

Linn-Benton

COMMUNITY COLLEGE

Faculty Handbook



Prepared by Academic Affairs
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SECTION 1: ABOUT LBCC



Dr. Greg Hamann assumed the presidency of Linn-Benton Community College in February 2010. A visionary leader, Dr. Hamann emphasizes the “why” of our work: to help students live demonstrably better lives and, in doing so, to contribute more fully to our community. This vision has brought attention and focus to the new accreditation standards and process.

School Colors: Blue, Gold, and White School Mascot: Roadrunner

Mission Statement

To engage in an education that enables all of us to participate in, contribute to, and benefit from the cultural richness and economic vitality of our communities.

Values Statement

At Linn-Benton Community College, our values serve as the foundation that inspires our actions and unites us as a community. As responsible stewards, we are committed to:

Opportunity: We support the fulfillment of potential in ourselves and each other.

Excellence: We aspire to the highest ideal with honesty and integrity.

Inclusiveness: We honor and embrace the uniqueness of every individual, and promote the free and civil expression of ideas, perspectives and cultures.

Learning: We commit to the lifelong pursuit of knowledge, skills, and abilities to improve our lives and our communities.

Engagement: We openly and actively connect as students, faculty, staff and community.

Core Themes

Educational Attainment – LBCC emphasizes program completion and is committed to helping students reach momentum points along the path to graduation.

Cultural Richness – LBCC provides experiences that produce culturally literate individuals who are capable of interacting, collaborating, and solving problems ever-evolving and diverse community.

Economic Vitality – LBCC supports economic vitality by helping students develop skills that are responsive to the needs of regional employers and by preparing students to be successful in a four-year program of study.

Strategic Goals

Productivity Goal – To increase student completion by 50%, assuring 20% of students graduate.

Equity – To ensure completion rates are demographically representative of our community.

Quality – To ensure completion represents a demonstrable capacity to better one’s life and to contribute back to the community – making a difference for our students and for our communities after they complete.

Shifting our focus from *delivering* instruction to *demonstrable student success* has caused us to rethink and redesign how we work. We have outlined four stages of student progression:

Connect and Prepare encompasses the point of first contact with a student through his/her completed application to attend LBCC. This stage includes college efforts such as partnership programs with local high schools, placement test preparation, and work with adults in programs such as Adult Basic Skills Development. Our goal is to help students prepare to enter college so that they are as ready as possible to be successful once they are enrolled.

Enter and Engage focuses on students who have completed the application to attend LBCC through the end of their first term. This includes activities such as Welcome Day, Destination Graduation, being paired with a faculty advisor and tackling developmental courses.

Persist and Perform spans the period from the end of students' first term through the completion of about 75% of their program of studies. Projects for students in transfer programs include scaffolding program classes, assessing mastery of general education outcomes and assessing mastery of student learning in their programs of study. Projects for students in Career and Technical Education programs include developing career clusters, rethinking the related instruction outcomes in ways that are meaningful and measurable within each program, and developing a meaningful program review process.

Transition and Thrive takes students through the end of their program through graduation by preparing them for successful entry into the workforce or into a four year institution. Projects include developing and maintaining articulation agreements, revising the CTE advisory committee process, and auto awarding of degrees and certificates.

Accreditation

Linn-Benton Community College is accredited by the Northwest Commission on Colleges and Universities. NWCCU requires us to show:

- Soundly conceived and accomplished Mission, Core Themes, and Strategic Goals.
- Intelligently devised education programs.
- That we are organized, staffed, and supported in a way that merits confidence.

More information can be found on the [Accreditation](#) website.

Information About LBCC

Any time you teach at a new institution, it can take some time to get to know the general level of preparedness of students, the culture, and characteristics of the student population. To give you an initial start, talk with your department chair about your proposed course materials, schedule, and syllabus. They can give you a sense of whether the academic level is appropriate for our typical students. [The Office of Institutional Research](#) has created a page of "Fast Facts" about the College, our Students and Employees. See [Fast Facts](#) on the IR webpage for more data.

Foundation

Formed in 1972, the LBCC Foundation supports many activities each year including: providing student scholarships, grants and loans; enhancing the College library and expanding technology; bringing visiting scholars, artists, and cultural/educational programs to the campus; replacing instructional equipment and funding major new campus facilities.



The Foundation, an IRS 501(c) (3) nonprofit corporation, was formed as the vehicle to accept and manage gifts and donations for the betterment of the college and its students and to provide the appropriate tax advantage for the donors. Contributions are deductible on the itemized State of Oregon and federal income tax returns.

The Foundation Office is located in the Calapooia Center Building, Room CC-105. Visit their

[webpage](#) for more information on ways you can give and provide enhanced access to quality educational opportunities to individuals in need of assistance.

SECTION 2: TEACHING & LEARNING

All contracted faculty must be familiar with and know the details of the College's Board Policies and Administrative Rules, in particular the 1000 Series, 4000 Series, and 7000 Series.

Faculty Responsibilities

Academic Advising

All contracted faculty act as academic advisors to students, after their first year teaching at LBCC. The purpose of academic advising is to assist new and continuing students in making informed choices that will lead to successful educational experiences at LBCC. For more information about academic advising, contact the Counseling Office, ext. 4780.

Engage Students in Their First-year

Faculty are expected to participate in campus efforts to support student success, especially during the student's first-year. Opportunities to do so include Destination Graduation, Academic Advising and first-year experience activities.

Articulation and Recruitment

Articulation and recruitment efforts with high schools and other colleges are highly encouraged. Contact the High School Partnerships Office and the Dean of Instruction for additional information.

College and Community Relations

It is the responsibility of *contracted faculty* to: 1) attend staff/department meetings; 2) work in a cooperative manner with other people in the department and the college; 3) promote a positive image of college programs and the college; 4) develop and maintain community contacts; 5) represent the department at pertinent meetings as required; and 6) assist the program Advisory Committee as requested.

Instructional Development

Contracted faculty will: 1) participate in curriculum development; 2) participate in program assessment of student learning outcomes; 3) recommend textbooks and other instructional materials and equipment; 4) maintain college facilities and equipment; 5) recommend library and reference materials; 6) recommend course outline revision; and 7) keep updated in technological changes and developments in their subject area.

Part-time faculty may be included in review of curriculum, program, or course changes. Payment for this work must be arranged in advance with the dean/director. Part-time faculty are welcome to recommend instructional or course materials to their supervisor.

LBCC is committed to reducing textbooks costs for our students. The legislature has mandated class sections with low cost course materials will be identified in the class schedule. Many community colleges, including LBCC, have defined low cost as under \$40.

Departments and individual faculty are encouraged to consider low cost and free Open Educational Resources in the textbook selection process.

Office Hours

All faculty are expected to be available to students outside of class. The form of the office hours will be agreed upon by the supervisor and will be regularly scheduled, compatible with the nature of the class(es), and clearly communicated to students.

Other Responsibilities

- Meet and conduct all scheduled and special class sessions.
- Teach classes as assigned, following the approved course outline.
- Prepare and develop materials for assigned classes.
- Provide students with course syllabus.
- Confirm students are registered by referring to the class roster provided by WebRunner.
- Maintain records of grades and verification of attendance.
- Evaluate and regularly inform students about their progress. If a student stops attending class, an instructor may wish to make personal contact with the student.
- Report individual academic grades in a timely manner. Turning grades in late impacts student graduation, financial aid, and transfer to other colleges.
- Submit course outcomes in a timely manner.
- Committee and council assignments.

Workload

Contracted faculty should consult with their dean/director and refer to the Faculty Contract. Faculty whose primary duty is teaching classes, typically teach 45 Workload Credit Equivalent per year and should not exceed 49 WCE per year.

Part-time faculty are offered a teaching assignment as early as possible in the schedule-building process. The assignment of classes does not extend beyond the term the offer is made. While an effort will be made to accommodate the interests of part-time faculty as to course and time, there can be no guarantee of continuing course assignment or of preferred schedule times. In rare instances, it may be necessary to withdraw the offer of a teaching assignment made to a part-time instructor in order to meet obligations to a contracted faculty.

Advisory Committees

Career and Technical Education (CTE) program advisory committees have been established to advise faculty and the Board of Education concerning program curricula and the employment needs in various occupations. The committees are made up of faculty, members of labor, business, and industry associated with the occupations, students in the programs, and recent graduates of the programs. Other advisory committees are established to advise departments, programs, or service units.

