

# **MORTON COLLEGE ADJUNCT HANDBOOK**

**2017-2018**



## INDEX

	PAGE
Pages.....	2 - 4
Welcome Letter from Provost .....	6
Morton College Overview .....	7-13
ADJUNCT FACULTY POLICIES, PROCEDURES & GUIDES	
Absences .....	13
Call-in Procedures .....	13
Class Posting Procedures .....	13
Substitute Teaching.....	14
Course Audit, Add/Drop and Withdrawal Procedures .....	11
Add/Drop .....	11
Withdrawal.....	14
Refund Period.....	15
Drop Deadline .....	15
Drop Appeals .....	15
Blackboard Guide.....	15-16
Campus ID Badge and Classroom Access.....	16
Course Revisions & Syllabus Format .....	13
Course Audit.....	17
Drug-Free Workplace .....	18
Duplication of Printed Materials and Secretarial Service.....	18
Evaluations.....	18-19
FERPA.....	19-20
Filed Trips.....	20
Final Examinations .....	20
Individual Learning Center (ILC) .....	21
Information Technology .....	21-22

Library.....	18
Lost and Found .....	22
Mail .....	22
Make-up Exams.....	22
Multimedia Services.....	22-23
Office Hours .....	23
Parking Decal .....	23
Paychecks .....	23
Problems with Heating, Cooling, Electricity.....	24
Refunds .....	24
Supplies and Equipment .....	25
Textbooks .....	25
Tuition Waiver for Faculty .....	25

## **STUDENT SERVICES POLICIES AND PROCEDURES**

Academic Advising .....	25
Academic Honesty Policy and Reporting.....	25-26
Plagiarism.....	26
Procedures for Handling Acts of Academic Dishonesty .....	26-27
Student Code of Conduct .....	27-28
Student Complaint and Grievance Procedures.....	28-30
Student Grade Appeal Procedure .....	30-31
Students with Disabilities .....	31

## **EMERGENCY AND SAFETY PROCEDURES**

Campus Police.....	32
Emergencies .....	32
Fire Alarm .....	32
Gas Leaks-Fumes- Vapors .....	32-33
Personal Safety Tips- Active Shooter .....	33

Power Outage .....	33-34
Weather Emergencies .....	34
Use of Campus Facilities by Outside Groups (please contact the Facilities & Operations Office at ext. 2220-2221)	

## Appendices

Appendix A- Academic Calendar .....	35
Appendix B- Access Control Card Request Form .....	37
Appendix C – Administrative Evaluation Form .....	38-39
Appendix D – College Campus Map .....	40-41
Appendix E- College District Map .....	42
Appendix F – Chicago Metro Map showing location of Morton College .....	43
Appendix G – College Room Location Map .....	44-54
Appendix H – Organizational Chart .....	55
Appendix I – Class Climate Student Survey .....	56
Appendix J – Adjunct Classroom Observations .....	58
Appendix K – Duplication Accounts .....	62
Appendix L – Typing/ Duplication Request .....	63
Appendix M – Duplications Timetable .....	64
Appendix N – Sample Final Exam Schedule .....	65
Appendix O – Morton College Library Services .....	66
Appendix P – Phone List .....	71



3801 South Central Avenue ~ Cicero, Illinois 60804-4398

Dear Colleagues:

Welcome to Morton College! We are pleased that you will be joining our learning community. At Morton College, we firmly believe the transformative power of education should be available to all who seek it, from first-generation students to lifelong learners. We are committed to preparing today's students for success.

Adjunct faculty members are an essential part of our commitment to offering high-quality, relevant courses and programs at convenient times and locations that our students need and deserve. Your expertise and experience contribute significantly to a dynamic learning environment. We are here to support you and to provide you with the resources needed in the vital role you have in helping our students succeed.

This handbook is meant to provide you with concise information on Morton College policies, practices, resources, and services. It should answer many of your questions about the College. Other resources or information that may be useful to you can be found at the Morton College website – Morton.edu.

The students you have in class will come from many backgrounds, ethnic groups, nationalities, ages, and walks of life. They will have a multiplicity of reasons for choosing to further their education - from wanting to earn a degree to personal interest in a subject area, or just for the joy of learning. Their own life experiences can enliven and enrich the learning environment for all—including for you!

Again, welcome to Morton College.

Keith D. McLaughlin, Ph.D.  
Provost

# Getting Started

## Hiring Paperwork:

*An adjunct is officially hired only once the background check is completed.*

Upon being offered a conditional position, you will be given a packet with forms to fill out. You will receive this packet either from your department chair or from Carolina Castillo (Rm 305B ext. 2337, [carolina.castillo@morton.edu](mailto:carolina.castillo@morton.edu)). Either way, you must fill out the forms and return them, again either to your department chair or Carolina Castillo. If Carolina Castillo is not in her office when you attempt to submit the forms, please give them to Liliana Raygoza (Rm 305C, ext. 2330, [Liliana.raygoza@morton.edu](mailto:Liliana.raygoza@morton.edu)). The background check release form is in this packet, and it is crucial that you fill this out and return it in order to be officially hired. After being officially hired, you will receive an Adjunct Faculty handbook.

## Once you are officially hired:

- ✓ **Email:** All adjunct faculty members are assigned a Morton College email in the following format: first name. last name@morton.edu. For example: John Smith would be [john.smith@morton.edu](mailto:john.smith@morton.edu). Morton's IT Department will email you at your personal email address with your log in and initial password. Look for an email from [linda.koutny@morton.edu](mailto:linda.koutny@morton.edu).
- ✓ **Panther portal:** As with your Morton email, Morton's IT Department will email your personal email address with your log in and initial password for the Portal. If you have questions about the Portal either visit MIS in Rm 232B (ring the buzzer to be let in), call ext. 2444 or email [help.desk@morton.edu](mailto:help.desk@morton.edu).
- ✓ **Blackboard:** The new hire packet you are given by Carolina Castillo or your department chair includes a Blackboard request form. If you'd like to use Blackboard in your classroom, please fill out this form and return it with the packet. If you decide later that you'd like a blackboard shell for your class and did not fill out this form, contact Xiaoling Gan (Rm 243B, ext. 2463, [xiaoling.gan@morton.edu](mailto:xiaoling.gan@morton.edu)).
- ✓ **Campus ID:** You will be given an Access Request Form from your Dean's office. They should fill this out and sign it. Once it is signed, you take it to Campus Safety (Rm 119C, ext. 2200). They will take your picture and create your ID. Your ID will grant you access to the classrooms in which you teach, the Staff bathroom on the first floor of Building C, and the Adjunct Faculty Resource Room 216C (formally 201B). \*Note:\* Campus IDs are only made between 6:30 am and 2:00 pm Monday through Friday.
- ✓ **Parking-** Faculty and Staff who properly display permit window decals may park in E and D lots. The decal is to be placed on the driver's side rear door window if a sedan or ¼ window or driver's window if a coupe. Permits are free and are acquired from the Department of Campus Safety (Rm 119C). To obtain a permit, you will need the Make/Model/Year/Color of your vehicle

and license plate number. Once you have supplied this information, Campus Safety will give you your decal.

- ✓ **Adjunct Faculty Resource Room-** Room 216C(formally 201B). In this room you have access to a campus phone, computers, a shared desk, and a printer for small jobs. In order to enter the room, you must have an activated Campus ID badge.
- ✓ **Duplication Account # for your Academic Area-** To find yours, see page\_\_ of the Adjunct Faculty Handbook, ask your department chair, or check the chart in Duplications. Once you have this #, you can fill out a Duplication Request Form in 239B to have exams, handouts, and other materials for your classes copied, bound, etc. (See a sample of the form on page \_\_\_\_ of the Adjunct Faculty Handbook).
- ✓ **Copier access code-** You can use the copy machine in the lobby of 239B as long as you have an access code and are making LESS THAN 40 copies. Larger jobs require a Duplication Request Form filled out and emailed to [duplications@morton.edu](mailto:duplications@morton.edu) or in person in Rm 239B. You must follow the Timetable for Duplication and Typing (see page \_\_\_\_ of Adjunct Faculty Handbook). You will get your copier access code from \_\_\_\_\_.

#### **Before your first day**

- Prepare a syllabus and course outline and email it to your dean's office administrative assistant
- Verify your mailbox location
- If using Blackboard, get your course shells from Xiaoling Gan (see above for contact info), and set up your course shells. For guidance see: <http://www.morton.edu/Blackboard/Teaching-with-Blackboard/>. This site will help you with setting up your course, FAQs, copying course material, tutorials and more.

#### **What you'll need for your first day**

- Textbook: The Dean's office can give you paperwork to bring to the bookstore if the desk copy is not yet ready. The bookstore will loan you a student copy in the meantime.
- Gradebook: These are given at Adjunct Orientation. They can also be purchased from the bookstore.
- Dry erase markers / Chalk: Classrooms should be stocked with these items but if they are not – please contact Liliana Raygoza in the Dean's Office Room 305C.
- Parking Lot Sticker – Room 119 C
- I.D. Photo Access Card – Room 119 C



### Adjunct Fast Facts

Your department chair: \_\_\_\_\_

\_\_\_\_\_  
Office #                      Ext #                      Email address

Your Dean:	Office #	Ext #	Email address
Derek Shouba Dean of Arts and Sciences, Interim Dean of Career and Technical Education	305B	2331	<a href="mailto:Derek.Shouba@morton.edu">Derek.Shouba@morton.edu</a>
Hector Munoz Associate Dean of Instruction	308B	2332	<a href="mailto:Hector.Munoz@morton.edu">Hector.Munoz@morton.edu</a>
Laurie Cashman Associate Dean of Arts and Sciences	304 B	2334	<a href="mailto:Laurie.Cashman@morton.edu">Laurie.Cashman@morton.edu</a>
Lydia Falbo DNP, RN Director of Nursing Works with Nursing Adjunct Faculty Members	331B	2264	<a href="mailto:Lydia.Falbo@morton.edu">Lydia.Falbo@morton.edu</a>

Administrative assistant to the deans: Liliana Raygoza

305B                      2330                      Liliana.Raygoza@morton.edu  
Office #                      Ext #                      Email address

Academic Area Duplication Account #: \_\_\_\_\_

239B Copier Access Code: \_\_\_\_\_

## COLLEGE INFORMATION

### Mission & Goals

As a comprehensive community college recognized by the Illinois Community College Board, Morton College's mission is:

*To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.*

### GOALS, ACTION STRATEGIES AND SUCCESS FACTORS

**Goal 1:** Make student success the core work of Morton College

**Goal 2:** Develop new programs, strengthen existing programs, and recruit students to respond directly to the current and projected demographic and economic trends in District 527 and surrounding communities, the State of Illinois, the nation, and the World.

**Goal 3:** Promote the health and economic vitality of the community through dynamic partnerships, coalitions, and collaborations.

**Goal 4:** Build on relationships with school districts to create a seamless education experience in Morton College's service area.

**Goal 5:** Expand program delivery options, including the use of instructional technology in student learning.

**Goal 6:** Increase entrepreneurial actions across the College to provide new revenue sources and by encouraging efficient operations.

**Goal 7:** Make better use of existing data and information; create new actionable information and customers for this information to support the College's operational and strategic planning efforts.

**Goal 8:** Provide new and expanded opportunities for faculty and staff development that supports an atmosphere of excellence in academics, student support services, and overall continuous quality improvement.

### History

Morton College, the second oldest community college in Illinois, was founded in 1924 to meet the educational demands in the growing communities of Berwyn, Cicero, Forest View, Lyons, McCook, and Stickney. As a comprehensive community college, Morton College fully supports lifelong learning and offers a wide range of educational opportunities through Career, Transfer, Developmental Education, Adult Education, and Community Outreach programs. Morton also participates in the Compact Agreement Program, the Illinois Articulation Initiative, and has developed course transfer agreements with other local colleges and universities.

Just as the College started in 1924 with 11 teachers and 76 students dedicated to a future-oriented philosophy, the College renews that commitment at the beginning of the 21<sup>st</sup> century with a series of renovations and upgrades to ensure that it continues to be the pride of the community for future generations. Support of student learning is the key to Morton College's identity. Our Writing/Math Tutoring Lab, newly remodeled library with triple the number of computers, wireless access, group study rooms, science and computer laboratories were upgraded to state-of-the-art facilities that rival any in the country.

A new Student Success Center, which houses a number of important student services such as tutoring, placement testing, career assistance, and various systems of early intervention for at-risk students all contribute to a learner-oriented environment. Assessment of academic outcomes is an ongoing institution-wide commitment. Students also are able to relax between classes in the Center, which is equipped with contemporary technology. The greatest asset, though, is the individual attention provided by our professional and highly motivated faculty.

And finally, to tie it all back to the College's start in 1924, the College honors the rich industrial past of the community through the 2007 opening of the Hawthorne Works Museum and Heritage Hall which pays homage to the thousands of individuals who lived and worked in the community.

Morton College continues to move forward in welcoming new and future students wanting to find meaning in their lives and prosper through higher education. We are excited about the opening of the new addition to Building C in the fall semester of 2016 featuring a Teaching and Learning Center, 10 high tech classrooms, a student lounge, and more.

### Constituents

The district has undergone drastic changes in its demographic profile over the last decade. Cicero and Berwyn, the largest communities of the district, have witnessed the greatest demographic shift. In 1994, the student body of Morton College was 41 % Latino; it is now 78%. Morton College has been designated as a Hispanic-Serving Institution (HIS) by the United States Department of Education.

Notre Dame University conducted an environmental scan of District 527 and it concluded that Latino residents hold the following priorities with regard to needs and public policies:

- Political Representation and Participation
- Children and Youth
- Employment/Occupation
- Local Business Opportunities

### Accreditation

Morton College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (HLC/NCA), [www.ncahlc.org](http://www.ncahlc.org)  
See the inside cover of the catalog for specialized accreditations.

### Programs and Support Services

**Adult Education Program.** Curricula and courses in the adult education program focus on assisting adults in becoming literate in English and obtaining the necessary knowledge and skills for employment and self-sufficiency as the foundation of a career pathways system.

**University Transfer Program.** Courses in these curricula parallel in content, credit and quality with degree-granting institutions.

**Career & Technical Program.** Career curricula prepare students for workplace, technical and semi-technical positions and lead to an associate in applied science degree or certificate. Students in these curricula receive initial job training, upgrade workplace and technical skills and become qualified for career opportunities.

**Liberal Studies Program.** The liberal studies program is designed for students desiring maximum flexibility in preparing to transfer to a baccalaureate degree granting university. Transfer, career and continuing education courses may be used to meet a student's specific educational goals. Students completing this program earn an associate in liberal studies degree.

**General Education Program.** General education courses are required in all curricula leading to an associate degree. They provide students with basic knowledge in communications, mathematics, physical science, social and behavioral science, humanities and health and physical fitness.

**Continuing Education Program.** Courses and short seminars in the continuing education program assist participants in meeting their professional and career goals. They focus on developing skills valuable to the workplace and are designed to reflect the vocational needs of the community.

**Community Service Program.** Courses in the community service program focus on developing skills that assist participants in enriching the use of their leisure time and reflect the educational, civic, recreational and cultural interests of the community.

**Student Services Program.** The Student Development Program helps students develop as they work to achieve their educational goals. Academic advising, career and personal counseling, financial aid assistance and job placement represent some of its functions.

**Academic Support Services Program.** The academic support services augment classroom instruction. The Learning Resources Center, Academic Skills Center, Writing and Math Center, and Peer Tutoring Program are components of the program.

### Deans of Instructional Divisions

Contact the Associate Dean of Instruction for any general problems, questions, or requests which you may have. The Deans of the Instructional Divisions can provide additional support materials which may be of help as you prepare for your class.

	Ext #	Room #
Dean of Arts and Sciences	2331	305B
Associate Dean of Arts and Sciences	2334	305B
Associate Dean of Instruction	2332	308B
Dean of Adult and Community Education	2367	222C
Instructional Program Associate – AECPO	2406	219C

## ADJUNCT FACULTY POLICIES, PROCEDURES & GUIDES

### Absence

In order to allow enough time to notify students when faculty cancel classes due to illness or an emergency, please follow the procedure listed below. **Note:** phone calls should be made as soon as you know that you will not be able to attend class. *Absences will be deducted from the instructor's salary at their hourly pay rate if they fail to turn in a leave of absence (LOA) form\*\* See below.*

- If you have an emergency, after-hours situation (Monday through Friday before 7:45 a.m. or after 4:30 p.m., and weekends), call the **Campus Police Office** (Ext. 2200-2201) and let the Officer on duty know so that appropriate information is received to notify students. Then fill out a leave of absence form on the portal
- If you know the day before you teach a class, call the **Faculty Hotline** ("OFF" at Ext. 2633) and leave a voicemail with your name, the date, and the class(es) that will be cancelled due to your absence. (This does not apply to Adult Ed. Adjuncts.) Then fill out a leave of absence form on the portal.
- Adult Education Adjuncts must contact the Program Support Specialist II – AECPO to report absences and follow substitute procedures. (See Adult Ed. Addendum.)
- If your course uses Blackboard, it is a good idea to send out an announcement through blackboard and check the option to send an email to all students immediately.
- If you would like to arrange for a substitute, you are responsible for finding the substitute but can discuss with your department chair because they will know who is qualified and willing to help.

### **For your Students:**

Please notify students that they may call (Ext. 2688) for a voice recording that lets them know of faculty class cancellations. The recording is done daily, and to keep it current you will need to call in with your absence by 8:15 a.m. (Not applicable to Adult Education.)

