

# Faculty & Staff Handbook & Calendar *2011-2012*



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## ***Welcome to Florissant Valley***

*This 2011-2012 Faculty and Staff Handbook and Calendar contains information about the Florissant Valley campus. It is a guide to the “who,” “what” and “where” of offices, services and procedures. An instructional planning calendar is included at the back of this manual.*

*Changes, additions or suggestions should be sent to the Community Relations office.*

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3400 Pershall Road  
St. Louis, MO 63135-1408  
[www.stlcc.edu](http://www.stlcc.edu)

(Individuals with speech or hearing impairments may call via Relay Missouri by dialing 711.)

## ***Florissant Valley: The Learning Organization***

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At St. Louis Community College at Florissant Valley, we celebrate learning and serving students. We regard students, faculty and staff as learners, all of whom are involved in and recognize the need for lifelong learning. Learning and serving students are our top priorities; we define our goals, objectives and action plans, and make decisions on these bases. As learners, we create a climate of information sharing and are committed to high academic standards and ethical core values. We embrace instructional innovation, integrate emerging technologies and document student learning. Continual collaboration and self-evaluation are hallmarks of our learning organization. As an institution focused toward serving students, we assess and value our activities to then help our students.

# ***Florissant Valley Vision and Values***

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## ***Serving Students for Success***

St. Louis Community College at Florissant Valley is committed to success for all of our students. We create inclusive learning environments in which we are responsible for our own behaviors, respectful of all of our members and responsive to the changing needs of our community. We believe Florissant Valley is a fitting place to explore ideas, critical issues and our own place in the world. We lead, challenge, nurture and inspire our community to create a stronger and more vibrant region.

These **core values** guide our learning community:

1. **Learning** – *Acknowledge and value the unique needs and potential of each learner.*
2. **Integrity** – *Foster responsible personal and professional behavior.*
3. **Academic Excellence** – *Expect high standards in all academic endeavors.*
4. **Dignity and Civility** – *Advance a culture of justice, respect and equity through thoughtful, candid and appropriate communication.*
5. **Innovation** – *Support risk-taking for creative solutions to realize our campus vision.*
6. **Intercultural Competence** – *Cultivate understanding of and appreciation for different cultures and world views.*
7. **Sustainability** – *Encourage understanding of the social, economic and ecological issues shaping our global community.*

# *Florissant Valley Planning Directions 2010-2015*

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## **STLCC Direction 1: Growing Enrollment**

### **STLCC Strategic Choice 1:**

Increase the STLCC participation rates in all regions of the district for recent high school graduates.

### **STLCC Strategic Choice 2:**

Increase the STLCC participation rates in all regions of the district for adults 26-40 with high school credentials, but no college.

### ***Florissant Valley Strategic Goals for Direction 1***

- Increase by 2 percent per year the fall to fall retention rates of new first time to college degree seeking students.
- Respond to and use CCSSE data to address issues of student engagement both in and out of the classroom.
- Increase student participation rates across all service areas in Florissant Valley specific programs through collaboration with District Enrollment Management.

## **STLCC Direction 2: Improving the Academic Achievements and Student Learning Outcomes of Our Students**

### **STLCC Strategic Choice 1:**

Increase degree and certificate completion rates, while enhancing the learning outcomes of graduates.

### **STLCC Strategic Choice 2:**

Enhance the quality and level of student learning outcomes.

### **STLCC Strategic Choice 3:**

Create an effective developmental education program aimed at the development of skills necessary to complete college-level coursework.

#### ***Florissant Valley Strategic Goals for Direction 2***

- Increase by 10 percent degree and certificate completion rates for all degree seeking students.
- Ensure that each degree seeking student has a clearly defined academic plan.
- Increase by 2 percent each year the number of students who participate in each of the following: interdisciplinary courses, service learning projects, globally infused courses, sustainability projects and honors courses/contracts.
- Increase by 10 percent each year the number of faculty and staff engaged in student mentoring/ advising.
- Improve by 2 percent each year student success and retention rates in RDG:016/017/020, ENG:020 and MTH:020/030 and 1 percent each year in RDG/ENG:030 and MTH:040.
- Establish a faculty learning community through the CTL focusing on student learning outcomes and assessment.
- Establish at least one new learning community educational program in each academic division.

*(continued on next page)*

## **STLCC Direction 3: Improving Our Responsiveness to Evolving Workforce Needs**

### **STLCC Strategic Choice 1:**

More effectively connect our curriculum, programs and instructional delivery modes to the needs of employers in the region.

### ***Florissant Valley Strategic Goals for Direction 3***

- Work with business, industry, government, community and educational partners to develop pathways for existing and emerging workers.
- Offer career programs that meet workforce needs of the region.
- Provide learning opportunities that address the intellectual needs of the senior population.

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# ***History and Mission***

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## **History**

Florissant Valley is one of four campuses of St. Louis Community College (formerly called the Junior College District). District formation was approved by St. Louis City and County voters in 1962 and the first classes began in 1963. Some 30,000 students enroll in credit classes each semester at Florissant Valley, Forest Park, Meramec, Wildwood and numerous off-campus sites and centers. Thousands more participate in not-for-credit courses and programs offered through Continuing Education.

St. Louis Community College is a public coeducational college supported by local taxes, state funds and student fees. The college offers freshman- and sophomore-level career and college transfer, developmental and continuing education programs at its four campuses, two education centers and at numerous other locations throughout St. Louis City and County. More than 100,000 students enroll each year in credit and noncredit courses. The college also serves the business community with programs offering counseling, consulting and training services. St. Louis Community College and its campuses are accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools. The college also is a member of the League for Innovation in Community Colleges.

## **Mission**

St. Louis Community College expands minds and changes lives every day. We create accessible, dynamic learning environments focused on the needs of our diverse communities.

# ***College Administration & Board of Trustees***

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## **STLCC Leadership Team**

Myrtle E.B. Dorsey, chancellor

Carla Chance, vice chancellor for finance and business services

Donna Dare, vice chancellor for academic and student affairs

Cynthia Hess, president, Forest Park

Joseph Craig Klimczak, vice chancellor for technology and educational support services

Pam McIntyre, president, Wildwood

Anisha Morrell, special assistant to the chancellor

Rod Nunn, vice chancellor for workforce and community development

Marcia Pfeiffer, president, Florissant Valley

Roy Shaneberger, acting director of human resources

DeLancey Smith, director of communications

George Wasson, president, Meramec

Lisa Winterer (ex officio), internal auditor

## **Board of Trustees**

Libby Fitzgerald

Melissa Hattman

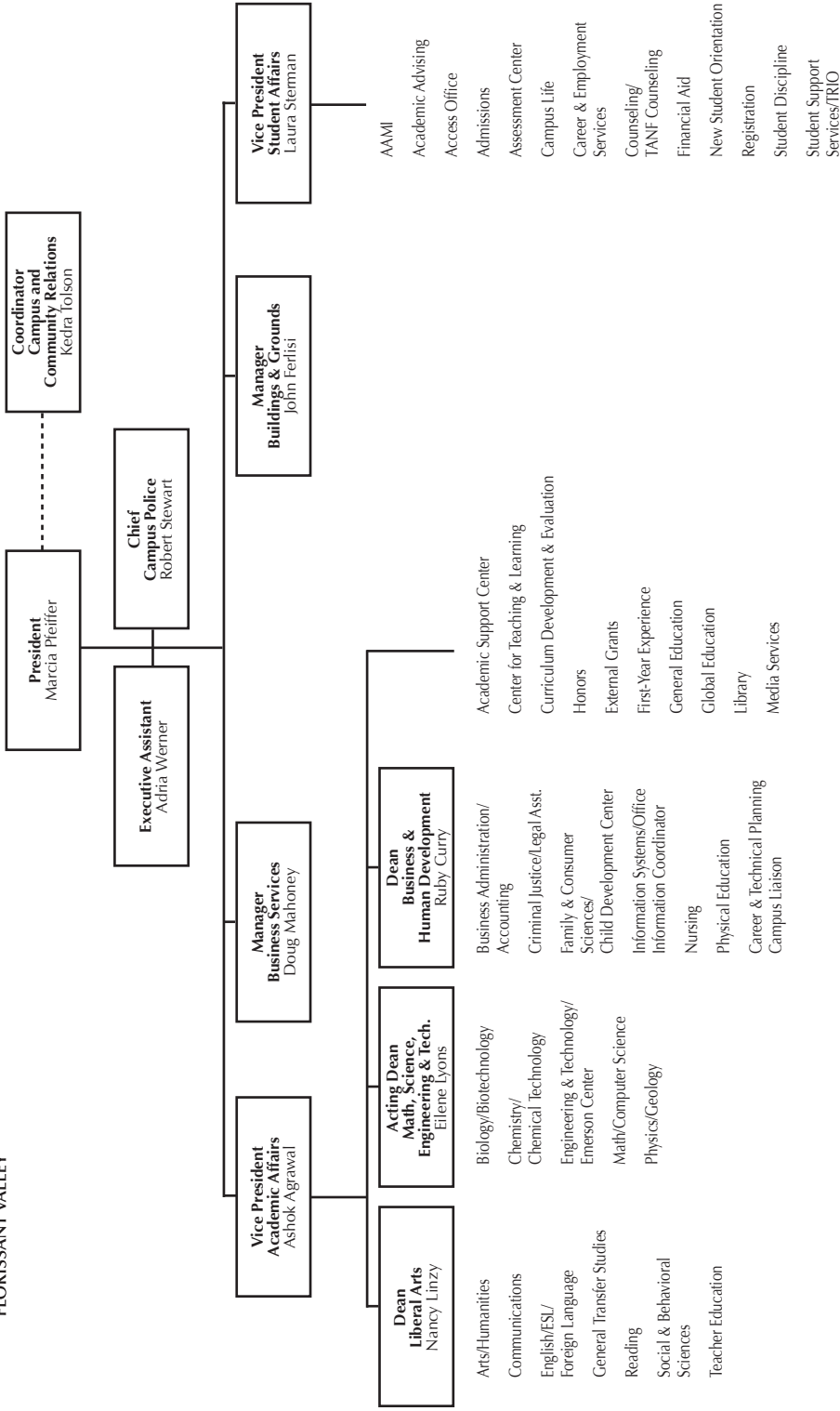
Hattie Jackson

Craig Larson

Margo G. McNeil

Joann L. Ordinachev

Rebecca Garrison, executive assistant to the board



# Who's Who on Campus

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## Campus Cabinet

<i>Name</i>	<i>Title/Area</i>	<i>Phone</i>
Marcia Pfeiffer .....	President .....	4208
Adria Werner .....	Executive Assistant .....	4208
Ashok Agrawal .....	Vice President, Academic Affairs .....	4535
Vicki Lucido .....	Administrative Assistant .....	4214
Ruby Curry .....	Dean, Business & Human Development .....	4135
Marie Gunn .....	Administrative Secretary .....	4326
John Ferlisi .....	Manager, Buildings & Grounds .....	4362
Jan Myers .....	Secretary .....	4354
Nancy Linzy .....	Dean, Liberal Arts .....	4433
Carol Hoogland .....	Administrative Secretary .....	4464
Eilene Lyons .....	Acting Dean, Math, Science, Engineering & Tech. ....	4385
Eileen Kuenzel .....	Administrative Secretary .....	4401
Douglas Mahoney .....	Manager, Business Services .....	4204
Debora Neale .....	Business Services Specialist .....	4203
Laura Serman .....	Vice President, Student Affairs .....	4258
Renee Peeples .....	Administrative Assistant .....	4250
Robert Stewart .....	College Police Chief .....	4299
Kedra Tolson .....	Campus and Community Relations .....	4221

## Department Chairs & Program Coordinators

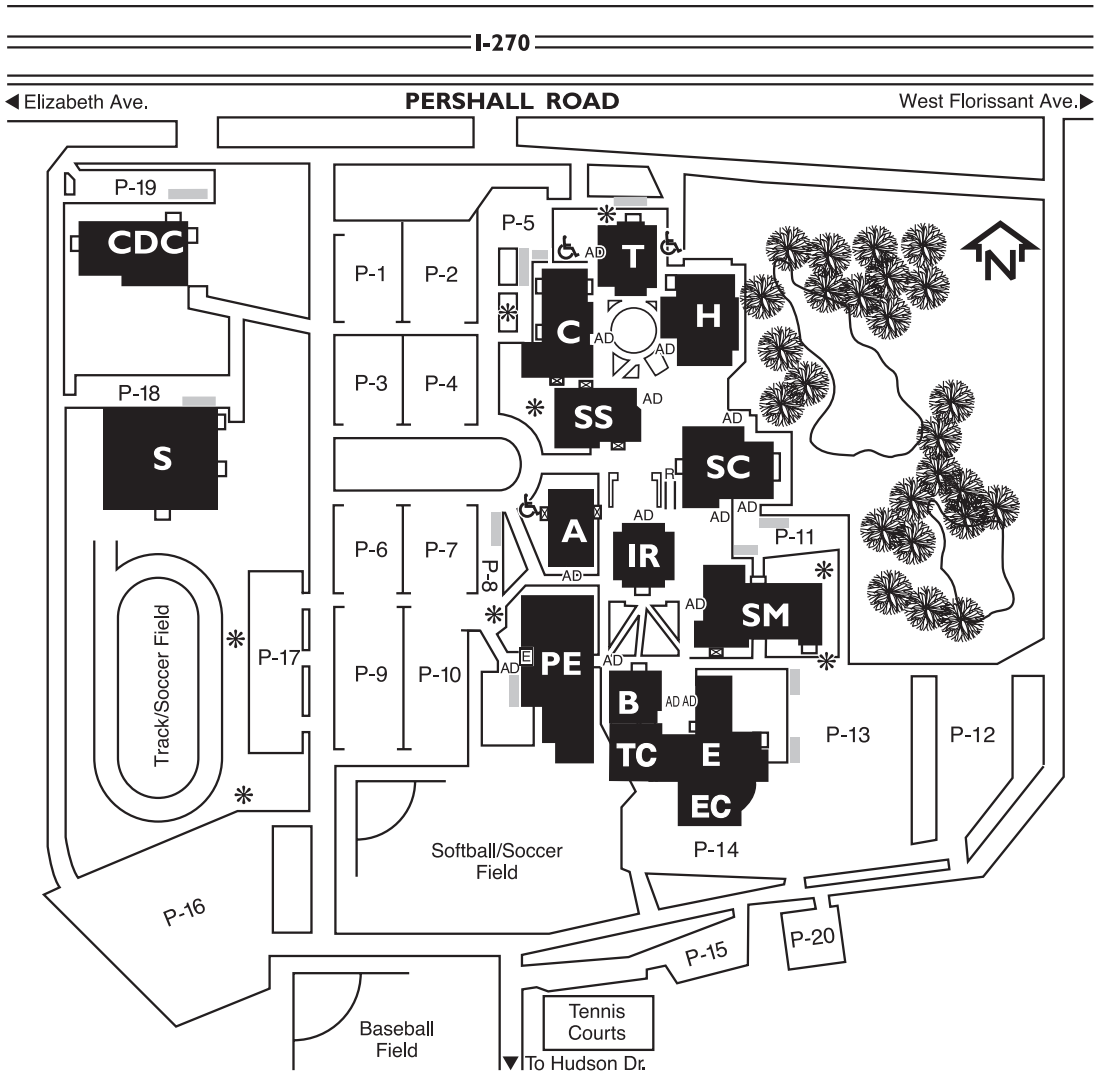
<i>Department</i>	<i>Chair</i>	<i>Phone</i>
Accounting .....	Elida Kraja .....	4568
Arts & Humanities .....	Eric Shultis .....	4772
Biology .....	Julie Fickas .....	4892
Business Administration .....	Jeff Forrest .....	4547
Chemistry .....	Donna Friedman .....	4388
Communications .....	Mary Luebke .....	4470
Counseling .....	Joe Worth .....	4161
Engineering .....	Dale Gerstenecker .....	4331
English .....	Lonetta Oliver .....	4132
Family & Consumer Sciences .....	Irene Kalmer .....	4708
Mathematics .....	Pat Suess .....	4852
Nursing .....	Nancy Pea .....	4394
Nursing (District Director) .....	Karen Mayes .....	4810
Physical Education .....	Cindy Campbell .....	4276
Physics/Geology .....	Charlie Burkhardt .....	4404
Reading .....	Susan Serns .....	4446
Social & Behavioral Sciences .....	Mark Taylor .....	4417