Specific details of advisory committees expectations can be found in the Advisory Committee Handbook.

Class Rosters

Class rosters are available on [WEB RUNNER](#). It is the instructor's responsibility to reference

the roster and keep accurate records of students officially enrolled in each class. Students whose names do not appear on the roster (or are incorrect) should be referred to Admissions and Registration. Students who are not registered are not entitled to attend classes. Class rosters are confidential.

Classroom Etiquette

Your classroom is a busy place. Be considerate of those instructors who use the room after you. Move things around if needed, **but return chairs and tables to their original locations** before you leave. Erase all chalkboards and whiteboards. Help us protect our investments in classroom equipment; when you leave your classroom, shut the door. If you see a classroom door left open, please shut it. If the door doesn't automatically lock, please let someone know so they can lock it. In readiness for emergency response, classroom doors should always be in the locked position. The Lock Blok mechanism on the door can be engaged to keep the door open during class time, but should be disengaged and the door locked upon exiting the room or in response to an emergency lockdown/lockout.

Professional courtesy calls for you to dismiss class and vacate the room on time. Colleagues need time to prepare for an incoming class, and students need to arrive at their next class.

Course Outlines

Each course has an official outline that has been adopted by the college and approved by the Oregon Department of Education. It includes a course description, learner outcomes, prerequisites, textbooks, and an outline of content and assessments. The course outline is different from the syllabus. All instructors are expected to use the current approved outline, which can be obtained from your division/department office. Academic freedom allows a variety of instructional strategies to assist students in mastering the learning objectives.

Course outlines are to be reviewed at least every three years. There is a formal process to make any changes; forms are available under [Catalog Development](#) on the Curriculum, Scheduling, and Instruction Office website.

Faculty Absence/Substitution

When possible, arrange for absences in advance. Classes need to be covered and you can do this in a number of ways, e.g. arranging for a guest speaker or providing an online alternative. In addition to planning ahead for known absences, you may want to develop a back-up plan for illness or other unexpected absences. If something unexpected comes up, and you must miss or arrive late for a class, contact the office of your dean/director as soon as possible and give instructions for your classes. When a class is not meeting, let your division support staff know so classroom(s) will have appropriate notices posted. If time allows, students in night classes will be contacted. If you feel a substitute is the best option, work with your dean to arrange for this.

Specific policies on absences allowed is found in the faculty contract. Absences for reasons other than illness, bereavement, professional development, or an unexpected emergency are not authorized. Only the dean/director or department chair is authorized to arrange for

substitute teachers. The instructor's salary will be reduced for the missed class meeting.

Field Trips

Field trips should be discussed with your dean/director at least two weeks prior to the event, but preferably prior to the beginning of term. It is recommended the information be posted to note the location of the field trip and the duration. If the field trip is longer than the duration of the scheduled class, students should be advised they are responsible for notifying their other instructors in advance of the planned absence and for work missed. Check college rules for guidelines for traveling with students, vehicle rental, driver approval, and for [required risk acknowledgment waivers](#).

Final Exams

All instructors teaching credit classes will meet with their students during the times indicated in the final examination schedule, shown in the Schedule of Classes. As Administrative Rule 4020-12 Examinations/Finals states, "Any exception must have approval of the dean/director and the Academic Affairs Office." **Final exams may not be given during the last week classes meet.**

All faculty are expected to be on campus and available to students throughout final examination week, including the Thursday and Friday following the three days of exams. This time can be used for activities such as grading, advising, student consultation, outcomes reporting, and preparation for the next term.

Grades

LBCC uses the following grade classification system outlined in [Administrative Rule 4020-10](#) and related Board Policies.

Academic Renewal

Students who have met certain guidelines will be eligible for Academic Renewal. If a student meets the established guidelines, substandard work from two terms can be excluded from grade calculation at LBCC. The non-passing grades will not be counted in their LBCC GPA; instead, the earned grade will have a "Z" notation on the transcript.

Grade Appeals

Grade changes must be submitted through WebRunner within one term. Students may challenge or request a review of grades. A dispute between a student and instructor concerning the appropriateness of a grading decision is subject to a grade appeal process. When a student believes he/she has been awarded an inappropriate grade, the first step is to appeal the grade to the responsible faculty member. If satisfaction is not received, the next step is to appeal to the division dean or LBCC Center director. The dean or director will review the facts related to the appeal (tests, papers, reports, attendance, etc.). The decision of the dean or director will be final and will be forwarded to the instructor and student within 30 days upon receipt of the appeal by the dean or director.

Grade Reporting

Grades are entered by the instructor of record into [WEB RUNNER](#) no later than 5:00 p.m. on the last day of the term. Grades not submitted by the end of the term will not appear on the student's record until grades are submitted through the college's grading system. Grades not submitted by the end of the term may impact a student's financial aid.

Instructor Withdrawal

Students are expected to regularly attend all classes for which they are registered. Class attendance on the first day and during the first week is important to remaining registered in the course. If an unanticipated absence occurs during the first week, it is the obligation of the student to contact the instructor to determine if they can remain in the course. Students are responsible for dropping courses that they are not attending. Instructors are encouraged to drop students who do not attend class during the first week.

Nondiscrimination Statement

The following statements should be included on applicable documents, such as a course syllabi.

Request for Special Needs or Accommodations:

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public_report

For the full statement, please see the LBCC [Equal Opportunity/Statement of Nondiscrimination](#). For information on creating a welcoming environment for Trans and Gender-Variant staff and students, please consult this [document](#).

Plagiarism / Cheating

Students at LBCC are expected to behave honestly. Acts of academic dishonesty, including plagiarism or cheating, are serious offenses. An instructor has the right to issue an "F" grade for the course when a student has cheated or plagiarized. Faculty are required to speak with

the student, giving notice of the reason for the grade, and allow the student to be heard prior to a final decision on a grade. Faculty are also responsible for reporting all acts of dishonesty to the Dean of Student Affairs.

Prerequisites

Many of the courses listed in the Schedule of Classes require students complete other courses prior to enrollment. Course prerequisites are automatically checked by the Banner system at the time of registration. When a student attempts to register for a course with a prerequisite rule, Banner will check current registration and Banner academic history for that student.

Courses which specify a prerequisite or “instructor approval required” may be taken if an instructor assesses the student’s readiness and admits the student to the course. Instructors are able to grant exceptions by entering overrides into Banner (which allow the student to continue with registration.) Dual enrolled OSU/LBCC students must complete a DPP Prerequisite Override Request Form for any class they are currently taking or have taken at OSU which is a required prerequisite for an LBCC course. You can find the form on the [OSU Degree Partnership](#) Webpage or contact Admissions and Registration for information.

Student Attendance

Federal law requires colleges to be able to verify the attendance of students receiving financial aid and veterans. If you elect not to take roll, you are encouraged to record the dates of examinations, papers, quizzes, etc., which may be used to document the approximate date of last attendance for a student.

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 Dean of Student Affairs. Faculty must send a report of the incident immediately to the Dean of Student Affairs. 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 campus Public Safety, ext. 411. A Public Safety Officer will remove the student or, if necessary, seek other appropriate support. (At LBCC Centers, contact the center director or immediate supervisor.) Report the incident to your dean/director and to the Associate Dean, Student Affairs. 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 your division dean or the Dean of Student Affairs. Additional resources for faculty consults are the Center for Accessibility Resources and the

Career & Counseling Center faculty.

Student Records

Two types of records are kept for students: 1) the cumulative folder containing background and demographic data (including application and transcripts from other schools), and 2) the permanent academic history record showing work completed by the student at LBCC.

The faculty and staff have access to these records on an educational need-to-know basis and can make a request for information from the Admissions and Registration Office. Policies governing access to records and maintenance of records are contained in "[Students' Rights, Responsibilities and Conduct](#)." Release of information is governed by the Family, Educational Rights and Privacy Act (FERPA) as amended.

In accordance with [FERPA](#), LBCC considers the following to be directory information: student's name, address, email address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, school or division of enrollment, degrees and awards received. [Forms to request restriction of the release of directory information](#) are online or are available in the Registration Office.