### **\*\*Leave of Absence (LOA) Form:**

On the Portal go to Home, then Staff & Faculty, then HR. From HR, select HR Forms and from there select "College Leave of Absence." Fill out this form. Where it asks for "Supervisor's email" at the end, put [Laurie.Cashman@morton.edu](mailto:Laurie.Cashman@morton.edu) for Arts & Sciences, [Hector.Munoz@morton.edu](mailto:Hector.Munoz@morton.edu) Career & Technical (Business, Health, Law Enforcement, Childhood Education, etc.) instructors, and [Evelyn.Jaquez@morton.edu](mailto:Evelyn.Jaquez@morton.edu) for Adult Education instructors. By filling out this form, you are able to use any sick days you have accumulated. If you do not fill out this form, even if you have available sick days, you will lose pay.

### Additional Assistance after hours

If you need the services of an Evening Administrator, you can call the Campus Police (ext. 2200) Monday through Friday until 8:00 p.m. and they will contact the evening administrator on duty.

### Adjunct Faculty Resource Room

Office space is available to adjunct faculty in room 216C (formerly 201B). Work space, computers, a printer and a phone are available. You can access this room with your Campus Photo I.D. Badge. Please note that this space is not appropriate for meeting with students.

### Attendance, Add/Drop, & Withdrawal

#### Attendance and Withdrawing Students

*All instructors must keep daily attendance records.*

The attendance policy for each course should be clearly outlined in the course syllabus distributed by the instructor on the first day of class. It is recommended that you discuss your policy on the first day of class. Instructors may consider tardiness and absences as factors when determining student achievement. Absences caused by approved College activities are not counted in this determination. Students are responsible for making arrangements with their instructors to complete coursework missed due to an excused absence.

All instructors submit a 10<sup>th</sup> day roster on the portal. Students that have *never* attended class should be administratively dropped by their instructor at that point.

All instructors submit a midterm roster on the portal as well. Instructors can administratively withdraw students at that point.

If at another point in the semester, a student is struggling, instructors should fill out a Retention Alert Form on the Portal. Student development will be in touch with the student regarding their options, which may include withdrawing from the course.

All of the above can be found on the Portal under Faculty Information.

#### Adding a Class

Students are discouraged from registering for any class after that class has already met. However, with the written approval of the instructor on a Registration/Add-Drop Form, a student may register for a course up to seven calendar days after a class has met. Registration for a course after these seven calendar days is prohibited.

#### Dropping a Class

Students can withdraw themselves from a course up until two (2) weeks prior to the end of the course in the fall and spring semesters, and up until one (1) week before the end of the course in the summer. Courses shorter than one semester may have different drop dates.

Students can drop a class on the Portal or by filling out a form in the Office of Admissions and Records (1<sup>st</sup> Floor B).

#### Drop Appeals

A student who is requesting a refund after the refund period or who wants to drop a course after the drop deadline must submit in writing a request to Marisol Velazquez (Ombuds). The student should attach any backup documentation with the appeal. If approved, the Drop Form approving a refund or withdrawal will be forwarded to OAR to be processed. The student will be notified in writing by the office of Ombuds Services.

## Blackboard Guide

I. Follow Morton procedures to have your Morton College email and network account (Panther Portal) set up as laid out in the “Getting Started” page.

II. Your Blackboard account can be created only after your portal account is established. This usually takes 24 hours to process. If it is more than 24 hours after you received your panther portal login and you still cannot access Morton Blackboard, contact Xiaoling Gan at [xiaoling.gan@morton.edu](mailto:xiaoling.gan@morton.edu) or submit a helpdesk ticket by sending an email to [helpdesk@morton.edu](mailto:helpdesk@morton.edu).

III. How to access blackboard: There are several ways to access blackboard but three (3) of the easiest ways are:

- 1) <https://blackboard.morton.edu/webapps/login> - go to this website once and save it in your favorites
- 2) [www.morton.edu](http://www.morton.edu) -> Quicklinks -> Blackboard Login
- 3) Through the panther portal

IV. How to Login:

*\*Your Blackboard account is the same as your Panther Portal login username and password.*

**Username:** The portal username schema is: [entire first name].[entire last name]

For example, for someone named James Smith, the **username** would be: james.smith

If you have a common name then a number or a letter may be added to the username to make your username2 unique. Your password will be included in the welcome letter. Your password is set initially to **Morton2016!** You should change the password immediately after you received your account information.

## V. Blackboard Course Shells

1. Course shells are automatically created by our blackboard administrator several weeks before the semester begins. You do not need to request a shell.

2. Course shells are updated frequently during the period when courses are added, cancelled, or changed. Usually, the courses are updated twice a week after initial creation until the first two weeks of a semester.

3. You may contact Blackboard LMS Administrator, Xiaoling Gan at [xiaoling.gan@morton.edu](mailto:xiaoling.gan@morton.edu) with any questions.

## Campus ID Badge and Classroom Access



You will be given an Access Request Form from your Dean's office. The Dean's Office should fill this out and sign it. Once it is signed, you take it to Campus Safety (Rm 119C ext. 2200). Campus Police will take your picture and create your ID. Your ID will grant you access to the classrooms in which you teach, the Staff bathroom on the first floor of Building C, and the Adjunct Faculty Resource Room 216C (formally 201B). \*Note:\* Campus IDs are only made between 6:30 am and 2:00 pm Monday through Friday.

Your ID badge will be set up to give you access to your classrooms. If for some reason you are locked out of your classroom, notify Campus Police at ext. 2200-2201 and they will open it. At the conclusion of your class meeting, please turn off the lights, close and lock the door.

#### Cards for the Apperson and Scantron Scanners

The Duplication Services Department has the forms. The forms can be picked up in Room 239B or you can call at 708-656-8000, extension 2257.

#### Changing Class Locations

Changes should not be made in your class location without the consent of your dean or supervisor. If there is a room conflict or the classroom facilities are inadequate, contact your Dean's Office.

#### Class Meeting and Breaks

Class meeting times have been scheduled to conform to State policies governing the awarding of semester hour credit for academic instruction. Rearrangement of a course meeting time and/or day is only permissible with the approval of your academic dean. Class break is fifteen minutes for all classes exceeding 100 minutes. You are free to implement this break in any manner you and your class decide provided you adhere to the beginning and ending time scheduled for your class. (Adult Education off campus adjuncts must check with their Site Supervisors).

#### Class Rosters

Class rosters are available on the portal under Faculty Information. You can track your updated roster as the beginning of the semester approaches on the portal as well.

#### Compensation

See the adjunct faculty contract for the pay schedule. It is available on the Portal under the "Home" tab. Select "Staff & Faculty" and then "HR." You will see "Collective Bargaining Agreements" in HR's documents window. Click this and select the Adjunct agreement for the appropriate year.

#### Course Audit

Students who wish to audit a course must meet all admissions and registration regulations and pay required tuition and fees. Students may register to audit a course only during the first week of the desired course. However, a student may change from credit to audit or audit to credit by completing an Add/Drop Form and obtaining the instructor's written approval. Requests for change of audit status must be submitted to the Office of Admissions and Records before the course's midterm week or no later than the seventh week of a 16-week course, or the third week of an 8-week course. Courses shorter than eight weeks will have different deadlines. For further information, contact the Office of Admissions and Records. A student auditing a course may participate fully in class activities, subject to the instructor's approval, but will not be required to take tests or examinations. No credit is awarded for courses audited and a grade of "V" (visitor) will be recorded.

### Course Outline and Syllabus

All Morton College courses which are taught for credit have been approved by the faculty-run Curriculum Committee, the administration, the Board of Trustees and the Illinois Community College Board (ICCB). Each approved course has an Official Course Outline which includes a description of the course, a topical outline, a statement of specific course goals and objectives, as well as methods for evaluation. When you're assigned a class to teach, your department chair or dean will give you a copy of the Official Course Outline as the foundation for your course syllabus. The syllabus must be completed before the beginning of each semester. You are required to submit one electronic copy to your Dean's office. Department chairs will also often request a copy of your syllabi. You must distribute the syllabus to your students during the first week of class. This syllabus must include course requirements, grading procedures, material to be covered, method of instruction, attendance policy, and evaluation as well as the class objectives and how students will meet them.

### Drug Free Workplace

It is the Policy of Morton College Board of Trustees to provide a drug-free workplace. The College Policy shall be published and made available to all employees and disseminated widely. Additionally, all employees working under agency or grant contract shall receive a copy of this Policy. All employees working under such a contract, as a condition of their employment, shall abide by the Drug and Alcohol Policy

### Duplication Services

The Duplication Center (239B) is open Monday through Thursday 7:30 a.m. to 8:00 p.m. and Friday, 7:30 a.m. to 4:30 p.m. Duplication of all materials fewer than 40 copies may be run off on the copier outside the duplication area with your department code. Duplication of larger quantities should be handled by the Duplication Center by filing out the request form with your appropriate account number. Please remember to pick up your materials in a timely fashion; they will be ready on shelves next to the Duplication Center. It is important that you follow the Timetable for Duplications and Typing (See page 62 in the Appendix) NOTE: Adult Education off campus Adjuncts must submit duplication requests through their Site Supervisors and all duplications must be approved in advance by the department.

The online duplication request form can be accessed in the following way:

1. Go to the Morton website. (<http://www.morton.edu/>)
2. On the top right of the screen click Campus Services
3. Select Management Information Services (MIS)
4. On the bottom right side of the screen click Duplication
5. You'll see a link that says "Download a Duplication Request Form."
6. Fill out the form directly into the document and e-mail to: [duplications@morton.edu](mailto:duplications@morton.edu)

### Evaluation - Administrative

Adjunct faculty may be observed in their classes during the semester by the instructional dean or designee. The adjunct faculty may be notified in writing two (2) weeks in advance of the intent to observe and to evaluate.

Following the evaluation, the instructional dean or designee will prepare an evaluation report and provide a copy to adjunct faculty for record and improvement action, if necessary. See page 54 in the Appendix for the Administrative Evaluation form that will be used in your evaluation.

### Evaluation – By Students

Each semester you will find an envelope containing "Class Climate Surveys" for each of your classes in your campus mailbox. These are how students evaluate you as an instructor. See page 52 in the Appendix for the actual form. Follow the instructions provided for administering these surveys. Have your students complete and submit the surveys **by the Monday of finals week**. You will be given their responses after final grades have been submitted for that semester. Responses will be scanned and emailed to you.

### Family and Educational Rights and Privacy Act

#### Confidentiality of Student Records

Morton College is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments, and provides the following annual notice of rights accorded students under this law.

#### Information Available for Inspection

As outlined in FERPA, Morton College students have the right to inspect and review information contained in their official educational records within 30 days of the day the college receives a request for access. Such records include information on academic grades, application for admission, college and secondary school transcripts, student placement, financial aid and other materials. Students wishing to inspect their records should submit a written request to the Coordinator of Student Record Services in the Office of Admissions and Records. The Office of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. For other information, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2401.

#### Information Unavailable for Inspection

As outlined by FERPA, students may not inspect or review the following:

- Financial information submitted by their parents.

- Confidential letters and recommendations associated with admissions, employment or job placement.
- Honors to which they have waived their rights of inspection and review.
- Educational records containing information about more than one student (in this example, the student may see only the part of the record pertaining to themselves).

The College is not required to allow students to inspect or review confidential letters and recommendations placed in their files before January 1, 1975, if those letters were collected under established policies of confidentiality and used only for the purpose collected. In addition, students may not inspect or review student records kept by instructors or College staff that are in their sole possession and which are not accessible or have not been revealed to any individual, except a temporary substitute. Also, students may not review records maintained separately for on-campus law enforcement or employment records, except those positions requiring student status and for alumni records.

#### Guidelines for Releasing Information to Others

Morton College will not release to any individual or agency, nor permit them to access, the educational records of a student except directory information without the student's written consent. This restriction does not apply to:

- Morton College administrators, faculty, staff or other school officials demonstrating a legitimate educational interest.
- State and federal offices requiring specific institutional reports.
- Agencies or officials presenting a judicial order or subpoena.
- Persons needing to protect the health or safety of a student or other people in an emergency.

Student directory information may be made public, at the discretion of the College, without the written consent of a student under the following conditions:

- The College must publicly announce its intention to make directory information available.
- The type of information it will disclose.
- The procedure a student can follow to deny in writing the right of the College to publish this information.

#### Directory Information

Morton College defines directory information as a student's name, address, telephone number, dates of attendance, major, awards and degrees received. The College may disclose any of these items unless a student submits a written request to withhold directory information to the Office of Admissions and Records. This request is valid for up to one academic year (July through June) and must be renewed each academic year, if the student so desires.

#### Procedures for Amending Records

If a student believes that information in their educational record is inaccurate or misleading, he/she may submit a written request for its amendment to the Registrar. If the College does not approve the student's request to amend the educational records, the student will be notified within a reasonable amount of time of their right to request a hearing. If the outcome of this hearing is unsatisfactory to the student, he/she may then submit a written explanation stating their point of view. This will be made part of the educational record.

#### FERPA Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Morton College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### Field Trips

Field trips must be approved two weeks in advance by the appropriate Dean. No field trips will be approved for the 7<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> week of the semester. There is no institutional funding for field trips. See your appropriate Dean for guidance when planning such activities.

### Final Exams

Final examinations shall be administered according to the Final Exam Schedule during the last week of the semester. The Final Exam Schedule is in the course schedule for each semester, posted throughout campus a few weeks in advance of finals week, and is emailed out by Roxanne Barone at the start of each semester. For more information, please refer to Morton College Academic Calendar.

### Grading Policy

All Morton College syllabi must contain an explicit grading policy that explains how student grades are calculated.

### Individual Learning Center (ILC)/ Tutoring

The ILC offers one-on-one tutoring in writing, math, and science. As an instructional service center tutors assist students through interaction that focuses on individual needs. The Individual Learning Center is located in the second floor of the Library, the telephone extension is 2465. A schedule of open hours is posted each semester on the MC Intranet as well on flyers. In addition to personalized instruction, the ILC offers a variety of small group workshops, including mid-term and finals reviews for math and portfolio preparation for English, along with state-of-the-art computerized teaching tools in writing and math. The ILC also provides makeup testing services for faculty and students.

To help serve students better the following suggestions are provided:

- When possible, give students a detailed instruction/explanation handout for writing projects. This helps them understand what you're after, and helps the Center staff offer more focused assistance.
- Identify particular areas for the tutors to work with a given student, e.g., developing details, S-V agree, sentence variety, essay organization, word problems, formulas, etc. Some instructors write a "Note to tutor" on student papers.
- Hand out the brochure provided by the Individual Learning Center or include information about the ILC on your syllabus.

- Call and arrange to bring your classes down to see the ILC and meet the tutors. Bringing your students for last 15-20 minutes of one of your first class sessions encourages them to use the services in the ILC.

The ILC can tutor in all of the following:

- Writing (grammar, sentence structure, essay writing, thought development, brainstorming)
- Math (every course taught from developmental through the 200 levels including Calculus and Statistics can be tutored)
- Science (Biology, chemistry, physics, anatomy/physiology, engineering)
- All nursing students can be helped

### Information Technology

By sending an email to [helpdesk@morton.edu](mailto:helpdesk@morton.edu) you will automatically create a trouble ticket for all computer related questions. Please put in as much information in your email as possible especially a call back phone number. You can also call the Hotline at 708-656-8000 ext. 2444, but the fastest response would be by email at the above email address. Hours of MIS operation are 8:00 a.m. until 9:00 p.m. Monday through Thursday, 8:00 a.m. until 8:30 p.m. on Friday and 9:00 a.m. until 1:00 p.m. on Saturday. If you get locked out of your email, bring a photo ID to IT (Room 232B-across from the Human Resources office) to have your password reset/un-locked.

Please note that all correspondence regarding college business must use only Morton.edu accounts. No use of personal e-mail accounts is acceptable.

### Library Services

#### **Fall/Spring Semester**

Monday – Thursday	7:30am – 9:00pm
Friday	7:30am – 6:00pm
Saturday	9:00am – 4:00pm
Sunday	1:00pm – 5:00pm

#### **Summer Semester**

Monday – Thursday	8:00am – 7:00pm
-------------------	-----------------

### Lost and Found

Morton College is not responsible for lost, stolen or damaged personal items. If you find an item that does not belong you to, please turn it in to Campus Safety (119C). If you lose an item, check with Campus Safety to see if anyone has turned it in.

### Mail on and off campus

If you teach on campus, a faculty mailbox will be provided in the mailroom that is located in room 103C, across from the Bookstore. ***Please check your mailbox before each class meeting.*** In some instances, there will be more than one instructor sharing a box. Students should not be allowed in the mailroom; if students need to turn in assignments have them e-mail them to your Morton e-mail, or if arranged with the ILC in advance, a student could drop a paper off to your faculty folder at that location.

If you teach at an off-campus site, ask your dean about your site supervisor, mail, and duplication needs.

### Make-up Exams

Instructors may provide the Individual Learning Center (Rm. 236C, Ext. 2465) with copies of exams for students who missed the original date of the exams. Be sure to provide detailed, written instructions for the exam facilitators on the beige sheet they provide. Be sure to check with personnel regarding hours of operation. This service is not intended for an entire class to take tests. (Not applicable to Adult Education standardized tests. See Adult Ed. Testing Specialist). \*\* Students must bring a photo I.D. with them to take the make-up exam so be sure to inform your students of this requirement.

### Multimedia Services

To help give you quality service, requests for multimedia equipment must be submitted 24 hours in advance to the Multimedia Services Office located in front of the library entrance at the window (ext.2208). Technical support is available for classroom instruction and across the campus for faculty, staff and administrators. Technical support for PowerPoint, videotaping and other multimedia presentations is available. The campus is equipped with Wi-Fi throughout. If you are assigned to a classroom without a technology podium, you can borrow a cart with a laptop and projector from the Multimedia Services office.

