FV CC

INSTRUCTOR HANDBOOK

FLATHEAD VALLEY
COMMUNITY COLLEGE

FVCC Kalispell Campus Map

Founders Hall

Occupational Trades

Maintenance

Heavy Equipment Quonset,
Logger Sports Arena, Brewing Science,
Agriculture and the Campus Farm
are located just northeast
of the main campus, accessible
by Hutton Ranch Road

Highway 93 North

Campus Drive

Business & Social Science

Arboretum

N
W E
S

Blake Hall

Arts & Technology

Learning Resource Center

College Center

Ross Hall

Library & Learning Commons

Rebecca Chaney Broussard Center for Nursing & Health Science

Early Childhood Center

Highway 93 North

Tennis Courts ▷

Grandview Drive

Grandview Drive

The FVCC campus is tobacco and smoke free
(Electronic cigarettes are also prohibited).

Revised 1/2019

777 Grandview Drive • Kalispell, Montana 59901
406.756.3822 • 800.313.3822
225 Commerce Way • Libby, Montana 59923
406.293.2721

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<div align="center">FVCC Mission
Flathead Valley Community College promotes excellence in lifelong learning,
focusing on student success and community needs.</div>

Academic Affairs

The Academic Affairs office supports and supervises instruction, builds the class schedule, and manages curriculum and budgets. Contact Academic Affairs based on the following breakdown:

Bryan Brophy-Baermann: 4326 Vice President of Academic and Student Affairs	Emily Jense: 3811 Administrative Director, Academic Affairs	Margaret Stell: 3813 Academic Affairs Associate	Lisa Yarnell: 3809 Academic Affairs Coordinator
Executive Staff	Adjunct Instructor Management	Purchasing Support	Class Schedule
Chief Academic Officer	Department and Program Budgeting	Credit Card Management	Student Course Evaluations
		VP Calendar	
Supervises Academic Affairs, Fulltime Faculty, Instructional Design, Library, Student Affairs, and Student Services	Academic Catalog	Advisory Committee Support	Syllabi Management
	Program Review Committee	Room Reservations	Instructor Pay Charts
		Tenure Process Support	Bookstore Liaison
	Perkins Grant	Waitlists	Finals Schedule
	Curriculum Management/Curriculog	Instructor Support	Faculty Workloads
		Class Cancellations	Directed/Independent Studies/290s/Internships
		Health Science Program Support	

Academic Catalog

FVCC's academic catalog is online and can be accessed directly at catalog.fvcc.edu. The catalog is managed by Academic Affairs and includes information on program requirements, courses, admissions and registration, college regulations, student support, personnel and boards, and more. All curricular changes to the catalog must go through the online Curriculog process. If you have questions about the catalog or Curriculog, contact Academic Affairs.

Academic Misconduct

FVCC's academic integrity procedures are available online. Instructors may add additional information and procedures regarding academic dishonesty on their syllabi. It is very important to clearly state how academic dishonesty will be handled on all syllabi, as enforcement can be difficult otherwise.

Adjunct Instructors

Adjunct instructors report to one of four positions:

Name	Title	Office	Phone	Email
Blake Thompson	Director, Trades and Industrial Arts	OT 108	x3968	bthompson@fvcc.edu
Emily Jense	Administrative Director, Academic Affairs	BH 136B	x 3811	ejense@fvcc.edu
Carla Genovese	Director, Nursing	BC 102A	x3997	cgenovese@fvcc.edu
Megan Rayome	Director, Lincoln County Campus	LCC	(406) 293-2721	mrayome@fvcc.edu

Adjunct Offices

Adjunct instructor offices are shared space. On the Kalispell campus, the following offices are available for adjunct instructor use:

Office	Code
AT 232	2006*
BC 124	213*
BSS 142	2145
RH 165	2141
WCC 133	

Attendance

Although instructors establish their own attendance and class makeup policies with the expectation that students attend all class sessions, it is imperative that instructors clearly state their attendance and makeup policies in their syllabi and record student attendance. If a student's grade is at all related to attendance, the policy must be fully explained in the class syllabus for the college to support any grading complaints related to attendance that might occur.

Budgeting

Instructors have access to two department-level budgets: general fund and lab fees. Budgets are managed through the online Campus Student Finance (CNF) system. Instructors are expected to monitor expenses, ensure budgets are not overspent, and submit all receipts and purchase orders to the CNF system in a timely manner. See Appendix A for CNF Instructions.

- 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, or academic incentives such as gift cards.

Building Hours

On the Kalispell campus, classes are held from 7:30 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

Bookstore
Monday - Thursday, 8:00 a.m. - 5:00 p.m.
Friday, 8:000 a.m. - 5:00 p.m.

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.

Copyroom/Mail Room
Monday - Thursday, 8:00 a.m. – 5:00 p.m.
Friday, 8:00 a.m. - 4:45 p.m.

Eagle's Nest Cafeteria
Monday - Friday, 8:00 a.m. - 2:30 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
Fall / Spring
Monday - Thursday, 8:00 a.m. - 8:00 p.m.
Friday, 8:00 a.m. - 5:00 p.m.
Summer
Monday-Friday, 8:00 a.m. – 6:00 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. Generally, a class gets cancelled if it does not enroll at least four students.

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 will run except when closure is announced by the President. Announcements are typically made on all local radio and TV stations by 6:30 a.m. for daytime classes and 4:00 p.m. for evening classes.

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

Unexpected Instructor Absences
If an instructor is ill or must miss class unexpectedly, the protocol is as follows:

- Email your students to let them know class is cancelled and provide any instructions they might need.

- Email Academic Affairs at AcademicAffairs@fvcc.edu and list exactly which classes you will miss. Academic Affairs will post the absence online and hang a sign on the classroom door for any students who may have missed the email notification.

Census Report

Due to a Department of Education reporting requirement, FVCC must collect census data by the 15th day of each semester (10th day for summer). These reports will be pre-loaded into the attendance module of each of your Eagle Online class shells, and you will receive email reminders about when they need to be completed. See Appendix B for detailed instructions on how to submit your census reports.

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.

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 instructor'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 instructors 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 and purpose and shall be reported to Business Services for use in determining insurance adjustments and inventory control.

Committees

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

Common Course Numbering

FVCC courses align with the Montana University System's (MUS) Common Course Numbering (CCN) system. This means that courses at FVCC transfer to any other MUS school. This CCN system is based on course prefixes, numbers, titles, and student learning outcomes. All courses in the CCN system are aligned this way to ensure that students taking the same class at different institutions are receiving a similar learning experience. Therefore, all course content is guided by the student learning outcomes listed on syllabi and in the academic catalog.

Course Scheduling

FVCC strives to create a student-focused class schedule that allows for maximum student access and space utilization. Towards that end, class offerings must align with a scheduling grid that designates standardized class start and end times and meeting patterns. (See Appendix C). Requests to offer a class off-grid must be approved by the Vice President of Academic and Student Affairs. Instructors work with their department and/or division chairs to devise a student-focused schedule. The Vice President of Academic and Student Affairs makes the final decisions on the class schedule.

Curriculog

Curriculog is an online workflow system that manages the following processes:
- Course Changes: new, revisions, deletions
- Directed Study
- Graduation Substitutions
- Graduation Waivers
- Independent Study
- Instructor Grade Change
- Internships
- Program Changes: new, revisions, deletions
- Release Time Requests
- Request to Convert a Course to Hybrid or Online
- Student Research (290) Applications

Instructions for using Curriculog are in the Curriculum Committee Handbook. See Academic Affairs with questions and support regarding Curriculog.

Curriculum Committee

The Curriculum Committee approves all curricular changes. The committee includes the Vice President of Academic and Student Affairs, the Division Chairs, a representative from Student Services, President and Vice President of Faculty Senate, the Nursing Director, the LCC Director, and the Trades and Industrial Arts Director. The Curriculum Committee workflow is managed through on 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 Academic Affairs or the Curriculum Committee Handbook.

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.

2024-2025 Department Chairs		Office	Phone	Email
Visual Arts	David Regan	AT 129	x3993	dregan@fvcc.edu
English	Ben Barckholtz	AT 227	x3857	bbarckholtz@fvcc.edu
Performing Arts	Rich Haptonstall	AT 256	x3962	rhaptonstall@fvcc.edu

Disability Services

Students requesting disability accommodations must self-identify with FVCC's Disability Support Services and complete the appropriate verification paperwork. Once that has been completed, FVCC's Disability Services Coordinator contacts instructors with notification of accommodations. If a student asks for accommodations and you have not received information from the Disability Services Coordinator, please refer the student to disabilitysupport@fvcc.edu or the Disability Support Services office in LRC 147.

If you have a student with disabilities in your classroom, you must abide by the required accommodations. However, you may be provided with a list of optional accommodations and asked to identify which you are willing to provide. In that case, each instructor can determine which optional accommodations are feasible based on the particulars of the class content, structure, and the need for maintaining academic rigor. For a detailed explanation of disability services and information to help you understand accommodation requests, see Appendix D.

Discipline in the Classroom

Instructors are 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 instructor. 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 instructor.

