



Lakeland
COMMUNITY COLLEGE

Faculty Handbook

2024-2025



Interactive Handbook

Dear Faculty Member:

Welcome to the 2024-2025 academic year at Lakeland!

Because of your dedication to our campus community, students are able to earn valuable degrees and certificates and are ready for a career or completion of a four-year degree. We sincerely value your contributions and are committed to assisting you throughout the academic year.

The faculty handbook is a useful resource that contains a wealth of critical information as we together navigate the 2024-2025 academic year. The handbook assists you in understanding our college, obtaining needed materials and services, and learning what to do when you have questions or concerns.

Throughout this academic year, I would encourage you to stay connected to your division dean and my office as we are always here to help. Thank you so much for your service to our students, and I hope you find your experience at the college to be personally rewarding.

Sincerely,



Dr. John R. Crooks
Interim Provost and Vice President

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Lakeland's Accreditation Participation

Lakeland Community College is accredited by the Higher Learning Commission (HLC). The HLC is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the United States.

Lakeland received our Reaffirmation of Accreditation on January 21, 2021. The College is preparing for its next Open Pathway Assurance Review in 2023-24 and the next Comprehensive Evaluation for Reaffirmation of Accreditation will be held during 2029-30.

Lakeland's Mission/Vision Statement

Core Purpose

To impact lives through learning

Core Values

Excellence - ensuring high quality services and learning opportunities through assessment for continuous improvement

Accessibility - serving as a center of learning for all people by removing barriers, strengthening relationships, and maintaining affordability

Diversity - fostering civility by respecting and celebrating differences among individuals and communities

Integrity - committing to high standards of personal and professional behavior within a culture of honesty and trust

Innovation - empowering learners and communities to be creative and versatile in their thinking and performance

Joy - creating diverse and vibrant learning communities that inspire lifelong learning

Vision

To be the best in creating quality learning opportunities

Mission

To provide quality learning opportunities to meet the social and economic needs of the community.

Lakeland's Strategic Plan 2022-2024

Strategic Priorities

Student Experience

Academic Success

Workforce Development

Community Stewardship

Lakeland's Student Learning Outcomes

The Lakeland Community College Student Learning Outcomes represent the college's vision of skills graduates should possess to succeed throughout their professional and personal lives. Learning actively, thinking critically, communicating clearly, using information effectively, and interacting in diverse environments are essential skills. The learning outcomes are interrelated and woven throughout the curriculum.

Learns Actively

The engaged student participates directly in learning activities. The learner:

- Takes responsibility for their own learning.
- Uses effective learning strategies.
- Reflects on effectiveness of their own learning strategies.

Thinks Critically

The critical thinker uses reason, ingenuity and knowledge to examine relevant issues or ideas and solve problems. The learner:

- Identifies an issue or idea.
- Explores perspectives relevant to an issue or idea.
- Identifies and critiques options or positions.
- Selects an option or position.
- Implements and reflects on a selected option or position.

Communicates Clearly

The effective communicator demonstrates the ability to articulate and exchange ideas using multiple forms of expression. The learner:

- Uses correct spoken and written English.
- Conveys a clear purpose.
- Presents ideas logically.
- Comprehends and uses the appropriate form(s) of expression.
- Engages in an exchange of ideas.

Uses Information Effectively

The 21st century learner accesses and manages reliable information effectively and responsibly. The learner:

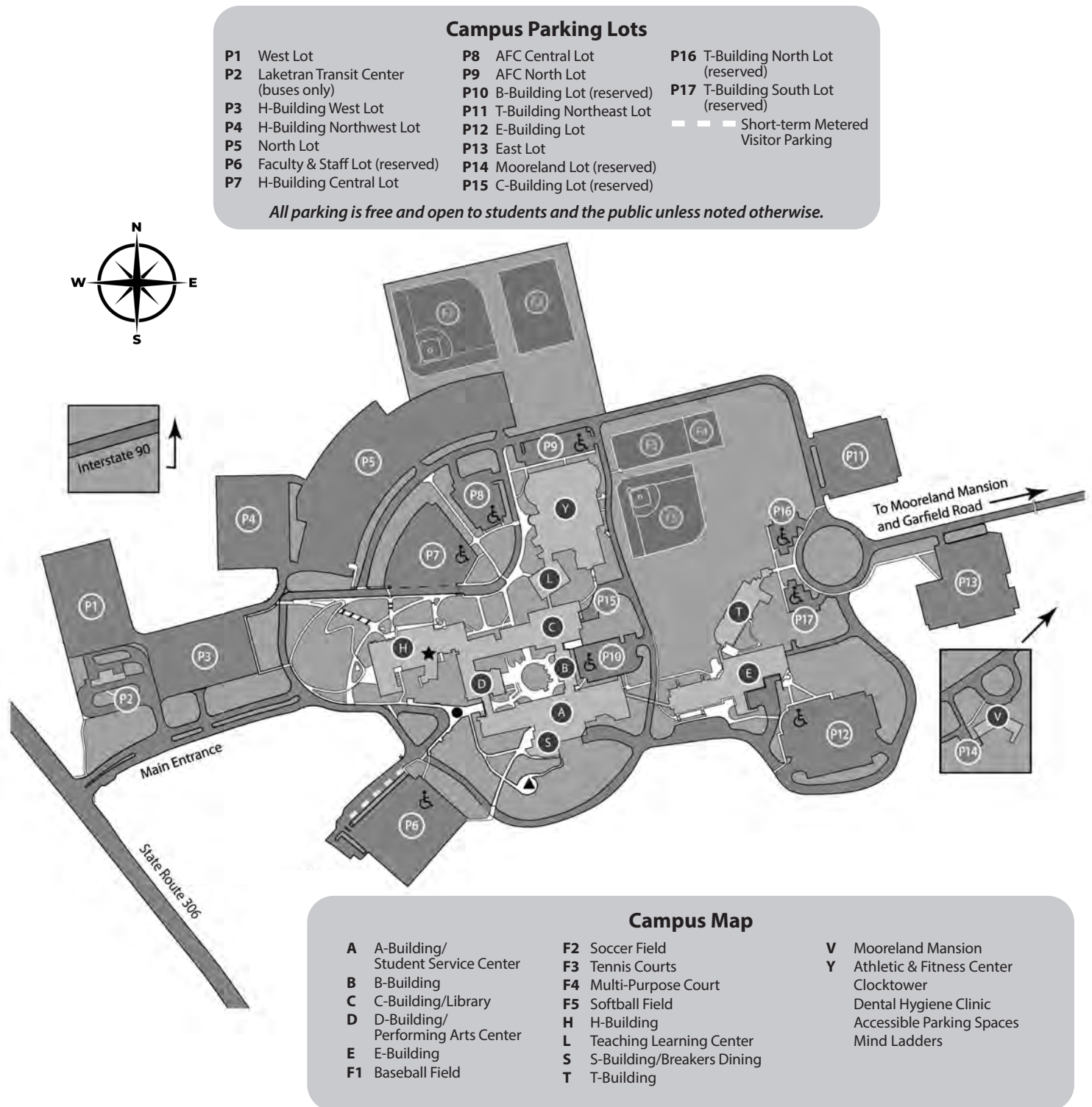
- Develops an effective search strategy.
- Uses technology to access and manage information.
- Uses selection criteria to choose appropriate information.
- Uses information responsibly.

Interacts in Diverse Environments

The responsible citizen develops awareness of the diversity of human experience, understanding and responding to interpersonal, historical, cultural and global contexts. The learner:

- Demonstrates knowledge of diverse ideas and values.
- Describes ways in which issues are embedded in relevant contexts.
- Collaborates with others in a variety of situations.
- Acts with respect for others.

Map – Main Campus and Holden University Center



College Administration

Title	Name	Office Location/ Phone
President	Dr. Sunil Ahuja	D-2113 440.525.7177
Executive Vice President and Provost	Dr. John R. Crooks	B-1054 440.525.7096
Interim Director of Human Resources	Lisa Durst	C-2103 440.525.7112
Interim Executive Director, The Lakeland Foundation	Tina Baucher	C-2089 440.525.7086
Chief Information Officer	Rick M. Penny	C-1005D 440.525.7320
Vice President of Administrative Services and College Treasure	David Cummins	C-2103 440.525.7255
Associate Provost for Strategic Educational Programs, Career Pathways, and Retention Initiatives	Dr. Jennifer Collis	A-1043f 440.525.7403
Associate Provost for Faculty Engagement and Dean of Faculty		B-1054 440.525.7446
Chief Data Analytics Officer	Stephanie Brown	A-1003 440.525.7228
Dean for Arts and Sciences	Dr. Erin M. Fekete	B-1047 440.525.7079
Dean for Information Technology, Computer Science and Engineering Technologies	Dr. Ryan F. A. Hamilton	C-2067 440.525.7553
Dean for Health Technologies	Dr. Regina Prosser	H-174 440.525.7082
Senior Director for Enrollment Operations	Melissa A. Amspaugh	A-1002c 440.525.7357
Interim Director for Financial Aid	Melissa A. Amspaugh	A-1002c 440.525.77357
Dean of Students	Mario Petitti Jr.	S-242 440.525.7328
Senior Director of Student Success	Dr. Christina Corsi	S-235 440.525.7226
Interim Chief of Police	Lisa Latz	A-2 440.525.7496
Director for Public Safety	Ronald J. Morenz	C-2103c 440.525.7321
Director for Athletics	Scott Barlow	L-102g 440.525.7350
Director for Career Services and Employer Relations Coordinator	Rhonda Butler	A-1039 440.525.7432
Controller	Michael E. Graff, C.P.A.	A-2004 440.525.7060
Interim Director for Budgeting	Michael Cooper	A-2004 440.525.7726

Division Offices/Instructional Administration Offices

Division	Administrative Assistant	Office Location/ Phone
Applied Studies <ul style="list-style-type: none"> • Design • Education, Human and Public Services • Management 	Cynthia Millonzi cmillonzi@lakelandcc.edu	T-153 440.525.7085
Arts and Sciences <ul style="list-style-type: none"> • Arts and Humanities • Languages and Communications • Sciences and Mathematics • Social Sciences 	Jeri Pilarczyk jpilarczyk5@lakelandcc.edu	B-1047 440.525.7261
Information Technology, Computer Science and Engineering Technologies <ul style="list-style-type: none"> • Information Technology and Computer Science • Engineering Technologies 	Jennifer Knaus jknaus7@lakelandcc.edu	C-2067 440.525.7781
Enrollment Management <ul style="list-style-type: none"> • Admissions • Counseling • Financial Aid • Student Accommodation Center • Student Service Center 		B-1061 440.525.7557
Strategic Educational Programming and Retention Initiatives <ul style="list-style-type: none"> • CCP • Career Services • Honors College • Tech Prep • Learning Center • Test Center • Retention Initiatives 		A-1043f 440.525.7469
Health Technologies/Physical Education	Tammy Humphries thumphries2@lakelandcc.edu	H-173 440.525.7180
Instructional Technologies	Diana Monasky dmonasky@lakelandcc.edu	A-1043 440.525.7495

Name	Department/Program	Phone	Email
Applied Studies Division			
Information Technology, Computer Science and Engineering Technologies			
David Durkee	CISCO Networking Technology	7464	ddurkee@lakelandcc.edu
Ryan Hamilton	Civil Engineering Technology	7553	rhamilton25@lakelandcc.edu
Matthew Kulbis	Computer Integrated Manufacturing Technology	7781	mkulbis1@lakelandcc.edu
Richard Grgic	Electronic Engineering Technology	7521	rgrgic@lakelandcc.edu
Sue Baker	Information Technology & Computer Science	7265	sbaker@lakelandcc.edu
Debbie Lozano	Mechanical Engineering Technology	7279	dlozano@lakelandcc.edu
Bryant Udell	Nuclear Engineering Technology	7523	budell@lakelandcc.edu
Ryan Eubank	Welding & Fabrication Technology	7542	reubank@lakelandcc.edu
Health Technologies (A2)			
Margaret Bertin	Dental Assisting (PT)	7334	mbertin1@lakelandcc.edu
Jennifer Lemons	Dental Hygiene	7190	jbarr@lakelandcc.edu
Daniel Solomon	Emergency Medical Technology/ Paramedic	7693	dsolomon1@lakelandcc.edu
Christine Jerson	Health Information Management	7490	cjerson@lakelandcc.edu
Karen Stiffler	Histotechnology	7418	kstiffler1@lakelandcc.edu
Denise Lash	Medical Assisting/Medical Terminology	7428	dlash4@lakelandcc.edu
Shawnda Coon	Medical Laboratory/Multiskilled Health/Phlebotomy	7169	scoonborocz1@lakelandcc.edu
Connie Bowler	Nursing	7416	cbowler1@lakelandcc.edu
Shaquita Smith	Nursing Assistant Coordinator (PT)	7742	ssmith22@lakelandcc.edu
Barry Artis	Occupational Therapy Assistant	7798	bartis2@lakelandcc.edu
Elizabeth Zehe	Phlebotomy Coordinator (PT)	7742	ezehe@lakelandcc.edu
Michele Dragas	Physical Education (PT)	7172	mdragas@lakelandcc.edu
Laurie Daigle	Physical Therapist Assistant	7470	ldaigle1@lakelandcc.edu
Erin Toth	Polysomnography Coordinator (PT)	7195	etoth7@lakelandcc.edu
Jack Thomas	Radiologic Technology	7074	jthomas@lakelandcc.edu
David Goswick	Respiratory Therapy	7181	dgoswick1@lakelandcc.edu
Janice Lawrenz	Surgical Technology	7016	jlawrenz1@lakelandcc.edu
Management (A3)			
Christine Corwin	Accounting	7286	ccorwin1@lakelandcc.edu
Connie Golden	Business Management	7340	cgolden@lakelandcc.edu
Laura Barnard	Paralegal (PT)	7352	wsmith1@lakelandcc.edu
Education, Human and Public Services (A4)			
Greg Truhan	Criminal Justice	7136	gtruhan@lakelandcc.edu
Candace Lindemer	Early Childhood Education Co-chair	7219	clindemer@lakelandcc.edu
Stacey Modarelli	Early Childhood Education Co-chair	7835	smodarelli1@lakelandcc.edu
Gene Lutz and Michael Kocab	Fire Science/Emergency Management	7252	glutz@lakelandcc.edu mkocab@lakelandcc.edu
Alice Walker	Human Services	7216	awalker@lakelandcc.edu
Design (A5)			
	Graphic Design/Photography	7046	
Robert Hill	Media Technology	7132	rhill@lakelandcc.edu
Name	Department/Program	Phone	Email

Arts and Sciences Division			
Arts and Humanities (G1)			
Erin Fekete	Fine Arts	7079	efekete1@lakelandcc.edu
Doug Webb	Humanities/Philosophy	7160	dwebb@lakelandcc.edu
Matthew Saunders	Music	7105	msaunders4@lakelandcc.edu
Languages and Communication (G2)			
Jeanette Brossmann	ASLI and Communication Studies	7187	jbrossmann@lakelandcc.edu
Jamie DeMonte	English Co-chair	7458	Jdemonte1@lakelandcc.edu
Joanna Whetstone	English Co-chair	7456	jwhetstone4@lakelandcc.edu
Erin Fekete	Modern Languages	7079	efekete1@lakelandcc.edu
Sciences and Math (G3)			
Justin Nussbaum	Biology	7150	jnussbaum1@lakelandcc.edu
Jason Thomas	Chemistry	7532	jhthomas@lakelandcc.edu
Connie Sheykhan	Mathematics	7166	csheykhan@lakelandcc.edu
Tom Ciferno	Physics/Planetary Science	7104	tciferno@lakelandcc.edu
Social Sciences (G4)			
Susan Fogarty	Behavioral Sciences (Psychology, Social Science, Sociology)	7313	tsullivan@lakelandcc.edu
	Geography/Geospatial	7598	
Jen Nalmpantis	Macro Social Sciences (Economics, History, Political Science)	7199	jnalmpantis@lakelandcc.edu
Library			
Tom Hyland	Library	7066	thyland@lakelandcc.edu
Enrollment Management			
Jennifer Collis	Counseling	7096	jcollis1@lakelandcc.edu

LAKELAND COMMUNITY COLLEGE 2024-2025 ACADEMIC CALENDAR

SUMMER

First Summer 5-Week Session	Monday, May 20 - Tuesday, June 25, 2024
College Closed Memorial Day	Monday, May 27, 2024
Final Exams for First Summer Session	Monday, June 24 - Tuesday, June 25, 2024
Grade Submission for First Summer 5-Week Session	Monday, June 24 - Friday, June 28, 2024
Second Summer 5-Week Session	Wednesday, June 26 - Thursday, August 1, 2024
College Closed Independence Day	Thursday, July 4, 2024
Final Exams for Second Summer Session	Wednesday, July 31 - Thursday, August 1, 2024
Full Summer 8-Week Session	Monday, June 10 - Sunday, August 4, 2024
Final Exams for Full Summer 8-Week Session	Last Scheduled Class Day
Grades Submission for Second and Full Summer Sessions	Monday, July 29 - Wednesday, August 7, 2024
Graduation Application Deadline Summer Semester	Friday, August 2, 2024
Grades Appear on Transcript	Thursday, August 8, 2024

FALL SEMESTER

Fall Conference Week (Faculty on Campus - No classes)	Monday, August 19 - Friday, August 23, 2024
First Saturday Class (Full 16-Week and First 8-Week Sessions)	Saturday, August 24, 2024
First Weekday Class (Full 16-Week and First 8-Week Sessions)	Monday, August 26, 2024
College Closed Labor Day	Monday, September 2, 2024
12-Week Session Begins	Saturday, September 21, 2024
Grades Submission for First 8-Week Session	Monday, October 14 - Wednesday, October 23, 2024
Second 8-Week Session Begins	Saturday, October 19, 2024
College Closed Thanksgiving	Thursday, November 28 - Sunday, December 1, 2024
Graduation Application Deadline Fall Semester	Friday, December 6, 2024
Final Exams Begin	Saturday, December 7, 2024
Final Exams End	Friday, December 13, 2024
Grades Submission for Second 8-Week, 12-Week, and Full 16-Week Sessions	Saturday, December 7 - Monday, December 16, 2024
Grades Appear on Transcript	Tuesday, December 17, 2024

SPRING SEMESTER

Reading Days (Faculty on Campus - No classes)	Thursday, January 9 - Friday, January 10, 2025
First Saturday Class (Full 16-Week and First 8-Week Sessions)	Saturday, January 11, 2025
First Weekday Class (Full 16-Week Session and First 8-Week Session)	Monday, January 13, 2025
College Closed Martin Luther King Jr. Day	Monday, January 20, 2025
12-Week Session Begins	Saturday, February 8, 2025
College Closed President's Day	Friday, February 14, 2025
Grades Submission for First 8-Week Session	Monday, March 3 - Wednesday, March 12, 2025
Spring Break (College Offices Open)	Saturday, March 8 - Friday, March 14, 2025
Second 8-Week Session Begins	Saturday, March 15, 2025
Graduation Application Deadline Spring Semester	Friday, March 28, 2025
Final Exams Begin	Saturday, May 3, 2025
Final Exams End	Friday, May 9, 2025
Grades Submission for Second 8-Week, 12-Week, and Full 16-Week Sessions	Saturday, May 3 - Monday, May 12, 2025
Graduation	Saturday, May 10, 2025
Grades Appear on Transcript	Tuesday, May 13, 2025

Chapter II – Getting Established: Office Areas, Supplies and Communications

Provost's Office

The provost's office is located in B-1054. The phone number is 440.525.7089. Office hours are 8 a.m. - 5 p.m., Monday through Friday. Supplies are available in the provost's office, the division and faculty office areas, and in the part-time faculty offices.