<b>Program</b>	<b>Coordinator</b>	<b>Phone</b>
Biotechnology .....	Rafael Hernandez .....	4879
Chemical Technology .....	Sue Saum.....	4808
Construction Technology .....	Rich Unger .....	4319
Criminal Justice/Legal Studies .....	Wesley Bell.....	4326
CTL .....	Tom Cupples.....	4631
Deaf Communications/Interpreter Training .....	Tom Flynn.....	4122
Dietetic Technology .....	Jeanne Florini.....	4378
Early Care & Education.....	Lovedy Magagnos .....	4573
Electrical/Electronic .....	Jessica duMaine .....	4814
Engineering Graphics .....	Dale Gerstenecker .....	4331
Engineering Science .....	Terrence Freeman .....	4813
ESL .....	Jean Heckmann .....	4435
Foreign Languages.....	Kelly Mueller .....	4136
General Fine Arts.....	Michael Quintero .....	4041
General & Teacher Education .....	Mark Taylor.....	4417
Global Education.....	Rihab Sawah .....	4468
	Paul Higdon.....	4493
Graphic Communications.....	Julia Jenner .....	4367
History/Geography .....	Jennifer Medeiros.....	4176
Honors .....	Sue Saum.....	4808
Human Services .....	Howard Rosenthal .....	4709
Information Systems .....	Stacy Hollins.....	4556
Interdisciplinary Studies.....	Chris Stephens .....	4289
Mass Communications .....	Steve Bai.....	4475
Mechanical/Manufacturing Technology .....	Carl Fischer.....	4322
Music .....	Paul Higdon.....	4493
Nursing .....	Nancy Pea .....	4394
Office Information.....	Stacy Hollins.....	4556
Paralegal .....	Wesley Bell.....	4326
Philosophy/Humanities.....	Carol Berger.....	4372
Photography .....	Janice Nesser-Chu.....	4861
Political Science .....	David Wigg.....	4336
Psychology .....	Julie Graul .....	4407
PTK .....	Jeanne Florini.....	4378
Service Learning.....	LaRhonda Wilson.....	4390
Sociology .....	LaRhonda Wilson.....	4390
Speech Communication .....	Julie Copp.....	4172
Theatre Arts .....	Dan Betzler.....	4121

## **Campus Managers, Directors, Supervisors**

<b><i>Name</i></b>	<b><i>Phone</i></b>
Patti Barnes, Manager, Assessment Center .....	4424
Amy Bird, Manager, Access Office.....	4549
Khaneetah Cunningham, Manager, Financial Aid .....	4226
Tom Cupples, Center for Teaching and Learning .....	4348
Brenda Davenport, Manager, Admissions/Registration .....	4248
Bruce Davis, Supervisor, Math/Science Learning Center .....	4849
Steve Ehlen, Supervisor, Engineering Technology Center .....	4566
John Ferlisi, Manager, Buildings and Grounds.....	4362
Janice Fitzgerald, Coordinator, Enrollment Management.....	4238
John Furlong, Senior Manager, Library and Instructional Resource Services .....	4484
Dobbie Herrion, Manager, Academic Support Center .....	4369
Mary Krogmeier, Manager, Child Development Center .....	4523
Rosita Lewis, Sr. Project Associate I, TRIO/Student Support Services .....	4011
Jeffrey Scott Martin, Supervisor, Buildings and Grounds.....	4355
Michael Martin, Supervisor, Writing Center .....	4474
Gwen Nixon, Manager, Campus Life .....	4290
Richard Norris, Director, Plant and Life Sciences Center.....	4042
Ron Ratzlaff, Supervisor	
Liberal Arts Computer Lab and Academic Support Center.....	4125
Keith Reece, Supervisor, Housekeeping .....	4536
Gary Roney, Supervisor, HVAC and Maintenance .....	4359
Keith Sayles, Senior Project Associate II, AAMI .....	4519
Scott Schneider, Supervisor, MSET Computer Lab .....	4230
Laura Stevens, Manager, Auxiliary Services.....	4303
Robert Stewart, College Police Chief.....	4299
TBD, Supervisor, Business and Human Dev. Computer Center.....	4491
Kedra Tolson, Coordinator, Campus and Community Relations.....	4221
Jay Van Reed, Manager, Campus Technical Support .....	4562
Michela Walsh, Manager, Career and Employment Services .....	4227
Kathy Williams, Manager, Academic Advisors.....	4236

# Finding Your Way Around Campus



- |  |   |                          |
|--|---|--------------------------|
| <b>A</b> Administration                                  | <b>PE</b> Physical Education              | <b>AD</b> Automatic Door |
| <b>B</b> Business  | <b>S</b> Service (includes Campus Police) | Non Automatic Door       |
| <b>C</b> Communications                                  | <b>SC</b> Student Center                  | Non-Accessible Door      |
| <b>CDC</b> Child Development Center                      | <b>SM</b> Science-Mathematics             | <b>R</b> Ramp            |
| <b>E</b> Engineering                                     | <b>SS</b> Social Sciences                 | Ramp Accessible Route    |
| <b>EC</b> Emerson Center for Engineering & Manufacturing | <b>T</b> Theatre                          | Accessible Parking       |
| <b>H</b> Humanities                                      | <b>TC</b> Training Center                 | <b>*</b> Emergency Phone |
| <b>IR</b> Instructional Resources                        |   | Elevator (PE)            |

## Campus Phone Extensions

When calling Florissant Valley offices from off-campus locations, use the prefix "513."  
(The area code is 314.)

Academic Affairs .....	4214	Financial Aid .....	4225
Access Office .....	4551	Gateway to College .....	4216
Admissions/Registration .....	4244	Graphics (Community Relations) .....	4221
Advising .....	4256	Instructional Resources .....	4494
African-American Male Initiative .....	4700	Liberal Arts Computer Lab .....	4459
Assessment .....	4292	Liberal Arts Division .....	4464
Athletics .....	4275	Library .....	4514
Bookstore .....	4304	Maintenance .....	4359
Buildings & Grounds .....	4354	Mathematics & Science Learning Center .....	4567
Business & Human Development Division .....	4326	Mathematics, Science, Engineering & Technology Division .....	4401
Cafeteria .....	4555	Media Services .....	4501
Campus Business Service .....	4203	Newspaper (Forum) .....	4454
Campus Life .....	4294	Night/Weekend Administrator .....	393-0062
Campus Police .....	4300	President's Office .....	4208
Career & Employment Services .....	4227	Radio Station, KCFV-FM .....	4478
Cashier .....	4520	Reading Lab .....	4453
Center for Teaching & Learning (CTL) .....	4499	Speech Lab .....	4023
Child Development .....	4525	Student Affairs .....	4250
Community Relations .....	4221/4263	TANF Counselor .....	4565
Continuing Education .....	4219	Theatre Box Office .....	4488
Copy Center .....	4279	Tutoring .....	4858
Counseling .....	4252	Veterans Certification .....	4247
Engineering Technology Learning Center .....	4566	Writing Center .....	4474
Enrollment Management .....	4238		

### ***Department Phone Numbers***

Accounting/Legal Assistant .....	4213
Art & Humanities.....	4375
Biology.....	4055
Business Administration.....	4213
Chemistry/Chemical Technology.....	4055
Communications .....	4477
Engineering & Technology .....	4308
English/Foreign Language/ESL.....	4456
Family and Consumer Sciences/CDC.....	4708
Mathematics/Computer Science .....	4340
Nursing .....	4539
Physical Education .....	4275
Physics/Geology .....	4055
Reading.....	4467
Social & Behavioral Sciences.....	4423

### ***Emergency Phone Numbers***

<i>Problem</i>	<i>Call</i>	<i>Number</i>
Medical Treatment/First Aid .....	Campus Police.....	4300
Power Outage.....	Buildings & Grounds .....	4354
	or Campus Police.....	4300
Bomb Threat/Explosion .....	Campus Police.....	4300
Building Evacuation.....	Campus Police.....	4300
Disruptive Students/Situations.....	Campus Police.....	4300
Earthquake/Tornado/Weather.....	Campus Police.....	4300
Other (evenings) .....	Campus Police.....	4300

## Instructional Labs & Study Centers

Lab/Contact Person	Location & Lab Telephone	For Use By:
Academic Support Center (Dobbie Herrion)	SC-207; 314-513-4858	Students
Accounting Lab	B-225; 314-513-4738	Accounting students
Arts & Humanities Labs Julia Jenner, 314-513-4367	H-113, 114, 118 Call Arts & Humanities secretary, 314-513-4375	Arts & Humanities and Mass Communications students ( <i>instructor permission required</i> )
Biology Instructional Labs Virginia Naumann	SM-244, 245, 246, 238, 234 314-513-4399	Biology students
Biotechnology Instructional Labs Becky Staerk	BRDG Park 314-513-4963	Biotechnology students
Bus./Human Dev. Comp. Ctr. (TBD) Microcomputer, Mainframe, Keyboarding, Word Processing	E-124; 314-513-4049	Information Systems, Business Administrative Office Systems, Nursing and FACS students
Chemistry Instructional Labs Adrienne Mazdra, 314-513-4035	SM 112-113, 117-120 314-513-4396	Chemistry students
Child Development Center Mary Krogmeier	CDC building 314-513-4525	Early Care & Education students; other students for observation use
Engineering & Technology Instructional Labs Concrete & Soils Hydraulics & Controls Manufacturing Processes Testing & Measurements Circuits Communications Digital Logic Electronic Devices Electronics Fabrication PC Repair Principles of Technology Advanced CAD Computer Applications Product Design Technology Learning Center	Call Kevin Porter, 314-513-4914 E-161 E-153 E-150 E-157; Call Bill Hoffman, 314-513-4312 E-292 E-294 E-298 E-288 E-297 E-284 E-286; Call Steve Ehlen, 314-513-4566 E-283 E-278 E-277 E-277 annex	Engineering and Engineering Technology students
Family & Consumer Sciences Foods Lab Jeanne Florini	SM-129 314-513-4395	Dietetic Technology students
The Forum (Renee Thomas-Woods)	SC-224	Forum staff and volunteers
Liberal Arts Computer Lab (Ron Ratzlaff)	C-134; 314-513-4459	Liberal Arts Division students
Nursing Lab (Nancy Pea, 314-513-4568)	E-133, 134, 135; 314-513-4394	Nursing students
Photography Lab Janice Nesser-Chu, 314-513-4861	H-108, 110 No phone	Photography students
Physics Instructional Lab	SM-252; 314-513-4398	Physics students
Radio Station – KCFV (Tim Gorry)	C-101; 314-513-4478	Students in specific courses
Reading Lab (Valerie Larkins)	C-138, 314-513-4453	Reading students
Social Sciences Computer Lab (Ron Ratzlaff)	SS-112; 314-513-4469	All students
Speech Lab (Amy Brown)	SC-207; 314-513-4023	All students
Writing Center (Michael Martin)	SC-207; 314-513-4474	All students

## ***Campus & College Services***

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### **Academic Advising**

Assists students in achieving their academic goals by providing services in the areas of transfer advising, degree requirements, general education requirements, academic planning, course selection, financial aid audits, graduation checks and credit/registration enrollment workshops.

**Phone:** 314-513-4256

### **Academic Support Center**

The Academic Support Center assists students in reaching their full academic potential. With the help of well-trained staff, students can receive free walk-in tutoring in our Mathematics and Science Lab, Speech and Communication Lab, and Writing Lab. Free one-on-one tutoring is available upon request as well as Supplemental Instruction in many of our historically difficult courses.

**Phone:** 314-513-4858

### **Access Office**

This office offers services for students with disabilities. Staff advise, register and set up accommodations for disability.

**Phone:** 314-513-4551 (voice) or 314-513-4552 (TDD)

### **Admissions/Registration**

Admits and registers students via walk-in, mail and Internet methods. Processes attendance reports, withdrawal reports, refund requests, international student applications, student verification requests, graduation checks and transcript evaluations. Provides certification for veterans to the Department of Veteran Affairs.

**Phone:** 314-513-4244 or 314-513-4724 (fax)

## **Art Galleries**

The Florissant Valley Contemporary Art Gallery is located in IR-111. Gallery hours are 10 a.m. to 4 p.m. Monday through Friday and 10 a.m. to 3 p.m. Saturday.

Gallery ADMIN is located on the second floor of the Administration building. Gallery hours are 9 a.m. to 6 p.m. Monday through Friday.

Studio Annex A & B are located in the Humanities building. Hours are 9 a.m. to 7 p.m. Monday through Thursday and 9 a.m. to 4 p.m. Friday.

**Phone:** 314-513-4861

## **Assessment Center**

Provides course placement testing, exit (graduation required) testing for associate degree candidates, CLEP testing, ESL assessment, C-BASE testing for teacher education majors, career and personality testing as prescribed by counselors and preadmission testing for nursing students. Proctors exams. Works with departments to develop customized scannable surveys. Scans, scores and reports data for departmental surveys. Works with local high schools to test students on-site as requested.

**Phone:** 314-513-4292

## **Athletics**

All staff are welcome to use the college's excellent athletic facilities during open times as well as encouraged to attend intercollegiate events. A schedule of events is available from the Physical Education office. Florissant Valley fields teams in men's soccer and women's volleyball. For team schedules, visit [www.stlcc.edu/fv/athletics](http://www.stlcc.edu/fv/athletics).

**Phone:** 314-513-4275

## **Bookstore**

The bookstore, located in the Student Center building, provides classroom materials such as textbooks, additional readings and supplies to be purchased by students. As a courtesy for staff members, the bookstore provides a 10 percent discount off the retail price for purchases over \$1 (excluding used textbooks and software). Normal bookstore hours are 7:30 a.m. to 7 p.m. Monday through Thursday and 7:30 a.m. to 2 p.m. Friday. Special hours and activities will be posted.

**Phone:** 314-513-4309

## **Buildings and Grounds**

Staff members who experience problems with heating, cooling or lighting in their offices should contact the Buildings and Grounds office between 7 a.m. and 4:30 p.m. Contact at all other times can be arranged through Campus Police.

**Phone:** 314-513-4354 or 314-513-4362

## **Business Service**

The Business office is located on the second floor of the Administration building. The office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Questions and problems regarding financial activity and business transactions may be directed to this office. This includes campus functions for Purchasing, Payroll, Finance/Budget and Human Resources. St. Louis Community College has established procedures for purchasing equipment, allocating funds, applying for reimbursements, making travel plans, etc. Staff should follow procedures and use appropriate forms as outlined in Board Policy and Administrative Procedures at [http://www.stlcc.edu/About/Board\\_of\\_Trustees/Policies.html](http://www.stlcc.edu/About/Board_of_Trustees/Policies.html). For additional information contact the campus Business office.

**Phone:** 314-513-4201

## **Cafeteria**

The college cafeteria is operated by contract. It is located on the upper level of the Student Center. Normal hours of operation are 7 a.m. to 2 p.m. Monday through Friday. Summer hours of operation are 8 a.m. to 1 p.m. Monday through Friday. Catering services for refreshments and meals also are available.

**Phone:** 314-513-4555

## **Campus Life**

A wide range of student activities, including educational, cultural, social and recreational events, is offered each year. These events are open to all staff as well as students and alumni. These activities provide the opportunity to relate to students in a less formal atmosphere and enhance the educational process. Staff are encouraged to become involved in student activities.