If a 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 instructor questions and concerns, including challenges in the classroom, assistance with syllabi and teaching methods, and changes in class schedules. Division Chairs are also the main conduit of information between instructors and administration.

2024-2025 Division Chairs		Office	Phone	Email
Business & Technology	Dawn Rauscher	BSS 105	X3861	drauscher@fvcc.edu
Health Science	Janice Heil	BC 123C	X3373	jheil@fvcc.edu
Humanities	Conrad Rauscher	AT 228	x3633	crauscher@fvcc.edu
Math and Computer Science	Laura VanDeKop	RH 144	x3998	lvandekop@fvcc.edu
Science and Engineering	Janice Alexander	RH 107	X3948	jalexand@fvcc.edu
Social Science	Eliza Thomas	BSS 120	X4865	ethomas@fvcc.edu

Eagle Online Class Shells

FVCC's online learning platform is Eagle Online, which is hosted by D2L/Brightspace. Eagle Online is available for use in supplementing face-to-face instruction as well as for delivery of hybrid and fully online classes. The Instructional Design and Technology department manages Eagle Online and creates a class shell for every class, every semester. Instructors are required to post the syllabus and their contact information in each shell and are highly encouraged to use the gradebook feature. In addition, Eagle Online offers many tools that are effective ways to supplement instruction in face-to-face classes.

The Eagle Online landing page has links to a comprehensive user manual that supports the many useful functions of the platform. An Instructional Technology Specialist will help you learn how to leverage the available tools to maximize student learning.

The Instructional Design and Technology department offers a series of classes every semester for instructors who wish to expand their understanding of Eagle Online and learn how to apply it to classes delivered face-to-face, online, or hybrid. To teach hybrid and/or online classes, instructors must first complete a series of six EDU 291 classes. See Academic Affairs for more information.

Vacant	Vacant
(406) 756-3362	(406) 756-3615
BH 115	BH 115

eLearning Fellows (ELFs)

FVCC will be establishing eLearning Fellows (ELFs) to serve those instructors teaching and developing online and hybrid courses as well as to provide support for use of Eagle Online as a learning management system. Each division will have an ELF.
Roles and responsibilities:
- Work with division and department chairs to develop a comprehensive plan for online and hybrid course development, offering, and scheduling.
- Participate in the course review process for online and hybrid courses.
- Provide mentorship and support to instructors in the design, implementation, and teaching of any course using the learning management system.
- Work with the Teaching and Learning Center to develop professional learning opportunities for instructors in best practices in distance education.
- Keep in communication with the department of Instructional Design and Technology and the VPASA regarding delivery and assessment of distance education.
- Serve on the eLearning Committee.

ELFs	Email	Division
Janice Alexander	jalexand@fvcc.edu	Science and Engineering
Ben Barckholtz	bbarckholtz@fvcc.edu	Humanities
Carlin Phillips	cphillips@fvcc.edu	Social Science
Julie Robertson	jrobertson@fvcc.edu	Health Science
		Business
Erin Wenner	ewenner@fvcc.edu	Math and Computer Science

Email

All instructors have an FVCC-issued email account that is used for college communication. Instructors are expected to check this email account often and use it for communicating with students.

Emergency Procedures

Comprehensive campus emergency procedures are available under Campus Safety on the college website. All instructors and staff should review the information there to be prepared in case of an emergency.

FVCC uses Omnilert, a unified emergency notification system, to alert individuals in the event of an emergency. The system delivers emergency messages through SMS messaging to mobile phones, e-mails, and voice messages to personal phones. Examples of emergency notifications may include active shooter, earthquakes, and evacuations.

All students, instructors, and staff are automatically enrolled into FVCC's Emergency Alert System through their campus email address. Mobile phone numbers are automatically enrolled for students that have provided their phone number to FVCC. To add additional notification phone numbers or emails or to manage your emergency alert subscriptions and account, visit FVCC's Omnilert subscriber page. See Appendix E.

FERPA: Family Educational Rights and Privacy Act (1974)

FERPA is a federal law designed to protect the privacy of education records and to establish the right of students to inspect and review their education records. All college employees are expected to understand and abide by the tenets of this federal law. See Appendix F for more information.

Final Exams

All classes 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 instructors 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.

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 not be purchased with lab fee accounts.

- 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 second business day after finals week. Instructors submit 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 instructors to enter the "Last Day of Attendance" required for grades of F, I, U, and WI. See Appendix G for instruction on how to submit final grades. See Appendix F for Direct Grade Submit.

*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. 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.

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 submitting an Instructor Grade Change proposal in Curriculog. 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.

Instructional Design and Technology

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

Instructional Design offers two courses every semester for instructors who wish to expand their understanding of Eagle Online and learn how to apply it to courses delivered face-to-face, online, or hybrid. See Appendix H for Instructions.

Developing Online Courses

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

- Complete the "Online Course Conversion Request" form in Curriculog.

- Complete the EDU 291 course series.
- Complete the "Online Course Review" form found on the G Drive.

For more information, contact an Instructional Design Technology Specialist:

- BH 115, (406) 756-3615
- BH 115, (406) 756-3362

Instructor Absences

Fulltime instructors must submit all absences through the online PayCor system. See Human Resources for information on how to use PayCor.

Anticipated Absences

Anticipated absences must be approved in advance by the instructor's supervisor through PayCor. Instructors are expected to make the appropriate arrangements with students in advance.

Unexpected Absences

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

Instructor Support

Division/Department Offices support instructors in a variety of ways:

- Provide training and guidance for viewing budget information and completing purchase orders and travel documentation.
- Notifying students of class cancellations.
- Organizing advisory committee meetings – booking rooms, ordering catering, helping contact members, collecting agendas and surveys, and taking minutes.
- Reserving rooms.

Division/Department Offices

Division/Department office staff support instructors in their division/department as follows:

Support Staff	Division/Department	Office
Cathy Fabel	Nursing	BC 102
Cynthia French	Occupational Trades	OT 132
Seth Brookshire & Megan Rayome	Lincoln County Campus	Room 225
Margaret Stell	Business & Technology, Health Science, Humanities, Math & Computer Science, Science and Engineering, Social Science	BH 111

Motor Pool

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

- one four-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 $ .625/mile for SUVs and minivans ($10 minimum), and at $.94/mile for activity busses ($10 minimum).

College vehicles are reserved by submitting a "Vehicle Request" form to Business Services along with a copy of a signed Permission to Travel form. Instructors 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.

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.)

Proctoring

Instructors are 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

(*This is not the type of professional development required through the HR program.)
Instructors are encouraged to participate in professional development and can request funds for off-campus professional development via their department or 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 Professional Development Committee. For questions about fulltime faculty professional development, see Mike Severino.

Instructors are responsible for submitting all the required paperwork to obtain travel approval.

Program Review

The program review process provides the opportunity for instructors to actively participate in the growth of their own programs and the growth of the College as a whole. The committee meets during fall and spring semesters and evaluates programs on a five-year cycle. Academic Affairs hosts the committee with the following members: representatives from the six college divisions, the Dean of Compliance, the Director of Nursing, the Executive Director of Workforce Development, Faculty Senate, and the Lincoln County Campus Director. For the 2023-2024 academic year, committee membership is as follows:

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 purchase order and the original receipt in the CNF system immediately after purchasing. 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. **FVCC does not reimburse individuals for purchases.**

General Purchasing Guidelines
- All purchases must be delivered to the college. Items delivered elsewhere cannot be paid for with college funds.

- All purchase orders are to be submitted in CNF by the purchaser.
- Only Business Services personnel are allowed to set up accounts with new vendors.

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 purchase order in CNF and attached supporting documentation.
2. Charge what you need from the FVCC Bookstore. All purchases at the FVCC Bookstore will be charged to your department account. Department budgets are not to be used to charge coffee or coffee cards.

FVCC Credit 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." Instructors 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 Credit Cards

In order to further accommodate instructor purchasing needs, Academic Affairs has purchasing cards available for checkout from the Academic Affairs office (BH 111). 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 in CNF immediately.

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

Instructors who need to book a room for time outside of their regular class schedule can contact their division office with the request. Any external group wishing to use college rooms and facilities must make arrangements through the President's 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 class** is taught on campus or online by a college instructor 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 class** is taught at a high school to a class of high school students by an appropriately qualified high school teacher serving as the instructor. Occasionally, an instructor will travel to a high school to teach a concurrent enrollment class. Students receive both high school and college credit.

A concurrent enrollment 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 liaison will

- Collaborate with 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
- Follow the concurrent enrollment instructor evaluation process.

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

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. If you're interested in incorporating service learning into your curriculum, contact the Student Engagement office.

Student Activities

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

All student clubs interested in fundraising must have their activities approved through an application form submitted to Institutional Advancement and Business Services. The form is available on the G drive.

Student Complaints

A student has the right to lodge a complaint or grievance. FVCC is committed to ensuring that all concerns and complaints of students are addressed fairly and are resolved promptly. For more information on the student complaint policy, see the Dean of Students webpage.