Full-time Faculty Office Areas and Administrative Support Personnel

Location	Administrative Support	Office Location / Phone
Counseling Faculty Offices	Theresa Myllykoski tmyllykoski@lakelandcc.edu	B-1061 440.525.7557
C-1001 Faculty Offices	Jennifer Knaus jknaus7@lakelandcc.edu	C-2067 440.525.7781
2B, 3B and 2C Faculty Offices	Michelle Durr mdurr2@lakelandcc.edu	2B 440.525.7223
	Jeri Pilarczyk jpilarczyk5@lakelandcc.edu	B-1047 440.525.7261
H-Building Faculty Offices	Tammy Humphries thumphries2@lakelandcc.edu	H-173 440.525.7180
L-Building Faculty Offices	Teresa Bonnema tbonnema2@lakelandcc.edu	L-113 440.525.7355
T-Building Faculty Offices	Cynthia Millonzi cmillonzi@lakelandcc.edu	T-153 440.525.7085

Full-time faculty office areas are located in the counseling, library, C-1001, 2B, 2C, 3B, H-Building, L-Building and T-Building areas. Full-time faculty mailboxes are located in each area. Copy machines and Scantron® machines are also available.

Part-time Faculty Office Areas and Administrative Support Personnel

Location
Part-time Faculty Offices

Part-time faculty offices are located in A-2130, H-162, H-275 and T-153. Desks, computers, printers, and copiers are available for faculty use. The part-time faculty offices in A-2130 and T-153 have mailboxes, coat racks and lockers for individual storage. Conference rooms for private student-teacher conferences are available for faculty use in the part-time faculty office in A-2130.

Division Administrative Assistants and Faculty Office Secretaries Hours and Locations

A-Building

The part-time faculty office secretary is on duty in the part-time faculty office in A-2130 during the regular academic year (fall and spring semesters) from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7193. During summer sessions the secretary is available Monday through Thursday until 2 p.m. and Friday until noon.

B-Building

The division administrative assistant is on duty in the B-1047 division office from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7261.

The faculty office secretary is on duty in the 2B faculty area from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7223.

The faculty office secretary is on duty in the 3B faculty area from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7354.

C-Building

The faculty office secretary is on duty in the C-1 faculty area during the regular academic year 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7781.

H-Building

The division administrative assistant is on duty in the health technologies building in H-173 from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7180.

L-Building

The early childhood education office is open during the regular academic year 8 a.m. - 5 p.m. Monday through Friday.

T-Building

The Applied Studies staff is available in T-153 during the regular academic year (fall and spring semesters) from 8 a.m. to 5 p.m. Monday through Thursday, from 8 a.m. – noon on Friday, and can be reached at 440.525.7085 or 440.525.7348.

Counseling and Advising Center

The administrative assistant for the counseling and advising center is on duty in B-1061 from 8 a.m. - 5 p.m. Monday through Friday and can be reached at 440.525.7557.

Lakeland Identification Number (LID)

All students and employees of the college are issued an eight-digit Lakeland identification number, known as the LID. For employees, the LID is used for accessing computer systems, obtaining an employee identification card, discounts in the bookstore, etc. If you were a student here before employment, you will continue to use your previously assigned LID. If you are new to the college, we will assign your LID a few days after you have returned your completed employment forms. The division dean (or their designee) is able to look up a faculty member's LID. You may also contact the help desk at 440.525.7570.

Orientation

At the beginning of each semester during the academic year (fall and spring), newly hired, part-time faculty are expected to participate in a pre-service orientation workshop. The workshop will review the policies and procedures which affect the part-time instructor, as well as cover areas of concern common to all faculty.

Employee ID

Photo/employee IDs are available in the campus police department in A-2. IDs will bear your name, Lakeland ID (LID)

number and will help facilitate requisitions from the library and the instructional technologies department. An employee ID is required to obtain entrance to the athletic & fitness center facilities and gated faculty/staff parking lot. Contact campus police by email or phone at bhadley@lakelandcc.edu, 440.525.7241 to make arrangements to obtain your photo/employee ID.

Mailboxes

Full-time faculty are assigned mailboxes in the area of their faculty offices. Part-time faculty will be notified of their assigned mailbox location. Each faculty mailbox is labeled with the individual name of each faculty member. Faculty members should contact their division administrative assistant or the part-time office secretary with questions concerning their campus mailbox.

All faculty are advised to check their mailbox each time they are on campus since much official communication will be sent via physical mail. Part-time faculty only teaching online courses are encouraged to visit the campus every one to two weeks in order to retrieve physical mail. If this is not possible because you reside a considerable distance from the campus, please contact the faculty secretary at the location of your mailbox (listing on page 17) to make arrangements for having your mail sent to your home.

Please note that it is not acceptable for faculty to leave papers or exams in their mailbox for students to pick up. This may be a violation of the students' right to privacy and create security problems. Also, faculty should not instruct an entire class to leave their papers with the secretary, nor should valuables (including textbooks) be left in the college mailbox.

Telephones/Voicemail

Full-time faculty may be contacted via phone by calling their direct dial telephone numbers on campus. Employee email addresses and office phone numbers, are available by logging into the portal, myLakeland, and locating the online employee directory. Voice messages may be left for faculty members through the voicemail phone system. Instructions for use of the phone system/voicemail are available from the division administrative assistant and/or the help desk at 440.525.7570.

Messages may be left for part-time faculty through the secretaries working in the part-time faculty offices. Part-time faculty may call the office secretaries on nonscheduled days to retrieve messages. Refer to page 17 for names and contact information for secretaries assigned to the part-time faculty offices.

Emails (Outlook), Banner and myLakeland

All faculty have a Lakeland email account. Your email account should be accessible within 10 days of returning your employment packet to the human resources department. Your Lakeland email address should be the only email address you use to communicate with your students. Likewise, please regularly check the inbox of your Lakeland email account as a good amount of college communication occurs via email. Employee email addresses (and office phone numbers) are available by logging into the portal, myLakeland, and locating the online employee directory.

All new faculty will receive a packet of information that includes a cover sheet with login information along with a myLakeland, Banner & Outlook Resource Manual. Full-time faculty will receive this information when their computer is delivered to their faculty office. Part-time faculty will receive this information in their campus mailbox. Banner is the college's enterprise resource planning (ERP) and learning management system used for a vast range of functions including student registration, class scheduling, billing and payroll. The college also maintains an intranet, also called a portal, for storing employee only information. The portal is referred to as myLakeland. Employees are encouraged to log in to the portal via the 'Employee' tab where you can find information about college policies, benefits, etc. If you require assistance to access your email (Outlook) or Banner, please contact the help desk at 440.525.7570. The help desk is located in C-2060.

Setting up your Faculty Profiles

Steps

Log in to myLakeland

<https://my.lakelandcc.edu>

Direct Link:

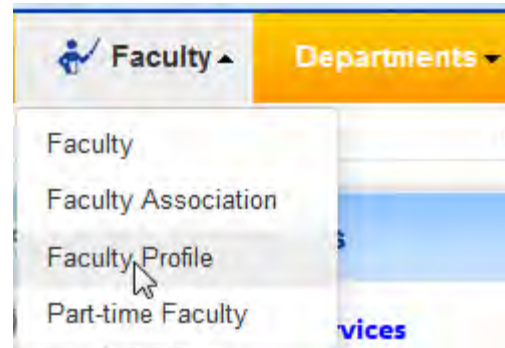
<https://myportal.lakelandcc.edu/group/mycampus/faculty-profile>



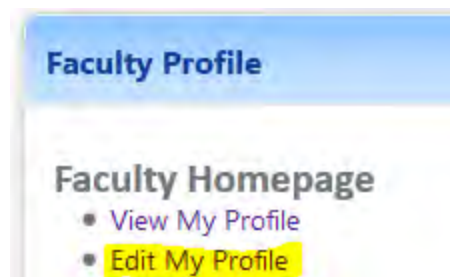
The image shows the myLakeland Sign In page. It features the myLakeland logo at the top, followed by the text "Sign In". Below this are two input fields: "Username" and "Password". At the bottom of the form is a blue button labeled "LOGIN".

Click on Faculty Tab

- Click on Faculty Profile



Click Edit Profile



Setting up your Faculty Profiles (cont'd)

Faculty Homepage - Edit Mode

Joanna Laker


[My Profile](#) | [Logout](#)

Associated Photo

Select a Profile Picture:

☒ No Photo (Default)

☐ ID Photo



REMINDER: The marketing and communications department will arrange for a photographer to be on campus to take professional headshots at least once per year, during fall conference week. Check the fall conference schedule or contact the marketing and communications department for

Office Hours

Provide a line of text indicating your current office hours.

Example: Mondays & Wednesdays: 11:30am-2:30pm. Tuesdays: 9:00am - 1:00pm.

Academic Credentials

Academic Credentials are only displayed for full-time faculty.

Associated Biography

Provide a basic biography relating to your academic experience.

3000 character limit.

Associated Biography:

You have 3000 characters of free text space to write about your professional experience. Please note, this is plain text paragraph format.

Profile Picture:

Your default profile does not include a photo by default but you can choose to associate either your ID photo (automatically available) or a professional picture uploaded through marketing. If a professional photo has already been associated with you it will display in the option list and you can select it at that time.

Office Hours:

Please use this field to list office hours. Do not list a phone number as yours is already listed on your profile by default.

Academic Credentials:

Full Time Faculty

Academic Credentials are automatically associated with your profile based on transcripts submitted to HR.

Part Time Faculty

Academic Credentials are not displayed on your part time faculty profiles but you are encouraged to complete the associated Biography

Setting up your Faculty Profiles (cont'd)

Awards / Certifications / Training

Note any additional awards, training, etc that is beneficial to your academic experience.

450 character limit.

Professional Links

Provide links that you feel help convey your academic experience.
Display Name and URL are limited character fields.

Link Display Name 1

Link URL 1

Link Display Name 2

Link URL 2

Link Display Name 3

Link URL 3

Approve Profile

Once you have updated / reviewed the information in your profile please click the 'Save and Approve' button.

Save and Approve

Awards...

This is your brag space. Tell the student about you professional accomplishments and certifications.

Professional Links

If you have Linked in or professional accounts that you would like to list here or resources that you would like to share as part of your profile this is the place to do it.

Approve Profile

This is the last step to making the edits to your profile available to the public. Once you approve your profile all of the information and data you provided will be linked to your name on the schedule viewer and in the employee directory in myLakeland. Please note that you will need to update or at least review and re-approve this information at least once every year. If the information is more than a year old the system will hibernate the additional information that you have provided and will show only your default profile. Your information will NOT be lost and will be waiting for you to come in review/update/approve it at a convenient time.

How to access my Faculty Profile?

Schedule Viewer

Your Profile is available automatically from the Lakeland Schedule Viewer by clicking your name which is listed next to every class you are teaching.

myLakeland Employee Directory

Your listing inside the employee directory.

CRN	Schedule	Seats	Days	Times	Dates	Room	Camp	Instructor	Cr
30001	LECTURE	17	MW	09:00 AM-10:50 AM	1/10/15-5/08/15 (F)	T 142	MAIN	Racic, J	4
30002	LECTURE	23	MW	11:00 AM-12:50 PM	1/10/15-5/08/15 (F)	T 142	MAIN	Arcaro, J	4
30003	LECTURE	30	MW	12:00 PM-01:50 PM	1/10/15-5/08/15 (F)	T 218	MAIN	Mitchell, V	4
30004	LECTURE	19	TR	01:00 PM-02:50 PM	1/10/15-5/08/15 (F)	T 142	MAIN	Corwin, C	4
30006	LECTURE	35	TR	06:00 PM-07:50 PM	1/10/15-5/08/15 (F)	T 142	MAIN	Firman, D	4
30007	ONLINE	5	-	-	1/10/15-5/08/15 (F)	ONLINE	MAIN	Racic, J	4

The screenshot displays the myLakeland Employee Directory. On the left, a search filter shows 'Employee Directory' selected. Below it, a grid of letters (A-Z) is visible. The main profile for Jennifer Crissman is shown on the right. It includes her name, title 'Full-Time Instructor, Information Tech & Computer Science', contact information (440.525.7257, C-1001c, jcrissman@lakelandcc.edu), office hours (Mon-Wed 11-12), and a photo. A green arrow points to the email address. Below the profile, there are tabs for 'Current Courses' and 'Academic Experience'. The 'Current Courses' tab is active, showing a 'Current Teaching Schedule' for Spring 2015 and Summer 2015. A table lists courses with buttons to view each one. A red dot is placed on the email address, with a red arrow pointing to it from the bottom left and a green arrow pointing to it from the top right.

00007 ONLINE 2

myLakeland

Employee Directory

AB C D E F G H I J K L M N
O P Q R S T U V W X Y Z

First Name:

Last Name:

Position: All Employees

Full/Part Time: All Employees

Order By: Last Name

CRISSMAN, JENNIFER

Full-time Instructor

Information Tech & Computer Science

jcrissman@lakelandcc.edu

View Profile

myLakeland

Jennifer Crissman

Full-Time Instructor, Information Tech & Computer Science

440.525.7257
C-1001c
jcrissman@lakelandcc.edu

Office Hours:
Mon-Wed 11-12

Current Courses Academic Experience

Current Teaching Schedule:

Spring 2015

ITIS2890 Info Tech/Comp Sci Cap	View All ITIS 2890
ITIS1100 Internet	View All ITIS 1100
ITDB1400 Introduction to SQL	View All ITDB 1400
ITDB1430 MS Access Rel Data	View All ITDB 1430
ITIS1530 Micro Office Access Skill	View All ITIS 1530
ITDB2427 Microsoft SQL Server Admin	View All ITDB 2427

Summer 2015

ITIS1005 CompInfo Processing	View All ITIS 1005
ITDB1400 Introduction to SQL	View All ITDB 1400
ITDB1430 MS Access Rel Data	View All ITDB 1430
ITDB1406 MS SQL Concepts	View All ITDB 1406
ITIS1530 Micro Office Access Skill	View All ITIS 1530
ITON1060 Using MS Windows 8	View All ITON 1060

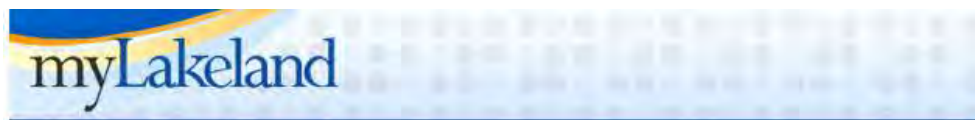
Direct Access

When editing your profile via myLakeland you will notice there is a Profile URL box on the first page before you click 'Edit.' You can use the URL provided here to create links from blackboard or your syllabus or from other web resources and reference your profile directly. YES we know it is ugly but it does work so use it when you need to.

Copy Profile URL:

https://lkn.lakelandcc.edu/internet/academics/schedule/profile.cfm?ID=60&ENR_ZON%2F%2F%2F%2F

What does my Faculty Profile look like?



Joanna Laker
Full-Time Instructor

440.525.5456
C2430
jlaker99@lakelandcc.edu

Office Hours:
Mondays and Wednesdays: 8:30am-12:00pm, Tuesdays: 11:30am-2:30pm

Current Courses

Academic Experience

Current Teaching Schedule:

Spring 2015

ITIS2890 Info Tech/Comp Sci Cap

[View All ITIS 2890](#)

ITIS1100 Internet

[View All ITIS 1100](#)

ITDB1400 Introduction to SQL

[View All ITDB 1400](#)

ITDB1430 MS Access Rel Data

[View All ITDB 1430](#)

ITIS1530 Micro Office Access:Skill

[View All ITIS 1530](#)

ITDB2427 Microsoft SQL Server Admin

[View All ITDB 2427](#)

Summer 2015

ITIS1005 Com



Joanna Laker
Full-Time Instructor

440.525.5456
C2430
jlaker99@lakelandcc.edu

Office Hours:
Mondays and Wednesdays: 8:30am-12:00pm, Tuesdays: 11:30am-2:30pm

Current Courses

Academic Experience

Academic Credentials:

BA, Univ of Toledo

MFA, Univ Of North Dakota-Main Camp

Biography:

Full-time IT&CS faculty, 2001-present

Emergency Messaging Alert System

Lakeland Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or closures. Emergency message alerts are available via voice, email and SMS text message. The Lakeland Campus Police Department is responsible for authorizing use of the emergency messaging alert notification system.

You are automatically enrolled in the college's emergency messaging alert system. Some recent updates will provide for easy access to the college's emergency messaging alert system. Here are some of the updates:

- You do not need to opt-in to the emergency messaging alert system if you provided human resources with your cellphone number. You can text "STOP" to 67587 at any time.
- You can manage your account at <https://go.schoolmessenger.com> or download the SchoolMessenger mobile app.
- To manage your account, simply sign up with your Lakeland provided email address.
- You can add additional phone numbers, email addresses, or SMS text numbers to also receive emergency message alerts.

If you do nothing you will still receive a phone call, email and SMS text (if a cellphone number was provided to human resources) whenever an emergency occurs. Please make sure all your contact phone numbers are kept up-to-date with human resources.

For additional information and frequently asked questions on Lakeland's Emergency Messaging Alert System go to <https://www.lakelandcc.edu/emergencyalerts>.

Change of Address

If you change your address, telephone number, etc., please notify your division dean's office and department chair. You must also complete the appropriate section(s) on the personal data sheet form and return it to human resources via email to cburger@lakelandcc.edu. You can print a copy of the form from the portal, myLakeland, via the following link:

https://lkn.lakelandcc.edu/internet/administrativedepartments/hr/documents/forms/Personal_Data_Sheet.pdf

Please contact human resources at 440.525.7555 if you have any questions regarding the personal data sheet form.

Supplies

Basic instructional and office supply items are stocked in the provost's office supply cabinets in B-1054, in the H-Building faculty areas in H-151 and H-263, and in the T-Building faculty area in T-153. If you need specific supplies, ask the administrative assistant or secretary for assistance. Limited supplies are also available in the part-time faculty office in A-2130, the faculty office areas in 2B and 3B, and the early childhood education department in L-113.

