

FACULTY HANDBOOK



TRINIDAD STATE JUNIOR COLLEGE

VALLEY CAMPUS

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INTRODUCTION TO THE COLLEGE

When and where did TSJC get its start?

History

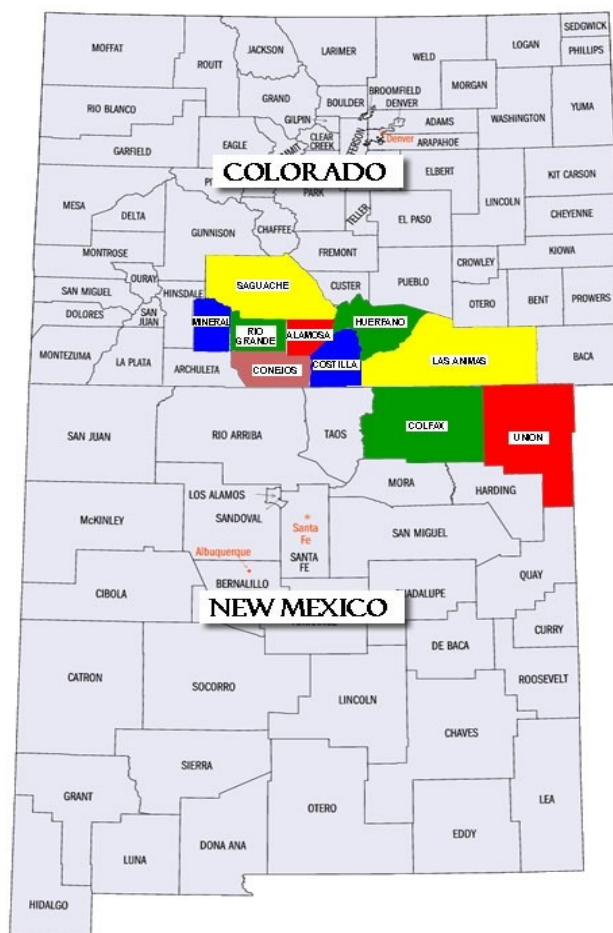
In April 1925, the Colorado General Assembly authorized the establishment of a junior college at Trinidad, Colorado, creating the first junior college in Colorado, but no appropriations were granted at that time. From 1926, when thirty-seven students first enrolled, to 1937, the junior college operated as a municipal institution, receiving its base of support from the Trinidad Public School District while functioning under the auspices of the local Board of Education and the Superintendent of Schools. In 1937, following passage of legislation permitting the formation of local district colleges, the Las Animas County Junior College District was established by an affirmative vote of the Las Animas County taxpayers and the College became tax-supported from a local county 0.75 mill levy, with its own governing board, in 1938.

In 1967, through legislative action, a state system of community colleges was created and the SBCCOE was established. The 1967 statute also included provisions whereby a local district junior college could join the state system of community colleges through a vote of the electorate. TSJC became a part of the state system of community colleges on July 1, 1968 following a positive vote of the Trinidad area electorate. The College has functioned successfully in this system for 40 years.

Through legislation (Colorado House Bill 1330 in 1981) and a formal reciprocity agreement with the State of New Mexico, the College is further charged with the responsibility to provide educational programs and services for residents of northern New Mexico. TSJC merged with the San Luis Valley Area Vocational School in Alamosa in 1994, which broadened the service area by six counties, and has provided the San Luis Valley residents access to a two-year public institution of higher education.

What community does TSJC serve?

TSJC's service area includes eight rural counties - Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache. Through a tuition reciprocity agreement with the state of New Mexico, TSJC also provides post-secondary education to residents of northern New Mexico counties which border TSJC's Colorado service area on the south. Tuition reciprocity agreements between Colorado and New Mexico allow students to attend TSJC at in-state tuition rate.



The population is almost evenly split between Caucasian and persons of Hispanic or Latino origin. Overall the counties are 52.5% Caucasian and 43.4% of Hispanic or Latino origin. Because of the ethnic makeup of its service area and its student body, TSJC is recognized as a Hispanic Serving Institution (HSI) by the United States Department of Education, Title III – Title V Application.

What is TSJC’s mission and vision?

Mission & Vision

Mission Statement

Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.

Vision Statement

Trinidad State Junior College will continue to be an active partner in building and maintaining academic excellence and economic vitality in the region it serves.

As stated in our Mission and Vision statements, TSJC is committed to providing students with career and technical education opportunities as well as preparing them to transfer to universities in pursuit of a baccalaureate degree. Because high quality education is a priority at TSJC, we are committed to employing excellent staff and faculty. With these employees, the College is able to provide top-notch service to our students and to the community.

In addition, TSJC has an obligation to serve area businesses by providing high quality employees and training opportunities specific to these businesses. Under innovative leadership, the College has built a distinguished reputation among Colorado’s community colleges as a leader in business and industry partnerships.

What are the College’s strategic priorities?

Strategic Priorities

TSJC’s strategic planning process establishes the major initiatives for the College for a three-year period. The 2008-2011 Strategic Plan builds on our past successes and also addresses future challenges and opportunities. The

Introduction

Plan demonstrates our commitment to our Mission and Vision by addressing four Strategic Priorities:

- *To optimize student access*
- *To promote student success*
- *To provide operation excellence*
- *To maximize community relationships*

Reporting on strategic priorities is done via TracDat software and is usually at the request of information from your division chair, dean, or Director of Strategic Planning. Each year, a Strategic Plan Annual Report is generated and distributed.

The Strategic Plan can be accessed on TSJC's website, or a hard copy can be obtained from the Dean of Arts and Sciences.

Student Profile

Who is the "typical" TSJC student?

Actually, there is no "typical" student! In Fall 2008, as evidenced in the tables that follow, TSJC's approximately 1700 students reflect the diverse communities served by the College.

Percent of Students who are Local

Campus	Enrolled Population who live in the Service Area	Percent
Trinidad Campus	661	38%
Valley Campus	707	41%
Total	1368	79%

Percent and Average Age by Gender

Campus	Total Female	Percent Female	Average Age Female	Total Male	Percent Male	Average Age Male
Trinidad	497	48%	29	533	52%	25
Valley	456	64%	30	252	36%	26
Total	953			785		

Full- and Part-time Students

Full- and Part-Time Undergraduates Fall 2008								
Campus	Total Full-time Female	Average Age	Total Part-time Female	Average Age	Total Full-time Male	Average Age	Total Part-time Male	Average Age
Trinidad	218	23	280	33	297	24	236	30
Percent	44%		56%		56%		44%	
Valley	147	28	309	30	121	25	131	26
Percent	32%		68%		48%		52%	

Students Attending Night Classes

Total Undergraduates Attending Night Classes				
Campus	Total Female	Percent	Total Male	Percent
Trinidad	99	20%	141	26%
Valley	147	32%	71	28%
Total	246	26%	212	27%

Ethnicity

Fall 2008						
Ethnicity	Trinidad Campus Female	Valley Campus Female	Total	Trinidad Campus Male	Valley Campus Male	Total
Non-Resident Alien	0	0	0	7	0	7
American Indian/Alaskan Native	6	6	12	9	2	11
Asian or Pacific Islander	5	4	9	6	3	9
Black, Non-Hispanic	17	2	19	28	4	32
Hispanic	216	234	450	139	109	248
White, Non-Hispanic	252	210	462	341	134	475
Race and Ethnicity Unknown	1	0	1	3	0	3
Total	497	456	953	533	252	785

Organizational Structure

What is the organizational structure of the College?

TSJC is a member of the Colorado Community College System (CCCS). Comprised of 13 community colleges from across the state of Colorado, the System is under the governance, management, and jurisdiction of the State Board of Community Colleges and Occupational Education (SBCCOE). Members of the SBCCOE are appointed by the governor and confirmed by the State Senate for staggered four-year terms. The CCCS operates under the authority of CCHE which coordinates all postsecondary education in the state of Colorado.