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 instructor mentoring the research is responsible for creating the 290 course before submitting the application.

- • Applications are on a per-project basis. Each project is equivalent to 1 semester lecture credit.
- • Student research applications are submitted in Curriculog and are due by the end of the first week of each semester.
- • Proposals are evaluated and approved by the Vice President of Academic and Student Affairs.

PROCESS:
1. The instructor 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 instructor mentoring the research is responsible for creating the 290 course through Curriculog before submitting the application.
2. The instructor completes this application in Curriculog.
3. The Vice President reviews the merits of the application based on a rubric, and notifies the instructor of approval.
4. If approved, the Vice President requests that the appropriate 290 course be included on the course schedule.
5. The instructor 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 instructors, staff, or students are engaged in research involving human or animal subjects, it is the responsibility of the instructor mentoring the project to obtain appropriate approvals.

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 in the Student Portal or 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.

Student Support

FVCC has a variety of programs and mechanisms to support students in their academic and personal journeys. See Appendix I for a complete list of resources and contacts.

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 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. See Appendix J for details about student travel processes.

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 Academic Affairs.

Syllabi

The syllabus serves as a contract between the instructor and the students. Each semester, the syllabus for every offered class must be reviewed and updated. All instructors are required to use the FVCC Syllabus Template in Simple Syllabus, which is distributed to instructors via Eagle Online course shells. Completed templates must be reviewed, approved, and published by the respective division/department chair by the first day of each semester. Appendix K (K.1, K.2 and K.3: SS Import, SS Instructor Access, and SS Library General Access) for instructions on managing your syllabus via Simple Syllabus and Eagle Online.

Teaching and Learning Center

The Teaching & Learning Center serves as a dynamic space where FVCC instructors can come together in a learning environment. This virtual and physical resource serves instructors and staff by facilitating professional development and providing resources and the organizational structure for the discussion, implementation, and application of best practice research central to the processes of teaching and learning. The TLC's vision at FVCC is to inspire and enable instructors to enhance their own teaching styles so that students are more likely to achieve expected learning outcomes.

Testing Center

- How to request testing for your classes: www.fvcc.edu/faculty-request
  - Exams for Online and Hybrid Classes
    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.

- o 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:
  - o Students must schedule exams 24 hours in advance.
  - o Students must bring an ID to the Testing Center.
  - o Instructors must send exams prior to testing windows.
  - o Instructors must inform the Proctor in advance if they extend times/make exceptions to their exams.
  - o Makeup exams for entire classes need to be requested through Academic Affairs.
  - o Students using Disability Services contact the Student Support Center.
  - o No makeup exams during Finals Week.

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 the 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, the Title IX Coordinator, 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, Kelly Murphy, Dean of Students, LRC 151, TitleIXCoordinator@fvcc.edu, (406) 756-3812.

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, instructors are expected to
- Prepare and submit required documentation;
- 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.

Waitlists

Waitlists are managed by Academic Affairs. When a seat opens in a section, Academic Affairs sends the first student on the waitlist a "Waitlist Agreement" fillable form. The student has 24 hours to respond before being removed from the waitlist and the next student on the list is contacted. When a student does respond with the completed form, the information is forwarded to Registration and the student is added.

After the first week of classes, students on a waitlist need instructor approval to add the class. Students need to attend a class meeting and ask the instructor if they will sign a Course Add/Drop form to indicate approval for the student to add the class. See Appendix L to see how to see waitlisted students in the Faculty Portal.

CNF Submission Steps

1.   Scan or save your supporting documentation (invoice, receipt) as a PDF.
2.   Go to CNF and click on the "Purchase Order Preparation" tile.
3.   Click on the "New Purchase Order" tile.
4.   On the right side of the screen, click the down arrow under "Vendor Account" and choose a vendor. If you used an FVCC credit card, it will be listed under "First Bankcard" and the last four digits of the card.
5.   Then click "OK" in the bottom right corner.
6.   The next screen will be as shown below.

7.   Please enter the 4 mandatory inputs which are highlighted with a red asterisk in the order numbered as Input 1-4. You will be unable to submit a PO if any of these inputs are blank.
8.   For Input 1, "Procurement Category" click the left down arrow next to one of the main categories, then click the specific category for your purchase.
9.   For Input 2, select the "Template ID" from the dropdown.
10.   For Input 3, enter 1 for the "Quantity".
11.   For Input 4, click into the "Unit Price" box and enter the total amount.
12.   To attach supporting documentation, click on the paperclip icon with a "0" over it, in the top right-hand corner. Please note that you will not be able to attach documents until you have filled in all 4 inputs in the Purchase order lines.
13.   In the top left corner of the next screen, click on the down arrow next to "New" and select "File

14. On the far right, click on "Browse" to find and attach your supporting documentation.
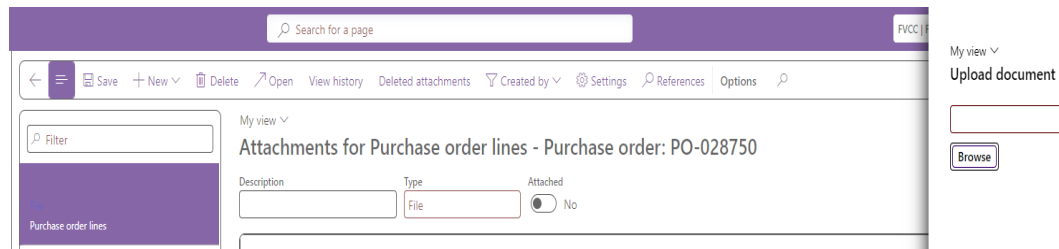
15. You have to click on the'<-' on the top left corner of the screen (also shown below), to return to the previous screen.
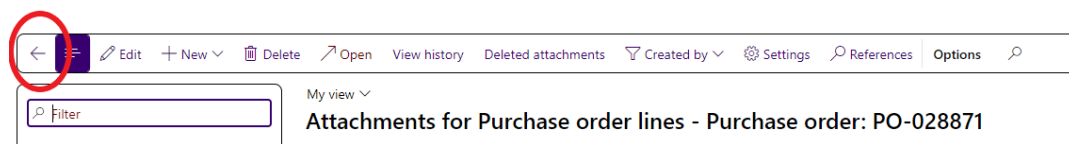
16. At the top of the next screen, click the down arrow next to "Workflow" and select "Submit."
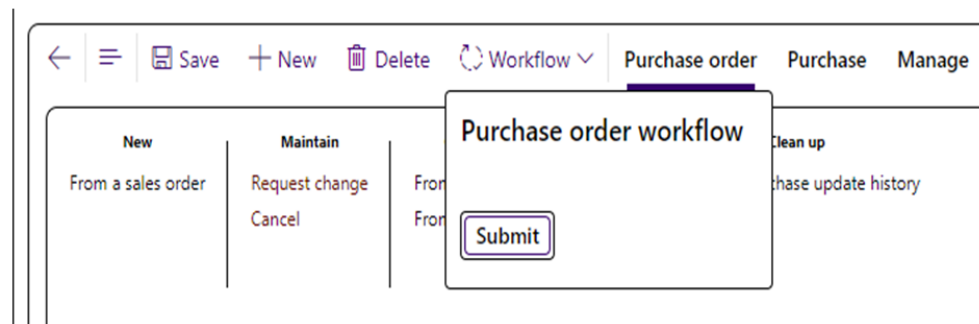
Census Reporting

_____

Census Report

Census data is collected for reporting to the Department of Education by the 15th day of each semester. Follow the instructions below to complete this required reporting. se the Census Attendance Register in Eagle Online to record semester census data.

Report each student as **Attending**, **No-Show/Not Engaged**, or **Attendance Issues**.

- **No-Show** is for in-person courses and are students who remain listed on your official class roster but have never attended or are no longer attending.
- **Not Engaged** is for online courses and are students who have not engaged with their online class through Eagle Online.
- **Attendance Issues** is for in-person courses and the student's attendance record is impacting their ability to success in the course

> NOTE: **Do not change attendance status after the drop date.**
>
> Do not alter, rename, or repurpose the Census report.
>
> If you are wanting to take daily attendance, use another attendance register. Contact ID&T for assistance with setting up registers at onlinehelpdesk@fvcc.edu or (406) 756-3615.

NOTE: Each class/section has a dedicated Eagle Online shell and census needs to be reported for each class/section separately.

Example: An instructor with both sections of EDUC_291_01_FA20XX and EDUC_291_02_FA20XX will need to complete both Census Attendance registers.