### Office Hours

Adjunct faculty members are not required to keep office hours; however, you are encouraged to use time before or after class for students who request extra help or have questions.

### Parking Decal

Faculty and Staff who properly display permit window decals may park in E and D lots. The decal is to be placed on the driver's side rear door window if a sedan or ¼ window or driver's window if a coupe. Permits are free and are acquired from the Department of Campus Safety (Rm 119C). To obtain a permit, you will need the Make/Model/Year/Color of your vehicle and license plate number. Once you have supplied this information, Campus Safety will give you your decal.

### Paychecks

There is a direct deposit form in the new hire packet you received from Carolina Castillo or your Department chair. If you filled out this form and turned in the packet, your direct deposit will start with your 2<sup>nd</sup> paycheck. If you did not fill out this form initially but would now like direct deposit, a copy of that form can be found in the Business Office (Rm 203C) and the Dean's Office (305B). Paper paychecks will be distributed from the Cashier's office in the lobby of the Jedlicka Performing Arts Center from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Fridays.

During the summer months the Cashier's office is open from 8:00 a.m. to 8:00 p.m., Monday through Wednesday, and 8:00 a.m. to 4:30 p.m. on Thursdays. *Payday is the 15<sup>th</sup> and last day of each month. Please check your contract for the exact dates that you will receive your paychecks.*

You may request that your check be mailed directly to your home. Forms are available through your Dean and must be completed and returned to the Dean's office. A new form is necessary at the beginning of each semester. In the event that you will be picking up a paycheck outside the regular business office hours, you may pick up your check upon showing your picture I.D. in the Campus Police Office, Room 119C.

### Printer Paper

A small supply should always be available near the printer in the computer labs. If there is no paper, please contact Duplications (Rm 239B, ext. 2257, email: [duplications@morton.edu](mailto:duplications@morton.edu)) to replenish the supply. If the Adjunct Faculty Resource Room printer needs more paper, please contact Duplications as well.

### Problems with Heating, Cooling, Electricity

The Maintenance/Physical Plant Department is located in Room 101D or you can call at 708-656-8000 extensions 2220-2221.

### Refunds

Refunds for tuition and fees only occur when official withdrawal procedures are properly completed within the advertised Tuition Refund Table located in the current Morton College course schedule. Telephone requests to be withdrawn from courses are not accepted. The college does not grant refunds to students who:

- Voluntarily enlist in military service following the close of the refund period
- Are dismissed for disciplinary reasons
- Are financially obligated to any College department or office at the time of withdrawal
- Withdraw from course after the drop deadline.

The college may award 100% refunds and late withdrawals to students who present documented extenuating circumstances. Extenuating circumstances include: serious illness or injury to the student that required extended recovery time, death or serious illness of an immediate family member, significant trauma in student's life that impaired the student's emotional and/or physical health. Third-party verifiable documentation is required to have a refund request considered by the committee. Refund requests must follow the Student Complaint and Grievance Procedures. Completed packets must be submitted to the Dean of Student Development and Ombuds Services via the Office of Admissions and Records located on the 1<sup>st</sup> floor of B Building. All requests must be completed within 30 college-business days of the end of the term in question.



Morton College reserves the right to approve or deny any claims. Appeals to the decision must be made, in writing, to the Provost's office.

### Response Questionnaires

Before or during the first week of the semester, you will receive a confirmation of your teaching assignment called a "Response Questionnaire." (\*\* Adult Education is different). This will either be mailed to your home or put in your campus mailbox. Please sign it and return it to your Dean's administrative assistant. You will also be asked to complete a contact information form each semester. If you have questions pertaining to your teaching assignment, call your instructional dean's office.

### Substitute/Guest Lectures

Any arrangements involving the use of a substitute instructor to cover the absence of a regularly scheduled instructor must be reported to your dean and it is the responsibility of the faculty member involved. Substitutes are responsible for filling out a timesheet after the class has met. Timesheets are available at the Deans' office. A guest lecturer is defined as a person making a classroom presentation in the presence of the normally scheduled instructor. Please notify the dean if you plan to use a guest lecturer.

### Supplies and Equipment

The classrooms should be well stocked with what you need. However, should you need chalk, dry erase markers, etc. please see Liliana Raygoza (Rm 305B, ext. 2330). It is recommended you get markers or chalk (depending on what your classroom uses) from Liliana at the beginning of the semester and bring these with you each time you teach.

### Textbooks

A copy of the approved text(s) is available through the Bookstore with an authorization from your dean. This will ensure you receive the proper materials at no cost to yourself. The Bookstore may request that a desk copy of the text be sent to you. When this arrives in the Mailroom, kindly return it to the Bookstore Manager to replace the one you received from inventory. (Adult Education Adjuncts must contact the Program Support Specialist II in Room 220C for textbooks.)

### Tuition Waiver for Faculty

Adjunct Faculty Members shall receive a tuition waiver for one (1) course per semester at Morton College to be used the semester the Adjunct Faculty Member teaches or the following semester. The course may be for credit or non-credit. The Adjunct Faculty Member may assign this waiver to his/her spouse or tax dependent. You are responsible for payment of all required course fees.

## **STUDENT SERVICES POLICIES AND PROCEDURES**

### Academic Advising

The Academic Advising Center (AAC) is designed to complement and facilitate the instructional

programs and to aid students in academic, career, and personal planning. To achieve this, a variety of services and resources have been designed to aid students in the college experience and progress toward educational and career goals. The fundamental principle underlying the Academic Advising Center is that every student is strongly encouraged to see an advisor. Morton College AAC staff provides essential information concerning educational course selection, graduation planning, college representatives, fairs, campus visits, and tours. Among the major areas emphasized in the AAC are: placement testing for mathematics and English, educational career planning, advising, transfer articulation and personal adjustment. Location: 1<sup>st</sup> Floor Building B, ext.: 2250

### Academic Honesty Policy and Reporting

Morton College treats ethical violations affecting course work with the utmost seriousness. Cheating of any kind will result in an Academic Penalty and may result in further disciplinary action. Academic dishonesty in all modes of instruction (in or out of class) includes, but is not limited to:

- Copying someone else's work or answers.
- Putting your name on a paper written by someone else and handing it in for credit.
- Allowing another student to copy your work or answers for assignments.
- Using materials or information hidden on one's person during quizzes and examinations.
- Obtaining and using teacher's editions of textbooks, instructor's manuals, tests or test answers in an unauthorized fashion.
- Providing course materials such as papers, lab data, reports, or answers to be presented by another student as his or her work.
- Making up or falsifying information for the purpose of completing an assignment, quiz, exam or presentation.
- Taking an exam or quiz in place of another student or having someone take an exam or quiz in your place.
- Turning the same paper in to two different instructors without first receiving permission from both of them.
- Presenting a paper as a speech in a public speaking course which had been submitted as a paper in another course without first receiving permission from both instructors.
- Copying a computer program for unauthorized use.
- Breaking into or utilizing College-owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Plagiarism (discussed below in more detail).

### Plagiarism

Although in academic writing one often presents intellectual material gathered from sources, it is imperative that these sources be clearly identified in the student paper. Only then can students avoid plagiarizing. Plagiarism, then, refers to the act of representing someone else's words, ideas or data as your own. Here are some examples:

- Including passages from source material in a paper without using quotation marks and a reference to the source to indicate the borrowing.
- Including pictures, graphs, statistics or other data in a paper without referencing the source.
- Summarizing or paraphrasing any material (not recognized as common knowledge) in a paper without referencing the source.
- Purchasing a paper or having someone write a paper to submit as your own work.

Students must also realize that the necessity to cite source material applies to any kind of source imaginable, including an interview with a person or persons, printed materials (newspapers, magazines, journals, books, etc.), and electronically accessed information (e-mail, chat rooms, databases, Web sites, etc.). The point is to recognize other people's work and their statements as their exclusive intellectual property. Students may borrow from it, but only as long as they acknowledge such borrowing and do so in ways recognized by the academic community.

### Reporting Acts of Academic Dishonesty

All members of the Morton College community including faculty, staff and students must work together to protect the academic integrity of the institution. Together they share the responsibility for reporting acts of academic dishonesty.

### Procedures for Handling Acts of Academic Dishonesty

If a student witnesses or learns of an apparent violation of the Academic Honesty Policy, he/she should report the incident to the appropriate faculty. That person will then meet with the student or students implicated by the(se) witness(es). Alternately, a faculty member who believes he or she has detected academic dishonesty on his or her own will meet with the student or students in question to discuss the situation. In all cases, the following procedures will apply:

- If the faculty member determines there is evidence of cheating, the faculty member will determine the Academic Penalty as it pertains to the course in question. A failing grade for the assignment and/or a failing grade for the course are the most likely Academic Penalties.
- The student's recourse for an Academic Penalty is to follow the Grade Appeal Process which can be found in the student handbook and the catalog.
- The faculty member will then document the violation and the Academic Penalty on an Incident Report in the Dean's office and forward a copy of this report to the appropriate academic dean.

### Student Code of Conduct

Morton College assumes that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote educational development and to ensure that students do not engage in conduct that interferes with the mission or the daily operation of the College.

**Prohibitions** For the College to carry out its responsibilities and to provide students with the most beneficial educational experience, the following actions have been deemed as violations of the College's Code of Student Conduct: (This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Dean of Student Development and Ombuds Services determines could endanger the safety and security of members of the College community or is harmful to the College environment is also prohibited.)

- All forms of academic dishonesty, including but not limited to circumventing testing and/or assessment procedures, cheating, plagiarism, forgery and alteration or unauthorized use of College documents, records or instruments. (Please see the Academic Honesty Policy for details.)
- Engaging in conduct that interferes with, disrupts or obstructs teaching, the performance of institutional duties or the pursuit of educational, administrative, or other authorized College activities; or occupying College buildings or property after due and legal notice to depart has been given.
- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of College property unauthorized entry to College facilities. Theft of College property includes theft of College services and products and includes but is not limited

to software licensing infringements and illegal copying/downloading of copyrighted materials.

- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of the personal property of a member of the College community on campus or at an official College activity off campus. MC Faculty Handbook
- Tampering with or disabling fire and safety equipment, systems or posted instructions on their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with emergency procedures as directed by College officials or those acting in their stead.
- Unauthorized possession or duplication of keys or key cards to College property or passwords to College information technology systems and the distribution of such keys and/or passwords to other persons.
- The possession of, use of, or being under the influence of illegal drugs, controlled substances, narcotics, or alcoholic beverages, without an authorized prescription issued by a medical authority, while on campus or at an official College activity off campus; the sale or distribution of illegal drugs, controlled substances, narcotics, or alcoholic beverages while on campus or at an official College activity off campus; the intentional misuse of legally prescribed drugs or medications and/or the sale or distribution of these drugs to other people.
- Verbally, in written form, or physically abusing, harassing (including but not limited to harassment on the basis of sex), threatening, assaulting (including but not limited to sexual assault) or endangering the health, safety or well-being of any person on campus or at an official College activity off campus. This includes (a) a student who threatens to cause harm to himself/herself, and (b) all conduct or communications that a reasonable person would interpret as a serious expression of intent to cause physical or mental harm to a person or damage to a person's property.
- Hazing, stalking, creating a hostile environment, and any other behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the College community or its guests..
- Unauthorized use of College facilities, equipment, and services including but not limited to telephones, e-mail system, internet, computer networks, photocopy machines or fax machines.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility.
- Loud, abusive or offensive language; loitering; gambling; indecent exposure of the body including but not limited to urination or defecation in public, and lewd or obscene conduct.
- The use and/or possession of firearms, ammunition, explosives, explosive devices, fireworks, other weapons or dangerous chemicals on College premises or at an official College activity off campus; the intentional misuse of chemical or flammable substances normally used in the educational process on College premises or at an official College activity; Firearms are never permitted to be carried on the College campus by students; an enrolled student who may be otherwise authorized to carry a firearm (such as employment as a police officer) is strictly prohibited from bringing his/her weapon on to College premises, or to any official College activity off campus.
- Smoking within any College facility or within twenty-five (25) feet of an entrance, open window, or ventilation intake.
- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested.
- Unauthorized use of the College's name or logo or an attempt to defraud another person through unauthorized representation as an agent of the College.
- Abuse of computer time including but not limited to unauthorized entry into a file to use, read or change the contents; unauthorized transfer of a file; unauthorized use of another individual's identification and password; unauthorized use of copyrighted material received or transferred over the network; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to access obscene Internet sites; use of computing facilities to interfere with normal operation of the College computing system; and use of computing facilities for personal profit or gain.

- Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code of Conduct.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus.

Students shall assume responsibility for their own conduct. All students involved in apparent acts of misconduct will have the right of due process as set forth in detail below.

**Reporting Violations of the Code of Student Conduct** All members of the Morton College community including faculty, staff and students must work together to protect integrity of the institution. Together they share the responsibility for reporting violations of the Student Code of Conduct. Except as otherwise provided herein as in the case of Academic Dishonesty, the following process should be followed for reporting violations of the Code of Student Conduct: Reports shall be made in writing and submitted to the Ombuds Services. A written report must include the date and approximate time of the violation of, where the violation took place, a brief description of the violation or incident, and the names of witnesses, if any. It is preferred that reports be submitted within forty-eight (48) hours of the alleged violation. Individuals who submit a violation report will be informed that information from their report (including their identity) may be shared with the accused student during the investigatory and/or due process hearing stage.

#### Student Complaint and Grievance Procedures

Students are encouraged to file feedback, both positive and negative, regarding any policy or practice at the college. The purpose of the procedure is to ensure students the opportunity to express their concerns regarding their relationship, as a student with members of the College's administration, faculty, or staff and to comply with Title IX of the Educational Amendments of 1972, Section 504, of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These procedures are designed to cover complaints and grievances, as well as any alleged discrimination by reason of race, color, religion, national origin, gender, sexual orientation, age, marital status, disability, and membership in any other protected class, with respect to the conduct of the College's administration, faculty, and/or staff. (Please refer to the Reporting Procedure in the Code of Student Conduct for complaints about the conduct of students.) MC Faculty Handbook

#### Applicability

These procedures apply to all registered Morton College students, regardless of academic program. Former students, who are no longer enrolled at the college, but who are within the 30 college-business day reporting allowance may also use this complaint and grievance procedure.

Morton College encourages open dialogue and requests that students first attempt to address their concerns with the personnel specifically involved in the situation. When this approach is not feasible, the following formal complaint procedures are the requisite method to filing a complaint, grievance, and appeal.

A student who is not satisfied with the results of his/her Academic Grade Appeals to the respective faculty member may advance his/her appeal to either the Dean of Arts and Sciences or the Dean of Career and Technical Education.

The following complaints, grievances or feedback are to be submitted to Director of Human Resources who serves as the college's Title IX Coordinator / Section 504 Coordinator or to the Ombuds Services :

1. Sexual Harassment/Hostile Environment on the basis of sex;
2. Americans with Disabilities Act compliance; and

### 3. Affirmative Action compliance.

The following complaints, grievances or feedback are to be submitted to the Ombuds Services:

1. Code of Conduct Complaints, including plagiarism;
2. Non-academic Complaints regarding unprofessional behavior;
3. Requests for 100% refunds.

### Procedures

Students will not suffer any retaliation from filing a complaint against any area of the institution. All students should feel confident in that all concerns will be taken seriously and researched to determine all the facts of the situation. All complaints should be in writing, contain the date and approximate time, and location of the offenses, identify any witnesses to the offense, describe the offense in sufficient detail for the reviewer to launch his/her investigation, identify the redress sought by the student, filed within a reasonable amount of time of the event giving rise to the complaint, and directed to the persons identified above who are responsible for receiving and investigating certain categories of complaints.

All complaints will cycle through the following process:

1. A student wishing to file a complaint must complete the Student Feedback form and requisite summary of complaint statement.
2. The student must then attach the summary to the completed Student Feedback form and submit to either (a) Ombuds Services via the Advising Reception office located on the 1st floor of B building or (b) the Director of Human Resources located on the 2nd floor of B building, depending on the type of complaint and the choice of the student regarding to whom to report the complaint as set forth in the Applicability section above.
3. The Dean will then initiate an investigation into the situation, unless the complaint involves an allegation of Sexual Harassment/Hostile Environment on the basis of sex involving a member of the faculty or staff as the alleged harasser.
4. In cases involving an allegation of Sexual Harassment/Hostile Environment on the basis of sex involving a member of the faculty or staff as the alleged harasser, the Director of Human Resources or his/her designee shall investigate the matter as set forth in the applicable Board Policies and consistent with relevant Collective Bargaining Agreements and institutional HR practices and assess the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrongdoer), and issue a written decision regarding the complaint.
5. With respect to complaints investigated by the Dean, once the investigation is complete, the complaint along with the Dean's assessment of the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrongdoer), will be forwarded to an ad hoc committee selected by the Dean for review and recommended action.
6. The committee will review the Dean's assessment of the complaint and recommend action on the complaint in writing to the Dean.

7. The dean will consider the committee's recommendations and issue a decision on the complaint in writing to the student.

8. In matters investigated by the Director of Human Resources or the Ombuds Services, the student should expect to receive a written response sent via the U.S. mail within 30 college-business days from the date the complaint was made and received, unless applicable law requires a shorter response time.

If the student seeks to appeal the decision of the committee, the student must submit, in writing, his/her desire to appeal and the basis of the appeal within ten (10) college business days of the mailing of the college's written response. Any appeal will be forwarded to the Provost, who will consider the same and render a final decision regarding the complaint.