Syllabi

The syllabus is an expansion and personalization of the course outline. While maintaining learner outcomes, the syllabus gives instructors an opportunity to organize learning in a way that meets student and instructor needs. It is considered a communication tool (informal contract) between the instructor and the student that explains the course of study, learning expectations, and behavioral guidelines. The syllabus should be prepared (paying attention to the approved course outline) and available for distribution to students at the start of each term.

On the syllabus, explain your assessment system and what students will be graded on. Your assessment and grading procedure should be definitive and objective. If you are grading on participation or recitation, be prepared to show your criteria have been applied consistently, objectively, and are recorded on an ongoing basis. The syllabus is extremely valuable as a resource in cases where grade complaints arise. A clear syllabus and consistent application of grading criteria are the best defense in such disputes. (See Appendix.)

Your syllabus should include the two statements found on the LBCC Website under [Equal Opportunity/Statement of Nondiscrimination](#).

Recording Devices

Per [ORS 165.540 \(6\)\(b\)](#), students have the right to record lectures, via whatever method a student chooses (including cell phones, laptops, tablets, and digital recording pens), as long as the recording device isn't concealed. Students may be asked to turn off the device while other students are speaking, and if so, the faculty should paraphrase back what was said

during those comments.

Teaching Family Members in Credit Classes

LBCC believes it is best to avoid situations where family members takes classes from a family member instructor. LBCC wants to ensure fairness and integrity, and to prevent even the slightest appearance of bias or prejudice. In every instance where an alternative instructor is available, the faculty member shall direct the student to enroll in the other instructor's class. However, when a course is available only from a family member, the student may enroll in a family member instructor's course when the following steps are first taken:

1. The student and instructor meet with the instructor's academic dean to document the necessity for granting permission to enroll in a family member's course. The dean shall be the exclusive determiner of necessity.
2. A written agreement shall be crafted to identify how all conflicts shall be handled and how any and all grade disputes shall be handled/reviewed or appealed to the satisfaction of all parties, prior to the start of the term. Upon decision of the dean, where necessary, a dean may direct a neutral, non-related faculty member to review grading to ensure standards were equally and fairly applied. The faculty member who accepts a family member student consents to grade review by a colleague where determined necessary by the academic dean to ensure LBCC standards.

Test Proctoring

Contact your dean/director if arrangements need to be made for a test proctor. If a student has a disability test accommodation, ask the student whether he/she will test in your classroom, in Student Assessment, or in the Center for Accessibility Resources test center/RCH-114. Send the test to the appropriate location with directions.

SECTION 3: RESOURCES

Academic Affairs Office

Course Scheduling

The schedule of classes is developed by each department and each LBCC Center. In consultation with faculty, deans and directors have the responsibility of planning the schedule of classes for his/her division or center. When developing the schedules of classes, the following is taken into consideration: courses to offer, the number of sections of each course, class times, class sizes, and scheduling needs of partnering. Class offerings at LBCC Centers are coordinated with on-campus departments and programs. The Academic Affairs Office is responsible for coordination of the college-wide final exam schedule.

Program Development

Any faculty member may bring ideas for new programs to the attention of the division deans, Center Directors, or Dean of Instruction. Issues to consider include: reason for the new program; any impact on other programs; estimated program costs, including equipment and staffing needs; and labor market demand.

Proposals for new programs receive extensive review by the dean/director, Curricular Issues Committee, and other administrative staff, before submitting them to the Board of Education for approval. Upon receiving approval from the Board of Education, new program proposals also go to the following for approval: the State of Oregon; our accrediting agency, the Northwest Commission on Colleges and Universities (NWCCU) and the Department of Education, for financial aid approval. Working with the Academic Affairs Office, the respective program/department is responsible for application completion.

Program Revisions

Program revisions are completed on an annual basis, in time for the upcoming academic year's catalog. Only those revisions approved by the Academic Affairs Office and the State (if applicable) will be included in the new catalog. Any changes that have a budget impact should be discussed with the dean/director, and any changes that impact another division should be discussed with an appropriate representative from that division.

Academic Calendar

LBCC follows OSU's academic calendar, the [calendar](#) is typically set for five years (with the exception of non-instructional days.)

Adult Basic Skills and General Education Development (ABSD/GED)

Adults wanting to improve basic skills or complete their high school education can do so at LBCC. Small, informal classes in Adult Basic Skills Development (ABSD) are offered days and evenings throughout the district. These classes cover English, math, social studies, and science. The Adult High School Diploma (AHSD) program allows adults to complete their high school requirements by taking college-level classes. General Education Development (GED) classes are available to help prepare students to take the GED test. LBCC's goal for every

ABSD/GED student is to continue their education by enrolling in a college program of study.

Instruction is varied to meet individual learning styles and to provide a positive learning environment. If students are unable to attend classes or need extra help outside of class, the college will endeavor to match students with volunteer tutors. This is a free, confidential, usually one-on-one arrangement, in a location convenient to both student and tutor. For more information, call the ABE/GED Office, x4710.

Advising and Counseling

While all faculty at LBCC provide academic advising to students, LBCC also has a dedicated office to address academic advising and career readiness for students. The Advising Center provides academic advising, career counseling, well-being services, and faculty consultation. Staffed by Advising Faculty and Career and Advising Support Specialists, the Advising Center can be considered a support system for all academic advising efforts on campus.

Additionally, the Advising Center provides counseling referrals for students in distress and may provide limited counseling service to students who are in crisis. While long-term counseling needs are referred to other community resources, the Advising Center is an office you can contact if you have concern about a student who may be in distress or crisis. Please refer to the [Students in Distress Guide](#) for more detailed information.

LBCC's programs of study are organized into seven "[Meta Majors](#)." When students are undecided on a program of study, they choose a Meta Major, are assigned to an Advising Faculty in the Advising Center, and go through a program/career confirmation process that will enable them to choose a suitable program of study. Students who have decided upon their program of study and are ready to begin the program requirements are assigned to a faculty member in that academic area as early as possible.

Copying/Printing Resources

Copies of materials for instruction or other college business can be made on copy machines found in various locations across campus. Obtain a copy code from your division support staff to ensure the cost is billed to the appropriate budget.

Printing Services offers a wide range of print-related services and supplies to LBCC staff and students. Services include printing (syllabus, course packets, business cards, brochures, etc.), color copying, image scanning, cutting, folding, and laminating.

Each department has a Printing Services account to support department printing. Jobs are taken on a first-come, first-served basis; extra time should be allowed for large jobs. Requests for services should be routed through your department support staff.

Cooperative Work Experience

Cooperative Work Experience (CWE) combines classroom learning with job experience in a student's chosen field. The number of hours spent on the job determines the amount of college credit earned. CWE staff assists students in obtaining relevant jobs, or students may use their

present jobs if appropriate. These work experiences may be either paid or unpaid. Call CWE, ext. 4787, for information or assistance.

Center for Accessibility Resources

The Center for Accessibility Resources will help you find strategies for making certain that every student with a disability is as likely to complete your class as successfully as any other student. Faculty will receive e-mailed letters indicating which students have requested accommodations in their courses. It is your role to review each accommodation and plan with the student how to access your instruction. Many accommodations happen in your classroom, by your arrangements. Please remember, disability accommodations are the legal rights of individuals with disabilities. If you have questions about an accommodation, consult with the Disability Coordinator.

Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, at ext. 4789. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

Faculty Data – The Cube

Have you ever wanted to know the demographic spread of one of your classes before term starts? How about whether or not the grades you've given in a certain course are similar to the rest of the college? Perhaps even just the course pass rates of a certain department?

If the answer is yes, then you'll want to check out the [Cube](#), hosted on the LBCC Office of Institutional Research website. It's full of customizable reports and visualizations designed specifically with the wants and needs of LBCC faculty in mind, with new pieces being added continually.

High School Partnerships

Our [High School Partnerships](#) program provides many different opportunities for high school students to take college classes. Students can take college classes for credit, simultaneously earning their high school diploma and college degree. Students can also take classes for personal enrichment or to develop a skill. Through College Now, high school students can take college classes from high school teachers at their home schools. College Now teachers work closely with Linn-Benton faculty to align their curricula and assessments to ensure students meet the student learning outcomes outlined in the LBCC course outline. Other High School Partnerships programs allow students to take classes on a Linn-Benton campus. Several options are available. Students can attend college as release time during their high school day, or attend Linn-Benton full time with their credits transferring back to their home schools to satisfy high school graduation requirements. In addition, students can also attend LBCC after finishing their high school requirements and before graduating from high school. For more information, contact Virginia Mallory at (541) 917-4208.