Access your class in Eagle Online. Find your class by clicking on the course selector.
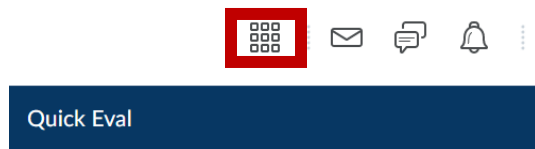
Click on the class.
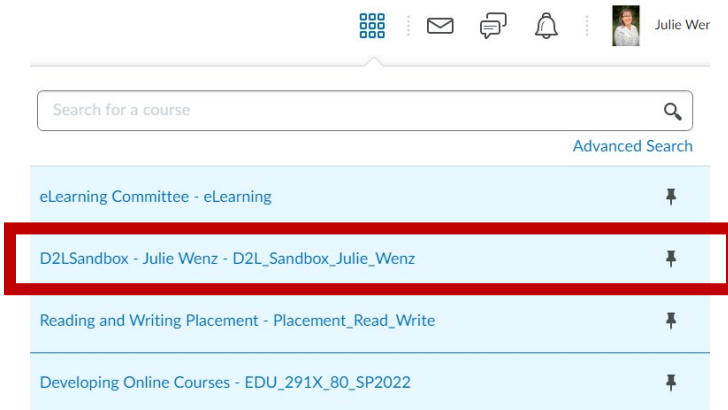
Click More on the navigation bar
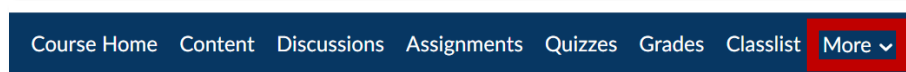
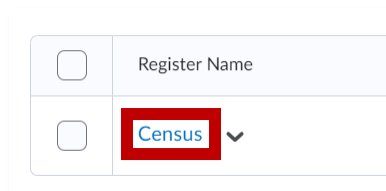Select Attendance from the dropdown More menu
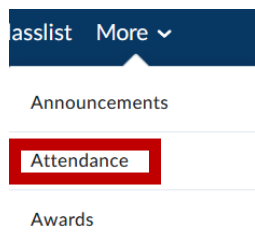
The Census register is loaded into the class by the ID&T team, if it is not there, please let them know.

If you want the Census register to be hidden from your students, click the black down-arrow next to Census and choose Hide from Users.
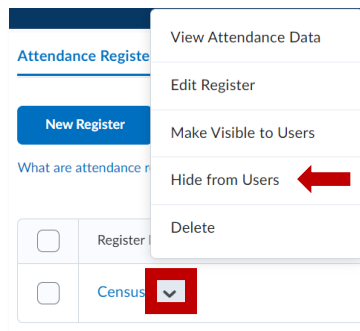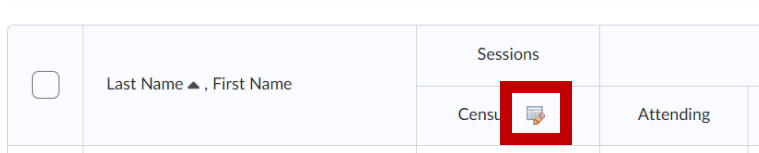

To enter the Census Attendance:

Click on **Census** in the Register Name column

Click on the pencil symbol next to Census in the Sessions column.

You may Set Status for All Students then change individuals who have a different status or set the Attendance Status for each student one at a time – whatever is easiest for you. The choices are **Attending**, **No-Show/Not Engaged**, or **Attendance Issues**.

To Set Status for All Students, click the Set Status for All Users Button and select your choice from the drop-down menu. Click Save.

To input individual status, click the drop-down menu for that student in the Attendance Status column and select your choice for that student.

When the status in the Attendance Status column is what you want for each student, click Save in the bottom left of the screen.

You may access the Census Attendance Register again and make changes, but for changes to be reported, they will need to be made prior to the collection of the semester drop date.

FVCC COURSE SCHEDULING GRID & GUIDELINES

Scheduling is a complex effort that affects all parts of campus life. FVCC's academic schedules are built and published each spring semester. The course scheduling grid supports student success and efficient space utilization, as every course offering affects another, and no course exists in a vacuum. Instructors are expected to follow the guidelines, timelines, and grids below to minimize conflicts in student schedules, maximize space availability, and provide students with a reliable and accurate year-long schedule.

COURSE SCHEDULING GUIDELINES

1. Start and end times should align with the grids below.
2. Schedule classes only during the designated semester(s) indicated on the course profile.
3. Ensure the number of minutes for which a class is scheduled matches the required amount on the course profile. Consult your division chair or email schedule@fvcc.edu for help determining appropriate timeframes.
4. Two-credit lecture courses are scheduled MW or TTH on the hour for 50 minutes.
5. The lecture component of lecture/lab classes must follow the grid.
6. Course start and end dates need to align with the session A, B, or C dates listed on the academic calendar. Classes will meet for the entirety of the listed session dates and on every day listed on the schedule. Nursing and PTA programs have been approved for standing exceptions to these dates due to accreditation requirements.
7. Add online and hybrid classes to the schedule only if both the course and the instructor have met the requirements for online and hybrid delivery.
8. Hybrid courses must have 50% or more of the course delivered face-to-face and be scheduled on grid.
9. Notes on the schedule should be clear, concise, and kept to a minimum.
10. Once a schedule has been published, there should be no changes to any information. To request changes to a schedule after it has been published, consult your division or department chair who can email the request to schedule@fvcc.edu.
11. In the rare event that a course needs to be added to a schedule that is open for registration, an instructor must be identified and all the appropriate details provided first.
12. To request an exception to these guidelines, email schedule@fvcc.edu in time to get approval before entering any exceptions on the scheduling spreadsheet.

THREE-CREDIT LECTURE (45 CONTACT HOURS) CLASS TIMES:		
MWF Classes	**TTH Classes**	**MW, MF, WF Classes**
8-8:50	8-9:15	
9-9:50	9:30-10:45	
10-10:50	11-12:15	Not Available
11-11:50	12:30-1:45	
MW 12:00 – 12:50 No classes – Common Hour		MW 12:00 – 12:50 No classes – Common Hour
	2-3:15	1-2:15
	3:30-4:45	2:30-3:45
Not Available	5:30-6:45	4-5:15
	7-8:15	5:30-6:45
	8:30-9:45	7-8:15

FOUR-CREDIT LECTURE (60 CONTACT HOURS) CLASS TIMES:	
4 Days/Week Classes	**2 Days/Week Classes**
8-8:50	8-9:50
9-9:50	9-10:50
10-10:50	10-11:50
11-11:50	11-12:50 (only TTH classes)
	12-1:50 (only TTH classes)
	1-2:50
Not Available	2-3:50
	3-4:50
	4-5:50….

FVCC Disability Support Services
PROVIDING REASONABLE ACCOMMODATIONS

Flathead Valley Community College is committed to providing students with disabilities access to its services and programs. The college engages in an **interactive process** to determine reasonable academic accommodations for courses and programs to ensure they are accessible to students with disabilities. Reasonable accommodations apply to all campus programs and activities, including those unrelated to academics or academic standards such as the Math and Writing labs, financial aid, registration, and counseling.

The following describes the academic accommodations interactive process and the rights and responsibilities of the student, Disabilities Support Services office (DSS), and faculty.

Accommodation Letters

Faculty learn a student has a disability when they receive an Accommodation Letter issued by DSS. A letter is issued following an intake interview in which the DSS coordinator on a case-by-case basis determines appropriate reasonable accommodations to address barriers to access and the student's specific disability-related needs. Receiving an Accommodation Letter signals that the student (i) has a disability (ii) properly disclosed their disability to DSS, (iii) provided required documentation from a licensed physician, psychologist, or clinician and (iv) participated in an intake interview. Some accommodations approved by DSS are straightforward (*e.g.*, note taker, extra exam time) however, others may require consultation with faculty and the student (*e.g.*, extended assignment deadlines or attendance leniency). When a faculty member receives an Accommodation Letter they should:

(1) Implement the accommodations listed therein and work with the student, as necessary, to establish how to best implement the accommodation; *and/or*
(2) Immediately contact DSS if the faculty member needs clarification or has questions about an accommodation.

Legally, faculty cannot decide to change a student's approved accommodations, or ask the student for documentation of their disability.

Student Requests for Accommodations Outside of the DSS Process

Students with disabilities seeking accommodations must work with the Disability Support Services office. If a student requests a disability-related academic accommodation (*e.g.*, Student says, "I have a disability and therefore need extra time.") faculty should check their email for an Accommodation Letter or ask Disability Support Services.
Faculty should not provide a disability-related accommodation without an Accommodation Letter from DSS unless it is an accommodation you are offering to ALL students (*e.g.*, un-timed testing, 3X5 notecard). Providing an accommodation to a student outside the formal accommodation process could expose the college to liability.

RESPONDING TO A DISCLOSURE OF A DISABILITY
Reassurance and Confidentiality

Disclosure of a disability is highly personal and sensitive for many students. When a student chooses to disclose a disability to a faculty member, the faculty member should listen to the student and provide the student with Disability Support Services contact information.

Do's
- If the student has disclosed their disability, acknowledge the disclosure, and assure them it will remain private. (e.g., Thank you for sharing this personal information with me. I will keep this private. Have you registered with our Disability Support office?") If they have not yet registered, please refer them to DSS. Document the referral with a follow-up email containing DSS contact information. Inform the student that DSS will work with them to determine appropriate accommodations.
- Once presented with an Accommodation Letter, discuss implementation of the accommodations as necessary to ensure their provision. Direct any concerns or suggestions for implementing the reasonable accommodations to DSS. Document any decisions made in an email.
- Provide only the accommodations listed in the Accommodation Letter. Refer the student to DSS if they ask for different or additional accommodations.

