WILBUR WRIGHT COLLEGE
CITY COLLEGES OF CHICAGO

Adjunct Faculty
Handbook

Mission

Wilbur Wright College is a student-centered, community-based, equity-focused institution of higher education. We provide a culturally responsive education for a diverse body of learners seeking a high-quality education for baccalaureate transfer, workforce preparation, career advancement, and personal development.

4300 N. Narragansett Ave., Chicago, IL 60634 (Main)

1645 N California Ave., Chicago, IL 60647 (Humboldt Park)

Welcome, Adjunct Faculty Members!

This Adjunct Faculty Handbook is designed to assist adjunct faculty as a quick reference guide. This handbook supports adjunct faculty members in performing their jobs in an efficient and effective manner.

Questions and/or concerns that you have can be addressed to:

- Your department chairperson(s) and/or coordinator(s)
- George Kinlaw, Dean of Instruction, gkinlaw@ccc.edu
- Larry Buonaguidi, Assistant Dean of Instruction, lbuonaguidi@ccc.edu
- Billie Diaz, Associate Dean of Career Program, bdiaz134@ccc.edu
  (Office of Instruction is located in the Arts Building, Room A-113; (773) 481-8250).

Please note that each adjunct faculty member is responsible for reading and understanding the City Colleges of Chicago policy manuals and applicable union contracts.

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WILBUR WRIGHT COLLEGE
CITY COLLEGES OF CHICAGO

Dear Colleagues –

On behalf of our students, faculty, staff and the broader Wright College community, thank you so very much for choosing to teach at Wright. Your expertise, dedication, and talents are greatly appreciated. We know that you make a tremendous difference in the college and in the lives of our students.

The guidebook provides information on policies, procedures, opportunities and responsibilities for adjunct faculty. We want it to be helpful and useful: a first stop for questions. We know that it's far from comprehensive and that the best way to learn is often direct communication. So please – if you have an idea, a question, a suggestion, or complaint – share. Your department, your colleagues, the administration – we're all working together. And if I can be of any help to you, please reach out. The college is more successful when we help you be more successful.

Stay in touch. You have our gratitude and best wishes –

David Potash

President, Wright College

WILBUR WRIGHT COLLEGE
CITY COLLEGES OF CHICAGO

Mission Statement

Wilbur Wright College is a student-centered, community-based, equity-focused institution of higher education. We provide a culturally responsive education for a diverse body of learners seeking a high-quality education for baccalaureate transfer, workforce preparation, career advancement, and personal development.

Land Acknowledgement Statement

Wilbur Wright College occupies the lands of the people of the Council of Three Fires (Ojibwe, Potawatomi, & Odawa), Menominee, Miami, & Ho-Chunk nations. These lands are stolen from those who sacrificed their lives & shed blood & tears to protect them.

Accreditation

All seven City Colleges of Chicago are independently regionally accredited by the Higher Learning Commission (HLC). Some career programs also maintain their own specialized accreditations.

CITY COLLEGES®
OF CHICAGO

About the City Colleges of Chicago

CCC Mission Statement

The City Colleges of Chicago (CCC) delivers exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge, understanding, skills, collaboration, community service, and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio-economic disparities and inequities of access and graduation in higher education.

Vision

The City Colleges of Chicago aspires to be a premier, first choice educational destination highly accessible to diverse student populations in Chicago and around the world and widely recognized for excellence and leadership. Through the power of education, we inspire and transform the lives of our students and those connected to them, enhance the communities we serve, and catalyze positive socio-economic change.

Core Values

The City Colleges of Chicago believe that knowledge, skills, education, and life-long learning are fundamental to the achievement of equal access and the opportunity to make a better life. Accordingly,

- **We are student centered.** Our students always come first. We provide the academic programs and support required to ensure student success. Their success is our success.

- **We value teaching and learning.** We believe an engaging student-learning environment fosters growth and development. We actively seek faculty who meet globally competitive standards, collaborate and foster exceptional learning environments, and who utilize innovative practices that enhance student learning.

- **We value rigorous assessment of the academic process.** We believe in providing valid and reliable assessments to measure and improve student learning and effective teaching.

- **We are an open-door institution.** We welcome all to visit, enroll, learn, and reap the rich rewards that education enables.

- **We provide an individual educational plan for each student.** We welcome students "wherever they are" and assist them in achieving their educational goals and full potential.

- **We are committed to affordable and accessible education.** We actively strive to deliver quality educational services at costs that are within the reach of our diverse student population.

- **We value and actively promote diversity.** We believe diversity enhances the richness of the educational experience and leads to understanding, tolerance, and an appreciation of the differences embodied in each of us. We believe that faculty and staff diversity should reflect the demographics of our student body.

- **We believe in excellence** regarding hiring standards and performance expectations as applied to teaching, management, operations, and services.

- **We are responsive and aligned** with the dynamically changing curricular needs of our stakeholders, and we value community service and partnerships.

- **We value the creation of paradigms for change** to ensure social and economic barriers to employment are eliminated.

- **We are committed to ethical conduct.** We operate with the highest level of integrity, respect, honesty, and accountability in a fully transparent environment.

Talents of Teaching

History and Purpose of the Talents

During the Spring 2010 semester, a team of CCC faculty met with representatives of Valencia College, a multi-campus college system in Florida similar to CCC. The CCC faculty team was impressed with the sophisticated level of professional development that Valencia offered to their faculty members, all of which was organized around the "Essential Competencies of a Valencia Educator." Embracing the value of establishing a set of core competencies that reflect our institutional mission and values, faculty from around the district worked to define the Talents of Teaching. After several semesters of drafting and refinement, the Talents of Teaching represent both best practices in educational research, and the elements that we, as City College of Chicago teachers, find most fundamental to our practice.

The Talents of Teaching are not outcomes but, rather, aspirational statements that articulate exemplary faculty practices. Their purpose is to guide faculty development activities and to provide a foundation for faculty peer evaluation. As a living document, these statements are open to review by faculty and the Faculty Council of the City Colleges of Chicago (FC4).

Teaching and Learning

CCC faculty members develop and use highly effective teaching strategies that meet students' diverse needs and that promote the acquisition and application of knowledge and the development of critical and creative thinking and problem-solving skills. They carefully design courses to meet learning outcomes and promote students' active participation in their own learning. They create an effective learning environment that fosters students' intellectual curiosity, helps students to problem solve using discipline-specific thinking strategies, and encourages students to challenge sources and confront their own assumptions.

Measuring Learning

CCC faculty members employ a variety of formative and summative assessments to ensure that classroom instruction leads to student learning and the attainment of the student learning outcomes for the course. They carefully select and use a variety of appropriate assessment instruments, communicate clear assignment expectations and evaluation criteria, provide students ample and timely feedback, and evaluate and improve assessment activities and grading practices.

Diversity, Inclusion, Respect, and Student Support

CCC faculty members help students reach their academic, personal, and career goals. They also foster a safe environment that respects the diversity of people and ideas by modeling respect for all students and conveying confidence in every student's ability to learn. They employ approaches that take into account how learning is affected by students' motivations, attitudes, perceptions, values and behaviors, and help students overcome obstacles by connecting them to appropriate resources.

Academic Citizenship, Shared Governance, and Leadership

CCC faculty members enrich the CCC community by participating actively in departmental, college, and/or district committees and activities; they contribute to and provide leadership in their academic and professional communities, and they promote collaboration and teamwork among members of these communities. CCC faculty members maintain leadership in organizations that determine and maintain standards of academic integrity and excellence, and that participate in policy and curriculum development.

Content Expertise and Lifelong Learning

CCC faculty members demonstrate content-area expertise and continually grow intellectually by remaining current within their fields, expanding their content-area knowledge, studying teaching and learning, and engaging in self-evaluation and goal setting. They engage in and model intellectual curiosity and express passion for their disciplines and for learning in general.

These five Talents of Teaching serve to increase student success and maintain institutional health. The first two Talents, *Teaching and Learning* and *Measuring Learning*, are meant to guide faculty towards improving instructional effectiveness. The third Talent, *Diversity, Inclusion, Respect and Student Support*, aims to meet the needs of all CCC students. The fourth Talent, *Academic Citizenship, Shared Governance, and Leadership* meets the needs of both faculty and the institution as a whole by ensuring the faculty have a voice in all curricular matters and maintaining a process through which academic initiatives can move forward with integrity. The final Talent, *Content Expertise and Lifelong Learning*, seeks to maintain a strong, qualified, highly effective faculty body dedicated to continued improvement.