### Student Grade Appeal Procedure

Student grades reported by faculty are considered final. In the event a student desires to appeal a grade, the following process will be followed:

- Within 10 school days of the grade being made available to the student (posted at [www.morton.edu](http://www.morton.edu)), the student must notify in writing (email or letter) the faculty member of their disagreement with the posted grade.
- The student must initiate a discussion with the course instructor and try to reach an accord with respect to the course grade within an additional 10 school days.
- If, after discussion with the course instructor, a student does not reach an accord with the faculty member's decision, the student may next appeal in writing to the appropriate academic dean within 10 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member.
- If the dean and faculty member cannot resolve the situation, the dean will convene, within 10 school days, a committee comprised of three full-time faculty members teaching in the same discipline or a related discipline, if necessary.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal in writing to the Provost.
- The Provost will review the appeal and render a decision. The decision of the Provost shall be final.

### Students with Disabilities

The Office of Admission and Records (OAR) coordinates services for students who have identified themselves as having special needs. The Disability Coordinator at the OAR reviews documentation of a disability and advises the college regarding accommodations to be provided in each individual situation. Faculty members receive an accommodation letter at the beginning of the term explaining any accommodations that the student will need to participate in the course. Only students who submit appropriate documentation are eligible for accommodations, and if a student requests accommodations from a faculty member without notification of a need from Disability Coordinator, the student should be referred to the OAR Office (1<sup>st</sup> Floor, Building B, X2153). To protect student privacy, instructors are not told diagnoses – you will just be told what accommodations to make. Some of the more common accommodations include: extended time on tests and quizzes, private but proctored testing in the testing center, a sign language interpreter, a note-taker, etc.

## EMERGENCY AND SAFETY PROCEDURES

### Campus Police (119C)

Campus Police can be reached by dialing ext. 2200 from any phone or by pushing the button on the Emergency Phones located throughout the college. Faculty parking stickers are obtained at this site as well as ID badges and classroom access that are approved by the Deans of instructional divisions.

### Emergencies

All medical and other emergencies should be immediately reported to the Campus Police Office at Ext. 2200 or 9-911 from any campus phone or 911 from a non-campus phone. *Contacting Campus Police first is necessary and expedites getting help to the injured/sick person.*

Any damage to the facility or requests for repair should be directed to the Campus Police Office which will forward the report to the Physical Plant Department.

In the event of a fire activate the building's fire alarm system BEFORE calling an emergency number. Evacuate the building immediately!

### Fire Alarm

If the fire alarm sounds while your class is in session, you are to instruct your students to evacuate the building via the nearest exit and not reenter the building until the "All Clear" signal is given. It is also a good idea to review this procedure with the students the first or second day of each course.

When calling about an emergency number:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

### Gas Leaks-Fumes-Vapors

If you detect natural gas, fumes or vapors:

- To report a situation, dial Ext. 2200-2201 or 9-911 from a non-campus phone.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:



- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible.
- Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

#### Personal Safety Tips-Active Shooter Threat

The following safety tips from the Campus Police are offered as a response guide for use during incidents of active shooter threats.

- The first step in personal safety is to maintain an awareness of the situation and environment around you; be prepared to take appropriate action if a threat presents itself.
- Evacuate the area (whether inside or outside a building) if you know that it is safe to do so—seek shelter in a nearby building if the threat is exterior to a campus building.
- If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat—remain quiet and turn off lights to make that area appear unoccupied.
- As soon as it is safe to do so, notify authorities by dialing Ext. 2200 or 9-911 from any campus phone or 911 from a non-campus phone, and provide as much information as possible.
- Do not approach emergency responders—let them come to you.
- Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit.

For more information, see the Run.Hide.Fight video on the portal.

#### Power Outage

In the event of a power outage, most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact Facilities and Services at Ext. 2220. After normal business hours, this number will be answered by the Campus Police.

Be prepared:

- Know how to locate the nearest exit. In the event of a large-scale power outage: Remain calm.
- Follow directions provided by Campus Police through the established campus communications systems.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact the Campus Police at Ext. 2200.

- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers and turn off the light switches.

If people are trapped in the elevator:

- If you are able to communicate with them, let the passengers know help has been summoned.
- Dial Ext. 2200 or 9-911 from any campus phone or 911 from a non-campus phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so until emergency responders are on site and the elevator is identified.

#### Weather Emergencies

When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

- Move to a pre-designated shelter, such as lower level rooms away from windows.
- Assist those with special needs in getting to the shelter area.
- Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until danger has passed.
- Get out of vehicles and immediately go to the lowest floor of a sturdy nearby building.
- If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

## Appendix A



### MORTON COLLEGE | 2017/18 Academic Calendar

AUGUST 2017						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2017						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2018						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

■ = No classes and / or college closed

☐ = Important Dates



## MORTON COLLEGE | 2017/18 Academic Calendar

### FALL 2017 SEMESTER

- Semester Begins, 8/21
- Labor Day Recess (MC Closed), 9/2–9/4
- Columbus Day (MC Closed), 10/9
- Midterm Week, 10/15–10/21
- Veterans' Day, **OPEN**, 11/11
- **No classes -11/22**, college offices will be open
- Thanksgiving Recess (MC Closed), 11/23–11/26
- Final Exam Week, 12/9–12/15
- Winter Recess Begins (No Classes), 12/16
- Final Grades Due (2 P.M.), 12/18

### SPRING 2018 SEMESTER

- Martin Luther King, Jr. Day (MC Closed), 1/15
- Semester Begins, 1/16
- In-Service Day (No Classes), 2/19
- Pulaski Day, (MC closed) 3/5
- Midterm Week, 3/11–3/17
- Spring Break (No classes), 3/18–3/24
- Spring Recess (MC Closed), 3/30–4/1
- Classes Resume, 4/2
- Final Exam Week, 5/11–5/17
- Commencement, 5/18
- Final Grades Due (2 P.M.), 5/21

### SUMMER 2018 SESSIONS

- Memorial Day (MC Closed), 5/28
  - 1st 5-Week Session, 5/29–6/28
  - Final Grades Due (2 P.M.), 7/2
- 
- 8-Week Session, 6/11–8/2
  - Independence Day (MC Closed), 7/4
  - Final Grades Due (2 P.M.), 8/6
- 
- 2nd 5-Week Session, 7/2–8/2
  - Independence Day (MC Closed), 7/4
  - Final Grades Due (2 P.M.), 8/6

■ = No classes and / or college closed

■ = Important Dates

Appendix B

**MORTON COLLEGE CAMPUS POLICE**  
**ACCESS CONTROL CARD REQUEST FORM**

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
                                    LAST                                    FIRST                                    MI                                    ..

FACULTY \_\_\_\_\_ PT. FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_ ADMIN \_\_\_\_\_

LEVEL/ ROOM #	CARD#	ISSUED BY	CARD REC'D	LEVEL CHANGE	DEAN/V.P. APPROVED
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Please notify Campus Police when card is lost, stolen or damaged. FEES MAY BE ASSESSED for any lost or damaged cards.**

**Address:**

Requestor Signature \_\_\_\_\_ & Ph # \_\_\_\_\_

Authorized by Signature \_\_\_\_\_

## Appendix C

### Morton College Administrative Evaluation Form (For Adjunct Instructor)

Adjunct Instructor Evaluated \_\_\_\_\_ Semester \_\_\_\_\_

Administrative Evaluator \_\_\_\_\_

*This evaluation is based on the division dean's review of the adjunct instructor's student evaluations, classroom observations, and observations of the faculty member in his/her work environment. The following key provides definitions for assessment ratings:*

*S - Satisfactory: Adjunct instructor consistently meets expectations*

*I - Improvement Recommended: Adjunct instructor meets minimal expectations, but improvement in this area is recommended*

*U - Unsatisfactory: Adjunct instructor does not meet expectations and must show improvement*

*NIA - Not applicable/Observed*

1. Uses a variety of instructional methodologies effectively.	S	I	U	N/A
2. Effectively manages the classroom to promote an environment conducive to learning.	S	I	U	N/A
3. Communicates effectively and prepares a clear syllabus and appropriate instructional materials.	S	I	U	N/A
4. Maintains currency in discipline.	S	I	U	N/A
5. Attends and participates in adjunct instructor orientation.	S	I	U	N/A
6. Relates well to a diverse instructor, staff, and student population.	S	I	U	N/A
7. Is accessible and responsive to students (email, phone, face-to-face).	S	I	U	N/A
8. Student evaluations overall are	S	I	U	N/A
9. Arrives to assigned class promptly and prepared with minimal absences.	S	I	U	N/A
10. Responds to administrative requests (rosters, grades) in a timely manner.	S	I	U	N/A

## OVERALL ADJUNCT INSTRUCTOR'S EVALUATION

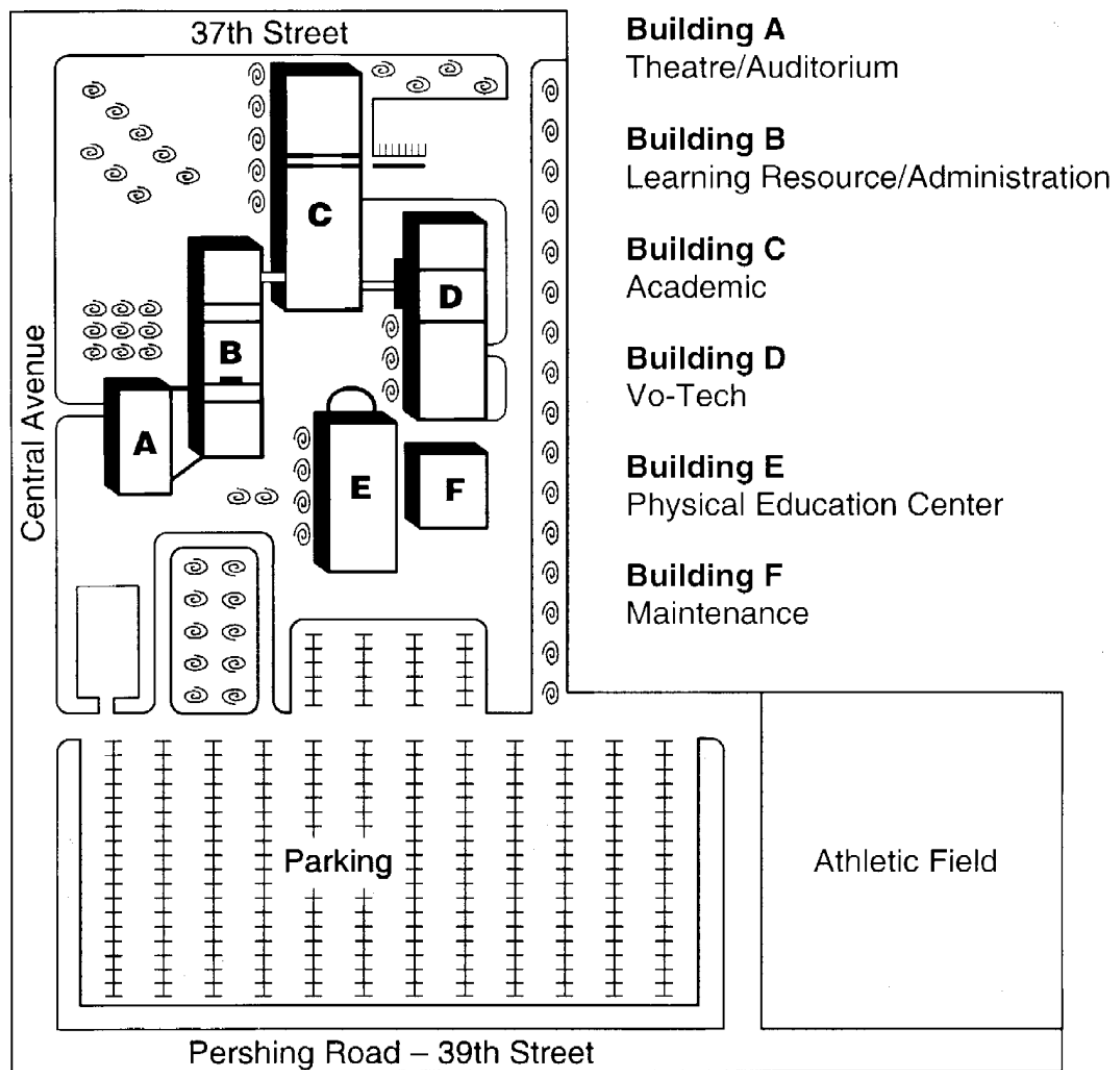
Observed Faculty Member's Signature \_\_\_\_\_

Observer's Signature \_\_\_\_\_

(By signing this document, both parties acknowledge that they met and discussed its contents.  
Observed adjunct instructor should keep a copy of this completed document.)

## Appendix D

### The Campus





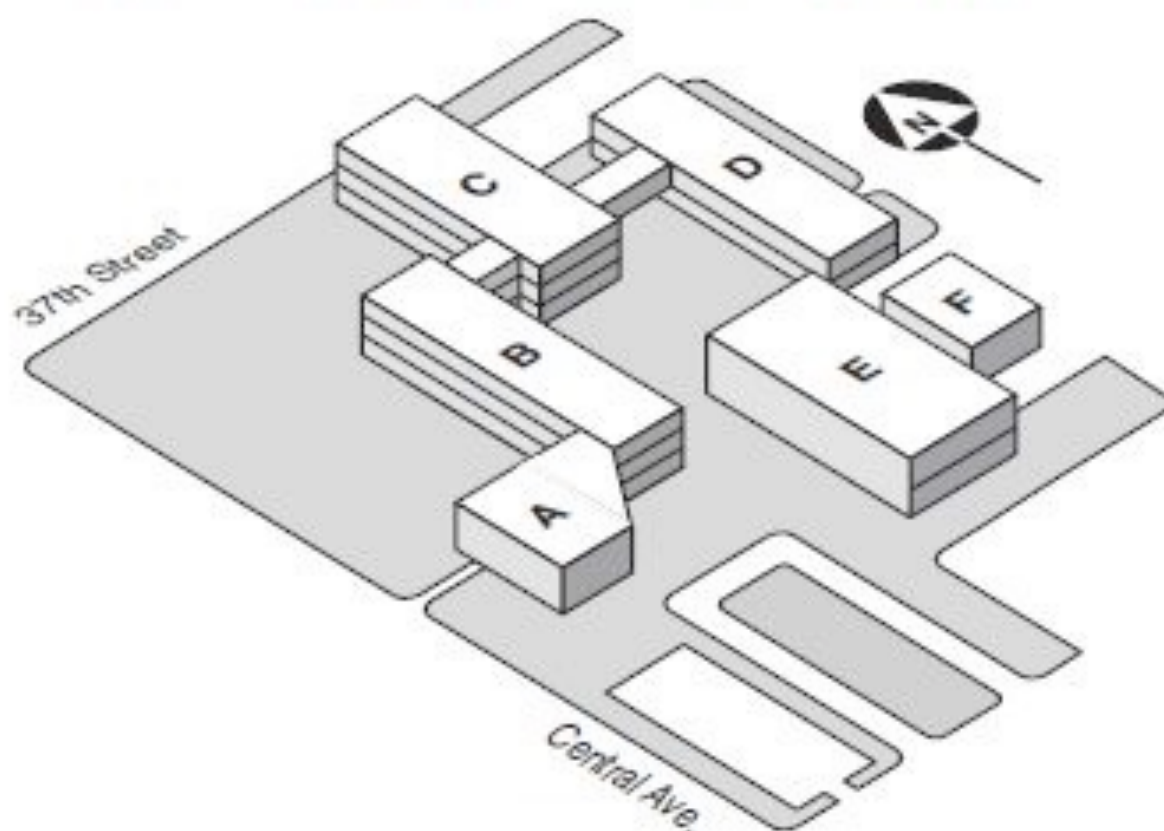
**Building A** contains the Jedlicka Performing Arts Center, which seats 350 people and is used for all performances of the theatre and music departments, large lectures and community events. Building A also contains Adult Education, Community Programming and Outreach; the Cashier's Office; and Financial Aid.

**Building B** contains administrative and faculty offices; Academic Advising; Admissions and Records; classrooms; and the Library.

**Building C** contains administrative and faculty offices; Adult Education, Community Programming and Outreach; the Bookstore; the Business Office; the Cafeteria; Campus Safety; classrooms and laboratories; the Student Success Center, the Testing Center, the Student Activities Office, Student Union, Individual Learning Center (formerly the Math and Writing Center) and Transfer Services.