Use of College Resources

The consumption of college resources, without reimbursement, for personal business or personal gain is prohibited. Personal purchases of goods through, or in the name of the college, unless specifically permitted, are prohibited. Additionally, no employee is permitted to use the college's resources (email, mail delivery service, paper, fax machine, etc.) to distribute or deliver materials that sell, promote, sponsor, offer or advertise the sale of products or services.

Scoring Exams with Scantrons

For those preferring to use computer-scored answer sheets when giving exams, Scantron® scoring machines are located at the main campus and Holden University Center. There are detailed instructions posted at each location. The help desk is available for faculty support at 440.525.7570. Scantron® test score sheets are available from your respective division area, 2B and 3B faculty office areas, the provost's office supply cabinets, and where the Scantron® scoring machines are located.

Please note: There is one specific test form that must be used with the Parscore in T-153 and H Building. It is a pink, one-sided form allowing for 100 questions (F-16457-PAR-L). This is the ONLY form that will work with this equipment. Locations of Scantron® machines are as follows:

2C Faculty Office Area

The Scantron® machine is located in copy machine room C-2076.

3B Faculty Office Area

The Scantron® machine is located in room B-3031 in the 3B faculty hallway. Room is locked 24/7 with a coded keypad. You must swipe your Lakeland ID card on the keypad to enter the room. The access code can be obtained from the 3B secretary if your Lakeland ID card does not allow you to access the room.

H-Building

Two Scantron® machines are located in H-Building, H-167. One machine runs evaluations only, while the other runs Scantron® test answer forms

Part-time Faculty Office – A-2130

The Scantron® machine is located in copy machine room.

T-Building

Two Scantron® machines are located in the part-time faculty office, T-153b. One machine runs evaluations only, while the other runs Scantron® test answer forms.

Bookstore

Refer to Lakeland Bookstore website for updated hours and services available

General: 440.525.7124

Bookstore manager: 440.525.7123

Textbook manager: 440.525.7123

The goal of the bookstore is to provide the lowest possible prices on textbooks and course materials to our students. As such, we offer these materials in a variety of formats: new, used, rental, eBooks and open educational resources (OER) and participate in a daily and end of term, book-buyback program. Textbooks and course materials are available to students three weeks before the start of classes.

Adoptions for required textbooks and course materials should be submitted through your departmental chairperson or division dean for the upcoming semester by:

Fall Semester: April 8

Spring Semester: Oct. 13

Summer Session: Feb. 17

Desk copies of textbooks/eBooks used for your classes may be obtained from your department chair, division office or the college bookstore if available with prior divisional authorization. Divisional authorization requires the departmental charge card that must be obtained from your division administrative assistant.

In addition to textbooks and course materials, the bookstore also has an array of retail merchandise to satisfy the wants and needs of the campus community. The bookstore selection includes: school supplies, consumer electronics, computers/tablets, convenience items, greeting cards, snacks, beverages and Lakeland items and apparel.

All faculty are eligible for a discount on everything in the bookstore except for food/beverages, computers/tablets and digital eBooks. Periodically, employee-only sales promotions offer faculty a discount in addition to the existing employee discount unless otherwise noted.

Computer Resources

New full-time faculty are given their choice of a laptop or desktop computer. Part-time faculty have access to computers in the part-time faculty office areas, A-2130, H-162, H-275 and T-153. Additionally, computers are available in the library and in computer labs located at the main campus in A-1046 and the Holden University Center (HUC). The computers in these areas are open to current Lakeland employees and students as well as HUC partner students for the purpose of doing class-related work. The labs provide users with access to the internet, library services and a variety of software applications. The open lab schedule and software schedule for fall, spring and summer semesters is posted on the portal at <https://www.lakelandcc.edu/web/about/learning-technologies-computer-labs>. Faculty can share this link with their students.

Locks/Keys

Keys to locks for classrooms and offices and codes to classroom keypads and/or swipe access are issued by the campus police department. If you need a key, code or swipe access to a classroom, laboratory, preparation area or seminar room, please contact your division dean for approval. The combination to the keypad for the main part-time faculty office in A-2130 will be changed every August and the number sent with proffer letters. Do not, under any circumstance, give this combination to a student or anyone you do not know for certain is a part-time faculty member.

Lockers

A limited number of lockers for part-time faculty to store materials are available in both the main part-time faculty office in A-2130 and T-Building faculty office in T-153. If you would like a locker, you may request one from the part-time faculty secretaries. If one is available, you will be given a lock (or a key to the lock) and assigned a locker. Only Lakeland-issued locks may be used on the lockers. You may retain the same locker semester to semester.

Emergency Class Cancellations and College Closing

It is the policy of the college to maintain regularly scheduled activities and operations whenever possible. Situations like severe weather, utility failures, bomb threats, civil disorder or other emergencies that threaten the safety of students and college employees may require a timely decision to close the college. Information regarding current or potential threats to the safety of students and employees shall be reported immediately to the president of the college by the chief of police who shall consult with the director for facilities management as appropriate.

The decision to close the college will be made by the president or, during their absence, the acting president. The decision will be based on information regarding conditions on campus, current weather reports, road conditions, closures by local school districts and employers, and the availability of current services.

The following guidelines will be in effect if an emergency requires the closing of the Lakeland main campus and the Holden University Center. If the Lakeland main campus is closed, then the Holden University Center will also be closed. The announcement that the Lakeland main campus and the Holden University Center are closed means that all classes and activities are canceled. This includes all credit and noncredit classes, special events, sporting events, training sessions and college offices. Information will be available on the Lakeland Emergency Closing Hotline, 440.525.7242, or at the college website <https://www.lakelandcc.edu/closings>. In addition, authorized closing information regarding the Lakeland main campus and the Holden University Center will be reported to several authorized local radio or television stations.

All authorized radio and television stations are listed on Lakeland's website, e.g., WKYC-TV3, WEWS-TV5, WJW-TV8, WTAM 1100 and WELW 1300. The college assumes no responsibility for any college closing information broadcast on radio or television stations not authorized by the college. A list of authorized radio and television stations will be posted in the faculty office areas.

Chapter III – Parking, Transportation and Campus Safety

Faculty/Staff Parking

The gated faculty/staff parking lot south of the Route 306 entrance is reserved for use by faculty, staff and employees of the college. The spaces in this parking lot are filled on a first-come, first-serve basis; require an employee ID card to activate the gate and a valid hang tag that must be displayed at all times.

There are also some faculty/staff parking reserved spaces near the business and engineering building, the health technologies building, and the athletic and fitness center. Also, 45-minute parking is available in the handicapped lot behind B-Building. Vehicles using these spaces must display a valid parking hang tag. Spaces in these lots are on a first-come, first-serve basis.

A parking lot hang tag may be obtained from Barbara Hadley in the campus police department, at bhadley@lakelandcc.edu. Provide the make, model, color and plate number of your vehicle in your email.

Parking Lot Security

College parking lots are patrolled by the campus police department on a 24-hour basis utilizing marked police cars. College maintenance personnel are equipped with two-way emergency radios which can be used to summon police or emergency help.

Lock-Out Service

If you are locked out of your car, contact campus police at 440.525.7241 for lockout service. Any person requesting this service must provide identification and sign a waiver.

The campus police department can arrange for emergency towing service on a 24-hour basis to students, faculty, staff, employees and visitors. To request emergency towing service, contact campus police at 440.525.7241. In such cases, the person requesting the tow can designate their own towing firm. In all cases, the person making the request **MUST** pay the towing firm before the rendering of service.

Parking for Persons with Disabilities

Only vehicles displaying a valid state or college handicapped decal or permit may park in handicapped parking spaces located throughout the campus. If you require a temporary handicapped permit, please contact campus police at 440.525.7241.

Violation Policy

Vehicles found violating college parking regulations may be ticketed or towed pursuant to applicable state law and college ordinance. Special enforcement attention will be given to vehicles creating a hazard to traffic, parked on the grass, outside of yellow lines, in handicapped spaces, etc.

Parking Fines

The following fee schedule applies to parking violations at Lakeland Community College:

Handicapped, fire lane, police only and bus stop	\$50
All other violations	\$20

After 20 days, the offender may be cited into the Willoughby Municipal Court and the penalty assessed will be in accordance with the Ohio Revised Code. Parking fines should be mailed to Lakeland Community College, 7700 Clocktower Drive, Kirtland, Ohio, 44094, to the attention of the cashier's office.

Towing Policy

Abandoned motor vehicles, vehicles under the control of a suspect of a crime, vehicles damaged in a traffic accident, vehicles left on a roadway or parking lot and posing a hazard to traffic, etc., may be towed and impounded by the campus police department pursuant to applicable law.

45-Minute Parking

For faculty and staff convenience, there is a 45-minute parking area in the handicap lot located behind B-Building. This is a restricted area and should not be used for all day parking.

Laketran Shuttle Bus Service

Campus Loop

Laketran's Campus Loop provides no-fare, accessible transportation connecting Lakeland's Main Campus and the Holden University Center for students, faculty, staff and visitors between 7:30 a.m. and 8 p.m. Monday–Thursday and 7:30 a.m. and noon on Friday. The campus loop serves 10 bus stop locations with service every 20 minutes and only operates during spring and fall semesters; it does not operate on weekends or college holidays.

Local Routes

Students enrolled in credit classes at Lakeland and the Holden University Center are provided free Laketran bus service Monday–Saturday on Local Routes 1–6 within Lake County with free transfers to Greater Cleveland RTA. Laketran offers regularly scheduled bus service throughout Lake County with service to main campus on Routes 1, 2, 3 and 6. Bus schedules are available at laketran.com, the student service center, the athletic & fitness center (AFC) and the library. Students are required to swipe a valid Lakeland student identification card when boarding the bus. A Lakeland student ID card can be obtained at the library or the AFC by bringing a class schedule and photo ID, such as a driver's license or State of Ohio ID card. With new real-time arrival Rider Tools, you can now text LTBUS + STOP ID + ROUTE NUMBER to 41411 to find out the next time your bus will depart from your bus stop. The Lakeland campus bus stop ID is 14. Text messaging and data rates may apply. Students are encouraged to sign-up for Laketran Rider Alerts by texting LAKETRAN to 313131 for information on delays or detours.

Laketran is closed on federally observed holidays including: New Year's day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. No services will operate these days. For more information about the campus loop or Local Route service, contact Laketran at 440.354.6100 or visit laketran.com.

Police Safety Service

Police safety service can be requested 24 hours a day by calling 440.525.7241 or by picking up an on-campus blue Police phone. After giving your location, an officer will either walk or drive you to your vehicle.

Campus Watch

The campus police department coordinates a collegewide effort to protect students, faculty, staff and visitors known as the "campus watch" program. It is similar in nature to the "block watch" program found in many local communities. If you see someone acting suspiciously or a suspicious vehicle, please call campus police at 440.525.7241. If you see or smell smoke or fire, call campus police immediately.

Crisis and Violence Prevention

The Lakeland Community College Campus Police Department conducts workshops and seminars aimed at making everyone aware of potential risks and dangers, as well as sharing responsibility for a crime-free campus.

In response to incidents of violence on campus, many colleges and universities are instituting a team approach to crisis prevention. Those involved in crisis assessment and management at Lakeland have historically worked collaboratively to address situations involving students who present a potential threat to campus safety.

Lakeland's CARE (Consultation, Assessment, Referral and Education) Team works with faculty, staff, administrators and students to identify concerning student behavior and to find ways to address this behavior. By communicating about situations across campus that causes concern, the team attempts to identify potential crises before they escalate and to identify appropriate responses and interventions.

Involvement of the CARE Team is not meant to replace the standard classroom management strategies employed by faculty. Any action of the team does not alter any existing discipline policies. Rather, the team encourages early intervention by providing for a centralization of information regarding concerning student behaviors, assessment and strategizing of possible options, referral to appropriate individuals, departments or agencies, and education on relevant issues. For additional information please refer to the CARE Team page on the portal (myLakeland) under the Committees tab.

Lakeland's faculty and staff play an important role in behavior intervention. The CARE Team encourages the instructor to consult with a member of the team when an instructor is concerned about a student's behavior. The team may be able to offer some helpful advice about handling a particular situation. At the same time, the instructor provides valuable information that may help the team "connect the dots" in cases where there are multiple warning signs across campus. In addition to discussing the situation with your dean or department chair, please contact any CARE Team member:

Scott Barlow, Director for Athletics: 440.525.7350

Ken Browner, Psy.D., Psychologist: 440.525.7205

Erin Fekete, Ph.D., Dean for Arts and Sciences: 440.525.7079

Christina Corsi, Ed.D., Senior Director of Student Success: 440.525.7226

Lisa Latz, Interim Chief of Police: 440.525.7496

Ryan F.A. Hamilton, Ph.D., Dean for Information Technology, Computer Science and Engineering Technologies: 440.525.7553

Al Kirsh, Student Accommodation Center: 440.525.7245

Mario Petitti Jr., Dean of Students: 440.525.7328

Regina Prosser, Ph.D., DNP, Dean for Health Technologies: 440.525.7082

Nora Stickney, Counselor: 440.525.7203

Lisa Durst, Interim Director of Human Resources: 440.525.7112

Campus Safety and Security Report

The [Annual Security Report](#) is provided by Lakeland Community College in compliance with the Jeanne Clery Act.

For more information on campus safety, view the [Run Hide Fight Video](#) or contact the Lakeland Community College Campus Police Department at 440.525.7241 or campus_police@lakelandcc.edu.

Lost and Found

If you have lost and/or find an item of a general nature, e.g., small clothing articles, textbooks, notebooks, etc., visit the campus police department in the basement of A-Building, room A-2. The college is not responsible for lost or stolen personal items but makes every effort to reunite items with their owners.

Smoking

The following, Policy for a Smoke-free Environment (3354:2-10-10), was approved by the College's Board of Trustees on August 16, 2022. All Lakeland policies and procedures can be found online at <http://www.lakelandcc.edu/web/public-policies-and-procedures/main>. Lakeland is dedicated to providing a healthy, comfortable and productive working and learning environment for all members of the college community. Therefore, smoking and/or the use of tobacco is prohibited on college property, including outdoor spaces, and throughout the college-owned or leased buildings and/or in college owned or leased vehicles.

"Smoking" is defined as inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or any other lighted or heated tobacco or plant product intended or inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in the college policy.

"Tobacco" is defined as all tobacco-derived or containing products, including and not limited to cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than via a personal smokeless application for the purpose of cessation.

Students and employees violating this policy may be subject to disciplinary action. Visitors violating this policy may be denied access to campus.

To assist the campus community with compliance of the smoke and tobacco free policy, the following free resources are currently available for all employees:

IMPACT SOLUTIONS

www.myimpactsolution.com (code: lakelandcc)

6 sessions per issue, per year

Telephonic sessions with a coach certified in tobacco cessation

24/7 in-the-moment support with licensed clinicians

Resources related to tobacco cessation on the Member Portal

MEDICAL MUTUAL (full-time faculty)

QuitLine is a free tobacco cessation and coaching service

Enroll in QuitLine by calling 866.845.7702

AMERICAN LUNG ASSOCIATION: www.lung.org/quit-smoking

Ask an expert: 800-LUNGUSA

Freedom From Smoking Program: www.lung.org/quit-smoking/join-freedom-from-smoking

LAKE COUNTY GENERAL HEALTH DISTRICT: <https://www.lcghd.org/tobacco/>

800-QUIT-NOW (784.8669)

NICOTINE ANONYMOUS: <https://www.nicotine-anonymous.org/>

Chapter IV – Classroom Facilities

Classrooms

Before each semester, classroom assignments are predetermined according to availability and need and cannot be changed unless there are circumstances which demand that your class be moved. In such cases, the college will inform you of the move. Please contact the division dean's office if you need to make changes to a classroom assignment for your class. You may not move your class to another room without permission of the division dean.

Classes are sometimes scheduled at the Holden University Center on Route 306 (directly opposite the main campus entrance) and various high schools in Lake and surrounding counties.

Science Laboratories

There are 12 multiscience laboratories in A-3 on the main campus.

Science classes with laboratory sections are assigned a laboratory and time. The assignments are made to ensure optimal use of the equipment and laboratory space and allow time between sections for preparation as well as open times for student independent study. Any changes must be approved by the department chair and division dean.

For safety and security reasons, the laboratories can be opened to students on weekends or holidays only if the instructor is present in the lab to supervise. Instructors are responsible for their own laboratory preparation and should inform the science & health lab coordinator Mary Pogany at 440.525.7163, in advance when supplies are needed or viewing the facilities and discussing your lab needs. Lab courses including chemistry, cell biology, and microbiology frequently involve detailed preps and setups. Instructors in these courses are encouraged to provide their lab schedules to the lab staff prior to the start of the semester, allowing efficient assistance from available lab staff.

Instructors should keep in mind that other classes will also be using the lab and assure that materials are put away in a timely fashion. Students are responsible for cleanup of their work areas. Students, under the direction of the instructor, must return equipment to proper locations.

Lab Safety

Instructors must complete a safety training session and complete a safety sign-off sheet. Instructors are responsible for informing students of safety procedures and assuring their compliance.

Chapter V – Professional Relations with Students

Electronic Communication with Students

The Lakeland student email is the college's official method of communication with students. All employees are strongly encouraged to only use a student's Lakeland email address when corresponding with students. While it is not recommended, students can have their email forwarded from their Lakeland email account to any valid email address. If any of your students do this, please do not reply to the non-Lakeland email address. Instead, reply to their Lakeland student email address. Email systems that are not controlled by Lakeland may reject or strip out content delivered to them. Students can receive assistance in accessing their email by contacting the help desk at 440.525.7570.

Objectivity/Fairness

At the core of professional relations with students is the obligation to treat each student in a fair, impartial manner, while keeping in mind that student learning is the goal of all teaching.

Objectivity and fairness demand that a certain professional distance be sustained between faculty and students even while open communication is maintained for academic purposes. The students can expect to gain something useful from the academic experience. The student should value your knowledge, skill and insights into your specific field. Your personality outside these areas should not be an issue unless you allow it to become one.

Since you will almost always know more about the subject area than the students, you can easily set clear, published standards that guide their performance and behavior in your class.

Student Conduct Code

Students, in turn, should treat faculty with respect and have an obligation to behave in ways that are not disruptive to the learning environment or the college community. Consult myLakeland for details of the Lakeland Student Conduct Code and for procedures for handling instances of suspected violations.

Confidential Matters/FERPA

The educational records (transcripts, grades, reports, test scores, etc.) of all students enrolled at Lakeland are confidential and protected by the Family Education Rights and Privacy Act (FERPA), regardless of the age of the student. If a student is 18 or attending Lakeland as a college credit plus student – at any age – the rights under FERPA rest with the student. Consistent with FERPA, and in accord with our students' right to privacy, grades should not be posted in a public place (i.e., outside of faculty offices or classrooms), even if LIDs or the last four digits of the students' Social Security numbers are the only label identifying the students. Papers/exams should not be left in public areas, including part-time faculty office mail boxes. Furthermore, grades may not be given to friends or family members of the student, including parents, without written authorization signed by the student. The student's consent to release information must contain the following elements:

- It must state the purpose of disclosure.
- It must specify the records to be released.
- It must identify the party or parties to whom the information is being disclosed.
- It must contain the student's signature.
- It must be dated.
- It must be in written format.

