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FVCC Mission

Flathead Valley Community College promotes excellence in lifelong learning, focusing on student success and community needs.

Core Themes

FVCC has identified four core themes that individually manifest essential elements of its mission. Each element serves as an important component of lifelong learning. Collectively, the core themes encompass lifelong learning, supporting FVCC's role as a comprehensive community college.

The four core themes are

- Transfer preparation;
- Workforce preparation;
- Developmental education; and
- Community education

Academic Catalog

FVCC's academic catalog is online and can be accessed at catalog.fvcc.edu. Program Directors are responsible for reviewing and updating their respective program pages every spring to provide accurate and thorough information for students. If you have questions about the online catalog, contact Emily Jense in Academic Affairs. The online catalog is the most up-to-date version of the catalog; however, hard copies are available by emailing a request to copyroom@fvcc.edu.

Academic Probation and Suspension

Effective fall 2018, all students will be placed on academic probation anytime his/her cumulative grade point average (GPA) falls below 2.0.

Academic Probation process for degree-seeking or Running Start students:

A student on academic probation will be required to meet with a Student Support Center advisor to discuss academic goals and barriers and ways to achieve their goals. A review of the academic assistance available at FVCC and the completion of an Academic Plan to assist the individual in achieving his/her academic goals is required before the student may register for any future semesters.

If a student improves his/her semester academic GPA to a 2.0 or higher, but the cumulative GPA is still below a 2.0, the student remains on academic probation. Before registration for future terms, the student is required to meet with a Student Support Center advisor each semester until his/her cumulative GPA is above a 2.0.

If a student fails to improve his/her semester GPA while on academic probation, he/she will be placed on academic remediation. The student is provided two options: choose to leave FVCC for a period of no less than one year, or agree to a Remediation Plan developed by the Student Support Center advisor and approved by the Director of Student Services. If the student does not complete a Remediation Plan one week prior to the start of the academic remediation semester, the student's schedule may be cancelled. If the student's academic remediation semester GPA is below a 2.0 and/or the student did not successfully complete the Remediation Plan, he/she will be academically suspended immediately for no less than one year.

A student reinstated after being on academic suspension will be required to meet with a Student Support Center advisor to develop an updated Remediation Plan prior to registering and the plan will be approved by the Director of Student Services. If the reinstated student does not earn a 2.0 or higher semester GPA, he/she will be academically suspended for no less than one year. If a student improves his/her semester academic GPA to a 2.0 or higher, but the cumulative GPA is still below a 2.0, the student remains on academic remediation. Before registration for future terms, the student is required to meet with a Student Support Center advisor each semester until his/her cumulative GPA is above a 2.0

Once a student's cumulative GPA improves to a 2.0 or better, he/she will be removed from academic probation or academic remediation.

The Academic Probation process for non-degree seeking students:

A non-degree-seeking student who has a cumulative GPA below a 2.0 will be limited to five credits or fewer per semester until the student's cumulative GPA improves to a 2.0 or better.

Non-degree seeking students with a cumulative GPA below a 2.0 may request to enroll in more than five credits per semester by creating an Academic Plan with a Student Support Center advisor. If the non-degree student does not earn a semester GPA of a 2.0 or higher while on an Academic Plan, the student will be limited to five credits or fewer per semester until the student's cumulative GPA improves to a 2.0 or better.

Adjunct Faculty

Adjunct faculty report to one of four directors:

| Name | Title | Office | Phone | Email |
|-----------------|--|---------|----------------|--------------------|
| Peter Fusaro | Director, Trades and Industrial Arts | OT 108 | x3968 | pfusaro@fvcc.edu |
| Jessica Hopkins | Director, Academic Affairs (Business and Technology, Health Science, Humanities, Math and Science, and Social Science Divisions) | LRC 146 | x3924 | jhopkins@fvcc.edu |
| Myrna Ridenour | Director, Nursing | BC 102A | x3997 | mridenour@fvcc.edu |
| Megan Rayome | Director, Lincoln County Campus | LCC | (406) 293-2721 | mrayome@fvcc.edu |

Collaborative Evaluation

Adjunct faculty are observed and evaluated by their supervisor on a rotation basis. New adjunct faculty will be evaluated during their first semester of teaching and every sixth semester thereafter. To review the process, a copy of the Adjunct Evaluation Packet can be obtained from the Director of Academic Affairs.

Student evaluations are completed every semester in every class. Adjunct faculty will be provided instructions on this online process.

Offices

On the Kalispell campus, the following offices are available for adjunct faculty use:

- AT 232, BC 124, BSS 142, LRC 142, RH 165, RH 133B
- LCC adjunct faculty offices are located in rooms 201 and 203

The adjunct faculty offices in each instructional building are equipped with keys and/or combination locks. Combination codes are available from the Director of Academic Affairs.

Attendance

Although faculty shall establish their own attendance and class makeup policies with the expectation that students attend all class sessions, it is imperative that faculty clearly state their attendance and makeup policies in their course syllabi and record student attendance.

Every semester FVCC must submit attendance information to the Department of Education to ensure that students who receive financial aid are attending classes. If we do not comply, we jeopardize financial aid for the over 72% of FVCC students who receive financial aid. Faculty can expect an email from the Vice President of Academic and Student Affairs three weeks into each semester requesting attendance information for each class.

Behavioral Intervention Team (BIT)

FVCC's BIT is a Behavioral Intervention Team that reviews reports about student behavior and determines the best course of action to support the student and intervene before the behavior escalates. If you sense something that does not seem right, the team asks that you say something to the FVCC BIT Coordinator at (406)756-3812 or bit@fvcc.edu or submit a BIT Referral Form available on the FVCC website under "Faculty and Staff Resources." Every member of the community helps to keep our campus healthy and safe.

Budgeting

Faculty receives general fund and lab fee budgets and account numbers from their faculty support person at the beginning of each semester. Faculty are expected to work with their faculty support person to carefully monitor expenses, ensure budgets are not overspent, and assign appropriate account numbers to purchases. General Fund budgets are to be used to support instruction, service, and research. Lab Fee funds are only to be used to purchase essential instructional/curricular student consumable supplies for pre-planned activities whereas each student is receiving equal and identical instructional benefit. Lab fees may not be used to purchase food, party supplies, prizes, non-curricular field trips, academic incentives, etc.

Building Hours

On the Kalispell campus, classes are held from 7:00 a.m. to 10:00 p.m., Monday through Thursday, and until 5:00 p.m. Friday. On the Lincoln County campus, classes are held from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and until 4:00 p.m. on Friday. Saturday classes vary throughout the academic year. The campuses are closed on Sunday. Evening hours may vary due to holidays, breaks, etc.

Most campus offices are open Monday - Friday, 8:00 a.m. - 5:00 p.m. Some exceptions include

Admissions and Registration

Monday - Friday, 8:00 a.m. - 5:00 p.m.
(Closed Tuesdays from 8:00 - 10:30 a.m. except during the two weeks prior to and after each semester and the first and last weeks of each semester.)

Bookstore

Monday - Thursday, 7:30 a.m. - 6:00 p.m.
 Friday, 7:30 a.m. - 5:00 p.m.

Business Services

Monday - Friday, 8:00 a.m. - 5:00 p.m.
(Closed Wednesdays from 8:00 - 10:00 a.m. except during the two weeks prior to and after each semester and the first and last weeks of each semester.)

Computer Labs

Monday - Thursday, 7:00 a.m. - 9:30 p.m.
 Friday, 7:00 a.m. - 6:30 p.m.
 Saturday, 8:30 a.m. - 3:30 p.m.

Eagle's Nest Cafeteria

Monday - Friday, 7:30 a.m. - 2:30 p.m.

Financial Aid

Monday - Thursday, 8:00 a.m. - 5:00 p.m.
 Friday 12:00 - 5:00 p.m.

Foundational Math Center

Monday - Thursday, 8:00 a.m. - 6:00 p.m.
 Friday 8:00 a.m. - 4:00 p.m.

Library and Learning Commons

Monday - Thursday, 8:00 a.m. - 8:00 p.m.
 Friday, 8:00 a.m. - 5:00 p.m.
 Saturday, 9:00 a.m. - 3:00 p.m.

Media Center

Monday - Thursday, 8:00 a.m. - 7:00 p.m.
 Friday, 8:00 a.m. - 4:00 p.m.

Photocopy Center/Mail Room

M, T, Th, F, 8:00 a.m. - 4:45 p.m.
 Wednesday, 9:30 a.m. - 4:45 p.m.