The distribution of authority is clearly defined in TSJC's Policies and Procedures Manual. The President of Trinidad State Junior College is the chief executive and administrative officer of the College.

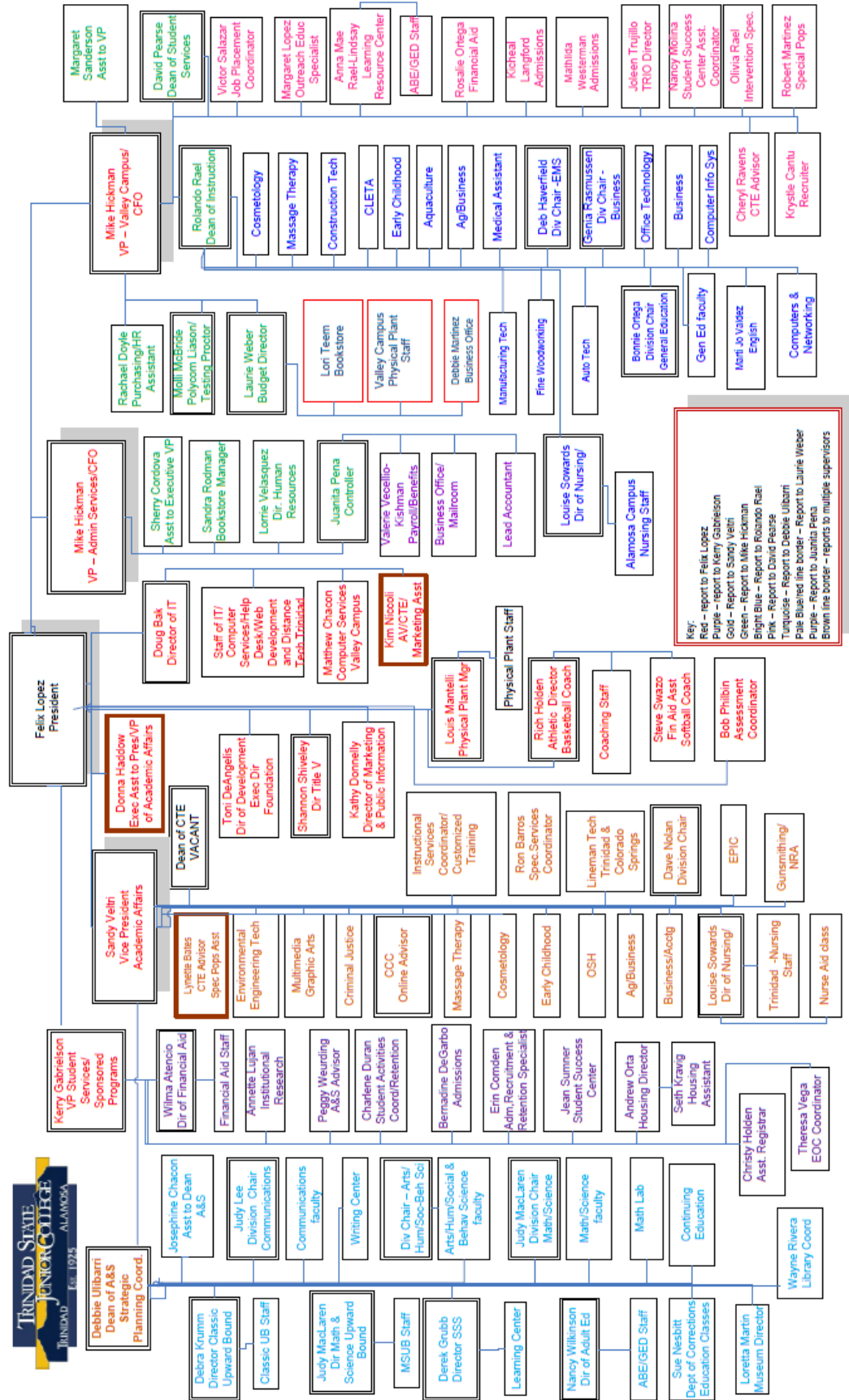
There are four Vice-Presidents who serve under the President, with positions designed to supervise operations of the College. Currently housed on the Trinidad Campus, the Vice President of Finance oversees the financial aspects for the entire College. The Vice President of Student/Academic Affairs oversees student related matters as well as instructional matters on the Trinidad Campus. The Vice President of Institutional Development oversees research, inception, and expansion of grants for the entire College. The Valley Campus Vice-President supervises all matters related to the campus in Alamosa.

From an instructional perspective, the College is organized under two Deans on the Trinidad Campus: Dean of Career and Technical Education and Dean of Arts and Sciences, and two Deans on the Valley Campus; Dean of Student Services and Dean of Instruction. Faculty members are assigned to one of the Deans based on where the majority of their instructional load falls. This is defined in the TSJC Policies and Procedures Manual, with references to the State Board Policy BP 3-20.

TSJC's organizational chart on the following page visually describes the chain of command.

Introduction

Organizational Chart



CLASSROOM POLICIES AND PROCEDURES

What do I need to consider when designing a course syllabus?

Course Syllabus

All TSJC courses taught for credit have been approved by the faculty-run Curriculum Committee, the administration, and the Colorado Community College System (CCCS). Each approved course has a course outline which can be accessed via the Common Course Numbering System (CCNS) website: <http://www.cccs.edu/ccns/ccnsindex.html>. The course outline includes a description of the course, standard competencies, and a topical outline. See the appendix for an example of a course outline.

TSJC Policies and Procedures require that each faculty member assigned to teach a credit course follows the course outline; however, instructors have a great deal of flexibility in planning their individual syllabi as long as they meet the basic requirements for the course.

An effective syllabus clearly communicates to students the learning objectives for the course and how the academic skills of students will be advanced through your instruction. As the instructor, the choices you make regarding required reading, course assignments, testing format, and classroom activities have important consequences. Talk to your colleagues about how they construct their syllabi and be aware of any departmental objectives.

In addition, the syllabus serves as a contract between the instructor and the student, and should therefore explain expectations, such as how students will be evaluated, what course assignments, tests and activities to be completed, your policies on attendance, classroom conduct, preparation and submission of assignments, late or missed work, and student participation.

A copy of each course syllabus is to be sent electronically to your Dean and Administrative Assistant at the beginning of the semester. **Make sure you distribute the syllabus to your students on the first day of classes.**

Course Syllabus Template

Is there a course syllabus template I should use?

Each credit course taught must have a syllabus that follows the course syllabus template found in TSJC's Policies and Procedures, page 54, or see the appendix for the course syllabus template. For Census and Withdrawal dates please refer to the Academic Calendar provided in the Appendix.

Attendance Policy

Is there an institutional attendance policy I need to follow?

The institutional attendance policy is found in TSJC's Policies and Procedures, page 102, or in the Student Handbook. See the appendix for a copy of the attendance policy.

Instructors are responsible for maintaining attendance records and enforcing class-specific attendance policies. In your syllabus, you should clearly state the institutional attendance policy, with class-specific revisions, if necessary, which are designed by the individual faculty member. Some faculty members penalize students for poor attendance (or tardiness); others make classroom participation part of the grade, which works against students who fail to attend regularly; others strongly encourage attendance but do not link attendance with grades. It is important to keep in mind that the vast majority of our students do not perform well if they are not coming to class on a regular basis.

Class Roster

How do I get a class roster?

Class rosters can be accessed any time via Web for Faculty on TSJC's website: www.trinidadstate.edu. You will need to know your User ID, which is your S-number, and your PIN. You should check Web for Faculty on a consistent basis for updated class rosters. If you have difficulty accessing Web for Faculty, please contact your Division Chair or Dean for help.

