

ACADEMIC AFFAIRS

The Office of Academic Affairs houses the office of the Vice President of Academic Affairs, the Academic Deans and the instructional support staff.

Academic Communicator

The *Academic Communicator* is a newsletter created by the Academic Affairs Office for the campus community. The newsletter, published monthly (August – May), provides information on activities, time lines, and grant opportunities in the instructional area. If you have any information you want us to publicize in future issues, please submit it to Billie Sikkila by the first Friday of each month. The *Academic Communicator* may be found at the following website: <http://www.lsc.mnscu.edu/admin/acadaffairs/>.

Appointment Letters

Faculty that are employed on an annual basis will receive a document verifying their employment status, credits taught and rate of compensation in the fall of each year from the Human Resources office. Faculty teaching on a term-to-term basis will receive the appointment letter at the beginning of each term.

Class Cancellations and College Closing

Faculty must call the Academic Affairs office at 733-7693 with class cancellation information in order to ensure class cancellation notices are posted. Class cancellations reported after 4:00 p.m. should be called into the switchboard at 733-7600.

Class cancellation notices will be posted at classroom entrances, on campus monitors, and the Internet at www.lsc.edu/announce. Class cancellations are also reported to the appropriate academic administrators. Excessive class cancellations will be investigated by the appropriate division dean.

The college may be closed for reasons of severe inclement weather, power outage, water outage, fire, structural damage, bomb threat, or release of liquid, gas, or vapor. Information on college closing for weather or emergency can be found at the following radio stations as well as Duluth commercial television stations: KDAL-AM, 610-AM; KDAL-FM, 95.7-FM; KKBC-FM, 105-FM; KLDJ-FM, 101.7-FM; KTCO-FM, 98.9-FM; KRBR-FM, 102.5-FM; WDSM-AM, 710-AM. See the Crisis Intervention Plan included in this Handbook for more information.

Office Hours

As part of their professional responsibility to students, faculty are expected to post and keep consistent office hours, and make themselves available to students on an appointment basis when office hours are not workable for students.

Office Space, Telephones

Office space is assigned by the Vice President for Academic Affairs. Office space may be shared, semi-private, or private. Requests for new or changed workspace should be directed to Rody Bowers-Hughes, Associate Dean of Academic Affairs.

Telephones, answering machines, voicemail, and Duluth area telephone books (hardcopy and electronic copy) can be obtained from the Switchboard Operator. Local call access is 9+. Long distance is 9+1+.

Clerical Support

The Office of Academic Affairs maintains a staff of clerical support personnel that provides support for the Vice President, the Deans and faculty when requested. Faculty are provided access to computer equipment and for the most part are expected to use the technology to create the majority of their own documents. The faculty support personnel are available to assist with computerized test banks, and the formatting of larger documents (manuals, grant proposals, etc.), particularly for documents that will be submitted for accreditation or other external publication. The college Copy Center provides excellent service in the preparation of multiple copies and manuals. Be sure to note the required lead-time to ensure items are ready in a timely manner.

Class Lists

Faculty may view and print their class lists using the interactive registration system at the LSC web site at www.lsc.edu. Click the "Records and Registration" link and from there choose "Register or Check your Records".

Class lists should be verified every day until the 10th day of the term. Any students who are attending class but who do not appear on the class list must be sent directly to the Registration Office. Do not allow students to continue to attend a class if they do not appear on the class list.

Computer Services and Help Desk

Computer Services exists to aid faculty, staff, and students in making the best use of technology. All Computer Services work orders must be directed to the Help Desk via Helpdesk@lsc.edu or by phone (733-1016). Please call the switchboard (733-7600) after 4:30 p.m. or on Saturdays.

Lake Superior College employees will request a Group Wise e-mail account by following these links:

1. Go to LSC homepage at www.lsc.edu
2. Click on Faculty and Staff
3. Click on Computer Services homepage
4. Click on E-mail Request
5. Complete the form and turn it in to Kim Preiner in Computer Services.

Go to www.lsc.edu/technology/ to access the Lake Superior College Computer Services home page where you will find helpful information and links to other sites related to electronic communication and technology. The purpose of this website is to enhance support services provided by the Help Desk.

Instructional Technology Services are also available for faculty to assist with curriculum and materials development using technology, on-line course development and many other applications of technology as it relates to the educational process.

Curriculum

All new courses and course changes are reviewed and approved by the Academic Affairs and Standards Council. MnSCU has a standard format to be used for submitting curriculum. This information is available from the Academic Affairs office staff. Faculty interested in creating new courses or making changes should first work with the department or division faculty and the appropriate Dean prior to submitting a request. The Academic Affairs and Standards Council normally meet monthly. An approved new course would not be published in the schedule until the following academic year.