**Phone:** 314-513-4294

## **Campus Police**

Campus Police provide security for the college. The force is made up of professionally trained officers who are not only responsible for the enforcement of college regulations, but possess full police powers to enforce local, state, and federal regulations. The Campus Police should be notified in case of any emergency (see Emergency Procedures). The Campus Police office is located in the Service building on the west side of the campus. Office hours are 7 a.m. to 11 p.m. Monday through Friday and 7 a.m. to 3 p.m. Saturday, Sunday and holidays. Emergency aid phones have been installed on campus parking lots and in buildings. The emergency phones are connected to the Campus Police office and are in operation day and night.

**Phone:** 314-513-4300

**E-mail Hotline:** [fvpolicehotline@stlcc.edu](mailto:fvpolicehotline@stlcc.edu)

## **Career and Employment Services**

The Career and Employment Services (CES) office is a centralized department that provides comprehensive employment services to current and former students. Applicants must register with the CES office to gain access to an on-line job posting system which allows them to search for employment opportunities that include part-time, full-time, temporary and summer positions. Many of the full-time positions are listed by employers specifically seeking graduates of the college. Employers also offer opportunities for students to gain experience through cooperative education (co-op) or internship programs. A Career Resource room contains information related to job searches and additional resources that can be used in making career decisions. Applicants who use the CES office have the opportunity to meet individually with a staff member to discuss their employment needs and to determine an appropriate job search plan. On-campus recruiting events and career fairs are services offered to current and former students by the CES office. Faculty and staff are welcome to schedule classroom presentations on subjects such as resumé and cover letter development, interview preparation and techniques, and job search strategies. An overview of CES services can also be scheduled as a classroom presentation. The Career and Employment Services office is located on the second floor of the Student Center.

**Phone:** 314-513-4227

## **Cashier's Office**

The office services alumni membership, students with transcript requests, student account information including questions regarding the payment plan, past due accounts, financial aid, and holds. In addition, the office accepts child care payment for the Child Development Center and receives cash for student club accounts.

**Phone:** 314-513-4520

## Communications and Information

Open and clear communication is an important goal at Florissant Valley. There are six primary ways the college provides official information and updates to staff.

**1. *Campus Telephone Voice Mail***—Voice mail is used for urgent, time-sensitive information and/or to clarify issues of importance to the Florissant Valley campus community (such as emergencies, weather alerts, important campus programs or developments, etc.) Voice mail is not a way to promote activities or events that can be better advertised in other ways. Voice mail messages are approved by Community Relations. To request use of voice mail, dial express messaging at 5401 and when prompted dial in 4798 and leave your message.

**2. *News Notes***—*News Notes* is a bi-weekly electronic staff newsletter that focuses on campus/district news, staff achievements, success stories, program highlights, procedural updates, etc. Items for inclusion should be sent to [rgomez15@stlcc.edu](mailto:rgomez15@stlcc.edu) by 5 p.m. on the Tuesday prior to publication.

**3. *FV Events***—A listing of events scheduled on the FV campus can be accessed at <http://collegeweb.stlcc.edu/fvdocs/fvforms/fvrooms/fveventscalendar.pdf>.

**4. *E-mail Distribution List***—A Florissant Valley e-mail distribution list is used to send periodic updates to all campus employees.

**5. *FV Announce Listserv***—Employees who are subscribers of the listserv send information about events/activities taking place on campus and/or related information pertinent to the college community. To send out announcements to the listserv, send an e-mail to [fvannounce@listserv.stlcc.edu](mailto:fvannounce@listserv.stlcc.edu).

**6. *Campus Facebook Page***—Join Florissant Valley's Facebook community at <http://www.facebook.com/STLCC.FV> to read the latest news. Facebook focuses on official and unofficial news such as staff achievements, campus/district/community events, success stories, program highlights, procedural updates, etc. Announcements should be sent to [rgomez15@stlcc.edu](mailto:rgomez15@stlcc.edu).

For more information about campus communication or for assistance with public relations activities, contact Kedra Tolson at 4221 or Rachel Gomez at 4263.

## Community Relations

Recruitment brochures, news releases, business cards and publicity materials should be requested from the Community Relations office, second floor of the Administration building. All materials for publicity, marketing and recruitment must be approved through the office. Materials for *News Notes*, Facebook and other communication vehicles also should be sent to the Community Relations office.

Graphics can provide design, typesetting and layout services for flyers, brochures, booklets and other printed materials. Anyone requesting Graphics assistance for recruitment and marketing efforts should contact the Community Relations office.

**Phone:** 314-513-4221

## **Continuing Education**

The Continuing Education office offers, for adults and children, approximately 1,000 noncredit personal and professional development courses each year on campus and at off-campus locations throughout the area. Specialized programs such as Woman Entrepreneur Training program and Applied Food Service/Sanitation also are housed in Continuing Education. Most staff may enroll in Continuing Education courses without paying the maintenance fee. Staff waivers will cover the tuition fee, but the material fee will need to be paid by the employee on the day of registration.

**Phone:** 314-984-7777

## **Copy Center**

The Copy Center is located in the Student Center. Materials can be duplicated in the shop. Please note that copyright laws apply to all materials that are to be duplicated. All materials sent to the Copy Center must be accompanied by a "Copy Request" form that can be obtained in your division office. Information about services offered through the Copy Center is available in department offices.

**Phone:** 314-513-4279

## **Counseling**

The Counseling and Career Planning Center, located in the Student Center, offers free and confidential short-term counseling to students. Professional counselors provide individual counseling for students with personal, family and career concerns and help students with problems of academic motivation and planning. Counselors also will assist students in crisis situations. In addition, counselors can refer students to appropriate resources on campus and in the community. Counselors maintain a Career Corner with computerized career guidance programs, career information and labor market statistics. Students are encouraged to make appointments, but counselors will see students on a walk-in basis if possible. Hours are 8 a.m. to 7 p.m. Monday through Thursday and 9 a.m. to 4 p.m. Friday.

**Phone:** 314-513-4252

## **Enrollment Management**

Provides campus leadership in establishing new directions in recruitment, enrollment and retention through a coordinated districtwide program involving all staff. Routine responsibilities include high school visits, mailings, campus recruiting events, external recruiting events and presentations and liaison activities with designated A+ schools.

**Phone:** 314-513-4238 or 314-513-4724 (fax)

## **Library and Instructional Resource Services**

**Library**—The library's collection includes books, videos, DVDs and a wide variety of online databases and electronic resources, including wireless access to the Internet. In addition to the library's local collection, students have access to MOBIUS, a statewide library consortium that offers access to over 17 million books from college and university libraries across the state. MOBIUS materials are ordered and delivered within a few days. A highly capable faculty and staff are available to offer assistance in accessing a wide range of resources. The library's reference faculty provides research assistance and instruction to classes and individual students.

The library is located on the second and third floors of the Instructional Resources building. Over 50 computers are available for student use. The library's home page at [www.stlcc.edu/Libraries](http://www.stlcc.edu/Libraries) is a gateway to essential resources, many that are available 24/7. A validated college ID card is required for checkout of materials. The library provides a comfortable and learning-conducive environment for students, staff and faculty. The library is open evenings and Saturdays during the spring and fall terms.

**Phone:** 314-513-4514

**Media Circulation**—Contact Media Services for the latest in presentation equipment, including video presentation stands, computers on wheels, LCD data/video projectors, VCR/DVD players, laptop computers (for conference support), etc. This office can also provide you with information on how to obtain videos for your classes. The laminator and backup copy machine are available in IR-113.

**Phone:** 314-513-4501

**Media Production**—Instructional designers are provided to help develop materials to support classes and students.

**Phone:** 314-513-4498

**Equipment Repair**—Remote control doesn't work? Overhead bulb blown? Call Media Services and get malfunctioning equipment repaired or replaced as soon as possible.

**Phone:** 314-513-4509 or 314-513-4501

**Listservs** (see *Communications and Information*, p. 15)

## Mail Delivery Schedule

*(Times are approximate)*

10:50 a.m. & 2:50 p.m.	Physical Plant, Campus Police
11:05 a.m. & 3:05 p.m.	Child Development Center
11:10 a.m. & 3:10 p.m.	Communications North and South, Social Sciences, Humanities
11:20 a.m. & 3:20 p.m.	Cafeteria, Academic Support Center, Cashier's office, Bookstore/Copy Center, Campus Life, Counseling/Career & Employment Services, Access office
11:35 a.m. & 3:35 p.m.	Library, Media Services, TESS offices, Center for Teaching & Learning
11:45 a.m. & 3:45 p.m.	Science office, Math office
11:55 a.m. & 3:55 p.m.	Nursing office, Engineering building, Business building, Training Center/Gateway to College, P.E. building
12:15 p.m. & 4:10 p.m.	Advising/Assessment, Admissions/Registration, AAMI, Continuing Education, Academic Affairs, Financial Aid, Community Relations, President's office, Student Affairs, Business office
12:30 p.m.	Center for Workforce Innovation (CWI)

**Phone:** 314-513-4014

## Photocopying

There are photocopiers located in campus buildings. The division secretary can inform you of the photocopier most appropriate for your use.

## Receiving Services

Requisitioned materials are routinely accepted on campus by the Receiving department for processing and delivery. If you receive materials or services directly, contact Receiving so that the necessary paperwork will be submitted for payment to the vendor. If you need furniture, equipment or other materials moved, please e-mail your request to John Ferlisi at [jferlisi@stlcc.edu](mailto:jferlisi@stlcc.edu).

**Phone:** 314-513-4362 or 314-513-4354

## Student Financial Aid

Manages a comprehensive financial aid office administering federal, state and local financial aid programs. Complies with all federal, state and local regulations.

**Phone:** 314-513-4231 or 314-513-4723 (fax)

## **Supplemental Instruction**

Supplemental Instruction is a nonremedial academic assistance program that increases both academic performance and retention through use of collaborative learning strategies. SI targets specific sections of courses that are traditionally difficult, having a 30 percent or greater rate of D, F, or W grades. The SI leader assigned to that section serves as a model student, attending all course lectures, taking notes, reading all assigned materials and meeting with students three to five times a week in small, informal sessions. Students enrolled in SI-targeted sections may take advantage of the SI program beginning the first week of class. Advisors and counselors are given a list of the targeted sections as soon as one is available. The SI program is a component of the Academic Support Center.

**Phone:** 314-513-4858

## **TANF Counselor**

Provides students with information about public assistance programs as well as other social needs, including crisis services. May act as a liaison between students and the Family Support Division and Missouri Work Assistance programs. Assists students in problem-solving barriers that affect school retention and success, including connecting students to support services on campus and helping students locate off-campus resources.

**Phone:** 314-513-4252

## **Terry M. Fischer Theatre**

The Terry M. Fischer Theatre offers a wide variety of theatrical performances. The opportunity to learn about theatre and perform in an educational environment is open to students, staff and community members. Admission is free, and all performances are open to the public. Seating is on a first-come, first-served basis. Some age restrictions apply due to content. For more information visit: [www.stlcc.edu/fv/theatre](http://www.stlcc.edu/fv/theatre).

**Phone:** 314-513-4488

## **Tutorial Services**

The Academic Support Center's tutoring program has been established to provide academic assistance in those courses that do not have a learning lab, including economics, history, languages, psychology and similar courses.

**Phone:** 314-513-4167

**Voice Mail** (*see Communications and Information, p. 15*)

## **Wireless Capabilities**

There is wireless access to the Internet throughout all buildings and outdoor open areas on the main campus. Laptops are available from the library for checkout and use.

# ***Faculty***

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## **Academic Freedom**

The college strongly supports the following statement of academic freedom adopted by the Board of Trustees on February 28, 1972:

- The faculty member is entitled to freedom in the classroom in discussing subject matter, but should be cautious about introducing controversial matter which has no relationship to the subject.
- The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- The faculty member is an individual, a member of a learned profession and an officer of an educational institution. When he or she speaks or writes as a member of the community, such expressions should be free from institutional censorship or discipline, but this special position in the community imposes special obligations and the public may judge the profession and the institution by what is said. All faculty should strive for accuracy, exercise appropriate restraint, respect the opinions of others and make an effort to indicate that he or she is not speaking for the college.

## **Attendance**

If you must be absent from class because of illness or other circumstances, you must contact your department chairperson or the dean of your instructional area so that arrangements can be made to meet your class. Since evening classes are more difficult to cover than day classes, the earlier you can notify your supervisor, the better. This is particularly critical for the evening classes since many of our students drive long distances or come to class from full-time employment.

## **Banner Software System**

In 2000, the college implemented Banner, an integrated administrative software system. All administrative information will be dynamically available to those with a "need to know." The system offers students many options, including Web registration, financial aid processing, grades and status. Under the Banner system, faculty members must enter grades through Banner Web Registration and Information. See the Florissant Valley Web page ([www.stlcc.edu/fv/](http://www.stlcc.edu/fv/)) for the tutorial Banner Web for Faculty Training Guide.

## **Course Outlines**

All faculty at the college are to present a course outline to their students during the first or second week of classes. Such outlines are important to your students so that they will know where they are going in the course and what is expected of them. The outline will also provide help to faculty covering your class in the event you are absent. The outline should include

1. Your name
2. Office number and office hours
3. Home phone number (optional)
4. Objectives of the course
5. The title and author of the text to be used for the course
6. Major topics and reading assignments – by days or weeks
7. Test schedule and your policy on makeup tests
8. How grades are computed
9. Statement about student withdrawals
10. ADA statement
11. Attendance policy.

For more information see “Syllabus.”

## **Employment (Full-Time)**

Employment and placement procedures for full-time faculty are outlined in the Statement of Understandings Relating to Provisions of Board Policy. Copies of the statement are available through the vice president for Academic Affairs office and the Human Resources department.

## **Evaluation**

All faculty of the college are evaluated under general guidelines provided by the Board of Trustees under Board Policy and Procedures. Specific information regarding the procedure is available through department chairs and program coordinators.

## Grading

As professional faculty the responsibility for grading is left up to you. However, whatever criteria you use must appear in your course outline so that your students will know what is expected of them, how they are to accomplish the objectives for the course and when this is to be done. Detailed procedures and student class rosters for midterm grades are provided to each faculty member by the registrar's office before midterm grades are due. Final grade rosters and procedures for filing final grades are also provided by the registrar's office during the latter part of the semester.

The Family Rights and Privacy Act of 1974 as amended does not allow the posting of grades without the written consent of the student. Should consent be given, social security numbers, student ID numbers, or any part of each number may not be used or sequenced to show identity. Names are disallowed as is any alphabetical sequencing.

Final examinations are normally required for the completion of a course and for a final credit grade. Please note all final exams are to be given at the time and place indicated. Exceptions must first be cleared with the dean of your area.

The grading system is

<b>Grading Symbol</b>	<b>Grade Points</b>	<b>Explanation</b>
A	4	Superior
B	3	Above Average
C	2	Average
D	1	Passing, below average
F		Failure
I		Incomplete
PR		Progress Reenroll
R		Credit
S		Satisfactory
T		Audit
U		Unsatisfactory
W		Withdrawal ( <i>W is not a grade, but a transcript notation indicating withdrawal.</i> )

**Audit (T)**—This grade is issued to students who elect to participate in a course on a noncredit basis. Auditors must pay the same fees and meet the same prerequisites as regular class members. The T grade carries no credit.

**Credit (R)**—A symbol to signify that credit has been earned by examination in situations in which the awarding of letter grades seems inappropriate.

***Incomplete (I)***—This grade will normally indicate a situation in which the student has completed a major portion of the work and, for reasons considered by the instructor to be beyond the student's control, is prevented from completing the amount of course work required during the regular college term. The student must complete the course work in the time frame established by the instructor, up to one calendar year, in order for the "I" to be changed to a letter grade. After one year the "I" will become a permanent grade on the academic record. With the consent of the instructor, the one-year limit may be extended. Students should be informed that "I" grades may be converted to failing grades at other institutions.