Writing Lab

Monday - Thursday, 8:00 a.m. - 5:00 p.m.
 Friday, 8:00 a.m. - 3:30 p.m.

Cancellation of Classes

Insufficient Enrollment

The Vice President of Academic and Student Affairs will make all decisions regarding cancellation of classes due to low enrollment. If a class gets cancelled, Academic Affairs will notify instructors and students immediately.

Inclement Weather

Only the President of Flathead Valley Community College has the authority to cancel campus classes due to inclement weather. Instructors are not authorized to cancel classes due to inclement weather. FVCC and LCC will be open and classes in session except when the most extreme weather conditions exist. Announcements of cancellations will typically be made on all local radio and TV stations by 6:30 a.m. for daytime classes and 4:00 p.m. for evening classes.

Faculty, staff, and students are encouraged to sign up for e2Campus in order to receive email or text notification of campus closures.

Course Scheduling

FVCC strives to create a student-focused course schedule that allows for maximum student access and space utilization. Towards that end, course offerings must align with a scheduling grid that designates standardized class start and end times and meeting patterns. Requests to offer a course off-grid must be approved by the Vice President of Academic and Student Affairs. The FVCC Course Schedule Grid can be found on page 30.

Classroom Information

Assignments

Classroom assignments are determined by Academic Affairs. If you would like to request a classroom other than the one assigned, contact Academic Affairs (Sam Kujala or Mel Settle).

Visitors

Classroom visitors are defined as any individuals sitting in on a class for which they have not registered. Instructors may allow visitors to attend one or two class sessions at their discretion. For more than two visits by the same individual, the written approval of the Vice President of Academic and Student Affairs is required.

Guest Speakers/Panel Members

If guest speakers or resource persons are utilized, no commitments for compensation for services may be made without prior approval from the faculty member's supervisor. Nonemployees must be paid as independent contractors from your department budget. This requires completion of a W-9 as required by the IRS and proof that the individual does not need to carry worker's compensation insurance as required by the state of Montana.

Maintenance

All faculty members shall assist in maintaining classroom organization. If furniture is moved in a classroom, it must be returned to the original configuration at the end of class. Classrooms should be left clean and in the same arrangement as when you arrived.

College Property

College property may only be removed from the campus for college-related work and with the written permission of the Vice President of Academic and Student Affairs or the President. Such approvals shall be granted for a specific period of time and purpose, and shall be reported to Business Services for use in determining insurance adjustments and inventory control.

Committees

Faculty Committees

Faculty members have an opportunity to participate on a variety of committees at the college. See the current Faculty Senate president, Rich Haptonstall, for information on committee assignments.

- Admissions Review*
- Board Representative (Senate)*
- Budget Committee*
- Campus Art Committee*
- Developmental Education Core Theme*
- E-Learning Committee*
- Eagle Award Committee
- Faculty Senate
- General Education Team*
- Holiday Party Committee
- Personnel Committee*
- Professional Development Committees*
- Program Review Committee*
- Safety Committee*
- Scholarship Committees
- Student Success Committee
- Teaching Excellence Committee*
- Tenure Review Committee*
- Transfer Prep Core Theme*
- United Way Committee
- Wellness Committee
- Workforce Prep Core Theme*

*Committee assignments made by Faculty Senate

Curriculum Committee

The Curriculum Committee approves all program and course proposals and revisions. The committee includes the Vice President of Academic and Student Affairs, the Division Chairs, a representative from the Student Support Center, President and Vice President of Faculty Senate, the Dean of Student Affairs, the Nursing Director, and the Trades and Industrial Arts Director. The Curriculum Committee workflow is managed through an online system called Curriculog.

For information about the Curriculum Committee process and/or how to make changes to courses and/or programs, see your division chair or Emily Jense in Academic Affairs.

Copy and Mail Services

Phone: 756-3358, Fax: 756-3815, Blake Hall 134

Hours: 8:00 a.m. to 4:45 p.m. Monday through Friday (Closed 8 a.m. to 10:00 a.m. Wednesdays)

Printing Services:

Faculty is expected to plan for and submit their copy requests no fewer than 24-hours in advance. Be aware that copyroom staff is often overloaded at key times throughout the semester. It is your responsibility to plan accordingly and submit your requests with enough time for them to meet your needs. The copyroom is not responsible for completing copy requests submitted fewer than 24 hours in advance.

Faculty with copy needs have three options:

- 1) If you have a hard copy of something you would like copied, fill out a copy request form found on the counter in the mail room. Fill in all the blanks that apply and attach it to your master copy. Place it either in the basket on the door (during business hours) or place it in an envelope outside the mailroom door and insert it into the slot in the bottom part of the mailroom door.
- 2) Log into FVCC website at fvcc.edu. Click on "Faculty & Staff," under "Business Office Forms," click on "Copy Request Form," fill in the request, attach your attachment, and submit.

- 3) Email your requests to copyroom@fvcc.edu. To help accommodate your needs be sure to include the following information in your email: Date Needed, Time Needed, # of Copies, Division, Front/Back, Collate, Staple, 3-Hole Punch, Color Paper or Print, Tri-fold, Booklets, Any Special Instructions.

We appreciate a 24-hour advance notice to complete your copy requests. Should you need a request completed in less than 24 hours, please speak with the copy room attendant to see if your request can be completed on time. Please indicate if your request is a test. If it is, it will be stored in the Academic Affairs locked file drawer in the mailroom. All other copy requests will be placed in your campus mailbox or filing cabinet. For best results, use the actual document as an attachment to your email.

The email is checked first thing each morning, several times throughout the day, and before leaving at night. There are four people who receive these emails, so if someone is on vacation or ill, your copy request will still be completed. When the request is completed, we will reply to your email to let you know it is ready to be picked up.

When you need last minute copies, we offer copy cards that work in the coin operated copy machines on campus. You can pick one up either through the copy room or the Business Office in \$20 increments. Cards are to be used strictly for college purposes and are charged to your department.

**If you have a copy request in the form of textbooks, magazines, or any other copyright items, please be aware that the copy room is unable to make copies of these items without written permission to copy the material from the publisher or author. If you are unsure about the copyright laws, please feel free to come in to the copy room and get a copy of "Questions & Answers on Copyright for the Campus Community."*

Mail Services:

Outgoing mail is picked up once a day, Monday through Friday. The last drop-off time is 3 p.m. Please place all mail in the wooden box on the door to the copy room. To ensure that mail is charged to the appropriate department and that returned mail is forwarded to you, be sure to mark the envelope with "faculty" or your department in the upper left corner. You can drop off your personal stamped mail for outgoing mail daily.

Incoming mail is sorted daily and placed in mailboxes or hanging files. Packages that are delivered for you will get checked in and you will get an email letting you know you have package ready for pickup.

Department Chairs

The Department Chairperson works with their respective Division Chair and the Vice President of Academic and Student Affairs on class scheduling and other program-related duties as assigned.

| 2020-2021 Department Chairs | | Office | Phone | Email |
|-----------------------------|----------------|--------|-------|--|
| Art | David Regan | AT 129 | x3993 | dregan@fvcc.edu |
| English & Languages | Ben Barckholtz | AT 227 | x3857 | bbarckholtz@fvcc.edu |
| Math | Laura VanDeKop | RH 144 | x3998 | lvandekop@fvcc.edu |
| Performing Arts | Joe Legate | AT 255 | x3906 | jlegate@fvcc.edu |
| Science | Effat Rady | RH 110 | x3375 | erady@fvcc.edu |

Discipline in the Classroom

Students are expected to behave as adults. Faculty is expected to set clearly defined behavior guidelines that are consistently reviewed and applied. Attempt to reduce the opportunity for poor behavior by engaging students' attention through effective teaching methods and relevant curriculum content. Always provide feedback concerning student academic and behavioral progress in a constructive and positive manner.

Inform students that there is zero tolerance at FVCC for violence and verbal or physical abuse. Any student who deliberately disrupts a class may be subject to immediate removal from that class by the authority of the faculty. Tell the student specifically why his/her behavior is objectionable or unacceptable, or how it is a violation of student conduct. Adequately warn students of the possible consequences of their actions. If students are disruptive in class, ask them to stop their behavior. If

the behavior continues, request that the student leave the classroom. Do not become angry. If the student refuses to leave, then have the class take a break and leave the room to find assistance from administration, maintenance or another faculty member.