Don'ts

- Do not ask a student to reveal the nature of their disability or ask for medical documentation.
- Do not make assumptions about, or comment on, the accommodations or the student's disability. If you believe an accommodation is not compatible with your course learning outcomes, please reach out as soon as possible to DSS.
- Do not discuss the student's disability or accommodations in a public classroom or space. Private meetings or fvcc.edu email are appropriate ways of communicating to protect the student's privacy. Do not discuss the student's accommodations or disability status with other employees or students.
- Do not assume that a student doing poorly in your class has a disability.

What is NOT a Disclosure of Disability

Requests for accommodation due to something other than a student having a documented disability. (e.g., Student says, "I feel rushed and just need extra time." or "I didn't notice the questions on the back, and so need some extra time").

Referral and Timing

Faculty should refer students to DSS anytime a student discloses a disability and requests disability-related accommodations While it is advisable for students to make a request at the beginning (or even before) an academic semester begins, that is not always feasible and *is not required*. Faculty need only implement accommodations after receipt of an Accommodation Letter; accommodations are NOT retroactive. If faculty believe they cannot implement an accommodation indicated on an Accommodation Letter, please consult with Disability Support Services immediately.

THE INTERACTIVE PROCESS

The Office of Civil Rights, in accordance with the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 asks institutions of higher education to engage in, and document the use of, an **interactive process** to determine, communicate, and implement reasonable accommodations.

Student Responsibilities

- Register with DSS and provide any requested documentation
- Work with DSS to determine reasonable academic accommodations
- Work with faculty to implement and utilize accommodations outlined in the Accommodation Letter
- Report to DSS if an approved academic accommodation is not effective or implemented in a timely manner

DSS Responsibilities

- Review accommodation requests and work with students to determine reasonable accommodations
- Work with faculty/departments to assess barriers to access, course requirements, technical standards, etc.
- Support faculty to implement accommodations listed on the Accommodation Letter as needed (*e.g.*, testing)
- Support students/faculty when a proposed accommodation might fundamentally alter a course or program

Faculty Responsibilities

- Work with the student and DSS to implement accommodations listed on the Accommodation Letter consistently and in a timely manner
- Immediately consult with DSS if an accommodation will fundamentally alter a course or program of study
- Respond promptly to DSS requests for information (e.g., Disability Related Absence meetings, form

REFUSING TO IMPLEMENT A PROPOSED ACADEMIC ACCOMMODATION

Faculty may not unilaterally refuse to implement an accommodation and merely state that an accommodation fundamentally alters a course. Faculty and DSS must together follow and document an interactive process that clearly communicates to the student how an accommodation will fundamentally alter intended course outcomes and demonstrates the consideration of alternative reasonable accommodations.

For more information regarding DSS, contact disabilitysupport@fvcc.edu or go to https://www.fvcc.edu/ student-services/disability-support.

Flathead Valley Community College

All-Hazards 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. (also provide information regarding suspects, weapons, etc., if 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. Responders may need more information. Have someone contact the campus emergency coordinator at (406) 270-4555.

If it is safe, designate someone to meet emergency personnel at the entrance to the building.

Do your best to stay calm, assess the situation, and protect yourself.

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.

Get to a safe place (evacuate or shelter-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 in trying to save personal or college property.
- As you move, beware of things that could be damaged, unstable structures or loose debris, exposed wires, chemical vapors or spills, smoke, and other such hazards.

For custodial emergencies, dial 212-3066.

FERPA Quick Guide

What is FERPA?
- FERPA stands for the Family Educational Rights and Privacy Act of 1974.
- "A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

The Essence of the Act
- College students must be permitted to inspect their own educational records.
- School officials may not disclose personal identifiable information about students nor permit inspection of their records without their written permission, unless such action is covered by certain exceptions permitted by the Act.

Who is covered under FERPA?
- Students who are or have been in attendance at a postsecondary institution are covered under FERPA.
- Applicants who are denied admission or who never attend are not covered by FERPA.

What information can be released?
- Directory Information
- Information that the student has given written consent to release.
- Information needed by college officials who have a legitimate educational interest.
- Information needed by certain government agencies.

College Officials
- A person employed by the College in an administrative, supervisory, academic, research, or support staff position. Also considered college officials are temporary employees and student employees.

Legitimate Educational Interest
- Defined as the need to know in order to:
  - Perform an task outlined in a person's official job duties
  - Perform a supervisory or instructional task directly related to the student's education
  - Performs a service or benefit for the student such as job placement, financial aid, etc.

What is Directory Information?

- Information that can be released without the student's written consent.
- At FVCC, the following is considered directory information:

Name	Dates of attendance
Photograph	Area of study
Temporary or permanent address	Degrees/certificates awarded
E-mail address	Participation in officially recognized activities and sports
Campus	Honors and awards received
Enrollment status	Grade level

What information should be handled in a secure manner?

- Any personal identifiable piece of information, other than strictly directory information. Items such as those listed below fall into this category.
    - Registration forms and transcripts
    - Student info displayed on a computer screen
    - Grades
    - Student schedules and class assignments
    - Class rosters
    - Any paper with the student's SSN or Student ID on it

Personally Identifiable

- Personally identifiable means data or information which includes
    - The name of the student, the student's parent, or other family members
    - The student's campus or home address
    - A personal identifier (such as a SSN or student ID number)
    - A list of personal characteristics or other information that would make the student's identity easily traceable.

When do FERPA rights begin and end for a student?

- At FVCC, rights begin once the student registers for a credit-bearing class.
- FERPA rights continue after the student leaves the institution and are only terminated upon the death of the student.

Student (and former student) rights under FERPA

- To inspect their education records.
- To request an amendment to their record and a hearing if the request for amendment is unsatisfactory.
- To file a complaint with the US Department of Ed if they feel their rights are being violated.
- To expect their education records are kept confidential except where special provisions are made.
- To suppress the disclosure of directory information.

Parent's Rights

- Parents may obtain directory information.
- Parents may obtain non-directory information only if they have signed consent from their child.
- Students must complete the Authorization for Disclosure of Confidential Information form if they want their parents to be able to access their educational records.

"Sole Possession" Notes
- Are made by one person as an individual observation or recollection, are kept in the possession of the maker, and are only shared with a temporary substitute.
    - Notes taken in conjunction with any other person are not sole possession notes (counselor's notes, interview notes).
    - Sharing these notes with another person, or placing them in an area where they can be viewed by others, make them "education records" and therefore subject to FERPA.
    BEST PRACTICE: If you don't want it reviewed, don't write it down.

Letters of Recommendation
- If non-directory information is included in a letter of recommendation, you must have signed consent from the student.
- The signed consent should include the following:
    - Who has permission to write the letter
    - Where the letter should be sent
    - What non-directory information should be included

Posting Grades
- Do not use SSN/Student ID to post grades.
- Do not leave graded assignments/tests in a stack for the students to sift through in class or in a hallway.
- Do not circulate a class list with the student name or any portion of student's SSN or Student ID.
- Posted lists should not be in the same order as the class roster or in alphabetical order.
BEST PRACTICE: Post grades on the Faculty Portal or D2L

Please Note:
- Access to student information via computer software does not authorize unrestricted use of that information.
- Curiosity is not a valid reason to view student information.
- Records should only be accessed in the context of official business.
- Information on a computer should be treated with the same confidentiality as a paper copy.

FVCC

When it comes to FERPA:
When in doubt, don't give it out.

Submit Final Grades through the Faculty Portal

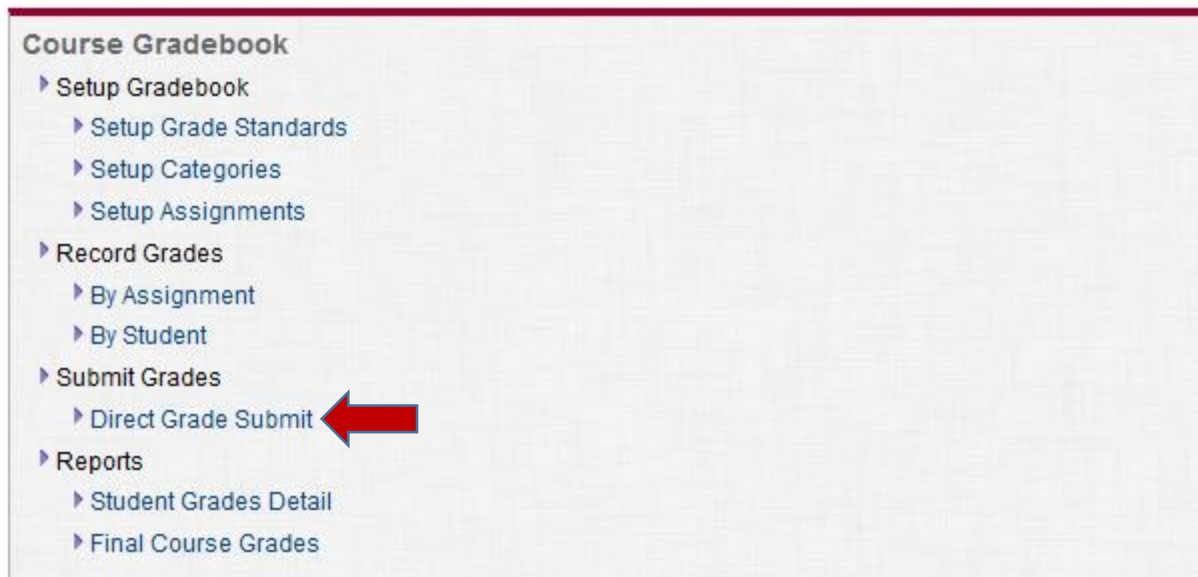1. Log in to the Faculty Portal and click the "My Courses" link under Course Management.
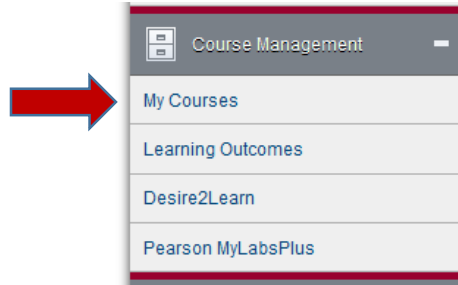
2. Select a course.