Equipment and Supplies

All classrooms, with few exceptions, are equipped with white boards, overhead projectors, a VCR and a television. The college can supply other equipment such as a cassette player or laptop projector by notifying the Computer Services department. A list of equipment is available upon request. It is important to plan ahead for equipment needs and call ahead to reserve the equipment. See also the Finance and Facilities section for information on equipment.

Supplies are also maintained on a centralized basis by the Academic Affairs office. Marker for boards are not maintained in classrooms, and should be carried by the faculty to ensure availability.

Faculty Credentialing Process

The MnSCU Office of the Chancellor maintains the statewide faculty credentialing policy. All faculty members are required to meet the minimum qualifications for the credential field of their assignment, whether assigned to an occupational program or a discipline. For a complete list of Credential Fields and the minimum qualifications for each, please go to: www.hr.edu/HROffice/cc/assignedfields.pdf. The Office of the Chancellor Web information for faculty can be accessed from the LSC HR website.

Upon initial hire, faculty members are provided the forms to document their credentials, along with official transcripts. Once minimum qualifications are verified, the information is also used to determine a base salary, based on educational level and experience. Please see the payroll section below for information on the Salary Placement process.

As a part of this process, the Office of the Chancellor will determine if the faculty members is required to take additional classes in education. If such courses are required, the expectation is they are complete over a period of time. There is a series of classes offered by Bemidji State University and other institutions that are designed to develop teaching skills.

The forms to complete this process will be provided by Academic Affairs or the Human Resources offices. The completed forms should be returned to the Human Resources office.

Faculty Orientation

There are general orientation sessions scheduled prior to the start of each semester for new employees. Between terms an orientation session will be provided on an individual basis by Human Resources.

The Center for Teaching and Learning, in cooperation with the Academic Affairs Office,

provides academic orientation sessions for new faculty. The information is geared toward teaching excellence, resources, academic policy, and classroom managements. The new faculty member may also meet with their immediate supervisor (division dean) to the review the following:

- Course outline(s)
- Tour of campus and office
- Access to building/building hours
- Division, section, or unit operations
- Office organization and procedures (mail, conference rooms, storage, etc.)
- Telephone issues (voice mail, long distance, call transfer, etc.)
- Computer issues (access, passwords, e-mail, etc.)
- Business cards, office signs, etc., as needed
- Performance appraisal and training
- Work day issues (work schedule, start/quit times, lunch, breaks)
- Sick leave or other leaves
- Vacation scheduling

Final Exams

All final examinations are to be given at the time and date designated during the last four days of the term. A final exam schedule is published in the annual Academic Calendar. Evening classes have their final exams during the last week of classes. It is expected that examinations will be held in the same room in which classes regularly meet unless there is a room conflict or arrangement have been made with the Vice President of Academic Affairs prior to the examination period. Exceptions to the schedule will be allowed if approved in writing by the Vice President of Academic Affairs; otherwise, it is expected that classes will meet at the assigned time for a minimum of 50 minutes and a maximum of 2 hours and 15 minutes for the purpose of comprehensive final examinations, regular instruction or review. Students scheduled for three examinations in one day may petition the Dean to re-scheduled one of their exams.

Grading Policy

The following grading system is used at LSC to report academic achievement and to compute student grade point average:

A = superior achievement - 4 points per credit.

B = above average achievement - 3 points per credit

C = average achievement - 2 points per credit

D = below average achievement - 1 point per credit

F = inadequate achievement - points per credit

I = incomplete: a temporary mark given only in exceptional cases where circumstances beyond the control of the student (i.e. illness) prevent them from completing course work. *The grade will automatically turn to an F at the end of the next term if not completed.

Reporting Grades

Grades must be submitted 72 hours following the last test day of the semester. The deadline for grades will be announced each term. Faculty members use a grade entry system through the Lake Superior College web site www.lsc.edu. Please contact the Registrar, Jean Pehl at 733-5908 if you have any questions.

Grading is an issue that frequently raises conflict between students and faculty. Grade books are the property of the college and must be retained at the college for documentation in case of student appeals or legal actions. Grade books must be turned over to the dean upon your departure from LSC employment. In order to avoid potential misunderstandings and perceptions of unfairness, consider the following items in planning your grading:

1. Communicate the grading system in writing. Minimally, include information as to what will be measured, the weight attached to it, and timetable of due dates.
2. Measure a variety of behaviors.

Graduation

Students in their last semester of courses should stop by the Enrollment Services office to pick up a graduation packet. They then need to complete the form and submit their request by the posted deadline. A formal commencement ceremony is held at the end of spring semester.