Are there important things to keep in mind for the first day of class?

First Day of Class

The first day of any course is very important; it sets the tone for the class for the rest of the semester. Be positive. Share your enthusiasm for the course. Check student attendance against the class roster and let your Dean and Student Services know of any discrepancies. Check the class roster daily as students add/drop courses **until census date**. Notify Student Services if a student misses class regularly or stops attending as this may affect the student's financial aid.

Make sure to distribute your syllabus on the first day of class; since the add/drop period is intended to support, in part, wise choices on the part of the student, it is important that students know what to expect from you and how the course will be presented. For most instructors, some time is spent the first day on the key components of the syllabus, including how you can be contacted, how students will be evaluated, and your expectations in terms of classroom policies. Also, please request that your students send you an email from their school email account within the first day or two of class.

What important things do I need to do by the census and withdrawal dates?

*Census/
Withdrawal
dates*

It is very important that all faculty check their class rosters often - especially before the class census date. Census date is the last day a student can drop a class without penalty and the withdrawal date is the last day a student can withdraw from class and receive a grade of "W". If you have a student who has never attended class, or whose attendance is very poor (and you have tried to contact the student), please make sure you drop him/her by census date. Likewise, if there is a student in your class who is not on the class roster, please make sure that student is added by census date. To add/drop a student, fill out a Schedule Adjustment Form (add/drop slip), keep a copy for your records, and turn in a copy to the Student Services Office. Student

Services will drop the student. On census day and withdrawal day, print a class roster, sign it, and send it to the Dean's office confirming its accuracy.

It is the student's responsibility to withdraw from a class before the withdrawal date, however, some faculty prefer to withdraw the student themselves when lack of attendance and/or probable failure of the class becomes evident. Please make every attempt to contact the student before you withdraw them from your class. The procedure is the same as for dropping a student before census date.

Cancelling classes due to low enrollment

What is the policy concerning cancelling a class due to low enrollment?

In order for an adjunct instructor (or a full-time instructor teaching an overload) to receive full pay, there must be 10 students enrolled in the class. When enrollment is less than 10, the instructor meets with the appropriate Dean (before Census Date) to discuss alternate possibilities, one of which might be to give the instructor the option of teaching the class for less than the full pay rate. See TSJC's Policies and Procedures, section 3.17 for the TSJC Adjunct and Overload Salary Schedule.

If an alternate plan is not possible, the instructor might be asked to cancel the class. The instructor then contacts the students enrolled to inform them that the class did not make and asks them to go to Student Services to drop the class. The instructor officially cancels the class by sending an email to Instructional Services (scheduler) requesting that the class be cancelled. The class is immediately capped and as soon as all students have been dropped, the class is cancelled.

Grading Policies

What are the grading policies?

The College uses a standard four-point scale:

- Grade symbols of A=Superior (4 points), B=Good (3 points), C=Average

(2 points), D=Deficient, but passing (1 point) and F=Failure (0 points).

Grades of A, B, C, and D earned during the Fall, Spring and Summer will be considered acceptable for courses completed and Satisfactory Academic Progress consideration.

- S and P (credit) grades will be given the equivalent value of a 0.00 GPA.
- Faculty have the option of granting an “I” grade, an Incomplete, for those students who have completed at least 80% of the course work with a passing grade but were unable to complete everything due to extenuating circumstances. To assign an “I” grade, you must complete an Incomplete Grade Contract and bring it to your Dean’s Administrative Assistant. On that form you need to outline what needs to be done to complete the course requirements, and set a deadline for the student’s work to be Submitted (no longer than the end of the subsequent semester).
- Grades of F, I, W, IP, AW, and AU earned during the Fall, Spring and Summer will not be considered acceptable for Satisfactory Academic Progress. Students who received an incomplete grade (I) are responsible for notifying the Financial Aid Office if the incomplete grade has been removed. Students can be made aware of this by statements in the Financial Aid Handbook, via a web site or within probation and/or suspension letters.

What is the policy regarding class meeting times and breaks?

*Meeting
times/breaks*

Instructors are responsible for starting class on time and preparing learning activities that will encompass the full course meeting time. You should meet the class every scheduled day for the full time allotted, including the first day of class. Fifty-minute and 75-minute classes do not have a break, but longer classes have time for breaks built into the class meeting time. For example, a night class meeting from 7-9:50pm includes 2 hours and 30 minutes of meeting time and 20 minutes of break time. Some faculty take two ten-minute breaks, others choose one break of 20 minutes, while others have one break of 15 minutes and finish five minutes earlier than scheduled.

Changing when or where a class meets

Can I change when or where a class meets after the semester starts?

After the semester starts, you may change the location/days/time that a class meets IF the change is acceptable to the students enrolled in the class. Please check with the appropriate Dean prior to the change. You must also notify Instructional Services (room scheduler) of the change so that the change can be made in Banner.

Cancellation due to weather

How do I find out if the College has cancelled classes due to bad weather or other reasons?

Decisions to close the College and cancel day classes will be made by 6:00 AM and for evening classes, the decision will be made by 3:00 PM. You will be notified by the TSJC Emergency Notification System, “TSJC Notify Me,” via phone, email, and text messaging. TSJC’s Notify Me service is a notification system which will deliver time sensitive or emergency information to you via voice message, electronic mail, and/or text messages. It is important that you do not forget to update all changes to your contact information in a timely manner so that you will receive future TSJC Notify Me calls. Information can be updated by signing in to My Community Ed (on the TSJC website) and selecting the option “Your Alert System” at the bottom of the entry page.

The contact information we use is an encrypted on-line process that securely imports our existing data in a secure and reliable manner. TSJC maintains and owns all of the data. Please note that we do not share or sell your information and that everything is kept in strict confidence for our use only.

Instructor absence

What should I do if I am unable to meet my class, due to illness or family emergency?

Please call the appropriate Dean of your division—Rolando Rael, Dean of Instructional Services (719-589-7032) or Rachael Doyle (719-589-7022).

All faculty absences must be reported to the Dean's office. *Full-time (and 3/4-time and 1/2-time) faculty must complete a Leave Request Form and submit it to your Dean when you return to work.*

What is the process for offering a course via independent study?

*Independent
study courses*

Some courses at TSJC may be taken by means of the Independent Study format by students who, due to special circumstances, are unable to attend a regularly scheduled class or to develop a specialized course such as a creative or research project. It should be understood that not all courses, nor all students, are suited for the Independent Study format. Independent Study courses requires the approval of the appropriate Division Chair and/or Dean.

Once approval is granted, fill out an Independent Study Contract (see the appendix) which contains student information, rationale for offering the class via independent study format, and class information including learning objectives, learning schedule, and evaluation criteria. The Contract requires signatures by the student, faculty member, and Dean. The course syllabus must be attached to the Contract, as well as a Schedule Adjustment Form (add/drop slip), adding the student to the class. Finally, the original Contract is given to Instructional Services, a copy goes to the student and the instructor. Please note that faculty must take the paperwork around for signatures and to Instructional Services themselves, instead of giving the forms to the student to take to the various offices.

How do I handle student disciplinary problems?

*Disciplinary
problems*

If a student displays disruptive behavior, you should first talk with the student quietly and privately. If the student continues to be disruptive, discuss the matter with your Division Chair or Dean to determine appropriate action. David Pearse, Dean of Student Services (589-7050), is fully prepared to help in cases where student discipline is a problem. Although disciplinary

problems are rare, they need to be dealt with quickly and discreetly.

Personal or class emergency

What do I do if there is an emergency while I am conducting class?

Assess the situation and, if necessary, call 911 from any phone on campus. Your location is automatically determined and the police will respond. If you are in the building after business hours or on weekends, call the appropriate emergency number for help. Notify the appropriate administrator as soon as possible.

