



NCC FACULTY HANDBOOK

2020-2021

SECTION 1: INTRODUCTION

\ 1
NCC Administration 2
Department Chairs & Program # 2
Mission 4
Vision 4
Educated Person 4
Core Values 4
Regional Accreditation 4
Specialized Accreditations 5
Non-Discrimination Policy 6

SECTION 2: FACULTY RESOURCES

Faculty Mailroom 8
o 8
Audio Visual Services 8

Final Grades.....	18
Grading Categories.....	19
Final Exams.....	20
Credit by Examination (CBE)	20
CLEP Exams.....	21
Classroom Food Policy.....	21
Classroom Recordings	21
Student Evaluations.....	21
Class Meeting Times.....	21
Classroom Usage	22
Copyright and Fair Use	22
NOLO and Open Educational Recourses (OERs)	22
Student Family Members in Class	22
Minors in the Workplace.....	22
No-Show Lists/EAB Early Alerts.....	22
Running Start.....	23
Glossary of Learning Formats.....	23

SECTION 4: INFORMATION FOR FULL-TIME FACULTY

Faculty Workload	24
Workload Letters.....	24
Course Release	24
Assigned Overload.....	24
Faculty Elected Overload.....	24
Summer Workload	24
Class Cancelation.....	24

SECTION 6: INFORMATION FOR ADJUNCT FACULTY

Workload 30
Compensation 30
Adjunct Faculty Center 31
Performance Evaluations for Adjunct Faculty 31
Academic Focus Area Peer Mentor Program 31

SECTION 7: COLLEGE OFFICES

The Academic Advising Center 32
Campus Bookstore 32
Campus Safety 32
Department of Multicultural Engagement 34
Student Life 34
Wellness Center 34

SECTION 8: CCSNH POLICIES AND PROCEDURES

Drug Free Workplace Policy 35
Title IX Policy & Sexual Harassment Formal Grievance Procedures 35
Professional Development Assistance Policy 35
Tuition Benefit Policy & Tuition Reimbursement Policy 35
Workplace Conduct 35
NCC Equity & Grievance Policy 36

SECTION 9: GENERAL INFORMATION

Address Change 39
College Closings 39
Computer Conduct Code 39
College Email 40
NCC Alerts 40
Professional Attire 40
Reporting a Crime 40
Service Animal Policy 41
Smoking Policy 42

SECTION 10: INSTRUCTIONAL BEST-PRACTICES

Preparing for the Beginning of the Semester 43
The First Class Meeting 44
Classroom Management 45
Recognizing Threatening Behavior 48
Suggestions for Effective Online Instruction via Zoom 49

SECTION 11: APPENDICES

AF Procedure Policy 51

1. SECTION ONE: INTRODUCTION

This handbook was created to serve as a guide for NCC faculty. It should be used as a resource to assist professors in their work with students and help instructors become more familiar with resources on campus. The document includes an overview of the entire college as well as information on college policies and institutional practices. The handbook is not a complete directory of every NCC policy. Certain policies are specific to certain departments, and faculty members should contact their Department Chairperson or Program Coordinator with questions pertaining to these procedures. In addition, circumstances may arise in which the NCC administration may alter college policies and procedures in order to better serve students or align with the needs of the institution.

College Offices

Academic Affairs

603-578-8947

Admissions

603-578-8908

NCC Administration

President

Lucille A. Jordan

Program Coordinators

Accounting	Garry Kirk
Automotive Technology	Jason Felton
Aviation Technology	Jeffery Sullivan
Biological Sciences	James \ V
Collision Repair Technology	Karl Wunderlich
Communications	Sally Bashalany
Computer Science & Web Application Development	Betsy Gamrat
Computer Engineering Technology	Don Marcotte
Computer Networking and Cybersecurity	Diane Fallier
Criminal Justice	David Dinwoodie
Culinary Arts	John Knorr
Data Analytics	Kim Seefeld
Early Childhood Education	Jayne Barnes
Electronic Engineering Technology	Donald Marcotte
English	Jennifer Tripp
General Studies	Pat Klein
General Studies Health	Pat Klein
History & Political Science	Stephanie Roper
Honda-PACT/Automotive Technology	Jason Felton
Humanities	Sally Bashalany
Human Service	Jayne Barnes
Liberal Arts/ Exploratory	Virginia Egan
Management, Marketing & Small Bu(ts)9.004c5m B 004	