Learning Innovation Center (LInC)

The Learning Innovation Center (LInC) supports LBCC faculty in their efforts to implement innovative teaching practices for improved student success. LInC provides faculty with opportunities such as the faculty fellow and innovator positions and with resources through AVID for Higher Education and the [LInC webpage](#). The LInC coordinator is available for one-on-one consultations, classroom observations, and facilitation of Small Group Instructional Diagnosis (SGIDs). Faculty development opportunities and the Instructional Strategies Institute (ISI) are coordinated through LInC. LInC includes eLearning (Moodle and academic technologies) and support for assessment and outcomes reporting. Contact: Jess Winans (winansj@linnbenton.edu, x4610).

Learning Center

Located on the second floor of Willamette Hall, [The Learning Center](#) contributes to student engagement and progression by providing a collaborative learning environment and free supplemental instruction that improve students' academic thinking, writing, quantitative and learning skills. Professional Learning Center staff and carefully trained tutors provide students with the "insider knowledge" they need to thrive at the college level, overcome learning challenges, and achieve excellence in their chosen programs. Some Learning Center services are also available in the Benton Center Learning Center and Annex. Please contact Chareane Wimbley-Gouveia, at wimblec@linnbenton.edu for further information.

The Learning Center space offers an informal learning environment with great lighting, open study areas for group collaboration, portable whiteboards plus study carrels with tabletop electrical outlets, computers and office supplies students value in an on-campus study space. Food and drinks are allowed in all areas except near computers.

Our research shows students use services faculty recommend, and students who use Learning Center services earn higher grades. Students are more likely to visit when you incentivize their use of the Learning Center. Consider giving a few extra points for visiting the Writing Center, College Skills Zone or Math Domain.

The Math Domain

The drop in Math Desk Domain provides a supportive place where students can get help with all LBCC mathematics and applied mathematics courses. At the drop-in desks, staff answer computational questions, explain course technology and clarify thinking about math assignments. Students are welcome to use the Math Domain's portable whiteboards, study tables or study carrels to work assignments.

Writing Assistance

Many of LBCC's content courses do not have prerequisites. Students who have not taken WR 115 or WR 121 often struggle to meet college level writing requirements. The [Writing Center's](#) goal is to help students become more confident, effective, and expressive writers – and to make the writing process a more joyful one. Students can meet with writing assistants one-on-one in drop-in sessions, make an appointment for a 30-minute session, or submit their writing online to the Online Writing Lab (OWL) to discuss any paper in any discipline at any stage of the writing process – from brainstorming to revising final drafts. Students also have access to computers, handouts, and texts which offer additional writing support. **English Language Learner**

specialists are available to orient international students to American college conventions and facilitate student success in writing, reading, speaking, and test-taking.

Contact Chessie Alberti, Writing Center Instructional Specialist at albertc@linnbenton.edu, to discuss your students' writing challenges and to share your writing assignment expectations. Students will also find drop-in writing assistance and English Language Learning specialists in the Benton Center's Learning Center Annex. Contact the Benton Center for hours of operation.

The College Skills Zone

The CSZ consists of an interactive classroom (WH 225) and a collaborative study space where students can drop in or set up an appointment to explore and practice college success strategies. Faculty can recommend the specific strategy you wish students to explore in a twenty minute session.

Topics include how to:

- Organize time and materials
- Set up a study plan
- Prepare for tests
- Take better notes
- Learn word processing basics and course technology, including Moodle and Go-Print
- Access student email and find instructor websites
- Use text to speech software
- Edit run-ons, fragments and commas
- Learn study strategies to understand and remember course content

Individual Tutoring and Tutor Assisted Study Sessions (TASS)

Research shows students who study in groups or receive tutoring strengthen their understanding of course concepts. Encourage your students to form study groups and seek tutoring to enhance their achievement of course outcomes.

Free tutoring appointments in other subjects can be arranged for students taking credit courses or enrolled in a GED class. Using the Tutortrac scheduling program, students can make and cancel up to three tutoring appointments each week online. Most tutoring appointments are scheduled during the day; however, some tutors have evening and Saturday appointment times.

Please recommend the names of potential tutors or TASS leaders to Sheri McIntyre, Tutoring Coordinator at mcintys@linnbenton.edu. For more information, visit the [Tutoring Center](#) website.

Information/Testing Center

Contact Program Assistant Carlana Weeks, weeksc@linnbenton.edu if you would like to have a homework folder for students in the Learning Center. Students like an alternative place to drop off your assignments in the evenings; staff will date stamp assignments as they are received. The Testing Center provides a quiet, untimed testing environment primarily for developmental math and writing courses. Instructors teaching these courses will be notified about how to schedule testing and testing procedures. (To arrange make-up tests for students in other courses, contact [Student Assessment](#) at 541-917-4681.)

Physical Science Resources

Students who need help in physics or chemistry courses should drop by the Science Desk on the first floor of Madrone Hall. This service is maintained by the Physical Sciences Department.

Library Services

The Library entrance is located on the first floor of Willamette Hall, courtyard side. The Healthcare Occupations Center Library is located across from the front doors of the HOC building. Visit the [Library page](#) for more information about resources, services and policies.

Circulation

Your LBCC ID card doubles as your library card and must be presented when borrowing materials. Library materials may be borrowed for varying lengths of time; should you need to keep items for the entire term, please let the library staff know when checking them out so renewals and overdue notices may be avoided.

LBCC Library materials can be moved between the Albany Campus Library and the HOC Library by placing items on hold. Materials from the Linn Libraries Consortium (LLC) also appear in library searches. You may borrow materials from partner libraries in the LLC by placing them on hold and having them delivered to any of the available locations.

If you need books or articles not in these collections, you may request them through interlibrary loan (ILL). You will receive an email when an ILL book arrives for pickup, and ILL articles are delivered electronically.

Library Instruction

Librarians are happy to work with you to increase your students' information literacy and research skills; they will collaborate with you to identify relevant outcomes and resources for your class. Topics might include evaluating web resources, using the Library Catalog, or finding peer-reviewed articles in subject-specific databases. Please make arrangements for these sessions as early in the term as possible. Collaboration isn't limited to classroom visits. The Library welcomes assignments that integrate library research, but please review your assignment with a librarian before sending your class to the Library.

Book and Periodical Subscription Recommendations

Faculty members are encouraged to participate in the continual development of Library collections which support academic programs. With this goal in mind, requests for new purchases (books, journals, videos, etc.) are encouraged from all faculty. Materials which directly support the curriculum support a variety of faculty and students will be given priority.

Course Reserves

Course reserves are a way to make available materials students need for coursework. These items have limited checkout periods of two hours or three days. LBCC faculty may place items on reserve by bringing them to the circulation desk with a filled out [course reserves form](#). To have materials ready for checkout at the start of the term, please bring them to the circulation desk at least a week in advance. [Learn more](#) about course reserves on our website.

Open Educational Resources (OER)

Librarians can help you reduce textbook costs by finding relevant [open educational resources](#)

(OER) and Library ebooks. They can also help you understand how to use OER and other resources in your class in ways that are copyright compliant.

Marketing and Publications

All college advertising is to be placed by the [College Advancement/Marketing](#) Office. If you need publicity for an event, program, or special purpose, College Advancement will help you plan and prepare your advertising, place the final ads for all media, and write news releases. College Advancement/Marketing oversees content on the LBCC Web site. Web architecture and functionality is managed by the Web Strategies Committee, a representative group led by Information Systems. Marketing can provide guidelines, web page template, and any other needs related to promoting your program.

Media Services

Classroom Support (Media) provides LBCC programs with:

- Classroom technology and training
- Video production, conferencing, streaming
- Content storage and archival services
- Audio and video event support and planning
- Equipment checkout for staff

Most classrooms have computer equipped multimedia instructor stations, video projectors, and internet access. If you need to check out equipment for faculty use in the classroom, or for use off campus, contact Classroom Support at least 24 hours in advance or use the [Online Booking Form](#). Requests made at the last minute may not be honored. Use of equipment is restricted to job-related purposes. Classroom Support staff can provide assistance or training in the operation of classroom technology equipment.