While the Talents of Teaching were initially designed as aspirational statements for faculty, the institution as a whole must strive towards excellence in the Talents. It is only through faculty, administration, and staff collaboratively working towards this common goal that CCC will become a world-class academic institution.

City Colleges of Chicago. (2017, July 26). Talents of Teaching. Retrieved from:

http://www.ccc.edu/departments/Documents/Academic%20Governance/Tenure%20Assistance%20Process/Tenure%20Manual_Sept2015_Talents%20of%20Teaching_Posted.pdf

College Policies/Information

Syllabi Policy

The CCC Academic and Student Policy states that all faculty are required, at a minimum, to post their syllabi on the Learning Management System (Brightspace D2L) no later than the first week of the term.

If you have not received a copy of the approved departmental syllabus for the courses that you will be teaching, please speak with your department chairperson or department clerical support staff.

The syllabus provides the agreed upon course material per the Illinois Community College Board (ICCB) and therefore indicates the minimum material that must be covered by course instructors. You may add to the goals, learning outcomes, and topical outlines, but you **may not subtract from them**.

Your syllabus must include: your contact information, office hours, weekly schedule, grading policies, required readings, definition of active pursuit of the course, textbook(s), and materials needed. **Your course specific syllabus must be given to students the first day of class. In addition, a syllabus for each course section you are teaching must be emailed to your department's support staff by the second week of classes. This process occurs every semester.**

Use the following naming convention for your syllabus:

(Subject) (Course #) (Section) – (Last Name, First Name) (term)
Example: **English 101 A – Smith, John (Fall 2023)**

Please adhere to the District policy of posting your syllabus on Brightspace no later than the 1st day of class. If you need help with posting your syllabus on Blackboard (and Brightspace D2L), contact Mariana Saba, Technology Integration Specialist, at msaba@ccc.edu.

Attendance

Faculty attendance is basic to a successful classroom environment. Adjunct faculty members are paid only for classes taught. Faculty members who are going to be absent must contact his/her department chairperson/coordinator and/or clerical support staff to assist with identifying a substitute. Lesson plans and materials for classes during an absence should be provided with the notification. Classes may not be cancelled unless approved by a chairperson. **The state of Illinois requires a minimum number of instructional minutes, so it is important that all classes meet as scheduled.**

In the case of an unavoidable absence during the week, faculty members are required to leave messages for the department chairperson/coordinator and department clerical assistant at least one-half hour in advance of the course start time. Instructors who teach weekday classes that meet before or at 8:00 AM or Saturday classes are required to call and notify the Security Office at (773) 481-8970, and email the department chairperson at least one-half hour in advance of the course start time.

Office and Office Hours

Department chairpersons assign office space. Offices are generally shared with one (1) or more adjunct faculty members, and every effort is made to avoid scheduling conflicts so that only one (1) person occupies the office at any given time. If you have questions concerning office space, please speak with the department chairperson and/or clerical support staff.

Office Hours: Adjunct faculty members must schedule one full hour (60 minutes) of student conference time per week for every course section taught. Hours must relate to when students can come to see you. Adjunct faculty members must also allow at least 10 minutes of "travel" time between your office and your class(es). Office hours must be posted and kept as indicated on the Teacher Programs form. Additionally, office hours must be posted outside the faculty member's office and updated each semester.

Teacher Programs

All adjunct faculty members must complete a Teacher Program form each semester. This form askes the faculty member to list the classes assigned to him/her, credit and contact hours, non-class assignments, and conference/advisement hours. The Office of Instruction will communicate the deadline for submission. These forms are to be completed via DocuSign. More information will be sent to all members when each term begins.

Certificates of Attendance (Timesheets)

Once adjunct faculty contracts have been processed, faculty will be paid bi-weekly. A Certificate of Attendance (COA) will be placed in each faculty member's department mailbox. In order to get paid in a timely manner, adjunct faculty must sign COAs and return them to the department's support staff mailbox according to the schedule provided, in compliance with CCC Board policies and procedures. COAs should be completed and submitted in the department. Assigned work hours must be observed and time reported accurately *(Please see next page for an example COA).*

Dress Code/Professionalism

Employees of the City Colleges of Chicago are expected to maintain a professional demeanor at all times. Employee dress should be neat and unsoiled in appearance as well as being consistent with a professional atmosphere, keeping in mind the impression made on visitors, students, and other employees.

Mailboxes

Each adjunct faculty member will be assigned a mailbox in his/her respective academic department(s). **Please check this mailbox every day that you are on campus.** Along with CCC email, this mailbox is the college's primary method for communicating with each faculty member.

CCC Email Accounts

City Colleges of Chicago uses email as one of its official means of communication. Official CCC email correspondence to faculty and students will only occur via a ccc.edu email account. **Students and faculty are expected to read CCC emails in a timely manner and to respond as requested**. CCC takes measures to ensure that email services operate in a reliable and secure environment, in compliance with the Family Educational Rights and Privacy Act (FERPA).

All employees and students are assigned email accounts through the CCC Microsoft Outlook email system. The email system can be accessed at all CCC facilities and from remote locations. Faculty members are asked to review their CCC email correspondence on a frequent basis and to respond to all employee and student notes as needed. It is expected that each faculty member includes a CCC email address on course syllabi for all student correspondence.

Usernames and employee identification numbers should be obtained from the Human Resources Department in order to access email accounts for the first time. Your CCC email can be accessed via the web at www.ccc.edu under "Faculty & Staff > Email-Outlook". If you experience difficulty accessing CCC's network or your email, please contact Computer Support Services (extension 88775).

Students and faculty who use their personal email accounts to initiate correspondence or to respond to an official CCC email will receive subsequent responses from a CCC email account. Please remind students of the importance of using the CCC email account by communicating with students through the official CCC email account.

Keys

Keys for offices, department common areas, and desks will be authorized and requested by the department chairperson or coordinator. **No keys may be duplicated outside of the college**. **Office and department keys must be returned to the department's support staff at the end of employment.**

Grade Designations

Grades issued to degree seeking students which apply towards graduation and are recorded on students' permanent academic record or transcript are used to calculate students' grade point average (GPA).

Grading Basis for Remedial, Credit and Skills Classes

Grade	Description	Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0

The following grades are issued to non-degree seeking students to record status of course completion.

Grading Basis for Foundational Studies & Continuing Education Classes

Grade	Description	Points
S	Satisfactory	-
F	Failure	-

Non-Grade Designations

Non-grade designations are recorded on a student's permanent academic record and appear on the transcript. Non-grade designations issued to degree-seeking students do not apply towards graduation and are not used in Grade Point Average (GPA) calculations.

ADH – Academic Dishonesty Withdrawal: A student found to have engaged in academic dishonesty may receive an academic dishonesty withdrawal (ADH) designation. CCC policies for class withdrawals and refunds apply.

ADR – Administrative Removal from College: In situations where a student's presence at City Colleges constitutes a substantial and sustained threat to the health, safety, and well-being of the college community, the president, in consultation with the College's Supportive Intervention Team (SIT), and with the approval of the District SIT Team, can elect to remove the student from the college or all City Colleges of Chicago, for a definite or indefinite amount of time.

ADW – Administrative Withdrawal: Students are required to attend class. A student may be issued an administrative withdrawal (ADW) at midterm if the instructor determines that the student is not actively pursuing completion of the course, based upon the instructor's active pursuit criteria. Instructors are required to publish their measures of active pursuit and distribute them to students via their class syllabi during the first week of class. Active pursuit may be measured by class participation, taking required examinations, quizzes, submission of papers, work assignments, class attendance, etc.

AUD – Audit Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been enrolled. Auditees must be eligible to enroll in the course, must follow all registration procedures, and must pay all tuition and charges associated with the audited course.

I – Incomplete "I" designations are non-grade designations received by students who have actively pursued a course and are doing passing work at the end of the course, but who have not completed the course's final examination and/or other specific course assignments due to extenuating circumstances. "I" grades are issued upon request of the student and at the discretion of the instructor, and must be supported by documentation that explicitly explains the extent of the extenuating circumstances. Students must:

- Have completed at least eighty percent (80%) of the course
- Be able to complete all remaining course requirements without further classroom instruction

All remaining course requirements must be satisfied and turned into the instructor (or department chairperson in the absence of the instructor) no later than the midpoint of the following term (excluding the Summer term). Otherwise, the "I" grade will default to the provisional final grade or an updated final grade from the instructor, based upon remaining coursework completed.

NSW – No-Show Withdrawal: Students are required to attend class. Students will be issued a no-show withdrawal (NSW) under the following circumstances:

- Courses that meet more than once per week: students who do not attend the first two (2) class sessions will be withdrawn from the class by the instructor and issued an NSW.
- Courses that meet once per week: students who do not attend the first class session of a course which meets only once per week will be withdrawn from the class by the instructor and issued an NSW.