Mission

**Nashua Community College provides quality, academically rigorous,
focused on the diverse needs of**

programs

New Hampshire Board of Nursing
121 South Fruit Street, Concord, NH 03301

The associate degree nursing program at Nashua Community College located in Nashua, NH is accredited by the Accreditation Commission for Education in Nursing (ACEN); 3343 Peachtree Road NE Suite 850 Atlanta, Georgia 30326 P. 404.975.5000 F. 404.975.5020 Website: www.acenursing.org The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Continuing Accreditation. View the public

iso99781(6)-3.0049

505 Amherst St. Nashua, NH 03063 cbarry@ccsnh.edu (603) 578-8900 ext. 1766	505 Amherst St. Nashua, NH 030631 jquinn@ccsnh.edu (603) 578-8996
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Inquiries may also be directed to:

Sara A. Sawyer CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 ssawyer@ccsnh.edu (603) 230-3503	NH Commission for Human Rights 2 Industrial Park Drive Concord, NH 03301 humanrights@nh.gov (603) 271-2767 TDD 1-800-735-2964
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Equal Employment Opportunity Commission
Boston Area Office

SECTION TWO: FACULTY RESOURCES

Faculty Mailroom

All faculty are provided with a mail box or mail folder located in Room 100. Incoming mail is delivered daily. Larger packages, such as books, are placed near the mailboxes in alphabetical

7

pick up.

Supplies

Faculty and staff will find office supplies in

series, and provides additional professional development training opportunities, including Canvas and Zoom training sessions.

IT Department

The College IT Department is responsible for infrastructure, local connectivity, and domain account creation for staff and faculty. In addition, the department is responsible for the installation, maintenance, and replacement of IT equipment and telephone service on campus.

IT

Online Learning

NCC utilizes the online platform Canvas as the institutional learning management system. Instructors seeking training with the functionality of the tool should contact the

Student tutors must be recommended by their instructors and meet a CGPA requirement of 3.0 or better.

Tutoring is scheduled according to the # budget and staff availability. Tutors are compensated for their time at an hourly rate.

Writing Center:

The Writing Center and the eWriting Center (online Writing Center) is available to students to help develop their writing skills and to deepen student thinking and engagement. The Center is not a proof-reading drop-off service, but rather, a service in which consultants review papers and offer constructive feedback. Suggestions are formulated to strengthen thesis statements, reinforce paper objectives, and organize ideas, and improve sentence structure and clarity.

The eWriting Center (eWC)

The eWriting Center (eWC) is a remote option in which students access online writing assistance via the eWriting Center link on the Canvas main page. Service is available 24 hours a day 7 days a week. The center operates in an asynchronous format. Writing Consultations may review submissions at times other than the submission time/date and are not available to communicate online via email or chat room.

The Writing Center Disclaimer:

Writing Consultants encourage students to participate in the review and revision process. However, writing conferences and feedback are:

Not a drop-off or proofreading service

Not responsible for grades or instructor comments

Not a place where papers are written for the student

It is the responsibility of the student to ensure their writing and papers have not violated any plagiarism guidelines. The Writing Center does not offer help with writing that has any legal implications or related to an appeal of an NCC decision.

Testing Services

Services for Students with Disabilities

It is the mission of the Community College System of New Hampshire's Disability Services to

SECTION THREE: NCC ACADEMIC POLICIES AND PROCEDURES

Academic Freedom

The statement of academic freedom is set forth by the American Association of University Professors, the Association of American Colleges, and the Association for Higher Education, National Education Association, is endorsed by the Board of Governors as follows:

1. "The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."
2. "The teacher is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."
3. "The College or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but the teacher's

603-921-1089 or NCCsafety@ccsnh.edu
coordinator should be copied on the email or phone message.

Canvas

NCC utilizes the online platform Canvas as the institutional learning management system. All instructors are required to utilize Canvas for:

Posting Course Syllabi

Code of Ethics of the Education Profession

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provide standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specially designated by the NEA or its affiliate.

Principle I: Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- 1.

Principle II: Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, they become an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records. Retrieved from the U.S. Department of Education Website.