***Progress Reenroll (PR)***—A student making satisfactory progress but not completing a predetermined minimum amount of course material may be given a PR grade with the understanding that the student may reenroll and pay full tuition to continue work on the course objectives. The PR grade carries no credit. Students should be informed that PR grades may be converted to failing grades at other institutions.

***Satisfactory (S) or Unsatisfactory (U)***—S and U grades cannot be selected unilaterally by students. The course is assigned an S/U status and all students enrolled must be assigned S/U grades. A list of courses for assignment of S/U grades is kept by the vice president for Academic Affairs. S/U grades are listed on the student's transcript. The student receives credit hours for S grades. No credit is awarded for U grades. Neither S nor U grades are included in the computation of grade point averages. No student will be allowed to apply more than nine semester hours of S credits toward any degree or certificate curriculum.

## **Guidelines for Addressing Disruptive Students**

You may have a student who is truly disruptive in the classroom or other locations on campus, e.g., cafeteria, hallways, or campus grounds. A student may make it difficult or impossible for learning to take place. The following guidelines will assist in dealing with these situations from a student discipline perspective.

1. It is important that an instructor establish the standards for his or her classroom and enforce them for all students, in conformance with the principles of academic freedom.
2. Some students' behavior may seem to be bizarre but not threatening. The instructor may want to discuss the student's behavior with a professional, such as a member of the Counseling staff.
3. There may be situations occurring inside or outside of the classroom, where instructors feel threatened or very uncomfortable with a student's behavior. It is important that such behavior be reported to the Campus Police, a counselor or the vice president for Student Affairs so that appropriate interventions can be made before the situation escalates.

4. Instructors should call upon the chair of their academic department for help and advice in dealing with the disruptive classroom behavior. If the situation cannot be resolved by the instructor and the chair, the Campus Police should be notified immediately. Instructors should be aware that notes of the dates, witnesses and details of the incidents of disruption may be important in any future formal proceedings that may be necessary.
5. In extreme cases where, in the judgment of the instructor, a student's conduct threatens his or her own health and safety or the health and safety of others or a student is so highly disruptive that instruction cannot take place, immediate removal from the classroom is appropriate. In such cases, the procedure to be followed is:
  - a. Instructors should direct a student who is being disruptive or threatening to themselves or others to leave the class. If the student refuses to leave after being requested to do so, the instructor should summon Campus Police to remove the student.
  - b. After the class, immediately inform the Campus Police and file a Student Misconduct Report.

## **Joint Resolution**

Information relative to full-time faculty responsibilities, workload and criteria for placement on the faculty salary schedule is contained in the Joint Resolution between STLCC and JCD-NEA. Copies of the Resolution are distributed through the vice president for Academic Affairs office and Human Resources department. This manual is not intended to replace or contradict any portions of the Resolution. The Resolution takes precedence should a conflict inadvertently arise.

## **Promotion**

Eligibility for promotion is certified by the vice president for Academic Affairs. Effective July 1, 2006, a faculty member must have previously achieved continuing status to be considered eligible to apply for promotion. The application for certification is published in News Notes early in the fall semester, together with a calendar of significant dates for submission of the full application, etc. Faculty who plan to apply for promotion must fill out the application for certification and submit it to the vice president for Academic Affairs office. A workshop for faculty who plan to apply for promotion is held during the first two weeks of the fall semester. At that time, the procedure will be explained in greater detail.

## **Student Non-Attendance**

Class rosters are available through Banner. Faculty must indicate students who have not attended class by the third week on the roster. Faculty must also indicate on final grade rosters the last date of class attended by any student who earns a failing grade.

## Syllabus

Course syllabi are designed to inform students of course objectives, evaluation rationale, course completion requirements and instructor information. The syllabus is a contract between the instructor and the student; therefore, both are expected to abide by its contents. If a student problem or grievance occurs, the course syllabus is often used to resolve differences. In rare circumstances, a substitute instructor will need to be assigned to a course for a short- or long-term period, and the course syllabus will be critical to facilitate the flow of the course.

The following are suggested components of the course syllabus.

- A. Center the college name, division, course name, prefix and number and current semester date at the top of the page.
- B. Instructor Information. Include your name, division or office telephone number, office location and office hours.
- C. Course Information:
  1. Credit. Include the full credit hours for this course and the following breakdown of credits, by category, when appropriate.
    - a. Lecture Hours
    - b. Lab Hours
  2. Prerequisites. List by course number and title.
  3. Textbooks. Include both required and supplementary textbooks.
  4. Supplies. Indicate any special supplies required of or recommended to the student for this course. If none, so state.
  5. Caveats. Include any special restrictions and/or requirements that the student should be aware of before starting the course (i.e., those which are not typically associated with academic course work, e.g., strenuous exercise, need for a car, job requirements, etc.).
  6. Course Description. Use the course description given on the standard course outline.
  7. Course Objective. Use the course objectives given on the standard course outline. Additional objectives may be included.
- D. Course Requirements. Include projects, tests and assignments that need to be completed in the course. Coordinate this with the information given in the Evaluation section of the standard course outline. Additional items such as field-study, scheduled labs, scheduled study sessions, etc., may be included.

- E. Evaluation and Grading Scale. The course syllabus should be consistent with the standard course outline in requiring at least the minimum evaluation requirements stated on the course outline. Include minimum competencies, expected outcomes, course requirements and all components that will be included in the final determination of the grade. When applicable, individual point value and percentage weighing of projects, tests and course assignments may be included. A grading scale should also be included on the course syllabus. Additional items specific to courses and programs such as makeup examinations, attendance policies and exit competencies may be included.
- F. Tentative Course Schedule. This includes test dates, topics, assignments and any other important scheduling information.

### **Textbook Selection**

Faculty shall preferentially procure educational materials, including textbooks and collateral materials, from vendors/publishers who make the materials available in either Braille format or electronic format or both, at no greater cost than for regular materials.

# Students

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## Attendance

The matter of excessive absence, and the way it affects a student's grade, is essentially to be determined by the instructor, who in turn may be guided by department guidelines where applicable. For example, some departments that offer curricula requiring structured clinical instruction also have more strict attendance requirements. "Excessive absence equating to more than twice the number of weekly classes" is suggested, but is not a hard-and-fast rule. The important considerations are:

1. Students should be advised at the outset of a course – in the course syllabus, outline, or other handout – of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whatever grading practices apply is imperative in all classes.
2. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division and able to withstand review if grieved by a student.
3. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations. Title IV financial aid recipients who receive an F grade due to nonattendance must have a reported last-day-of-attendance date. At the conclusion of each semester, an individual report sheet will be sent to instructors from Enrollment Services with a deadline date for reporting last date of attendance.
4. Caution should be used in awarding an "I" (Incomplete) to students with attendance problems. An "I" indicates the instructor's and college's willingness to assist the student in completing course requirements and ultimately awarding a grade. A commitment that appears to entitle a long or often absent student to make up an Incomplete may be inappropriate. Ideally, the amount of work that must be completed in order to be awarded an "I" should be known to the students (e.g., all but the final exam, final project, or final paper). A PR grade shall be given to students making progress but not completing a predetermined minimum amount of course material by the end of the term. The PR grade is used to recognize differences in learning rates, not deficiencies caused by lack of attendance.

Students who have registered for a course and are listed on the official class roster and never begin attending that class shall be administratively withdrawn from the course. At the completion of the second week of class, a "no show" verification form will be completed by all instructors and, on the basis of this report, nonattending students will be administratively withdrawn.

## Expected Classroom Behavior

The following statement of expectations was developed by the Committee on Expected Classroom Behavior as a model that can be modified and included in syllabi, if instructors wish to do so.

1. Be aware of academic policies and requirements.
  - a. Read and reread the syllabus and tentative schedule.
  - b. Follow minimum guidelines for written and oral assignments.
  - c. Ask instructor about any requirements or policies that you do not understand.
  - d. Keep all handouts, returned work, etc., until you have received your final grade from the Registrar.
2. Be prepared.
  - a. Take careful notes.
  - b. Keep up with all assignments and class activity, getting information from another class member if you must be absent.
  - c. Revise class notes periodically.
  - d. Take notes on all assigned readings.
  - e. Spend at least two hours on outside work for every one hour of classroom work.
  - f. Be prepared to discuss readings in class.
3. Be attentive.
  - a. Listen carefully to instructor's comments, noting information that is stressed.
  - b. Pay careful attention to films, student reports, guest speakers.
  - c. Avoid distracting behavior such as sleeping or wearing headphones.
4. Be punctual.
  - a. Attend class on time.
  - b. Attend all conference appointments on time.
  - c. Get required work in on time, or see instructor if that is impossible.
  - d. Be on time for all examinations.
5. Be respectful.
  - a. Don't talk in class unless recognized.
  - b. Tell instructor if you must leave early or arrive late.
  - c. If you arrive late, enter quietly and sit in the available seat closest to the door.
  - d. Be polite and respect each other and instructor.
  - e. If you have criticism of the course or need to talk to the instructor, see instructor in his/her office.

6. Be serious.
  - a. Work hard.
  - b. Ask and respond to questions in a serious manner.
  - c. Take responsibility for your attendance, participation and learning in the course.
  - d. Make sure that your other responsibilities do not conflict with the class schedule.
  - e. Abide by the honor system during exams, quizzes and in-class writing assignments; do not cheat or assist in cheating.
7. Be aware of student rights and responsibilities, available in Student Rights and Responsibilities printed in the Fact Finder student handbook and available online.

### **Federal Educational Rights and Privacy Act (Buckley Amendment)**

Faculty and staff members sometimes receive telephone and mail inquiries concerning students. It is very important that all staff be aware of the privacy laws that protect students from having information released about them without their knowledge or permission.

The Family Rights and Privacy Act of 1974 (Buckley Amendment) is very specific in detailing what can and cannot be released. The law applies equally whether an inquiry is from a company, collection agency, spouse, parent, or other third party.

#### ***The College's Disclosure Policy***

The college complies with the Family Education Rights and Privacy Act (FERPA), which allows students certain rights with respect to their educational records.

It is suggested that inquiries be referred to the Admissions/Registration office at 4244. Questions from parents concerning dependent children's records and inquiries not dealing with directory information—such as security checks, credit reports, insurance and lending agency checks, etc.—also should be referred to the Admissions/Registration office.

Information about students' right to privacy is contained in the college catalog.

### **Field Trips**

Field trips must be approved by your department chairperson. This should be done before classes start at the beginning of the semester so students can be made aware of the field trip requirements for the course. Before field trips can be made, each student must complete a liability "Release" form, which you are to turn in to your department chairperson.

## **Honors Program**

Admission to the college honors program is based on any of the following criteria: a 3.5 or better GPA in either high school or college based on a 4.0 scale, a score of 1100 or better on the Scholastic Achievement Test (SAT), or a score of 25 or better on the American College Testing Program Assessment (ACT).

Both transfer and career programs offer a variety of ways to earn honors credit, including honors courses and projects and honors contracts within regular courses. Students who earn 12 hours of honors credit will receive the designation of "Honors Program Scholar" on their diplomas and transcripts.

For more information contact the campus honors coordinator at ext. 4808. Both full- and part-time faculty offer honors contracts to qualifying students. Faculty help students by offering them an honors experience because honors program graduates have significant opportunities for scholarships.

## **Student Rights and Responsibilities**

Upon enrolling in the college, each student assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution and to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.

Students who are parents have the responsibility to arrange suitable care for their children while they attend class. Students are not permitted to bring children to class nor should children be left unattended in halls, building offices or on campus. The college reserves the right to protect the safety and welfare of unattended children.

In addition to the above, misconduct that may subject a student to disciplinary action includes the following:

- a. Dishonesty
- b. Forgery, alteration or misuse of college documents, records or identification
- c. Hazing
- d. Obstruction or disruption
- e. Sexual harassment
- f. Physical abuse
- g. Theft or damage to college property
- h. Unauthorized entry to or use of college facilities
- i. Violation of law or college policies
- j. Alcohol or controlled substances
- k. Disorderly conduct
- l. Failure to comply with directions of a college official
- m. Possession or use of a firearm
- n. Complicity

For more explanation of these various forms of misconduct, see Administrative Procedure G.14.1 at [www.stlcc.edu/document\\_library/admin\\_procedures](http://www.stlcc.edu/document_library/admin_procedures).

Students are protected against race and ethnicity discrimination by Title VI of the Civil Rights Act of 1964, against sex discrimination, including sexual harassment, by Title IX of the Education Amendments of 1972 and against discrimination based on sexual orientation, religion, age, genetic information and status as a disabled or Vietnam-era veteran by Board Policy. Students who believe they have been subjected to discrimination in violation of Board of Trustees Policy B, should use the procedures described in Administrative Procedures G.15 at [www.stlcc.edu/document\\_library/admin\\_procedures.pdf](http://www.stlcc.edu/document_library/admin_procedures.pdf).

Students are protected against discrimination based upon reason of disability by the Americans with Disabilities Amendment Act (ADA) of 1990, the Americans with Disabilities Amendment Act (ADAAA) and section 504 of the Rehabilitation Act of 1973. Students who believe they have been discriminated against in violation of Board of Trustees Policy G.8 based upon reason of disability should use the procedures described in the Administrative Procedures G.6 at [www.stlcc.edu/document\\_library/admin\\_procedures.pdf](http://www.stlcc.edu/document_library/admin_procedures.pdf).

Students who believe they are being sexually harassed are encouraged to discuss the matter first with a sexual harassment advisor (see page 46 for list). If a harassment complaint cannot be resolved informally, the student may file a complaint within 10 calendar days after the conclusion of the informal process by submitting a written appeal to the hearing committee. Such appeal must be signed and dated by the compliance officer or sexual harassment advisor to verify the conclusion of the informal process.

## **STUDENT APPELLATE PROCESS**

A student's alleged violation of his/her rights and alleged violation of a student's responsibilities, as above specified, are subject to redress or disciplinary action in accordance with the student appellate process. In all cases where the dispute involves a purely academic matter, the student appellate process will not be applicable. Academic matters will be handled through the academic appeals process.

### ***Violation of Student Rights***

Step 1 A student who believes his/her rights, as specified above, have been violated by a college employee will first make an informal appeal to that employee's immediate supervisor.

Step 2 If an acceptable resolution is not reached, the student may continue informal appeals through organizational channels ending with a written decision from the appropriate vice president/director, Student Affairs.

Step 3 If an acceptable solution is not reached at Step 2, the student may, within 10 days after the date of the written decision, submit a written appeal to the chairperson of the Student Appellate Hearing Committee. The written appeal will state the circumstances pertaining to the case, the justification for appeal and the remedy sought. The committee may render a decision on the written petition, request further information and documentation, or conduct a hearing.

The committee will render its decision as soon as possible after completion of the hearing. Any affected party dissatisfied with the decision of the committee may make a written appeal to the campus president within 10 calendar days after the date of the committee's written decision. The campus president, or his/her designee, may, in whole or in part, affirm, reverse or modify the committee's decision. The president's decision will be rendered within 30 calendar days and will be final.

### ***Disciplinary Actions for Violation of Student Responsibilities***

- a. Any person may request initiation of disciplinary proceedings against a student suspected of violation of any law, Board policy, administrative procedure, or Regulation. The vice president/director, Student Affairs, will initiate a preliminary investigation. Upon receipt of the findings of the investigation, the vice president/director, Student Affairs, will inform the student of the disposition of the matter which may include disciplinary action.
- b. The vice president/director, Student Affairs, also will inform the student that he/she may appeal the decision within 10 calendar days after the date of the vice president/director, Student Affairs' written decision and notification. Such appeal must be made in writing to the vice president/director, Student Affairs, and must state the reason for the appeal. If the student provides sufficient evidence to change the vice president/director, Student Affairs' decision, the vice president/director, Student Affairs, may do so without the student having to appeal to the Student Appellate Hearing Committee.