Students who have been issued an NSW by the instructor may, at the request of the instructor, be reinstated (RNS) into the class.

VMW – Voluntary Medical Withdrawal: A student who is experiencing a physical or mental health issue that significantly interferes with the student's well-being, safety, or academic performance may request a voluntary medical withdrawal (VMW), which must be made for all classes. The student will initiate a request for a voluntary medical withdrawal or a request to return from a voluntary medical withdrawal by notifying the dean of Student Services. After consideration, the dean of Student Services will make a recommendation to the president who will make the final decision to grant or deny the student's request.

WTH – Class Drop or Withdrawal: It is the student's responsibility to officially drop or withdraw from classes. A class drop or withdrawal (WTH) may be initiated by the student or by the college. Failure to drop or withdraw from a class may result in mandatory payment of tuition and charges (including book charges), forfeiture of financial aid eligibility, and/or a failing grade. A student may withdraw from an enrolled class prior to or on the last day for student-initiated withdrawal. Thereafter, the student may withdraw during the remainder of that term only with the approval of the president or designee upon demonstration of extenuating circumstances.

RNS – Reinstate (in a Class): Students may only be reinstated on or before the last date for student initiated withdrawals (WTH) – dates available on my.ccc.edu.

- A student who is reinstated (RNS) by the instructor after having received a no-show withdrawal (NSW) may elect to withdraw (WTH) from the class prior to or on the last date for student initiated withdrawal.

- A student who is reinstated (RNS) by the instructor after having received an administrative withdrawal (ADW) may not elect to withdraw (WTH) from the class at a later time.

- A student may not be reinstated (RNS) following an academic dishonesty withdrawal (ADH), an administrative removal from college withdrawal (ADR), a student initiated withdrawal (WTH), or a voluntary medical withdrawal (VMW).

Faculty members should be conscious of Satisfactory Academic Progress requirements (see Satisfactory Academic Progress section) and the consequences students may face when withdrawing from courses. This also applies to consequences for students who are using financial aid.

Source: Academic and Student Policy Manual, Revised April 2018
http://www.ccc.edu/menu/Documents/Academic_Student_Policy/POLICY_PROCEDURES_JUNE_2018_FINAL_6%204%2018.pdf

Satisfactory Academic Progress (SAP)

GPA: Grade Point Average:

Students must maintain a minimum cumulative GPA according to the following chart:

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31 or more	2.0

*Grades for Remedial courses are included in the GPA calculation.

*Courses that receive a grade designation of Satisfactory "S" or Unsatisfactory "U" do not count towards the GPA.

*Non-grade designations of ADW, WTH, NSW. AUD, or Incomplete ("I") will be part of the student's transcript, but will not count towards the GPA.

*Non-grade designations of NC will be a part of student's transcript, but will not count towards GPA, PACE or TIMEFRAME

Pace: Rate of Completion

A student must earn at least the minimum cumulative Pace percentage, as shown below, for the attempted number of credit hours. Only non-remedial courses are included in this calculation.

Total Number of Credits Attempted	Pace Requirement
1-15	50%
16-30	60%
31 or more	67%

*This includes earned letter grades of A,B,C,D, or F, Satisfactory/Unsatisfactory grades, transfer credits that are applicable towards the student's degree/certificate, repeated courses, administrative withdrawals (ADW), student initiated withdrawals (WTH -after the transcript date) and classes for which an Incomplete('"I") was earned. This also includes courses a student may have taken at any one of the City Colleges of Chicago many years ago or during Dual Enrollment while in high school. This excludes remedial coursework

Maximum Timeframe: Students must complete their degree or certificate program at City Colleges of Chicago (CCC) within a time frame that is no longer than 150% of the published length of the program. The time frame includes all attempted credit course work at CCC, as well as courses from other schools accepted for transfer at CCC (regardless of any change in program or any prerequisite course work necessary for admission to a program)

A detailed explanation of SAP standards can be found here.

Withdrawing or dropping can impact a student's financial aid

Students who officially withdraw (WTH) before the 60% point of the semester, or are administratively withdrawn (ADW) from all of their financial aid eligible classes, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans. City Colleges of Chicago (CCC) will apply a federally mandated Return to Title IV calculation ("R2T4") to determine the percentage of financial aid the student has earned, which is based on the percentage of the term he/she completed.

Dropping a class may result in a student losing financial aid eligibility. For example, if a student is enrolled in only two classes, three credit hours each and decides to drop one course, the student's pace is only 50% and may not meet SAP standards. Repetitive drop or withdrawals may lead to a student exceeding the maximum timeframe.

Students are encouraged to discuss the consequences of dropping or withdrawing prior to taking action so that informed decisions are made.

Requesting Proctored Exams (Student Make-Up Test Form)

Step 1: Complete this form and submit it to the Testing Coordinator.

Step 2: Upon receipt of form, Coordinator share availability to test in the Testing Center- L131.

Step 3: Upon receipt of availability, Faculty contact student and solidify time.

Step 4: Upon solidifying the time, Faculty send confirmation of time to the Coordinator.

For questions, or to turn in your form, please contact Justin Brown, Testing Coordinator, at jbrown483@ccc.edu.

Reprographics (Requesting Copies)

City Colleges of Chicago has a variety of means to meet the district's photocopying and reprographics needs for students, faculty, and staff.

Self Service Multi-Function Devices (MFDs)

Multi-function devices (MFDs) for printing, photocopying, and scanning are available throughout all City Colleges campuses for faculty and staff. Select MFDs also provide fax capability. These devices can be accessed with a valid CCC ID or by logging in with a CCC ID and password. For information on how to use the MFDs, please consult the following:

- Copy Guide
- Secure Print Guide
- Fax Guide

Library MFDs

Students have access to coin-operated MFDs in the libraries for photocopying for a small fee. Scan-to-Email is free of charge.

Submitting a Print or Copy Request

The college's reprographics center is available to process print and photocopy requests from faculty and staff. The print center is equipped with higher capacity equipment and large format printers to meet the college's demands. Requests can be submitted electronically using the following link:

[Go To Form]

Please note that there is a 48-hour turnaround time for all print and copy jobs.

Turnaround time may be longer for special requests, such as booklet binding or large-format printing. The documents must be PDF print-ready files.

Retrieving a Print or Copy

Visit the Reprographics Department on the Wright College's dock, room S-118, located at the far back of the Science Building, down the hall from Room S-111. When your print job is complete, you will receive an email that will let you know which shelf you can pick-up your copies.

If you have questions, please contact the Wright College Reprographics Center at (773) 481-8167.

Photocopying/Copyright Infringement
All employees must comply with all applicable laws governing the use of copyrighted materials.

Wellness Center

Our diverse team strives to create a safe, non-judgmental environment that facilitates authenticity and open exploration. The team is committed to providing holistic mental health services to support students. We offer individual counseling (English, Spanish, and Arabic), support groups and workshops, evaluations for learning disabilities, and referrals to community resources for basic needs (childcare, housing, medical care, legal assistance, food assistance, etc.). The Wellness Center is located in Room S-106. For more information, click here.

Emergency Procedures & Safety First

Safety First at Wright College

- Report any threats or suspicious behavior to a Security Officer by visiting the Campus Center, calling (773) 481-8970, or using one of the red phones throughout the campus.
  An oral threat will be treated as a crime of assault. Any physical threat will be treated as a battery and the person making the threat will be arrested and charged with a crime.

- You can ask for a Security Officer to escort you to your vehicle.

Safety Tips

Campus Safety is everyone's business.

SEE SOMETHING, SAY SOMETHING

Report suspicious activities or individuals to (773) 481-8970.

Security Contact Information

Phone: (773) 481-8970
Visit: Wright Campus Center
Website: https://tinyurl.com/y7q8pffv

Personal Safety

SAFETY FIRST

- ✓ Be aware of your surroundings. Turn head phones down to hear what is going on around you.
- ✓ Walk with a friend and take the safest route, not the fastest route.
- ✓ Know where emergency call stations are located on campus.
- ✓ Program cell phone to speed dial Wright College Campus Security at (773) 481-8970.
- ✓ Never leave personal belongings unattended, anytime, anywhere.
- ✓ Do not leave electronic devices unattended while charging.
- ✓ Download the phone locator app for your cell phone.
- ✓ Register your bicycle with CPD and record the serial number.
- ✓ Always lock your bicycle with a secure lock to a secure location.
- ✓ Lock your vehicle and place valuables in the trunk.
- ✓ The college does not assume responsibility for lost or stolen personal property.