FERPA Guidelines for Faculty

- Do not share student academic information with anyone other than the actual student (including the parents).
- Do not share student academic information with other faculty or staff unless there is a legitimate educational interest to do so.
- Do not publicly display student grades with names or other personal identifiers.
- Do not leave students graded papers or exams in publicly accessible places.
- Do not provide anyone with student schedules or assist anyone other than NCC employees in locating a student on campus.
- Do not share student email addresses. When sending one message to a group, use the BCC (blind carbon copy) option so all addresses will not be visible.
- Do not share student email addresses. When sending one message to a group, use the BCC (blind carbon copy) option so all addresses will not be visible.

Plagiarism

The college does not tolerate plagiarism. If a faculty member suspects a student of plagiarizing a paper, the instructor may want to enter a portion of the into the Google search engine. This is a quick way to rules. In addition, the faculty may utilize various online services to perform plagiarism checks on work.

NCC Plagiarism Policy:

- A student submitting as his or her own work an entire essay or other assignment written by another person.
- A student taking a section or sections of another work without proper acknowledgment of the source and that the material is quoted.

9. To enter grades for additional classes, scroll to the top right of the page

must be signed by the instructor and the student and approved by the department chair. At that point, the form is submitted to the Office of the Registrar. This work must be completed prior to the grade submission deadline. Through this formal arrangement, students must complete the work later than:

- The end of the third week in the Spring semester for a grade issued in the fall semester;
- The end of the third week in the Fall semester for a grade issued in the summer semester
- Three weeks from the earliest start date of the Summer semester for a grade issued in the Spring semester.

Should the student fail to complete the work within the designated period, a grade of **F** will be submitted to the Registrar's office. In

CLEP Exams

Students may choose to earn credits by taking a nationally standardized exam known as CLEP (College Level Examination Program). Nashua Community College is an approved testing site for CLEP. The college awards credits for courses in the areas of Composition

and Literature, Foreign Languages, Social Sciences, Science and Mathematics. A complete list of the CLEP exams accepted for credit by NCC is available on our website as well as in the Admissions Office and the Academic Advising Center. The cost of each exam is published on the College Board website www.collegeboard.com/clep. NCC charges an administrative fee of \$25 per exam. For further information and to schedule an appointment, contact the Academic Advising Center at 603.578.6817. Passing scores for CLEP are 50 and above unless specified otherwise. Successful completion of a CLEP exam is treated as a transfer credit. Matriculated students will need to request that a copy of their scores be sent to NCC for review.

Classroom Food Policy

Students may bring light snacks and covered drinks into classrooms. No food or beverages are allowed in computer labs, classrooms with computers, biological science classroom/lab, nursing labs, automotive labs, aviation labs, precision manufacturing lab, or the auditorium.

Classroom Recordings

Students wishing to audio record class lectures must receive approval from the instructor or the Disabilities Coordinator. Audio recordings are considered the intellectual property of the instructor and the Community College System of NH (CCSNH). Students are prohibited from selling, transcribing, or distributing class lectures.

Student Evaluations

Near the end of each semester, an online evaluation is made available to students via the course Canvas site. NCC uses the product IOTA to conduct course evaluations. Faculty teaching face-to-face classes are asked to designate part of a class meeting period so students can

Classroom Usage

The Office of the Registrar assigns the classrooms at the start of each semester. Should class enrollment exceed the number of available desks/chairs/computer terminals, faculty should consult their Department Chairperson. Faculty are not permitted to change classrooms without written permission from the appropriate academic division.

any students who have not attended class during week one or contacted the instructor about the reasons for their absence.

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SECTION FOUR: INFORMATION FOR FULL-TIME FACULTY

Faculty Workload

Faculty workload is a balance of instructional and non-instructional responsibilities. A full description of the responsibilities of faculty can be found in the [Faculty CBA](#).

Workload Letters

Performance Evaluation

Full-time faculty will be evaluated in accordance with the terms outlines in the Faculty Collective Bargaining Agreement ([Faculty CBA](#)).