A template for the written FERPA waiver form is available from the student service center at sscenter@lakelandcc.edu. Also, see Lakeland's FERPA policy, 3354:2-61-01, and FERPA procedure SS61-01 (Appendix H).

What are considered “educational records?”

An educational record is any record (in any medium), with certain exceptions, maintained by the college that is directly related to a student. This record can contain a student’s name, several students’ names, or information that can personally (individually) identify a student. Examples of private information include, but are not limited to:

- Social Security number.
- Race.
- Religion.
- National origin.
- Gender.
- Grades.
- Grade-point average (GPA).
- Student schedule.
- Academic standing.
- Student ID number.
- Student email.

What are NOT considered “educational records”?

- Medical and counseling records used solely for treatment.
- College police law enforcement records.
- Records that only contain information about students after they are no longer a student (e.g., alumni records or deceased).

Instances in which prior written consent is not required for release of a student’s educational record may include the following:

- In connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- In accordance with a lawful subpoena or court order.
- Release of directory information, if not restricted.
- If the student is under the age of 21, FERPA permits Lakeland to inform the parent/guardian if a student is found in violation of alcohol or drug rules.

Directory Information

FERPA allows for the release of certain items of information not generally considered harmful or an invasion of privacy if disclosed. Lakeland, in accordance with FERPA, has designated the following categories of information about individual students as directory (public) information. The information below will be released to any inquirer unless the student specifically requests non-disclosure of all directory information.

- Name.
- Home address.
- Home telephone number.
- Verification of enrollment.
- Photograph.
- Dates of attendance.
- Verification of graduation and date of graduation.
- Degree and major earned.
- Special awards/honors earned.
- Hometown.
- High school.
- If a member of an athletic team, the student’s height, weight sports team and sports statistics.

Health and Safety

While FERPA provides protection to a student's privacy and educational records, it does not bar college officials from sharing critical information, with appropriate parties, about students in a health or safety emergency. Instructors who see their students on a regular basis are often the first to observe serious personal problems or troubling behavior. College officials are permitted and encouraged to share information with the dean of students office, Lakeland Campus Police or the CARE Team about a student who is or might be considered a risk to self or others.

Mario Petitti Jr.

Dean of Students

Phone: 440.525.7328

Email: mpetitti@lakelandcc.edu

Lakeland Campus Police Department

Phone: 440.525.7241

Email: police@lakelandcc.edu

For further explanation of this policy, and guidance in its application, please contact Lakeland's FERPA coordinator and registrar at registrar@lakelandcc.edu.

College credit plus (CCP) students are included in Lakeland's FERPA policy.

College Credit Plus (CCP) Students

Lakeland CCP students are included in the Lakeland FERPA policy. However, given their dual enrollment in high school, application of the policy may include situations that are different than those generally encountered on campus.

Examples include the following:

Sharing Information with Parents

Parents of high school students may have expectations of greater involvement in their child's academic experience. The Lakeland CCP brochure clearly states FERPA applies to all Lakeland students, including CCP students, regardless of the student's age. Visit on <http://lakelandcc.edu/web/about/docs-forms-ccp> to view the brochure.

A FERPA release form, signed by the student, is required prior to sharing any information with parents. This information is communicated to parents during the CCP orientation sessions and information nights, as well as with high school counselors and administrators. High school faculty teaching a Lakeland course at the high school who may be meeting with parents during Parent Teacher Night or related high school-based activities, are required to follow FERPA guidelines for all Lakeland courses. FERPA Release Forms are available at the Lakeland Student Service Center.

Sharing Information with Other Lakeland Faculty, Staff or Administrators

Lakeland faculty should consult with their dean if they believe it is necessary to share student education records with other college employees without obtaining the student's consent. The dean shall determine whether there is a legitimate educational interest in sharing the student education records with other college employees without the student's consent. Health or behavioral concerns may be reported to Lakeland's CARE (Consultation, Assessment, Referral and Education) Team, dean of students or counselors as part of the "need to know" function of existing Lakeland processes and support services.

Sharing Information for the Purpose of Participation "Eligibility" at the High School

Lakeland CCP students may request an academic progress update from Lakeland faculty as part of an eligibility requirement for participation in high school activities. These requests are generally timed at the end of the high school's grading period. Providing academic progress updates for Lakeland CCP students has been a long-standing and common practice at the college. A Lakeland CCP Participation Form, developed by Lakeland's FERPA coordinator, is made available to guidance staff at the high schools to provide consistency in the request process. The high school administrators and students are informed it is the responsibility of the Lakeland CCP student to provide adequate notice to Lakeland faculty when making such requests. The student is expected to gather and share the information requested with the appropriate contact at their high school. Although such requests are often related to athletics per Ohio High School Athletic Association (OHSAA) regulations, it is not unusual for high schools to request the same information for fine arts participation, ability to hold student leadership positions, travel, mentoring programs or other high school experiences.

Requests for Official Verification of Grades, Academic Standing or Transcripts

If a Lakeland CCP student requests their education records be sent directly to a third party (e.g., “good student” verification for insurance, scholarship application, college application or community-based programs), the request should be directed to the Student Service Center. Such requests generally require official “end of term” grades, academic standing or transcript verification and will likely require validation by Lakeland’s Registrar.

Accommodations in Lakeland CCP Courses

For Faculty:

Faculty must follow the Lakeland accommodation policies and processes for all Lakeland courses regardless of location. The Lakeland Student Accommodation Center (SAC) will consider the existing high school accommodation plan (IEP or 504) when developing the accommodations. However, it is the Lakeland plan that **must** be followed for any course offered by Lakeland.

If the faculty member disagrees with the academic accommodation granted by the Lakeland SAC, or if the faculty member believes that the accommodation substantially alters the course requirements, the faculty member should contact the SAC. [Lakeland Procedure IS59-03, Procedure for Resolving Disputes Involving Students With Disabilities](#), provides the process by which informal discussions, hearings and appeals are conducted to address these concerns. However, the accommodations must be provided to the student in the interim while the dispute process is followed.

The following statement should be placed in your course syllabus for all Lakeland courses:

Students with Documented Disabilities

Lakeland Community College is committed to providing all students equal access to learning opportunities. The Lakeland Student Accommodation Center works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g. learning, attention, psychiatric, vision, hearing, physical, or systemic) and feel it may create a barrier to your education, contact the SAC at 440.525.7020 or email mwheeler21@lakelandcc.edu to schedule an appointment. The Student Accommodation Center is located in room A-1042.

Students with Academic Problems

The keys to working with students who have problems include:

- **Careful listening:** Abandon your authority role and let the student do all the talking. Pay close attention to what is said and what is not said. When the student is done, ask relevant questions to be sure the student knows that you understand what was said.
- **Empathy:** Put yourself in the student’s place. Try to remember what it was like for you.
- **Patience:** Remember that students are not sure of their position, particularly when they face authority and you are in a position to influence their achievements. It may take them time to get to their point. Do not rush them. Do not let them think you don’t have time for them or their problems. Still, it is also important to be firm about not letting them ramble or monopolize your time. You have a responsibility to be available to all of your students and those who cannot get to you resent it if one particular student takes up all your time.
- **Closure:** Resist immediate closure. Assure students that you will begin working on their problem right away but that you may not be able to come up with an instant solution. Decisions made in haste are often regretted later. Feel free to discuss a problem with your department chair, who may have dealt with similar issues, before making a decision.
- **Personal Problems:** Avoid letting a student with personal problems latch on to you. This is a pretty sure route to trouble. When possible, you might refer students to the college psychologist at 440.525.7200 located in the counseling and advising center. Remember that your professional role is that of instructor, not counselor.

Harassment/Sexual Harassment

Harassment is defined as repeated and unwelcome verbal or physical actions that a reasonable person would interpret to be intimidating, threatening, ridiculing or insulting. Unlawful harassment has as its basis, a status or characteristic protected by law – notably race, color, religion, sex, national origin, age, sexual orientation, disability, disabled veteran or veteran status, marital and/or parental status.

Lakeland is committed to supporting an environment free from acts of sexual harassment which may be defined as “unwelcomed or unsolicited sexual advances, demands for sexual favors, or other verbal or physical conduct of a sexual nature” which would affect students or might “create a hostile environment.” It is clearly inappropriate to make remarks of a suggestive nature or tell off-color jokes when interacting with students either individually or in class. At all times, it is important to remember that your relationships with colleagues and students is a professional one and that your interactions with them require a professional distance, respect, decorum and objectivity. Likewise, you should expect that colleagues and students treat you in a respectful manner devoid of harassing behaviors or overtones. If you are experiencing difficulties with the manner in which a student or colleague interacts with you, please refer to the college’s EEO and Title IX Compliance policy (Appendix I) or the Student Conduct Code (Appendix B), as appropriate.

Statement on Title IX: *Lakeland Community College is committed to providing an academic, study and work environment free of inappropriate and disrespectful sexual conduct and communication in any form. Lakeland will conduct its programs, services and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, as well as state and local laws, and Lakeland’s policies and procedures. Lakeland’s responsibilities and programs for preventing sexual harassment and sexual misconduct and addressing it when it occurs are coordinated by Lakeland’s Title IX Coordinator. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. If you require information, support or would like to file a complaint, contact Lakeland’s Title IX Coordinator. The director for human resources serves as the college’s Title IX coordinator. Contact information can be obtained from the human resources department at 440.525.7555.*

Academic Integrity/Honesty

It is critical that faculty publish the academic standards for the course in the syllabus. Include grading procedures, tests and assignment schedules, attendance requirements, participation requirements, etc.

During your initial class meeting, take time to: 1) discuss the importance of academic integrity and advise students to avoid situations that may compromise their performance and grade; 2) emphasize the seriousness of violations of academic misconduct; 3) advise students to consult Lakeland’s Student Handbook for definitions of academic misconduct and the procedures for handling instances of suspected misconduct (see Appendix B); and 4) answer questions relative to academic integrity.

See Page 46 for the academic integrity statement to include in your course syllabus.

A comprehensive list of controls/policies may be found in Appendix C – The Syllabus.

Religious Accommodations

Students seeking an accommodation for absences permitted under Ohio’s Testing Your Faith Act, Ohio Revised Code 3345.026, must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. A non-exhaustive list of major religious holidays and festivals can be found on the Lakeland website at [Religious Holidays and Festivals](#). Students with questions about their religious accommodations under Ohio’s Testing your Faith Act, and the college Religious Accommodations policy, may contact the college may contact Dr. John Crooks at 440.525.7096 or via email at jcrooks2@lakelandcc.edu. If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the college by completing the [Concern or Complaint Form](#).

Student Behavior

Always be guided by the principle that students are entitled to due process, a principle which is not in conflict with your rights as an instructor. Although each instructor will develop strategies for managing difficult students, there are college policies which must be followed in handling disruptive classroom behavior, grade disputes and student generated grievances. These are clarified on myLakeland and include:

Board Policy 3354:2-61-01 – [Student Conduct Code](#)

Administrative Procedure IS47-03 – [Student Initiated Course Grade Change](#)

Administrative Procedure SS61-02B – [Student Initiated Complaint Procedure](#)

Behavior in the Classroom

Lakeland Community College supports freedom of expression and inquiry between faculty and students. While students are responsible for conducting themselves in a manner conducive to learning by being prepared, prompt, attentive, courteous in the classroom and complying with policies set forth by the instructor, faculty members have the responsibility and the authority to maintain a productive educational environment in the classroom. To that end, inappropriate disruptive behavior in the classroom need not be tolerated.

Disruptive classroom behavior can be described as behavior a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instruction provided. This behavior is detrimental to the academic community, to both faculty and students, because it interferes with the learning process, inhibits the ability of instructors to teach effectively, diverts college energy and resources away from the educational mission, and may indicate a significant level of personal problems or distress on the part of the disrupter.

Disruptive behavior can assume many forms. It may be:

- The student who persistently arrives late or leaves early.
- The students who frequently hold private conversations and/or uses electronic devices for texting, messaging, or otherwise communicating with individuals in or out of class while the instructor is delivering a lecture.
- The student who loudly and frequently interrupts the flow of class with questions or interjections, often not germane to the class discussion.
- The student who becomes belligerent or threatening when the instructor confronts their inappropriate behavior in class.
- The student who is overtly inattentive as evidenced by sleeping, reading non-course related materials, doodling, passing notes, etc.

For behavior that occurs in an online environment, use these rules of thumb:

- Anything a student posts in an online discussion forum should be equated to the student making the comment aloud in a classroom if the class were an in-person class.
- Anything a student writes in an email to an instructor should be equated to the student making the comment to the instructor in person.

Recommendations for Prevention and Addressing Behavior Issues

Set Clear Expectations and Behavioral Standards and Notify Class

Publish the Expectations and Standards for Class Conduct in the Course Syllabus:

1. Include examples of inappropriate behavior and possible repercussions as a result of ongoing violations of class conduct standards. (When establishing behavioral expectations for the course, it is important to establish standards you are willing to enforce.)
2. Reference the college's student conduct code to become familiar with the college's expectations of students and the behaviors prohibited by the code as published in the current edition of the student handbook or on the Lakeland website.

Manage the Classroom Environment

Begin and end class on time. This behavior on your part lets the students know you consider timeliness to be important and that, as you are, they should expect to remain engaged for the whole class.

Know your students' names or as many as possible if the class is large. Students are more likely to act inappropriately if they feel anonymous.

Be accessible outside of the classroom. This is not to say that you are expected to take calls or answer emails round the clock. In the syllabus provide details of the best manner and times to reach you. Provide contact information (phone number and Lakeland email) and the timeframe within which you will respond and then keep this commitment.

Maintain an honest and open communication style. If you are faced with a difficult question, it is all right to be honest and indicate that you will need to get back to the student. Students will respect you more for this approach.

Model professional behavior to reinforce expectations for behavior in the classroom. Respond to inappropriate remarks in a professional, mature manner. While using humor in the classroom can contribute to a relaxed learning environment, do not use witty comebacks to respond to disruptive students as this tends to escalate the situation.

Be conscious of signs of harassment, whether racial, sexual or otherwise and whether toward you or other students. Set a “zero tolerance” tone for your classroom, making it clear that actions and words that are derogatory about any group for any reason are not acceptable.

Meet with disruptive students away from the class and in person whenever possible. However, do not meet with a student who is still highly upset or emotional. Likewise, meet with students when you are composed.

Strategies for Dealing with Behavioral Issues

Address inappropriate or questionable behavior as it occurs. Allowing initial occurrences to go unaddressed will create an environment of inconsistency and uncertainty. Standards for classroom behavior should be fairly applied to all students.

Issue a warning. When possible, speak with the student demonstrating inappropriate behavior in private so as to have their full attention while avoiding embarrassment. If an individual student is creating a disturbance which requires the instructor to address their behavior during class, confront the disrespectful behavior in a firm and polite manner. Avoid abrupt language and arguments during class.

Depending on the severity of the behavior:

1. Consider a general word of caution to the whole class rather than warning a particular student (i.e., “we have too many conversations going on, let’s stick to today’s topic”). If possible, pause until everyone quiets down and make direct eye contact with the student displaying inappropriate behavior
2. Ask the student to meet with the instructor after class or during office hours and inform the student their behavior may be a violation of the student conduct code and that failure to comply may result in sanctions.
3. If the student persists in their disruptive behavior, the instructor may tell the student to stop the behavior and/or ask them to leave the classroom immediately. Instructors have the authority to tell a student to leave the classroom temporarily. If the student refuses to leave the class, the instructor may call campus police at 440.525.7241 to have the student removed.
4. If the student leaves voluntarily upon the police officer’s request, the instructor need only complete a police incident report to document the event.
5. If the student refuses to leave with the police officer, they may be arrested if the actions of the student fit all of the necessary elements of a criminal act. Not all incidents may fit the standards necessary to make an arrest. If the student is arrested, the instructor must complete a written statement with the campus police. The instructor will likely have to testify if the matter goes to court.

Meet with the student to discuss the inappropriate behavior, preferably one- on-one and soon after the student exhibited the behavior. However, do not meet with a student who is still highly upset or emotional. Likewise, it is advisable for the instructor to wait and meet with students when they are composed. Instructors dealing with disruptive students may find that routinely meeting with these students will demonstrate a personal interest in their success and result in fewer future incidents of misconduct.

When meeting with the student, instructors should consider following these tips:

- Never meet with a student in a secluded space alone.
- Set the tone for the conversation as being due to concern over the student’s success and how their inappropriate behavior may interfere with success.
- Clearly state which inappropriate behavior they exhibited and explain the negative impact of the behavior, including if it is a violation of the student conduct code.
- Ask the student if they have anything to share relative to the behavior being exhibited and listen carefully to the response.
- Provide examples of appropriate behavior.
- If appropriate, discuss and refer the student to other campus resources.

- Share consequences for future noncompliance.
- Summarize the conversation with any agreement reached documented in writing; including what action will follow should the disruptive behavior continue, e.g., student John Doe agreed to arrive to class on time from this date forward. His failure to do so will lead to the instructor filing student conduct charges against him for disrupting class. It is advisable to have the student sign and date the agreement.

If a formal written agreement is not possible, the instructor should at least make a written, dated note for their personal records of any discussion, incidents or action taken in case the disruptive behavior persists.

When less formal interventions prove inadequate or ineffective, it is appropriate for an instructor to initiate disciplinary action using the student conduct code. Intervention by the Lakeland Police Department can result in a student conduct charge being filed. However, even if campus police officers have been involved, the instructor can file charges separately or additionally.

Student conduct incident report forms are submitted electronically. A link to the form can be found on the faculty or employee tab of myLakeland at <https://cm.maxient.com/reportingform.php?LakelandCC>.

Please note: Grades are earned by students for work assigned and cannot be used as a penalty for inappropriate classroom behavior. Also, Ohio law prevents a student from being involuntarily withdrawn or deregistered from a course without a hearing.

Campus Resources Available to Faculty Dealing with Inappropriate Student Behavior

Part-time faculty members are encouraged to contact their department chair and/or division dean to inform and, as needed, seek the assistance of their department chairs when confronted with a difficult student situation. These full-time faculty members often have insights and suggestions for dealing with inappropriate student behavior or know of others on campus who could be of assistance and support. At times, it may be helpful for the chair and the part-time faculty member to meet with the division dean if they believe the student will respond to someone they perceive as being in a position of higher authority.

Consult the dean of students, at 440.525.7328 to review college policies and procedures and ascertain if a situation involves a violation of the student conduct code.

Contact Dr. Ken Browner, the college psychologist, at 440.525.7205 if you are unsure about addressing a classroom behavioral issue.