IMPORTANT INFORMATION

In Case of Emergency, Call 9-911 from any CCC telephone, or 911 from any cell phone, to get prompt Police (CPD), or Fire-Ambulance (CFD) response. Then, **notify Campus Safety & Security** at (773) 481-8970, to mobilize campus emergency resources. Refer non-emergency incidents or problems to a Wright Security Officer, or call (773) 481-8970.

Report a Student or Employee of Concern

to the Supportive Intervention Team (SIT) https://apps.ccc.edu/PersonofConcern

- **Emergency call boxes** and telephones are located throughout the buildings and the parking garage.
- **Emergency Alert System** will notify students, staff, and faculty members in case of an emergency. To receive notifications from the **CCC Emergency Alert System**, register at: http://my.ccc.edu.

Emergency Response Guide

Fire/Emergency Alarm

- Evacuate immediately - <u>Do not</u> use the elevator.
- Individuals requiring special assistance should report to one of the Emergency Assembly Areas.
- Listen for instructions.
- Exit the campus and relocate to the parking lots (Narragansett or Montrose Avenues).
- Do not reenter the campus until instructed by Emergency Personnel.

Violent Incident! Active Shooter

- Consider evacuating if safe.
- Shelter in place; turn off lights, silence cell phones, and lock or secure doors and stay out of view.
- Follow instructions from Law Enforcement.

Severe Weather

- Stay away from exterior windows; shelter in place if necessary.
- Listen for alerts or instructions.

Suspicious Person

- <u>Do not</u> confront; note the person's description and suspicious activity.
- Contact Security immediately.

Medical Emergency

- Contact Security and provide appropriate information.
- Remain calm and attempt to comfort the individual.

Work Orders

All facility work orders (e.g. requesting for a classroom to be cleaned or a light to be fixed) should be submitted through [Wright Solutions](#), the college's online work order request system. *What is a work order request system?* It is how the college will track, execute, and report on the many different repairs and services that keep the college clean, comfortable, and an outstanding place to work and learn.

Website: https://cccedu.sharepoint.com/wwc/campusops

Facilities

Food Service: The café is located on the 1st floor of the Science Building. The café is open Monday-Friday 8:00 am to 3:00 pm. There are also vending machines available in lounge areas in the Arts, Events, and Science buildings.

*Transportation and Parking***:** The college is fully serviced by the CTA. Narragansett (#86 CTA) buses stop just north of the parking garage, and Montrose Avenue (#78) buses stop at the Montrose - Narragansett intersection. Also, a few block south of the campus is the Irving Park (#80 CTA) bus. Parking is provided at the south and the west ends of the campus, as well as the parking garage immediately west of the campus building; all parking facilities are accessible from both Montrose and Narragansett Avenues.

Adjunct Faculty Contracts

Prior to the start of every semester, Adjunct Faculty must sign a contract for each course you will be teaching. The contracts will be placed in your departmental mailbox within the first week of the semester. Each contract should be reviewed, signed and returned to Sandy England, Assistant to the Vice President, in Room A103. If you should have any questions regarding your contract, please contact her at sengland@ccc.edu.

Request for Contingent Assignment/Availability Form

Contingent Assignment/Availability Forms are to be submitted to the Office of Instruction via DocuSign, according to the schedule below:

- **Spring Assignments**: Adjunct faculty members must complete and submit a Contingent Assignment form <u>on or before October 1st</u> of each year.
- **Summer and Fall Assignments:** Adjunct faculty members must complete and submit a Contingent Assignment form for each semester (summer and/or fall) <u>on or before February 15th</u> of each year.

The Contingent Assignment Form should indicate the disciplines and courses in which the college has qualified the faculty member to teach, the days and times on which the faculty member is available to teach, the college(s) at which the faculty member is available to teach, and reliable contact information

Emails will be sent each term containing the link for the Contingent Assignment DocuSign form and respective submission dates.

The Family Educational Rights and Privacy Act (FERPA)

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- To see the records that the institution is keeping on the student.
- To seek amendment to those records and in certain cases append a statement to the record.
- To withhold the disclosure of a student's educational records except for situations involving legitimate educational interest or as may be required by law.
- To file a complaint with the FERPA Office in Washington.

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA governs what may be released, but does not require that any information be released.

You may not disclose personally identifiable information from educational records to persons other than the student in question and college officials who have legitimate educational interest. A college official has a legitimate educational interest in access to information when that information is appropriate for use in connection with: performing a task that is related to the student's education; providing a service or benefit relating to the student or student's family, such as housing, health care, counseling, job placement, or financial aid; performing a task related to the discipline of a student; maintaining the safety and security of the campus; or otherwise performing a task related to the effective functioning of the college.

As a general principle, you may not disclose student information in oral, written, or electronic form to anyone except City Colleges of Chicago (CCC) staff and faculty who need the information to perform their college functions.

You have a legal responsibility under FERPA to protect the privacy of the student educational records in your possession, as stated in the CCC Employee Manual under "Confidentiality". You may not access educational records for personal reasons.

Student information should not be stored on laptops or home computers unless it is encrypted. Personal digital assistants used to read confidential data should be password protected. Student information in paper format must be shredded before disposal or placed in a locked disposal bin.

What should a faculty member do if they are concerned about a student's health or safety, or the health or safety of those around the student?

> The faculty member should speak with his/her department chairperson, dean, director, or Wellness Services staff anytime there is a health or safety concern.

What if someone needs to reach the student because of an emergency?

> All such inquiries should be directed to Campus Security.

What are parental rights under FERPA?

Students who reach the age of 18 or any student who attends a higher education institution are covered under FERPA. A student's FERPA rights begin once the college receives an application for admission. Parents may be granted access to a student's education records if the student has authorized and signed a FERPA Release Flag or if the student is listed as a dependent of either parent for tax purposes. It is generally the college's practice not to make disclosures from a student's educational records involving academic matters to parents without the student's written consent. A permission to disclose form is available on the Office of Student Services website.

What are exceptions to FERPA?

Colleges must have written permission from a student or parent to release any information, including a student's education records. However, the following are exceptions that permit the college to disclose a student's education records without his/her consent. Colleges may provide student's education records to:
• College officials with legitimate education interests
• Other educational institutions to which a student is transferring
• Officials using records for audit or evaluations
• Appropriate parties providing a student's financial aid
• Organizations conducting approved studies for or, on behalf of, the college
• Accrediting organizations
• Comply with judicial order or lawfully issued subpoena
• Appropriate officials in cases of health and safety emergencies
• State and local authorities within a juvenile system, pursuant to a specific state law

DO NOT!

• Disclose information to a student or college official before authenticating the identity of the person.
• Disclose confidential non-directory information about a student to the media.
• Link a student's name with his/her Social Security number, CCC student ID number, or any portion of these numbers in any manner.
• Send confidential information such as grades in an email.
• Leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
• Include confidential information such as grades or GPA in a recommendation without the written consent of the student.
• Discuss the progress of any student with anyone other than the student or the student's advisor without the consent of the student. Refer inquiries from any other parties including the student's parents to the student's academic dean.
• Provide anyone with lists or files of students enrolled in your classes for any commercial purpose.
• Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus. Refer such inquiries to Campus Security.
• Access the records of any student for personal reasons.
• Release your password for ANY reason.

Professional Development

The college offers a wide range of professional development opportunities. Prior to the beginning of the fall and spring terms, the college offers an orientation to adjunct faculty who have assignments for that coming term. The orientation covers useful topics such as technology in the classroom, support services in the college, and pedagogical discussions. Eligible adjunct faculty (*those who have assignments*) are provided compensation to attend Adjunct Faculty Orientation.

Adjunct Faculty Cycle of Evaluation

Student Evaluation of Instructor Questionnaires (SEIQs)

During the fall and spring semesters, adjunct faculty members who are assigned a course will be evaluated by their students each semester using Student Evaluation of Instructor Questionnaire. This evaluation will take place near midterm utilizing a Brightspace announcement only visible to students enrolled in the course. All results are anonymous.

- o Results from the student evaluations should be shared with adjunct faculty by the department chairperson or coordinator at the end of the term.

City Colleges Contingent Labor Organizing Committee (CCCLOC) Member Adjunct Faculty

The CCC Board hereby recognizes the CCCLOC Union as the sole and exclusive bargaining representative for the unit of employees as follows:

- All part-time librarians who complete work assignments in two (2) semesters and who begin a work assignment for the next semester.
- All part-time faculty (known as part-time credit lecturers), except retired full-time faculty teaching part-time, who have taught three (3) credit hours or more in two (2) semesters and who continue to teach three (3) credit hours or more per semester.