SECTION FIVE: INFORMATION FOR PROGRAM COORDINATORS

The program coordinators at NCC play critical roles in ensuring that the academic programs at NCC are viable, current, and successful. Program Coordinators are expected to provide leadership and direction to the programs they oversee. Program Coordinators are responsible for:

Program Planning

It is vitally important that Program Coordinators work to continually improve their program and attempt to strengthen the quality of services and instruction provided to students. As such, each Program Coordinator at NCC is responsible for creating and maintaining a **h h** This plan should contain a detailed explanation of all the upcoming goals and objectives of the program and should be recorded in the college assessment tool Improve. In addition, the plan should be reviewed at least twice per academic year, and the appropriate updates should be documented and stored.

Hiring Program Faculty

Maintaining qualified and talented faculty is absolutely vital for the success of academic programs at NCC. Program Coordinators are expected to thoughtfully recruit, interview, and assign new faculty. In addition, the PC should assist the DC to orient new faculty to the campus surroundings and be certain the newly hired instructors are aware of NCC policies, procedures, and practices.

Oversight of Program Instructors

Program Coordinators should maintain proper oversight of program instructors. Proper oversight includes, but is not limited to:

- Assist DC in performing faculty evaluations

- Providing faculty with guidance with appropriate instructional approaches and best-practices

- Reviewing faculty syllabi to ensure that departmental policies are followed

- Reviewing faculty Canvas shells to ensure that faculty are using appropriate communications and online tools.

Scheduling

Each academic year, Program Coordinators should work with their DC and the VPAA to

and adjunct professors in accordance with the language in the respective collective bargaining agreements.

Working with administration and other departments

It is expected that the Program Coordinator will work collaboratively with the college administration, staff, and fellow faculty to solve problems that arise and implement college strategic initiatives.

Advising students

Program Coordinators serve as the primary advisor to all seniors (30 or more credits) in their

Bans inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of students or obtaining access to funds.

Refrains from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to

SECTION SIX: INFORMATION FOR ADJUNCT FACULTY

As

regarding payroll, please contact Cathy Barry in Human Resources at cbarry@ccsnh.edu or at extension 1766.

Adjunct Faculty Center

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Teaching and Learning Excellence (CTLE). The AFC is a place for adjunct faculty to prep for courses, grade papers or tests, meet with students, and network with colleagues. In addition, the AFC has a lending library full of teaching and learning resources. The Center has five computers and a printer/scanner. A second, smaller adjunct workspace is located in Gregg Hall

SECTION SEVEN: COLLEGE OFFICES

The Academic Advising Center

Emergency Blue Phones: Available outside throughout the campus. These phones will dial 911 only. Note that calls made from these boxes are NOT directed to Campus Safety; therefore, individuals using these phones should also notify Campus Safety.

Yellow Emergency Boxes & Red Phones: Located throughout the college are bright yellow 911 emergency notification boxes and Red Phones. These devices are connected directly to the statewide 911 system and are to be used whenever normal emergency reporting opportunities are not available; for example, after hours at the college when there is no access to a regular telephone. Phones located in classrooms and labs can be used by dialing 9- 911 in an emergency. Individuals who make a 911 call should also notify Campus Safety.

Campus Security Authorities (CSA):

In compliance with the Clery Act of 1998, the college has identified several members of the # o #o #o bulletin boards throughout the campus and is available online on the [security page](#) of the college website. The role of the CSA is to provide a conduit for staff, faculty, and students

Department of Multicultural Engagement

Nashua Community College offers ESOL courses to meet the needs of the diverse student and community population. ESOL courses help students to better prepare for the academic expectations of higher education. Courses are listed by ESLN code in the catalog, and they are housed in the Department of ESOL/World Languages. While credits for ESOL courses do not count toward graduation, they do count for the purposes of receiving financial aid. In addition, the ESOL Director (Elizabeth Berry, ext. 1678) offers personalized appointments, drop-in office hours, and other support geared specifically to the cultural, emotional, and academi

SECTION EIGHT: CCSNH POLICIES AND RESPOSIBILITIES

NCC Equity & Grievance Policy

Human Rights/Equity Committee Reporting Procedures

The Nashua Community College Human Rights/Equity Committee (HREC) is sensitive to the threat and/or embarrassment an individual may experience in coming forward with a complaint regarding discriminatory behavior. The reporting procedures outlined below are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. This committee has been put in place for use by students, faculty, staff and administration.