3. On the Course Options page, select "Direct Grade Submit" under the Course Gradebook.

4. Select "Final" from the drop down menu and you will see a list of students. Select the final grade for each student.

For grades of F, U, and WI, a "Last Day of Attendance" is required. Use the format MM/DD/YYYY. Note: You will need to click outside of the Last Day of Attendance box before the "Submit Grades" button will be enabled.
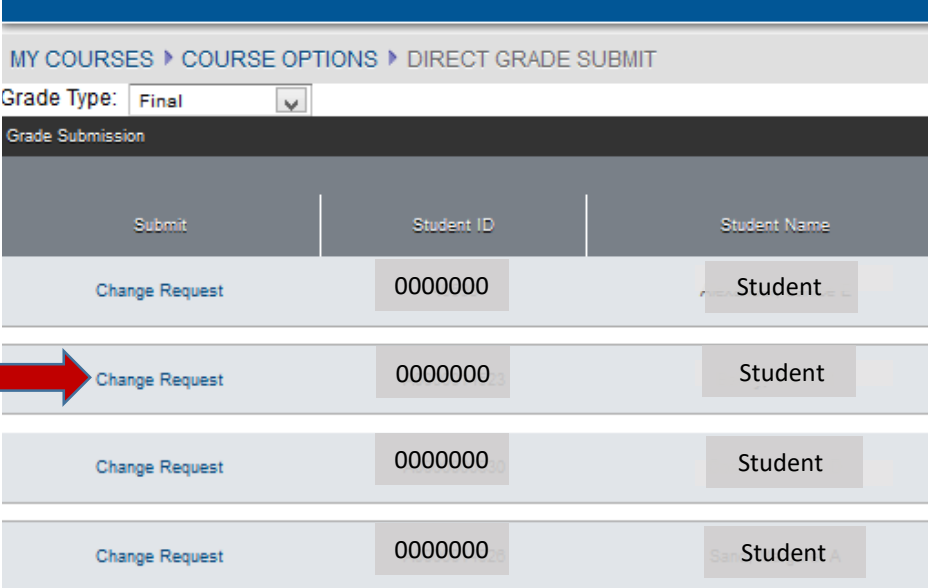
For a grade of "Incomplete," an Incomplete Grade Authorization form must be submitted to the Registration Office. For an Incomplete grade, leave the grade blank and enter the Last Day of Attendance on the paper form.

5. Click "Submit Grades" and repeat for each course. Note: If your course has more than 10 students, you will need to advance the page, which will submit your previous entries.

How to Change a Submitted Grade

Note: This option is <u>only</u> available prior to the grade submission deadline. After this date, grade changes must be submitted to the Registrar's Office on a Grade Change form.

1. Return to the Direct Grade Submit screen.

2. Click the "Change Request" link, which will be displayed for grades that have already been submitted.
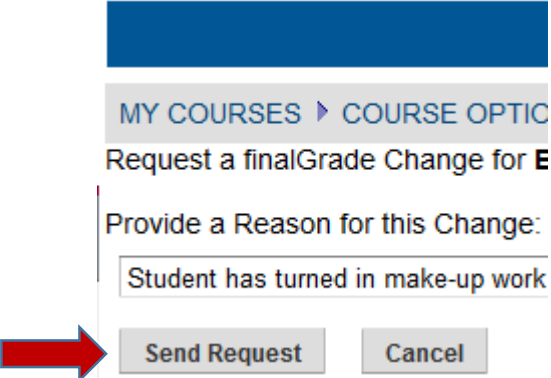

3. Enter a reason for the change and click "Send Request."

4. An email requesting a grade change will be sent to the Registration Office.

5. **After the Registrar clears the requested grade, you may re-enter that grade. After the grade submission deadline has passed, any grade changes must be submitted to the Registrar on a Grade Change form.**

FVCC Eagle Online Instructor Series

In order to ensure high-quality online instruction, FVCC requires all instructors to complete a series of online courses prior to teaching a hybrid or online course. All costs for these courses are waived so there is no cost to take the series. An instructor must complete 01-04 teach a class that has already been approved to offer hybrid or online. An instructor must complete the entire series to be approved to develop a course for hybrid or online delivery. However, instructors looking only to supplement face-to-face classes can take only as many as they would like. The courses are listed as follows on the FVCC course schedule every semester:

EDU_291p_80	EagleOnline 01: Getting Strtd Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.
EDU_291q_80	EagleOnline 02: Foundtnl Tools Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.
EDU_291r_80	EagleOnline 03: Acssblty & UDL Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.
EDU_291s_80	EagleOnline 04: Adv. Tools Lab Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.
EDU_291t_80	EagleOnline 05: Best Pract Pt1 Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.
EDU_291w_80	EagleOnline 06: Best Pract Pt2 Meets: 1/17/2023-5/11/2023 Online Course Note: For FVCC instructors only.

If you would like to be prepared to teach online or hybrid, or if you just want to learn how to better utilize Eagle Online to supplement your face-to-face classes, the process is detailed below.

1. Apply for admission to FVCC here. (Skip this step if you have taken a credit class at FVCC in the last 12 months.) You will receive an email confirming your admission status.
2. Once you have received confirmation of your admission, complete the Course Add/Drop form and submit it to the Admissions and Registration Office in LRC or email it to registrationinfo@fvcc.edu.
3. Once the registration has been processed, the instructor will email you with instructions for how to get started.

*Please note: All costs associated with taking these courses are waived; however, it takes a few weeks for the tuition waiver to be processed. Therefore, in the meantime you will be receiving at least one bill from the Business Services Office that you can disregard.

 Student Support Resources

Academic Alert

Submit an Academic Alert if you are concerned about a student's
- o   Attendance
- o   Academic Performance
- o   Online Participation

Students with an Academic Alert will be contacted and early interventions will be provided as appropriate. After submitting an Academic Alert, you will receive an email confirmation from a member of the Student Support Center who will attempt to follow up directly with the student through a variety of methods including email, phone calls, and direct outreach.

CARE Team

Email: CAREteam@fvcc.edu

- CARE's mission is to promote a safe and productive learning, living and working environment by addressing the needs of students through coordination and assessment of information and developing a supportive plan
- If you sense something that does not seem right, the team asks that submit a CARE referral or contact a member of the CARE Team.
- Please note that the CARE Team is not an emergency response team; in the event of an emergency please call 911, then submit a CARE referral.

Student Conduct and Complaints Information

Kelly Murphy, Dean of Students , LRC 151, 406-756-3812
Email: deanofstudents@fvcc.edu or kmurphy@fvcc.edu

- Student Complaints – Please read the policy and procedures so you are aware of what the process looks like for a student.
- Please do not let conduct or poor behavior go unaddressed. Happy to talk it through with you and determine a best course of action.
- Keep good documentation of incidents. If something escalates to a violation that needs to be reported please submit a report.
- Submit conduct violations on the FVCC website.

Visit Student Conduct & Procedures for information about
- Student Code of Conduct
- Student Conduct Procedures
- Academic Integrity Procedures
- Title IX
- Student Rights and Responsibilities
- Academic Probation and Suspension

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: .625/mile - $10 minimum; activity busses: .94/mile - $10 minimum.
- Any travel that involves a travel advance or reimbursement requires a Travel Expense Report upon return.
- 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/

*NOTE:

- If the travel is academic-related, the Vice President of Academic and Student Affairs approves the paperwork.
- If the travel is for student clubs or other student activities, the Dean of Students approves the paperwork.