In the event the student has a disability for which you have been given a letter of accommodation and you believe the behavior may be related to the disability, please consult with Al Kirsh, Student Accommodation Center, at 440.525.7245. Please note it is expected that all students, regardless of disability status, will comply with classroom behavioral standards and the college's student conduct code.

Lakeland's CARE (Consultation, Assessment, Referral and Education) Team works with faculty, staff, administrators and students to identify concerning student behavior and to find ways to address this behavior. By communicating about situations across campus that causes concern, the team attempts to identify potential crises before they escalate and to identify appropriate responses and interventions.

Involvement of the CARE Team is **not** meant to replace the standard classroom management strategies employed by faculty. Any action of the team does **not** alter any existing discipline policies. Rather, the CARE Team encourages early intervention by providing for a centralization of information regarding concerning student behaviors, assessment and strategizing of possible options, referral to appropriate individuals, departments or agencies and education on relevant issues.

Lakeland's faculty and staff play an important role in crisis and violence prevention. The CARE Team encourages the instructor to consult with a member of the team when an instructor is concerned about a student's behavior. The team may be able to offer some helpful advice about handling a particular situation. At the same time, the instructor provides valuable information that may help the team "connect the dots" in cases where there are multiple warning signs across campus.

CARE Team Members

Scott Barlow, Director for Athletics: 440.525.7350

Ken Browner, Psy.D., Psychologist: 440.525.7205

Erin Fekete, Ph.D., Dean for Arts and Sciences: 440.525.7079

Christina Corsi, Ed.D., Senior Director of Student Success: 440.525.7226

Lisa Latz, Interim Chief of Police: 440.525.7496

Ryan F.A. Hamilton, Ph.D., Dean for Information Technology, Computer Science and Engineering Technologies: 440.525.7553

Al Kirsh, Student Accommodation Center: 440.525.7245

Mario Petitti Jr., Dean of Students: 440.525.7328

Regina Prosser, Ph.D., DNP, Dean for Health Technologies: 440.525.7082

Nora Stickney, Counselor: 440.525.7203

Lisa Durst, Interim Director of Human Resources: 440.525.7112

Reach Out App

Lakeland's Reach Out app provides quick access to guidance for supporting a friend in need, suicide prevention or coping with mental health challenges. It also supplies information about resources and services offered on campus and in the community, including crisis hotline numbers. The Reach Out app is designed for students, parents, friends of students, faculty and staff at the college. This app better prepares people to help a friend, loved one or themselves. Go to lakelandcc.edu/mobile or search your Google Play or Apple iTunes stores to download Lakeland's mobile apps.

Lakeland Safe App

Lakeland Safe gives faculty and students peace of mind by connecting them directly to campus police. Report suspicious behavior or a dangerous situation, request a police escort to your vehicle or send text, photos or video tips of non-emergencies related to campus safety. Go to lakelandcc.edu/mobile or search your Google Play or Apple iTunes stores to download Lakeland's mobile apps.

Student Conduct Code Incident Reports

When disruptive behavior is reported to the dean of students, the dean assigns the case to a student conduct administrator. The student conduct administrator will contact the instructor who filed the complaint for more information and to determine the instructor's desired outcome. Remedies provided may include disciplinary probation, a behavior contract concerning the class, referral to anger management counseling or other educational interventions, or, in more severe cases, removal from the class. NOTE: Ohio law prevents a student from being involuntarily withdrawn or deregistered from the course without a student conduct hearing.

Following this consultation, the student will be required to meet with the student conduct administrator to discuss the behavior. It is possible that the matter can be resolved administratively without further direct involvement in the process by the instructor. In some cases, it may be necessary to refer the matter to a student conduct hearing to decide the matter. In these cases, if the instructor filed the charge, the instructor is involved as the complainant at the hearing.

When the student meets with the student conduct administrator, the administrator will discuss classroom behavior expectations with the student and ask them to agree to the expectations. If an agreement is reached, the matter is documented with a student conduct administrative disposition which all parties (the instructor, the student and the student conduct administrator) sign. The student conduct administrative disposition reinforces the desired change in behavior and clearly states that further disruptive classroom behavior could lead to more severe action, including probation, suspension or expulsion from the college.

If an agreement cannot be reached, this matter is referred to a student conduct hearing for a decision. For details on how a student conduct hearing is conducted, refer to the student conduct code at <http://www.lakelandcc.edu/web/public-policies-and-procedures/policies/3354-2-61-01> or contact dean of students, at 440.525.7328.

What to do in the Event of Threatening Behavior or EMERGENCIES

If a student's behavior is of a threatening nature to the instructor, another student or the entire class, contact Lakeland's campus police immediately at (440) 525-7241 or 9-1-1. If possible, use a campus telephone or the LakelandSafe app. Cell phone users can dial 9-1-1 and tell the operator to connect you with Lakeland Community College's Campus Police. Blue emergency phones are located throughout the College and have "POLICE" decals on them. They are pre-programmed to connect directly with the college's campus police dispatcher. When the campus police dispatcher answers, provide your name, location (building/ room) and a brief description of the emergency. Employees should follow directions given by the dispatcher.

Exercise reasonable caution for the safety of yourself and your class. Complete an incident report form with campus police, inform the appropriate academic dean, and file a student conduct code charge with the dean of students.

Please refer to the college's [Safety Resources](#) channel on the portal for the following links:

- General Information
- Emergency
- Training
- Mobile Apps
- Student Behavior
- Student Conduct Code
- Disclosure of Information in Health and Safety Emergencies

Chapter VI – Academic Matters

myLakeland (Banner)

You will access myLakeland to view your class lists, enter your students' attendance records, student grades or check your personnel information, such as your emergency contacts, address, phone numbers on file, etc., or to check your employee information such as job data, pay stubs, etc. This is also where students can go to register for classes, check their schedules, verify their financial aid and much more.

If you have technical issues, contact the help desk at 440.525.7570. If you have questions regarding data entry, email your questions to registrar@lakelandcc.edu.

Class Lists

You can access your complete class list at any time by using myLakeland. Please refer to the myLakeland Banner & Outlook Resource Manual for instructions on how to view or download your class list. If you misplaced your manual, call the help desk at 440.525.7570. A resource manual is also available in the part-time faculty office in A-2130, H-162, H-275, and T-153.

Schedule Adjustments

First week of the term: Officially registered students intending to add a class during the first week of the term are required to obtain permission from the faculty member if the first class has been held. If the class has met, the faculty member must sign the appropriate college form. The student must then return the form (yellow schedule change form) to the student service center or instructor may send an email to registrar@lakelandcc.edu from their Lakeland email account advising to process permission.

NOTE: The first day of online classes is considered the first day of the term.

Students intending to drop a class may do so online through their myLakeland account or in person at the student service center.

Specific registration dates are published online under the important dates section and in the semester enrollment guide.

Waitlist Information

Beginning spring 2020, all courses will offer the option to be placed on the waitlist.

If a course fills, a waitlist option will be presented. When an open seat becomes available, the student in the first waitlist position will receive an email and have 24 hours to go online and add the class. The seat will remain open for that student during the 24 period from the time/day the email was sent. If the student fails to register during the 24 hour period, the next student on the list will be notified and have 24 hours to register.

Waitlists will end a week prior to the start of the semester.

While the waitlist is being used NO INSTRUCTOR OVERRIDES will be permitted.

Once waitlists have ended, overrides will be accepted via email, "SFASRPO via Banner," or signed drop/add forms.

Overrides

If a class you are teaching has been filled, a student intending to enroll may ask for permission to be added to your class which will override the official class limit, allowing them to enroll. In most classes, you may choose whether or not to allow a student to override the official class limit (yellow schedule change form).

NOTE: There may be restrictions to adding students to laboratory classes and classes with external enrollment requirements.

If you choose to allow the student(s) to be added to your class and override the official class limit, you may grant permission through:

- A drop/add form from the Lakeland Student Service Center (SSC).
- An override form from your division administrative assistant (sign it and have the student return it to the SSC).
- An override directly through myLakeland via faculty services (advise the student to register for the course either in person or through myLakeland after you have completed the online override).
- An online override directly on a student's account, so that they can register either online or in person.

- Emailing the registrar at registrar@lakelandcc.edu. Make sure to include name of student, Lakeland ID number, course number (CRN) of class, statement granting permissions, and your name on the drop/add form, if appropriate.

Master Course Outlines

A master course outline is available for every course offered at Lakeland. A copy can be obtained from your division administrative assistant. You should have a copy of the master course outline for every course that you teach.

When preparing a course for the first time, the master course outline is essential. It indicates what the college expects students to learn in that course. When preparing to teach a course that is part of a continuing sequence, it is often helpful to consult the course outlines for the preceding and following courses in the sequence to determine the content for your course.

Course Prerequisites

When a certain level of knowledge is necessary before taking a course, a prerequisite course is required. Students must take the prerequisite course before enrolling in the more advanced course. By college policy, prerequisites are enforced and are listed in the course description section of the catalog and the online class schedule.

Syllabus Preparation and Use

Each faculty member is responsible for preparing a syllabus based on the master course outline. It is critical that faculty publish the academic standards for the course in the syllabus. Include grading procedures, test and assignment schedules, attendance requirements, participation requirements, etc. This is a critically important teaching tool and document. See Appendix C for guidance. You will be expected to submit a copy (electronic copy preferred) of your syllabus each semester to your department chair and division office.

The following statements should be placed in your course syllabus:

Academic Integrity: Lakeland Community College highly values academic integrity, and so do I. Accessing unauthorized information during academic assignments and exams, plagiarism, fabrication of material included in academic work, denying others access to information of material, enabling academic misconduct, and deception in order to gain academic advantage are all violations of academic misconduct at Lakeland and will not be tolerated. To avoid academic misconduct, do your own work, follow the directions/rules on assignments and cite your sources. The College's Student Conduct Code – which outlines the procedure followed when a student commits academic misconduct – can be found at [Student Conduct Code Policy](#)

Student Accommodation Center (SAC): Lakeland Community College is committed to providing all students equal access to learning opportunities. The SAC works with students with documented disabilities to provide and/or arrange reasonable academic accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical or systemic) and feel it may create a barrier to your education, notify me, your instructor and the SAC at 440.525.7020 or email mwheeler21@lakelandcc.edu. The Student Accommodation Center office is located in A-1042.

Statement on Title IX: Lakeland Community College is committed to providing an academic, study and work environment free of inappropriate and disrespectful sexual conduct and communication in any form. Lakeland will conduct its programs, services and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, as well as state and local laws, and Lakeland's policies and procedures. Lakeland's responsibilities and programs for preventing sexual harassment and sexual misconduct and addressing it when it occurs are coordinated by Lakeland's Title IX Coordinator. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. If you require information, support or would like to file a complaint, contact Lakeland's Title IX coordinator. The director for human resources serves as the college's Title IX coordinator. Contact information can be obtained from the human resources department at 440.525.7555.

Psychological and Personal Counseling Services: Psychological and personal counseling services are available to help you succeed at Lakeland when personal, emotional or mental health difficulties are interfering with your learning. Some common challenges that students face include anxiety, stress, depression, relationship problems and challenging life transitions. Students experiencing a traumatic response to something they've encountered as a Lakeland student should seek assistance from the resources outlined in this paragraph titled, 'Psychological and personal counseling services.' To make an appointment, call 440.525.7200. If your situation is urgent, please say so when scheduling an appointment. In case of a mental health emergency, you can also reach the Lake County Crisis Hotline 24/7 at 440.953.8255 or dial 911 or go to the nearest hospital emergency room.

Federal Credit Compliance Statement: It is of particular importance that your syllabus include the following Federal Credit Compliance Statement: It is expected that students will spend two to three hours, minimally, outside of the classroom/laboratory performing course-related work such as readings, research, homework assignments, practicals, studio work and other academic work for every hour of instruction spent in the classroom/laboratory.

Student Code of Personal Responsibility: As a student enrolled in this class, you acknowledge your agreement to comply with the Student Code of Personal Responsibility published in the Announcements section of myLakeland.

Failure to comply with the Student Code of Personal Responsibility or the directives of the class instructor may result in your temporary removal from the classroom setting, and progressive discipline through student conduct code proceedings, including but not limited to probation, suspension and expulsion.

End Note: The instructor may modify this syllabus at any time and then inform the class of any changes as they occur. It is the student's responsibility to note these changes accordingly. Also, students are advised to contact the instructor immediately for additional help in this course. Other options include the learning and writing centers.

General Education Outcomes

Lakeland Community College Learning Outcomes

- Learns actively
- Thinks critically
- Communicates clearly
- Uses information effectively
- Interacts in diverse environment

Additional Resource for Faculty

Bloom's Taxonomy provides a framework for educators to construct higher-order thinking. This taxonomy will assist in creating and designing outcomes, performance indicators and objectives.

This resource is divided into domains and levels with keywords. Use of the domains and appropriate levels with appropriate/illustrative verb will help to clearly describe, measure and subsequently measurement.¹

¹Gronlund, N.E. (1981). Measurement and evaluation in teaching, 4th Ed. New York, Macmillan Publishing. McBeath, R. J., (Ed.). (1992). Instructing and evaluating in higher education: A guidebook for planning learning outcomes. Englewood Cliffs, NJ: Educational Technology Publications

Bloom's Taxonomy

COGNITIVE learning is demonstrated by knowledge recall and the intellectual skills: comprehending information, organizing ideas, analyzing and synthesizing data, applying knowledge, choosing among alternative in problem-solving and evaluating ideas or actions.			
Level	Illustrative Verbs	Definition	Example
Knowledge	Arrange, define, describe, duplicate, identify, label, list, match, memorize, name, order, outline, recognize, relate, recall repeat, reproduce, select, state	Remembering previously learned information	Memory of specific facts, terminology rules, sequences, procedures, classifications, categories, criteria, methodology, principles, theories and structure
Comprehension	Classify, convert, defend, describe, discuss, distinguish, estimate, explain, express, extend, generalize, give examples, identify, indicate, infer, locate, paraphrase, predict, recognize, rewrite, report, restate, review, select, summarize, translate	Grasping the meaning of information	Stating problem in own words, translating a chemical formula, understanding a flow chart, translating words and phrases from a foreign language
Application	Apply, change, choose, compute, demonstrate, discover, dramatize, employ, illustrate, interpret, manipulate, modify, operate, practice, predict, prepare, produce, relate, schedule, show, sketch, solve, use, write	Applying knowledge to actual situations	Taking principles learned in math and applying them to figuring the volume of a cylinder in an internal combustion engine
Analysis	Analyze, appraise, break down, calculate, categorize, compare, contrast, criticize, diagram, differentiate, discriminate, distinguish, examine, experiment, identify, illustrate, infer, model, outline, point out, question, relate, select, separate, subdivide, test	Breaking down objects or ideas into simpler parts and seeing how the parts relate and are organized	Discussing how fluids and liquids differ, detecting logical fallacies in a student's explanation of Newton's 1st law of motion
Synthesis	Arrange, assemble, categorize, collect, combine, comply, compose, construct, create, design, develop, devise, design, explain, formulate, generate, integrate, manage, modify, organize, plan, prepare, propose, rearrange, reconstruct, relate, reorganize, revise, rewrite, set up, summarize, synthesize, tell, write	Rearranging component ideas into a new whole	Writing a comprehensive report on a problem-solving exercise, planning a program or panel discussion, writing a comprehensive term paper
Evaluation	Appraise, argue, assess, attach, choose, compare, conclude, contrast, defend, describe, discriminate, estimate, evaluate, explain, judge, justify, interpret, relate, predict, rate, select, summarize, support, value	Making judgements based on internal evidence or external criteria	Evaluating alternative solutions to a problem, detecting inconsistencies in the speech of a student government representative
AFFECTIVE learning is demonstrated by behaviors indicating attitudes of awareness, interest, attention, concern and responsibility, ability to listen and respond in interactions with others, and ability to demonstrate those attitudinal characteristics or values which are appropriate to the test situation and the field of study.			
Level	Illustrative Verbs	Definition	Example
Receiving	Asks, chooses, describes, follows, gives, holds, identifies, locates, names, points to selects, sits erect, replies, uses	Willingness to receive or attend	Listening to discussions of controversial issues with an open mind, respecting the rights others
Responding	Answers, assists, complies, conforms, discusses, greets, helps, labels, performs, practices, presents, reads, recites, reports, selects, tells, writes	Active participation indicating positive response or acceptance of an idea or policy	Completing homework assignments, participating in team problem-solving activities
Valuing	Completes, describes, differentiates, explains, follows, forms, initiates, invites, joins, justifies, proposes, reads, reports, selects, shares, studies, works	Expressing a belief or attitude about the value or worth of something	Accepting the idea that integrated curricula is a good way to learn, participating in a campus blood drive
Organization	Adheres, alters, arranges, combines, compares, completes, defends, explains, generalizes, identifies, integrates, modifies, orders, organizes, prepares, relates, synthesizes	Organizing various values into an internalized system	Recognizing own abilities, limitations, and values and developing realistic aspirations
Characterization by a value or value complex	Acts, discriminates, displays, influences, listens, modifies, performs, practices, proposes, qualifies, questions, revises, serves, solves, uses, verifies	The value system becomes a way of life	A person's lifestyle influences reactions to many different kinds of situations

PSYCHOMOTOR learning is demonstrated by physical skills: coordination, dexterity, manipulation, grace, strength, speed; actions which demonstrate the fine motor skills such as use of precision instruments or tools, or actions which evidence gross motor skills such as the use of the body in dance or athletic performance.			
Level	Illustrative Verbs	Definition	Example
Perception	Chooses, describes, detects, differentiates, distinguishes, identifies, isolates, relates, selects, separates	Using sense organs to obtain cues needed to guide motor activity	Listening to the sounds made by guitar strings before tuning them, recognizing sounds that indicate malfunctioning equipment
Set	Begins, displays, explains, moves, proceeds, reacts, responds, shows, starts, volunteers	Being ready to perform a particular action: mental, physical or emotional	Knowing how to use a computer mouse, having instrument ready to play and watching conductor at start of a musical performance, showing eagerness to assemble electronic components to complete a task
Guided Response	Assembles, builds, calibrates, constructs, dismantles, displays, dissects, fastens, fixes, grinds, heats, manipulates, measures, mends, mixes, organizes, sketches	Performing under guidance of a model: imitation or trial and error	Using a torque wrench just after observing an expert demonstrate its use, experimenting with various ways to measure a given volume of a volatile chemical
Mechanism	(same as list for guided response)	Being able to perform a task habitually with some degree of confidence and proficiency	Demonstrating the ability to correctly execute a 60-degree banked turn in an aircraft 70 percent of the time
Complex or overt response	(same as list for guided response)	Performing a task with a high degree of proficiency and skill	Dismantling and reassembling various components of an automobile quickly with no errors
Adaptation	Adapts, alters, changes, rearranges, reorganizes, revises, varies	Using previously learned skills to perform new but related tasks	Using skills developed learning how to operate an electric typewriter to operate a word processor
Origination	Arranges, combines, composes, constructs, creates, designs, originates	Creating new performances after having developed skills	Designing a more efficient way to perform an assembly line task

Student Attendance

The college has no official attendance policy for students. You can determine the policy for your own class, although you should check first with your department chair to learn whether your course might have attendance requirements mandated by either the department or an external agency. However, be advised that you will be asked to verify attendance (including date of last attendance) for various college entities, including financial aid and the athletic department. **Faculty will receive an email from Enrollment Operations indicating attendance reporting is open for the term as well as the deadline for submitting.** Taking attendance would make such reporting easier and more accurate. In any case, you should clarify thoroughly in your syllabus your attendance expectations for your students and stipulate whether you will permit make-up and, if so, the conditions and procedures for test and examination make-ups necessitated by their absence. Attendance is reported through Banner via myLakeland. Faculty members are asked to provide attendance information during the second week of the semester. The attendance reporting procedures can be found in the myLakeland Resource Manual. Please contact your division office or the Lakeland Help Desk at 440.525.7570 for a copy of the manual.