Trinidad Emergency Numbers

Ambulance.....	846-7360
Fire Department.....	846-2255
Hospital.....	846-9213
Police.....	846-4441
Sheriff.....	846-2211
Emergency.....	911

Valley Campus Emergency Numbers

Ambulance.....	589-5807
Fire Department.....	589-5807
Hospital.....	589-2511
Police.....	589-5807
Sheriff.....	589-5807
Emergency.....	911

Submitting final grades

How do I submit my final grades at the end of the semester?

All faculty are required to submit final grades online using Web for Faculty. It is very important that all faculty sign-on and use Web for Faculty early in the semester so they are comfortable using the system for grade submission. Please go to www.trinidadstate.edu and go to My Community Ed.

You can submit your grades from campus or home. (You may refer to the appendix for a step-by-step instruction sheet.) If you are a first-time user of Web for Faculty and are having difficulty, please see your Dean’s administrative assistant for help.

What is Assessment of Student Learning and how do I submit a report?

Assessment of student learning is a top priority at TSJC. Assessment is an ongoing process aimed at understanding and improving student learning. It involves making our expectations explicit and public; setting appropriate criteria and high standards for learning quality; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; and using the resulting information to document, explain, and improve performance.

Recently, the College acquired TracDat software for reporting assessment of student learning. There will be training at every in-service on using the software to submit assessment reports and results. **It is imperative that all faculty and adjunct faculty attend all training sessions to become familiar with reporting student assessment using the TracDat software.**

In addition, please visit the “Assessment to Improve Student Learning (AISL) page on the TSJC website to become familiar with course level, program level, and general education assessment. The assessment web page also has many classroom assessment tips and resources.

What student information must remain confidential?

All staff and faculty must comply with the Family Educational Rights and Privacy Act (FERPA) in matters related to the release of student information. This means that most student information (including grades) must be kept confidential. Only directory information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance may be released without written consent. In particular, this means that grades should not be posted in a public place, and information related to a particular student should be shared within the College only with staff who have a legitimate need to know, e.g. tutors or financial aid staff.

Is there a policy statement on academic honesty?

Academic dishonesty will not be tolerated and is grounds for compulsory withdrawal, suspension, or disenrollment.

Academic dishonesty includes, but is not limited to, "cheating" and "plagiarism." "Cheating" means assisting another student, receiving assistance from another student, or relying on any unauthorized assistance, whether provided orally, in writing, or by other means, in the course of taking tests or examinations, conducting research for or writing research papers, carrying out laboratory experiments, preparing projects, or meeting any other course requirement. "Plagiarizing" means intentionally presenting the words or ideas of others as if they were the student's own, or unintentionally presenting them as such without proper attributions.

Instructors are authorized and required to make use of all reasonable means to deter, prevent, and detect academic dishonesty. If in the considered judgment of his or her instructor a student is determined to have committed an act of academic dishonesty, the instructor has the right to impose a penalty commensurate with the severity of the infraction. Penalties may include assigning a failing grade to the particular course requirement, lowering the student's grade for the course, failing the student for the course as a whole, or suspending the student for a defined period of time.

If the instructor decides to suspend or disenroll, he or she should bring the matter to the attention of the Chief Student Services Officer. A student who believes that he or she has been wrongfully charged with committing an act of academic dishonesty may appeal, in writing, to the appropriate instructional Dean. The student will present evidence supporting his or her appeal, and the instructor will be permitted to respond. The decision of the Dean is final.

The Ruth Ann Woods Student Success Center
Nancy Molina, Assistant Coordinator (589-7088) - LRC
Jean Sumner, Coordinator (846-5477) - Library 207C

What is the Student Success Center?

Role

The Student Success Center was funded by the Title V and CCRAA STEM grant funds from the Department of Education to enhance academic opportunities to all TSJC students in order to increase retention, graduation, articulation agreements, and transfer of TSJC's diverse student population. Upon enrollment at TSJC, all students will be evaluated both formally and informally for academic needs-based referral to support services. Whereas Student Support Services (SSS) provides assistance to low-income students who are first-generation college students and students with disabilities evidencing academic need, all currently enrolled students are eligible to participate in all services provided by the SSC. The Center was dedicated to President Ruth Ann Woods on June 30th, 2009.

What services does the Student Success Center provide?

Available services

- ACCUPLACER® and other computer-based and make-up exam testing (to be initiated throughout the 2009-2010 year; see TSJC website for updates)
- Academic assessment and support utilizing a case management approach
- Academic service referral
- Assistance with classroom- and internet-based intervention strategies
- Transfer and articulation agreement advising
- Hybrid/online support to students and instructional faculty
- Student academic success workshops in collaboration with Student Support Services
- Workshops for faculty and instructional staff to enhance student online- and classroom-based learning and academic support

Location

Where is the Student Success Center located?

The Student Success Center is located on the second floor of the Valley Campus.

Staff

Who works in the Student Success Center and what do they do?

Nancy Molina, Assistant Coordinator —589-7088

Jean Sumner, Coordinator—846-5477-Trinidad Campus

- The **Student Success Center Coordinator** oversees the support programs and staff, ensuring successful operation of the Center.

Olivia Rael, Intervention Specialist—589-7089

- An **Intervention Specialist** identifies and follows students at risk of academic difficulty and dropping out, providing follow up, mentoring, and referral to promote retention and enhance student success. The Intervention Specialist will also help provide accommodations for Arts & Sciences students with special needs.

Molli McBride, Distance Learning/Polycom Liason—589-7085

- **Distance Learning Specialists** will provide technical assistance to faculty and students during scheduled courses, in order to improve the distance learning and classroom learning experience for everyone.

What are the hours for the Student Success Center?

Hours

Hours may change based on need during the semester (and will be updated on the TSJC website). Hours also vary by the various services. They are currently:

Monday through Friday—8:00 a.m. to 5:00 p.m.

ACCUPLACER® Testing (Library 207D)

Mon and Wed 8:30 am

Tues and Thurs 1:30 pm.

Friday By appointment

**All students will need a preconference meeting prior to taking the ACCUPLACER. Appointments can be made with any of the Student Success Center staff.

What is the cost of the services provided by the Student Success Center?

Cost of services

All services provided by the Student Success Center are free to currently enrolled Trinidad State Junior College students. The cost to take the initial ACCUPLACER® exam is free, however, TSJC charges \$5 for each section that is retaken (\$20 to retake all 4 sections).

Programs/Clubs

Description

TSJC offers several clubs for students to participate in.

Massage Therapy

The Massage Therapy Club provides a forum for students to further explore work related opportunities, fundraising events and field trips. Any full or part-time student enrolled in the Massage Therapy Certification Program is eligible to participate. Students gain practicum hours by volunteering at massage events, as well as traveling to spas to explore career opportunities. Interested students may contact the TSJC Massage Therapy Department at 719-589-7036.

Phi Beta Lambda

PBL is a non-profit educational association for students preparing for careers in business, entrepreneurial or business-related fields. The association prepares students for employment by promoting competent, aggressive business leadership, increasing understanding of American free enterprise, establishing career goals, encouraging scholarship, promoting efficient money management, and developing character and self-confidence. Co-curricular activities encourage career development, civic service, economic education, community involvement and business advocacy. Partnerships are formed with Chambers of Commerce, local businesses, industries, and government. An extensive skills competitions program is offered to challenge members in their academic pursuits. Interested students may contact the Business Department.

Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Phi Theta Kappa's mission is two-fold: Recognize and encourage the academic achievement of two-year college students and; provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Interested students may contact David Pearse, Dean of Student Services.