If the student appears to be violent, end the class and leave the room. Go to the nearest phone and call 911 for police assistance. Always put your safety and that of your class first.

For additional information on how to deal with disruptive classroom behavior, contact Kelly Murphy, Dean of Students, at 756-3812 or kmurphy@fvcc.edu, or your division chair.

Division Chairs

The Division Chairperson is the first point of contact for all faculty questions and concerns, including challenges in the classroom, assistance with syllabi and teaching methods, and changes in course schedules. Division Chairs are also the main conduit of information between faculty and administration.

| 2020-2021 Division Chairs | | Office | Phone | Email |
|---------------------------|------------------|---------|-------|--|
| Business & Technology | Dawn Rauscher | BSS 105 | x3861 | drauscher@fvcc.edu |
| Health Science | Chaz Taylor | BC 126B | X4327 | Charles.taylor@fvcc.edu |
| Humanities | Conrad Rauscher | AT 228 | x3633 | crauscher@fvcc.edu |
| Math and Science | Janie Alexander | RH 107 | x3948 | jalexand@fvcc.edu |
| Social Science | Stephanie Paidas | BSS 126 | X3868 | spaidas@fvcc.edu |

Eagle Online Course Shells

The Instructional Technology department creates a course shell in Eagle Online for every class, every semester. Faculty is encouraged to use Eagle Online as a supplement to their face-to-face classes and is required to post the course syllabus and their contact information in each class.

Emergency Procedures

Reporting an Emergency:

- When calling 9-1-1, give the following information as calmly and precisely as possible:
 - Your full name and the telephone number from which you are calling;
 - The nature and location of the emergency, including information regarding suspects, weapons, etc., as appropriate;
 - Your location – the address or building, the room number, area or department;
 - What you know of the number of injured people and their injuries.
- Do not hang up until the person answering the call ends the conversation, as responders may need more information.
- Have someone contact the campus emergency coordinator at (406) 270-4555.
- If it is safe to do so, designate someone to meet emergency personnel at the entrance to the building.
- Do your best to stay calm, assess the situation, and protect yourself.
- Get to a safe place (evacuate or secure-in-place)
 - Leave the building immediately if you hear an alarm, if requested by authorities, or if the building seems unsafe.
 - Do not enter an elevator in emergencies or attempt to force open elevator doors.
 - Warn others around you and assist them if trained to do so.
 - Do not expose yourself or others to risk by trying to save personal or college property.
 - As you move, be aware of things that could be damaged, unstable structures, or loose debris, exposed wires, chemical vapors or spills, smoke and other such hazards.

Other important safety tips:

- If possible, locate at least two emergency exits in your area;

- If it's dark and you have a flashlight, keep it handy;
- Use the telephone only for emergency purposes.

Other qualified college employees may be called for assistance or referral:

- Vice President of Academic and Student Affairs: (406)756-3811
- Command Team Coordinator: (406)756-3901
- Director of Maintenance: (406) 212-3066, after hours (406) 890-0646

Standard Emergency Procedures

Medical Incidents

- **Call 911.**
- If trained, administer first aid.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

Fire

- **Call 911.**
- If the fire is small, clear the area and, if trained, attempt to bring the fire under control with a fire extinguisher.
- In all other cases, pull the fire alarm and clear the building.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

Other Emergencies

- If in doubt, always **call 911** first.
- In any case in which personal dangers may be present, protect yourself first.
- At the earliest opportunity, call the campus emergency line at (406) 270-4555.

NOTE: Once you have followed the procedural guidelines, immediately report all emergency calls, accidents, injuries, or loss of college property to Jeff Kimble, Director of Facilities Operations, at (406) 756-3988 or in Blake Hall room 122.

Faculty Absences

Fulltime faculty must submit all absences through the online PayCor system.

Please see Human Resources for information on how to use PayCor.

Anticipated Absences

Anticipated absences must be approved in advance by the faculty member's supervisor through PayCor. Faculty is expected to make the appropriate arrangements with students in advance.

Unexpected Absences

In the event of illness or unexpected absence, contact your division office immediately and notify your students via email. Report your absence in PayCor as soon as you are able.

Faculty Evaluation

Supervision:

All fulltime faculty have an immediate supervisor who is responsible for classroom observation and evaluation, approval of travel requests, purchasing, and general faculty support.

Fulltime faculty report to the Vice President of Academic and Student Affairs.

Adjunct faculty and instructors report to one of four directors:

| Name | Title | Office | Phone | Email |
|-----------------|--|---------|----------------|--------------------|
| Peter Fusaro | Director, Trades and Industrial Arts | OT 108 | x3968 | pfusaro@fvcc.edu |
| Jessica Hopkins | Director, Academic Affairs (Business and Technology, Health Science, Humanities, Math and Science, and Social Science Divisions) | LRC 146 | x3924 | jhopkins@fvcc.edu |
| Myrna Ridenour | Director, Nursing | BC 102A | x3997 | mridenour@fvcc.edu |
| Megan Rayome | Director, Lincoln County Campus | LCC | (406) 293-2721 | mrayome@fvcc.edu |

Faculty Support

Division Offices support faculty in a variety of ways:

- Procuring supplies needed to teach
- Coordinating student evaluations
- Preparing check requests and assisting faculty in monitoring their budgets
- Assisting with professional development requests and making travel arrangements
- Notifying students of class cancellations
- Organizing advisory committee meetings – booking rooms, ordering catering, helping contact members, collecting agendas and surveys, and taking minutes
- Monitoring class waiting lists
- Reserving rooms

Division Offices

Division office staff support faculty in their assigned division as follows:

| Support Staff | Division | Division Office |
|----------------|---|-----------------|
| Cathy Fabel | Nursing | BC 102 |
| Cynthia French | Occupational Trades | OT 132 |
| Janet Haines | Lincoln County Campus | Room 225 |
| Sue Kelly | Business & Technology, Humanities, Math & Science, Social Science, Health Science | BH 135 |

Final Exams

All courses must have a final exam or final project, and these must be given at the assigned time. The final exam schedule is distributed to all faculty and can be found on the FVCC website. The exam schedule for fall and spring semesters will be four days and all exams are to be given during this time including evening/night classes. Summer semester final exams are given during the last class meeting. Exceptions to the final exam schedule must be approved in advance by the Vice President of Academic and Student Affairs.

Financial Aid (406) 756-3849

Approximately 72% of FVCC students receive federal, state and/or institutional financial aid. In order for the aid to be distributed, FVCC must document that students receiving financial aid are attending all of their registered classes. Faculty will receive an email notification from the Vice President of Academic and Student Affairs to check attendance after the third week of class. To check attendance, faculty must log in to the faculty portal and identify students who have NOT been attending or select “all attending.” The College may incur tremendous financial liability if funds are distributed without proof that a student was in attendance. Therefore, please ensure that you have reported for every class you are teaching by the date indicated in the email notification.

Students receiving financial aid must meet certain standards to maintain their eligibility:

- Minimum 2.0 cumulative GPA **AND** complete at least 67% of the attempted courses

A student’s financial aid is immediately suspended if:

- The student does not pass any courses in a given term (includes F, U, W, WI, I grades) **OR** the student does not have a minimum 1.0 term GPA.

Students cannot receive financial aid for audited courses. Students requesting to a change to an “audit” should be referred to the Financial Aid Office for a review of the consequences to their financial aid awards.

Gift Cards

The IRS considers gift cards a source of payment and FVCC is required to report amounts greater than \$600. In order to remain in compliance, the following processes and regulations have been instituted:

- All gift card purchases must be pre-approved via the “Gift Card Purchase Pre-Approval” form.

- All gift cards must be purchased on an FVCC Purchasing Card, either the FVCC card in your name or an Academic Affairs purchasing card.
- A person may not receive more than \$600 total in gift card compensation per year.

STUDENTS

- Gift cards may not be given to students as academic incentives.
- Gift cards may only be purchased with lab fee accounts whereas each student is receiving equal and identical instructional benefit as a result.
- Gift cards may be given to students as prizes for student government, student activities, and student intramurals.
- Gift cards may be given to students for performing a service to FVCC and can be purchased in increments up to \$50, as long as the service does not reoccur more than two times within a calendar year. (Examples: note-takers for Disability Services, musical performers for FVCC or Foundation events, participants in marketing or recruiting activities)

FVCC EMPLOYEES

- Gift cards may not be given to employees.
- Any payment for services to an FVCC employee is considered compensation and shall be processed through payroll.