Learning Center

The Learning Center provides a variety of services and resources to assist students in their learning process. There are tutoring services and study groups available free of charge in subjects related to Science, English, and Math on a regular basis. Students may sign up for appointments. Please contact Paula Young at 733-7671 for more information.

Library and Computer Labs

The Harold P. Erickson Library houses a large variety of learning resources for students. The Library provides access to electronic information, printed materials (periodicals, newspapers, books) and audio, visual and computer resources. The student computer labs contain a large number of computers loaded with a variety of software. If a class requires specific software for students use, software may be loaded on the Lab computers by making a request to the Library staff. The electronic information system includes a statewide library catalog on-line databases, and Internet resources. Computers equipped with adapted technology are available for students with diverse needs.

Payroll Information for Faculty

If you are a new employee, it is important that you return your New Employee packet to the Human Resources office ASAP.

Salary Placement Information

Salary placement is determined by the faculty member's educational level and experience. The Salary Placement packet will be provided upon initial hire and is completed by the faculty member.

Completed Salary Placement packets include:

- a. Column Placement Form, documented with official transcripts
- b. Step Placement Form, document with completed Paid Occupational Experience forms

The complete Salary Placement packet should be turned into the Human Resources office.

Faculty Payment Information

Pay check information is only available at the following website: www.s4web.state.mn.us/servlets/iclientservlet/employee. You will need your SEMA4 identification number to access your information. Please contact Payroll at 733-5947 to get this information.

After your information has been entered into the MnSCU ISRS and SEMA4 State systems and your appointment has been documented by your supervisor, you will receive confirmation of your employment; including rate of pay, number of credits, etc. You will also receive information from the Human Resources office regarding any benefits available to you and an invitation to the New Employee Orientation.

The lag time for first payments can be up to six weeks, depending on when the information is completed and returned to the Human Resources office. Once the appointment is in the system, pay is issued from the State of Minnesota Central Payroll every other Friday. The State pays bi-weekly and pay periods end on Tuesdays.

Annual Faculty and Staffing Plans

The appointments for unlimited faculty that are on payroll from year to year are “rolled” every year just after the fiscal year opens on July 1. The faculty pay assignments are edited preliminarily by Human Resources to ensure payment in the new fiscal year.

The Academic Administrators will provide a complete set of the unlimited faculty staffing plans after the “drop-add” period is over (5th day of the term) to the Vice President of Finance and Administration, for budget adjustments. Then, the plans are forwarded to the Human Resources office for entry into ISRS and checked for correct budget information.

Term-to-Term Appointments

Faculties that are paid on a term-to-term basis will be processed by staffing plans that are forwarded to the Vice President of Finance and Administration as soon as possible after the class cancellation date (one week prior to the term starting). If the assignment is known to be complete prior to this time, Academic Administrators are encouraged to send them earlier. Term-to-term Staffing Plans are sent to the Vice President of Finance and Administration for budget adjustments prior to being processed in Human Resources. Part-time temporary and adjunct faculty that have staffing plans sent in after the cancellation date can expect their first pay check up to six weeks after the start of the term.

Custom Training/Continuing Education

Administrators will use the special “CT/CE Faculty Requisition” form to process payments for these faculty. If a lump sum payment is requested, it is important to note the administrative signature must be dated after the work has been completed. These requisitions also require the signature of the Vice President of Finance and Administration to ensure appropriate budget adjustments, prior to being processed in Human Resources.

Other Additional Periodic Faculty Payments

Administrators will use the special “Additional Faculty Pay Requisition” form to process additional pay (i.e. substitute, independent study, test out, credit by experience, etc.). As above, these forms must be signed by the Vice President of Finance and Administration prior to being processed in Human Resources.

Hourly – If you are given an hourly appointment, you will be using a time book/sheet to record hours worked. The time book/sheet is to be turned in to your supervisor every other Friday. The time book must be signed by the supervisor and will be forwarded to payroll for processing. The pay periods end on Tuesdays and payment is made a week and a half later, if the hourly appointment has been successfully uploaded. There is a full pay period lag time between entering an appointment and the first possible paycheck.

Lump Sum – If you agreed on a lump sum appointment, you will be paid all the money owed to you in one payment after the work is completed. The Academic Affairs office will submit a faculty requisition to the Human Resources office with verification that the work has been completed. The money is entered into the system and final steps take place in payroll with the State system. Due to the lag time between systems, the payment may not be made until as many as six weeks after the work has been completed.

Questions about your payroll status should be directed to your supervisor who will investigate your concerns.