Nielsen Library, Adam State College

Circulation Desk.....(719) 587-7781

E-mail: ascirc@adams.edu

(general info, book renewals, library cards)

Location/hours

Where is the library located and when is it open?

The Valley Campus does not have a library of its own. All TSJC students and staff may use the library at Adams State College. Adams State College's Nielsen Library is located in the 1600 block of First Street in Alamosa, CO. The library offers borrowing privileges to residents of the San Luis Valley and invites them to apply for community library cards.

All library Patrons are expected to:

- Return or renew library materials on time
- Pay for lost or damaged items
- Notify the library of address, phone, or e-mail changes
- Report lost or stolen library cards immediately

The library is open the following hours:

Monday - Thursday.....8 am - 11 pm

Saturday.....1 pm - 6 pm

Sunday1 pm - 11 pm

Computer labs close 30 minutes earlier and copier room closes 15 minutes earlier than the library.

**Hours may vary from this schedule. Please contact the circulation desk for current hours.

Borrowing library materials

What do I need to check out materials?

San Luis Valley Community (including TSJC students & faculty)

- In order to obtain a library card, SLV patrons must be at least 16 years old and show a valid Colorado driver's license or another form of identification

Checkout limits

For how long may I borrow library materials?

San Luis Valley Community (including TSJC students & faculty)

- Community patrons may check out up to five circulating items for a period of three weeks. Items may be renewed for as many as three additional three-week periods.
- Only two of the five items may be videos, which check out for three weeks and may not be renewed.

Adams State College Students (including TSJC Nursing Students)

- ASC students may check out circulating materials for a period of three weeks or until the last day of the current semester, whichever occurs first. Items may be renewed for as many as three additional three-week periods. There is no limit to the number of items that ASC students may check out at any one time.
- Videos are an exception to the above policy. Only two videos may be checked out at any given time. Videos are checked out for three weeks and may not be renewed.

Adams State College Faculty and Staff (including TSJC Nursing Faculty)

- ASC faculty and staff may check out an unlimited number of items, including videos. All items are due at the end of the current semester. Items may not be renewed although they be returned to the library and immediately checked out again. (This is necessary for inventory purposes)

Overdue Materials

Overdue Materials

- Overdue notices are sent via e-mail whenever an e-mail address is on file. Otherwise, overdue notices are sent by postal mail.
- If library materials are not returned or renewed by their due date, the borrowing patron may be charged a \$5.00 per item overdue fee. This fee is payable at the One Stop Student Services Center located in the Student Union Building. The receipt must then be presented at the library circulation desk in order for the patron's library account to be cleared.
- Community patrons will not be allowed to check out additional items until the overdue materials are returned and all fines are paid.
- ASC students, faculty, and staff will not be allowed to check out additional items until the overdue materials are returned. Unpaid fines will prevent a student from registering for classes, graduating, or obtaining transcripts but will not block library privileges.

Damaged or Lost Materials

*Damaged or Lost
Materials*

- Patrons will be charged for any lost or damaged item plus a \$10 processing fee. This charge is payable at the One Stop Services Center in the Student Union Building. The receipt must then be presented at the library circulation desk in order for the patron’s library account to be cleared.

Library Card Application Information:

Application

Please print legibly:

- ASC Student ASC Faculty/Staff CLC Community Applicant, including ASC dependents TSJC Student/Faculty
 TSJC Nursing Student TSJC Nursing Faculty

Name: _____

ASC ID: _____

Local address: _____

City: _____ State: _____ Zip: _____

Local phone: _____ E-mail: _____

Permanent address (if different): _____

City: _____ State: _____ Zip: _____

I hereby apply for the privilege of using the Adams State College Nielsen Library. I agree to comply with all library and procedures.

Signature: _____ Date: _____

Barcode: _____

Career and Technical Education Job Placement Services

**Victor M. Salazar, CTE Job Placement Counselor
(719-589-7031) Office Room—128**

What is the role of Career and Special Services?

Role

The office of Career and Technical Education Job Placement (CTE Job Placement) is coordinated by Victor M. Salazar. We provide students and alumni with individual support services including workshops, private appointments, and job fairs. Faculty members are supported with in-class presentations on various job-readiness topics and internship contacts.

What student services are available?

Student services

Services provided include:

- Résumé and cover letter critiques and writing assistance
- Workshops on job search process
- Job search assistance
- Mock interviews / interview preparation
- Occupational information
- Application completion assistance
- Annual job fair in the spring semester

The CTE Job Placement office is proud to be a member of www.collegecentralnetwork.com. College Central Network, Inc. (CCN) is the nation's leading application service provider (ASP) of career services management tools for small, mid-size and community colleges, as well as art and design schools. This website is free to both job seekers and employers. Students can set-up an account using their student ID Number (S number) after our census date and have 24-hour access to the website. They can search for opportunities by location, category or company name and can contact the employers directly in most cases. Employers can post full-time and part-time positions, internships, and even community service opportunities that can be viewed by all TSJC students. Alumni can register on-line and have all of the advantages that current students have listed above as long as they remain *actively seeking*.

*Faculty
information*

What else should I know about CTE Job Placement Services?

CTE Faculty members are encouraged to use CTE Job Placement Services for in-class presentations. Entire class workshops can be held for each individual CTE program in the classroom or in any of our campus computer labs. The CTE Job Placement Services office is located in the Room 128, for more information call Victor M. Salazar at 719-589-7031.

*Students with
disabilities*

Are there services available for students with disabilities?

Yes, the Coordinator of Career and Special Services, working with other school and community resources, coordinates services for students who have identified themselves as having special needs. The Coordinator reviews documentation of a disability and advises the College regarding accommodations to be provided in each individual situation. Faculty members are advised of the situation, typically at the beginning of the term, explaining any particular accommodations that the student will need to participate in the course. Only students who submit appropriate documentation to the Coordinator are eligible for accommodations, and if a student requests accommodations from a faculty member without notification of a need from the Coordinator, the student should be immediately referred to the Coordinator.

How does a student request accommodations?

To request learning accommodations, the student should:

1. Disclose the disability to the CTE Advisor or to the Career and Special Services Coordinator.
2. Provide the college with adequate documentation of the disability
3. Meet with the coordinator at the beginning of the semester in which an accommodation is requested.
4. Continue to meet academic and conduct standards that are in place at TSJC.

Who qualifies for accommodations and/or special services? Who is considered a special population?

*Requesting
learning
accommodations*

Trinidad State Junior College is an equal opportunity institute that is committed to the educational pursuits of all, including members of special populations. The requirements to obtain services from Career and Special Services are listed below.

1. You must be a CTE student at TSJC.
2. You must be considered a special population: The term "special populations" includes individuals:
 - ◆ Who have disabilities
 - ◆ Who are educationally disadvantaged
 - ◆ Who are economically disadvantaged (including foster children)
 - ◆ Who have limited English proficiency
 - ◆ Who participate in CTE programs that are non-traditional to gender
 - ◆ Who are in correctional institutions
3. Must have written documentation confirming needed accommodations (IEP, etc.)
4. Faculty must include information related to disabilities in their syllabus. The preferred language for all syllabi on the Valley Campus should read as follows:

*Requirements to
obtain services*

If you have a documented disability, please let me know if you need accommodations at the beginning of the semester. If you require course adaptations or accommodations because of a documented disability if you have any emergency medical information to share with me, or if you need my assistance, please let me know as soon possible. Your confidentiality is always assured. You may also contact Robert Martinez in Room 209 (Learning Resource Center), at 589-7035, or email at robert.martinez@trinidadstate.edu

*Faculty syllabus
information*

Accommodations will be determined based upon your documentation. Disclosure of any and all needs will help avoid unnecessary inconvenience and further delays. Should you have any questions regarding Americans with Disabilities Act (ADA), please contact our Disability Services Office.

What are the students' rights?