NON-EMPLOYEES

- Gift cards may be given to non-employees as long as the service does not demonstrate characteristics of a regular employment relationship.

Grading

Submission of Grades

Grades are due by 5 p.m. on the Tuesday after finals week. Faculty submits final grades using the direct grade submission process through the Faculty Portal. Grades are entered directly into CAMS, bypassing the authorization process, and post immediately on student transcripts. This option also allows faculty to enter the “Last Day of Attendance” required for grades of F, I, U, and WI.

***Please note:** Incomplete (I) and Audit (AU) grades cannot be entered through this process. An Incomplete Grade Authorization form or Audit form (prior to audit deadline) must be submitted to the Admissions and Registration Office for one of these grades to be recorded by the Associate Registrar. These forms are available under “Forms” at the bottom of the FVCC home page. For an incomplete grade, the “Last Date of Attendance” still needs to be entered, but leave the grade blank.

Student grade reports are available at the end of each academic semester after all financial obligations to the college are met. Grade reports are available online at www.fvcc.edu (Student Portal) or students can provide a self-addressed, stamped envelope to the Admissions and Registration Office.

Students are required to meet course requirements to receive grades and credits. The courses will not be recorded on official transcripts unless one of the below grades is received.

All of the campuses that make up the Montana University System have adopted a grading system that includes pluses and minuses. However, faculty members are not required to attach a plus or minus to letter grades. The highest grade a student can earn is an “A.” An “A+” grade is not possible. Pluses and minuses will not be attached to an “F,” as if a student has failed a class, the amount or degree of failure is unimportant.

Grading Options

- Audit
- Course Challenge

- Directed Study
- Incomplete
- Independent Study
- Medical Withdrawal
- Withdrawal
- Withdrawal by Instructor: **The “WI” grade may be issued at the discretion of the instructor only when extenuating circumstances prohibit a student from completing the course. This grade is not an option for students who have earned an “F” in the course.**

Grade Changes

If a student receives a grade they feel is inaccurate or inequitable, the student should see their instructor. Only the instructor can initiate a grade change by filling out a “Grade Change” form and submitting it to the Admissions and Registration Office. This change will appear on the student’s transcripts. If the student feels the situation has not been resolved equitably, refer to the Student Appeals Policy in the FVCC catalog.

Grants

Any FVCC employee wanting to pursue a grant opportunity must obtain approval via the Grant Development Request process. The request form must be completed and submitted to your supervisor, who will take it to Executive Staff for consideration. The form is available at <G:\Grants Department\Employees\Grant Development Request Form.pdf>.

Institutional Advancement *Blake Hall 102 (406) 756-3914*

The Office of Institutional Advancement (IA) looks forward to supporting faculty and instructional programs through its two primary responsibilities at FVCC:

- Marketing and Communications (internal and external)
- The Foundation (resource development))

Marketing and Communications

FVCC’s Marketing and Communications team supports your efforts to reach out to potential students, notify the public about upcoming events and develop promotional materials for your programs.

Professional staff members provide the following services in support of FVCC’s mission and strategic goals: creating program-specific marketing plans; graphic design; web and social media content management; writing; editing; photography; video production; advertising; media relations; college branding; and more.

To request support from the Marketing and Communications team or to schedule a consultation with the Director of Marketing and Communications, please submit the online form at www.fvcc.edu/marketing-request.

The Marketing and Communications office coordinates all activities with the news media, including scheduling interviews with faculty, staff, and students. If the news media contacts or approaches you for an interview or statement, please notify the Marketing and Communications office immediately by sending an email to marketing@fvcc.edu.

The Foundation

The Foundation secures private dollars to support student scholarships, instructional programs and learning facilities. The Foundation works directly with faculty in the following ways:

1. Awards Enhancement Grants both in the fall and spring up to \$5,000 for innovative projects and up to \$2,500 for student travel grants to attend conferences to present work or research.
2. With Foundation and FVCC leadership approval, provides funding for technology, equipment and program support.
3. With faculty or staff and Financial Aid approval, awards students experiencing a difficult time with up to \$200 from the Employee Emergency Fund, a program under the Employee Giving Fund.

4. Explores and develops scholarships with faculty for specific academic disciplines to improve recruitment, retention and completion of degrees and certificates.
5. Assist faculty in event coordination if a faculty member is sponsoring a visiting organization or individual onto campus for a speaking engagement or event. Contact Ben Deremiah for assistance in scheduling events: BH 104, x3632, bderemiah@fvcc.edu.

Contact the Foundation team:

- **Ben Deremiah**, Events Coordinator, 756-3632 or bderemiah@fvcc.edu
- **Sue Evans**, Director of Foundation Finance & Administration, 756-3963 or sevans@fvcc.edu
- **VACANT**, Executive Director

Instructional Design

The college provides assistance and training for faculty wishing to incorporate technology in the classroom. A wide range of tools including hardware and software are available for faculty use. An Instructional Technology Specialist will help you learn the attributes of these tools and how they can help you in the classroom.

FVCC's online learning environment is Eagle Online, which is hosted by Brightspace. Eagle Online is available for use in supplementing face-to-face instruction as well as for delivery of hybrid and fully online courses. All courses have an Eagle Online course shell, and faculty are required to post the course syllabus and their contact information in each class. However, it is up to individual instructors to decide to what level they would like to utilize Eagle Online in their classes. .

Instructional Design offers two courses every semester for faculty who wish to expand their understanding of Eagle Online and learn how to apply it to courses delivered face-to-face, online, or hybrid: EDU 291y – Teaching Online and EDU 291x – Developing Online Courses.

Instructors wishing to develop a new online course need to take the following steps:

- Complete the "Online Course Conversion Request" form, found on the G Drive at *<G:>EducationalServices>Employees>Faculty>Forms for Faculty>Online Course Forms>*
- Complete EDU 291y – Teaching Online
- Complete EDU 291x – Developing Online Courses
- Complete the "Online Course Review" form, also found on the G Drive at *<G:>EducationalServices>Employees>Faculty>Forms for Faculty>Online Course Forms>*

For more information, contact an Instructional Technology Specialist:

- **Julie Wenz**, jwenz@fvcc.edu, AT 212, (406) 756-3615
- **Jodi Harms**, jharms@fvcc.edu, AT 220, (406) 756-3362

Keys

Fulltime faculty may obtain keys for the outside doors of the main instructional buildings and classrooms by completing a "Key Requisition" form in Business Services.

- Keys for the Nova stations, located in many classrooms may be obtained at the Media Center (LRC 117).
- On the Lincoln County Campus, keys may be obtained in the Continuing Education Office.

Library Services (406) 756- 3856

The FVCC Library and Learning Commons is located in the Broussard Family Library and Learning Commons. The Lincoln County Library serves as the LCC Library in Eureka, Libby, and Troy.

The FVCC Library offers the following services:

- Assistive Technology Station: The library has a station with specialized hardware and technology to help those users with visual or mobility needs.
- Borrowing: Materials can be checked out using an FVCC student ID card. Books check out for 28 days and DVDs check out for 14 days. Books and DVDs are also available from other Montana Academic Libraries through TRAILS Resource Sharing and also through interlibrary loan. These materials have special due dates assigned by the loaning library.
- Café: The café area serves hot and cold drinks, snacks, and pastries. There are areas for large group seating, small groups, and individual seating.
- Classrooms: There are two classrooms available for student use. These classrooms can seat up to 20 people each and can also be set up as one larger classroom when the room divider is removed. The classrooms feature mobile chairs and tables. Students can connect laptops to a 70-inch monitor in each classroom. There are also several mobile whiteboards, as well as whiteboards secured to the wall for student use. The classrooms must be reserved either by calling or stopping by the library.
- Collaborative Study Rooms: The library has two collaborative study rooms. Both contain whiteboards and display monitors which can be connected to laptops. The study rooms must be reserved either by calling the library or stopping by. These rooms are limited to groups of 2-5 people for two hours at a time and can be reserved up to 10 days in advance.
- Computers and Wi-Fi: Desktop computers and circulating laptops are available for student use. In addition, personal computers and mobile devices can connect to the wireless network and can be used for printing.
- Course Reserves: Faculty often place materials such as textbooks and course-related articles on reserve at the circulation desk. Most of these materials are for use in the library only, but must still be checked out with a library card. Some textbooks not on course reserves are available in the library's non-circulating collection of college textbooks.
- Interlibrary Loan: Occasionally, students need books or articles that are not available in the library. Library staff at the circulation desk can assist in ordering these materials from other libraries. Interlibrary loan takes an average of three days for articles and ten days for books, although some hard-to-find items may take longer. Students are responsible for any fees associated with late, damaged, or lost materials. These fees are set by the lending library and vary. Students are notified by phone or e-mail when items arrive.
- Lost and Found: The library has a lost-and-found cabinet located at the circulation desk.
- Maker Space: This room has a seating capacity of 20 with mobile tables and chairs, a whiteboard wall, and a sink. The Maker Space can be reserved either by calling the library or stopping by.
- Media Equipment: The library has a copier, printer, and scanner available for student use. There are also two 360° cameras and calculators for student checkout.
- One Button Studio: The One Button Studio has a simplified video recording setup that can be used without any previous video production experience. Users can create high-quality video projects without having to know anything about lights and cameras. The One Button Studio must be reserved either by calling or stopping by the library.
- Podcast Station: Besides the main recording station in the One Button Studio, there is a separate audio/video recording station called a Marantz Professional Turret, with laptop available inside the room. Like the One Button Studio, all users need to bring a flash drive to save the recording. The podcast station must be reserved either by calling the library or stopping by.
- Quiet Study Room: Students who need absolute quiet when studying can use the Quiet Study Room. This room is set up with individualized seating for working alone.
- Resource Sharing (TRAILS): Students who need physical copies of books or media that are not available at the FVCC Library may request these items through our partnership with 16 other Montana Academic Libraries (TRAILS). Students may request that these items be borrowed and shipped to FVCC for pickup. These items can be found via the library's online website (Primo) and can be ordered through the student's library account online. Library staff is available to help locate and order these items for students in person as well. The loan period is at the discretion of the partner library, but may be anywhere from 4-10 weeks.
- Virtual Reality Room: Explore ideas, data, content, and places in new and astonishing ways. The VR room is designed to provide access to an immersive, real-time virtual experience for users with no prior experience or training using this technology. The Virtual Reality Room must be reserved either by calling the library or stopping by.
- Writing Lab: Students receive free one-on-one help in areas such as proofreading; MLA, APA, Chicago, and other writing formats; resumes; cover letters; scholarship letters; library databases; computer skills; vocabulary development; note-taking

strategies; reading accuracy; reading fluency; critical reading skills; printing; FVCC program applications/letters/essays; and grammar/punctuation.

Media Center (406) 756-3828, LRC 117, media@fvcc.edu

The Media Center provides instructional materials and support services of non-print media required for instructional and training programs. The Media Center is a service facility housing various instructional media materials, equipment, production facilities, and a trained staff. The Media Center is also responsible for equipment installed in classrooms. Available services include

- Audio and video production/duplication
- Audio-visual equipment
- Notebook computers and data projectors
- Classroom scheduling of AV equipment
- Media library
- Interactive video
- Training services (including Nova workstation)
- Preview Facility to review instructional materials

Please arrange for services at least 24 hours in advance (2-3 days in advance during summer session). Requests may be made in person, via e-mail, via voice-mail, or campus mail. Requests for equipment used on campus outside of office hours will be honored if made in advance. To check out a key for the Nova station, a library card and advanced training from the Media Center personnel are required.

When scheduling requests please include

- Full name
- Date and time of the class
- When the class ends
- The room number
- What the request is for, i.e. equipment, specific program, etc.

Courtesies:

- Do not remove equipment from classrooms
- Ask for guidance if you do not know how equipment works
- Report equipment malfunctions
- Remember to cancel scheduled requests if not needed.
- For more specific information about the Media Center, please visit the web page at <https://www.fvcc.edu/student-support/media-center/> or contact the Media Centers staff.

The Media Center services at the Lincoln County Campus may be arranged through the Continuing Education Office.

Motor Pool

The FVCC Motor Pool includes six vehicles that are available for official college business:

- one seven-passenger SUV
- two seven-passenger mini-vans
- two 14-passenger buses (14 + the driver).

FVCC vehicle use costs are charged to department budgets and calculated at \$.545/mile for SUVs and minivans, and at \$.795/mile for activity busses.

College vehicles are reserved by submitting a "Vehicle Request" form to Business Services along with a copy of a signed Permission to Travel form. Faculty members driving vehicles need to complete one form for each reservation and must have a photocopy of a current driver's license on file in Business Services for insurance purposes.

Employees are encouraged to utilize the FVCC Motor Pool for all travel on behalf of the college. FVCC is not liable for any damage or injury caused while driving a personal vehicle for college-related purposes.

At the Lincoln County Campus, vehicles are reserved through Continuing Education.

Paychecks

All employees are paid semi-monthly on the 15th (or last preceding workday if the 15th falls on a weekend or holiday) and on the last working day of the month. FVCC utilizes Paycor as its Human Resources Information and Payroll System. Employees report time off and access pay statements, tax documents, contracts, benefits and other related information with a User ID and password. Visit Human Resources for training or questions regarding Paycor.

Phone Use Instructions

- Local outside line: 8 + Number
- Long distance: 8 + 1 + area code + number
+ access code (be sure to hesitate and wait for a stutter tone between number and access code.)

Credit Card: 810 -2880-406 + number; **Toll free:** 8 + 1 + 800; **Outside operator:** 8 + 0

Last Number Redial: On hands-free calls, press the line key twice that is the green key next to your window). Or, lift the receiver, then press the line key once. The last number you dialed is automatically redialed.

Speed Call To build or change a speed call Number:

1. Press the Speed Call Controller key labeled 'SpcCtrl'. The triangle icon flashes.
2. Dial the two-digit code (use numbers 00 through 19) and the associated telephone number with the phone prompts. Don't forget the area code etc if needed. Note: If long distance access codes are used, they can be added to the dialing sequence after the phone number. Press the 'pause' key to insert a 1.5 second pause in the dialing string between telephone number and access Code.
3. Press the 'SpcCtrl' key again to save the code and number.

To make a Speed Call:

1. Lift the handset.
2. Press the 'SpcCtrl' key and the code assigned to the telephone number.

Proctoring

Faculty is expected to administer their own exams, except in the case of extenuating circumstances. If you are unable to administer your own exam, please consider asking a colleague to fill in for you. As a last resort, proctoring service may be available upon request from division support personnel.

Professional Development

Professional development for fulltime and adjunct faculty is highly encouraged.

Fulltime faculty can request funds for off-campus professional development via the Professional Development Committee. The request form can be obtained from your division chair, division office, or on the G Drive. The request requires an approval from your division chair and the fulltime faculty Professional Development Committee. For questions about fulltime faculty professional development, see Heather Estrada, Sue Kelly, or your division chair.

Adjunct faculty may also request off-campus professional development funding. The form for this request can be obtained from your division office or on the G Drive. The request requires approval from the Director of Academic Affairs in consultation with adjunct faculty.

If your professional development request requires travel, division offices will assist you with your plans and paperwork.

Purchasing Procedures

All purchases must be within the approved assigned budget and it is the responsibility of the purchaser to verify that available budget exists before any business transaction is initiated. The purchaser must complete and submit a Check Request form and the original receipt to their division support person within 30 days. All purchases must be approved by direct supervisors (or their designee) and the relevant Executive Staff member (or their designee).

According to college policy, purchases made without proper approval may become the personal obligation of the person originating such a purchase.

Beginning July 1, 2019, no personal reimbursements will be permitted.

General Purchasing Guidelines

- All purchases must be delivered to the college. Items delivered elsewhere cannot be paid for with college funds.
- All check requests and requisitions are to be processed by division offices.
- Purchase and delivery of general office supplies and furnishings will be arranged by Business Services.
- Adjunct faculty must obtain a department budgetary authority signature from a fulltime faculty member on all general fund purchases.
- Only Business Services personnel are allowed to set up accounts with new vendors.

There are three ways to initiate a purchase:

First: VERIFY AVAILABLE FUNDS

1. Purchase something on a College-issued purchasing card: either your personal FVCC purchasing card or an Academic Affairs purchasing card. Prepare a check request form with the appropriate account number and submit it with the original receipt to your division support person.
2. Complete a requisition form with the appropriate account number and detailed information about the order. Submit it to your division support person. Once routed, Business Services or your division support person will make the purchase for you. Utilizing the requisition process may save you money, as the College as a whole receives significant discounts from various vendors.
3. Charge what you need from the FVCC Bookstore, and take the receipt to your division support person. All purchases at the FVCC Bookstore will be charged to your department account. Although Bookstore charges are allowed, your division support person can often get what you need at a lower price. Department budgets are not to be used to charge coffee or coffee cards.