Federal financial aid regulations require the college to document attendance for students receiving financial aid. There are two separate requirements:

1. A student must begin class attendance to establish initial eligibility for financial aid. A student is determined to have attended if for
 - an in-person class, the student has physically attended at least one time.
 - An online class, the student actively participated in an instructional activity related to academic matters; simply logging into the class does not constitute attendance.
2. If a student stops attending classes, the amount of financial aid awarded must be recalculated based on the last date of attendance

Lakeland Student Accommodation Center (SAC)

The Lakeland Student Accommodation Center (SAC) is located in A-1042. The SAC facilitates academic accessibility for students with disabilities by providing a written summary of needed accommodations to the faculty in advance of the semester whenever possible. You will receive an email describing accommodations identified as providing equal access for student(s) with documented disabilities enrolled in your class(es). Adjacent to each accommodation listed in the email is a link describing the accommodation in further detail. Faculty must contact the SAC at 440.525.7020 **within five business days if you feel the stated accommodation constitutes a fundamental alteration of your course.**

Please note that the student has the option to decline the utilization of accommodations in your classroom. Any proposed alternatives to the accommodation list for any student must be approved by the SAC.

Please note that it is incumbent upon the student to approach you with their Active Roster Verification (ARV) letter to discuss implementation of their accommodations. They will be asking you to sign the ARV to confirm that their accommodation(s) will be in place for the remainder of the term. Your signature (or email response for online courses) confirms that a discussion has taken place and is essential to document that the accommodations have been agreed upon. It is imperative that any communication regarding a student's disability and/or accommodation(s) be kept strictly confidential.

Students with Documented Disabilities Syllabus Statement

The following statement should be placed in your course syllabus:

Lakeland Community College is committed to providing all students equal access to learning opportunities. The Student Accommodation Center (SAC) works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical or systemic) and feel it may create a barrier to your education, notify me, your instructor and contact the SAC at 440.525.7020 or email mwheeler21@lakelandcc.edu. The Student Accommodation Center office is located in A-1042.

See Appendix D for Lakeland's procedure on resolving disputes regarding accommodations for students with disabilities.

Not all students with disabilities are aware that they might be eligible for or in need of classroom accommodations. As a direct observer of student performance, you are an important source of student referrals to the SAC. If you discover a student you feel would benefit from these services, please recommend that he or she contact the SAC at 440.525.7020.

Please note: Many disabilities create a barrier to educational activities when a specific timeframe is enforced. As a result, the extension of time has been recognized as a reasonable accommodation by applicable law. In the event that your course includes a paper, project, etc., where the directions are given after the syllabus is distributed, the student(s) (and those with disabilities added to the roster later) may need a reasonable extension of time to complete the assignments. If this applies to your course, it is strongly recommended that you discuss the assignment(s) with each student when they initially produce their accommodation letter.

Early Alert System

The Lakeland Early Alert System helps to identify and communicate with students who are at risk of failing a course based on performance or other non-academic reasons. Using Civitas Inspire, faculty can systematically send motivating emails to recognize student academic achievements, notify students regarding areas of concern, and recommend actions that lead to success. Alerts created in Inspire are monitored and shared with counselors and other student support staff to build awareness around student needs and to engage the students' support system. To access Inspire, the [Early Alert Faculty Getting Started Guide](#), and a short video overview, login to your myLakeland account, go to the faculty tab and select "Early Alerts" from the Faculty Services menu. Checkpoint alerts will be available during the fall and spring semesters and will allow faculty to identify students at risk during critical points in the semester. General alerts can be raised at any point in the semester. If you have any questions or concerns about early alerts, contact Stephanie Brown, associate provost for institutional research and college registrar at sbrown127@lakelandcc.edu or 440.525.7228.

Final Exam Week

Fall and spring semesters consist of 15 instruction weeks and a 16th week for final exams. Instructors have a contractual obligation to meet with students during each of those 16 weeks. Times for final exams will be posted on the Lakeland website several weeks in advance and must be strictly adhered to. During finals week, classes meet only on the day of the scheduled exam. Other times may be arranged at the discretion of the instructor for conferences with students.

Grading Standards

It is recommended that you have at least five evaluative items on which you can base your students' final grades.

Grading procedures and standards should be thoroughly explained to students and noted on your syllabus. It is, of course, crucial that you grade students as carefully and objectively as possible. In most classes, students will perform with varying degrees of quality so grades should be distributed along the range from A to F. You might want to examine your standards for grading if the majority of your students are receiving either As or Fs. Any grade questions can be emailed to the registrar at registrar@lakelandcc.edu.

Grade Descriptions

A description of each letter grade used in the Lakeland grading system is noted below:

- "A" Indicates **excellent** academic performance, including **consistent** mastery of fact and concepts and a **thorough** understanding of course content.
- "B" Indicates **good** academic performance, including high-level mastery of course content.
- "C" Indicates **average** academic performance, including **average mastery** of course content.
- "D" Indicates **marginal** academic performance, with **poor mastery** of course content.
- "F" Indicates **very poor** performance in demonstrating even **minimal mastery** of course content. No course credit is given for this grade.
- "FNA" Indicates failure for nonattendance. No course credit is given for this grade. FNA grades will not be petitionable for refund purposes. Criteria for nonattendance are at the discretion of the instructor and should be clearly stated in the syllabus. FNA grade may affect financial aid eligibility.
- "UFNA" Indicates failure for nonattendance in a course taken on a satisfactory/nonsatisfactory (S/U) basis. No course credit is given for this grade. UFNA grades will not be petitionable for refund purposes.
- "V" Indicates Audit (not calculated in GPA)
- "S/U" Indicates Satisfactory/Unsatisfactory (not calculated in GPA). "S" indicates "C" grade or better.
- "SA" Satisfactory earned "A" if grades were issued (not calculated in GPA).
- "SB" Satisfactory earned "B" if grades were issued (not calculated in GPA).
- "SC" Satisfactory earned "C" if grades were issued (not calculated in GPA).
- "UD" Unsatisfactory earned "D" if grades were issued (not calculated in GPA).
- "UF" Unsatisfactory earned "F" if grades were issued (not calculated in GPA).
- "W" Student Withdrew

Administrative Withdrawal

Students will be administratively withdrawn from any class in which they are enrolled and have not attended during the first two weeks of the semester. Administrative withdrawals will occur at the beginning of the third week of class at 50 percent refund (or during the first 20 percent of a flexibly-scheduled class) and will continue throughout the semester on a weekly basis. A grade of AW will be issued.

If an error was made on reporting attendance, switching the N to a Y will permit the student to reenroll. You will be notified by email when administrative withdrawals (AW) are processed and if you make a change to attendance for reenrollment.

Satisfactory/Unsatisfactory Option

Students may choose to take some courses on a satisfactory/unsatisfactory (S/U) basis. A maximum of 10 satisfactory/unsatisfactory semester credit hours may be applied toward an associate degree, and only one course per semester may be taken as S/U. Credit(s) will be granted (recorded as an "S" on the student's transcript) for courses taken with this option if a "C" grade or better was earned. The request to take a course on an S/U basis must be submitted to the Lakeland Student Service Center at sscenter@lakelandcc.edu or call 440.525.7050 by the end of the fourth week of the semester.

This option may not be changed to a letter grade.

Incomplete Grades

An incomplete grade may be requested by a student who is progressing satisfactorily in a course, but for reasons beyond their control (e.g., illness, employment, death in the family), has not completed all requirements for the course when final grades are submitted by the instructor. An incomplete grade may not be used to allow a student extra time to avoid failing a course.

During the fall and spring semesters, students may request an incomplete grade. The request would be made to the instructor by the end of the 16th week of the semester, but no earlier than the 13th week. Faculty members can obtain an incomplete grade form online under myLakeland/Faculty Services. Students are not permitted to have an incomplete grade form in their possession.

During the summer term, alternative schedules govern the incomplete grade request process. In the five-week summer terms, students may request an incomplete grade in the fourth or fifth week; in the eight-week summer terms, students may request an incomplete grade in the sixth, seventh or eighth week. Faculty members can obtain an incomplete grade form online under myLakeland/Faculty Services. Students are not permitted to have an incomplete grade form in their possession.

Incomplete grade forms are available online under myLakeland/Faculty Services. If the instructor approves the request, they will forward the form to the registrar at registrar@lakelandcc.edu for inclusion in the student's personal record. The registrar will record the incomplete, file the form and forward copies to the student, the instructor and the appropriate dean.

The student must complete all conditions established by the instructor, as listed on the incomplete grade form, by the end of the following academic semester. (A student receiving an incomplete grade at the end of spring or summer semester must complete all conditions by the end of the following fall semester.) Upon the student's completion of these conditions, the instructor will change the incomplete grade to the earned final grade. If the student fails to complete the necessary conditions within the prescribed time limit, the incomplete grade will automatically be changed to an "F" grade on the student's record.

Deans are authorized to convert an incomplete grade into a final grade in cases where instructors have severed connections with the college.

Any grade questions can be emailed to the registrar at registrar@lakelandcc.edu.

Audits

Auditing a course means that the student registers for the course, pays the instructional and general fee, but receives no grades or credit. The student is expected to attend class and participate in class discussion or lab activities but does not take any examinations. A symbol of "V" will appear on the student's transcript indicating the course was taken as audit. The request to take a course as an audit (V) basis must be submitted to the student service center at sscenter@lakelandcc.edu or call 440.525.7050 by the end of the first week of the semester. This option may not be changed to a letter grade.

NA Grade

The notation of "NA" will be made to indicate that no grade is available from the instructor. When the instructor submits the grade, the "NA" will be changed to the appropriate letter grade.

Submitting Course Grades

Instructors are required to submit course grades for all students enrolled in their classes. Grades will be submitted through the Banner system, NOT Blackboard. Refer to the myLakeland Resource Manual.

Course grades must be reported by the deadline date which registration will communicate to you via email. Students may have difficulty with their transcripts if grades are not submitted on time. The day before the grade deadline, instructors missing grades will be sent a notice from the registrar. This email is sent ONLY to those individuals who have not submitted grades. It is not a message to ALL faculty. If received and you believe all grades have been recorded, contact the registrar at registrar@lakelandcc.edu.

Grade Changes

Any grade change must be made on a change of grade form which can be obtained by the instructor by contacting the student service center at sscenter@lakelandcc.edu or 440.525.7050. The form must be submitted to the division dean for their signature. The division office will forward it to the registrar. A student may never have a copy of this form in his/her possession.

Student-Initiated Grade Change Procedure

Students with a dispute regarding a grade on an assignment should contact the instructor as soon as possible regarding the assignment grade. If the student is not satisfied with the result, they can initiate a [Student Initiated Course Grade Change](#) if the grade impacts the final grade they received for the class.

If a student has been unable to resolve a course grade with an instructor, the student may appeal the matter in writing to that individual's department chair. The student must use the student-initiated course grade change appeal form available from the student service center or division office. The student should first submit the form to the instructor. The appeal to the department chair must be made during the term immediately following the one in which the grade was assigned, an exception being that grades assigned during the spring semester may be appealed during either the following summer or fall term.

The student should include: (a) the exact basis for the student's grade appeal, (b) evidence or facts to support the student's grade appeal, and (c) a statement indicating what they believe to be the appropriate grade for the course.

The department chair will review the material (including any supporting material the instructor may wish to submit) and will discuss the issue with the instructor. The department chair will attempt to assist the instructor in resolving the issue within 10 business days after receipt of the written appeal.

If the student is still dissatisfied, the student may, within 10 business days, submit the student-initiated course grade change appeal form to the division dean.

The dean will consult with the instructor and make a decision about the appropriate grade. (At the dean's discretion, they may convene an ad hoc committee to advise on the matter.) A decision will be forwarded to the instructor, student and department chair. The dean will attempt to resolve the issues in 10 business days after receipt of the written appeal.

If the student or instructor is not satisfied with the dean's recommendation, the individual may, within 10 business days, submit the appeal in writing to the executive vice president and provost.

The executive vice president and provost will review the information, consult with the instructor and issue a decision. The executive vice president and provost will attempt to resolve the issue within 10 business days after receipt of the written appeal. This decision will be forwarded to the instructor, department chair, dean, student and the student service center to become part of the student's record. This decision will be considered final and will terminate the process within the college.

In order to comply with federal regulations, the college is required to maintain records of written student complaints filed with the president, executive vice president and provost, and the dean of student development. Additionally, the college must share these complaints with the Higher Learning Commission of the North Central Association of Colleges and Schools but the individual identities will be omitted to ensure confidentiality.

Student Withdrawals

Students are able to withdraw from a class from the beginning of the third week through the end of the 12th week of the semester for a full semester class. A course withdrawal will be indicated on a student's academic record by a grade of "W." After the 12th week, no withdrawal is permitted.

Students registered for courses other than the standard 16-week semester should consult the Lakeland website for the semester enrollment guide for appropriate deadlines regarding withdrawal.

Student Course Withdrawal

A student seeking an exception to the posted withdrawal deadline for reasons beyond their control, must complete a [Late Withdrawal Request Form](#) located on the Documents & Forms page on the Office of the Registrar website. The student will need to indicate that attendance and completion of coursework is not possible for documented serious personal, medical or employment reasons and include documentation with the Late Withdrawal Request form and submit to the registrar. Faculty are not permitted to authorize a late withdrawal for a student seeking an exception to the posted withdrawal deadline for reasons beyond their control. The registrar will determine the outcome of a student's request for withdrawal beyond the posted deadline.

Failure to attend class does not constitute withdrawal and will result in a failing grade.

Class Records

You are requested to retain your class records for two years and your final exams for a semester to facilitate handling incomplete grades, questions about grades or other unfinished business.

Student Evaluation of Instructors

All faculty are evaluated by students. Student survey of instruction forms are distributed each semester to all full- and part-time faculty. Evaluations and the summary sheet are returned to faculty after grades have been submitted and the results have been reviewed by the dean and/or department/program chair. Instructors teaching high school-based, dual-enrollment courses will be sent the student evaluation materials directly to their high school location three weeks before the end of the semester. Consult your division office for additional information.

Chapter VII – Enhancing Your Instructional Efforts at Lakeland

Instructional Technologies

Lakeland's Instructional Technologies Division (ITD) advances the mission of the college by providing support and leadership in the effective selection, use and application of technology for teaching and learning. The instructional technologies team also provides support to faculty for effective online course design and the use of Blackboard, the college's learning management system. The ITD is located in A-1043. Please call 440.525.7495 or email us at ITD@lakelandcc.edu for assistance.

Blackboard Learn

Lakeland uses Blackboard for its learning management system (LMS). Blackboard is available to instructors regardless of course delivery format (face-to-face, online, hybrid) for posting grades, assignments, syllabi, lecture notes, handouts, online quizzes and discussion forums. A Blackboard course site is automatically created for every credit-bearing section and student enrollment is automatically managed. For assistance with setting up your Blackboard course site, contact Corrie Bergeron at cbergeron@lakelandcc.edu or 440.525.7232.

Accessibility

As outlined in the Accessible Technology Policy (see Appendix N) Lakeland Community College is committed, with faculty support, to the promotion of equal access to academic programs and courses for all qualified students with disabilities, and to fulfillment of the mandates of Sections 504 and 508 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and the Twenty-First Century Communications and Video Accessibility Act. The American Council on Education estimates that over 10 percent of all incoming students in post-secondary education have a disability. Faculty should be aware of the following information and services to help them ensure their course design and materials comply with these regulations. For questions about the policy, contact Mario Owens Bynum at mowensbynum1@lakelandcc.edu or 440.525.7716.

Blackboard Ally

The instructional technologies division has staff available to assist faculty with creating accessible content and answering questions on accessibility. Faculty are responsible for ensuring their course content is accessible prior to it being delivered to students (see Appendix N). Accessible course content refers to all text, documents, images, audio files and videos used within a course. Blackboard Ally is a tool within the LMS that promotes accessibility of electronic course materials. It also allows students to download alternative formats of documents, so if they require accommodations or prefer a different format (e.g., ePub, Electronic Braille, Audio, BeeLine Reader, Immersive Reader, Translated version) they will automatically have access to it. Developing accessible content removes barriers for instruction and helps to improve learning for all students, not just those with disabilities. Blackboard Ally workshops are offered throughout the year to both full- and part-time faculty. The Faculty Resources (hidden from students) link in every Blackboard course contains information on accessibility and how to create accessible documents. For assistance with Blackboard Ally contact Corrie Bergeron at cbergeron@lakelandcc.edu or 440.525.7232.

TechSmith Knowmia

TechSmith Knowmia is a video creation and streaming platform that helps maximize student success. Knowmia combines basic video recording and screen capturing functions into a streaming service similar to YouTube. All Lakeland faculty and students have access to Knowmia, which allows faculty to create and edit closed-captioning for videos, images and audio files. Faculty will have their own private site to create and store videos, and they can link them to Blackboard for students to view. Knowmia also has an auto-captioning feature to create closed-captioning for videos, and it allows faculty to create interactive quizzes for students to take while watching the videos. To access Knowmia, log in to your myLakeland account and click the video streaming – Knowmia link. For assistance with Knowmia contact Hannah Arthur at harthur1@lakelandcc.edu or 440.525.7126.

Online Teaching/Course Development

Teaching online is similar in many ways to classroom teaching, however it requires a teaching modality and skillset different from those used in a face-to-face setting. Online classes also typically require a great deal more preparation and planning to ensure all course materials are accessible and appropriate for online delivery.

To facilitate this, the instructional technologies division has a structured course development process that includes a pedagogical and technological consultation with the instructional designer. The instructional designer is an expert user of Blackboard and knowledgeable in current best practices in online course design and assessment strategies, and can help faculty select appropriate online tools to maximize their effectiveness for teaching and learning. Faculty who teach online should consider adopting principles of Universal Design for Learning or attending one of the Quality Matters training sessions offered to all Lakeland faculty. If you are interested in developing an online class, contact Diana Monasky at 440.525.7495 or dmonasky@lakelandcc.edu to obtain a copy of the distance learning course request form.