Normally, the status of the student will not be changed during the appeal process. However, if, in the judgment of the vice president/director, Student Affairs, or his/her designee, the student poses an immediate threat of disruption and/or serious injury or damage to any person or property, the student may, with the approval of the president, or his/her designee, be summarily suspended from the college. Any violation occurring during the appeal process also may result in a change of status of the student. In the case of summary suspension where an appeal is pending, the vice president/director, Student Affairs, will initiate a hearing by notifying the chairperson of the hearing committee and notifying the student according to item e below.

- c. A student may appeal the vice president/director, Student Affairs' decision to the Student Appellate Hearing Committee. Such appeal must be made in writing to the vice president/director, Student Affairs, within 10 calendar days after the vice president/director, Student Affairs' decision. The vice president/director, Student Affairs, will refer the matter to the chairperson of the hearing committee.
- d. The hearing committee may decline to hear the appeal if the sanction by the vice president/director, Student Affairs, is less severe than suspension or dismissal. If the committee declines to hear the appeal, the matter will be forwarded, without recommendation, to the campus president for his/her decision.
- e. If a hearing is to occur, the chairperson will notify the student of the following:
  1. Charges against him/her;
  2. Date, time, place and description of the violation;
  3. Name of the person or persons requesting disciplinary proceedings;
  4. Name of any and all known witnesses in the case; and
  5. Date, time and place of the hearing.

The hearing must occur within 15 calendar days from the date of notification to the student. Whether or not the student appears at the hearing, the hearing committee will hear the appeal and render a decision.

## ***Student Appellate Hearing Committee***

Each campus will establish and maintain a Student Appellate Hearing Committee. Membership on the committee will consist of three faculty members and two alternates, one administrative/professional employee, and two alternates, one classified employee and one alternate, and three students and two alternates. For a more detailed explanation with regard to the formation of the Student Appellate Hearing Committee, refer to Administrative Procedures G.15.3 at [www.stlcc.edu/document\\_library/admin\\_procedures.pdf](http://www.stlcc.edu/document_library/admin_procedures.pdf).

## ***Conduct of Hearing***

A quorum consisting of five members, one of whom must be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

## ***Appeal***

Within 10 calendar days after the date of the committee's written decision, the student may appeal in writing to the campus president. The president may affirm, reverse or modify the committee's decision, in whole or in part. The decision will be rendered within 15 calendar days. If the president's decision is dismissal, the student appellant may appeal in writing to the chancellor within 10 calendar days after the date of the president's written decision. The decision of the chancellor will be final.

## ***Sanctions***

A student found to have violated his/her responsibilities as described above will be subject to one or more of the following sanctions:

- Censure—Reprimand for the violation of a specified Regulation(s), including the possibility of more severe disciplinary sanction in the event of additional violation of any Regulation within the period of time stated in the letter of reprimand.
- Disciplinary Probation—Exclusion from participation in extra-curricular college activities and/or exclusion from various locations of the campus for a specific period of time.
- Restitution—Reimbursement by the student for damage to or misappropriation of property, if offered by the college and accepted by the student.
- Compensatory Service—Assignment to perform specific duties for the college for a specified period of time, if offered by the college and accepted by the student.
- Suspension—Exclusion from physical presence on the campus or at college-authorized activities up to a maximum of one calendar year. The conditions for readmission will be stated in the order of suspension.
- Dismissal—Termination of student status and right of physical presence on any college location or at college-authorized activities for a period of time exceeding one calendar year. The conditions for readmission, if any are permitted, will be stated in the order of dismissal.

A student sanctioned at one college location is under sanction at all other locations of St. Louis Community College. Any student who is currently under sanction and who is found to have violated the terms of the sanction will be suspended or dismissed.

## Students with Disabilities

A student with a disability must contact the Access office at his/her campus of enrollment in order to begin the formal request for accommodation process at least six weeks before the beginning of the class. The student must present appropriate documentation of disability that supports requested accommodations. Determination of appropriate documentation will be made by the Access office. Upon completion of the application for Access office–disAbility Support Services, the student will meet with Access office staff to discuss needs, arrangements, responsibilities, etc. If, because of the student's disability, he/she requires secretarial or other assistance in understanding or preparing the Application for Access office–disAbility Support Services, this will be provided upon request.

In determining the college's ability to offer reasonable accommodation to an otherwise qualified student with a disability, each request for an accommodation will be evaluated on a case-by-case basis by the Access office. Factors to be examined include, among others: the academic and technical standards required for admission or participation in an education program or service; the purpose and nature of the program, course and/or service; the precise education-related abilities and functional limitations of the applicant or student and if the accommodation(s) provide a reasonable opportunity for equal access: the nature and cost of the accommodation upon the operation and educational mission of the college, course, program, service and/or activity; and other federal, state and local regulatory requirements.

### ***Access Office—disAbility Support Services***

Florissant Valley	Amy Bird, manager	314-513-4549
Forest Park	Deborah Carter, manager	314-644-9039
Meramec	Linda Nissenbaum, manager	314-984-7673
Wildwood	Jan Eudaley, coordinator	636-422-2011

As part of the Americans with Disabilities Act (ADA), the college allows persons with disabilities to bring service animals with them to college activities, services and programs. Visit [www.stlcc.edu/access](http://www.stlcc.edu/access) for more information.

### ***Grievance Process for Students with Disabilities***

The college is committed to the elimination of arbitrary or unreasonable practices which result in discrimination. All groups operating under the policies of the college, including all employees, student governments and programs sponsored by the college are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and board policies, the college does not discriminate on the basis of disability.

In furtherance of the college's commitment, grievance procedures for the prompt and equitable resolution of complaints are set forth in the college's designated Administrative Procedures available at [www.stlcc.edu/disAbility/Grievance\\_Procedures.html](http://www.stlcc.edu/disAbility/Grievance_Procedures.html).

## ***ADA Compliance Officers Contact Information***

### **Cosand Center**

Patricia Henderson, Manager, Employment and Recruitment  
300 S. Broadway, St. Louis, MO 63102-2800  
314-539-5214

### **Florissant Valley**

Laura Sterman, Vice President for Student Affairs  
3400 Pershall Road, St. Louis, MO 63135-1408  
314-513-4250

### **Forest Park**

Thomas Walker, Jr., Vice President for Student Affairs  
5600 Oakland Avenue, St. Louis, MO 63110-1316  
314-644-9212

### **Meramec**

Linden Crawford, Vice President for Student Affairs  
11333 Big Bend Road, St. Louis, MO 63122-5720  
314-984-7609

### **Wildwood**

Marilyn Taras, Director, Student Affairs  
2645 Generations Drive, Wildwood, MO 63040-1168  
636-422-2004

### **Center for Business, Industry & Labor (CBIL)**

Judy Koenig, Supervisor, Downtown Education Center  
300 S. Broadway, St. Louis, MO 63102-2800  
314-539-5360

### **Title II/ADA Coordinator**

Donna Dare, Vice Chancellor for Academic and Student Affairs  
300 S. Broadway, St. Louis, MO 63102-2800  
314-539-5285

## **Withdrawal from Class**

Students may withdraw from courses by the end of the 12th week of classes in a regular semester. Off-schedule courses have adjusted deadline dates. Please check with Admissions/Registration for appropriate dates. After the 12th week of classes, only documented medical or work-related circumstances will be considered by Admissions/Registration for possible withdrawal from class.

# ***Staff/Faculty General Information***

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## **Center for Teaching & Learning (Professional Development)**

*Instructional Resources building, Room 303*

**Mission:** Professional development at the college is committed to promoting student success and enhancing institutional vitality by providing opportunities for all college employees to engage in a process of growth and development that will encourage high quality performance and meet changing community needs.

The Center for Teaching and Learning (CTL)\* is a resource for infusing, motivating, and promoting instructional innovation as well as program and organizational change in the community college environment. It is a place where faculty and staff can find support for introducing new initiatives that enhance college goals or can receive guidance and access to programs offered through a network of internal consultants.

By providing opportunities for growth, the CTL promotes professional excellence and the vitality of the institution. Services and resources include:

### ***Awards***

- Innovation of the Year
- David L. Underwood
- Emerson Electric
- Governor's Award
- Outstanding New Faculty Member
- Professional Employee of the Year
- Classified Employee of the Year
- Adjunct Faculty Members of the Year

### ***Brown Bags***

### ***Center Library***

### ***Certificate Programs***

- Adjunct Faculty
- Classified Development
- Leadership-Management
- Essential Technology Skills
- Office 2007 Productivity

### ***Computer Training***

- Workshops
- Just in Time Assistance
  - Blackboard
  - Office 2007
  - Elluminate
  - Banner
  - my.stlcc.edu e-mail

### ***CONNECT***

### ***CTL Seminars***

### ***Customized Training for Departments***

### ***Educational Topics***

- Backwards Design
- Classroom Assessment
- Cooperative Learning
- Critical Thinking

### ***Faculty Advisory Board (FAB) and subcommittees***

- Developmental Education
- General Education
- Global Education
- Honors
- Scholarship of Teaching & Learning (SoTL)
- Service Learning

### ***Faculty Consultations***

### ***FV Retirees Association***

### ***Instructional Design Consultations***

### ***Learning Communities***

### ***Mentoring***

- Department Chairs
- New Employees
- Full-Time and Adjunct Faculty

### ***Professional Development Advisory Committee (PDAC)***

### ***Publications***

- CTL site on the STLCC Web page
- Site license for “Teaching for Success”

### ***Retreats***

### ***Sabbaticals***

### ***Student Feedback Assistance***

- Small Group Instructional Feedback (SGIF)
- Videotaping

### ***Teaching Squares***

### ***Travel (conferences/workshops)***

### ***Workshops***

- Appreciative Inquiry
- Department Chair
- Instructional Skills
- Presentation Skills
- Sabbatical
- Promotion

\*The CTL can be accessed by taking the IR elevator to the third floor (press 3R—no key needed). To register for CTL activities call 4499.

### ***STLCC Professional Development Council***

Roy Shaneberger, acting director of human resources  
Donna Nelson, districtwide professional development  
Kim Mueller, clerical support

#### ***Florissant Valley***

Tom Cupples, CTL director  
Karen Wade, clerical support

#### ***Forest Park***

Jyoti Pande, CTL director

#### ***Meramec***

Anne Wessely, CTL director

#### ***Wildwood***

Kim Tsai Grainger, coordinator

## Educational Benefits for Employees

Contact the division or Business Services office for guidelines and procedures.

## E-mail

Staff may use the college's e-mail system. Contact the CTL for training and/or an address. Florissant Valley's home page address is [www.stlcc.edu/fv/](http://www.stlcc.edu/fv/).

## Employee Assistance Program (EAP)

Through Personal Assistance Services (PAS), our Employee Assistance Program (EAP) provider, full-time employees and their eligible dependents are able to receive confidential, professional work/life services.

Some of the services provided by PAS include counseling for stress, family and relationship concerns, legal matters, substance abuse, budget and debt consolidation, financial planning, eldercare management, childcare consultation, as well as childcare and eldercare resource and referral.

The college is concerned about its employees and their families. PAS services are no cost to the employee and available to help employees manage life's challenges.

For more information, please contact PAS at 314-842-6223 or 800-356-0845 or Patricia Henderson, manager of employment, at 314-539-5214.

## Equipment Requests

Just as you prepare for class or meetings in advance, it is best if we have advance notice of the equipment you require to supplement your instruction. Since some equipment is available in limited quantities, reserving equipment and software is on a first-come, first-served basis.

***Equipment can be ordered over the phone.*** It is best to order films and tapes via a Film Request; however, tapes that are housed in the Media Services office can be ordered by phone, but be sure to order well in advance to ensure availability. Call one of the following numbers to place your order: **4501** or **4500** (days) or **4495** (nights).

If you require a special accommodation for your instruction environment, we will be glad to work with you, in advance, to meet your teaching needs.

## Evening/Weekend Supervisor

During evening and weekend hours a supervisor is assigned to ensure the efficient and effective coordination of college activities. The evening/weekend supervisor can be contacted from 4:30 to 7:30 p.m. weekdays and from 8:30 a.m. to 12:30 p.m. Saturdays. The supervisor is notified by Campus Police in the case of emergencies or unusual occurrences.

## **Film and Video Requests**

Complete the “Film Request” form, including the date, class time, building and room number in the upper portion of the form. When you receive the pink copy of the Film Request, look for items that have been confirmed (indicated by a “C” or “Conf...”) in the status column. ***This pink copy does not indicate the film/video is on campus.*** When the film/video reaches Media Services, an “Arrival Notice” will be sent to your office.

## **Gift Cards**

Gift cards for book purchases are available in the bookstore.

## **ID Cards**

Florissant Valley staff members are expected to apply for staff identification cards. Staff identification may be required for use of specified areas of the college as well as admittance to campus buildings after normal working hours and on weekends. Staff photo IDs also are required to check out books in the library. IDs are available in the Student Center from 8 a.m. to 7 p.m. Monday through Thursday and from 8 a.m. to 4:30 p.m. Friday. Staff members may be asked to verify employment when applying for cards. Students enrolled in credit courses are expected to obtain an STLCC OneCard. The STLCC OneCard also serves as the student ID.

## **Keys**

Your supervisor will assist in requesting keys to your office. Keys should be turned in to Campus Police when you end your employment on campus.

## **Mail**

Mail is distributed to each office and department. In addition to first-class mail, department, division and college notices are sent through the college mail. The college mailing address is 3400 Pershall Road, St. Louis, Missouri 63135-1408.

**News Notes Newsletter** (*see Communications and Information, p. 15*)

## **Parking**

Staff members are subject to all the traffic and parking regulations of the college. You must obtain a parking permit, at no cost, from the Campus Police office in the Service building. Please note you may park only in areas designed for staff parking.

## **Payroll**

Salary payments are sent “direct deposit” to employees’ banks. Paychecks may be withheld if office and building keys have not been returned to the division office.

## **Project Endorsements**

Staff members applying for grants and funded projects must complete an “Educational Project Proposal Endorsements” form.

## **Rental of Facilities**

Florissant Valley rents facilities to not-for-profit organizations on a space-available basis. For more information, contact Jennifer Orzel at 314-513-4201.

## **Room Reservations**

An electronic on-line room reservation system is available that allows you to view room schedules for availability. To view the electronic room books, go to [www.stlcc.edu/fv/fvforms/fvrooms](http://www.stlcc.edu/fv/fvforms/fvrooms).

### ***How to reserve a room:***

1. Room books are categorized by building and month. When looking for a room, choose building and month, then click on the bottom of the Excel spreadsheet to view individual rooms. (You can only view room books. You must still fill out a “Room Reservation” form to officially reserve a room.)
2. Once you have found an available date and time, go back to the main room reservation page and click on the room reservation link and fill out the electronic “Room Reservation” form. Save the document to your computer. Room reservations are confirmed on a first-come, first-served basis and must be submitted at least 10 days prior to the event.
3. E-mail completed “Room Reservation” forms to [fvroomreservation@stlcc.edu](mailto:fvroomreservation@stlcc.edu).
4. For food service requests, send an e-mail to [fvfoodservice@stlcc.edu](mailto:fvfoodservice@stlcc.edu). For Media Services requests, send an e-mail message to [fv-circulation@stlcc.edu](mailto:fv-circulation@stlcc.edu).

If you have questions about room scheduling, contact Donna Dixon at 314-513-4548. (If you have questions about class scheduling, contact Vicki Lucido at 314-513-4214.) Staff may reserve rooms for class or college-related activities. Use by external persons or groups or non-college-sponsored activities should be done through Rental of Facilities handled by the Business Services office.

## **Separation Clearance**

Full-time staff members who end their employment with the college must complete a “Full-Time Staff Separation Clearance” form. Forms are available in the Business office and from the division and department secretaries and must be completed before final paychecks are issued. Completed clearance forms should be submitted to the Business office five working days before the last day of work and issuance of final checks.