If there is a need for the production of audio, video, online, or multimedia programming for use in the classroom, contact Ken Long to discuss these options.

Office Space/Furniture and Supplies

As a general rule, each contracted faculty is provided with a private office. Offices will include a desk, chair, file cabinet, phone, computer, and bookshelf. Office space at the college is at a premium; however, every effort will be made to provide part-time faculty with shared office space. Offices will be scheduled through the division support staff and the Office of Instruction. Requests for obtaining or purchasing office and instructional supplies should be made through your division support staff.

Professional Development

While faculty are responsible for staying current in their areas of expertise, LBCC accepts reasonable responsibility for providing opportunities to bridge gaps in professional expertise that occur due to changing needs of student populations, technological changes, rapid advances in knowledge, and changes in learning/teaching methodologies. The [Application form](#) for accessing professional development funds are available on the website.

Contracted faculty: As part of the agreement between LBCC and the Faculty Association, funds are available to support professional development opportunities. Administrative authority for the funds rests with the college president, following a review process by the Faculty Professional Development Committee. Professional development activities may include workshops, seminars, additional educational coursework, research or projects, or any other form of professional development activity related to your faculty assignment.

Part-time faculty currently teaching for Linn-Benton Community College, or scheduled to teach the next term, have professional development funds available. The activity must be 1) related to teaching methodology or 2) related to the subject area being taught. Preference will be given to in-state training/activities.

Software Installation: Guidelines for Labs

Guidelines have been established to assist in supporting the increasing technology needs of instructors for computer software installation/use by their students. To request computer software installation for student use in computer labs, please fill out a [Software Installation Request Form \(SIRF\)](#). To allow adequate time to test and install new software, SIRF's are due on the same date as book orders are due in the Bookstore for the next term. A reminder e-mail about SIRF's is sent to the EVERYONE group two weeks before the book order due date.

The Library computer labs provide computers, general software, e-mail access, and assistance for students to complete assignments. LBCC also has specialty labs for courses in computers, business, graphics, drafting and engineering graphics, electronics, and math. These specialized labs also offer special software for diet analysis, accounting, programming, graphics, or other instructor requested needs.

Not all software can be installed on the lab computers. Common reasons include:

- **ADA Compliance:** Software in use at LBCC must conform to ADA guidelines, or have pre-established alternatives that provide students with disabilities equal access to the full benefits of the software.
- **Data Security:** The addition of some applications or Web plug-ins can cause security breaches in the college computer systems, and can make the information stored on computers available for off-campus unauthorized access.
- **Shareware/Freeware Constraints:** These programs usually require licensing after a set time limit and Linn-Benton Community College can be held accountable for unlicensed software. (Shareware and freeware programs can also cause disruption with system files and can harbor viruses.)
- **Incompatibility Issues:** Testing and troubleshooting may prove the software to be incompatible with currently installed software applications. Computer disks or CD's included in textbooks often require the user to install a simple setup program to be able to access the data on the CD. Installations of these programs can over-write system files on the target computer(s) and can cause unexplained system crashes and/or existing software to not function as desired.
- **Licensing:** The software is not appropriately licensed for use at LBCC.

To prevent these problems from occurring, the computer lab specialists will install and test the

software on a machine before installing it in the lab and may ask you to test it. You can get more information on the LBCC webpage for [Software Installation Guidelines for Computer Classrooms and Lecterns](#).

Student Life and Leadership

Student Activities, Leadership, and Community Engagement at LBCC provide students with opportunities to experience social, cultural, emotional, recreational, and spiritual development and are considered an integral part of the total educational experience. Student participation in leadership and community engagement supports personal development and also plays an important role in the operation and effective functioning of the college's intellectual exploration, global citizenship, and positive campus climate.

Clubs and Organizations

Students and faculty are encouraged to develop clubs and organizations in which they feel students can benefit and best enjoy their time at LBCC. In order to establish a club, a minimum of eight students must petition for approval. Each club must submit a statement of purpose, appoint a student as presiding officer, and have an advisor from the LBCC staff. The advisor will be expected to see that the club conforms to LBCC policies and regulations.

Co-curricular Programs

Co-curricular programs create learning outside the classroom which is related to and expands classroom learning. Co-curricular programs are tied to an academics department and are open and available to all students. Co-curricular programs are supervised by a faculty advisor. Program activities and events are created and planned through student-faculty collaboration. Funding is awarded to groups demonstrating direct value for students in the group and general value for the student body and college community. Funding for co-curricular activities is tied to academic standards. Each group is expected to work to improve retention and student success in the classroom by engaging students outside the classroom. All expenses are audited by the Associate Dean of Student Affairs. All programs must follow Board Policies, Administrative Rules, and departmental policies and procedures. Regular advisor training and student leader training is provided.

Student Leadership Organizations

Student Government: The LBCC [Student Leadership Council](#) (SLC): 1) acts as a liaison between students, faculty, and administration, 2) assists students with advocacy, 3) assists in lobbying for a variety of student interest topics, 4) plans social gatherings and activities, and 5) represents the student body in committee meetings and college events. SLC members participate in leadership development and civic engagement activities as part of their educational experience.

SECTION 4: GENERAL INFORMATION

Accidents

If you are injured at work, or while on college business, report the injury immediately to your supervisor and to campus Public Safety for instructions to process the event. An [online accident report form](#) must be completed.

Address/Name Changes

Changes in address, telephone number, marital status, and number of exemptions should be reported to Human Resources so your personnel records can be kept up-to-date at all times.

Automobile Assistance

Dead battery? You can borrow a battery jump pack from campus Public Safety 24 hours a day.

Campus Store

The LBCC Campus Store carries texts and supplemental readings for courses taken on the Albany campus. Books for classes offered at LBCC Centers are available at the Centers and, in some cases, at the Albany campus store. The store also sells art and school supplies, insignia gifts, electronics and software, and convenience store merchandise. See the [Website](#) for hours and additional information. If you are considering alternate formats for materials, it is recommended you speak with the Textbook Buyer for help with options before making an agreement with a publisher. Faculty should consult with their Department Chair on policies and procedures for ordering textbooks for their specific courses.

Childcare

Family Connections' consultants will assist staff and students looking for information about childcare, activities for kids, support groups, or parenting advice; call ext. 4899 for info.

Computers

Online access to LBCC business/student systems is available through [Information Services](#). A number of services are provided to assist staff: equipment installation/maintenance, software purchase and installation assistance, consultation for networking, and site license coordination.

Any LBCC staff member with a '@linnbenton.edu' email address may install the full version of Office 365 on up to 5 personal devices at no charge.

For more information, contact:

Staff Help Desk	541-917-4333
Students Help Desk	541-917-4630

Emails

Staff and students at LBCC use “Google Apps for Education” email. Staff email addresses end with ‘@linnbenton.edu’ while student email addresses end with ‘@mail.linnbenton.edu’. These are usually setup during the hiring process. All faculty are **required** to have and use an LBCC e-mail account. Part-time accounts expire at the end of each academic year.

E-mail Groups

When you receive an e-mail address, you are automatically added to two public groups, PUBLIC and EVERYONE; you may request your e-mail address be removed from the PUBLIC group.

The PUBLIC group is for:

- A message which is not related to college business and is not a college-sponsored activity (stop by the Business Office to pay the \$2 fee for this “want ad”);
- A message for a volunteer/community organization, but not college business (no fee);
- A message that is a college-sponsored activity, such as sales in the book store, items of furniture for trade, exhibit or play openings, etc. (no fee).

The EVERYONE group is for:

- College business that needs to be seen by every staff member, faculty, classified and management (including the President). Only a few people on campus have authority to send ‘everyone’ emails.

There are other predefined groups available for public use, and Information Services will be happy to set a group up for you (committees or departments to facilitate sending e-mail that should only be sent to certain employees).

Equipment

The removal of college equipment for personal use is prohibited, and staff must obtain approval prior to removing college equipment from campus for college-related activities. The item(s) must be returned to the proper location. Should any college equipment be damaged, lost, or stolen, contact both Campus Public Safety and your supervisor.

Note: College employees may not purchase items disposed of by the college unless they are advertised through the public sale process. Contact Purchasing for more information.

Facilities

Questions or concerns about building and elevator maintenance, heating/ventilation, equipment installation, moving assistance, custodial services, grounds, pest control, or safety should be addressed to [Facilities](#), ext. 4720, or to your supervisor. You may also access and online [Work Order Request form](#) for requests that do not require immediate attention.