Student Evaluations

CCCLOC union members will be evaluated by their students at least once (1) each semester (fall or spring), near midterm, using the "Student Evaluation of Instruction Provided for Adjunct Professors" form.

Peer/Administrative Evaluation

CCCLOC union members performance will be evaluated once (1) every three (3) years in the fall and spring semesters by a full-time department faculty member or an administrative representative using the "Classroom Evaluation: Adjunct Faculty Members" form.

Note: Each CCCLOC member teaching a new course will be evaluated in the same manner as a new adjunct faculty member.

**Summer assignments are <u>not included</u> in the evaluation process.*

Adjunct Faculty Evaluation Guidelines

1. Class observations for new adjunct faculty members, in addition to returning adjunct faculty members identified on the three-year evaluation departmental rotation schedule, will begin by the third (3rd) week of the semester.

2. **As a component of the adjunct faculty evaluation process, each adjunct faculty member scheduled for observation and evaluation is required to prepare an instructional portfolio of his/her work.** The portfolio will be reviewed by the department chairperson(s) or adjunct coordinator(s) in order to complete the *Adjunct Faculty Evaluation Summary Checklist*. A department chairperson may request that the materials be submitted in paper form or electronically. If the department chairperson requires a paper version, a portfolio should be submitted in a folder to the department chairperson(s) or designee(s).

   For the portfolio, new adjunct faculty members in their first (1st) semester of teaching at CCC should submit a syllabus for each course they are teaching in the first (1st) week of class. The portfolio should be revised during their second (2nd) semester of teaching. Sample class assignments, quizzes, rubrics, and handouts should be added to the folder in the week they are distributed or used in class. Midterm and final exams should be added to the portfolio before exams are given to students.

   For returning adjunct faculty members scheduled for evaluation, complete portfolios should be submitted to the department chairperson(s) or designee(s) by the third (3rd) week of class. The complete portfolios should include course syllabi, sample student assignments, quizzes, rubrics, and handouts, and midterm and final exams (work from previous semesters can be included).

   Evaluation portfolios should be returned to new adjunct faculty members at the end of their second (2nd) semester of teaching. For returning adjunct faculty members who are evaluated according to the three-year rotation schedule, portfolios should be returned to the adjunct faculty members at the end of the semester in which they are evaluated.

3. Follow-up classroom evaluations will be conducted by the department chairperson(s) for an adjunct faculty member who was observed or evaluated in the current or previous semester if there is an identified need for substantial improvement. The need for improvement is determined by observed classroom practices, student evaluations, compliance with non-instructional duties, and alignment with departmental and curricular expectations.

4. The department chairperson(s) will inform the Office of Instruction when adjunct faculty members need substantial improvement. For adjunct faculty members in need of improvement, the department chairperson, departmental adjunct faculty coordinator, or the adjunct faculty member may request assistance from the Office of Instruction to complete instructional observations and to provide feedback and support. This administrative support is provided in addition to, not as a replacement for, observation and evaluation provided by department chairpersons or adjunct faculty coordinators.

5. *Student Evaluation of Instructor Questionnaires* (SEIQs) are administered twice (2) each semester. The *Early Form* (Early SEIQs) is distributed to new adjunct faculty members (1st and 2nd semester) to be completed by students **within the first four (4) weeks of the fall and spring semesters** of each academic year. Early

SEIQ packets and summary reports are returned to department chairpersons as soon as the data is processed.

SEIQs will be distributed to new and returning adjunct faculty (CCCLOC) members **near midterm of the fall and spring semesters**. SEIQs will be maintained by the Office of Instruction. SEIQ packets and SEIQ summary reports will be distributed to the department chairpersons no later than twenty (20) business days before the end of the semester in order for chairpersons to make decisions regarding classroom assignments for the upcoming semester.

After the semester is closed and grades have been submitted, individual SEIQs summary reports are to be shared with adjunct faculty members by department chairpersons or adjunct faculty coordinators.

6. After the evaluation process is completed, the department chairperson or adjunct faculty coordinator will meet with each adjunct faculty member that was observed to review the completed *Adjunct Faculty Classroom Observation Form* and the *Adjunct Evaluation Summary Checklist*. The summary checklist must be signed by the evaluator and the adjunct faculty member.

7. All completed *Adjunct Faculty Classroom Observation Forms* and *Adjunct Evaluation Summary Checklists* are to be submitted by the department chairperson or adjunct faculty coordinator to the Office of Instruction by the end of the semester.

8. **Please note that an adjunct faculty member who plans to leave his/her teaching position at Wright College must submit a resignation letter to the Human Resources Director, with a copy provided to the respective department chairperson.** The department chairperson then notifies the Office of Instruction when an adjunct faculty member takes a leave of absence or resigns so that the adjunct evaluation rotation list can be updated to include only those with current teaching assignments.

Field Trips

Academic field trips are an important and enjoyable part of education. Field trips enhance the course by contextualizing content and improving the learning experience through critical thinking, service leaning, end engagement. Faculty members must receive permission to schedule and hold student field trips. *Please note*: Even if the planned field trip is close to the campus or easily accessible, if students are expected to be off-campus, permission must be obtained. Please contact one of the deans in the Office of Instruction (Room A-113) to obtain the required approvals.

Academic Freedom

Public institutions of higher education exist for the common good and not to further the individual interests of the institution or the adjunct faculty member. The common good depends on the free search for truth and its free exposition. Academic freedom is essential to these purposes and is fundamental for the protection of the rights of faculty in teaching and of students in learning. The parties recognize that the right of academic freedom is not unlimited and carries with it corresponding institutional and individual duties and responsibilities to the institution, colleagues, students, and staff. Academic freedom, within the discipline subject matter for which the adjunct faculty members are employed, shall be guaranteed to all adjunct faculty members. No arbitrary limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human societies, the physical and biological worlds, and other branches of disciplines, fields of study, or intellectual endeavors. Subject to departmental and college policies and procedures, adjunct faculty members shall be free to present instructional materials, including, where practicable and with the permission of the department chairperson, textbooks, which are pertinent to the subject and level taught in their courses. Adjunct faculty members shall be expected to present facets of controversial issues in an unbiased manner within the scope of the college-approved course objectives and discipline guidelines.

The adjunct faculty member is a citizen and a member of a learned profession. When the adjunct faculty member speaks, writes, or acts as an individual citizen on matters of public concern, the adjunct faculty member should be free from institutional censorship and/or discipline; however, in the execution of the adjunct faculty member's college duties and responsibilities and, as a responsible member of the community, the adjunct faculty member will be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate that the adjunct faculty member is not speaking on behalf of the institution.

Request Audio-Visual Equipment at Wright

Media Services provides support to the college in the following ways: 1) training and assistance on the proper use of equipment and various software applications, 2) technical support to enhance classroom instruction, and 3) coordination of media for all events.

- Complete a Media Services Equipment Request form
- Send an email 24 hours in advance (wrightit@ccc.edu)
- Phone in a request at (773) 481-8707
- Walk- in request. Room L-112 in the Learning Resource Center *(last minute requests are discouraged)*
- Equipment can be picked up and returned during the following times, when college credit classes are in session:

Equipment used in the classroom:

- Data Projector Cart: (Data projector and powered speaker on a cart, instructor will use his/her laptop)
- Data Projection Computer Cart: (Data projector, computer and powered speaker on a cart)
- Video Projection Cart: (Data projector, DVD/VHS combo unit, or Blu-ray player and powered speaker on a cart)

- Flat Panel: (42" LCD television monitor & Blu-ray)
- Visual Presenter (document camera)
- Overhead Projector
- Digital Still Camera
- Video Camera
- Tripod
- Boombox
- Powered Speaker & Microphone

GradesFirst

GradesFirst is a web-based student support tool aimed at improving student success by combining academic early alerts with advising and tutor management capability. Access GradesFirst anywhere using a CCC username and password – even from a phone. With GradesFirst, faculty can aasily identify which students need additional help and notify both students and advisors, who can then assist students with additional academic support, tutoring, or referrals.

At various points during the term, faculty will be asked to submit progress reports of students who may be performing poorly or borderline in class according to the policies outline in the course syllabus. It is important that faculty take the time to submit these reports to ensure that the Office of Student Services and college advisors can reach out to students to guide them during the semester.

Navigate

An upgrade to GradesFirst, Navigate will provide a personalized Care Team to each student made up of your advisor, faculty, and other specifically assigned staff from the Transfer Center Financial Aid Office, Career Services, and Student Activities - making it easier to know exactly where to go for help when you need it.