Complaints of discrimination, or of retaliation for making such complaints, may be reported directly to NCC's Human Rights/Equity Committee Chairperson at

t ~~administration~~

President) shall be provided with the identity of the grievant, the respondent, and the allegations.

All involved persons shall be afforded the opportunity to submit information relevant to a complaint. All parties contacted in the course of an investigation shall be formally advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to disciplinary action. The investigation will be conducted within thirty (30) calendar days of receipt of a written complaint. If additional time is required to ensure a thorough investigation, this time may be extended. Upon completion of the investigation, a written report will be submitted to the College President, and will be disclosed to the grievant and respondent. If the investigators have determined that the complaint was proven valid by a preponderance of the evidence, the investigators' report to the College President shall be accompanied by a recommendation for corrective and/or disciplinary action determined according to the totality of the circumstances uncovered during the investigation. In making a recommendation for corrective and/or disciplinary action, the investigators may consider (but not limit themselves to) the following factors:

- the severity of the offense
- the frequency and duration of the prohibited conduct
- the extent to which the misconduct, however minor, serves to create an intimidating campus environment for the grievant, or otherwise increases the difficulties of education or job performance for the grievant.

The College President will take the report and its recommendations under advisement, and make a decision regarding any corrective and/or disciplinary action that may be taken. The time between submission of the report to the College President and the commencement of corrective and/or disciplinary action shall be no longer than 21 calendar days. The College President will provide the Human Rights/Equity Chairperson with written documentation of the decision regarding corrective and/or disciplinary action at the time of or prior to the commencement of disciplinary action. Both the grievant and the respondent will be informed of the College President's decision.

Appeals

Appeals of the President's decision may be made by students according to the procedures outlined in the Community College System of NH policy manual and/or the NCC Student Handbook, which is available in the Vice President of Student and Community Affairs office, the Library, the NCC website and in various offices on campus. Faculty, staff, and administrators may appeal according to the procedures outlined in their current Collective Bargaining Agreement or the Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process (Confidential Employees).

Retaliation Prohibited

Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is strictly prohibited, and will be subject to disciplinary action against the retaliator.

Any questions regarding these procedures or the State and Federal antidiscrimination legislation listed above should be addressed to any of the following:

NCC Human Rights/Equity Committee Chairperson

Kyle Metcalf
Security Office
Nashua Community College
505 Amherst St Nashua, NH 03063
NCCHREC@ccsnh.edu (Confidential Email)
Phone: (603) 897-9988

Community College System of New Hampshire

Sara A. Sawyer
CCSNH Director of Human Resources
26 College Drive Concord, NH 03301
ssawyer@ccsnh.edu
Phone: (603) 230-3503

NH Commission on Human Rights

2 Industrial Park Drive Bldg. One
Concord, NH 03301
humanrights@nhsa.state.nh.us
Phone: (603) 271-2767
TDD 1-800-735-2964

Office

SECTION NINE: GENERAL INFORMATION

Address Change

Faculty members who change their address and/or telephone number should notify Christine Gannon, Administrative Assistant to the Vice President of Academic Affairs and the Human Resource Office. Faculty members can also change their addresses directly through the online ADP Self- Service system.

College Closings

In the event of inclement weather, the decision to cancel day classes will be made before 8 AM. The cancellation decision for evening classes is made separately and will be announced by 3 PM

College Email

The college IT department provides all faculty members with an NCC email account. The college email should be used for all emailed communication with students, staff, and fellow faculty.

u syllabi. If you have questions or need assistance with your NCC.edu email account, you may contact IT at (603) 578-8900 or via email at NCChelp@ccsnh.edu.

NCC Alerts

V## V # # rapid and reliable mass communication to students, faculty, and staff. The NCC ALERT system is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should there be a crisis or emergency situation on the NCC campus.

Registering for NCC Alerts

Faculty should register for NCC alerts to receive the latest information on campus emergencies delivered to their cell phone (voice or text message) and email account. Instructors can register

Service Animal Policy

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability.

u g

The service animal must have all veterinarian recommended vaccinations to maintain the 51 health and prevent contagious diseases. Documentation of vaccinations must be provided in advance.

The service animal must be licensed and have tags in accordance with applicable state and local laws. Documentation of animal licensing must be provided in advance to NCC.