## **Smoking Regulations**

The college is committed to providing an environment that is safe and healthy. Use of tobacco products is prohibited on all college property and in all college vehicles. There will be no designated smoking areas within the property boundary.

## **Telephones**

Each employee will be assigned a phone number. The phone system is interconnected across the district and you may call colleagues at other locations using four-digit extensions. College telephones have voice mail as well as many other options. Information on their use is included in the college phone directory.

Persons calling the main campus get an automated telephone attendant—a computer message that provides extension information. A switchboard attendant also is available. Call the Telephone Help Desk at 3599 if you are having problems or have questions about your phone. Courtesy phones are in the Campus Life office, Terry M. Fischer Theatre lobby, outside TC-111 and outside the Science-Math office. A phone for Call-A-Ride is located on the first floor of the Administration building. Employees are encouraged to allow students to use their business phones for short local calls.

## **Travel**

For information about travel procedures, check with deans, department chairs, or division secretaries. “Travel Request” forms are available from the Business office and division offices. (Travel to Jefferson City and Columbia must be approved as non-local travel. International travel also requires approval by the chancellor.)

## ***General Policies/Procedures***

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### **Affirmative Action Policy**

St. Louis Community College is committed to nondiscrimination and equal opportunities in its programs, activities and employment for students and employees regardless of race, color, creed, religion, sex, national origin, age, veteran status, disability, or sexual orientation. The college has a continuing obligation to hire and develop the best employees it can find, basing judgment on job-related qualifications.

To implement this commitment, St. Louis Community College has adopted affirmative action procedures in the recruiting, hiring and promotion of all employees. For information about the affirmative action and nondiscriminatory policy and name and location of the affirmative action officer, see the back of this manual and the college's Web page.

### **Americans with Disabilities Act**

The Board of Trustees of St. Louis Community College is committed to compliance with the Americans with Disabilities Act (ADA), which was enacted by Congress on July 26, 1990. Opportunities will be provided for qualified persons with disabilities in every activity, program, or service operated or sponsored by St. Louis Community college including but not limited to employment, academic services and programs and student services. The ADA compliance officer at Florissant Valley is Laura Serman, vice president for Student Affairs, 314-513-4258.

### **Communicable Diseases Statement**

St. Louis Community College strongly subscribes to educating students and staff relative to wellness and disease prevention. Therefore, the college will follow reasonable guidelines of local, state and federal agencies regarding communicable diseases and will inform staff and students accordingly.

### **Concealed Firearms**

Concealed firearms are prohibited on college property and at classes and events scheduled on and off campus.

## **Conflict of Interest**

It is the intention of St. Louis Community College to avoid any real or apparent conflicts of interest. All college personnel serve a public-interest role and, thus, have a clear obligation to conduct all affairs of the institution in a manner consistent with this concept. All decisions are to be made solely on the basis of a desire to promote the best interests of the institution and the public good. In accordance with this expectation, all college personnel are expected to avoid improper outside influences on their work-related decisions or activities.

St. Louis Community College personnel shall not transact business or approve the transaction of business on behalf of the college with any person or entity including but not limited to any company, corporation, partnership, proprietorship, or organization, or any principal, officer, agent, employee, or representative of such entity, with whom or which the college employee has a personal, professional, business, financial, or family interest or relationship.

College personnel shall not benefit personally from any purchase of goods or services by the college, derive personal gain from actions taken as a representative of the college, nor shall college personnel accept any gift, gratuity, or reward greater in value than \$25, with the exception of textbooks and examination copies, from any person or other entity which transacts business with the college or which seeks to transact such business. This policy shall not be construed to infringe upon the property rights granted employees under Board Policy 3.12.

All college employees who violate this policy are subject to disciplinary action, up to and including termination of employment. An employee who is subject to disciplinary action based on an allegation of violation of this policy shall be entitled to full due process rights provided under the appropriate grievance process for his/her classification.

All college officers and other administrative personnel who have the responsibility for administration and leadership of the college shall certify annually in writing that he/she has received, read and understands the provisions of this policy, including the potential disciplinary action for violation of the policy.

## **Consumer Information Notice**

St. Louis Community College is required by The Higher Education Amendments of 1998, Public Law 105-244, to provide you with information regarding several consumer education-related topics. Those topics include the following:

- St. Louis Community College's annual Campus Crime Report—[www.stlcc.edu/services/consumer](http://www.stlcc.edu/services/consumer).
- Information related to unlawful drug-related activities—[www.stlcc.edu/student\\_resources/policies\\_and\\_procedures/drug\\_abuse\\_prevention\\_information](http://www.stlcc.edu/student_resources/policies_and_procedures/drug_abuse_prevention_information).
- Any actions the college will take against an employee who violates those prohibitions and drug and alcohol abuse prevention information—[www.stlcc.edu/student\\_resources/policies\\_and\\_procedures/drug\\_abuse\\_prevention\\_information](http://www.stlcc.edu/student_resources/policies_and_procedures/drug_abuse_prevention_information).

## **Controlled Substance Policy**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on college premises. Any employee found to have violated this prohibition will be subject to disciplinary action, up to and including immediate termination, in addition to criminal penalties which may be imposed by appropriate authorities. The Drug-Free Workplace Act of 1988 requires that any employee involved in work pursuant to a federal grant or contract convicted of any criminal drug statute for a violation occurring in the workplace notify the college no later than five days after such conviction. Notification should be given to the Human Resources department. Any employee subject to this requirement who fails to notify the Human Resources department will be subject to appropriate discipline, up to and including immediate termination. Any employee with questions regarding his or her obligations under this policy should contact the Human Resources department. Compliance with this policy in all respects will be a condition of employment with the college.

## **Copyright Policy**

All staff are bound by the Copyright Law (Public Law 94-553) when making copies of copyrighted materials. Call the Print Shop for additional information.

## **Diversity Statement**

St. Louis Community College will foster an atmosphere of appreciation for all people, regardless of differences in race, color, creed, religion, gender, sexual orientation, national origin, ancestry, age, disability or class. The college will create a climate of mutual respect that embraces and celebrates diversity. Our students, faculty and staff will reflect the diversity of our society. A strong institutional commitment to diversity will prepare all learners to succeed in a global workforce.

## **HIV/AIDS Policy**

The college's basic approach is to address AIDS issues in a confidential, sensitive and responsible manner. In general, an individual's HIV status shall not be a part of the employment or admission decision, nor shall it prohibit an otherwise qualified person from being employed, promoted, or participating in college activities so long as no health or safety risk is posed to themselves or others. Anyone interested in the college's policy on AIDS and HIV infection should contact the Human Resource department of the Cosand Center.

## Human Subjects Research

All research involving human subjects on campus or conducted on behalf of the college by staff members must be approved by the Human Subjects Research Board. Detailed information and the appropriate forms are available from Peg Tyler in Psychology. No research involving human subjects should be undertaken without approval.

## Safety Committee

The Safety committee is charged with organizing and presenting plans for building-by-building safety awareness training and the dissemination of safety-related information.

<b><i>Building</i></b>	<b><i>Safety Committee/ Building Coordinator</i></b>	<b><i>Building Coordinator</i></b>
Administration	Gena Burroughs	Brenda Robertson Jen Orzel John Mason Willie Banks
Business	Paul Oswald	
Child Dev. Center	Debbie Weaver	Renee Mayse
Communications North	Tim Gorry	
Communications South	Rose Graham	Ron Ratzlaff
Engineering	Steve Ehlen (2nd floor)	Kevin Porter (1st floor) Kristopher Matson
Humanities	Kari Cook	
Instructional Resources	TBD	Max Slover
Physical Education	Cindy Campbell	Matt McVey Barb Schmermund
Science-Math	Ginney Naumann (2nd floor)	Adrienne Mazdra (1st floor)
Social Sciences	Mark Taylor	
Student Center	Colletta Madison Askew	
Theatre	Marie McCool Bryant Williamson	
Training Center	Paul Oswald	

## **Sexual Harassment Policy**

St. Louis Community College is committed to providing an academic and work environment that is free from sexual harassment. In keeping with this commitment, the college prohibits sexual harassment of any member of the college community. Sexual harassment in any form, including verbal, written, physical, or visual harassment, will not be tolerated. Sexual harassment may include, without limitation, unwelcome sexual advances, attempts to coerce any member of the college community into a sexual relationship or to punish such persons for refusing to submit to sexual advances, or conduct of a sexual nature which creates an intimidating, hostile or offensive academic or work environment.

Any member of the college community who has a sexual harassment complaint may obtain redress through administrative procedures of the college. The college will respond to sexual harassment complaints promptly and in an equitable manner.

All information regarding complaints of sexual harassment is confidential and will be revealed only to those directly involved with the investigation and/or resolution of the complaint. Breaches of confidentiality may result in disciplinary action. Retaliation against anyone who brings a complaint of sexual harassment is prohibited.

A student or employee of the college found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the college or termination of employment.

The Sexual Harassment Prevention tutorial can be accessed at [https://www.stlcc.edu/apps/sh\\_tutorial](https://www.stlcc.edu/apps/sh_tutorial).

### ***Sexual Harassment Advisors on Campus***

Richard Armstrong..... 314-513-4346  
Daniel Betzler ..... 314-513-4121

Mark Taylor .....314-513-4417  
Aundrea Warren .....314-513-4913

# EMERGENCY PROCEDURES

## **Disruptive Behavior**

If actions by students or others endanger staff or security, call Campus Police at 314-513-4300.

## **Medical**

### ***Reporting Injuries/Illnesses***

All school-related accidents and injuries should be reported as soon as possible for follow-up and insurance reporting. This includes injuries that occur off campus during field trips, meetings, debate conferences and other related events even though treatment was received at the time.

### ***Injuries & Illnesses***

1. Give first aid as needed.
2. Call Campus Police for assistance or ambulance (314-513-4300).
3. Campus Police will notify the family and be responsible for the injury/illness report and personal belongings.
4. If Campus Police cannot be reached, the instructor or person in charge of the event should call 911 directly to obtain an ambulance. That person also should notify the family if possible.

### ***Life-Threatening Emergencies***

In cases when an injury or medical condition is of a life-threatening nature, the instructor or person in charge should call 911 (8-911) directly to obtain an ambulance. Campus Police should be notified.

### ***Transportation to Hospital, Doctor's Office or Home***

- By ambulance if the situation warrants.
- By automobile if family or friends are available.
- By taxi if other means are not available.

Medical treatment and transportation costs are the responsibility of the patient/family.

## **Power Outage**

When an electrical power outage occurs on campus, the procedure detailed below should be followed:

1. The Buildings and Grounds manager determines the reason for the outage and whether telephone service has been affected.
  - a. If outage in service is Union Electric's responsibility, Buildings and Grounds manager (or designee) contacts UE to determine anticipated time of recovery.
  - b. If outage is campus responsibility, Buildings and Grounds manager checks with staff to determine anticipated time of recovery.
2. Buildings and Grounds manager notifies the campus president (after 5 p.m. the night administrator also should be contacted).
3. The campus president (or designee) contacts the Campus Police chief. Campus Police chief (assigned officer) contacts departments and offices with information about conditions on campus and expected time of repair. Campus Police will check elevators to determine if anyone is inside. Police also will determine if students or staff with disabilities require special assistance. (If telephone service is disrupted, police staff will contact campus buildings and offices.) Information should be conveyed quickly and clearly across the campus, especially to the affected areas.
4. If conditions warrant class cancellation or postponement, the president notifies the Community Relations coordinator (or police chief), who will contact radio stations. If appropriate, campus and Cosand Center CR staff will arrange for message on 314-513-4949. Community Relations coordinator also will arrange for signs to be posted on campus buildings. If cancellation or postponement occurs after 5 p.m., the Campus Police chief (or designee) should contact the night administrator.

## **Severe Weather**

Campus Police have posted building maps indicating "safe areas" during a tornado warning or severe weather situation. These building maps have been placed on the bulletin boards in each building and distributed to each office complex. In the event of severe weather and/or tornado warnings, divisions will be notified by the Campus Police department. During severe weather and/or tornado warnings, students and instructors who are having class in the outside classrooms (where windows face the outside areas) will move to the center classrooms of each building and remain in these classrooms until informed to return to class or leave the building.

St. Louis Community College will remain open except under very severe weather conditions and during other unexpected emergencies. In the event of severe weather, the decision to close, delay the schedule or cancel classes will be made as early as feasible and will take into consideration the current weather, the forecasted weather and the decision of surrounding educational institutions.

Official announcements will be broadcast on KMOX-AM (1120) Radio, and television Channels 2, 4 and 5. On television, announcements are broadcast beginning at 5:30 a.m. at the bottom of the screen. Severe weather announcements are announced by campus.

Updates also will be posted on the home page of the STLCC website and on the main page for each campus.

If the college is **closed**, all classes are canceled for the day. No campus or location functions will be permitted.

If a **delayed schedule** is announced, the location will delay opening until 9:30 a.m. Classes beginning before 9:30 a.m. will be canceled for that day. Classes will begin at 9:30 a.m. or the next regularly scheduled time for that day.

In the absence of any announcement, staff should adhere to the normal schedule, regardless of the announcements of closings of public schools or other institutions. Closing decisions are made by campus, and not for the entire district. Be certain that broadcast information is for Florissant Valley. Florissant Valley also maintains a severe weather/school closing phone line at 314-513-4949. Information also is posted on the college's home page.

## **Evacuation of Disabled Persons**

### ***Visually Impaired Persons***

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her. (This is the preferred method when acting as a "sighted guide.")

### ***Hearing Impaired Persons***

Although some modern buildings are equipped with flashing light alarms, most buildings are equipped with sound alarms. Therefore, persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

1. Writing a note telling what the emergency is and the nearest evacuation route.
2. Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

### ***Persons Using Crutches, Canes or Walkers***

Such persons should be treated as if they were injured persons for evacuation purposes. Carrying options include using a two-person lock-arm position or having the person sit in a sturdy chair, preferably one with arms.

### ***Nonambulatory Persons***

Most nonambulatory persons will be able to exit safely without assistance if on the ground floor. Some people have minimal ability to move, and lifting them may be dangerous to their well-being. Nonambulatory persons' needs and preferences will vary. Always consult the person as to his/her preference with regard to ways of being moved.

## **Bomb Threat**

### ***Telephoned Threats***

1. Call Campus Police at 314-513-4300.
2. If told to, evacuate the building, using the fire drill procedures. Do not announce that the evacuation is due to a bomb threat. Avoid panic. People may be unnecessarily injured.
3. Any search will be conducted by police, firefighters and other trained people.

### ***Suspicious Devices***

1. Do not touch the device in any way. Evacuate and seal off the area, using the fire drill procedures.
2. Call Campus Police at 314-513-4300.
3. Wait a safe distance away from the area for trained people to examine and dispose of the device.

### **Carbon Monoxide Alarm**

1. Evacuate the building immediately; respond to the designated assembly area.
2. Call Campus Police at 314-513-4300; use a telephone away from the inside of the building.
3. Do not reenter the building until the fire department and the Campus Police give permission.

### **Chemical Spill**

#### ***At the time of the spill:***

1. Evacuate the area, using normal fire evacuation procedures.
2. Call Campus Police at 4300.

#### ***If a spill is discovered and it appears that action has not been taken:***

1. Do not touch it if you are not sure of what it is.
2. Keep people away from the area.
3. Call Campus Police at 4300.

### **Earthquake**

#### ***If inside during the earthquake:***

1. Stay inside.
2. Crawl under sturdy furniture.
3. Move to an inside wall or doorway.
4. Stay away from glass and other items on the walls.

#### ***After the shaking stops:***

1. Do not use open flames (candles, matches or lighters).
2. Evacuate the area, using normal fire drill procedures.

#### ***If outside during the earthquake:***

1. Stay in the open.
2. Keep away from buildings, trees and electrical poles and wires.

#### ***After the shaking stops:***

1. Do not use open flames (candles, matches or lighters).
2. Do not enter buildings until it is determined that they are safe.