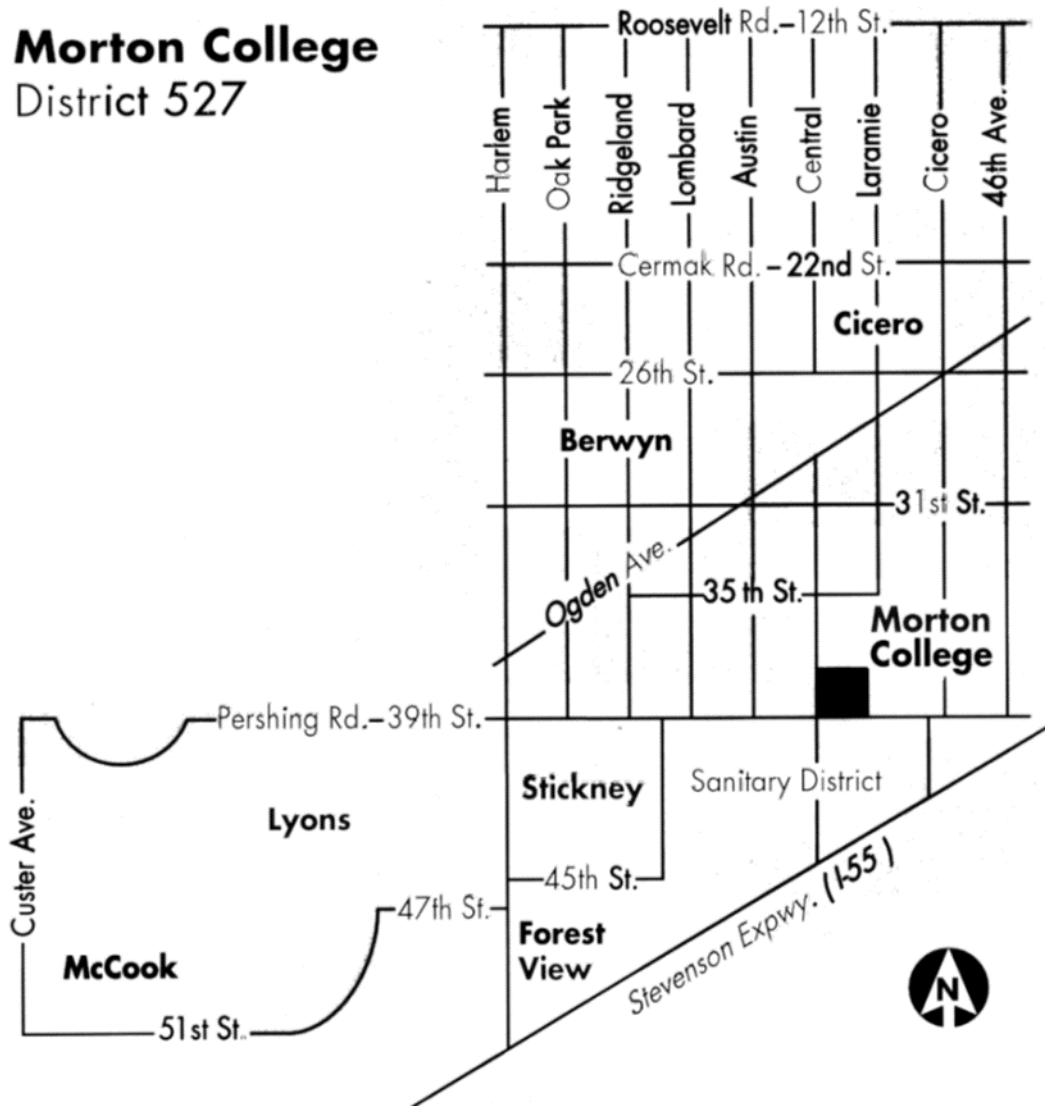
**Building D** contains art classrooms and studios; automotive technology classrooms and laboratories; a drafting and computer-assisted design classroom; faculty offices; a heating and air conditioning laboratory; the Physical Plant Office; and the Child Care Center.

**Building E** contains the Henry J. Vais Gymnasium, which is capable of seating up to 1,000 people. It also is equipped with a fitness center and a multipurpose loft.



Appendix E

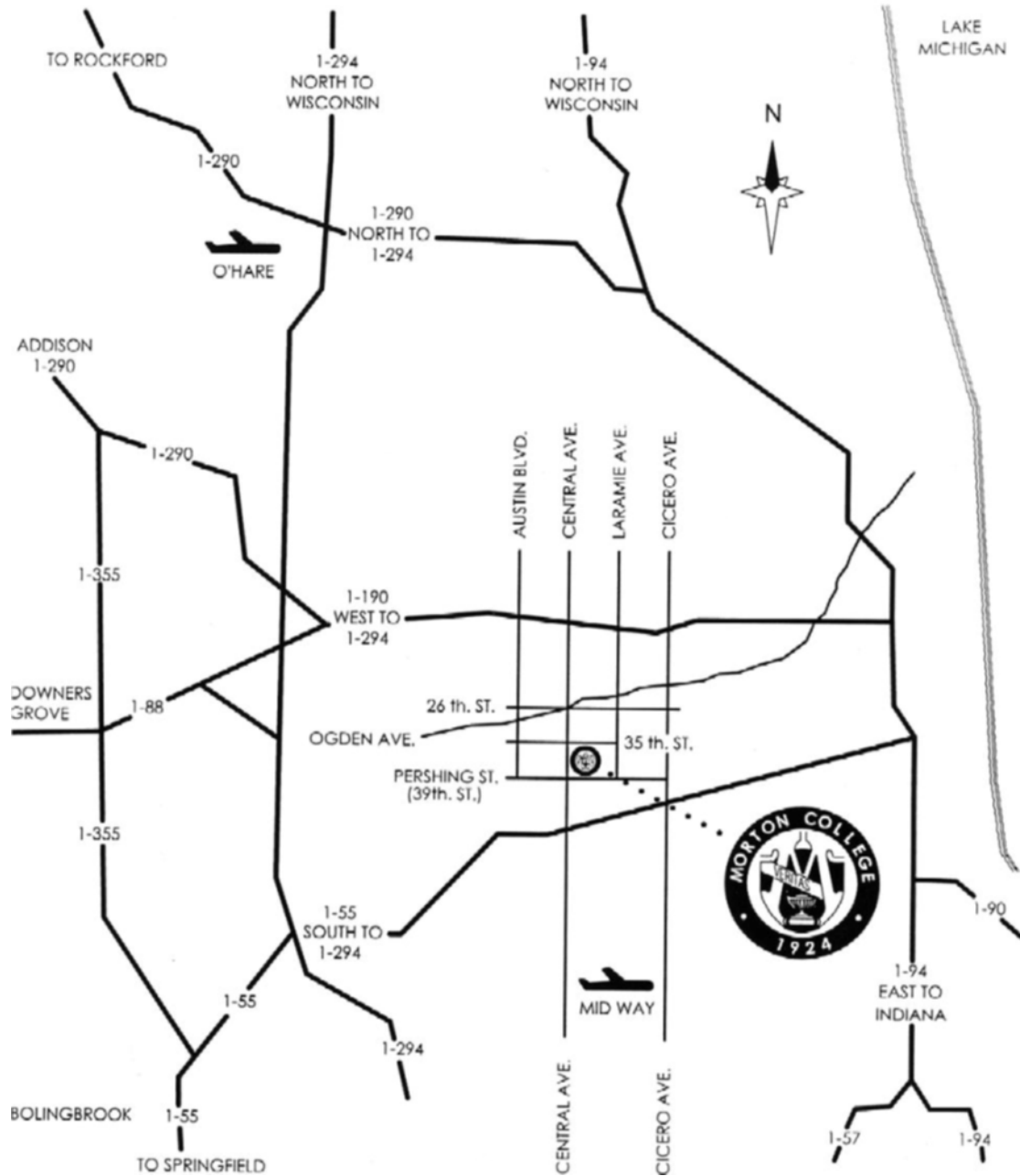
**Morton College**  
District 527



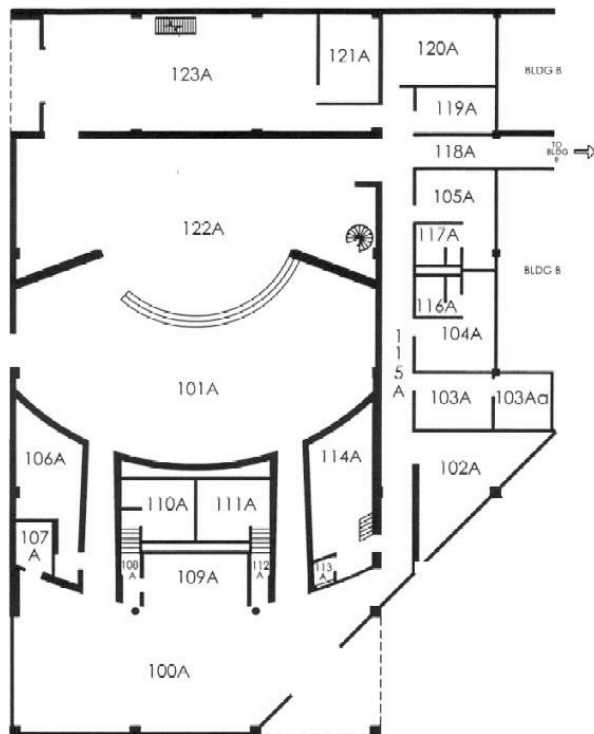
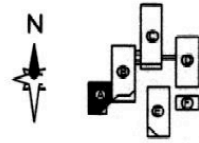
## Appendix F

### MORTON COLLEGE

3801 South Central Ave.  
Cicero, Illinois. 60804  
(708) 656-8000



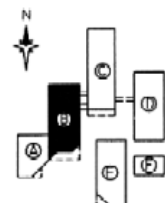
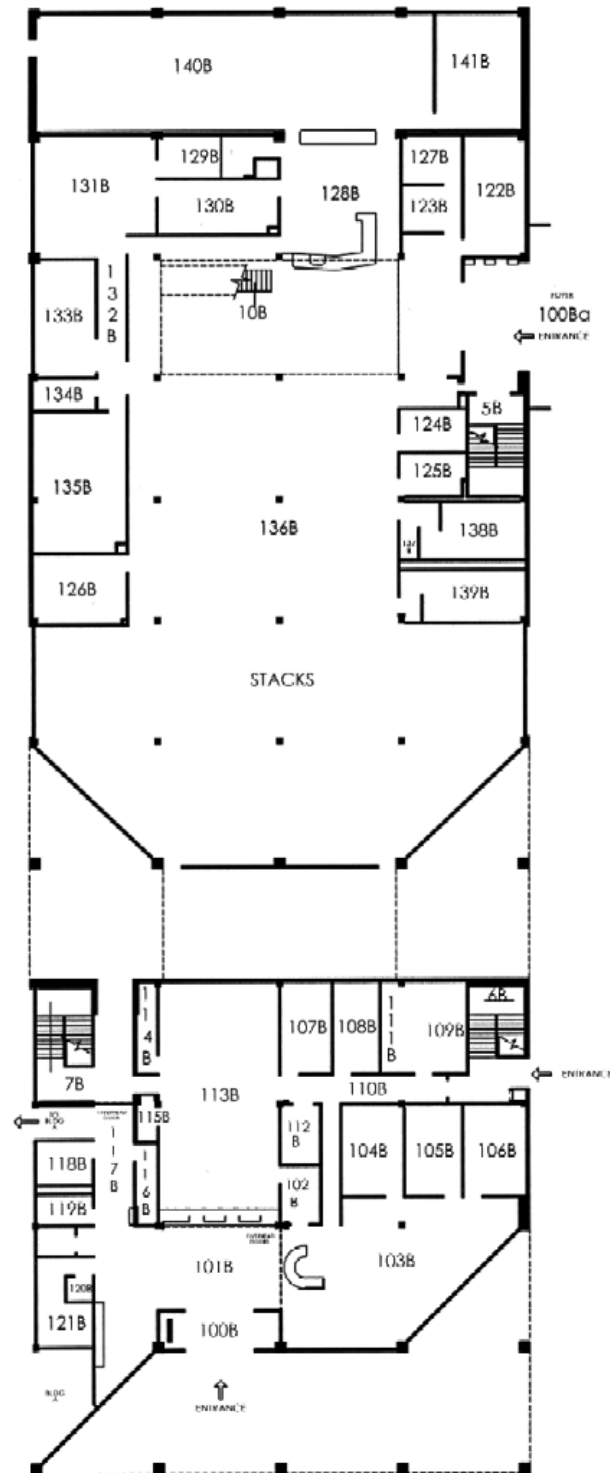
**MORTON COLLEGE**  
**FIRST FLOOR PLAN - BUILDING A**



# MORTON COLLEGE

## FIRST FLOOR PLAN - BUILDING B

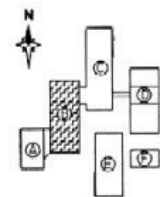
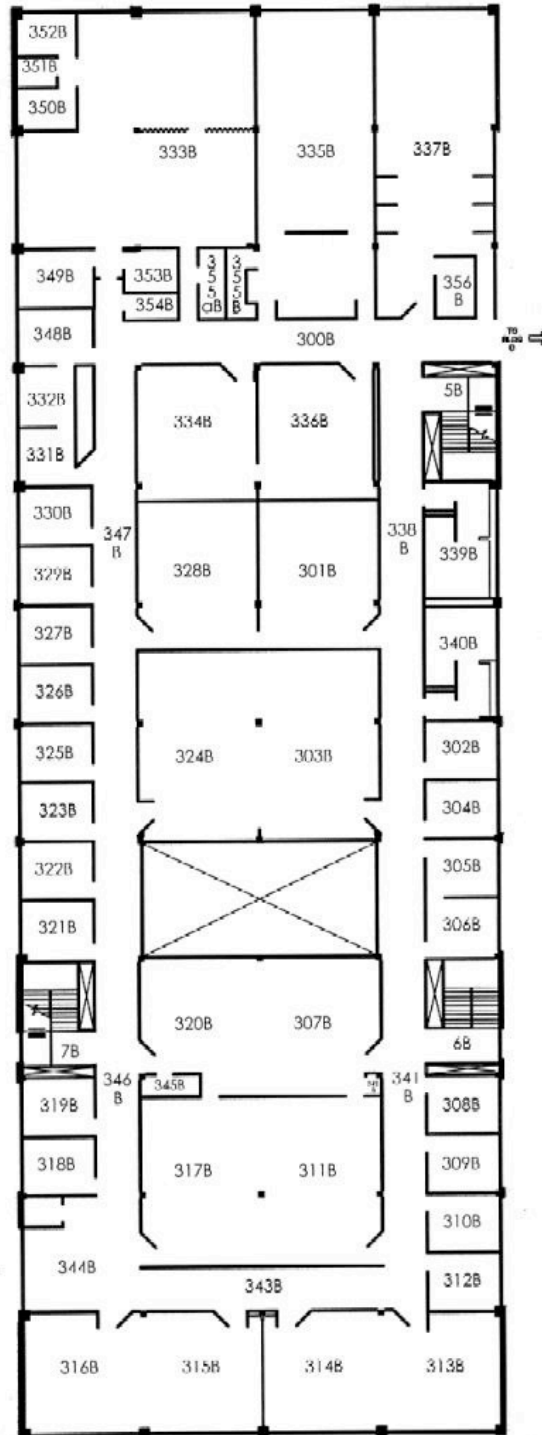
### ROOMS