FVCC Purchasing Cards

Any eligible, fulltime FVCC employee may be issued a College purchasing card with a completed and approved application. Applications are available on the FVCC website under "Faculty and Staff Resources." Faculty who would like to apply for an FVCC purchasing card need to fill out the application and make an appointment to discuss purchasing needs with the Vice President of Academic and Student Affairs.

Employees shall exercise extreme care and responsibility for committing purchases and thereby creating liability on behalf of FVCC. See the College's complete Purchasing Procedures for detailed information on the responsibilities and required procedures associated with obtaining an FVCC purchasing card.

Academic Affairs Purchasing Cards

In order to further accommodate faculty purchasing needs, Academic Affairs has purchasing cards available for checkout from the Academic Affairs office (BH 136). These cards are intended for use when the nature of a purchase makes it simpler for you to place the order yourself.

Purchasing cards may be checked out for a maximum of 24 hours and used to book travel, order supplies, or make local purchases. All purchase receipts need to be submitted upon returning the card.

Travel Purchasing Cards

A limited number of purchasing cards designated for travel are available from Business Services. These cards may be checked out and used for travel expenses while on a trip.

Room Reservations

Faculty members who need to book a room for time outside of their regular course schedule can contact their division office with the request. Any external group wishing to use college rooms and facilities must make arrangements through Ben Deremiah in the Institutional Advancement office (BH 104). Booking rooms at LCC is done through the Continuing Education Office.

Running Start Program

FVCC's dual enrollment program is called Running Start. Dual enrollment is a broad term for various types of opportunities for high school students to take college coursework while enrolled in high school. Running Start students can earn college credit or dual credit (high school and college credit) depending on the course.

A **dual-credit course** is taught on campus or online by a college faculty member to a class that includes college students and dual enrollment students. Students receive both high school and college credit. (The decision to award high school credit for the college course rests with the school district, provided that the decision is consistent with applicable laws, policies and administrative rules.)

A **concurrent enrollment course** is taught at a high school to a class of high school students by an appropriately qualified high school teacher serving as an adjunct faculty member. Occasionally, a college faculty member will travel to a high school to teach a concurrent enrollment course. Students receive both high school and college credit.

A concurrent enrollment faculty liaison works in collaboration with the Coordinator of High School Relations and the high school teacher to ensure appropriate rigor and quality is maintained for classes taught at the high school for which the students are receiving college credit. The faculty liaison will

- Collaborate with the Director of Academic Affairs and Program Directors to determine that the high school teacher's credentials are appropriate;
- Meet with the high school teacher before the class is offered to review course outcomes, syllabus development, expectations for content and books, and any specific assessment (general education assessment, exam, paper, project, etc.) that will be required;
- Verify that the syllabus at the high school has learning outcomes and assessment processes that match those of courses taught at the college;
- Meet with high school teacher throughout the semester as needed; and
- Conduct one classroom observation during the semester.

For more information regarding enrollment procedures, contact Beth Romain at (406) 756-3847 or eromain@fvcc.edu.

Salary Schedule Movement

Per section 18.400 of the CBA, faculty is eligible for salary schedule movement based on additional preparation in increments of 15 quarter credits/10 semester credits. Faculty is required to notify the Vice President of Academic and Student Affairs in writing via the "Salary Schedule Movement Request/Notification" form prior to taking coursework for salary schedule movement. The following stipulations apply:

- For employees with less than a Master's degree, credits may be in upper division/graduate courses or preapproved lower division/MOOC courses that will directly contribute to the development and delivery of assigned curriculum.
- For employees with a Master's degree or above, credits may be in graduate courses or pre-approved upper/lower division/MOOC courses that directly contribute to the development and delivery of assigned curriculum.

PLEASE NOTE:

- All costs shall be paid by the faculty member.
- All credits must be substantiated by official transcripts from the granting institution and submitted to Academic Affairs in order to apply toward that academic year.

Service Learning

The mission of the FVCC Service Learning program is to engage students in community service. Some courses offer Service Learning components in which students volunteer 15 hours of community service with non-profit agencies or schools whose work reinforces learning in the classroom. Agency supervisors evaluate the students' work and the evaluation is used by the instructors as part of assigned coursework. Upon completion, students receive special designation on their transcripts.

Student Activities

All faculty members are encouraged to assist students in the initiation of activities in which they share a mutual interest. Each club that is organized must have a faculty sponsor and must submit a constitution to the Student Government for approval.

All student clubs interested in fundraising must have their activities approved. They should fill out an application form and submit it to Institutional Advancement and Business Services. The form is available on the G drive.

Student Complaints

The Student Complaint procedure can be found at www.fvcc.edu/studentpolicies.

Student Research Requests (290 Courses)

The Student Research program is run through 290 courses. If a 290 course does not yet exist in a discipline for which research is being proposed, the faculty member mentoring the research is responsible for creating the 290 course before submitting the application, which is available on the G Drive.

- Applications are on a per-project basis. Each project is equivalent to 1 semester lecture credit.
- Student research applications are due by **August 1** for fall semester and **November 1** for spring semester.
- Proposals are evaluated and approved by the Vice President of Academic and Student Affairs.

PROCESS:

1. The faculty member identifies the appropriate 290 course to be offered in accordance with the research project. If a 290 course does not exist in a discipline for which research is being proposed, the faculty member mentoring the research is responsible for creating the 290 course through Curriculog before submitting the application.
2. The faculty member completes this application, routes it first to their Division Chair for awareness, and then to the Vice President for approval.
3. The Vice President reviews the merits of the application based on a rubric, and notifies the faculty member of approval.
4. If approved, the Vice President requests that the appropriate 290 course be included on the course schedule.
5. The faculty member recruits student researchers and directs them to register for the appropriate 290 course.
6. Students should be encouraged to present their research projects at the Student Research Conference, STEM Colloquium, or other events.

NOTE: When faculty, staff, or students are engaged in research involving human or animal subjects, it is the responsibility of the faculty member mentoring the project to obtain appropriate approvals.

Student Resources

Food Pantry

A food pantry, in partnership with the Student Engagement Office and Student Government, is available for students who find themselves short of food supplies. The food pantry is located next to the Veterans Center, in LRC 109.

Residence Life and Student Housing

Founders Hall, located west of the Occupational Trades building, features studio and two-bedroom apartments for up to 124 fulltime, degree-seeking students. All apartments are furnished with a stove, refrigerator, dishwasher, microwave, extra-long twin bed, dresser, chairs, and a private bathroom. A community center, student lounges, laundry facilities, and areas to study are located throughout the residence hall.

For more information, visit www.fvcc.edu/student-housing, email reslife@fvcc.edu or call Kelly Murphy, Dean of Students, at (406)756-4586.

Student Health Clinic

The Student Health Clinic, funded by the Student Health Fee and located in the Broussard Center room 136, is available to students enrolled in seven or more credits. The Student Health Clinic can address urgent care and general health needs. Students registered for 4-6 credits or from Lincoln County Campus may opt in by paying the \$45 per semester health fee at Business Services. For more information regarding hours of operation and services available at the walk-in clinic, visit <https://www.fvcc.edu/campus-guide/health-clinic/> or call (406) 756-4331.

Student Health Insurance

Student health insurance is not available through the college.

Veterans' Center

The Veterans' Center, located next to the library in the LRC building room 111, is a resource center and lounge where veterans can meet other veterans, study, relax, and eat. Computers and a private study room are available.

Veterans Education Benefits

The Veterans' Certifying Official, located in the Financial Aid Office, is available for walk-in or scheduled appointments to assist veterans, dependents, reservists, and guard members with navigating their educational benefits and required paperwork. Student veterans can stop by or make an appointment at BH 109 or (406) 756-3982.

Student Schedule Changes

Any changes in a student's schedule after he/she has completed the registration process must be accomplished with the "Drop/Add" form available from the Admissions and Registration Office. After the first week of classes, all changes will be processed, but only after all required signatures have been obtained. The class change can only be accomplished when this completed form is returned to the Admissions and Registration Office. The last day to submit schedule changes is listed in the academic calendar, which is posted on the FVCC website, and in the FVCC catalog.