## **Fire**

1. Sound the fire alarm. Do not attempt to put out any fire before sounding the fire alarm.
2. Evacuate the building, using the fire evacuation plan.
3. Move people a safe distance away from the building.
4. Have someone notify Campus Police at 314-513-4300.

## **Tornado**

### ***Watches and Warnings***

A **tornado watch** is given when weather conditions are favorable to the formation of tornadoes, for example, during severe thunderstorms. During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A **tornado warning** is given when a tornado funnel is sighted or indicated by radar. You should take shelter immediately. Because tornadoes can form and move quickly, there may not be time for a warning. That is why it is important to stay alert during severe storms.

Although there is no guaranteed safe place during a tornado, some locations are better than others. By following these suggested safety tips, you can increase your chances for survival.

### ***If inside during the tornado:***

1. Evacuate to specific indoor locations.
2. Avoid windows and glass doorways.
3. Stay away from bookshelves that might fall on you.
4. Protect your head and make yourself as small a target as possible by crouching down.
5. If the lights go out, use a flashlight only; do not use a match, lighter or any open flame.

### ***If outside during the tornado:***

1. Lie in a gully, ditch or low spot in the ground.
2. Protect your body and head with anything available.
3. Do not go into damaged buildings; they may collapse completely.

## **Weapons and/or Shots Fired on Campus**

If you see a person(s) with weapons on campus or hear shots being fired:

1. If it is safe to do so, notify Campus Police at 314-513-4300 or by using a campus emergency phone.
2. Warn others in the vicinity of the threat.
3. Safety should be the main concern. Everyone in an area should remain under cover, concealed and quiet. Keep away from windows and openings. If you are in a room, lock, barricade or secure doors if possible.
4. If the shooter is seen—do not engage the shooter. This could lead to a hostage situation.
5. Campus Police and/or other law enforcement officials will take control of the building and situation as soon as possible. Comply fully with these officials.
6. At no time should you leave a locked room or classroom unless advised so by police or appropriate campus official.

### ***Information Police Dispatcher Will Need When You Call to Report Weapons or Shots Fired***

- Your name
- Location of person with weapon or where firings occurred
- Description, including number of suspects and their identity if known
- Any known injuries

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<b>Service Week: August 15-21</b>	
<b>MONDAY 15</b>	<b>TUESDAY 16</b>
	Service day.
<b>WEDNESDAY 17</b>	<b>THURSDAY 18</b>
Service day.	Service day.
<b>FRIDAY 19</b>	<b>SATURDAY 20</b>
Service day.	First day of regular classes.
	<b>SUNDAY 21</b>

<b>Week 1: August 22-28</b>	
<b>MONDAY</b>	<b>22</b>
<b>TUESDAY</b>	<b>23</b>
<p>Promotion announcement in newsletter.</p> <p>"Firecracker Press" exhibit opens in Contemporary Art Gallery and runs through Sept. 15.</p> <p>Auditions for <i>The Pillowman</i>.</p>	<p>Auditions for <i>The Pillowman</i>.</p>
<b>WEDNESDAY</b>	<b>24</b>
<b>THURSDAY</b>	<b>25</b>
<b>FRIDAY</b>	<b>26</b>
<b>SATURDAY</b>	<b>27</b>
<p>Faculty eligible for sabbatical leave notified by VP for Academic Affairs.</p>	<b>SUNDAY</b>
	<b>28</b>

<b>Week 2: August 29-September 4</b>	
<b>MONDAY 29</b>	<b>TUESDAY 30</b>
<b>WEDNESDAY 31</b>	<b>THURSDAY 1</b>
	Reception for "Firecracker Press" exhibit, Contemporary Art Gallery.
<b>FRIDAY 2</b>	<b>SATURDAY 3</b>
	Holiday—no classes.
	<b>SUNDAY 4</b>
	Holiday—no classes.

<b>Week 3: September 5-11</b>	
<b>MONDAY</b> <b>5</b>	<b>TUESDAY</b> <b>6</b>
Holiday—no classes.	
<b>WEDNESDAY</b> <b>7</b>	<b>THURSDAY</b> <b>8</b>
Promotion workshop.	
<b>FRIDAY</b> <b>9</b>	<b>SATURDAY</b> <b>10</b>
	<b>SUNDAY</b> <b>11</b>

<b>Week 4: September 12-18</b>	
<b>MONDAY 12</b>	<b>TUESDAY 13</b>
<b>WEDNESDAY 14</b>	<b>THURSDAY 15</b>
Sabbatical workshop.	
<b>FRIDAY 16</b>	<b>SATURDAY 17</b>
President appoints Sabbatical committee and committee chair. Theatre production: One-Act Festival at Forest Park, 8 p.m.	Theatre production: One-Act Festival at Forest Park, 8 p.m.
	<b>SUNDAY 18</b>
	Theatre production: One-Act Festival at Forest Park, 3 p.m.

<b>Week 5: September 19-25</b>	
<b>MONDAY 19</b>	<b>TUESDAY 20</b>
<b>WEDNESDAY 21</b>	<b>THURSDAY 22</b>
<b>FRIDAY 23</b>	<b>SATURDAY 24</b>
	<b>SUNDAY 25</b>

<b>Week 6: September 26-October 2</b>			
<b>MONDAY</b>	<b>26</b>	<b>TUESDAY</b>	<b>27</b>
<p>"Innovations in Textile 9: Appalachian Center for Craft" exhibit opens in Contemporary Art Gallery and runs through Nov. 3.</p>			
<b>WEDNESDAY</b>	<b>28</b>	<b>THURSDAY</b>	<b>29</b>
		<p>Reception for "Innovations in Textile 9: Appalachian Center for Craft" exhibit, Contemporary Art Gallery.</p>	
<b>FRIDAY</b>	<b>30</b>	<b>SATURDAY</b>	<b>1</b>
<p>Theatre production: <i>The Pillowman</i>, 8 p.m.</p>		<p>Theatre production: <i>The Pillowman</i>, 8 p.m.</p>	
		<b>SUNDAY</b>	<b>2</b>
		<p>Theatre production: <i>The Pillowman</i>, 2 p.m.</p>	

<b>Week 7: October 3-9</b>	
<b>MONDAY 3</b>	<b>TUESDAY 4</b>
<b>WEDNESDAY 5</b>	<b>THURSDAY 6</b>
<b>FRIDAY 7</b>	<b>SATURDAY 8</b>
<p>Student evaluations of instructor complete.</p> <p>Sabbatical leave proposals due to VP for Academic Affairs.</p> <p>Promotion eligibility certifications due to division deans.</p> <p>Theatre production: <i>The Pillowman</i>, 8 p.m.</p>	<p>Theatre production: <i>The Pillowman</i>, 8 p.m.</p>
	<b>SUNDAY 9</b>

<b>Week 8: October 10-16</b>	
<b>MONDAY 10</b>	<b>TUESDAY 11</b>
<b>WEDNESDAY 12</b>	<b>THURSDAY 13</b>
<b>FRIDAY 14</b>	<b>SATURDAY 15</b>
<p>Campus Sabbatical committee begins work.</p> <p>Promotion eligibility certifications due to VP for Academic Affairs from division deans.</p> <p>Midterm.</p>	
	<b>SUNDAY 16</b>

<b>Week 9: October 17-23</b>	
<b>MONDAY 17</b>	<b>TUESDAY 18</b>
	Service Day—no classes.
<b>WEDNESDAY 19</b>	<b>THURSDAY 20</b>
<b>FRIDAY 21</b>	<b>SATURDAY 22</b>
Promotion eligibility certifications due to president from VP for Academic Affairs.	
	<b>SUNDAY 23</b>

<b>Week 10: October 24-30</b>	
<b>MONDAY 24</b>	<b>TUESDAY 25</b>
<b>WEDNESDAY 26</b>	<b>THURSDAY 27</b>
<b>FRIDAY 28</b>	<b>SATURDAY 29</b>
	<b>SUNDAY 30</b>

<b>Week 11: October 31-November 6</b>	
<b>MONDAY</b>	<b>31</b>
<p>Report regarding sabbaticals due from campus Sabbatical committee.</p> <p>Last day sabbatical applicants may withdraw from process.</p>	<b>TUESDAY</b>
<b>WEDNESDAY</b>	<b>2</b>
	<b>THURSDAY</b>
<b>FRIDAY</b>	<b>4</b>
<p>President completes certification of eligibility for promotion.</p>	<b>SATURDAY</b>
	<b>SUNDAY</b>
	<b>6</b>

<b>Week 12: November 7-13</b>	
<b>MONDAY</b>	<b>7</b>
<p>Faculty self-documentation, faculty choice indicators, other required indicators due to deans, along with student evaluations and classroom visit.</p> <p>Deans' sabbatical leave recommendations due to VP for Academic Affairs.</p> <p>Deans' probationary instructor evaluations due to president.</p>	<b>TUESDAY</b>
<b>WEDNESDAY</b>	<b>8</b>
<b>THURSDAY</b>	<b>9</b>
<b>FRIDAY</b>	<b>10</b>
<p>Student withdrawal deadline for full-semester classes.</p> <p>Theatre production: FV Children's Show, 7 p.m.</p>	<b>SATURDAY</b>
<b>SUNDAY</b>	<b>11</b>
<b>SUNDAY</b>	<b>12</b>
<b>SUNDAY</b>	<b>13</b>
<b>SUNDAY</b>	<b>13</b>
<p>Theatre production: FV Children's Show, 2 p.m.</p>	<b>SUNDAY</b>
<b>SUNDAY</b>	<b>13</b>
<p>Theatre production: FV Children's Show, 2 p.m.</p>	<b>SUNDAY</b>

<b>Week 13: November 14-20</b>	
<b>MONDAY</b>	<b>14</b>
<p>"Works in Progress" exhibit opens in Contemporary Art Gallery and runs through Dec. 8.</p> <p>Talk/reception for "Works in Progress" exhibit, Contemporary Art Gallery.</p>	<b>TUESDAY</b>
	<b>15</b>
	Sabbatical leave recommendations due from VP for Academic Affairs to president.
<b>WEDNESDAY</b>	<b>16</b>
	<b>THURSDAY</b>
	<b>17</b>
	Midterm grades due.
<b>FRIDAY</b>	<b>18</b>
<p>Instructional divisions elect faculty to campus and division Promotion in Rank committees.</p> <p>President appoints two administrators to serve on campus Promotion committee.</p>	<b>SATURDAY</b>
	<b>19</b>
	<b>SUNDAY</b>
	<b>20</b>
	FV Symphony Orchestra Concert, 3 p.m., Theatre.

<b>Week 14: November 21-27</b>	
<b>MONDAY 21</b>	<b>TUESDAY 22</b>
<b>WEDNESDAY 23</b>	<b>THURSDAY 24</b>
	Holiday—no classes.
<b>FRIDAY 25</b>	<b>SATURDAY 26</b>
Holiday—no classes.	Holiday—no classes.
	<b>SUNDAY 27</b>
	Holiday—no classes.

<b>Week 15: November 28-December 4</b>	
<b>MONDAY 28</b>	<b>TUESDAY 29</b>
<b>WEDNESDAY 30</b>	<b>THURSDAY 1</b>
Jazz Concert, 7 p.m., Theatre. Auditions for <i>Almost, Maine</i> .	President's sabbatical leave recommendations due to chancellor. Auditions for <i>Almost, Maine</i> .
<b>FRIDAY 2</b>	<b>SATURDAY 3</b>
Continuing faculty evaluation summaries completed by deans and due to VP for Academic Affairs.	
	<b>SUNDAY 4</b>

<b>Week 16: December 5-11</b>	
<b>MONDAY 5</b>	<b>TUESDAY 6</b>
<b>WEDNESDAY 7</b>	<b>THURSDAY 8</b>
	FV Chorus Performance, 7 p.m., Theatre.
<b>FRIDAY 9</b>	<b>SATURDAY 10</b>
	<b>SUNDAY 11</b>
	Last day of semester classes.

<b>Finals Week: December 12-18</b>	
<b>MONDAY</b>	<b>12</b>
Final examinations. Student Piano Recital, 7 p.m., Theatre.	
<b>TUESDAY</b>	<b>13</b>
Final examinations.	
<b>WEDNESDAY</b>	<b>14</b>
Final examinations.	
<b>THURSDAY</b>	<b>15</b>
Final examinations.	
<b>FRIDAY</b>	<b>16</b>
Final examinations.	
<b>SATURDAY</b>	<b>17</b>
Final examinations.	
<b>SUNDAY</b>	<b>18</b>
Final examinations.	

<b>December 19-25</b>	
<b>MONDAY 19</b>	<b>TUESDAY 20</b>
Grades due.	Official degree conferral date.
<b>WEDNESDAY 21</b>	<b>THURSDAY 22</b>
<b>FRIDAY 23</b>	<b>SATURDAY 24</b>
College closed.	College closed.
	<b>SUNDAY 25</b>
	College closed.

<b>December 26-January 1</b>	
<b>MONDAY 26</b>	<b>TUESDAY 27</b>
College closed.	College closed.
<b>WEDNESDAY 28</b>	<b>THURSDAY 29</b>
College closed.	College closed.
<b>FRIDAY 30</b>	<b>SATURDAY 31</b>
College closed.	College closed.
	<b>SUNDAY 1</b>
	College closed.

<b>January 2-8</b>	
<b>MONDAY 2</b>	<b>TUESDAY 3</b>
College closed.	College reopens.
<b>WEDNESDAY 4</b>	<b>THURSDAY 5</b>
<b>FRIDAY 6</b>	<b>SATURDAY 7</b>
	<b>SUNDAY 8</b>

<b>Service Week: January 9-15</b>	
<b>MONDAY 9</b>	<b>TUESDAY 10</b>
Service day.	Service day.
<b>WEDNESDAY 11</b>	<b>THURSDAY 12</b>
Service day.	Service day.
<b>FRIDAY 13</b>	<b>SATURDAY 14</b>
Service day.	
	<b>SUNDAY 15</b>

<b>Week 1: January 16-22</b>	
<b>MONDAY 16</b>	<b>TUESDAY 17</b>
Holiday.	Spring classes begin.
<b>WEDNESDAY 18</b>	<b>THURSDAY 19</b>
<b>FRIDAY 20</b>	<b>SATURDAY 21</b>
	<b>SUNDAY 22</b>

<b>Week 2: January 23-29</b>	
<b>MONDAY 23</b>	<b>TUESDAY 24</b>
<p>"High School Art Exhibit" opens in Contemporary Art Gallery and runs through Feb. 16.</p>	
<b>WEDNESDAY 25</b>	<b>THURSDAY 26</b>
<b>FRIDAY 27</b>	<b>SATURDAY 28</b>
	<b>SUNDAY 29</b>

<b>Week 3: January 30-February 5</b>	
<b>MONDAY 30</b>	<b>TUESDAY 31</b>
<b>WEDNESDAY 1</b>	<b>THURSDAY 2</b>
<b>FRIDAY 3</b>	<b>SATURDAY 4</b>
	<b>SUNDAY 5</b>

<b>Week 4: February 6-12</b>	
<b>MONDAY 6</b>	<b>TUESDAY 7</b>
<b>WEDNESDAY 8</b>	<b>THURSDAY 9</b>
<b>FRIDAY 10</b>	<b>SATURDAY 11</b>
	<b>SUNDAY 12</b>

<b>Week 5: February 13-19</b>	
<b>MONDAY 13</b>	<b>TUESDAY 14</b>
<b>WEDNESDAY 15</b>	<b>THURSDAY 16</b>
	Reception for "High School Art Exhibit," Contemporary Art Gallery.
<b>FRIDAY 17</b>	<b>SATURDAY 18</b>
Theatre production: <i>Almost, Maine</i> , 8 p.m.	Theatre production: <i>Almost, Maine</i> , 8 p.m.
	<b>SUNDAY 19</b>
	Theatre production: <i>Almost, Maine</i> , 2 p.m.