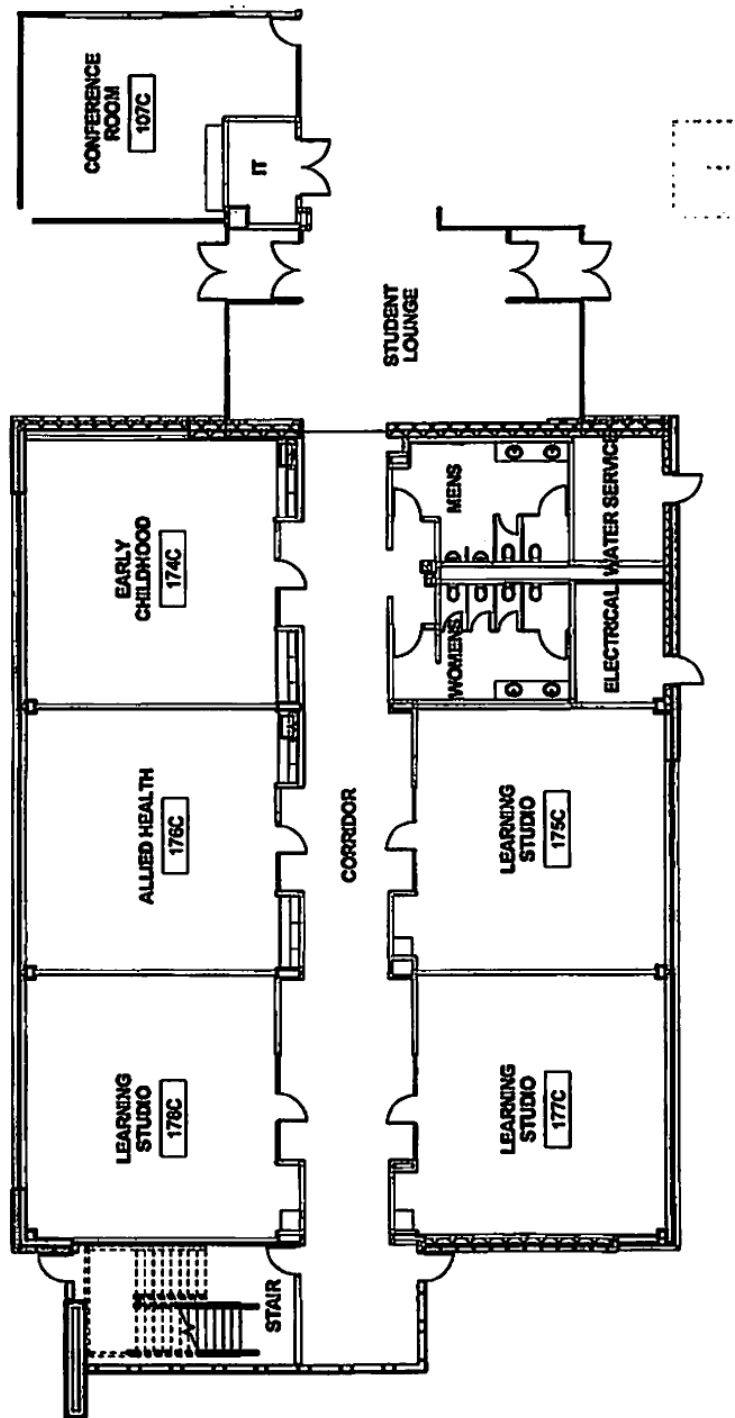


# MORTON COLLEGE

## THIRD FLOOR PLAN - BUILDING B

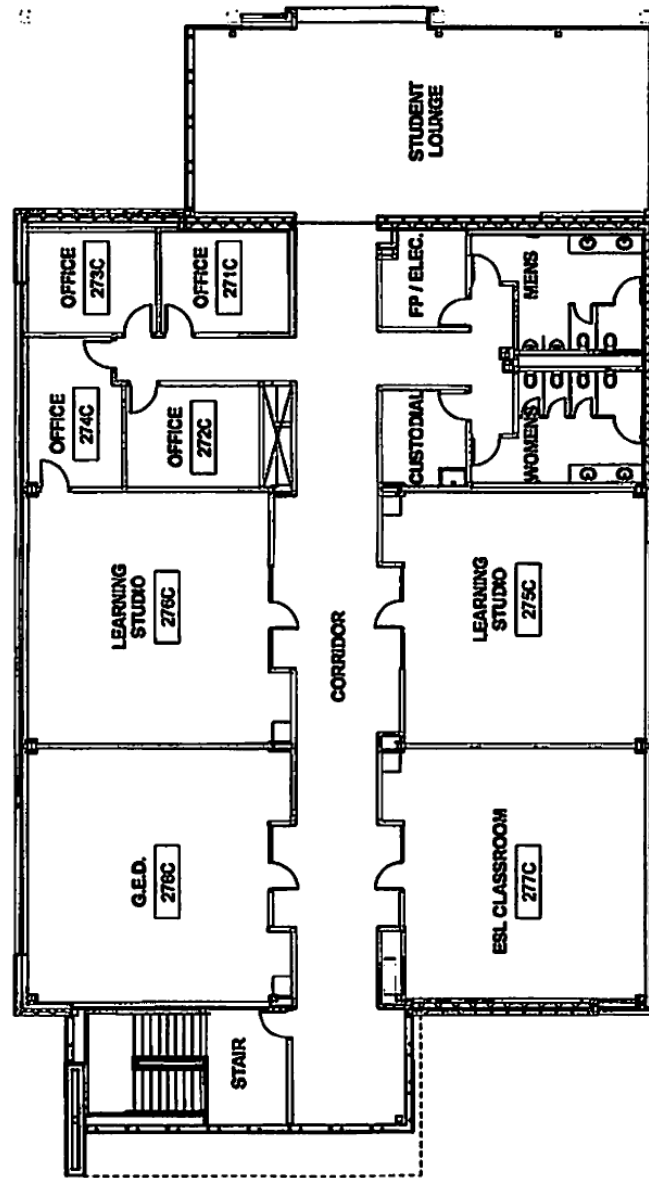
### ROOMS





FIRST FLOOR

MORTON COLLEGE



MORTON COLLEGE  
 BUILDING C - CLASSROOM WING

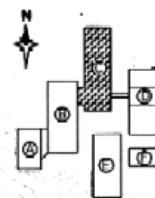
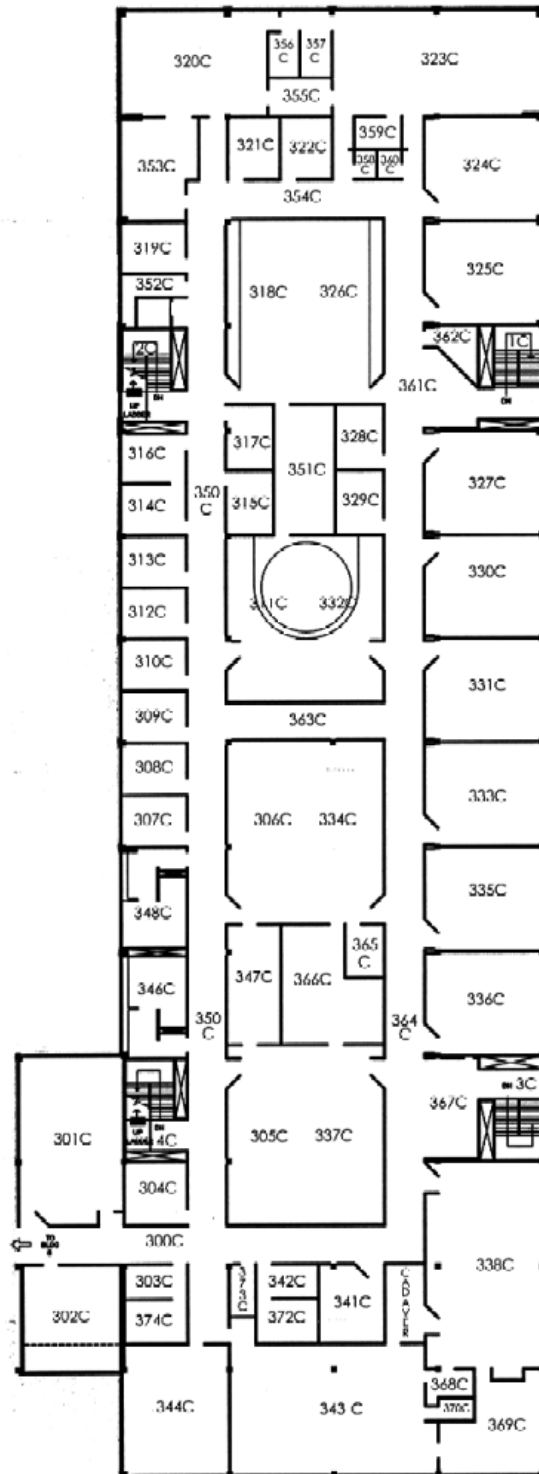
SECOND FLOOR



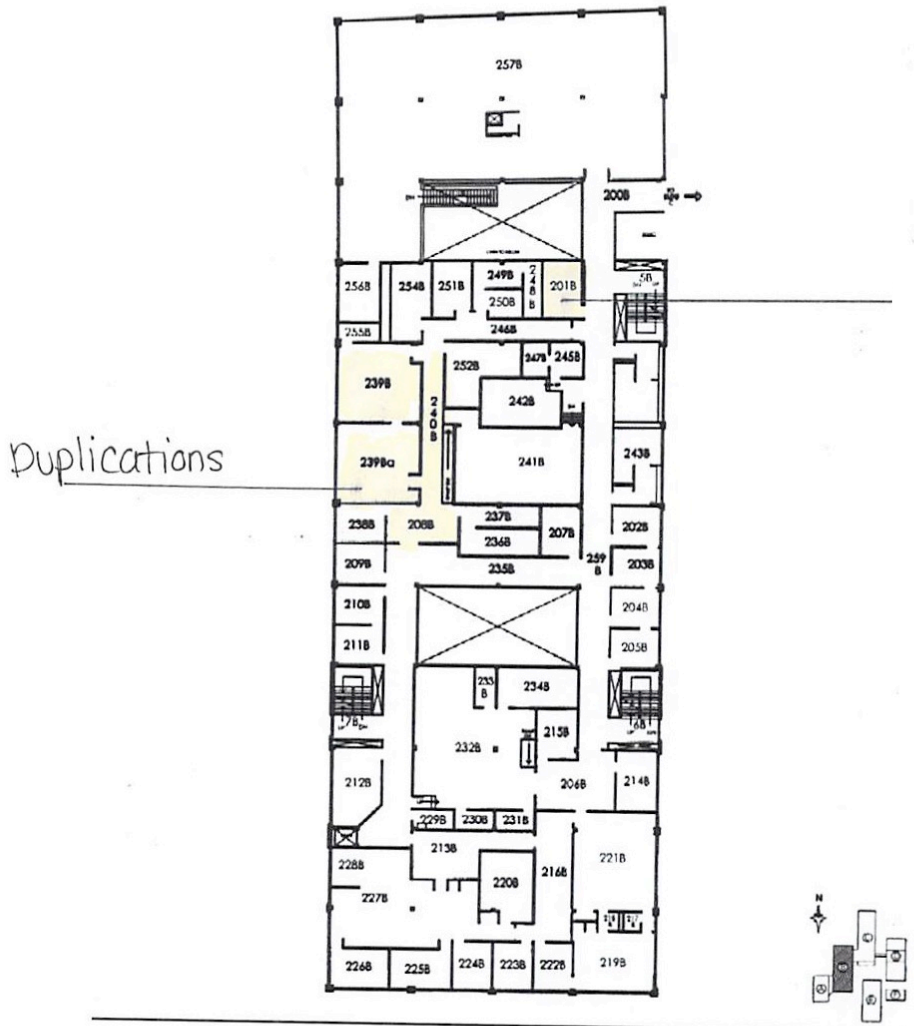
# MORTON COLLEGE

## THIRD FLOOR PLAN - BUILDING C

### ROOMS



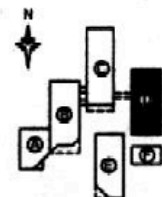
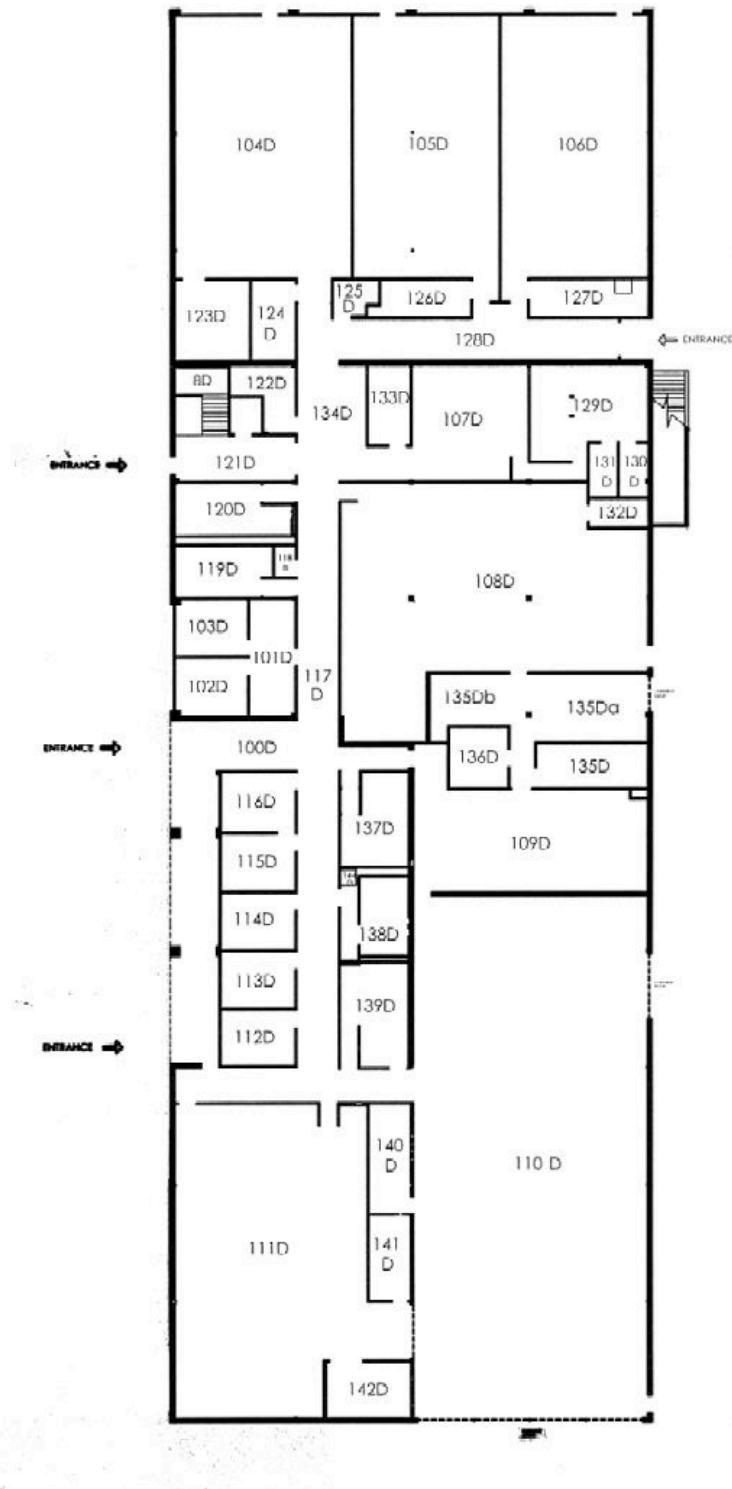
# MORTON COLLEGE SECOND FLOOR PLAN - BUILDING B ROOMS



# MORTON COLLEGE

## FIRST FLOOR PLAN - BUILDING D

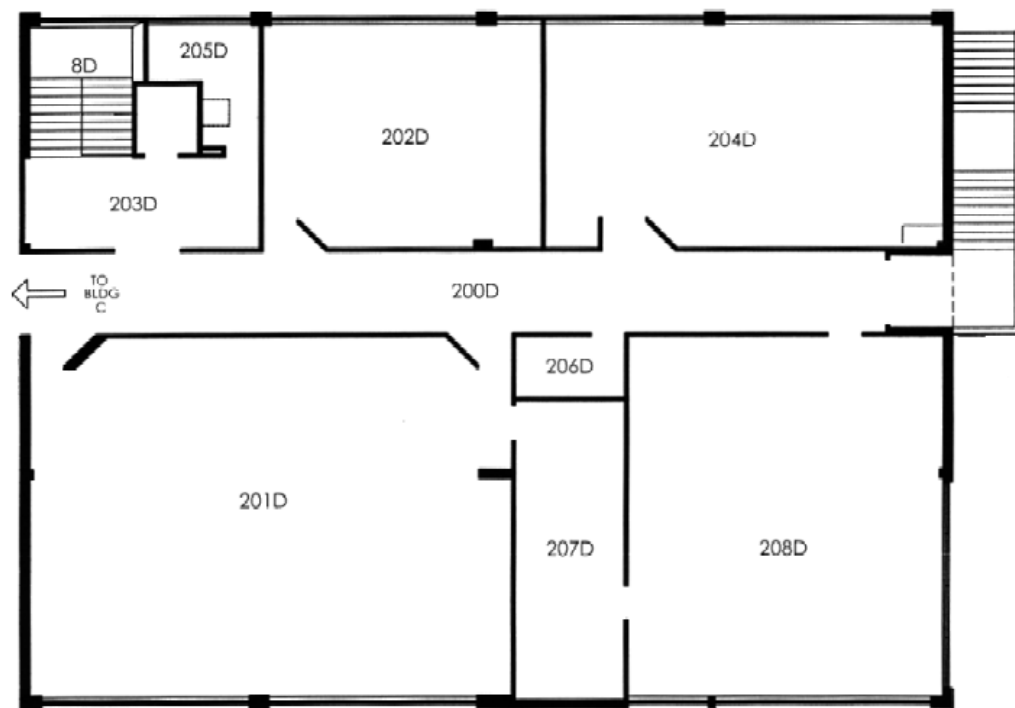
### ROOMS



# MORTON COLLEGE

## SECOND FLOOR PLAN - BUILDING D

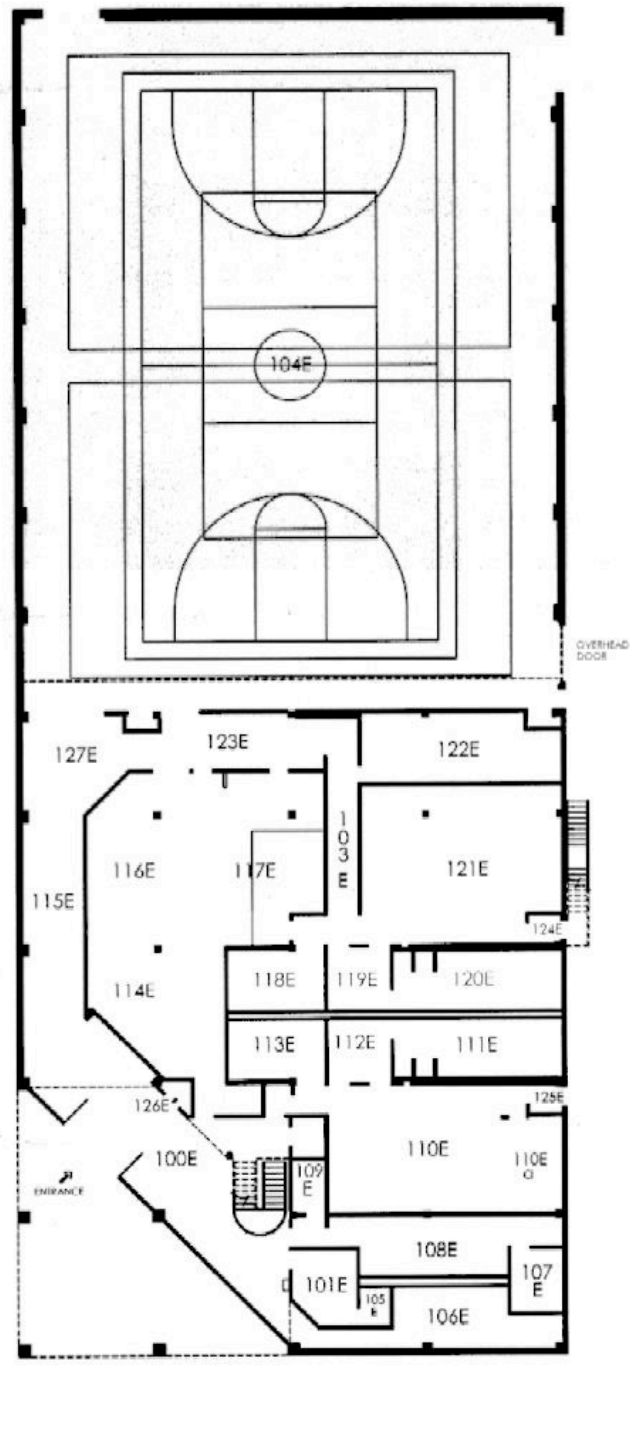
### ROOMS



# MORTON COLLEGE

## FIRST FLOOR PLAN - BUILDING E

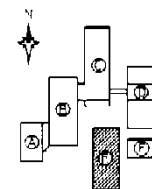
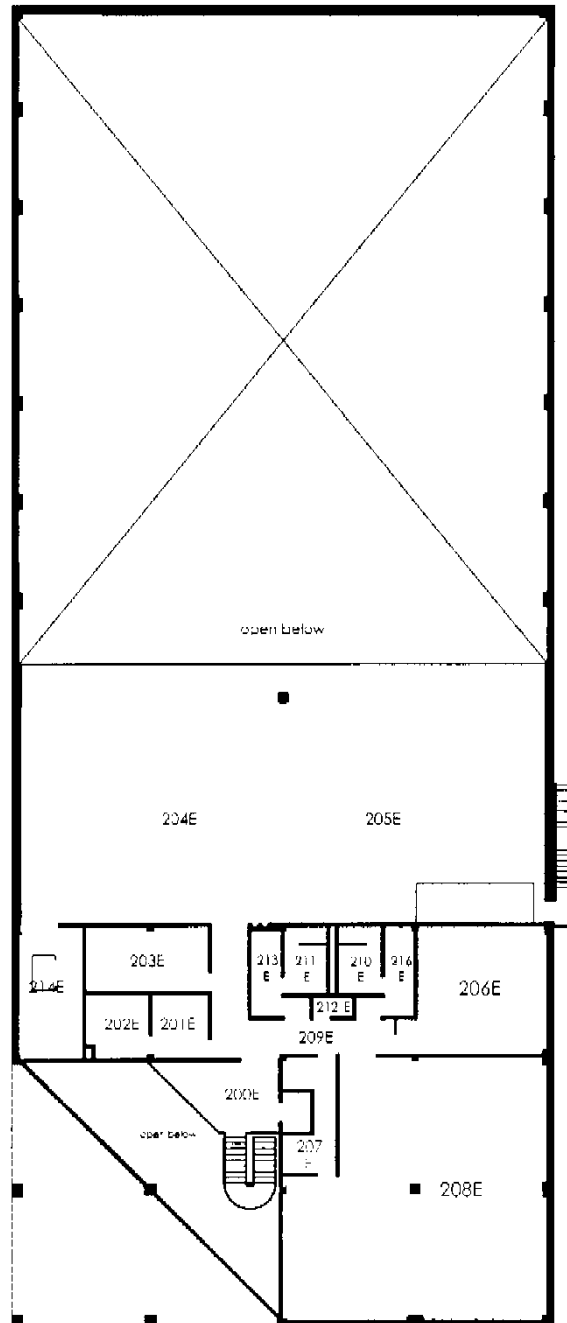
### ROOMS