TSJC complies with: The Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973; and the Family Educational Right to Privacy Act (FERPA) *to grant students who have disabilities:*

- the right to equal access to post secondary education
- the right to non-discrimination
- the right to appropriate and reasonable accommodations, based upon each student's individual need and its impact upon learning
- the right to confidentiality

Faculty members are encouraged to contact the Coordinator should they observe a student who could possibly benefit from additional assistance through the Americans with Disabilities Act. If the disability is visible, and the request is obviously appropriate, faculty should accommodate the student while referring the student to the Coordinator.

Does the College have any special equipment to assist students with disabilities?

Yes, TSJC has various special equipment available on campus. However, specific documentation must be presented to the Coordinator and is required in order for the student to have access.

The Learning Resource Center

Anna Mae Rael-Lindsay, Director—589-7058—Room 212

Role of the Learning Center

What is the Learning Center?

ABE- Adult Basic Education
GED- General Education Development
ESL – English as a Second Language

The Learning Resource Center is funded partly from the Colorado Department of Education for ABE/GED/ESL and by Perkins for CTE tutoring in basic skills-Math, Reading, and English.

Available services

What services does the Learning Center provide?

- One-on-one free preparation classes for ABE/GED/ESL
- One on-one free tutoring classes for Basic Skills in Math, Reading, and English
- Study space for individual students
- Guidance for educational testing
- Pearson Vue testing for certification (EMT, paramedics, Comp-Tia)
- Proctoring of credential or certification of tests(Early Childhood Education, Medical Assistant)
- Various other proctoring of tests
- GED tests are given the first Saturday of every month. Must register prior to taking the test by calling Kicheal Langford 719-589-7060.

Staff

Who works in the Learning Center and what do they do?

Instructors will work with ABE/GED students in small groups. Tutors will also work with Basic Skills students one-on-one and in small groups. Every student has an individualized self-study plan. The ESL class is a group study class. All instructors and tutors are highly professional and experienced.

A staff of peer and professional tutors

- The **Tutorial Staff** will work with individual students or student groups to review and process course material. They will model successful student study and time management skills in a supportive, positive learning environment.

Where is the Learning Center located and when is it open?

Location/hours

The Learning Resource Center is located in Room 212— on second floor next to the elevator.

The center is open Monday through Thursday 8:00 a.m.- 5:00 p.m. for tutoring.

Fridays for testing by appointment.

Advising and Student Services Staff

Student Services

David Pearse **Dean of Student Services (589-7050)**

Cheryl Ravens **Advisor (589-7025)**

Mathilda Westerman **Registrar (589-7026)**

Rosalie Ortega **Financial Aid (589-7024)**

Debbie Martinez **Business Office (589-7027)**

Margaret Lopez **Concurrent Enrollment (589-7084)**

*Role of Advising
and Student
Services*

What is the role of Advising and Student Services?

The Advising and Student Services Offices are located on bottom floor of the Valley Campus in rooms 160 and 128. There are six components to this department: admissions, academic advising, enrollment services, records, transcripts, and graduation evaluation.

Admissions: Students are required to complete an application to the college. If a student requests in-state tuition, the burden of proof is on the student. A petition for in-state tuition may be required for the student and/or legal guardian if the student is not emancipated.

Advising:

Cheryl Ravens, Career and Technical Education Advisor—589-7025

- The Career and Technical Education Advisor assists with new student registrations as well as the scheduling of returning students in career and technical education programs. The advisor also encourages retention and recruits at-risk and non-traditional students. This position also assists students in the completion of their add/drop forms and course waivers and substitutions. The CTE advisor performs degree checks in conjunction with faculty for graduating students.
- For other advising needs, please contact the Student Success Center staff or CTE advisor and they will direct you to the appropriate advisor on the Valley Campus.

Enrollment Services: Along with academic advising, students are encouraged to visit the Student Services Office if they need assistance with transfer issues, to obtain a student identification card, to add or drop a course, verification of enrollment (for insurance purposes), or other needs pertinent to being a TSJC student.

Records: The Student Services Office houses all student records, such as immunization, disciplinary procedures, application for admissions, high

school transcripts and other pertinent data. If a faculty member feels that they have obtained information that should be filed in the individual student file, please send it to the Student Services Office.

Transcripts: Students may obtain a copy of their transcripts by either requesting the official document via “Go2TSJC Portal” from the www.trinidadstate.edu website, faxing a signed and written request to 719-589-7005, or by completing a “Transcript Request” from the Student Services Office. Verification and approval must be obtained from the Accounts Receivable Department prior to releasing the record. The student may also request a copy of an “Unofficial Transcript” via “Go2TSJC Portal.”

Graduation Evaluation: Students are required to file an Application for Graduation by December 15 of each academic year. Diplomas are released at the end of each spring semester. The Registrar will evaluate each student transcript to verify that the student has completed all necessary course requirements.

What else should I know about admissions and enrollment services from the Student Services Office?

*Faculty
information*

Faculty who need assistance running a class roster from their “My Community ED” site or to add/drop a student, may contact any of the advisors or Mathilda Westerman, Admissions Administrative Assistant for the Valley Campus.

Important phone numbers on the Trinidad Campus:

Trinidad Campus NEEDS UPDATED!!!!!!!!!!!!!!!!!!!!!!

Bernadine DeGarbo, Admissions Administrative Asst.	846-5621
Peggy Weurding, Online Advisor	846-5557
Lynette Bates, CTE Advisor	846-5650
, VP of Student/Academic Affairs	846-5559
Annette Edmiston, Institutional Research Officer	846-5680
Christy Holden, Registrar	846-5550

Counseling Services

Student Success Center—Olivia Rael, Intervention Specialist—589-7089

Is there counseling services on campus?

Role

TSJC, Valley Campus, does not have full-time counseling services available on campus.

For information related to services available through the community and in partnership with other agencies, please contact the student success center staff.

Louden - Henritze Archaeology Museum

Loretta Martin, Director (846-5508) Library, Ground Floor

Role

What is the role of the Archaeology Museum?

The museum tells the history of the local area using fossils, geology, and archaeology from southern Colorado and northern New Mexico. The museum serves as a repository for the Albuquerque Corps of Engineers. The collections housed here are the Trinidad Lake Project and the John Martin Reservoir Project. The collections are available for research by qualified researchers. The museum is also the repository for collections excavated by Trinidad State Junior College Anthropology Department.

Student services

What student services are available?

- Free tours of the museum
- An opportunity to learn about the prehistory of the Trinidad area
- A place to visit during free time

Faculty information

What else should I know about the Archaeology Museum?

Museum tours can be arranged for specific topics for a class. English classes have toured the museum for their classification papers. Geology classes have come to the museum to see fossils found in the area. Biology classes have used the collections for bison studies. Graphic arts and art classes could use the museum for design ideas.

Location/hours

Where is the museum and what are its hours?

The museum is located on the ground floor east door of the Freudenthal Memorial Library. The museum is open to the general public from 10 am -3 pm Monday-Thursday. Appointments for class tours at different times may be arranged by calling 846-5508.

DIVISION/DEPARTMENT INFORMATION

Arts and Sciences:

Alamosa Campus:

Rolando Rael, Dean—589-7032- Office: Room 219

Division Chairs:

Bonnie Ortega – Arts/Humanities/Sciences-589-7131-Office: Room 245

Genia Rasmussen - Business-589-7052-Office: 217

Career and Technical Education:

Alamosa Campus:

Rolando Rael, Dean-589-7032-Office: Room 219

Departments:

Tanner Kingery-589-7000-Automotive Technologies

Gayle Trujillo-589-7055-Cosmetology

Marcia Heusted-589-7036-Massage Therapy

Norm Williams-589-7062-Welding

Eric O'Brien-589-7082-Heavy Equipment/Diesel

Yvette O'Brien-589-7104-Medical Assisting

Deb Haverfield-589-7046-Emergency Medical Services

Brian Cumby-589-7065-Machining

Bonnie Ortega-589-7131—Certified Addiction Counseling

Mark Jones-589-7000-Construction Technology

For all other CTE programs contact Rolando Rael: 589-7032

All faculty are encouraged to attend Faculty Senate meetings. For information regarding time and location, contact your Division Chair.