Student Support Center *LRC 129, (406) 756-3880*

Director of Student Services: Amber Paulson, apaulson@fvcc.edu, (406) 756-3882

Academic Advising and Coaching

Faculty members can refer students to a professional Academic Advisor if students are experiencing difficulty in their classes. Students may obtain assistance exploring programs of study, transfer options, and career opportunities. In addition, all degree-seeking/fulltime students are assigned a faculty advisor and an academic advisor liaison to provide on-going academic assistance.

Community members and high school students who are not FVCC students are also welcome to utilize career and academic advising services to discuss educational needs and career plans.

Adult Education

This tuition-free program is offered to adults 16 and older who wish to improve their skills in reading, writing, and math and/or prepare for the High School Equivalency TEST (HiSET) for a high school equivalency diploma. For more information, call (406) 756-3884.

Career Advising

The Career Advisor assists to employers, students, and alumni in conducting employee and employment searches, as well as finding internships. The coordinator will also assist in the preparation of job applications, resumes, cover letters, and job interviews. Students may also obtain assistance planning their career direction and exploring career opportunities. For more information contact Cathy Allard at (406) 756-3803 or stop by LRC 132.

Disability Services

The Disability Services Coordinator provides information, assistance, and counseling for all students with documented disabilities, including students with learning disabilities. Services may include but are not limited to priority registration, note taking, taping, tests on tape, interpreting, classroom scheduling, liaising with faculty, advocacy, and support groups. For more information contact Traci Sullivan at (406) 756-3376 or stop by LRC 147.

Accommodations for testing are arranged with the Disability Services Coordinator and the front staff at the Student Support Center. Please contact the main office or the Coordinator with questions.

Foundational Math Center (FMC)

All students enrolled in foundational-level math courses are required to utilize the Foundational Math Center, located in Ross Hall 150. A professional tutor instructor and faculty are available for foundational math tutoring in the FMC.

Math & Science Tutoring Lab

Professional math and science tutor instructors are available to help all students taking any science, math or math-related course. For more information, stop by LRC 148.

Mental Health Counseling

Counseling services are confidential and not considered part of a student's academic record. They are offered to all students enrolled in credit courses, free of charge. FVCC's Mental Health Counselor is available from 8:00 a.m. to 5:00 p.m. Monday through Friday year-round and during college breaks. For more information, call Carlin Hale at (406) 756-3886.

Placement Tests:

Degree-seeking students, as well as any students planning to enroll in math, chemistry, English, or classes with placement prerequisites are required to complete placement tests. Testing information can be found online at www.fvcc.edu/placement and on the Student Portal. The tests are used for placement purposes only.

- The Math Placement is proctored at FVCC's campus in the Foundational Math Center. Students can simply walk-in to take the Math Placement.
- The Reading & Writing Placement is available through Eagle Online. Students register for the Reading & Writing Placement through their Student Portals.

For students wanting to take a chemistry course, the Chemistry Placement is available in the Testing Center. To schedule a Chemistry Placement, students must use the online scheduler, available at <https://booknow.appointment-plus.com/7e7vdy10/>.

Writing Lab

Professional tutor instructors and reference materials are available to help all students with writing assignments or to assist students with their writing, reading, spelling, vocabulary, and grammar. For more information, stop by the Writing Lab located in the Broussard Family Library and Learning Commons (BL).

Testing Center: Proctoring

Location: Learning Resource Center Building: LRC123A, Email: proctor@fvcc.edu

Proctoring Services for FVCC Online & Hybrid Course Exams, Professional & Workforce Certifications, and outside Colleges & Universities

- How to request testing for your courses: www.fvcc.edu/faculty-request
 - Exams for Online and Hybrid Courses
 1. Fill out the online Faculty Request for Proctoring Webform
 2. Submit a copy of your exam with form (unless online exams)
 3. List the link to how to book an appointment on your syllabus
 - Make-Up Exams for Individual Students
 1. Email the Proctor student names
 2. Fill out the online Faculty Request for Proctoring Webform
 3. Submit a copy of your exam with form (unless online exams)
 4. Instruct student how to book appointment *after* you submit a request
- Helpful Tips:
 - Students must schedule exams 24 hours in advance
 - Students must bring an ID to the Testing Center
 - Instructors must send exams prior to testing windows
 - Instructors must inform the Proctor in advance if they extend times/make exceptions to their exams
 - Makeup exams for entire classes need to be requested through Academic Affairs
 - Students using Disability Services contact the Student Support Center
 - No makeup exams during Finals Week

TRIO: Student Support Services

The TRIO program assists program-eligible students at FVCC with services that include academic advising, peer-mentoring, tutoring, course advising, financial aid information, and courses on transitioning to college, reading and writing skills, and career preparedness. Free, individual tutors are available for most classes offered at FVCC for TRIO students.

Students must apply and qualify as either first-generation or low-income or have a documented disability to receive TRIO services. For more information, contact Anna San Diego at (406) 756-3881.

Student Travel

FVCC encourages field trips when these opportunities are well planned and utilized fully for instructional purposes. All field trips with students—required, extra-curricular, or otherwise – must be pre-approved by the trip supervisor’s supervisor at least two weeks in advance.

At least two weeks prior to the proposed trip, submit a “Student Travel Request” form to your supervisor. The signed form must be attached to the “Vehicle Request” form if you plan to transport students in an FVCC vehicle.

Procedures and the approval form for traveling with students can be found on the G Drive and the FVCC website.

* Business Services will not issue a vehicle for travel with students without submission of a completed and signed “Student Travel Request” form along with the “Vehicle Request” form.

Supplies

A general supplies cabinet, located in the mail room, is kept stocked with a variety of materials for your use. If you need office supplies not regularly stocked in the mail room cabinet, see your division support person.

Syllabi

The course syllabus serves as a contract between the instructor and the students. Each semester, the syllabus for every offered course must be reviewed and updated. All faculty are required to use the FVCC Syllabus Template, which is distributed to instructors’ FVCC email via Google Docs. Each template is pre-populated with the current course description and learning outcomes. Completed templates are due by the end of the first week of classes. Division Chairs review completed syllabi and may request edits before final approval. Academic Affairs support personnel file approved syllabi on the G Drive.

Complete instructions for using the Google Doc Syllabus Template are available in the Eagle Online Instructor Resource Center. See the “Google Doc Syllabus” module in the content area. A quick start guide is available on the G drive at the following link:

<G:\AcademicAffairs\Employees\Faculty\Forms for Faculty\Syllabus Templates\Syllabus Quick Start Guide.pdf>.

Title IX

All employees, except those hired by the College to work under a license or state privilege that provides them with confidentiality, are considered responsible employees/mandatory reporters. Exempted employees are Carlin Hale, mental health counselor, and the health care providers located in the Student Health Clinic.

As responsible employees, it is your obligation to report to the Title IX Coordinator (within 24 hours) when you have information about possible discrimination or harassment, including (but not limited to) incidents of sexual assault/gender based harassment. As a responsible employee, you must provide full details of the incident, if known, including name(s), date, time, and specific location of the incident. It is also important to include information about resources offered and/or actions you have taken. This allows the College to insure that adversely impacted individuals receive information about rights and resources, and may aid in identifying patterns of concern to inform prevention efforts and/or accountability.

If an individual requests confidentiality or requests no further action to be taken (by the College or declines to pursue reporting to other authorities), this information must still be reported. Not all reported incidents lead to further action. In some instances, the reported information includes details of sufficient follow up (e.g. resources offered or utilized, or conflict resolution conversation completed).

To submit a [report](#), visit www.fvcc.edu/title-ix and click on “Procedure” followed by “[Discrimination, Harassment, Sexual Misconduct, Stalking & Retaliation Reporting Form](#).” Please note, if you talk to the police, your supervisor, a Title IX liaison, or anyone else, you still need to file a report.

For more information regarding Title IX and FVCC’s corresponding policies, procedures, and resources, please visit www.fvcc.edu/title-ix. If you have any questions, contact the Title IX coordinator or one of the college’s Title IX Liaisons. FVCC has identified the following individuals as a Title IX Liaison. The liaisons are available to support and refer students, staff, and/or faculty who are concerned about or want to report an incident of sexual harassment or assault.