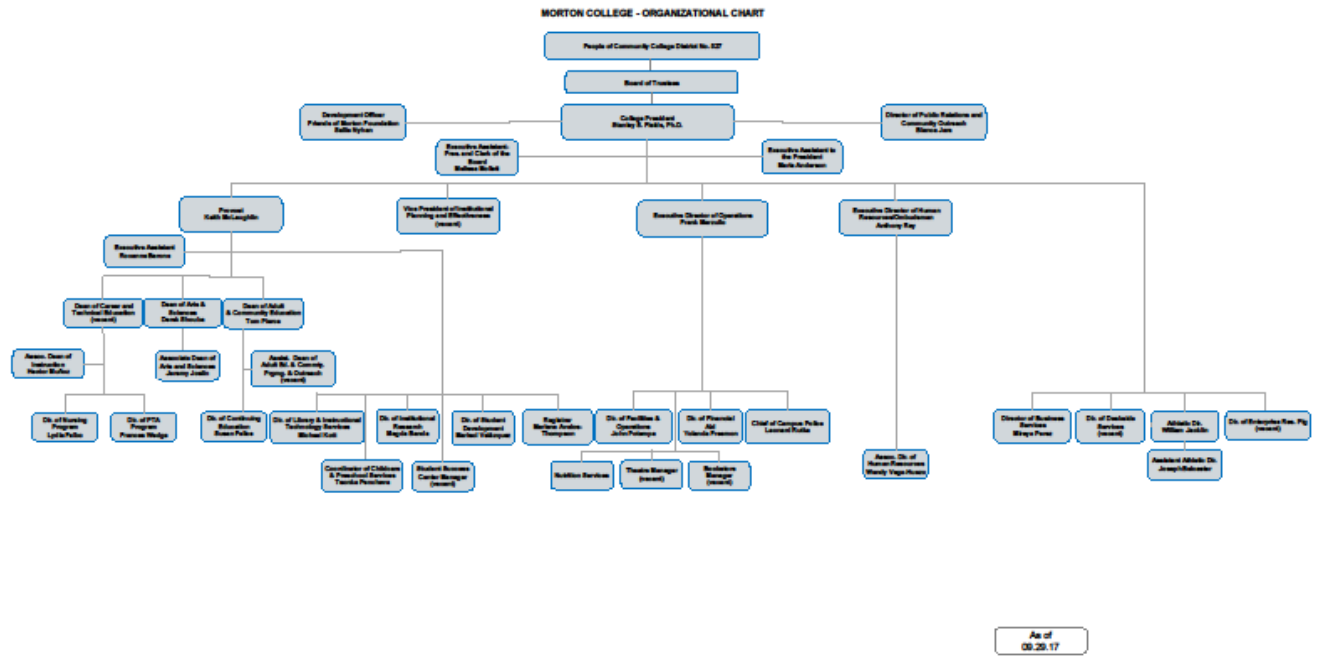
# MORTON COLLEGE

## SECOND FLOOR PLAN - BUILDING E

### ROOMS



## Appendix H



# Appendix I

## Class Climate Student Survey

Class Climate	Morton College Student Survey	

Mark as shown: ☐ ☒ ☐ ☐ ☐ Please use ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: ☐ ☒ ☐ ☒ ☐ Please follow the examples shown on the left hand side to help optimize the reading results.

### 1. Please respond to the following questions about your instructor in this course:

- |  |                   |                          |                          |                          |                          |                          |                |
|--|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| 1.1 The instructor is prompt in starting class.  | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.2 The class remains in session for the entire class period.                          | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.3 The instructor presents course material in an understandable way.                  | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.4 The instructor is well prepared for class.   | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.5 The instructor shows enthusiasm for the subject matter.                            | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.6 The instructor expects me to think for myself.                                     | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.7 The instructor demonstrates a thorough knowledge of the subject matter.            | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.8 The instructor returns exams and assignments in a timely fashion.                  | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.9 The instructor gives useful comments on exams and assignments.                     | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.10 The instructor gives enough exams and/or assignments to ensure a fair evaluation. | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.11 The instructor encourages development of new viewpoints and appreciations.        | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.12 The instructor presentations and assigned readings help me succeed in the class.  | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.13 The instructor treats all students with fairness, courtesy, and respect.          | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 1.14 The instructor is available to help students outside of class.                    | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |

### 2. Please respond to the following questions about your own work in this course:

- |   |                   |                          |                          |                          |                          |                          |                |
|---|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------|
| 2.1 I attend classes scheduled for this course.                                     | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 2.2 I arrive at class on time and prepared to begin.                                | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 2.3 I complete reading and writing assignments for this course in a timely fashion. | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 2.4 I take advantage of instructor's office hours and/or tutoring help.             | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |
| 2.5 Every week I spend at least two hours per credit hour preparing for the class.  | Strongly Disagree | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Strongly Agree |



**3. Please select the response that best reflects your opinion:**

3.1 In comparison with other college courses you have taken, would you best describe this one as (select one answer):

☐ Much too difficult☐ Somewhat too difficult☐ Just about right☐ Somewhat too easy☐ Much too easy

3.2 To what extent does this course fulfill your expectations:

☐ The course surpasses my expectations.☐ The course is better than I expected.☐ The course is just what I expected.☐ I am disappointed with this course.☐ I am very disappointed with this course.

3.3 Overall I think the instructor in this course is:

☐ Exceptional☐ Very good☐ Average☐ Below Average☐ Poor**4. Please indicate the appropriate response to the following questions:**

4.1 The instructor provided a syllabus at the first class meeting.

☐ Yes☐ No

4.2 The instructor made the major objectives, grading policy, and attendance policy clear.

☐ Yes☐ No**5. Please use this form to comment on aspects of the course. Your instructor will not see your evaluation until after final grades have been submitted.**

5.1 If a friend of yours told you he/she was thinking of taking this course from this instructor, what would you tell him/her? Explain why.

5.2 What suggestions, if any, would you offer to the instructor to improve this course?

**Appendix J**

**MORTON COLLEGE**

**CLASSROOM OBSERVATION  
OF  
ADJUNCT INSTRUCTOR**

---

### CLASSROOM OBSERVATION OF ADJUNCT INSTRUCTOR

Faculty member observed: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Observer: \_\_\_\_\_ Administrator \_\_\_\_\_ Peer Committee \_\_\_\_\_ Other \_\_\_\_\_

Time observer arrived: \_\_\_\_\_ Time Observer Left: \_\_\_\_\_

Course & section number: \_\_\_\_\_

Number of students in class during observation: \_\_\_\_\_ Enrollment - 1<sup>st</sup> day of class: \_\_\_\_\_

Number of semester's instructor has taught at Morton: \_\_\_\_\_ Other courses taught at Morton: \_\_\_\_\_

Class Topic - Use this space to indicate the type of class session (lecture, discussion, lab, etc.) and the principle topics or learning objectives:

---

---

---

---

---

---

#### Instructional Criteria:

SA-strongly agree, A-agree, D-disagree, SD-strongly disagree, NO-not observable, NA-not applicable

Please circle the appropriate letter (s).

- |   |    |   |   |    |    |    |
|---|----|---|---|----|----|----|
| 1. The instructor was adequately organized and prepared for the class session.  | SA | A | D | SD | NO | NA |
| 2. The instructor appears to have a good working knowledge of the subject as illustrated by ease of presentation, ability to clarify, ability to answer questions, etc. | SA | A | D | SD | NO | NA |
| 3. There is an opportunity for student participation in the form of questions, contributions, etc.  | SA | A | D | SD | NO | NA |
| 4. The course is being taught in accordance with established course outlines and standards for the course.  | SA | A | D | SD | NO | NA |
| 5. There appears to be an effort to maintain student interest through a variety of instructional techniques, relevant examples, etc.                                    | SA | A | D | SD | NO | NA |
| 6. The instructor's appearance, manner, and student relations are suitable to the instructional setting.  | SA | A | D | SD | NO | NA |
| 7. The instructor effectively uses classroom time.  | SA | A | D | SD | NO | NA |
| 8. The instructor effectively coordinates his efforts with support personnel: lab assistants, mentor, coordinator, office staff.  | SA | A | D | SD | NO | NA |

Observer's Overall Reaction to Faculty Member's Performance

Identify adjunct instructor's strengths.

---

---

---

---

---

---

---

---

---

---

---

Identify areas for improvement. (Provide direction concerning future performance, including developmental efforts or activities to be undertaken.)

---

---

---

---

---

---

---

---

---

---

---

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Observer's Signature \_\_\_\_\_

60

---

## DUPLICATION ACCOUNTS

ACADEMIC AREA	ACCOUNT NUMBER
Art	01-1010-10102-540100100
Behavioral Sciences	01-1010-10104-540100100
Biology	01-1010-10106-540100100
Chemistry	01-1010-10108-540100100
Humanities	01-1010-10112-540100100
Mathematics	01-1010-10114-540100100
Language Arts	01-1010-10116-540100100
Math/Writing Center	01-1010-10118-540100100
Music	01-1010-10120-540100100
Physical Education	01-1010-10122-540100100
Fitness Center	01-1010-10124-540100100
Physical Sciences	01-1010-10126-540100100
Social Sciences	01-1010-10128-540100100
Speech & Theater Art	01-1010-10130-540100100
Theatre	01-1010-10162-540100100
Business	01-1020-10132-540100100
Computer Info System	01-1020-10134-540100100
Early Childhood Ed	01-1020-10136-540100100
Office Careers	01-1020-10138-540100100
Law Enforcement	01-1020-10140-540100100
Automotive Tech	01-1030-10142-540100100
Computer Assisted Design	01-1030-10146-540100100
Heating, Ventilation AC	01-1030-10148-540100100
Nursing	01-1040-10152-540100100
Physical Therapy Assist	01-1040-10154-540100100
Therapeutic Massage	01-1040-10156-540100100
Health Information Technology	01-1040-10164-540100100

## Appendix L

# TYPING REQUEST

PLEASE CLOCK IN TIME

REQUESTOR: \_\_\_\_\_

ACCOUNT NO.: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

A.M. \_\_\_\_\_ AFTERNOON \_\_\_\_\_ P.M. \_\_\_\_\_

## FOR OFFICE USE ONLY

DISKETTE \_\_\_\_\_

DOCUMENT \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_

## TYPING INSTRUCTIONS:

---



---



---



---



---

# DUPLICATION REQUEST

## FOR OFFICE USE ONLY

DATE COMPLETED \_\_\_\_\_

PLEASE FOLLOW THE TIMETABLE SCHEDULE POSTED ABOVE THE TIME CLOCK

No. Originals \_\_\_\_\_

No. of Copies  
per Original \_\_\_\_\_

One-sided \_\_\_\_\_

Two-sided \_\_\_\_\_

### PAPER:

White \_\_\_\_\_

Legal  
White \_\_\_\_\_

Color \_\_\_\_\_  
(State the Color)

### CARD STOCK:

White \_\_\_\_\_

Color \_\_\_\_\_  
(State the Color)

Cut \_\_\_\_\_

Collate \_\_\_\_\_

Staple \_\_\_\_\_

3-Hole \_\_\_\_\_

Coil Bind \_\_\_\_\_

Spiral Bind \_\_\_\_\_

Glue Bind \_\_\_\_\_

TEST \_\_\_\_\_

M.C. Mail Box \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

---



---



---

## Appendix M

## TIMETABLE FOR DUPLICATION AND TYPING

Jan 2014

NUMBER OF COPIES	NUMBER OF ORIGINALS						
	1-2	1-8		9-20		21 & UP	
MAXIMUM OF 100	4 HOURS*						
1-100		12 HOURS	TYPING ONLY	24 HOURS	TYPING ONLY	36 HOURS	TYPING ONLY
101-200		24 HOURS	UP TO 24	36 HOURS	UP TO 72	48 HOURS	UP TO 180
201-499		36 HOURS		48 HOURS		60 HOURS	
501-999		48 HOURS	HOURS	60 HOURS	HOURS	72 HOURS	HOURS
1000 to 1500		60 HOURS		72 HOURS		84 HOURS	

\* It is at the discretion of the Service Center/Duplications Staff to suspend this service in the event of equipment failure, power outage, or similar unforeseen situations.

### TO FIGURE TIMETABLE FOR DUPLICATION AND TYPING:

Add the time for Typing Only + the time for Duplication which will equal the total time needed to completion of the job.

Please do not use Friday, Saturday & Sunday when calculating hours needed for job completion.

Typing - Monday-Wednesday - 12 hours = 1 day, Thursday - 8 hours = 1 day

Duplicating - Monday - Wednesday - 12 hours = 1 day, Thursday - 8 hours = 1 day

Do not use ASAP as a date needed. ASAP jobs will be done according to the timetable.

For folding - please add 24 hours.

For glue binding - please add 24 hours.

For coil binding - please add 24 hours for 1-50 booklets and 36 hours for 100 booklets & up.

## Appendix N



## SAMPLE Final Exam Schedule

You will find current schedules posted around campus as finals week approaches.

FINAL EXAMINATION SCHEDULE EXAMPLE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00					
7:30					
8:00	8	7	7	8	E
8:30	MWF	TR	MWF	TR	R
9:00		9	9:30 will meet at 9:00		
9:30		TR	MWF		
10:00	10			10	I
10:30	MWF			TR	D
11:00		11	11		
11:30		TR	MWF		A
12:00	12			12	
12:30	MWF			TR	Y
1:00		1	12:30 will meet at 1:00		
1:30		TR	MWF		
2:00	2			2	only for Make-Ups
2:30	MWF			TR	
3:00		3	3		
3:30		TR	MWF		
4:00	4			4	
4:30	MWF			TR	
5:00		4:30 will meet at 5:00 p.m.	4:30 will meet at 5:00 p.m.		
5:30		5	5		
6:00		TR	MWF		
6:30	6			6	
7:00	MWF			TR	
7:30		7	6:30 will meet at 7:00 p.m.		
8:00		TR	MWF		
8:30	8 or later			6:30 will meet at 7:00 p.m.	8 or later

Samples:

If your class meets on MWF at 9:00am, your exam will be in the same classroom at 9:00am on Wednesday.  
 If your class meets on TR at 9:30, your exam will be in the same classroom at 9:00; 12:30 class - exam at 1:00 pm.  
 If your class meets on MWF at 1:00 pm, your exam will be in the same classroom at 1:00pm on Wednesday.  
 Exam periods are generally one hour and 45 minutes long. Consult your Dept. Chair or Dean if your class is not represented.  
 Exams for evening classes meeting once a week will be held on the first scheduled evening during this week.  
 4:30 - TR class - Exam @ 5pm; 6:30 PM - TR class - Exam @ 7 PM - Tuesday  
 4:30 - MW Class - Exam @ 5 PM; 6:30 p.m. MW Class - Exam @ 7 PM - Wednesday  
 8 PM OR LATER - MW classes - HOLD EXAM MONDAY @ 8 PM & TR classes- HOLD EXAM THURSDAY @ 8 PM  
 Exams for Friday-only and weekend classes will be held on these dates: (Friday, Dec. 16th; Saturday, Dec. 10th; or Sunday, Dec. 11th-regular class time) Any make-up testing must be arranged with individual instructors.

## Appendix O

### FACULTY LIBRARY OVERVIEW OF SERVICES

## MORTON COLLEGE LIBRARY

### Fall Library Hours

Monday-Thursday 7:30 a.m. to 9:00 p.m.