Photocopying

A full-service Copy Center is located in room E1316. Please complete a work order form for each service request. More information is available in the Finance and Facilities section of this Handbook. Employees should be aware of MnSCU’s copyright policy. It is as follows:

MnSCU Policy 3.27 Reproduction and Use of Copyrighted Materials

Part 1. General Statement. Copyright owners of original works, regardless of the format of the work, have exclusive rights with respect to their creations. The Minnesota State Colleges and Universities (MnSCU) system promotes the recognition and protection of these rights, including the rights of reproduction, preparation of derivative works, distribution and performance. MnSCU also recognizes that reproduction and use of original works in accordance with fair use limitations can further teaching, research, and public service at its colleges and universities.

Part 2. Intellectual Property Coordinator and Administration. The Intellectual Property Coordinator, as designated in Policy 3.26 Intellectual Property, at each college, university, or Office of the Chancellor has responsibility for implementation of this process.

Scheduling Classes

The Deans prepare the annual schedule and make adjustments on a term-to-term basis. The draft schedule of classes will be distributed to faculty members and discussed several months ahead of the term. In determining the classroom, the top priority is the efficient use of the rooms based on class size and room capacity. During the early schedule planning period there may be an opportunity to request specific classrooms. The final decision rests with the Dean.

Classroom Change Requests

Requests to change a classroom for regularly scheduled classes can be made by contacting your Dean.

Student Attendance

It is the policy of the college that attendance not be included in the grading structure of classes. However, faculty members are now required to maintain documentation of student attendance due to new Federal Financial Aid Policies. Students are expected to regularly attend classes in which they are enrolled and abide by the College's Drop/Add/Withdrawal Policy. Students who decide to stop attending courses should immediately drop/withdraw from their classes. Students who fail to officially withdraw from their course(s) may be assigned an FN (failure for non-attendance) grade.

Faculty will report any students who have never attended or have stopped attending class or classes. Non-attendance shall be defined as follows:

1. Student who is on the class roster but has never attended; or
2. Student missed all scheduled meetings of a class within a two week time frame without contacting the college course instructor; or
3. A period of twenty calendar days in a distance/internet course in which the faculty member has not received any communication or assignments from the student.

A non-attendance report made by a faculty member will result in the automatic assignment of an FN (failure for non-attendance) grade. An assigned grade of FN will prohibit a student from withdrawing from a course(s). The issuing of an FN grade will activate re-evaluation of a student's financial aid and may result in repayment as stated in the Return of Title IV Funds Policy 5.12.3. The full policy can be found at:

www.lsc.edu/RecordsandRegistration/pdf/ClassListViewandLDAreporting.pdf

Student Confidentiality

In keeping with Federal Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, it is critical to remember that students, unless eligible as a dependent by a parent, are covered under these acts. You may not discuss student progress, grades or any private data with the parents of students, or anyone else outside the institution. Under a general professional ethics principle, faculty are expected to refrain from talking about an individual student and their problems outside the structure of the college.

If you receive a request for information (oral request, subpoena, or search warrant) on a particular student from a government official (local or federal law enforcement, immigration officials, etc.), the request must be referred to the follow campus official designated to coordinate response: **Beth Adams, Vice President of Student Services – 733-5928**. If an immediate response is requested and the campus designee is unavailable, contact: Jean Pehl, Registrar – 733-5908 or another campus administrator.

Supplies

General supplies for faculty and academic staff are housed by the Academic Affairs office. Please complete an Academic Administration office supplies form when you take items from the supply room. Markers for boards are not maintained in classrooms and should be carried by the faculty to ensure availability.

Syllabus, Course Outline and Classroom Preparation

The college policy regarding curriculum requires that faculty teach to the approved course outline. The college has adopted a standard course outline format for use by all faculty. The format is available on disk or hard copy in Academic Affairs office where all approved course outlines are kept on file. Any changes to a course that would be reflected on a course outline must be brought through the Academic Affairs and Standard Council prior to teaching to such changes.

Faculty members should refer to the approved course outline when preparing their individual syllabus for the class. Beyond the syllabus, faculties are encouraged to prepare daily lesson plans and lesson plans to assist them in providing a high quality classroom experience. Unlike the course outline, the syllabus and lesson plans are an opportunity to be creative and use individual techniques and strategies to achieve course outcomes. Questions regarding the syllabus or the availability of previous course materials should be addressed with the Dean. A copy of the course syllabus must be submitted to Academic Affairs by the fifth day of classes each term.

Textbooks

The College Bookstore will order textbooks for classes as indicated in the Finance and Facilities section of this Handbook. Faculty members are encouraged to work within the department or division toward consistent textbook selection. In order for the books to be available for student in a timely manner, faculty will need to submit book orders as early as possible every year/term. Orders can be made on-line at ww.lsc.mnscu.edu/bookstore/.