Where do I get a copy of the textbooks I'll be using?

Textbooks

The division chairs and each department will work with adjunct and full-time faculty in ordering desk copies.

Can I select my own textbooks for the course I'll be teaching?

*Textbook
selection*

Textbooks for each course are approved by the department. *Adjunct faculty are required to use the text(s) the department selects.*

Supplies

Where can I obtain classroom supplies?

Supplies can be obtained at the Trek Inn Bookstore. Check with the Division Chair for availability of funds each semester prior to charging at the bookstore. For more information, check with the department Administrative Assistant.

Website

Where can I quickly get information about the College and activities?

Check out Trinidad State's website for information about the institution, departments, activities, and more. The address is www.trinidadstate.edu.

Email address and Web for Faculty

How do I get a TSJC e-mail address and access to Web for Faculty?

TSJC e-mail address requests and access to Web for Faculty are part of the payroll packet that all full-time and adjunct instructors complete prior to employment at the College. All faculty are required to use the TSJC e-mail account to communicate with their students. Using that account also ensures that you will receive e-mail notifications directed to full-time and adjunct faculty. All grades are submitted through Web for Faculty. Web for Faculty also keeps you up-to-date with current student roster information. If you have questions, please contact the Division Chair or Administrative Assistant for your department.

Student complaints

How are student complaints handled?

Complaints about the quality of instruction or classroom management are handled by the divisional dean or division chair, depending on whether the faculty is full-time or adjunct. *Complaints about adjunct faculty should go to the division chair in which case it is the division chair's responsibility to inform the dean.* Students should talk to their instructor before initiating any complaint unless it involves an unusually sensitive issue. The first step in

handling any complaint is for the dean to talk with the faculty member involved to obtain his or her perspective on the solution.

How are grade complaints handled?

Student grade appeal

The College has a formal grade appeal process which is explained in the TSJC Student Handbook. Students should resolve all grade disputes with the instructor of record. If the grade cannot be resolved, the student may request a hearing with the **Scholastic Standards Committee**.

The process is as follows:

A student may appeal an award of a grade if the student has reason to question the validity of a grade received in a course. The student shall file notice of such appeal, in writing with the appropriate Instructional Dean before the end of the third week of the semester following the completion of the course.

The Instructional Dean, or his/her designee, shall commence proceedings within five working days to convene the Scholastic Standards Committee. The Scholastic Standards Committee shall consist of one representative from each of the following areas: administration, faculty, and students.

The appropriate Instructional Dean shall set a date, time, and place to hear the appeal. The hearing will be arranged expeditiously, and the student is expected to present evidence pertaining to the request for a change of grade. The faculty member will be given an opportunity to respond to the student's presentation. The appropriate Instructional Dean shall prepare, or cause to be prepared, in writing, the decision of the committee within one workday of the decision. The decision of the Scholastic Standards Committee is final.

*Faculty
Evaluations/
Promotions*

How will my teaching be evaluated?

The Faculty Evaluation/Pay Plan and Promotion Procedure is found in section 3.16 of the TSJC Policies and Procedures. Adjunct and full-time faculty teaching is evaluated partly through the use of a student survey which is administered every semester. The survey form, which is included in the appendix, highlights our expectations for both teachers and students and gives students the opportunity to comment on both the course and the instructor. Division Chairs observe at least one class taught by each faculty and provide written feedback and helpful suggestions about the adjunct's teaching.

Role of dean

What is the role of the dean as it relates to faculty?

A dean's most important job is to support all faculty members in a way that will help them do their best work. The dean mentors and works collaboratively with division chairs to evaluate faculty. The dean works with search committees and division chairs to hire excellent adjunct and full-time faculty. The dean also collaborates with the division chairs on assessment, scheduling, budgeting, strategic planning, academic standards, curriculum, and faculty development.

*Role of division
chair*

What is the role of the division chair?

A division chair is a full-time faculty member who is selected by the dean. The chair provides leadership for the department in curriculum development, budgets, assessment, and all course and program matters. The chair also serves as the liaison between the department and the dean, bringing concerns to the attention of the administration and bringing back to the department information about the issues raised at the division chair's meetings. The chair works with faculty to prepare the class schedules for their department within the specified timelines, and coordinates efforts needed for special

projects. In addition, he/she is responsible for providing leadership and for keeping his/her department functioning in a collaborative way. Each division chair is evaluated by the Dean in the spring of each year as per the TSJC Policies and Procedures. Division chairs are also evaluated by the faculty in their department.

How are adjunct faculty scheduled to teach classes?

Full-time faculty in a department select their load and overload courses. Adjunct faculty are then hired to teach the rest of the classes. Adjunct faculty are appointed to teach a specific course for the duration of the course. The College has no obligation to extend any appointment beyond the current term.

Course selection

What if a course I'm assigned to teach has low enrollment?

All teaching opportunities at Trinidad State Junior College depend, in one way or another, upon enrollment. Minimum enrollment figures must be met in order for a class to be offered, unless the adjunct instructor (or full-time overload instructor) is willing to teach the class at a reduced rate of pay. If you choose not to offer the low-enrollment class for a reduced rate of pay, the class must be cancelled, and you will not be employed to teach that class. Occasionally, to maintain a full class load, full-time faculty whose classes do not fill may need to “bump” an adjunct instructor from an already scheduled class which does have sufficient enrollment. In such cases, every attempt will be made to notify the adjunct instructor of the change as early as possible.

Low enrollment courses

What is the Board's policy on sexual harassment?

Trinidad State Junior College supports and protects the right of all employees and students to work and learn in an environment free from unsolicited

Sexual harassment

and unwelcome sexual overtures. The policy on sexual harassment is found in TSJC's Policies and Procedures, section 5.6.

What are my academic freedoms as a professional?

TSJC Policy and Procedures, section 1.1, states:

Academic freedom

1.1 ACADEMIC FREEDOM AND RESPONSIBILITY

1. Academic freedom is the right of members of the academic community freely to study, discuss, investigate, teach, conduct research, and publish as appropriate to their respective roles and responsibilities. Responsibility and academic freedom are inseparable and must be considered simultaneously.
2. The faculty is entitled to freedom in the classroom to discuss his/her subject but should be careful to present various viewpoints related to the subject and avoid introducing controversial or other matter which has no relationship to the subject.
3. When the classroom faculty member speaks or writes as a private citizen, he/she should be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. The faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.
4. Both the protection of academic freedom and the requirements of academic responsibility apply not only to full-time faculty, but also, to all others who exercise teaching responsibilities.

Valley Campus Bookstore

Lori Teem, Manager (589-7029)

Where is the bookstore and when is it open?

Location/hours

The Valley Campus Bookstore is located the Student Center.

The bookstore hours are:

Monday—Friday 8:00—4:00

Can students sell their used textbooks back to the bookstore?

Book buyback

If the book is going to be used again the next semester, students may sell their books back. Book buyback will only be during specific times during the year and those times will be posted. For books not being used, a book wholesaler may purchase those books back based on supply and demand.

What does the bookstore sell aside from textbooks?

*Other
merchandise*

Gift items, convenience, TSJC clothing and novelties, and a wide range of office supplies are available.

Campus Safety / Parking / ID

Red Shaffer, Campus Security (298-6348)

Emergency

If I have an emergency, what should I do?