For more information, click here.

Tutoring

The college offers free tutoring and academic support services to assist students in achieving personal and academic success. Tutors are available in a wide variety of subjects.

How can faculty promote/refer students to tutoring?
- Include tutoring information in your syllabus *(see Student Resources: Quick Guide)*
- Invite the tutoring staff to present a short introduction to the faculty's class
    - Contact the Director of Student Support Services, Jermaine Reed at jreed73@ccc.edu)
- Individual faculty referrals based on classroom performance
- Complete the GradesFirst progress report *(please see the GradesFirst section above)*

Undocumented Students

The City Colleges of Chicago seeks to foster a welcoming environment for all students, regardless of immigration status. Numerous initiatives, both within the institution and in partnership with immigrant-serving allies, work to ensure City Colleges of Chicago responds to new immigration policies affecting students so they may be prepared to pursue their life's goals.

If you have questions about resources for undocumented students at City Colleges of Chicago, we recommend first reviewing our Frequently Asked Questions for Undocumented Students. También puedes ver estas preguntas en Espanol.

Academic Integrity

The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards and may result in a grade of "F" by the instructor. Such violations may result in further discipline, including the revocation of a previously awarded certificate or degree.

Do's and Don'ts of Academic Integrity for Students

DO's
- Understand the various forms of academic dishonesty
- Properly cite any resources that you have used using the correct style (APA, MLA, etc.) when paraphrasing; summarize the author's ideas with your own words
- Report someone you suspect of academic misconduct to your instructor
- Talk to your instructor when you are unsure of any aspects regarding academic integrity (eg. citation, cheating, sources); they will be happy to answer your questions
- Go to workshops offered at the Writing Center for help on writing essays and referencing
- Start your assignments early
- Keep your eyes on your own paper during tests and exams

DON'Ts
- Buy essays off the internet, even if it is 'original', it is NOT your own work
- Think you can get away with improper citations; give credit every time and everywhere when needed
- Forge data in your research to support your hypothesis
- Accept someone's offer to do independent work together if it makes you feel uncomfortable
- Use essays and work from other classes without first receiving the permission of your professor

How Faculty Can Promoting Academic Integrity

Do's

- Be clear about your expectations and rules for completing every assignment and test.
- Model integrity by citing your sources, showing up on time and prepared, and changing your exams and assignments from year to year.
- Work with your school's policy and processes to reduce cheating.
- Rethink your out-of-class assignments – are they really measuring what you think they are?

Don'ts

- Assume the students know which behaviors are cheating and which are not.
- Tell students "don't cheat or else" and expect that to work.
- Allow students to keep their exams and then wonder why your exams are "out there."
- Confuse sloppy authorship with plagiarism – not all missed citations are an attempt to deceive.
- Expect students to learn from their mistakes unless someone is facilitating that learning.

Source: https://www.facultyfocus.com/articles/effective-classroom-management/dos-and-donts-for-promoting-academic-integrity/

Academic Dishonesty

Academic dishonesty is a serious offense, which includes, but is not limited to, the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz, or the use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, etc.) in academic work.

In individual cases of academic dishonesty, sanctions may range from a written warning to an "F" (failure) grade or an ADH (Academic Dishonesty) withdrawal for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed, up to and including dismissal from the City Colleges of Chicago, when circumstances warrant it and/or the revocation of a previously awarded certificate or degree.

If a faculty member believes a student is guilty of academic dishonesty, he/she is encouraged to discuss the matter further with the department chairperson for action.

Dual Enrollment

Through the dual enrollment program, high school or home school students may enroll in credit-level classes. Dual enrollment students are designated as early college enrollees on class rosters. For more information, click here.

Confidentiality

CCC employees may have authorized access to student, employee, and other records and data systems during the course of employment. Release of those records to third parties is limited by federal and state law and CCC employee and student policies pursuant to federal and state laws. Employees with access to those records must become familiar with applicable CCC policies governing their disclosure. The records and data systems are confidential and the information contained in them may NOT be duplicated or disclosed to third parties. Employees who breach the confidentiality of such records will be terminated.

Student Citizen Rights

Students who are citizens of the United States enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others. Foreign-born students have the same rights and responsibilities, except as limited by law. Among these basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse. The exercise of such rights will be subject to the necessity for the orderly functioning of the college, and are subject to valid and constitutional regulations by the college.

Freedom from Harassment and Hostile Work Environment

Consistent with applicable law, the Board and the CCCLOC Union agree that adjunct faculty members are entitled to a non-hostile work environment where they shall be free from unlawful harassment based upon characteristics protected by law or their association with their lawful activities with any organization. Complaints must be in writing on the CCCC Discrimination and Harassment form. Complaints must be filed within 180 days of the discriminatory or harassing act identified on the form. All complaints must be directed to the Equal Employment

Opportunity (EEO) Office in the Office of Human Resources and Staff Development at the District Office (please also see "City Colleges of Chicago Equal Employment Opportunity (EEO) Complaint Procedures" in this handbook.

Americans with Disabilities Act (ADA)

Employees or applicants should make any and all requests for reasonable accommodations to the District 508 Equal Employment Opportunity Office. It is the responsibility of the employee or applicant to inform City Colleges of Chicago that an accommodation is needed. Employees must complete and return the Americans with Disabilities Act (ADA) Reasonable Accommodation Request Form and the Authorization for Release of Information Form to the Equal Employment Opportunity Office, along with any other relevant documentation. Please call (312) 553-2865 for further information.

Service Animals

The City Colleges of Chicago does not have a policy regarding service animals, but the United States Department of Justice – Civil Rights Division states the following:

The Department of Justice published revised final regulations implementing the Americans with Disabilities Act (ADA) for Title II and Title III on September 15, 2010, in the Federal Register.

Beginning on March 15, 2011, only dogs are recognized as service animals under Title II and Title III of the ADA. Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go. **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

To determine if an animal is a service animal, a public entity or a private business may ask two questions:

1) Is this animal required because of a disability?

2) What work or task has this animal been trained to perform?

These inquiries may not be made if the need for the service animal is obvious (e.g., the dog is guiding an individual who is blind or is pulling a person's wheelchair.) A public entity or private business may not ask about the nature or extent of an individual's disability. It also may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, or require the animal to wear an identifying vest.

Source: United States Department of Justice – Civil Rights Division; https://www.ada.gov/service_animals_2010.htm

Access Center (AC)

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, the college provides reasonable accommodations and support services to students with documented disabilities. To determine eligibility for accommodations, students must present documentation of disability to the Disability Access Center (Room# A-245). The Access Center can be contacted at (773) 481-8015. The Access Center will provide a letter for each qualifying student to present to the instructor, specifying accommodations. All students with disabilities must present their DAC letters to their instructors in a timely manner to receive in-class accommodations.

How can faculty assist in AC awareness? Given that college students are adults and confidentiality is a major consideration, faculty should not address students directly about any disability. However, if a student confides in a faculty member and self-identifies his/her disability, it is appropriate to refer him/her to the AC.

The best ways faculty can assist students are to:

- Place the following statement in the course syllabus:

  > **"Access Center:** Please note: Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Access Center located in Room A245, or call (773) 481-8016 as soon as possible."

- Make an announcement during the first class (or anytime thereafter) of the various resources available to students. Click the following links for the one-page Student Resources Quick Guide:

Informing a student of the AC office <u>is not</u> a violation of privacy, as the individual will make the decision as to whether to follow up. This way, by broadly announcing the AC services to the class, a faculty member is not targeting students. Students are the ones who <u>must</u> initiate this process. Of course, if a student has asked for a disability related accommodation, the referral is appropriate and necessary.

If you have questions regarding AC and accommodations, please call the AC at (773) 481-8016.

The Wright College One-Page Student Resources: Quick Guide

Family and Medical Leave Act (FMLA)

CCC's basic leave entitlements are that eligible CCC employees are provided with up to twelve (12) weeks of unpaid, job-protected leave on a rolling 12-month calendar basis for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;

- To care for the employee's child after birth, or placement for adoption or foster care;

- To care for the employee's spouse, son, daughter, or parent who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform his/her job duties at CCC.

For eligibility requirements, benefits, and use of FMLA, please see the City Colleges FMLA Guidelines document. If you have questions, please contact the Leave Management Team at (312) 553-2895 or leavemanagement@ccc.edu.

Smoke-Free Workplace

Smoking is prohibited in and immediately around City Colleges of Chicago facilities.

Alcohol-Free Workplace

Employees are prohibited from working or conducting the business of City Colleges of Chicago while under the influence of alcohol. Employees who violate this prohibition will be terminated.