Friday 7:30 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 4:00 p.m.

Sunday 1:00 p.m. to 5:00 p.m.

### LIBRARY COLLECTION

The Library has a physical collection of about 35,000 items. Items in the physical collection include books, DVD's, music CD's, popular magazines, scholarly journals, and newspapers. The Library subscribes to 70+ electronic databases. Some of our popular databases include: Academic Search Complete, Opposing Viewpoints in Context, Nursing@Ovid, RefWorks, and Turn-It-In.

A full list can be found here:  
[morton.edu/mclibrary/research](http://morton.edu/mclibrary/research) and then click Databases by Title.

### RESERVE MATERIAL

The Library does not carry textbooks assigned to courses, nor does it place items on reserve from the existing collection. If faculty wish to place personal items on Reserve, please see a librarian. Items on Reserve do not leave the library.

### MICHAEL KOTT

Director of Library and  
Instructional Technologies

#### LIBRARY STAFF

Michael Andersen  
Guillermo Gasca  
Christina Goings  
Heidi Lundquist  
Thomas Mantzakides  
Olivia Montolin  
Rosalie Resendiz

#### LIBRARY SUPPORT STAFF

Mary Addalia  
Charmayne Schultz

### OFF-CAMPUS

The Library's electronic collection is available off-campus. In order to access, a current Panther username and password will be required.

### BORROWING FROM OTHER LIBRARIES

The Library is part of the I-Share Consortium. Over 70 participating colleges and universities throughout Illinois are included. Faculty and students of Morton College have the ability to borrow physical titles through this service. Please see a librarian for help getting started.

### LIBRARIAN HELP

Meeting with a Librarian is easy at Morton. There is at minimum one Librarian at all times the Library is open. Librarians can help locate articles, titles, and can even be requested for library instruction. The primary purpose is to offer additional support for student success. Faculty may drop into the Library anytime it is open or call/email. If Library class instruction is needed, please request 1 to 2 weeks in advance. Librarians are assigned based on availability.

#### Website

[www.morton.edu/mclibrary](http://www.morton.edu/mclibrary)

#### Email

[reference@morton.edu](mailto:reference@morton.edu)

#### Telephone

ext. 2321

**MORTON COLLEGE LIBRARY**

Last updated August 2017

## Appendix P



### MC Phone List

revised 4/12/17

#### FREQUENTLY CALLED NUMBERS

AECPO Computer Lab	2297237C	Career Planning & Plcmt	2468	214C	Individual Learning Cntr	2465	236C	Nursing Program	2388	302C
Academic Advising Ctr	2250	Cashier's Office	2268	1st Fl A	Library			Payroll	2306	204C
Admissions & Records	2346	Child Care Center	2284	105D	- Circulation Desk	2321	Library	Placement Testing Cntr	2250	234C
Adult Ed. (GED / ESL)	2373-2374	Collegian	2294	328C	- Computer Help	2235	Library	Pre-K/Kindergarten	2285	105D
Arts and Sciences	2330	Continuing Education and Community Svcs	2281	223C	- Dataset	210B		Project Care	2383	245C
Athletics	2370-2371	CRCP	2271	243C	- Instr Technologist	2430	210	Service Center	2217	238B
Auto Shop	2276	Duplication Svcs	2257	239B	- Reference Desk	2429	Library	Shipping and Receiving	2218	144C
AV Hotline	2209	Expressions	2294	329C	Maintenance	2220-2221	101D	Student Success Cntr	2218	213C
Boardroom	221B	Financial Aid / Veterans	2428	204B	Marketing/Comm. (MAC)	2270	316C	Theatre Department	2230	103A
Bookstore	2222-2223	Fitness Center	2274	116E	MIS Help Desk Hotline	2444	232B	Transfer Information	2250	1st Fl B
Bus. & Comm. Svcs	2382	Hawthorne Works Mus.	2494	2nd Fl B	Music Department	2231	108C	UPS Campus Recruiter	2877	243C
Business Office	2305-2308	Human Resources	2298-2300	211B	Multimedia Help Desk	2209	1st Fl B			
Cafeteria	2458									
Campus Police	2200-2201									

#### ADMINISTRATION, FACULTY AND STAFF

Abrahamson, Maura  
Ft Faculty, Behavioral Sciences  
x 2313 307C

Alcala, Sandra  
Accounting Assistant  
x 2307 203C

Almeida, Ricardo  
Network & Computer Systems  
Analyst I  
x 2461 232B

Alonso, Erika  
Admission & Records Clerk I  
x 2343 1<sup>st</sup> FL B

Alonso, Hernan  
Service Aide Bookstore  
x 2223 BOOKC

Anderson, Maria  
Executive Assistant - to the  
President  
x 2211 222B

Angelilli, Jennifer  
Pre-K Teacher  
x 2285 105D

Aquino, James  
Web Content Developer  
x 2473 232B

Arzola, Nereida  
Student Success Support  
Service Assistant-PT  
x 2427 204B

Avalos-Thompson, Marlena  
Registrar  
x 2245 1<sup>st</sup> FL B

Baffa, John  
Faculty, English  
x 2409 327B

Baffa, Valerie  
Faculty, English  
x 2381 302B

Banda, Magda  
Director - Institutional Research  
x 2314 216C

Barajas, Sandra  
Pre-K Teacher Assistant  
x 2284 105D

Barone, Roxanne  
Executive Assistant - Provost  
x 2241 224B

Belcaster, Joseph  
Assistant Athletic Director  
x 2370 202E

Belcaster, Nicholas  
Custodian/Maintenance  
x 2221 101D

Blankenship, Jennifer  
Counselor  
x 2297 1STB

Bluemer, Judy  
Faculty, Biology  
x 1414 330B

Bonin, Eileen  
Coordinator of Duplications  
x 2257 239B

Bradley, Adam  
Custodian/Maintenance  
x 2221 101D

Bulat, Cheryl  
Faculty, Early Childhood  
Education  
x 2452 309B

Calzaretta, Steven  
Theatre Manager  
x 2273 121A

Cappetta, Leilani  
Campus Safety Officer  
x 2442 115D

Casey, Craig  
Faculty, Physical Science  
x 1291 321C

Casey, Robert  
Faculty, Mathematics  
x 1353 325B

Castillo, Carolina  
Scheduling Coordinator  
x 2337 305B

Cienfuegos, Lillian  
Custodian  
x 2221 101D

Clemente, Antonio  
Help Desk & Technical Support  
Specialist  
x 2302 232B

Crockett, Janet  
Faculty, Chemistry  
x 1410 313C

Crowe, Ellen  
Dean of Careers & Technical  
Education  
x 2334 305B

Cummings, John  
Director ERP-Data Center  
x 2460 234B



## MC Phone List

revised 4/1217

Davidson, Jody  
Instructional Program Associate  
- AECPO  
x 2406 219C

Nyhan Davis, Sallie  
Friends of Morton Foundation  
Development Officer  
x 2433 137D / 847-904-7060

De La Torre, Refugio  
Custodian  
x 2221 101D

Diaz, Maria  
Cashier  
x 2268 1ST FL A

Dominguez, Carlos  
Faculty, Mathematics  
x 1292 325B

Drury, Benjamin  
Ft Faculty, Behavioral Sciences  
x 1318 309C

Duhon, Steven  
Integration/Procurement  
Analyst  
x 2462 232B

Fabiyi, Edith  
Faculty, Office Management  
Technology  
x 2363 329B

Falbo, Lydia  
Director of Nursing  
x 2264 331B

Favela, Martha  
Admissions & Records Clerk I  
x 2344 1<sup>st</sup> FL B

Fejt, George  
Academic Advisor  
x 2154 112B

Felice, Susan  
Director of Continuing  
Education  
x 2382 225C

Fields, Stanley  
President  
x 2210 219B

Folkers, Jeff  
Custodial Supervisor  
x 2221 101D

Franco Carrera, Lillianna  
Enrollment Specialist  
x 2325 242C

Freemon, Yolanda  
Dir of Financial Aid  
x 2227 207B

Gan, Xiaoling  
LMS Administrator  
x 2463 232B

Garcia-Searle, Brenda  
Academic Advisor  
x 2152 114B

Garza, Sylvia  
Public Assistance Specialist -  
AECPO  
x 2364 217C

Gatyas, Kenton  
Faculty, History  
x 2293 312C

Gilligan, Brian  
Faculty, Business  
x 1409 327B

Ginley, Steven  
Faculty, Speech  
x 1351 319C

Gramas, Margaret  
Faculty, Nursing  
x 1412 308C

Grice, James  
Faculty, Biology  
x 2413 330B

Gutierrez, Rosa  
Adult Education Enrollment &  
Data Specialist - AECPO  
x 2366 317C

Halmon, Jamie  
Coordinator of Fitness Center &  
Wellness  
x 2274 116E

Helmus, Sara  
Faculty, Chemistry  
x 1314 309C

Herrera, Michelle  
Academic Advisor  
x 2247 109B

Herrmann, Julianne  
Faculty, Nursing  
x 2361 332B

Hopkins, Margaret  
Academic Advisor  
x 2156 1ST FLB

Iniquez, Michael  
Custodian  
x 2221 101D

Jacklin, William  
Athletic Director  
x 2370 202E

Jaimes, Nydia  
Athletic Success Coordinator  
x 2371 201E

James, Nadja  
Faculty, Nursing  
x 1320 310C

Jaquez, Evelyn  
Program Support Specialist II -  
AECPO  
x 2407 220C

Jara, Blanca  
Director Public Relations &  
Community Outreach  
x 2216 227B

Jonas, Mike  
Faculty, Heating Ventilation &  
Air Conditioning  
x 2482 138D



## MC Phone List

revised 4/12/17

Joslin, Jeremy  
Associate Dean of Arts &  
Sciences  
x 2335 319B

Kasprowicz, Michael  
Faculty, History  
x 2351 319C

Kelikian, Toulia  
Faculty, Nursing  
x 2260 310C

Klementzos, Jennifer  
Financial Aid Assistant-Loans  
x 2229 204B

Kott, Micheal  
Director of Library and  
Instructional Technology  
Services  
x 2208 118B

Koutny, Linda  
Information Support Specialist  
x 2304 232B

Krader, Geoffrey  
Faculty, Mathematics  
x 2292 310B

Kupec, Debra  
Health Careers Support  
Specialist  
x 2388 302C

Lanciotti, Lawrence  
Faculty, Physical Education Co-  
Ed  
x 1365 323B

Lind, Carmen  
Faculty, English  
x 2491 215C

Litwicki, Mark  
Faculty, English  
x 1381 274C

Lozano, Gloria  
Financial Aid Assistant-  
Satisfactory Academic Progress  
x 2226 204B

Mangia, Vlasta  
Bookstore Assistant Manager  
x 2425 134C

Martinez, Blanca  
Financial Aid Assistant  
x 2228 204B

Martinez, Raul  
HVAC Mechanic  
x 2221 101D

Martinez, Ernest  
Custodian  
x 2221 101D

Marzullo, Frank  
Executive Director of  
Operations  
x 2441 116D

Mata, Gabriela  
Student Activities & Leadership  
Assistant  
x 2419 241C

McGhee, Edward  
Custodian  
x 2221 101D

McLaughlin, Keith  
Provost  
x 2277 227B

Mohr, Michele  
Faculty, English  
x 2404 322B

Mollett, Melissa  
Executive Assistant/Clerk of the  
Board  
x 2213 224B

Montoro, Roger  
Groundskeeper  
x 2221 101D

Montoro, Roger  
Sergeant  
x 2206 119C

Moore, Linda  
Faculty, Therapeutic Massage  
x 2412 308C

Moss, Neil  
Help Desk & Technical Support  
Specialist  
x 2209 120B

Munoz, Hector  
Associate Dean of Instruction  
x 2332 308B

Mutameni, Shoeleh  
Faculty, Mathematics  
x 1404 322B

Nakashima, Anna  
Asst. Dean of Adult Education,  
Community Prog. & Outreach  
x 2368 224C

Navarro, Rafael  
Bookstore Specialist  
x 2222 BOOKC

Nedza, Michael  
Faculty, Speech  
x 2365 323B

Nieves, Samantha  
Assistant Theater Manager  
x 2230

O'Connell, James  
Student Development Liaison  
x 2459 239C

Ocampo, Jose  
Custodian  
x 2221 101D

Oni, Regina  
Accounts Payable Clerk  
x 2316 203C

Paez, Elizabeth  
Faculty, Mathematics  
x 2353 309B

Paneral, Beth  
Radio Operators/Dispatchers  
x 2200 119C

Parise, Patricia  
Faculty, Nursing  
x 1361 332B





# MC Phone List

revised 4/12/17

Pawlak, Richard  
Computer Programmer  
x 2303 232B

Pearson, Dennis  
Faculty, Biology  
x 2410 313C

Pencheva, Tsonka  
Coordinator of Childcare & Pre-  
K Services  
x 2284 105D

Perez, Guadalupe  
Student Development &  
Records Specialist  
x 2345 1ST FLB

Perez, Armando  
Campus Safety Officer  
x 2200 119C

Perez, Mireya  
Director of Business Services  
x 2289 203C

Pierce, Tom  
Dean of Adult & Community  
Education  
x 2367 222C

Pila, Pamela  
Custodian  
x 2221 101D

Porod, Eric  
Testing & Assessment  
Specialist  
x 2358 244C

Potempa, John  
Director of Facilities &  
Operations  
x 2220 101D

Primm, Rebecca  
Faculty, Digital Art  
x 1317 113D

Pullia, Nicole  
Pre-K Teacher Assistant-Grant  
x 2285 105D

Quiroga-Nevarez, Daiana  
Credential Analyst/Degree  
Auditor  
x 2349 1<sup>ST</sup> FL B

Raigoza, Suzanna  
Accountant  
x 2305 203C

Ramirez, Jose  
Custodian  
x 2221 101D

Ray, Anthony  
Executive Director Human  
Resources / Ombudsman  
x 2298 225B

Raygoza, Liliana  
Administrative Assistant  
- Dean's Office  
x 2330 305B

Raymond, Mary  
Faculty, Physical Therapist  
Assistant  
x 2291 322C

Reft, Jennifer  
Faculty, Physical Therapist  
Assistant  
x 2267 322C

Rivas, Angel  
Groundskeeper  
x 2221 101D

Rivera, Doris  
Human Resources Coordinator  
x 2300 211B

Rivera, Juan  
Assessment/Retention/Transitio  
n Specialist - AECP&O  
x 2483 258C

Rodriguez, Diana  
Academic Advisor  
x 2250 1<sup>st</sup> FL B

Rodriguez Jr, Jesus  
Senior Technical Support  
Specialist  
x 2469 232B

Roman, Daniel  
Faculty, Art  
x 1319 112D

Romero, Julian  
Custodian  
x 2221 101D

Romero Yuste, Maria  
Faculty, Foreign Language  
x 1315 138D

Ross, Robert  
Custodian  
x 2221 101D

Ruiz, Ruben  
Systems Administrator  
x 2471 234B

Rutka, Leonard  
Chief of Campus Police  
x 2203 119C

Sajatovic, Mark  
General Maintenance  
x 2221 101D

Sanchez, Luis  
Faculty, Computer Aided  
Design  
x 2326 326B

Sarther, Diane  
Faculty, Nursing  
x 2385 321B

Scatchell, Candyce  
Writing Math Center Assistant  
x 2465 236C

Schmitt, Robert  
Faculty, Psychology  
x 2397 321C

Schoepf, Cheryl  
Facilities & Operations  
Specialist  
x 2221 101D

Sedaie, Behrooz  
Faculty, Economics  
x 1326 326B

Seibel, George  
Faculty, Law Enforcement  
x 2312 137D

Seo, Kymberly  
Faculty, Biology  
x 1293 312C

Shouba, Derek  
Dean of Arts & Sciences  
x 2331 305B



## MC Phone List

revised 4/1217

Sleeth, Bradley  
Faculty, Physical Science  
x 1316 112D

Smith, Maria  
Advisor Clerk I  
x 2159 1ST FLB

Sonnier, Celeste  
Faculty, English  
x 1491 215C

Soto, Yasna  
Switchboard Operator  
x 0 1ST FLB

Soto, Martin  
Assistant Director of Facilities  
& Operations  
x 2451 101D

Soto, Marlene  
Academic Advisor  
x 2249 109B

Spaniol, Scott  
Faculty, Mathematics  
x 1405 310B

Styer, Audrey  
Faculty, Computer Information  
Systems  
x 1384 312B

Zych, Antoinette  
Coordinator of A/R and Payroll  
x 2306 204C

Sykora, Don  
Faculty, Automotive  
x 1324 113D

Tejeda, Erika  
Fiscal/Grants Manager  
x 2356 315C

Torres, Gina  
Academic Advisor

Ulbrich, Scott  
Systems Administrator  
x 2476 234B

Vargas, Maria  
Program Support Specialist I -  
AEC&O  
x 2281 223C

Vega, Alfonso  
Receiving/Mail Clerk  
x 2218 144C

Vega-Huezo, Wendy  
Associate Director of Human  
Resources  
x 2299 210B

Velazquez, Marisol  
Director of Student  
Development  
x 2439 214C

Walley, Cynthia  
Faculty, Computer Information  
Systems  
x 2384 312B

Warren, John  
Faculty, Music  
x 2231 108C

Wedge, Frances  
Director of PTA Program  
x 2380 314C

Weinstein, Thomas  
Data & Research Analyst  
x 2386 218C

Wood, Robert  
Faculty, Psychology  
x 1313 307C

Yanez, Rodolfo  
Academic Advisor  
x 2419 111B

Zukauskas, Karolis  
Faculty, English  
x 1385 321B