1. Move to a safe area
2. Call 911 from any phone on campus. Your location is automatically determined and the police will respond.

For further details of emergency procedures, please refer to the TSJC Student Handbook. The handbook covers procedures for the following emergency situations:

- Criminal activity
- Medical emergency/ambulance
- Basic first aid
- Fire/explosions
- Emergency evacuation of the disabled
 - Ambulatory persons
 - Wheelchair dependent persons
- Utility failure
- Chemical and biological spills
- Gas leaks
- Psychological crisis
- Inclement weather
 - Severe thunderstorm watch
 - Tornado watch
 - Tornado warning
- Coping with a traumatic event

What are the parking rules?

Parking

Parking is available in various lots and on the street around TSJC.

- “**YELLOW**” Curbs indicate No-Parking areas.
- “**RED**” Curbs indicate Fire-Safety zones and tow-away zones.
- “**BLUE**” Curbs are handicapped zones, which are marked as such, and reserved for individuals who have handicapped stickers on their car.
- “**WHITE**” Curbs indicate fifteen (15) minute parking or less, or reserved for staff.

Violators in any of the above areas will be ticketed. Habitual violators will be towed away at the owner’s expense, as ample parking is available in lots and on the street. Individuals who park in red fire zones are subject to **immediate towing** without a warning or ticket.

Do I need an ID card?

ID Card

Yes, faculty will get an ID card from Molli McBride in Room 120.

Human Resources & Payroll

Lorrie Velasquez- Director of Human Resources - Berg 101 - (846-5534)
Valerie Vecellio-Kishman - Payroll Coordinator - Berg 101 - (846-5570)
Rachael Doyle - Valley campus - 719 589-7022

Employment forms

What forms must be on file with Human Resources in order for me to begin employment?

Both permanent and adjunct faculty are given a Personnel/Payroll packet to complete. The packet includes:

- Personnel Checklist
- CCCS Criminal Record Disclosure (background check – 6 pages)
- Temporary Adjunct Appointment Agreement (not required for permanent faculty)
- Personal Data Form
- W-4 Form, IRS
- Direct Deposit Employee Authorization (mandatory)
- Medicare Deduction
- Social Security Statement
- Colorado PERA Form
- Personnel Record
- Oath of Allegiance (must be signed in the presence of a notary & be officially notarized)
- Human Resources Confidentiality Agreement
- Authorization to Release Information (required ONLY if you would like TSJC to release personal information about you in the event of sickness, death in the family, birth of a child, etc.)
- Employee Entrance/Exit Processing (required to obtain computer/email access)
- Form I-9 for Employment Eligibility Verification (requires copies of identification)

- Acknowledgement Forms for Policies & Procedures:
 - BP 3-70 CCCS Code of Ethics
 - BP 3-71 CCCS Whistleblower Protection Policy
 - BP 3-125a Electronic Communication Procedure
 - BP 3-125c General Computer Procedures
 - SP 3-120a Sexual Harassment Procedure
 - SP 3-24 Drug-Free Workplace Policy Statement
- You will also be required to supply:
 - Resume
 - Transcripts
 - Letter of Interest for any given position (permanent faculty only)
 - 3 References (permanent faculty only)
 - Letters of Recommendation (permanent faculty only)

The background check and payroll/personnel packet must be complete and on-file PRIOR to starting any position. For specific questions regarding the payroll packet or these requirements contact the following:

Adjunct Faculty – Lorrie Velasquez – (719) 846-5534 or via
lorrie.velasquez@trinidadstate.edu

Permanent Faculty – Lorrie Velasquez – (719) 846-5534 or via
lorrie.velasquez@trinidadstate.edu

Valley Campus – Rachael Doyle – (719) 589-7022 or via
rachael.doyle@trinidadstate.edu

NOTE: Permanent faculty are also provided with an Employee Orientation/ Handbook and Employee Benefits/insurance information.

Payroll schedule

On what schedule will I be paid?

All adjunct faculty are paid on a bi-weekly basis. Your supervisor will apprise you of the pay schedule and issue a contract and/or provide you with timesheets accordingly. If you are completing time sheets, please note that an Hourly Card must be submitted to payroll PRIOR to the submission of timesheets. Your supervisor should provide the card to payroll on your behalf (one card per supervisor, if you are working for multiple individuals). If timesheets and/or contracts are submitted to payroll beyond the deadline indicated, your pay will be delayed until the following pay period without exception. Employees are responsible for making copies of their respective timesheets for any given pay period and maintaining them as part of their records.

All permanent faculty are paid once a month: the last business day of the month with the exception of June 30, for which pay date is July 1. Permanent faculty are paid in 12 monthly payments.

Questions regarding payroll and pay dates should be directed to Rachael Doyle at (719) 589-7022 or via email at rachael.doyle@trinidadstate.edu.

Automatic direct deposit

How will I be paid?

All employees of TSJC are required to participate in Direct Deposit at the financial institution of his/her choice. The account must be active and we must be informed whether the account provided is Checking or Savings. A voided check or deposit slip with appropriate account information must be provided. Any changes in banking information should be provided to the HR/Payroll department (Rachael Doyle, Ext. 7022) ASAP to ensure there is no delay in your deposit.

Direct deposit pay advices are provided to employees electronically using the employee's campus email address. Copies of pay advices may be obtained from HR/Payroll should it be necessary. Contact the HR/Payroll Office in Berg 101 or via x5570 or x5534 to make your request.

Do I pay into Social Security?

PERA

No. Instead, all employees of TSJC pay into Colorado PERA where payroll deductions are made automatically and retirement funds accumulate. Individuals interested in obtaining information on their respective level of funds available should contact PERA directly at (303) 832-9550 or (800) 759-7372.

As a TSJC employee, am I eligible for tuition paid courses?

Tuition waiver

TSJC provides tuition free enrollment for all of its permanent, full-time employees, not to exceed nine (9) credit hours per fiscal year. Employees are responsible for payment of any fees and books related to the classes they take. Classes must be deemed degree-enhancing or job-related (i.e., sewing, aerobics, woodworking, etc. are not considered job-related) per State Board Policy 3-60. Classes taken during the work day are not considered work time and make-up of time should be arranged with the supervisor. Part-time employees are entitled to three (3) credit hours per academic year and should be employed in the semester in which they enroll in the class. Please contact the Financial Aid Office, Berg 209 or (719) 846-5553, for a Grant Eligibility Request Form. Contact Rosalie Ortega at (719) 589-7024 on the Valley Campus.

Is there a special form to be used for sick days?

Sick leave

Permanent employees of TSJC accrue leave each month/academic year based on their employee classification (please see your Employee Handbook for

the details regarding leave accrual and other important information). Leave requests can be obtained from your supervisor or by purchasing forms from the Bookstore. Leave forms are to be authorized by the supervisor and then submitted to Rachael Doyle. For questions, contact Rachael at 589-7022.

Faculty must also notify the division administrative assistant.

Adjunct faculty are granted one absence per class per semester they are teaching. After three consecutive semesters of teaching, a second sick day is provided. If an adjunct faculty's absences exceed their limit, their pay will be reduced.

Affirmative action and equal opportunity

What is the College's official policy on Affirmative Action and Equal Opportunity?

Board Policy BP 3-120 and System President's Policy 3-120b details the Colorado Community College System's position on AA/EO. The position is also summarized in the College's public statement of Non-Discrimination that states:

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

Further, TSJC Policy 3.4 “Equal Opportunity” states:

It is the responsibility of those who believe they have been the subject of discrimination on one or more of the following grounds - race, color, religion, gender, national origin, age, or disability - to notify the Affirmative Action Officer and file a completed Grievance Form.

It is the responsibility of each employee who suspects some type of discrimination in a College practice, procedure, or policy to inform the Affirmative Action Officer who will investigate and recommend appropriate action.