Drug-Free Workplace

The Board of Trustees is committed to providing a drug-free workplace for its employees and students in accordance with the Drug Free Workplace Act of 1988 and the Safe and Drug Free Schools and Communities Act of 1994. Consistent with federal, state, and local law, City Colleges of Chicago will impose disciplinary sanctions upon students and employees who violate this policy.

Employee Indebtedness to City, State, or Other Public Agencies

All employees must disclose on their employment applications whether they are in default for any obligation to the city of Chicago. Employees or applicants who are or who become in default will be required to provide proof that arrangements have been made or enter payroll deduction authorizations for payment of past due City of Chicago fees. To the extent provided by law, employees who are in default on any City of Chicago obligation may be subject to involuntary payroll withholdings. Employees who fail to resolve indebtedness issues will be subject to discipline.

Ethics Policy

As public employees, all CCC employees hold a fiduciary relationship with the City Colleges of Chicago Board of Trustees and owe a special duty to the Board and the public to avoid conflicts of interest, self-dealing, and the appearance of impropriety. All employees are required to place the interests of CCC before all other interests. To that end, the Board of Trustees has created an Ethics Policy, which is separately published and reproduced. All employees are required to adhere to its provisions. **All employees and Board members shall complete an annual Ethics Training program offered by the District. Employees or Board members who fail to complete the annual Ethics Training program shall be subject to discipline.**

Incident/Accident Report

Employees who experience an injury, lose an item, have been a victim of an assault or crime, have witnessed a crime, or are involved in any other incident, are required to notify an immediate supervisor and contact the Security Department as soon as possible. Every person involved in or witness to an accident/incident is required to complete an Incident Report in the Security Office. If an ambulance is required, please call (773) 481-8970 and Security staff members will make appropriate arrangements.

Violence in the Workplace

CCC has a zero-tolerance policy toward violence in the workplace. Possession of weapons, fighting, harassment, threats, and intimidation are prohibited and will result in severe discipline, up to and including termination of employment.

City Colleges of Chicago Equal Employment Opportunity (EEO) Complaint Procedures

The Board of Trustees of the City Colleges of Chicago prohibits discrimination by any person with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities. Discrimination includes harassment or the creation of a hostile working or learning environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law.

Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment. For more information, please review the EEO Office section on the CCC website or call (312) 553-2900.

City Colleges of Chicago Policy Manuals

City Colleges of Chicago Policy website: http://www.ccc.edu/menu/Pages/Policies.aspx

Adjunct Faculty Union Contract
Collective Bargaining Agreement

Academic Policy Manual
Academic Policy Manual

Employee Policies
CCC Employee Manual
(can only be access at a computer on campus)
Ethics Policy
Board Policy Manual

The City Colleges of Chicago, in the exercise of its discretion, may alter, amend, or delete provisions, policies, benefits, rules, procedures, or other terms and conditions of employment at any time. Please read the monthly Board reports posted on the CCC website (www.ccc.edu) for updates on policies and policy changes.

Wright College Directory of
Academic Departments & Career Programs

Department	Chairperson(s) / Coordinator(s)	Email	Office
Addictions Studies	Racquel Hays	rhays1@ccc.edu	L-249
Biology	Mira Kolodkin	mkolodkin@ccc.edu	L-280
Business/Accounting/ Management/Marketing	Laurie Alfaro	lalfaro17@ccc.edu	L-366
Computer Information Technology/Computer Security and Forensic Investigation	Laurie Alfaro	lalfaro17@ccc.edu	L-366
Computerized Numerical Control (CNC)	Billy McFarland	bmcfarland2@ccc.edu	HPVEC*
Criminal Justice	Richard Batrich	rbatrich@ccc.edu	L-231
English/Literature/Reading	Bill Marsh	wmarsh1@ccc.edu	L-323
English/Literature/Reading	Tara Whitehair	twhitehair1@ccc.edu	L-323
Humanities/Foreign Language	Anna Proffit	aproffit@ccc.edu	L-228
Library	Jeannette Bruno	Jbruno7@ccc.edu	L-200
Library	Tineka Scalzo	tscalzo@ccc.edu	L-200
Mathematics	Victoria Polotsky	vpolotsky@ccc.edu	L-320
Mathematics	Pat Miceli	pmiceli@ccc.edu	L-308
Occupational Therapy Assistant	Lisa Iffland	liffland@ccc.edu	L-288
Paralegal	Cara Verigan	cverigan@ccc.edu	L-358
Performing Arts: Music, Theater, Dance	Ismail Mehmeti	imehmeti@ccc.edu	E-206
Physical Education	Maurice Culpepper	mculpepper@ccc.edu	E-026
Physical Science	Soma Dey	SDEY@ccc.edu	L-390
Social Science	Jim Zenes	jzenes@ccc.edu	L-228
Social Science	Nancy Wyss	nwyss@ccc.edu	L-242
Speech	Susan Colon	scolon20@ccc.edu	E-211
Visual Arts: Art, Photography	Ismail Mehmeti	imehmeti@ccc.edu	E-206

Wright College Humboldt Park Campus, 1645 North California Avenue, Chicago, Illinois, 60647

Wright College Directory of Support Services

Academic Support *Jermaine Reed* *Director of Academic Support Services* *(773) 481- 8663* *jreed73@ccc.edu*	Wright College offers free tutoring services for Foundational Studies, credit and Adult Education students. These services assist students in achieving personal and academic success. Tutors are available in a wide variety of subjects to assist students through one-on-one and group tutoring sessions. Academic Support Center offers tutoring in most disciplines, including Biology, Chemistry, Humanities, Social Science and CIS. The Tutoring Center is located in room S-102. -Tutoring in Math and Physics offers tutoring in all math and physics discipline -Tutoring in Writing offers assistance to student writers at every step in the writing process and provides guidance on all writing tasks
Activities (S134) *Katie Ordinario* *Student Activities Director* *(773) 481-8145* *kordinario@ccc.edu*	The Activities Office works to enhance campus life by working with Student Government and organizations to develop and implement social and cultural programming as well as opportunities to increase leadership and student engagement. Student Activities also assists students with support services.
Business Services (A138) *Phoebe Wood* *Vice President of Finance & Operations* *(773) 481-8500* *pwood3@ccc.edu*	Business Services is responsible for protecting the assets of the college by ensuring policies and procedures are adhered to while maintaining the financial integrity of the college. This office can assist with travel and reimbursements processing, payroll, student tuition, and other services.
Career Development Center (A100) *Joe Reaves* *Director of Career Planning and Placement* *(773) 481-8527* *jreaves@ccc.edu*	The Career Development Center provides quality services to students, alumni, and community residents, including career planning and counseling, full-time, part-time, and work-Study job search assistance, on-campus recruiting, interview coaching, career/self-assessments (Super Strong/MBTI), resume and cover letter writing, and career exploration resources.
City Colleges Contingent Labor Organizing Committee (CCCLOC)	CCCLOC is the adjunct faculty union. Upon the third consecutive semester of teaching, all adjuncts are eligible to join the union.
Computer Support (L101) *(773) 481-8775*	Ways to get assistance: Online: www.ccc.edu/Help Call: (773) 481-8775 Email: wrightit@ccc.edu Office: L101 (1st floor of the Learning Resource Center)
Office of Instruction (A113) *(773) 481-8250* *George Kinlaw* *Dean of Instruction* *jestill@ccc.edu* *Larry Buonaguidi* *Assistant Dean of Instruction* *lbuonaguidi@ccc.edu* *Billie Diaz* *Associate Dean of Career Program* *bdiaz134@ccc.edu*	The Office of Instruction works to maintain the academic integrity of the curriculum, empowers faculty in the classroom, and supports student success in a dynamic learning environment. It facilitates an active culture of assessment of student learning and faculty professional development.
Dean of Student Services (L131) *(773) 481-8450* Romell Murden *Dean of Student Services* *rmurden@ccc.edu*	The Dean of Student Services assists with issues regarding Admissions, Advising/Transfer Services, Athletics, Placement Testing, Registration, Disability Access Center, Wellness Center, Veteran Services, and Student Activities.
Access Center (L135) *Sophie Levandoski* *Director, Disability Access Center* *(773) 481-8016* *slevandoski@ccc.edu* *Leilani Mota* *Coordinator-Disability Support Services* *(773) 481-8020* *lmota17@ccc.edu*	The Access Center (AC) facilitates equal access, non-discrimination, and effective communication for students with disabilities. Based on documentation received and an interactive intake process, reasonable academic accommodations to support student success are determined by the AC. These accommodations are implemented in active collaboration with the student, faculty, and staff. The AC also assists faculty and staff with ADA compliance-related information.