Local Travel: Within service region – Flathead and Lincoln Counties

<u>With students:</u>
- *not* using FVCC vehicle:
  - <u>Forms Required:</u>
    - Student Travel Request *(*Submit to VP or Dean, see note above.)*
    - Domestic Travel Waiver and Release for each student *(*Submit to VP or Dean, see note above.)*
- using FVCC vehicle:
  - <u>Forms Required</u>:
    - Student Travel Request *(*Submit to VP or Dean, see note above.)*
    - Vehicle Request *(Submit to Business Services with copy of signed Student Travel Request.)*
    - Accident Waiver and Release of Liability for each student *(*Submit to VP or Dean, see note above.)*
    - Domestic Travel Waiver and Release for each student *(*Submit to VP or Dean, see note above.)*

<u>Without students:</u>
- *not* using FVCC vehicle:
  - <u>Forms Required:</u>
    - Local Mileage Log

5/2024

- using FVCC vehicle:
  - Forms Required:
    - Vehicle Request *(Submit to Business Services.)*

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

With students:
- *not* using FVCC vehicle:
  - Forms Required:
    - Permission to Travel *(Submit to VP or Dean, see note above.)*
    - Student Travel Request *(*Submit to VP or Dean, see note above.)*
    - Domestic Travel Waiver and Release for each student *(*Submit to VP or Dean, see note above.)*
- using FVCC vehicle:
  - Forms Required:
    - Permission to Travel *(*Submit to VP or Dean, see note above.)*
    - Student Travel Request *(*Submit to VP or Dean, see note above.)*
    - Vehicle Request *(Submit to Business Services with copy of signed Student Travel Request.)*
    - Accident Waiver and Release of Liability for each student *(*Submit to VP or Dean, see note above.)*
    - Domestic Travel Waiver and Release for each student *(*Submit to VP or Dean, see note above.)*

Without students:
- *not* using FVCC vehicle:
  - Forms Required:
    - Permission to Travel *(*Submit to VP or Dean, see note above.)*
- using FVCC vehicle:
  - Forms Required:
    - Permission to Travel *(*Submit to VP or Dean, see note above.)*
    - Vehicle Request *(Submit to Business Services.)*

*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.

Instructor Syllabi Access

How do I access and edit my syllabi?

You can access your syllabi either directly from within
Eagle Online or from the Simple Syllabus platform.

- From within [Eagle Online](#): Once you have clicked on a specific course, you will be able to click the Syllabus tab and begin editing your syllabus.

- The Simple Syllabus site: [fvcc.simplesyllabus.com](#)

  Click the edit icon on your syllabus to begin editing.

Instructor View from within Simple Syllabus

The Home Page

Contains syllabi characterized as **To Do**, **Awaiting Approval**, and **Completed** items.
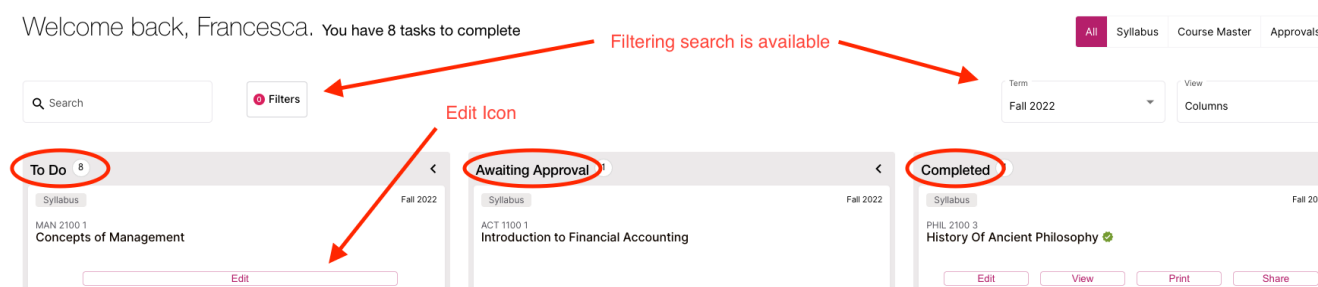
The Syllabus Library Tab

This is where you can filter by term to view previously published syllabi. The View, Print, and Share icons are displayed upon hovering over the syllabus.
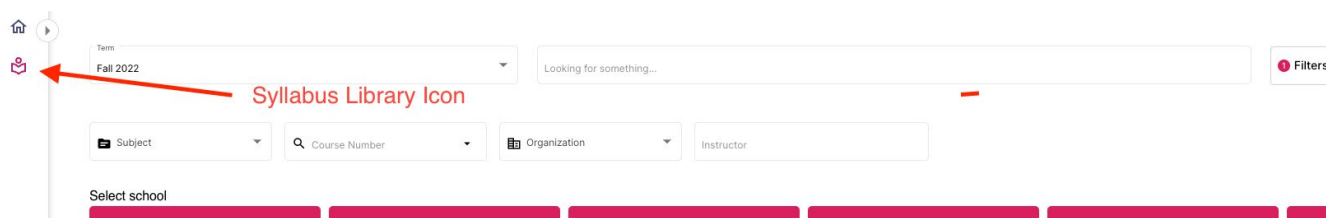
General editing tips and information

- The most recent content will automatically import when editing a syllabus if you have previously submitted a syllabus of the same course.

- The "*Would you like to import a different syllabus*" feature allows you to access all syllabi that you have published in the past.

- While editing, required components will be outlined in orange and "*required*" will be visible at the bottom of the component. The component must have content in order for the syllabus to be submitted.

- When you are editing your syllabus, all changes will be automatically saved. The syllabus will not be live until the publishing process is initiated.

- We've included help text on the right side of the syllabus to assist you during the editing process or completing a specific component.

Important Links

Below we've provided links to assist you with general Information about the different types of Components and other features:

- [Content Components](#)
- [Material Components](#)
- [Visible/Hidden and Public/Private](#)
- [Schedule Components](#)
- [Tracking Student Engagement](#)

- [Objective Components](#)
- [Instructor Components](#)
- [Instructor FAQ's](#)

Frequently Asked Questions

When I try to login to view my syllabi, it says "we cannot find a matching account to complete this request or Account not found.

Solution: Your account information (email, ID number, etc.) may not be correct in Simple or your enrollment may have had an issue during the file import, so please contact helpdesk@fvcc.edu or reach out or our support team at support@simplesyllabus.com. Your school's admin or the support staff at Simple can double check the email address on file and possibly reset your password if needed.

I can't submit my syllabus because the submit button is grayed out.

Solution: If the submit button is grayed out, review your syllabus and ensure all required fields have been completed, otherwise you will be unable to submit. Required components will be outlined in orange and "*required*" will be visible at the bottom of the component.

My school has an approval workflow, so once I have submitted my syllabus, why can I not go back to edit and submit it again.

> ***Solution:*** This message displays after you have submitted your syllabus and it could be awaiting approval. So an approver has time to review, the syllabus will need to be rejected or approved before you can continue editing.

For additional information:

Our knowledge base https://simplesyllabus.zendesk.com/hc/en-us is a great resource for additional information. To access the knowledge base for helpful articles and videos you will need to create credentials separate from your institution login.

If you require additional assistance, click on the ⑦ icon to send a message directly to the Simple Syllabus support team, or email support@simplesyllabus.com.

FVCC   **Accessing the Syllabus Library**

How can I access the Syllabus Library?

The Simple Syllabus site: fvcc.simplesyllabus.com.

Login using your FVCC credentials.

Click the library icon.

What is the Syllabus Library?

The Syllabus Library houses all published syllabi beginning spring
semester 2024. It includes a search tool that allows you to filter down syllabi by a specific term, organization, subject, course number, or instructor in addition to a general keyword search.

If you need additional help

If you require additional assistance, click on the   icon to send a message directly to the Simple Syllabus support team, or email support@simplesyllabus.com.

Simple Syllabus Import Instructions

- **Select source** - This is where you will choose which syllabus you'd like to import content from. You are required to select a term to filter syllabi, but you can also narrow down your results by subject, course number, or instructor, as well as perform a global search by keyword or phrase in the search bar. A list of syllabi fitting your filter criteria will show beneath the search tool. Click the syllabus you'd like to import from to proceed to step two.