First Aid

The Campus [Public Safety Office](#) provides basic first aid treatment for all college students and personnel, and provides emergency first aid kits in designated areas. Any accidents or injuries should be reported immediately to Campus Public Safety. Anyone who needs to be

transported to a medical facility for treatment **MUST** be transported by an ambulance, self-transport, or transport with a family member/friend.

Food Service

All food service locations accept debit and credit cards, in addition to cash. Food service gift cards are also available for purchase in the campus store at a discounted price.

Commons Cafeteria - Located in the Calapooia Center, 2nd floor. All food served in the Commons Cafeteria is prepared by LBCC Culinary Arts students.

Courtyard Café - Located in Takena Hall. Serves a selection of soups, sandwiches, salads, wraps, fruit, espresso, and other beverages.

Santiam Restaurant - Located in the Calapooia Center, 2nd floor. A more formal meal; menus are prepared and served by LBCC Culinary Arts students.

Gratuities

LBCC employees may not accept gratuities, gifts, rebates, service, or compensation from any person or organization to which a promise or purchase order is awarded.

Identification Cards

All employees are required to obtain an LBCC-issued photo identification card and are required to display the card in a readily visible place on their person at all times while working on any LBCC campus or extended location.

Identity Theft

In 2007, Oregon passed and enacted the [Oregon ID Theft and Protection Act](#). This legislation adds to current laws protecting the release and security of personal information and allows for you to be sued for any damages incurred as a result of any ID theft of data in your control. If you store personally identifiable student or employee data on computers, flash drives, cell phones, and other portable storage devices, it is imperative you take precautions to not let the device or documents fall into the wrong hands. It is also critical to make sure paper documents are appropriately secured and safeguarded. This includes keeping only what you must, storing documents in a secure location, and shredding documents when appropriate.

If you do have data or documents that are lost or stolen, contact the Vice President of Student Services, Director of Human Resources, or Director of Information Services immediately to begin the process of enacting required identity protection measures.

Inclement Weather/Emergency Closures

The College President (or designee) is responsible for making [college closure decisions](#). Following a decision to close, local radio and TV stations will be notified, with the message to be aired by 6:30 a.m. if at all possible. Information will also be available on the College Website and through the main switchboard (541-917-4999). Emergency Alert Messages can also be set up to go to your personal cell phone. Managers will notify their employees. A decision to close the college, or delay its opening, shall affect all college facilities in the district.

LBCC Center directors may make independent decisions to close an LBCC Center early, or cancel evening classes, for inclement weather that arrives after the start of a school day. Center staff will make every practical effort to notify instructors and students of canceled evening classes. If the college has been closed and special activities are in progress, or have been scheduled, the decision to cancel them shall rest with the coordinating manager of the activity in consultation with the appropriate dean or vice president.

There may be occasions when the college is not closed, but driving to work may prove hazardous for an individual faculty member. If you live in an area where hazardous conditions are a possibility, consider this when planning your classes; discuss your plan with your dean.

Instructor Web Pages

LBCC faculty maintain instructor web pages. This page can be as simple as showing your contact information and links to class syllabi, or as detailed as you would like to make it. Contact your division support person or the Media Department to get started.

Keys

Keys are checked out through the campus [Public Safety Office](#) with the approval of the respective division dean, director, or vice-president. Check with your division/department support staff for assistance. Notify Public Safety immediately if a key is lost or stolen. Do not loan keys out or pass them on to other employees. Return no longer needed keys directly to the Public Safety Office. A \$50 fee per key fee is assessed for lost or missing keys.

Lost and Found

The tracking, inventory, and return of lost and found items is handled by the campus Public Safety Office per established protocols. Contact campus Public Safety (x4440 or 541-926-6855, 7x24) to report lost items or for pick-up of lost items

Mail Center

Faculty and staff are assigned a mailbox by the division/department and are asked to pick up mail regularly. Inter-campus mail, U.S. mail, and packages are picked up and delivered to distribution points on main campus and forwarded to Benton, Lebanon, and Sweet Home centers daily. Stamps for personal mail may be purchased from the LBCC Campus Store.

News Media Inquiries

If you are called directly by the news media, be cooperative and answer the questions asked. You should comment only on matters within your area of expertise. Don't guess. If you don't know an answer, say so. Refer callers to the College Advancement public information officer, Jennifer Boehmer, ext. 4784. Please notify Jennifer of any contact from news media or refer the news media to the College Advancement Officer.

Notary

Notary service is available on campus for students and employees. Identification is required, and documents must be signed in the presence of the notary. Contact the Administrative Offices in Calapooia Center for locations of an available notary. There is no charge.

Parking and Vehicle Operation on Campus

Parking at LBCC is free of charge, but parking violations will result in a fine. [Parking Regulations and Procedures](#) are located on the Public Safety Website. Failure to pay (or appeal) a parking fine within seven working days will result in an additional late fee and loss of college privileges. Appeals should be submitted via [online form](#) to the Parking Review Committee. Though parking is free, vehicle registration is highly recommended. Overnight parking is not allowed without prior permission from Campus Public Safety.

Motorcycles are not allowed to park next to buildings or in the traffic islands at the end of parking rows. Covered bicycle racks have been provided in several stairwells. Please do not chain bikes to other objects or take bicycles into buildings. Bicycles, skateboards and roller blades may not be ridden on any sidewalk, concourse, or passageway on campus. Staff is asked to help maintain a safe environment by reminding violators of these restrictions and notifying Campus Public Safety as appropriate.

Room Scheduling

All classroom scheduling is done by the Academic Affairs Office; this includes any change of days or times. Changes of location, even for one class period, should be reported to your division/ department office so signs can be posted and students can be given directions.

Conference Services, ext. 4385, is responsible for scheduling all conference rooms, as well as providing catering arrangements. The Public Safety office is responsible for scheduling of events/space in the Courtyard.

Smoking on Campus

Smoking, use of tobacco, and vaping in all college buildings is prohibited by LBCC [Administrative Rule 5045-02](#) and the State of Oregon Indoor Clean Air Act. Outside smoking/tobacco/vaping areas have been established. Please encourage everyone to use them.

Telephone Service

[Information Services](#) provides telephones and access to the voice-mail system. Four-digit extensions are used for on-campus dialing. Dial 9 to access an outside line from campus phones. College-related long distance calls may be charged to the department by using the appropriate access code. Contact your division support staff for that information.

If you find it necessary to make a personal long distance phone call, use the appropriate departmental access code, keeping track of the date and phone number called. When the

phone bill is received by your department, reimburse the college for the amount of your personal long distance call plus a 13% surcharge (value of the discounted service that is applied to the college's toll service). Payments are made at the Business Office.

Travel Reimbursement

[Travel reimbursement forms](#) are available on the Business Office forms page, and from the Business Office in the Calapooia Center. Reimbursement requires your supervisor's approval signature. A [Driver Status Form](#) must be submitted and approved before travel takes place or mileage reimbursements will be made.

SECTION 5: PERSONNEL ISSUES / INFORMATION

Appraisals

Faculty appraisals occur every year for trial service faculty, and every three years for non-trial service faculty. During non-appraisal years, faculty members will meet with their supervisor to discuss goals, work plans and professional development. See the [Faculty Performance Appraisal Handbook and Forms](#).

Benefits

Direct Deposit

Electronic direct deposit is a required condition of employment for all employees at Linn-Benton Community College.

Liability Insurance

The college provides liability insurance that covers staff activities as related to college duties for its officers, employees, and agents, including volunteers, when acting within the scope of their department.

Public Employees Retirement System (PERS)

All public employees who work at least 600 hours in a 12-month period are required to participate in the Public Employees Retirement System program. Part-time employees become eligible for PERS due to hours worked at LBCC and/or hours worked with other PERS employers. For contracted faculty, six percent (6%) of your monthly gross salary is paid by the college and credited to your individual PERS or OPSRP (IAP) account. For part-time employees, the 6% contribution is withheld from the employee's paycheck and credited to their IAP account. If you have questions about retirement benefits, you may contact PERS at (888) 320-7377.

Tax Sheltered Annuities

All LBCC employees are eligible to contribute a percentage of their earnings in a TSA (403b) account and shelter it from federal and state income taxes. You may enroll for this benefit at any time. Please contact Human Resources for information.