College Directory of Support Services

Financial Aid (A139) *Norberto Valentin* *Executive Director of Financial Aid* *(773) 481-8103* *nvalentin1@ccc.edu* *Eunice Heredia* *Assistant Director of Financial Aid* *(773) 481-8100* *eheredia5@ccc.edu*	The Financial Aid Office will assist all eligible students to obtain financial aid. The first step is for students to fill out the current academic year's Free Application for Federal Student Aid (FAFSA) form. Students can apply online at www.fafsa.ed.gov.
First Year Experience (S-100) *Dr. Shannice Berry* *Assistant Dean of First-Year Experience and Transition* *Sberry43@ccc.edu*	The Wright Experience aims to foster a successful first-year student experience through strategic programming focusing on positive academic communities. Through partnerships with faculty, staff, and students, our programs create a community for students to engage, succeed, and connect at Wilbur Wright College.The first-year experience at Wilbur Wright College is full of unique opportunities to help students successfully transition to academic and student life, and make the most of their Wright Experience while retaining new students.
The Gateway Advising and Transfer Center (A120) *Maria Llópiz* *Associate Dean of Student Services* *(773) 481-8323* *mllopiz@ccc.edu* *Susan Calabrese* *Director of the Transfer Center* *(773) 481-8227* *scalabrese@ccc.edu*	The Gateway Advising and Transfer Center is where students meet with their assigned college advisors to help determine their academic and career plans. Advisors provide orientation to the College, assist students in developing an Education/Transfer Plan, and offer transfer advisement as well as connect students to transfer resources. In addition, advisors refer students to support services and inform them of opportunities, including scholarships, internships, and more. College advisors are eager to help students succeed.
Human Resources (A103) *Alison Guengerich* *Director of Human Resources* *Aguengerich1@ccc.edu*	The Office of Human Resources' (HR) mission is to attract, recruit, develop, and retain the most highly qualified and diverse workforce. Human Resources staff provide a new employee orientation and are available to provide information about benefits and HR policies and procedures.
Wright College Humboldt Park *Sean Carey* *Associate Dean of Instruction - Humboldt Park* *773-481-8300* *scarey7@ccc.edu*	Wright College's Humboldt Park satellite campus is an integral access point in the community for programming and engagement. The campus offers a wide range of college-credit courses aligned with Basic Certificate, Advanced Certificate, and Associate Degree pathways. There is an additional focus on career and technical education with specialized labs and equipment dedicated to Cybersecurity, Networking Systems and Technology, Solar Panel Installation and Advanced Manufacturing. The Adult Education department offers free English as a Second Language (ESL), high school equivalency, computer literacy, and citizenship classes. The campus provides in-person support services including advising, financial aid, business services, tutoring, and workforce development. Website: www.ccc.edu/wchp
Library (L200) *Jeannette Bruno* *Tineka Scalzo* *Librarians* *(773) 481-8400*	The library is more than a collection of items: it is an exceptional and organic combination of knowledgeable staff, services, and materials made available through evolving information technologies in a welcoming environment. The library promotes critical engagement with information, supports excellence in teaching and learning, and prepares individuals for active citizenship in a diverse global society. Visit https://researchguides.ccc.edu/WrightLibrary/Faculty to request instruction, search the catalog, suggest materials, or find more information.
Mailboxes	**Full-time faculty members have mailboxes in the front of the administrative offices (A-103). In addition, all full- and part-time faculty members have an assigned mailbox in their department(s). Mailboxes must be checked regularly while on campus.**

Wright College Directory of Support Services

Office of the President (A103) *David Potash* *President*	The Office of the President provides vision and continuous leadership and direction for the planning and operation of all aspects of the College's programs and services in compliance with City Colleges of Chicago Board policies, ICCB and IBHE regulations, and state law.
Print Room (S118) *(773) 481-8167* *Lorenzo Bonilla* *Reprographics Specialist*	CCC's 8 reprographics centers are available to process print and photocopy requests from CCC faculty and staff. These print centers are equipped with higher capacity equipment and large format printers to meet the district's demands. Requests can be submitted electronically using this link.
Records Office (A129) *Sherrea Washington* *Assistant Registrar* *(773) 481-8061* *swashington@ccc.edu* *Ana Medina* *Administrative Assistant* *(773) 481-8241* *amedina@ccc.edu*	Faculty are required to save/submit class list(s), No-Show Withdrawal (NSW) certifications, midterm grade entry/Administrative Withdrawal (ADW) certifications, and final grades via the faculty portal at: https://my.ccc.edu. NSW and midterm grade entry/ADW certifications are mandatory processes that must be completed for each class, even if there are no NSW and/or ADW drops. When completed, faculty will receive an overnight confirmation email. Additionally, faculty can update the grade roster status until end-of-term processing begins, which enables faculty to change final grades that have been previously approved and submitted. Once the due date has passed, all missing certifications and grades must be manually processed at the Office of the Registrar (A-129). Faculty Help Guides are available at my.ccc.edu; click on Help and Resources; click on Staff Help Guides/Videos; click on Help Guides; click on Faculty Help Guides.
Schedule Events and Rooms with 25Live	City Colleges of Chicago uses a comprehensive scheduling system, 25Live by CollegeNET, for courses, meetings, and events (including requests for IT labs). Here you will find links to access information about scheduling events and requesting rooms through the system, training resources, and other additional resources. Faculty and Staff can sign in through their college link. Please visit here for more information.
Security (E109) *Campus Center Security Desk* *(773) 481-8970* *Victor Guerrieri* *Security Director* *vguerrieri@ccc.edu*	Security personnel are on duty twenty-four hours per day. The main security desk is located in the Campus Center. The Security Department administrative office and the Director's office are located in Room E-109. There are red phones located in the hallways throughout the buildings. If you need a classroom door unlocked, or if you are in need of security staff assistance, lifting the receiver on one of the red phones automatically connects you to the Campus Center Security Desk.
Student Clubs/Organizations *Katie Ordinario* *Student Activities Director* *(773) 481-8145* *kordinario@ccc.edu*	For a complete listing of student clubs and organizations, please visit the Student Activities Office in Room S-134.
Technology Integration Specialist (L117) *Mariana Saba* *Technology Integration Specialist* *(773) 481-8446* *msaba@ccc.edu*	The Office of Technology Integration Services assists faculty, staff, and students with the use of instructional technologies, D2L BrightSpace. Individual appointments are available throughout the semester.

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Office of the Vice President of Academic and Student Affairs (A103) *Gabe Estill* *Vice President of Academic & Student Affairs* *Megan Hejna* *College Administrative Assistant I* *(773) 481-8180* *mhejna@ccc.edu*	The Office of the Vice President of Academic and Student Affairs is responsible for the direct supervision of full- and part-time faculty, college accreditation, course scheduling, and maintaining the academic integrity of the college.
Veteran Support Services (S139) *Bryan Soske* *Veteran Services Specialist* *(773) 481-8012* *btuikasoske@ccc.edu*	Provides a wide range of educational outreach, support, and referral services for returning veterans, service members still on active duty, as well as dependents who are eligible.
Wellness Center (S106) *Hoyam Tanon* *Clinical Director* *(773) 481-8560* *htanon@ccc.edu*	Wellness Center diverse team strives to create a safe, non-judgmental environment that facilitates authenticity and open exploration. The team is committed to providing holistic mental health services to support students. We offer individual counseling (English, Spanish, and Arabic), support groups and workshops, evaluations for learning disabilities, and referrals to community resources for basic needs (childcare, housing, medical care, legal assistance, food assistance, etc.).
The Wright Stop Arts Building, 1st floor <u>Hours:</u> Monday – Wednesday: 9:00 am – 5:00 pm Thursday: 9:00 am – 6:00 pm Friday: 9:00 am – 1:00 pm	To better serve students, the Wright Stop brings the Admissions, Advising, Records, Financial Aid, and Business Services offices all to one place. When a student needs to use any of these services, he/she can stop by the Wright Stop Welcome Desk, located on the first floor of the Arts Building, and staff will direct them depending on the kind of service required. There are also self-service stations available for students to apply for admissions and financial aid, request transcripts, and pay tuition.
Wright Times (A329) *Adam Webster* *Faculty Advisor* *awebster17@ccc.edu*	*Wright Times,* the college newspaper, offers students an opportunity to learn and use journalistic skills in a practical setting on a student-run publication. Student staff members gain experience in newspaper writing, layout, editing, advertising, and photography, in addition to providing students, faculty, and staff with campus news and feature articles. Participation of any full-time and part-time students is welcome.