<b>Week 6: February 20-26</b>	
<b>MONDAY 20</b>	<b>TUESDAY 21</b>
Holiday—no classes.	Auditions for <i>The Vagina Monologues</i> .
<b>WEDNESDAY 22</b>	<b>THURSDAY 23</b>
Auditions for <i>The Vagina Monologues</i> .	
<b>FRIDAY 24</b>	<b>SATURDAY 25</b>
Theatre production: <i>Almost, Maine</i> , 8 p.m.	Theatre production: <i>Almost, Maine</i> , 8 p.m.
	<b>SUNDAY 26</b>

<b>Week 7: February 27-March 4</b>	
<b>MONDAY 27</b>	<b>TUESDAY 28</b>
<b>WEDNESDAY 29</b>	<b>THURSDAY 1</b>
<b>FRIDAY 2</b>	<b>SATURDAY 3</b>
	<b>SUNDAY 4</b>
	FV Symphony Orchestra Concert, 3 p.m., Theatre.

<b>Week 8: March 5-11</b>	
<b>MONDAY 5</b>	<b>TUESDAY 6</b>
<p>"Rene Marie Muhl: Interconnectedness" exhibit opens in Contemporary Art Gallery and runs through April 5.</p>	
<b>WEDNESDAY 7</b>	<b>THURSDAY 8</b>
	<p>Reception for "Rene Marie Muhl: Interconnectedness" exhibit, Contemporary Art Gallery.</p>
<b>FRIDAY 9</b>	<b>SATURDAY 10</b>
<p>Midterm.</p>	
	<b>SUNDAY 11</b>

<b>Spring Break: March 12-18</b>	
<b>MONDAY 12</b>	<b>TUESDAY 13</b>
Spring Break—no classes. Midterm grades due.	Spring Break—no classes.
<b>WEDNESDAY 14</b>	<b>THURSDAY 15</b>
Spring Break—no classes.	Spring Break—no classes.
<b>FRIDAY 16</b>	<b>SATURDAY 17</b>
Spring Break—no classes. Spring Holiday.	Spring Break—no classes.
	<b>SUNDAY 18</b>
	Spring Break—no classes.

<b>Week 9: March 19-25</b>	
<b>MONDAY 19</b>	<b>TUESDAY 20</b>
<b>WEDNESDAY 21</b>	<b>THURSDAY 22</b>
<b>FRIDAY 23</b>	<b>SATURDAY 24</b>
	<b>SUNDAY 25</b>

<b>Week 10: March 26-April 1</b>	
<b>MONDAY 26</b>	<b>TUESDAY 27</b>
<b>WEDNESDAY 28</b>	<b>THURSDAY 29</b>
<b>FRIDAY 30</b>	<b>SATURDAY 31</b>
	<b>SUNDAY 1</b>

<b>Week 11: April 2-8</b>	
<b>MONDAY 2</b>	<b>TUESDAY 3</b>
<b>WEDNESDAY 4</b>	<b>THURSDAY 5</b>
<b>FRIDAY 6</b>	<b>SATURDAY 7</b>
	<b>SUNDAY 8</b>

<b>Week 12: April 9-15</b>	
<b>MONDAY 9</b>	<b>TUESDAY 10</b>
<b>WEDNESDAY 11</b>	<b>THURSDAY 12</b>
<b>FRIDAY 13</b>	<b>SATURDAY 14</b>
<p>Withdrawal deadline.</p> <p>Theatre production: <i>The Vagina Monologues</i>, 8 p.m.</p>	<p>Theatre production: <i>The Vagina Monologues</i>, 8 p.m.</p>
	<b>SUNDAY 15</b>
	<p>Theatre production: <i>The Vagina Monologues</i>, 2 p.m.</p>

<b>Week 13: April 16-22</b>	
<b>MONDAY</b>	<b>16</b>
<b>TUESDAY</b>	<b>17</b>
	Auditions for <i>An Evening of One-Acts</i> .
<b>WEDNESDAY</b>	<b>18</b>
Auditions for <i>An Evening of One-Acts</i> .	
<b>THURSDAY</b>	<b>19</b>
<b>FRIDAY</b>	<b>20</b>
Theatre production: <i>The Vagina Monologues</i> , 8 p.m.	
	<b>SATURDAY</b>
	<b>21</b>
	Theatre production: <i>The Vagina Monologues</i> , 8 p.m.
	<b>SUNDAY</b>
	<b>22</b>

<b>Week 14: April 23-29</b>	
<b>MONDAY 23</b>	<b>TUESDAY 24</b>
<p>"Mega Student Art Exhibit" opens in Contemporary Art Gallery and runs through May 10.</p>	<p>Paul Higdon Piano Recital, 6:30 p.m., Theatre.</p>
<b>WEDNESDAY 25</b>	<b>THURSDAY 26</b>
<p>Shelly Monier Flute Recital, 6:30 p.m., Theatre.</p>	
<b>FRIDAY 27</b>	<b>SATURDAY 28</b>
	<b>SUNDAY 29</b>

<b>Week 15: April 30-May 6</b>	
<b>MONDAY 30</b>	<b>TUESDAY 1</b>
<b>WEDNESDAY 2</b>	<b>THURSDAY 3</b>
Jazz Concert, 7 p.m., Theatre.	FV Chorus Performance, 7 p.m., Theatre.
<b>FRIDAY 4</b>	<b>SATURDAY 5</b>
	<b>SUNDAY 6</b>
	FV Symphony Orchestra Concert, 3 p.m., Theatre.

<b>Week 16/Finals: May 7-13</b>	
<b>MONDAY</b>	<b>7</b>
<p>Final scheduled day of classes. Student Piano Recital, 7 p.m., Theatre.</p>	
<b>TUESDAY</b>	<b>8</b>
<p>Final examinations (through May 14).</p>	
<b>WEDNESDAY</b>	<b>9</b>
<p>Final examinations (through May 14).</p>	
<b>THURSDAY</b>	<b>10</b>
<p>Final examinations (through May 14). Reception for "Mega Student Art Exhibit," Contemporary Art Gallery.</p>	
<b>FRIDAY</b>	<b>11</b>
<p>Final examinations (through May 14).</p>	
<b>SATURDAY</b>	<b>12</b>
<p>Final examinations (through May 14).</p>	
<b>SUNDAY</b>	<b>13</b>
<p>Final examinations (through May 14).</p>	

<b>May 14-20</b>	
<b>MONDAY</b>	<b>14</b>
<b>TUESDAY</b>	<b>15</b>
Final examinations.	
<b>WEDNESDAY</b>	<b>16</b>
<b>THURSDAY</b>	<b>17</b>
	Spring final grades due.
<b>FRIDAY</b>	<b>18</b>
<b>SATURDAY</b>	<b>19</b>
Official degree conferral date.	
	<b>SUNDAY</b>
	<b>20</b>

<b>Week 1: May 21-27</b>	
<b>MONDAY 21</b>	<b>TUESDAY 22</b>
Summer term begins.	
<b>WEDNESDAY 23</b>	<b>THURSDAY 24</b>
<b>FRIDAY 25</b>	<b>SATURDAY 26</b>
	<b>SUNDAY 27</b>

<b>Week 2: May 28-June 3</b>	
<b>MONDAY 28</b>	<b>TUESDAY 29</b>
Holiday—no classes.	
<b>WEDNESDAY 30</b>	<b>THURSDAY 31</b>
<b>FRIDAY 1</b>	<b>SATURDAY 2</b>
	<b>SUNDAY 3</b>

<b>Week 3: June 4-10</b>			
<b>MONDAY</b>	<b>4</b>	<b>TUESDAY</b>	<b>5</b>
Most 8-week classes begin.			
<b>WEDNESDAY</b>	<b>6</b>	<b>THURSDAY</b>	<b>7</b>
Theatre production: <i>An Evening of One-Acts</i> , 8 p.m.		Theatre production: <i>An Evening of One-Acts</i> , 8 p.m.	
<b>FRIDAY</b>	<b>8</b>	<b>SATURDAY</b>	<b>9</b>
Theatre production: <i>An Evening of One-Acts</i> , 8 p.m.		Theatre production: <i>An Evening of One-Acts</i> , 8 p.m.	
		<b>SUNDAY</b>	<b>10</b>
		Theatre production: <i>An Evening of One-Acts</i> , 2 p.m.	

<b>Week 4: June 11-17</b>	
<b>MONDAY 11</b>	<b>TUESDAY 12</b>
<b>WEDNESDAY 13</b>	<b>THURSDAY 14</b>
<b>FRIDAY 15</b>	<b>SATURDAY 16</b>
	<b>SUNDAY 17</b>

<b>Week 5: June 18-24</b>	
<b>MONDAY 18</b>	<b>TUESDAY 19</b>
<b>WEDNESDAY 20</b>	<b>THURSDAY 21</b>
<b>FRIDAY 22</b>	<b>SATURDAY 23</b>
	<b>SUNDAY 24</b>

<b>Week 6: June 25-July 1</b>	
<b>MONDAY 25</b>	<b>TUESDAY 26</b>
<b>WEDNESDAY 27</b>	<b>THURSDAY 28</b>
<b>FRIDAY 29</b>	<b>SATURDAY 30</b>
	<b>SUNDAY 1</b>

<b>Week 7: July 2-8</b>	
<b>MONDAY</b> <b>2</b>	<b>TUESDAY</b> <b>3</b>
<b>WEDNESDAY</b> <b>4</b>	<b>THURSDAY</b> <b>5</b>
Holiday—no classes.	
<b>FRIDAY</b> <b>6</b>	<b>SATURDAY</b> <b>7</b>
	<b>SUNDAY</b> <b>8</b>

<b>Week 8: July 9-15</b>	
<b>MONDAY 9</b>	<b>TUESDAY 10</b>
<b>WEDNESDAY 11</b>	<b>THURSDAY 12</b>
<b>FRIDAY 13</b>	<b>SATURDAY 14</b>
	<b>SUNDAY 15</b>

<b>Week 9: July 16-22</b>	
<b>MONDAY 16</b>	<b>TUESDAY 17</b>
<b>WEDNESDAY 18</b>	<b>THURSDAY 19</b>
<b>FRIDAY 20</b>	<b>SATURDAY 21</b>
	<b>SUNDAY 22</b>

<b>Week 10: July 23-29</b>	
<b>MONDAY 23</b>	<b>TUESDAY 24</b>
<b>WEDNESDAY 25</b>	<b>THURSDAY 26</b>
<b>FRIDAY 27</b>	<b>SATURDAY 28</b>
	<b>SUNDAY 29</b>
	Last scheduled day of classes.

<b>July 30-August 5</b>	
<b>MONDAY 30</b>	<b>TUESDAY 31</b>
Final grades due.	Official degree conferral date.
<b>WEDNESDAY 1</b>	<b>THURSDAY 2</b>
<b>FRIDAY 3</b>	<b>SATURDAY 4</b>
	<b>SUNDAY 5</b>

## **Glossary of College Terms**

AACC	American Association of Community Colleges
AAMI	African-American Male Initiative
ACCT	Association of Community College Trustees
ACE	American Council on Education
ALP	Accelerated Learning Program
ASC	Academic Support Center
BBPST	Budget and Business Policy Strategic Team
BHD	Business and Human Development division
BOT	Board of Trustees
BRDG Park	Bio-Research and Development Growth Park
CAC	College Academic Council
CASE	Council for the Advancement and Support of Education
CASS	Cooperative Association of States for Scholarships
CBHE	Coordinating Board for Higher Education (Mo.)
CBIL	Center for Business, Industry and Labor
CC	Joseph P. Cosand Center
CDC	Child Development Center
CDC	Council of Department Chairs
CE	Continuing Education office
CES	Career and Employment Services
CIAC	College Institutional Affairs Council
CLEP	College Level Examination Program
CPLS	Center for Plant and Life Sciences
CR	Community Relations office
CTL	Center for Teaching and Learning
DCC	District Curricula Committee
DCS	Deaf Communication Studies
DED	Department of Economic Development (Mo.)
DESE	Department of Elementary and Secondary Education (Mo.)
DHE	Department of Higher Education (Mo.)
DIRC	District Instructional Resources Committee
EAP	Employee Assistance Program
EC	Emerson Center for Engineering and Manufacturing
ESL	English as a Second Language

FACS	Family and Consumer Sciences department
FP	Forest Park campus
FV	Florissant Valley campus
FVAC	Florissant Valley Academic Council
FVIAC	Florissant Valley Institutional Affairs Council
GEAR UP	Gaining Early Awareness and Readiness for Undergraduate Programs
GEMS	Global Enterprise Management System
HEC	William J. Harrison Education Center
HRD	Human Resource Development office
IO	Interdepartmental Order
IR	Instructional Resources
IS	Information Systems
ITS	Information and Telecommunication Systems
LA	Liberal Arts division
LT	Leadership Team
M or MC	Meramec campus
MACTE	Missouri Association of Career and Technical Education
MCCA	Missouri Community College Association
MoBIO	Missouri Biotechnology Association
MOBIUS	Missouri Bibliographic Information User Service
MORENET	Missouri Research and Education Network
MPR	Multipurpose Room (Student Center)
MSET	Mathematics, Science, Engineering and Technology division
MySTLCC	(common credential for computer services)
my.stlcc.edu	(student e-mail)
NCA	North Central Association (now called the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools)
NYSP	National Youth Sports Program
PDR	Private Dining Room (Student Center)
PO	Purchase Order
PPASS	Payroll and Personnel Assignment Status Sheet
RCGA	Regional Chamber and Growth Association
RTEC	Regional Technical Education Consortium
SCEUC	South County Education and University Center
SGA	Student Government Association

SI	Supplemental Instruction
SSR	Statement of Services Rendered
STARS	Strategic Technology and Redesign of Services
STLCC	St. Louis Community College
TANF	Temporary Assistance for Needy Families
TC	Training Center
TDD	Telecommunications Device for the Deaf
TESS	Technology and Educational Support Services
TLC	Technology Learning Center
VCASA	Vice Chancellor for Academic and Student Affairs
VCBF	Vice Chancellor for Business and Finance
VCTESS	Vice Chancellor for Technology and Educational Support Services
VCWCD	Vice Chancellor for Workforce and Community Development
VPAA	Vice President for Academic Affairs
VPSA	Vice President for Student Affairs
WW	Wildwood campus

### **Non-Discrimination Statement**

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination.

**CBIL**—Judy Koenig, supervisor, Downtown Education Center, 300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5360

**Cosand Center**—Patricia Henderson, manager, Employment and Recruitment, 300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5214

**Florissant Valley**—Laura Sterman, vice president, Student Affairs, 3400 Pershall Road, St. Louis, MO 63135-1408, 314-513-4250

**Forest Park**—Thomas Walker, Jr., vice president, Student Affairs, 5600 Oakland Ave., St. Louis, MO 63110-1316, 314-644-9212

**Meramec**—Linden Crawford, vice president, Student Affairs, 11333 Big Bend Road, St. Louis, MO 63122-5720, 314-984-7609

**Wildwood**—Marilyn Taras, director, Student Affairs, 2645 Generations Drive, Wildwood, MO 63040-1168, 636-422-2004

**Section 504/Title II Coordinator**—Donna Dare, vice chancellor for Academic and Student Affairs, 300 S. Broadway, St. Louis, MO 63102-2800, 314-539-5285

### **Accommodations Statement**

St. Louis Community College is committed to providing access and reasonable accommodations for individuals with disabilities. If you have accommodation needs, please contact the Access office at the campus where you are registering at least six weeks prior to the start of class to request accommodations. Event accommodation requests should be made with the event coordinator at least two working days prior to the event. Documentation of disability may be required.

