appointment. Instructors should inform their students that they will be asked to present a valid picture I.D. that includes the student's first and last name (driver's license/student I.D.) in order to take the test. For any additional information, please contact the Testing Specialist at 541-867-8505.

### *Travel Expenses*

Expenses may be reimbursed for College-approved travel. Claims for travel/expense reimbursement must be submitted to the Vice President of Academic Affairs or assigned designee.

The Vice President of Academic Affairs or assigned designee must approve all instructional and course related expenditures. Submit a requisition with all necessary information regarding the proposed expenditure to the Vice President of Academic Affairs or assigned designee. Faculty cannot commit the College to an expenditure without prior approval.

### *Crime Awareness*

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all colleges to distribute current policies and procedures for campus security, reporting procedures, and a summary of criminal violations in previous years to students and employees upon request. The report applies to on-campus violations only.

Oregon Coast Community College does not have an on-campus security force. The services of local law enforcement agencies will be utilized if a major problem or incident should occur.

Oregon Coast Community College encourages faculty and students to take personal responsibility for their own safety and for the safety of others. Faculty members are urged to keep their cars locked, to keep track of their personal belongings always, to park in well-lighted areas, and to walk to their parked cars with someone they know.

Weapons, illegal drugs, and/or alcohol possession on campus are prohibited. Law enforcement personnel on official duty are exempted from the weapons prohibition.

### *Evacuation Procedures*

In the event of a fire or other need for emergency evacuation, exit the building immediately. Please turn off the classroom lights and close the door upon your departure. Move away from the building, towards the North-East end of the parking lot and wait for instructions from emergency and security personnel. All instructors are expected to know and instruct their students about fire and emergency exit procedures as well as the location of the nearest telephone should an emergency occur. Instructors should ensure that the names and phone numbers of all their students appear on the course roster in case some notification is required. Faculty will be notified in advance of practice drills for fire and other emergencies as they are planned throughout the academic year.

## Active Shooter Protocol

### RUN – HIDE – FIGHT

If you become aware of an active shooter/ threat, remember the key responses... RUN, HIDE, FIGHT. Your first option should always be to evacuate the area if it is safe to do so. When somewhere safe, inform everyone you can and call 911. If it is not safe to leave your area, initiate a lockdown of your area. Use tables and other heavy items to barricade the entrance of the room you are in. Lastly, if you cannot evacuate or lock down, counter the threat with any means necessary. Throwing items, yelling and any other form of fighting or distraction. When the threat is gone, stay in place until an Emergency Responder informs you that you can leave.

## First Aid and Accident Reporting

### Reporting Procedures

Maintaining a safe working and learning environment is a high priority at OCCC. Safety must be stressed to all students in courses where there may be an element of danger. The safety of each instructor is of primary importance to the College. To that end, the College requires that instructors follow college safety rules, including:

1. reporting accidents, injuries, and near misses to the Department of Facilities and Safety, at 541-867-8549;
2. keeping work areas clean and neat;
3. knowing the location of nearest fire extinguisher and fire exit in the workplace;
4. using proper lifting techniques;
5. using available PPE (Personal Protection Equipment) correctly and practicing appropriate safeguards;
6. knowing the location of first-aid supplies in the workplace; and taking all possible precautions to ensure safety.



## Private Security Services

OCCC contracts with TCB Security Services for on-call daytime services and evening coverage, 5pm to 9:30pm Monday through Thursday of the academic terms. Each classroom is outfitted with a black call-box near the door that will connect a caller with TCB Security by pressing the button at the bottom right. There are also emergency call-boxes located in the parking lot of each center. Look for the blue light to locate an emergency call-box. TCB Security may also be reached by calling 541-574-2828. If it is an emergency then TCB dispatch will forward your call to 911.

## *Section 5: College Policies and Practices*

### *Accommodations for Students with Disabilities*

Oregon Coast Community College is committed to providing equal opportunities for students with disabilities throughout the College community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College's philosophy is to maximize student independence and self-reliance by providing a variety of support options to assist students in achieving their educational and/or vocational objectives. Individuals with mobility impairments will have access to all of the College's programs and activities. To initiate support services, students should contact the Vice President of Student Affairs at 541-867-8501 and submit documentation of their disabling condition(s). It is the student's responsibility to self-identify and make the request for services. Students are responsible for requesting, in a timely manner, accommodation and documenting the nature and extent of their disability. All questions regarding accommodations should be directed to the Vice President of Student Affairs.

#### Program Accessibility Procedures

A student with mobility impairments will:

- Follow established procedures for admission and registration.
- Contact the Vice President of Student Affairs to request accommodations and modifications which may include, but are not limited to: access, registration, completion time-lines, testing, academic adjustments, auxiliary equipment or other aids.
- Submit written documentation, at least two weeks (10 business days) in advance for classes, student club events, and events published in the College's schedule.
- Submit written documentation at least five (5) business days in advance of other events scheduled by the College, such as conferences, trips that are scheduled on an as-needed basis, and other special events.
- Use the grievance procedure in the Student Rights and Responsibilities document for any appeal.
- The Vice President of Student Affairs will:
  - Advise the student as to appropriate service options and how to access those options.
  - Develop individual service plans if needed.
  - Coordinate staffing with student, instructor(s), agency representatives, and appropriate others as needed.
  - Update and make available all appropriate materials for College staff working with students with disabilities, including mobility impairment.