Tuition Waiver

See Article 21 of the Faculty Contract.

Worker's Compensation

The college provides workers' compensation insurance for work-related injuries/accidents. If you are injured at work or while on college business, report the injury immediately to your supervisor or to campus Public Safety. Call the Nurse Plus 24/7 Call Center at 1-866-209-7711 and a nurse will discuss your injury and assist with appropriate medical care. If emergency treatment is required, 911 should be contacted. Even though an employee may feel he or she has suffered a minor injury, complete a General Accident Report form so there is a record of the injury/accident should you need to see a physician later, or miss time from work. If Nurse Plus schedules you to see a physician or miss more than three days from work as a result of

injury, an 801 Workers' Compensation Claim form must be completed in Human Resources Office.

Faculty Association

The Linn-Benton Community College [Faculty Association](#) (for *contracted faculty*) is organized to promote the professional growth of the faculty, represent the faculty in collective bargaining, and make recommendations for the development of college policy.

Association committees organize professional and social activities, negotiate the faculty contract, and support faculty, where appropriate, in contract grievances. Special task forces are created as faculty association needs arise. The association president participates in new faculty orientation.

Regular monthly meetings are designed to accomplish association business and to provide forums for discussing college issues. These meetings contribute to communication among faculty. Association officers meet regularly with the college president and represent faculty on the Academic Affairs Council, the College Council, and the Board of Education—serving as information links for all faculty. Members of the Faculty Association Executive Board are faculty advocates and can be called on by any faculty member for information or support.

Nurse Plus 24/7

All employees, work study student employees, cooperative work experience students, health care clinical practicum students (working at off site locations), covered apprenticeship students, and covered volunteers are required to call Nurse Plus 24/7 before seeking medical treatment for any work related injury or illness AND at any time you develop symptoms that MAY be related to a work activity.

The nurse will discuss the specifics of your injury or concerns and make recommendations for further treatment if necessary. If an evaluation with a physician is warranted, the nurse will contact an occupational medicine physician and arrange an appointment for you. Let the nurse know if you prefer to see your primary care physician. Note: Employees and students with occupational exposures will be scheduled to see an occupational medicine physician.

To report your injury and/or discuss the need for medical attention, call the Nurse Plus 24/7 On Call Center: 1-613-239-4630 or 1-866-209-7711 toll free.

- The On Call Center will ask your name and return telephone number.
- Wait for a return phone call from the nurse (this will happen within a short time).
- The nurse will discuss your injury and assist with appropriate medical care.
- If emergency treatment is required, Nurse Plus must be notified after the employee has been transported.
 - If you are treated for a work related injury/illness; you must contact Human Resources (CC108) by the next business day to complete the workers' compensation claim form and LBCC incident form.

NOTE: In case of an emergency follow LBCC emergency protocol:

- Take charge if needed. Get consent to help.

- Get help on the way – call 911 and Campus Security.
- Once employee has been transported, contact Nurse Plus 24/7

Payroll Information

Deductions

Arrangements can be made through Human Resources for certain voluntary deductions by written authorization. These might include LBCC Foundation, United Way, credit union deposits, and Tax Sheltered Annuity.

Paystubs

Pay information is available on payday by accessing employee self-service (ESS) on WebRunner on the college's website.

Payroll Schedule

The payroll schedule shows a cutoff date for paperwork due to Human Resources; it also shows pay dates.

Salary Schedule

The contracted faculty salary schedule may vary from one collective bargaining contract to the next. (See the Faculty Contract for current schedule.)

Time Sheets

Contracted faculty are expected to work on campus on the days specified in the faculty contract and need to submit time sheets when there are exceptions to their normal schedule (sick leave, bereavement, etc.). Arrangements to work off campus must be made in advance with your division dean/center director. Time sheets are due in your division/department office on or before the payroll cutoff date. Your support staff will process all department time sheets and submit them to Human Resources as a group. Time sheets turned in after the cutoff will be processed for the following scheduled payroll.

SECTION 6: COLLEGE POLICIES / PRACTICES

Administrative Rules and Board Policies

[Administrative Rules and Board Policies](#) are pertinent to faculty, and it is expected you take time to become familiar with them. A few other policies are described below.

Child Abuse Reporting

If you have reasonable cause to believe any unmarried child (less than 18 years of age) has been abused, you must report it. This may arise in an unexpected manner such as a student's written assignment. See [Board Policy 1040](#) and [Administrative Rule 1040-01](#). Annual training on child abuse reporting is required and available on Moodle.

Computer Use Policy

Everyone within the LBCC community who uses a computer has the responsibility to use these resources in an ethical and legal manner. The use of computers should reflect principles of academic honesty, respecting ownership of data, the need for secure system mechanisms, and the need to protect individual rights to privacy and freedom from intimidation, harassment, and unwanted annoyance.

College policies prohibit account theft, file theft, violations of informational privacy, and/or harm to operating systems. If abuse of computer systems occurs, or computer resources are used for purposes that violate U.S. or state laws, those responsible for such abuse may be held legally accountable. Computer Use Guidelines ([Administrative Rule 5075-01](#)) are available under the [Computer Resources](#) page.

Driver Pre-Approval and Insurance Requirements

The college's Auto Liability and Auto Physical Damage coverage is in place for use with department vehicles and vehicles rented from Enterprise or OSU. To secure such coverage, drivers must complete a [Driver Status Report form](#) and submit it to the Public Safety Office in Red Cedar Hall. The driver must meet the screening guidelines and the college's requirements for driving as an agent of LBCC.

Students or staff driving *personal* vehicles for authorized college-related business must also complete a Driver Status Report form to certify current personal auto insurance in compliance with Oregon Law. This completed form must be on file in your division office before you can be approved for travel or reimbursed for expenses related to automobile travel.

Open Door Policy

LBCC welcomes anyone who wants to attend college. LBCC will admit high school graduates and non-high school graduates who can profit from the instruction offered. Persons less than 18 years of age will follow special admissions procedures to enroll.

Purchasing

See [Administrative Rule 5035-04](#). Contact your division/department support staff for purchasing assistance. ***Failure to comply with established procedures may result in a request for reimbursement of the cost to be denied.***

Student Records Disclosure

The Family Educational Rights and Privacy Act (FERPA) restrict the manner in which confidential records are handled. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using information only when necessary to instruct, advise, or otherwise assist the student with educational needs.

LBCC normally considers the following information to be directory information: student's name, address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, school enrollment, and degrees and awards received. If a student has not requested confidentiality, the above listed information could be released to a third party. **If a student *has* requested confidentiality, none of this information can be released.**

Underage Students

Students 16 or 17 years of age who have not earned a diploma or GED are required to submit an Underage Enrollment form prior to registering for credit classes. Students are also required to take all three placement tests (math reading, and writing).

Students under age 16 must submit the Underage Enrollment form, a copy of their high school or home school transcript, and two letters of recommendation, take all placement tests, and meet with the Underage Enrollment Coordinator. If LBCC is deemed an appropriate placement for the underage student, then the student will be allowed to register.

Prior to registering for a noncredit class, underage students are asked to obtain instructor permission. They do not need to submit an Underage Enrollment form or take placement tests.

SECTION 7: EMERGENCIES

If the situation . . .	Then . . .
is life threatening or a serious crime is in progress,	call 911* FIRST , then contact campus Public Safety at 411 or 541-926-6855 so an officer can provide first aid/CPR and/or meet the ambulance or police and direct them to the site.
will not require urgent response from outside emergency responders,	call campus Public Safety. (Report non-emergency matters needing immediate attention to your dean/director or appropriate administrator.)