Instructional Design/Media Technologies

The instructional design and media technology staff are available to provide consultation and training in the selection, use, and application of technology for teaching and learning. One-on-one assistance is available to all faculty seeking to design new courses or revise existing courses. We also provide distance learning and consultation services for developing learning activities, assessment strategies, ensuring accessibility compliance and copyright/fair use. Faculty can receive assistance with the design and implementation of various forms of media for face-to-face, hybrid and online courses. This includes incorporating publisher material, adopting open educational resources, developing digital media and incorporating design thinking. The instructional design and media technologies staff also facilitate various workshops and faculty learning communities on such topics as Blackboard, online learning, blended learning, project-based learning, Quality Matters and TechSmith Knowmia. For assistance with instructional design and media technologies, contact Corrie Bergeron at cbergeron@lakelandcc.edu or 440.525.7232.

Classroom Technologies/Audiovisual (AV) Support

Classroom technologies staff provide support for the use of audio visual and multimedia for classroom, auditorium, and interactive video distance learning. Faculty may reserve AV equipment and/or license multimedia for instructional purposes. Classroom technologists are available for consultation and training in the selection, use and application of classroom technologies and streaming multimedia. For assistance please contact us at ITD@lakelandcc.edu or 440.525.7129

Quality Matters (QM)

Quality Matters (QM) is a collegial review process in which reviewers provide feedback on course design by evaluating the extent in which the course meets specific review standards. Lakeland's standard course template in Blackboard is based in part on QM standards. QM reviewers use a rubric that is based on national standards of best practice, research findings and instructional design principles. All reviews are done by experienced online faculty members who have been trained by QM and whose goal is to help ensure that your course meets or exceeds all QM standards. You can informally review your course or have one of the qualified reviewers at Lakeland conduct a review. Once you have completed an informal review, you can have a QM reviewer do a formal review of your course and have it formally certified as a Quality Matters approved course. For assistance with Quality Matters contact Jeanette Brossmann at jbrossmann@lakelandcc.edu or 440.525.7187.

Technology Customer Services

Lakeland Help Desk

Help desk staff provide help with computer, printer, network, internet, myLakeland, telephone and voicemail concerns for all campus employees. The help desk assists students with email, e-learning, Blackboard, myLakeland, wireless network access, issues with spyware and other computer problems. 24/7 phone support is available at 440.525.7570. In addition, you can visit our self-help portal at help.lakelandcc.edu where you can search for frequently asked questions, create a case online, or log in to check the status of your existing case. Contact the help desk at 440.525.7570 for on-campus assistance.

Office 365

Office 365 includes familiar Microsoft Office applications such as Word, Excel and PowerPoint, and new applications such as OneDrive, OneNote and Sway. It includes new features that help you create, communicate and work even more efficiently from virtually anywhere.

To use Office 365 Cloud:

1. Go to portal.office.com.
2. Log in with your Lakeland email and password.
3. Your available applications appear by default on your dashboard.
4. Use Office 365 Cloud anywhere from any device with internet access.

Computer Support Services

Support for PCs and printers located in classrooms, labs and offices are provided by the desktop support team. PC and Apple deployment, upgrade and repair are some of their areas of responsibility. Current operating system and application software is regularly loaded and configured in support of the academic curriculum. Call the help desk at 440.525.7570 to create a work order for assistance.

Duplication of Instructional Materials

Copy Machines

Copy machines are located throughout main campus and the Holden University Center for your convenience in duplicating up to 15 copies. They are located in the part-time faculty office in A-2130, 2B, 2C and 3B faculty office reception areas, T-153, H-151 and H-263 office areas on main campus; and behind the navigation desk and on the second floor at the Holden University Center. Check with the office secretaries or desk personnel for operating procedures. A Lakeland ID card will be prompted for when selecting the copy feature on the machines. If you do not have an ID card, you can select the "Alternate Login Keypad" icon and enter your LID number into the PIN prompt, and your date of birth (mmddyy) into the password prompt.

Mobility Print App

Many shared location copiers in areas such as the open lab, library, HIVE and the Holden University Center will feature the ability to print from any device while on campus. The Mobility Print mobile app for iOS and Android lets you print from your iOS or Android devices to our enabled copiers and printers. With the Mobility Print mobile app, you can locate our printers and print pictures, spreadsheets, documents, email attachments and more, all directly from your mobile device. If you don't have the app then you can print from any browser at print.lakelandcc.edu.

The Lakeland Production Center

The production center is located in room C-10. Hours are Monday-Thursday, 6 a.m. - 3 p.m. | Friday 6-11:30 a.m. | CLOSED weekends | Phone: 440.525.7014 | email: productioncenter@lakelandcc.edu

Mail leaves campus no later than 2:30 p.m. Mon-Thurs and 11:30 a.m. on Fridays.

Please note: The production center is restricted and closed to all foot traffic.

Copy services

All production center work must be requested on a Copy Center Request Form. Request forms are available on the Marketing and Communications portal page in myLakeland (login required). Complete the form, save it to your computer and attach it to an email addressed to productioncenter@lakelandcc.edu along with the electronic files for copying. If a hard copy master is the only form of the document(s) available, you must drop the master and hard copy request form in the bin in the mailroom labeled "Copy Requests" located adjacent to the production center in the graphic design department. You must certify that requested copy material is not copyrighted or that you have received permission to duplicate. A copy of permission or verification that the material falls under the "Fair Use" doctrine must be sent along with the job to the production center. Cost center codes are required on all request forms.

Tests and other materials requiring more than 15 copies must be sent electronically or dropped in the bin in the mailroom labeled "Copy Requests" located adjacent to the production center in the graphic design department. Production center personnel will check for electronic requests regularly. The bin in the mailroom will be checked at least twice per day – Monday - Thursday at 6 a.m. and at 2 p.m. | Friday at 6 a.m. and 9 a.m. Copy jobs will need to be picked up by the requester (or designee) from the mailroom located adjacent to the production center.

Allow three to four full business days' turnaround time for routine jobs, more time is required for finishing work (folding, tabs, binding, etc.) and lengthy jobs (at least five full business days). Jobs received after 2 p.m. Monday – Thursday and after 10 a.m. Friday will not be logged in to production until the following business day. The production center is closed on weekends.

Mail services

A mailroom is set up adjacent to the production center in the graphic design department on the ground floor of C-building. There will be a bin for outgoing mail. Mail leaves campus at 2:30 p.m. Monday-Thursday and at 11:30 a.m. Friday. Department designees will need to collect department mail and copy jobs from the mailroom. Production center personnel will not deliver mail or copy jobs to campus offices.

*NOTE to faculty members teaching at the Holden University Center: production center requests submitted by faculty teaching courses at the Holden University Center will be available for pick up in the mailroom located adjacent to the production center. Should the Holden University Center receive any interoffice mail or materials dropped off by students, university center personnel will attempt to inform faculty via phone or email. The items will be sent to the mailroom located adjacent to the production center for department designees to pick up with regular departmental mail.

Lakeland Library C-3051 Third Floor of C-Building

Please refer to the [Lakeland Library](#) for current information regarding services available and hours of operation.

Phone Numbers

Reference desk 440.525.7425

Circulation desk 440.525.7424

Fax 440.525.7367 (second floor library offices, C-2056)

The Lakeland Library is a full partner in the teaching and learning process of the college community. As the major information resource on campus, the library supports quality opportunities for lifelong learning by acquiring materials in support of the curriculum, providing access to those materials, and teaching information literacy skills. General information about library services and policies can be found on the library's website at lakelandcc.edu/library. For faculty-specific information and database access, log into myLakeland.

Information Literacy Instruction

Information literacy instruction is available and can be scheduled for days, evenings or weekends. To arrange a session, please contact a reference librarian at 440.525.7425 or access the library's site in myLakeland to complete the "Instruction Request Form" found under "Information Literacy Instruction" on the "For Faculty" tab.

Library Liaison Program

Library liaisons are assigned to academic departments to collaborate with faculty on building relevant collections, creating subject-specific library resources, and planning information literacy instruction. Please route all requests for materials through your library liaison. It is the goal of the library to assemble a small but concise collection in support of the curriculum and to encourage information literacy in accordance with the college's learning outcomes. Call 440.525.7425 for more information.

Your Library Account

Full- and part-time faculty may borrow materials from the library and from the learning technologies division. Your Lakeland ID card is also your library card. Lakeland ID cards for faculty are available from the campus police department. Contact Barb Hadley at bhadley@lakelandcc.edu for your Lakeland ID card. Part-time faculty accounts are valid only for the semester you are teaching. Please call 440.525.7424 for more information.

Borrowing

Faculty may borrow up to 100 items from the Lakeland Library and other OhioLINK libraries. Faculty are responsible for all items checked out on their account.

Renewals

Lakeland and OhioLINK materials may be renewed up to six times. Each renewal period is for six weeks. Renewals may be done by phone at 440.525.7424, or online at “myLibrary account” on the library home page.

Interlibrary Loan

If you need books or copies of articles not available at Lakeland or through OhioLINK, we can obtain them for you from another library. Contact a reference librarian at 440.525.7425.

Reserves

Lakeland library encourages faculty to place course materials on reserve for students. Call 440.525.7424 for more information.

Displays

The library’s display case is available to highlight campus activities, special collections, classes and programs. To arrange for use of the library display space, call 440.525.7424.

Copyright and Fair Use

The Lakeland Library complies with copyright law of the United States (Title 17, United States Code) that governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is the photocopy or reproduction not be “used for any purpose other than private study, scholarship or research.” The library has instructions available for faculty members on how to obtain copyright clearance. Information on [copyright law](#) is available.

The Learning Center | Tutorial Services and Writing Center for Students

Please refer to the college’s website at <http://www.lakelandcc.edu/web/about/learning-center-departments> or call 440.525.7019 for updated services and hours for the learning center.

The learning center provides free tutorial services to students, in person and online, during the fall and spring semesters and summer sessions. Professional and student tutors conduct individual and small group sessions in selected topics. A writing center is also available to assist students with a variety of composition assignments.

Test Center

The test center is located in A-1044e. Please call 440.525.7574 or 440.525.7568 or email testcenter@lakelandcc.edu for more information.

The following tests will be proctored in the center by appointment only:

- Biology placement test
- TEAS/TEAS AH test
- Accuplacer placement test
- CLEP Exams
- Make-up exams for Lakeland Courses
- Accommodation Testing

Test Center Hours

Monday and Thursday	8 a.m. - 5 p.m.
Tuesday and Wednesday	8 a.m. – 8 p.m.
Friday	8 a.m. - Noon
Saturday and Sunday	Closed

Test Center information

Procedures (Please review before using the test center)

1. The student's name, last day the exam may be given, and time limit need to appear on the green test cover sheet.
2. Instructors must drop off and pick up student exams in the test center in A-1044e in person. Security reasons prohibit the use of the college mail service.
3. Students are not permitted to return tests to instructors at any time.
4. The test center proctor will not engage in lengthy arguments with students nor make attempts to contact instructors regarding use of materials not noted on the green sheets. The proctor will simply note in writing on the green sheets of any discrepant materials used by the student during testing.
5. The test center will not accept projects, essays, term papers, etc. TESTS ONLY will be accepted. Also, no graded tests will be distributed to students through the test center.

Policies - Please remind all students that:

1. Students must provide a picture ID to use the test center. Acceptable forms of photo ID are driver's license, state ID, Lakeland ID or passport.
2. All test instructions, deadlines, time limits, etc. will be strictly enforced as noted on the green sheets.
3. The test center closes promptly at the hours listed above. All tests must begin at least 30 minutes prior to closing. The center is not responsible for students who do not allow sufficient time to complete their test.
4. Once students have begun a test, they are not permitted to leave the test center until the test is completed or time limit of test is over. If they choose to leave, they will turn in the test and it is considered completed.
5. Coats and hats, except for medical or religious reasons, will not be permitted in the test area.
6. No food or beverage is allowed in the test center. Watches, Fitbits and all personal devices must be stored.
7. Children are not permitted in the test center or to wait in the Learning Center..

Chapter VIII – Other Services at Lakeland

Student Service Center

The Student Service Center (SSC), located in A-1003, is Lakeland’s one-stop location for enrollment services which includes admissions, financial aid, registration, and general billing questions. Students can also contact the SSC to access the counseling and advising center.

The SSC provides assistance to all students as they navigate the steps to enroll and pay for classes at the college and is the connection for students to other campus resources.

Students can avoid waiting in physical lines in the student service center lobby by utilizing the SSC’s virtual line.

For a complete overview of the SSC including information about the virtual line, visit [Student Service Center](#).

The SSC can be contacted at sscenter@lakelandcc.edu or 440.525.7050.

Student Service Center Hours

Monday–Thursday	8 a.m. - 6 p.m.
Friday	8 a.m. - noon
Saturday in August and January	As Posted
Sunday	Closed

Lakeland Cares Cupboard

Lakeland Cares Cupboard was created in response to a growing awareness of food insecurity on our campus. Our goal is to give students access to three days’ worth of food, free of charge, and help connect them with outside resources, if needed.

We are fortunate now to have a partnership with the Greater Cleveland Food Bank to offer our students fresh produce, dairy, bread, frozen meats, nonperishable foods and personal hygiene items such as hand soap, laundry detergent, shampoo, toothpaste and toothbrushes. The Cares Cupboard is possible thanks to the generous support of the Lakeland Foundation and our donors.

Lakeland Cares Cupboard is located in A-1001 and can be reached at 440.525.7050.

Lakeland Cares Cupboard Hours

Tuesday & Thursday	9 a.m. - Noon
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Lakeland Business Services

Business services includes the following departments: accounts payable, accounts receivable, budgeting, bursar, cashier, financial systems, purchasing, receiving/storeroom, and treasury. Business services is located in A-2004 and A-2005, with the cashier’s office located in A-1032. The receiving/storeroom is located in S-006.

Accounts payable is responsible for all college vendor and employee reimbursable disbursements.

Accounts receivable is responsible for all billing and collection to/from students, government agencies and companies. Student financial aid and other refunds are issued once a week after a final audit of student accounts has been completed. Refunds are recommended via electronic bank transfer as a safer and more timely way to receive funds.

The cashier takes tuition payments and can answer any student account questions.

Payroll is responsible for issuing payment to both hourly and salary employees from documentation received from human resources. Payment is through direct deposit twice a month.

Lakeland Career Services Center

The Career Services Center provides students, alumni and community job seekers with career education and planning assistance. We link employers and other community stakeholders to the college and workforce, as well as support employers’ talent efforts.

We welcome the opportunity to collaborate with faculty to create and deliver program specific initiatives and classroom presentations on “world of work” and job search topics. The goal is to help students understand employer expectations and achieve workplace success. These collaborations also include activities such as networking events, participation on academic advisory committees, and field trips. Partnering with faculty is critical/vital to linking students’ learning to their success in the world of work.

We host on-campus recruitment events and manage an online job board service. We also provide one-on-one career and job assistance and referrals for internships and job shadowing experiences. Our department supports career readiness across many areas that include the development of non-technical workplace skills such as teamwork, communication and problems solving also known as soft skills and career goal setting in addition to traditional job search services (e.g., resumes, interviewing)

Contact the Career Services team by emailing careerservices@lakelandcc.edu or call 440.525.7222 or stop by our office in room A-1039 to learn more and begin a partnership. For more information, explore our website at [Career Services](#).

Counseling and Advising Center

Professional counseling services are available to full-time, part-time and potential students. By discussing their interests, achievements and goals, counselors can assist students in making realistic educational and occupational decisions. Counselors can also advise students on transfer questions and opportunities. Please urge your students to take advantage of the counseling services in the counseling and advising center where the following services are available:

- Career and life planning.
- Admissions counseling.
- Academic counseling.
- Personal counseling.
- Psychological services.

A psychologist is available to help students who are experiencing personal or emotional distress, which can interfere with their studies. Call 440.525.7200 for additional information and to make an appointment with a counselor or the psychologist.

The main counseling and advising center is located in A-1003 through the Student Service Center. Students can contact the Student Service Center at sscenter@lakelandcc.edu or call 440.525.7050 for additional information and to make an appointment with a counselor or the psychologist.

Financial Aid

Questions about financial aid at Lakeland may be directed to the financial aid office at finaid@lakelandcc.edu or by calling 440.525.7070.

Students in need of resources including funding for emergency situations can contact the financial aid office. Faculty members are encouraged to direct students that they may encounter needing these services to the financial aid office to inquire about any of these resources.

Federal financial aid regulations require the college to document attendance for students receiving financial aid. There are two separate requirements:

1. A student must begin class attendance to establish initial eligibility for financial aid. A student is determined to have attended if for
 - an in-person class, the student has physically attended at least one time.
 - an online class, the student actively participated in an instructional activity related to academic matters; simply logging into the class does not constitute attendance.
2. If a student stops attending classes, the amount of financial aid awarded must be recalculated based on the last date of attendance.

Attendance is reported through Banner via myLakeland. Faculty members are asked to provide attendance information during the second week of the semester. The attendance reporting procedures can be found in the myLakeland Resource Manual. Please contact your division office or the Lakeland Help Desk at 440.525.7570 for a copy of the manual.

Financial Aid Office Hours

On-campus Hours

Monday - Friday 8 a.m. - 5 p.m.

Phone Hours

Monday - Thursday 9 - 11 a.m. & 1 - 3 p.m.
Friday 8 a.m. - Noon

Teaching/Learning Center

The Lakeland Teaching/Learning Center (TLC) provides three full-day quality early childhood education classrooms for children ages 16 months to five years. The child development center operates year-round except for scheduled closings. The TLC also provides part-time preschool programs for children three-five years of age. Enrollment is open to the entire community.

The TLC is the laboratory school for the early childhood education program for Lakeland students preparing for careers in early childhood education. Instructors in other subjects may make arrangements for their students to conduct observations of children in the center by contacting the center's office assistant at 440.525.7500. The center's staff are professionals in early childhood education and state licensed preschool teachers. The center is licensed by the state of Ohio and accredited by the National Association for the Education of Young Children. Parent education activities and programs are conducted throughout the year. For enrollment openings and/or additional information or a brochure, contact the TLC at 440.525.7500 or in room L-01.

Teaching/Learning Center Hours

Monday – Friday 7:15 a.m. - 6 p.m.
Saturday & Sunday Closed

Campus Kids

Campus Kids is an on-site childcare center for Lakeland and Holden University Center students taking on-campus credit classes. Care is provided for children ages three through six (pre-K). Campus Kids operates by semesters based on Lakeland's semester schedule. Campus Kids is a laboratory school for the early childhood education program for Lakeland students preparing for careers in early childhood education. Instructors in other subjects may make arrangements for their students to conduct observations of children in the center by contacting the center's office assistant at 440.525.7500. The center is licensed by the state of Ohio and accredited by the National Association for the Education of Young Children. The center's teaching staff are professionals in early childhood education and state licensed preschool teachers. Parent education activities and programs are conducted throughout the year. Please contact the center's office assistant at 440.525.7500 for additional information regarding enrollment availability and forms.