College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising

specialist or college staff for updated information not available at the time of publication. This handbook and class schedules shall not be construed as a contract between the student and the College.

College Staff will:

Provide reasonable accommodation to students who are identified with a disability.

- Implement items identified in individual service plans as needed.

### *Drug Free School and Workplace*

Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs onto the campus, and from using them on campus. This also applies to any off-campus college activity. An exception to the alcohol possession and use rule may be made by direction of the College President or designee in specific circumstances.

The College defines the following behaviors as violations: the possession, selling or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, glue, or thinner on college property or at college-sponsored or supervised functions.

Students who violate State or Federal law or the College alcohol and drug policy are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal and state law for violation of College policy include: expulsion (removal of privilege to attend OCCC) and referral for prosecution; suspension for a definite period of time, disciplinary probation with specific terms for continued enrollment, and suspension and expulsion for violation of these terms.

Employees who violate State or Federal law or the College alcohol and drug policy are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal and state law for violation of College policy include: suspension and termination of employment; and disciplinary admonition and warning.

Oregon Coast Community College must be notified within five (5) days of any criminal drug statute or conviction for a violation occurring on or off OCCC premises while conducting College business or activities. This applies to students who receive Pell Grant money and to all OCCC employees. Records of convictions will be maintained by the Office of Human Resources. Within ten (10) days of receiving notice of conviction, appropriate Federal granting or contracting agencies will be notified. Within thirty (30) days of receiving notice of conviction, appropriate disciplinary action will be taken.

In keeping with the intent of U.S. Public Law 101-226, Section 22: Drug-Free Schools and Campuses, it is the obligation of Oregon Coast Community College to inform its students and employees of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases the risks of AIDS and Hepatitis B.

### *Mandatory Child Abuse Reporting*

Oregon Coast Community College is committed to protecting the safety and well-being of children and students under the age of 18.

Effective January 1, 2013, all Oregon Coast Community College (OCCC) employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or to local law enforcement officials. This requirement applies twenty-four-hours-a-day, seven days-a-week, whether or not the employee is on work time. The employee must immediately report to DHS or local law enforcement when there is “reasonable cause to believe” that any child has suffered abuse, or that any person has abused a child.

In addition, college employees and students must report to the President or a designee, instances of inappropriate conduct when there is reasonable cause to believe that abuse has occurred on college property (owned or leased), or during College-connected activity off-campus.

## *Academic Freedom Policy*

Institutions of higher education exist for the common good, and the unfettered search for truth and its free exploration is critical to the common good. The College seeks to educate its students in the democratic tradition, to foster recognition of individual freedoms and social responsibility, and to inspire meaningful awareness of and respect for a collaborative learning environment. Freedom of expression will be guaranteed to instructors to create a classroom atmosphere that allows students to raise questions and consider all sides of issues. OCCC instructors are responsible for exercising judgement in selecting topics of educational value for discussion and learning consistent with course requirements, goals, and desired outcomes.

## *Student Conduct*

<https://oregoncoast.edu/student-conduct/>

### Guidelines for Student Conduct

As a community of people seeking education, Oregon Coast students are dedicated to developing personally and academically. Choosing to join the College community obligates each member to a code of behavior. Students enrolling in the College assume a responsibility to conduct themselves in a manner compatible with the College’s function as an educational institution.

Oregon Coast students will:

- Practice personal and educational integrity.
- Maintain standards of academic performance and contribute to the safe, cooperative, and respectful learning environment throughout the College.
- Discourage bigotry and respect the diversity and dignity of all persons.
- Respect the rights and property of all persons.
- Bear the ultimate responsibility for the effects of their decisions and behavior.

Although OCCC is dedicated to an open, free society, there are some actions that are incompatible with an institution of higher education. Incompatible actions and grounds of disciplinary action will include, but not be limited to the following:

- Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of College documents, records, or identification.

- Obstruction or disruption of teaching, institutional or instructional research, administration of the College, disciplinary procedures or other College activities including, but not limited to, meetings of the Board of Education, community service functions, or other authorized activities on College premises.
- Physical or verbal abuse or harassment of any person on College-owned or controlled property, or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- Theft of or damage to property or equipment owned or leased by the College, or of a member of the College community, or of a visitor to the campus.
- Unauthorized entry or occupancy of College facilities or blocking access to or egress from such areas.
- Unauthorized use of College supplies or equipment.
- Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression.
- Illegal use, possession, or distribution of drugs on College property or appearance on campus or at any College-sponsored event while under the influence of illegal drugs. This includes off-campus instructional settings; i.e., cooperative work experience sites, clinical practicums, field trips, etc.
- Student use of alcoholic beverages in any form will be prohibited in OCCC buildings and on district property, except when used for instructional purposes in an approved class or when consumed at events which are sponsored by community groups which possess a liquor license and are approved by the College president to exercise their liquor license privilege on campus.
- Use or possession of alcoholic beverages at any College-sponsored event off campus is restricted to students of legal age.
- Disorderly conduct, lewd, indecent, or obscene conduct or expression, breach of the peace, or aiding, abetting, or procuring another to breach the peace on College-owned or controlled property or at College-sponsored or supervised functions.
- Failure to comply with directions of College officials acting in the performance of their duties.
- Possession or use of explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College, College-owned or controlled property or at College-sponsored or supervised functions without written authorization. (Note: The possession of any dangerous weapon or deadly weapon (as defined in ORS 161.015) on college property is prohibited unless possessed by a certified law enforcement or otherwise in compliance with applicable Oregon State law (ORS 166.370).)
- Hazing, whether it is physical or verbal, which interferes with the personal liberty of a fellow student, faculty member, or employee of the College.