V##

residency.

The service animal must be on a leash, harness or tether at all times. Exceptions may occur when the animal is performing a specific duty that requires it to be unleashed or where the Nature of the documented disability of the handler precludes adherence to this requirement.

The handler must be in full control of the animal at all times.

The care and supervision of a service animal is solely the responsibility of its handler.

The handler must (1) always carry equipment sufficient to clean up the feces whenever the animal and handler are on NCC campus; and (2) be responsible for

The service animal must be well-behaved.

The handler must ensure that the animal refrains from behavior that threatens the health and safety of others.

The service animal whose behavior poses a direct threat to the health or safety of others or is disruptive to the NCC community may be excluded, regardless of training or certification. Service Animals in Training: All the above statements apply to service animals in-training.

Smoking Policy

The NCC campus is designated as a smoke-free facility and smoking is not allowed on the college premises. In accordance with this policy, the term NCC college premises includes all land, buildings, facilities, and other property in possession of, or owned, used, or controlled by the CCSNH colleges (including adjacent streets and sidewalks). This policy has been enacted to promote the health and well-being of the students, faculty, staff, and gene

SECTION TEN: INSTRUCTIONAL BEST-PRACTICES

Preparing for the Beginning of the Semester

At the beginning of each semester, course enrollments are reviewed by the Vice President of Academic Affairs (VPAA). In some cases, courses may be canceled due to insufficient enrollment. Instructors are encouraged to closely monitor enrollment as indicated in the course rosters found on the Student Information System (SIS). The VPAA makes every attempt to notify department chairs of canceled courses five days prior to the start of the semester.

In order to be well-prepared for the beginning of the semester, it is expected that professors will complete the following:

Review the Course Outline -

Other suggestions for the first class include:

Have a lesson prepared for the first day - Even if only a small portion of the content is

Let students know that the instructor cares about their success and is willing to help them succeed. # @ @

Provide a syllabus that accurately and fully communicates class requirements and course schedule. Clearly communicate deviations from the syllabus. Many student complaints arise from syllabi that create misunderstandings about course expectations.

Clearly communicate policies regarding lateness, student attentiveness, cell phone usage, eating in class, unrelated talking in class, etc. Make sure that guidelines are clear and are enforced in a consistent and equitable way.

Set the tone and classroom expectations early in the class. It is difficult to impose new rules after the class is underway.

Use active learning techniques to fend off inattentiveness.

Seek feedback from students to see how things are going. This can be an informal evaluation or something more formal.

Be passionate about your subject. Students will sense your passion and develop a deeper engagement. Be excited and help them see the value of the knowledge and skills they are developing.

Avoid grade surprises. Make certain students understand the grading system and

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opinion. ‡ @
○ come back to the topic at

Important:

5. The college representative can negotiate a resolution directly with the student or upon completion of his/her investigation issue a decision based upon the evidence gathered including the evidence provided by the student.
6. If suspension from the college or class is deemed the appropriate sanction, the faculty member would be notified and the registrar would be informed of the outcome and instructed to enter an AF grade with the date of that the student last attended class to be entered as the withdrawal date, and the student would be informed by the Academic Affairs Office.
7. Appeals of the decision could then go to the Judicial Committee.

Recognizing Threatening Behavior

What is Threatening Behavior?

Some examples of threatening behavior may include:

- A student violates your personal space
- A student raises his/her voice and seems irrational
- A student implies or makes a direct threat to

Crossing interpersonal boundaries, such as, excessive phone calls, personal emails and/or visits.

Substance abuse.

Significant personal stress, academic, financial, family or relationship problems.

When behaviors become intimidating or threatening, you may feel anxious, afraid, or concerned for your personal safety. It is important not to manage such a situation alone. Immediately advise your department chair of your concerns, and if necessary, contact Campus Safety (603.921.1089).

Suggestions for Effective Online Instruction via Zoom

In some cases, classes are held remotely using Zoom. In these instances, it is important that an effective learning environment be preserved. In order to do so, instructors are encouraged to consider the following:

Encourage students to keep their cameras on

SECTION ELEVEN: APPENDICES

AF Procedure Policy

DISCLAIMER: The information contained in this handbook is to be used as a guide for Nashua