Title IX Liaisons:

- Peter Fusaro, Director of Trades and Industrial Arts, OT 108, (406) 756-3968, pfusaro@fvcc.edu
- Connie Hitchcock, Business Faculty, BSS 107, (406) 756-4329, chitchcock@fvcc.edu
- Deb Huisentruit, Coordinator of Student Services, LCC, (406) 293-2721, dhuisentruit@fvcc.edu
- Kelly Murphy, Dean of Students, (406) 756-4586, kmurphy@fvcc.edu
- Ruth Wrightsman, Biology Faculty, RH 132, (406) 756-3878, rwrightsman@fvcc.edu

Title IX Coordinator:

Brenda Hanson, Dean of Student Financial Services and Compliance, (406) 756-3812, bhanson@fvcc.edu

Travel

All travel by FVCC employees must be pre-approved via a “Permission to Travel” form and reconciled with a “Travel Expense Report.” The college is not responsible for costs incurred for any travel that is not officially pre-approved.

When traveling on behalf of the college, faculty are expected to

- Utilize their division support personnel to prepare Permission to Travel and Travel Expense forms;
- Make any purchases related to travel only after receiving email confirmation from Business Services that your Permission to Travel request has been approved;
- Purchase the most affordable tickets and lodging within reason;
- Attach the conference itinerary to the Travel Expense Report; and
- Pay for lodging in advance with a college purchasing card or checkout a travel purchasing card from Business Services to take with you. All efforts should be made to avoid submitting personal reimbursements for travel expenses.

NOTE: A Meal Per Diem allowance may be obtained in advance for employees in travel status if the expected total is at least \$25. If this creates a financial hardship, the Vice President of Administration and Finance can authorize a cash advance for smaller amounts. Otherwise, the employee can submit for permissible reimbursements on a Travel Expense form.

If you choose to combine college and personal travel, please attach a detailed breakout of your personal itinerary and the college and personal expenses incurred (example 1). If no airfare comparison documentation is submitted in advance, you will be charged a prorated daily amount based on the total ticket cost (example 2).

Example 1: If you fly to a Thursday-Friday conference but stay for the weekend, attach documentation of the cost differences for airfare, parking, lodging, etc. were you to have returned directly after the conference. You will be expected to reimburse the college for the difference.

Example 2: If you fly to a Thursday-Friday conference but stay for the weekend, and you didn’t provide an airfare price comparison in advance, you will be charged for 50% (two of four days) of the total ticket cost. If your ticket was \$400, you will owe the college \$200. If you provide a price comparison in advance, you would likely owe significantly less.

Please Note: Business Services enforces a 30-day limit from the date of purchase for reimbursements. It may take up to two weeks after submitting a reimbursement request for you to be reimbursed.

Veterans' Education Programs

Veterans' educational benefits are based on class attendance, just like financial aid. In order for veterans and their dependents to be eligible for VA benefits, FVCC must document that students are attending all of their registered classes. Faculty will receive notification from the Vice President of Academic and Student Affairs to check attendance of all students after the third week of class. Failure to report within 30 days may result in the college being charged for overpayment. Therefore, please report attendance information to the Financial Aid Office by the date indicated.

An actual letter grade does not need to be determined for a student before the instructor completes a progress report. In fact, the first request for progress status may be sent out before an instructor gives a test. Those students having a grade or attendance problem will be referred to the Learning Resource Center for tutoring and/or counseling.

FVCC's Veteran's Center is located in LRC 111. It is close to the FVCC Library, Math Lab and Language Arts Lab. FVCC's School Certifying Official is located in the Financial Aid Office in BH 111, (406) 756-3982, staylor@fvcc.edu. Services include facilitating benefits for veterans, dependents, reservists, and guard members.

TEACHING CHECKLIST

BEFORE YOUR COURSE BEGINS:

- _____ Read over contract letter, sign, and return to Melanie Settle to finalize the hiring process.
- _____ Prepare/update the course syllabus (reference the syllabus template).
- _____ Prepare a course schedule (outline by week or day topics and/or assignments - a daily schedule example is included in the syllabus template).
- _____ Identify the course level objectives (as shown on the course profile) and how you will assess those objectives during the semester for end of semester reporting.
- _____ Obtain a copy of the textbook (contact your Division Chair for assistance). You may also request supplemental instructor materials from the Bookstore.
- _____ Check with the bookstore to be sure books/special resources are correct and ready for student purchase.
- _____ Determine how you will use the Eagle Online course management system. We expect that all instructors post the course syllabus and contact information, but there are several other helpful tools available. Contact Jodi Harms (jharms@fvcc.edu, 756-3362) or Julie Wenz (jwenz@fvcc.edu, 756-3615) for more information.
- _____ Visit the room where you will be teaching to ensure that all resources you need are available and that your technology is compatible with the room's technology.
- _____ If using the NOVA station (computer in classroom), make sure that you have a key (from the Media Center) and can access what you need on the computer.
- _____ Print a roster of students and have a method for taking attendance.
- _____ Make enough copies of the syllabus and other handouts for each student, plus a few extras.
- _____ Check your Faculty Portal under "My Schedule" to see if you have a wait list for your course. If so, you will see a list of waitlisted students and use it to determine which students to add (if any) on the first day of class.
- _____ Make any special arrangements for the following (your faculty support specialist can help):
 - _____ Guest Speakers
 - _____ Rooms needed in addition to or at different times than your regular classroom
 - _____ Field Trips – permission forms, schedule transportation
 - _____ Media Center – Any special needs for videos or other classroom technology needs

SEMESTER CHECKLIST

DURING THE SEMESTER:

- _____ Complete the Sexual Harassment Prevention online training at <http://fvcc.mt.safecolleges.com/>. Your username is your FVCC email address. The deadline for completion is 30 days after the start of your initial semester.
- _____ Submit an electronic copy of your syllabus to your faculty support person by the end of the first week of classes.
- _____ Report attendance for financial aid and veteran student status when prompted by the Financial Aid Office – you will receive an email notification.
- _____ Guide students to complete the course evaluation in the student portal and encourage completion (approximately four weeks prior to end of semester).
- _____ Schedule classroom observations (if required, you will be contacted).
- _____ Request any necessary classroom materials from your division support person.

AT THE END OF SEMESTER:

- _____ Submit grades through the Faculty Portal using Direct Grade Submit.
- _____ Complete the course level assessment in the Faculty Portal.
- _____ Submit General Education assessment data for all General Education courses. You will be contacted by email with instructions.



Travel Forms Cheat Sheet

- Travelling with students does not include things like students travelling to clinical/internship sites or students meeting on their own accord to go to an event that you may or may not also be attending.
- If your course takes multiple field trips during a semester, please feel free to complete one Student Travel Request that includes information for the whole semester.
- Usage of an FVCC vehicle will be charged to department budgets. Please reconcile your budget records per the following rates: vehicles: .58/mile - \$10 minimum; activity busses: .83/mile - \$10 minimum.
- Any travel that requires per diem for meals and/or lodging or a travel advance requires a Permission to Travel and Travel Expense Report.*
- If a student chooses to drive his or her personal vehicle to a school-sponsored event, FVCC holds zero liability associated with that travel.
- All forms required for travel can be found here: <https://www.fvcc.edu/faculty-staff/faculty-staff-resources/>

Local Travel: Within service region – Flathead and Lincoln Counties

With students:

- *not* using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release for each student (*submit to your supervisor*)

- using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Vehicle Request (*submit to Don Skare with copy of signed Student Travel Request*)
- Accident Waiver and Release of Liability for each student (*submit to your supervisor*)

Without students:

- *not* using FVCC vehicle:

Forms Required:

- Local Mileage Log

- using FVCC vehicle:

Forms Required:

- Vehicle Request (*submit to Don Skare*)

Out-of-area Travel: Outside FVCC service region – Flathead and Lincoln Counties

With students:

- *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release for each student (*submit to your supervisor*)

- using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)
- Vehicle Request (*submit to Don Skare with copy of signed Student Travel Request*)
- Accident Waiver and Release of Liability for each student (*submit to your supervisor*)

Without students:

- *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)

- using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Vehicle Request (*submit to Don Skare*)

***Student Per Diem Process:**

- Students get per diem for food when traveling as part of a class or program.
 - The trip supervisor submits one Permission to Travel form for all the students with an attached list of student names and requests a travel advance.
 - The trip supervisor cashes the travel advance check and distributes the appropriate amount of cash to each student. As travel advances are only 90% of the total expense, this will require that the trip supervisor covers the additional 10% until the trip has concluded and a Travel Expense Report has been submitted. (If that creates a hardship for the trip supervisor, the Business Office can grant an exception to issue a 100% travel advance.)

**All travel supported by federal grants will abide by the grant rules and regulations.