## *Student Discipline*

Appropriate behavior in class varies from one class and instructor to another. Please set your expectations for students early in the term. Discuss concerns and recommendations in private with the student when inappropriate behavior first occurs. Classroom disruptions by students are most common when students have not understood instructor expectations. After setting expectations and reminding a student, you do have the authority to ask a student to leave the classroom if his/her behavior begins to interfere with teaching and/or learning. Faculty may temporarily exclude a student for up to two class meetings and then require the student to meet with the Vice President of Academic Affairs, Vice President of Student Affairs, or assigned designee. Faculty must send a report of the incident

immediately to the Vice President of Academic Affairs, Vice President of Student Affairs, or assigned designee. Please refer the student to that office for a priority appointment. If the student refuses to leave class or follow any other faculty direction, assistance is available from TCB Security Services at 541-574-2828. A security officer will remove the student or, if necessary, seek other appropriate support. You will also need to report the incident to your own supervisor. Other behavioral discipline should follow the procedures set out in “Students’ Rights, Responsibilities, and Conduct Policy.” If you are concerned about a student’s behavior that has not reached a “crisis point,” you might want to discuss the situation with the Vice President of Academic Affairs or the Vice President of Student Affairs.



## Section 6: College Contact Information

Vice President of Academic Affairs	Dan Lara	<a href="mailto:Dan.lara@oregoncoast.edu">Dan.lara@oregoncoast.edu</a>	541-867-8506
Administrative Assistant, Academics and Workforce	N/A	Position currently vacant, please see Curriculum Coordinator	541-867-8541
Associate Dean of Academic Affairs / Registrar	Ann Hovey	<a href="mailto:registrar@oregoncoast.edu">registrar@oregoncoast.edu</a>	
Curriculum Coordinator	Tabitha Hoadley	<a href="mailto:officeofinstruction@oregoncoast.edu">officeofinstruction@oregoncoast.edu</a>	541-867-8541
Title II (ABE/GED) Data Professional	Debbie Skaggs	<a href="mailto:Deborah.skaggs@oregoncoast.edu">Deborah.skaggs@oregoncoast.edu</a>	541-867-8535
Student Services (Tutoring, Testing, Advising)	Ren Whipple	<a href="mailto:Student.services@oregoncoast.edu">Student.services@oregoncoast.edu</a>	541-867-8501
Vice President of Student Affairs	Andres Oroz	<a href="mailto:Andres.oro@oregoncoast.edu">Andres.oro@oregoncoast.edu</a>	541-867-8511
Financial Aid Manager	Kimberly Jones	<a href="mailto:Kimberly.jones@oregoncoast.edu">Kimberly.jones@oregoncoast.edu</a>	541-867-8525
Director of Library and Media Services	Darci Adolf	<a href="mailto:Darci.adolf@oregoncoast.edu">Darci.adolf@oregoncoast.edu</a>	541-867-8527
OCCC Library (Study Rooms, Laptop Rentals)	Shannon McKibben	<a href="mailto:Library.services@oregoncoast.edu">Library.services@oregoncoast.edu</a>	541-867-8526
Director of Human Resources	Joy Gutknecht	<a href="mailto:Joy.gutknecht@oregoncoast.edu">Joy.gutknecht@oregoncoast.edu</a>	541-867-8515
IT Services	Spencer Smith / Alex Rybicki	<a href="mailto:helpdesk@oregoncoast.edu">helpdesk@oregoncoast.edu</a>	541-867-8533
Facilities Services	Chris Rogers / Dell Smiley / Andy Welcer	<a href="mailto:Chris.rogers@oregoncoast.edu">Chris.rogers@oregoncoast.edu</a>	541-867-8549
Business Services / Bookstore Manager	Sharon Hahn	<a href="mailto:Sharon.hahn@oregoncoast.edu">Sharon.hahn@oregoncoast.edu</a>	541-867-8504

Oregon Coast Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, marital status, or religion in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Andres Oroz, 541-867-8511, [andres.oro@oregoncoast.edu](mailto:andres.oro@oregoncoast.edu) or Joy Gutknecht, 541-867-8515, [joy.gutknecht@oregoncoast.edu](mailto:joy.gutknecht@oregoncoast.edu) 400 SE College Way, Newport, OR 97366