Import content

- **Map content** - If you would like to import the entire syllabus selected in step one, click "Finalize". If you would like to choose specific components to import, toggle the "Advanced" slider to the right. In the left hand column, you will see the source content, or a list of components in the syllabus you are importing from. In the right hand column, you will choose which component on your syllabus to map the source content to. Once you have finished your mapping, click 'Finalize' to proceed to step three.
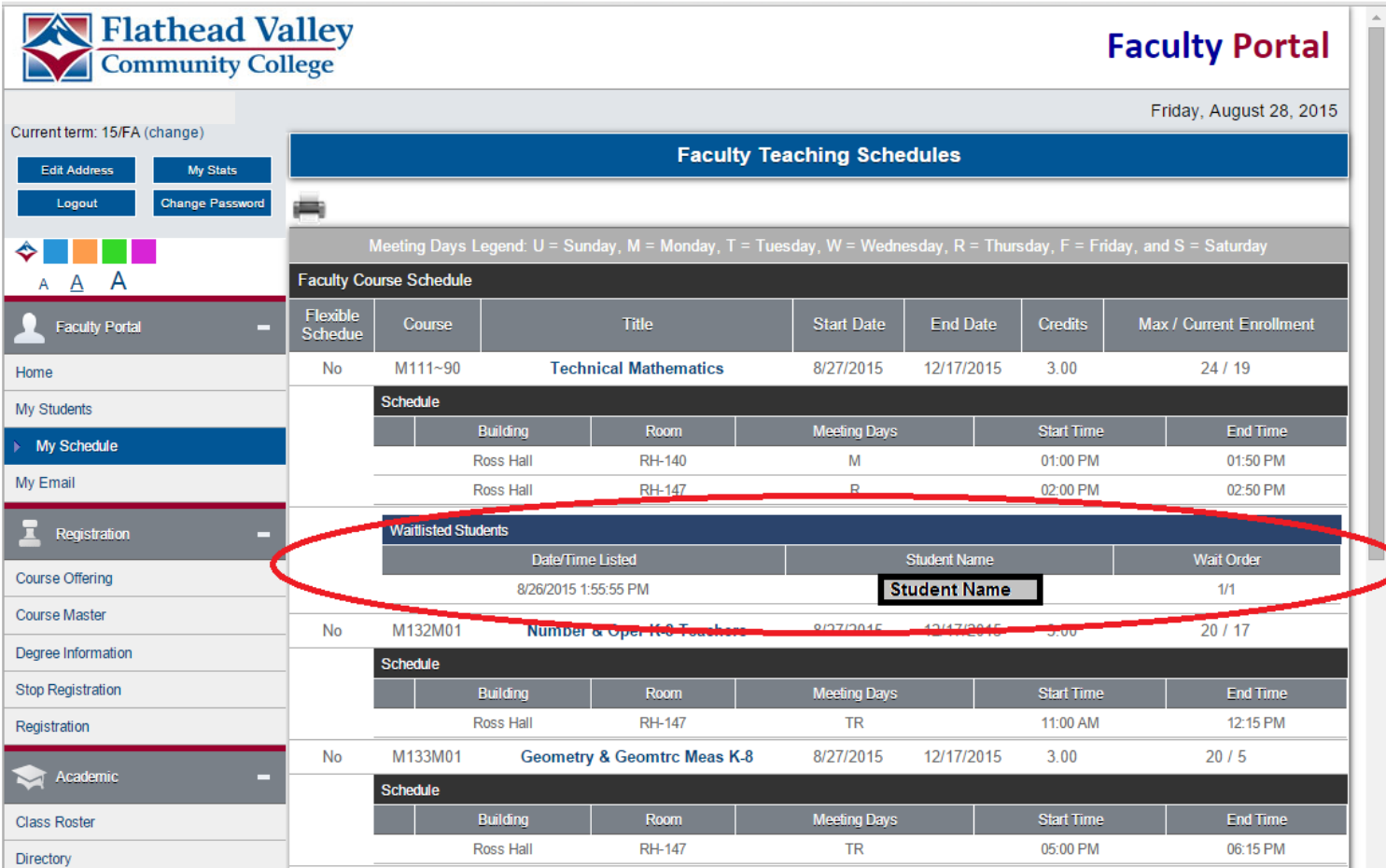

- **Confirm import** - Here you will be able to review the mapping of the content that you are importing. If all looks good, you can click "Start import of the following content" to import. If you would like to make any changes, you can go back to step one or two by clicking on the name of the step at the top of the wizard.

When the import is complete, components that imported successfully will have a checkmark in the middle column. Click the close button to close out of the import wizard.

After importing, you are able to make changes to any editable components. Click the submit button at the bottom of the syllabus in order to submit your syllabus.

Waitlisted Students in the Faculty Portal

1. Once logged into the Faculty Portal, select "My Schedule" on the left side menu under the Faculty Portal section.

2. If your course has a waitlist, there will be a "Waitlisted Students" section under each course or courses with names of each student.

Students on waitlists will be advised by Academic Affairs the week before classes start to attend the first day of waitlisted courses to see if instructors will add them into the class via registration forms. You may notice students still adding to waitlists during the first week of classes. Once classes begin it is up to instructors to manage their waitlists and communicate with waitlisted students.

Commonly Used Emails

Academic Affairs	AcademicAffairs@fvcc.edu
Advisors	advisor@fvcc.edu
Bookstore	Bookstore@fvcc.edu
Campus Safety	CampusSafety@fvcc.edu
Campus-Rec	campus-rec@fvcc.edu
Career Services	Careers@fvcc.edu
Continuing Education	ceinfo@fvcc.edu
Copyroom	Copyroom@fvcc.edu
Counseling Department	Counseling@fvcc.edu
Course Scheduling	schedule@fvcc.edu
Custodial Department	custodial-request@fvcc.edu
Disability Support	DisabilitySupport@fvcc.edu
Financial Aid	Finaid@fvcc.edu
FVCC Foundation	Foundation@fvcc.edu
Help Desk (IT support)	helpdesk@fvcc.edu
Human Resources	HR@fvcc.edu
Library	Library@fvcc.edu
Maintenance Dept.	maintenance-request@fvcc.edu
Marketing Department	Marketing@fvcc.edu
Online Helpdesk (Eagle Online Support)	onlinehelpdesk@fvcc.edu
Proctor Services	proctor@fvcc.edu
Service Learning	Service-Learning@fvcc.edu
Student Health Clinic	Clinic@fvcc.edu
Student Services	StudentServices@fvcc.edu
Tutoring Center	tutor@fvcc.edu
Website	website@fvcc.edu

Student Course Evaluations

_____

Viewing Student Course Evaluations

Student course evaluations are anonymous and available in Eagle Online.

1. Log into Eagle Online, https://fvcc.desire2learn.com/d2l/login.
2. Find your class using the course selector.

3. Next click on More and then Survey.
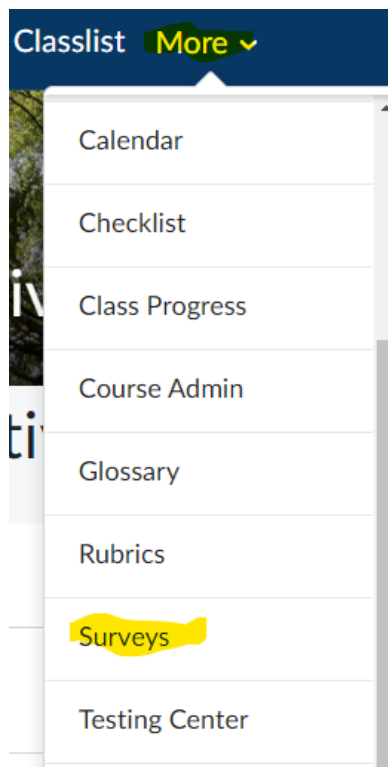
4. Click on the arrow next to the student course evaluation survey. Then choose Statistics.

Preview

Reports

Statistics

Bulk Edit

Current Surveys

Student Course Evaluation for Activities

5. The next screen will show you the student responses.

2024/25 School Calendar – FINAL

August 2024

Su	Mo	Tu	We	Th	Fr	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

*Sessions A & C Begin

September 2024

Su	Mo	Tu	We	Th	Fr	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 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11[1]	12
13	14	15	16^	17*	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

^Session A Ends; *Session B Begins

November 2024

Su	Mo	Tu	We	Th	Fr	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 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6^2	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				

^Session B ends

January 2025

Su	Mo	Tu	We	Th	Fr	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	

*Sessions A & C begin

February 2025

Su	Mo	Tu	We	Th	Fr	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 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7[1]	8
9	10	11	12^	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

^Session A ends; *Session B begins

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4[1]	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 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9^2	10
11	12	13	14	15	16		17
18	19	20	21	22	23	24
25	26	27*	28	29	30	31

^Session B ends; *Sessions A & C begin

June 2025

Su	Mo	Tu	We	Th	Fr	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*					

^Session A ends; *Session B begins

July 2025

Su	Mo	Tu	We	Th	Fr	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^		

^Session B & C end

Legend

Color	Meaning	Color	Meaning	Color	Meaning
Yellow	Inservice	Blue	Session End Date	Purple	Commencement
Orange	Faculty Duty Day	Green	Finals	Light Blue	Floating Holidays: Campus Closed
Brown	Faculty Advising/Student Study Day	Pink	Spring Break	Gray	Holiday: Campus Closed
Red	Classes Begin		Grading Day		

Grades are due by 5 p.m. on the second business day after finals. Fall: December 17; Spring: May 19; Summer: August 4.

December 24, 30, and 31 are floating holidays in exchange for Indigenous Peoples Day, Veterans Day, and Election Day.

[1]Experience FVCC: October 11, March 7, and April 4.

[2]Scholars Conference: December 6 and May 9 (Last Friday before the end of fall and spring semester.)

Fall semester class/duty days: M=14, T=16, W=16, Th=15, F=15; Faculty Inservice, Duty, Grading Days=5 .Total = 81.

Spring semester class/duty days: M=14, T=16, W=16 Th=16, F=15; Faculty Inservice, Duty, Grading Days=4. Total = 81.