Ambulance, Fire, Police Emergency	911*
Albany Fire Department (non-emergency).....	541-917-7700
Albany General Hospital	541-812-4000
Campus Public Safety	541-917-4440 or 4440
After hours	541-926-6855 or ext. 411
<i>Public Safety phones that ring directly to campus Public Safety without dialing are located: outside the Activity Center (and one inside near the Weight Room); outside the Family Resource Center; outside Red Cedar Hall; outside White Oak Hall; and inside McKenzie Hall, Calapooia Center, South Santiam Hall, Industrial Arts, and Madrone Hall.</i>	
Northwest Natural Gas	1-877-548-3768
Poison Control Center	1-800-222-1222
Police (non-emergency)	
Albany Police.....	541-917-7680
Benton County Sheriff	541-766-6858
Linn County Sheriff	541-967-3950
Oregon State Police	503-378-3070

**When calling 911 or 9-911 from a campus telephone, LBCC's phone system is programmed to also call the Public Safety officer's phone so that they are immediately aware of the emergency. This can temporarily sound like you have reached 911 and then been cut off. Please be patient - the line will clear and you will then be speaking to both the 911 operator and our Public Safety officer. If you use a cell phone to call 911, please also call our Public Safety office at 541-917-4441 or 541-926-6855*

Emergency Procedures

It is expected faculty complete the required trainings each year and know the current [Event Specific Plans](#) for campus. The Albany campus has an audible alarm system which can be used to address the entire campus, or individual buildings, if an emergency occurs. Designated managers have mobile radios to allow them to receive information and provide appropriate leadership.

At the beginning of each term:

- Instruct the class on safe evacuation procedures and the location of the evacuation assembly site. Note: The south portion of 2nd floor, North Santiam Hall should use the skywalk to exit the building. The north portion of 2nd floor, North Santiam Hall should use the back stairs.
- If there are students with mobility impairment, privately ask them if they need assistance during an emergency. Encourage them to create a personal emergency plan with the Center for Accessibility Resources. Explain where the evacutrac are located (near the fountain staircase and at the top of the stairs between Red Cedar Hall and Madrone buildings). Plan how you will provide assistance to them during an emergency.

ZERO TOLERANCE: The College has a Zero Tolerance policy for weapons and any form of workplace violence. If you have reason to believe someone has a weapon, or violence is occurring or may be about to occur, quietly withdraw from the area, go to a safe area, and contact the police at 911 and campus Public Safety, ext. 411 (from a campus phone) or 541-926-6855. Do **not** attempt to intervene. Try to clear the area of bystanders if it is safe to do so.

LBCC Campus Threat Assessment Team

Most incidents of violence on campus are not sudden events or outbursts. Our Threat Assessment Team wants you to be the eyes and ears regarding any behavior you have observed that could be a threat to the individual or others on campus. See the [Threat Assessment Team](#) information on the Public Safety web site that outlines objectives, how to report concerns and who to get information to.

SECTION 8: APPENDIX

Teaching a Family Member Form:

Agreement between Instructional Dean, Faculty and Family Member for Teaching a Family Member

Instructor's Name/Signature: _____

Family Member's

Name/Signature: Academic _____

Dean's Name/Signature: Class

or Program Name: Relationship _____

Disclosed:

1. Are there other instructors from whom this course could be taken?
 No. Only one person teaches this course or program at LBCC.
 Yes – Is there a reason alternatives cannot meet student's need, creating a necessity?
 - o Time of Year, Day, or Term Creates a Unresolvable Problem. Please explain:
 - o Other:
 Dean Determination:
 - o Necessary & Authorized, subject to agreements set out here.
 - o Not authorized. Alternatively, student should:
2. We understand the sensitive balance in taking a course from a family member. The personal relationship often brings discomfort to the learning environment. We commit to making our best efforts to ensure a healthy teaching and learning environment in which grading, feedback, and course participation have no correlation to our family relationship and appear to be and are fair and without bias or prejudice. We will remain alert to keep the personal relationship out of the classroom.
3. Should we disclose our relationship to the class? If yes, discuss how to disclose. Yes. No. Other:
4. We agree that it is our responsibility to bring any conflicts, disputes, or concerns, whether ours or classmates', to the academic dean for review and determination. Per grading policies, the academic dean shall have final authority to determine whether a grade is fair or requires adjustment. The academic dean may direct that a neutral non-related faculty member shall review grading to ensure standards were equally and fairly applied. The academic dean has authority to give to the faculty and the student other directions designed to ensure preservation of learning excellence, fairness, and integrity.

We have discussed my needs & goals. My signature indicates agreement to follow this plan:

Student

Instructor

Academic Dean

Recommended Syllabus Content

2. General Course Information

Recommended: Course name
Section number
CRN
Scheduled time/days
Number of credits (and variable credit, if applicable)
Instructor name
Classroom number

3. Instructor Contact Information

Recommended: Phone number
E-mail address
Office hours (note if also available by appointment)
Office number
Optional: Message phone number
Preferred name
Mailbox location/drop-off site for assignments/messages
Personal statement (biography, philosophy)

4. Course Description

This information needs to be consistent with what is printed in the catalog and the course outline.

5. Course Materials

Recommended: Required list (textbook(s), notebooks, lab materials, calculator type, etc.)
Fees for in-class materials or required testing, if applicable
Optional: Recommended materials
How acquired
Where acquired
When used (bring to class?)

6. Relevant Campus Resources

Recommended: Center for Accessibility Resources (see Disability Resources on the [CFAR webpage](#))
Optional: Special labs, supplemental instruction or recitation sections
Learning Center services: tutoring, math assistance, Writing Center, etc.
Library
Forum, Learning Center, or Center Computer Lab
Career Center/counseling
Diversity Achievement Center
Other course-specific resources and locations
Public Safety Office (24 hours a day) call (541) 926-6855

7. Class Calendar/Schedule

This can appear in various formats (matrix, calendar, chart, and listing).
Recommended: Date/week with associated topic, assignment, chapter, class activity, etc.
Due dates for major assignments/projects
Testing schedule
Statement that plan is tentative, dependent upon needs of class, or equivalent
Optional: Administrative dates: last day for DR, W, P/NP

8. Testing Procedures

Recommended: Procedure: take home, in class, group, in Learning Center (for Developmental Courses Only)

Aids allowed/materials required

If in Learning Center, list

procedures Make-up procedure for missed tests

Optional: Timed or open-ended

Type of test: objective, essay, practicum/performance

9. Grading

Recommended: Point/percent equivalents matched with grades earned

Grading method: curve, straight percent, or contract

Elements contributing to grade and associated weight in final grade

Definitions of “other” grades and whether used: INC, P/NP. Note special circumstances if relevant.

Grade adjustment options, if used (i.e., extra credit, dropped scores)

Effect of late work/absences on grades

Relationship between individual and group grades, if used (relative percent of final grade)

Optional: Statement of academic integrity; identify consequences for violators

10. Behavior and Expectations

This section needs to include both faculty and student expectations. Whenever possible, phrase expectations as a “do” rather than a “don’t.” Issues to consider addressing include:

Guidelines for communication

Use of cell phones

Attendance/tardiness policy

Late assignment policy

Link to [Students’ Rights Responsibilities](#) and Conduct Code

[Disclosure for students with disabilities](#) statement (from ODS)

11. Tips for Success in This Class (optional)

12. [Evacuation and Safety instructions](#) can be found on the LBCC Public Safety Webpage

Statement of Inclusion:

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

New Employee Checklist

Employee has:

- < Completed I-9, W-4, and Direct Deposit forms and submitted them to Human Resources*
- < Been given a copy of his/her payroll authorization, and the original has been submitted to Human Resources
- < Completed e-mail ID and Banner/internet access requests and submitted them to Information Services
- < Obtained a photo ID* from Public Safety
- < Attended New Employee Orientation
- < Completed a calendar establishing contracted days vs. non-contracted days (if appropriate)
- < Reviewed job description

Employee has been provided with:

- < Keys (as appropriate) and entry information
- < Name and location of division/department office
- < Location of office space
- < Course and class information (Title and course number, room, time, dates)
- < Textbook and support materials, and program equipment
- < Course outline and sample syllabi
- < Important dates/term calendar, including department meeting information/schedule
- < Instructions on telephone and voice mail
- < E-mail account information

Employee supervisor has explained:

- < E-mail, Banner, computer, and internet use and policies
- < Work hours and expectations
- < Performance appraisal process
- < Appropriate dress for my position
- < Salary and payday information
- < Employee self-service (WebRunner) to access pay stub, leave accruals, etc.
- < How to order supplies for work assignment
- < Student support services, including tutoring, counseling, and accessibility resources

Employee has been introduced to:

- < Individuals around campus with whom they will work closely
- < The person who will train him/her
- < Clerical support

Employee has had a campus tour and knows where to find needs, including (but not limited to):

- < Break room / kitchen facility
- < Copy machine
- < Office supplies
- < Mailbox (incoming and outgoing)