Campus Kids – Fall and Spring Semesters

Hours for Campus Kids vary.

Food Service

Pre-made and packaged food items, and a large selection of drinks and snacks are available. Locations include Breakers Market C in S-Building and Market C located in T-139.

Coke and snack vending machines are located throughout campus for your convenience.

Please visit our [Food Service](#) website for updated information and hours of operation.

Marketing and Communications

As part of the community and college relations division, the marketing and communications department is responsible for internal and external communications to promote the college and support enrollment management goals. The department provides integrated marketing and communications services including, advertising; brand management; direct mail; in-house printing; media relations; message, design and publication creation; digital and social media marketing; video production; and website management.

The department produces all officially-sanctioned college publications and promotional pieces.

For more information email marketing@lakelandcc.edu.

Graphics

The graphics department provides design services for all marketing initiatives. Graphic design work should be coordinated through the marketing and communications department, where a specialist is assigned to each college department. The graphics personnel create items such as flyers, brochures, posters, digital assets, advertisements, etc.

Please be advised that projects require 18 business days' lead time. Projects received after noon will be logged beginning the following business day.

Lakeland Community College Facility Use

Campus related activities need to be scheduled through 25Live, accessible through myLakeland. There is traditionally no charge for Lakeland-sponsored events. Additional costs may be incurred if extra departmental resources are needed or the event is to occur outside of normal business hours. Rental packages are available for non-campus related activities such as corporate clients, schools, nonprofit organizations, and government agencies. The Dr. Wayne L. Rodehorst Performing Arts Center (PAC), Athletic and Fitness Center (AFC), standard classrooms, conference rooms, and meeting halls may be used for meetings and special events as scheduling permits, in accordance with the established fees.

Contact the Event Services department at 440.525.7090 or events@lakelandcc.edu if you have any questions or need assistance to reserve space at the main campus.

Mooreland Mansion is also available for event use and can be reserved by contacting Normandy Catering at infor@normandycatering.com for more information.

Institutional Review Board (IRB) Process

Lakeland has an institutional review board (IRB) process and procedure to review research proposals from faculty, staff and external requestors. The primary purpose of the Institutional Review Board (IRB) is to assure compliance with federal regulations, which require specific research oversight to ensure that respect, protection from harm and fairness are essential parts of the investigator's research protocol.

Lakeland is registered under the Department of Health and Human Services (DHHS) Office for Human Research Protections (OHRP) # IRB00013440. Individuals seeking approval to conduct research investigations under the auspices of Lakeland Community College should contact the associate provost for faculty engagement and dean of faculty at eshufro1@lakelandcc.edu.

Chapter IX – Emergency Procedures

Lakeland Campus Police Department

911 from any phone on campus.

440.525.7241

The Lakeland Campus Police Department employs sworn, armed police officers to patrol the campus 24 hours a day. These officers are on foot and in marked police cars. The campus police department is located in the basement of A-Building, room A-2. The department coordinates a collegewide effort to protect students, faculty, staff and visitors known as the campus-watch program. It is similar in nature to the block-watch program found in many local communities. To prevent crime, report suspicious persons and activity to the Lakeland Police Department at once. Do not leave your personal property unattended even for short periods of time. Take an interest in your own personal safety and that of other members of the campus community. Participate in our campus safety and security programs.

Reach Out App

Lakeland's Reach Out app provides quick access to guidance for supporting a friend in need, suicide prevention or coping with mental health challenges. It also supplies information about resources and services offered on campus and in the community, including crisis hotline numbers. The Reach Out app is designed for students, parents, friends of students, faculty and staff at the college. This app better prepares people to help a friend, loved one or themselves. Go to lakelandcc.edu/mobile or search your Google Play or Apple iTunes stores to download Lakeland's mobile apps.

Lakeland Safe App

Lakeland Safe gives faculty, and students, peace of mind by connecting them directly to campus police. Report suspicious behavior or a dangerous situation, request a police escort to your vehicle or send text, photos or video tips of nonemergencies related to campus safety. Go to lakelandcc.edu/mobile or search your Google Play or Apple iTunes stores to download Lakeland's mobile apps.

Please refer to the college's [Safety Resources](#) channel on the portal for the following links:

- General Information
- Emergency
- Training
- Mobile Apps
- Student Behavior
- Student Conduct Code
- Disclosure of Information in Health and Safety Emergencies

Emergency Telephones

In various locations throughout the campus there are multiple ways to contact the campus police. There are several blue police emergency phones located throughout the campus that connect you with the police dispatcher when you pick up the receiver. With other phones on campus, dial "911." Please make a mental note of where these emergency phones are located on campus. The emergency phones will immediately put you in contact with the Lakeland Campus Police Department dispatcher. Locations for emergency phones are listed below:

A-2100 hallway	H-Building Ground Floor
A-Building 3rd floor (near restrooms)	H-Building 1st Floor
Athletic & Fitness Center (AFC) lobby	H-Building 2nd Floor
AFC multipurpose room Y-17	H-Building 3rd Floor
AFC multipurpose room Y-18	L-Building hallway near stairwell
AFC hallway near racquetball courts	Police hallway
B/C breezeway	T-Building lantern
C-Building 1st floor near C-1065	T-Building 1st floor hallway near study area
C-Building 3rd floor near C-3081	T-Building 2nd floor
C-Building 4th floor near C-4003	T-Building 3rd floor
D-Building-art gallery	* All elevators equipped with emergency communication
E-Building IST entrance/hallway	

Emergency Procedures: First Aid

In case of accident or illness dial 911 immediately or 440.525.7241. This will connect you with the Lakeland Campus Police Department.

The campus police should be told the nature of the incident and the location. They will immediately bring their emergency equipment to the area and call the rescue squad if requested, or campus police personnel will determine if the rescue squad should be called when they arrive at the scene.

First-Aid Kit Locations

A-002	campus police
A-1027	counseling and advising
A-2004	business services
A-3002	chemistry lab
A-3008a	chemistry lab
A-3010a	science lab prep room
A-3012c	science lab prep room
A-3013	science storeroom
A-3023	science lab prep room
A-3026	science lab prep room
A-3029	science lab prep room
B-2041	B faculty offices
C-10	production center/mail room
C-14	maintenance
C-16	custodial
C-1005	information systems
C-2060a	media services
C-2086	graphics studio
C-4001	art department
C-4002	art department
C-4005	art department
C-4006	art department
D-1089	performing arts center
E-101	welding coordinator office
E-107	automation and controls lab
E-108	industrial motors and control lab
E-111	welding lab
E-112	CNC machining
E-115	materials processing
E-117	veterans lounge
E-119	IST flexible lab
E-120	woodworking technicians lab
E-121	construction technicians lab
E-229	engineering technicians office
HIVE	maker space
H-033	dental clinic
H-050	dental clinic

H-053	dental clinic
H-106	medical assisting and nursing assisting lab
H-136	histotechnology lab
H-142	medical laboratory technology
H-151	workroom
H-203	respiratory lab
H-212	perioperative learning lab
H-216	emergency medical/paramedic
H-236	radiologic lab
H-258	nursing skills
H-263	workroom
H-317	occupational therapy and physical therapy
L-10 and L-14 wall	teaching learning center
L-24 and L-25 wall	campus kids
S-009	shipping and receiving
S-117	food services
T-108/T-109	
T-153	faculty offices
T-221	hallway outside classroom
T-308	hallway outside classroom
Athletic and Fitness Center (AFC)	Y-17, main desk, second floor, multiroom
Holden University Center	navigation desk and 221b prep lab
Mooreland	first floor
Motorcycle trailers	portable
Police cars	inside trunks
Service Garage	inside bay door

AED (Defibrillator) Locations

A-Building	A-002 Police Department basement hallway, Student Service Center, 1st floor A-2109, 2nd floor A-2015-2016 hallway wall between classrooms, 2nd floor
C-Building	Library, 3rd floor C-2063-2064 hallway wall between classrooms, 2nd floor
D-Building	Performing Arts Center-right of ticket booth, 1st floor
E-Building	Food kiosk, 1st floor
H-Building	H-039 dental lab, 1st floor *(accessible only during dental lab business hours) 1st floor vestibule at entrance/exit door H-4 H-202 hallway wall outside of classroom, 2nd floor
Mooreland	Loading dock hallway, 1st floor
S-Building	Breakers dining room, 1st floor
T-Building	T-153 hallway entrance, 1st floor
U-Building (Holden University Center)	Main navigation desk, 1st floor
Y-Building (AFC)	Welcome desk wall, 1st floor 2nd level gym at top of stairs, 2nd floor
Vehicles	All Lakeland Police vehicles

Personal Injury Report Forms

In the case of a personal injury incurred on campus, contact campus police immediately at 911 or 440.525.7241 and relay nature of the incident and the location. They will immediately bring their emergency equipment to the area and call the rescue squad in the case of a medical emergency. Campus police will fill out a police report and provide you with an employee injury reporting packet for you to fill out and return to human resources.

Health and Safety Regulations

It is the policy of the college to provide a safe working environment for all college employees. Lakeland is a drug and alcohol-free workplace. The college administration enforces board policy 3354:2-20-72, "Drug- and Alcohol-free Workplace."

Communicable Disease

Unless required by law, it is the prerogative of the affected employee or student to disclose if they have or are a carrier of a communicable disease. Employees choosing to disclose such information, regardless of the reason(s) for doing so, should contact Tammy Konte, human resources benefit coordinator at tkonte@lakelandcc.edu, 440.525.7045. Students should contact a counselor in the college's counseling and advising center at 440-525.7200. Affected employees and students decide when, in what manner, and how much information to reveal. An employee or student with a communicable disease, or who is a carrier of a communicable disease, may be considered to be an individual with a disability and subject to the protections of the Americans with Disability Act, Rehabilitation Act, and/or Individuals with Disabilities Education Act. The college, upon notification, will conduct an inquiry into the facts of the disease and weigh reasonable medical judgments about how the disease is transmitted, how long the carrier is infectious, the severity of the risk, and if, with or without reasonable accommodation, the employee or student poses a significant threat of infection to others in the normal course of his position or coursework.

Emergency Messaging Alert System

Lakeland Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or closures. Emergency message alerts are available via voice, email and SMS text message. The Lakeland Campus Police Department is responsible for authorizing use of the emergency messaging alert notification system.

You are automatically enrolled in the college's emergency messaging alert system. Some recent updates will provide for easy access to the college's emergency messaging alert system. Here are some of the updates:

- You do not need to opt-in to the emergency messaging alert system if you provided human resources with your cellphone number. You can text "STOP" to 67587 at any time.
- You can manage your account at <https://go.schoolmessenger.com/> or download the SchoolMessenger mobile app.
- To manage your account, simply sign up with your Lakeland provided email address.
- You can add additional phone numbers, email addresses, or SMS text numbers to also receive emergency message alerts.

If you do nothing you will still receive a phone call, email and SMS text (if a cellphone number was provided to human resources) whenever an emergency occurs. Please make sure all your contact phone numbers are kept up-to-date with human resources.

For additional information and frequently asked questions on Lakeland's Emergency Messaging Alert System go to lakelandcc.edu/emergencyalerts.

To prevent crime, report suspicious persons and activity to the Lakeland Campus Police Department at once. Do not leave your personal property unattended even for short periods of time. Take an interest in your own personal safety and that of other members of the campus community. Participate in our campus safety and security programs.

Chapter X – Full-time Faculty

Lakeland Faculty Association (LFA) Disclaimer Full-time Faculty Employment Contract

This document is the approved faculty handbook for Lakeland Community College. It has been written with careful attention to conformity with the college's policies as approved by the board of trustees (policies), the college's procedures as approved by the president's cabinet (procedures), and the Agreement between the LFA and the College (the Agreement). This handbook does not alter or amend the terms and conditions of employment between the college and the LFA. In order to avoid duplication or create inconsistency between documents, faculty members should refer to the collective bargaining agreement for information relative to wages, hours and working conditions including the timing, method and manner of compensation and the nature and scope of benefits. In the event that any statements in the handbook are found to conflict with the college's policies, procedures or the Agreement between the LFA and the College, then the latter shall have precedence. Copies of the Agreement are distributed to full-time faculty. Contact the human resources department at 440.525.7575 for additional copies.

Position Description Full-time Faculty

The full-time teaching faculty perform specific duties under the supervision of a division dean. The duties relate to instruction, course and curriculum development, professional growth and service to the college, the profession and the community.

This job description includes all of those responsibilities currently being carried out by full-time teaching faculty. It is not expected that all faculty will carry out all of these responsibilities in a given year. Each year, in conjunction with the division dean, faculty will be expected to establish goals and objectives which will serve as the basis for evaluation. Some of the responsibilities included in the job description refer only to special disciplines or special faculty activities. When this is the case, the term "when appropriate" is appended.

1. Instruction

- a. Teaching assigned courses in areas of competency in a manner consistent with institutional and course goals and objectives. In general, instructional performance includes:
 - i. Setting attainable instructional goals and objectives which are compatible with the approved rationale for each course taught.
 - ii. Selecting texts, supplemental documents or other learning resources.
 - iii. Planning field trips, experiments, practice sessions or other support activities which directly relate to course goals and objectives "when appropriate."
 - iv. Evaluating students to (1) determine progress toward course goals and objectives, (2) assign final grades, (3) determine correct course placement, and (4) "when appropriate" evaluate experience and knowledge for the purpose of granting credit.
 - v. Providing subject area academic assistance to students seeking such assistance who are not making satisfactory progress, and to those with special interests in the subject.
 - vi. Using reasonable precaution to help maintain a safe and healthy environment for students.
- b. Maintain a minimum of 10 posted office hours on campus per week calculated to be convenient for students (including, where applicable, appropriate consideration of evening students), and be available during these hours for student advising and conferences. The faculty member will be responsible for posting office hours on the faculty office door and for filing them with the division dean. On campus includes all assigned worksites.
- c. Maintain accurate records of student grades and communicate them on a timely basis to the appropriate institutional office. (In some special circumstances, federal, state, or local laws or agency requirements may necessitate maintaining attendance and/or other records.)
- d. Attend general college, general faculty, division, department and advisory committee meetings.

2. Course and curriculum development

- a. Recommend to division deans the revision, deletion or addition of courses or curricula.
- b. Evaluate and recommend catalog and support material revisions.
- c. Maintain updated course outlines according to prescribed college procedures and develop course syllabi to be distributed to students.

3. Professional growth

- a. Remain current with the field(s) of assigned instruction and related occupational areas.
- b. Acquire, maintain and apply knowledge of current instructional methodologies and materials.
- c. Participate in an annual faculty evaluation process in compliance with the procedures applicable to the faculty member's discipline.
- d. Attend scheduled divisional and professional development in-service activities.

4. Professional services related to college activities "when appropriate"

- a. Supervise students engaged in approved on- and off-campus activities.
- b. Serve as adviser to student organizations.
- c. Coordinate the activities of student employees and/or staff.
- d. Assist in articulation with local high schools, with colleges and universities to which Lakeland students transfer, and with companies and organizations that employ Lakeland students and graduates.
- e. Develop and offer noncredit continuing education and community service courses.
- f. Participate in community activities when they benefit the college.
- g. Participate in college awards program.

5. Service to the college, profession and community

- a. Assist in the recruitment, selection, orientation and evaluation of college personnel.
- b. Participate in accreditation processes within the college.
- c. Support and participate in committees, organizations and activities.
- d. Participate in the registration process as needed.
- e. Assist in facility design and redesign when requested.
- f. Prepare and submit requests for requisitions for equipment and supplies as needed.
- g. Help use reasonable precautions to provide for the proper use, care and security of supplies, equipment and facilities.
- h. Assist in the preparation of semester schedules, faculty assignments, facility assignments and budgets as requested.
- i. Attend seminars, workshops and meetings of related professional organizations as time and budget permit.
- j. Be responsive to requests from business, civic groups and other community organizations for assistance appropriate for the community college.

Position Description Department/Program Chair

Both department chairs and program chairs have responsibility for assisting the division dean with procedures related to staff, students, curriculum, class schedules and budget. Program chairs may have additional responsibilities as lead technical support analyst for programs within their area as well as for maintenance of standards required by accrediting agencies.

A. Required functions

1. Liaison functions

- a. Acts as a liaison for the dean with faculty of the department or program.
- b. Acts as liaison for the department/program with other college areas such as counseling and the learning resource center.

2. Curriculum functions

- a. Coordinates the department's/program's periodic consideration and review of new programs, program options, course content and course outlines.
- b. Coordinates the department's/program's selection of textbooks and bookstore orders.

3. Scheduling functions

- a. Coordinates the semester and summer schedule of full- and part-time staff.
- b. Recommends added or deleted class sections in the schedule to the appropriate dean.

4. Student advisement functions

- a. Responds to student requests for course waiver, course substitution, and credit by exam and credit by experience.

5. Personnel coordination functions

- a. Assists in staffing of part-time faculty positions by interviewing and recommending qualified candidates.
- b. Orients part-time faculty to the department procedures and course content.
- c. Assists the dean, in accordance with the division policy, in coordinating peer observations of part-time faculty.

6. Marketing functions

- a. Works with the dean in preparing and updating copy for brochures, catalogs and schedules.

7. Budget functions

- a. Assists in the preparation and administration of the department/program budget.
- b. Recommends the purchase of new or replacement equipment, computer software and replacement supplies for the efficient functioning of the labs where applicable.

B. Department and program chairs may have any or all of the following additional functions as mutually agreed upon with the dean.

1. Represents the college at local and state agencies in regard to the program discipline where applicable.
2. Provides additional advising and assessment for students seeking admission to specific programs.
3. Coordinates equipment and facilities use.
4. Prepares annual accreditation reports and coordinates annual board licensing activities.
5. Acts as the liaison for the department/program with outside areas such as advisory committees and licensing boards where applicable.
6. Tracks progress of students through program and evaluate student records when necessary.
7. Recommends qualified staff or lab assistants to the appropriate dean. Orients staff or lab assistants to the department/program procedures, assign tasks and coordinates staff schedules.

Schedules and Faculty Assignment Sheet (FAS)

Full-time faculty will select their course load and schedule during the timeframe established by the division dean. Faculty members will select course load in seniority order in accordance with Article III, Section B(6) of the collective bargaining agreement. Full-time faculty cannot 'bump' each other in the event of course cancellation but can 'bump' part-time faculty members from a course in the event of a course cancellation.

Full-time faculty will receive their finalized FAS in their Lakeland email sometime shortly after the 14th day of the semester. The FAS summarizes the assigned courses and the associated units of load as calculated in accordance with Article III, Section C. of the Agreement. Compiling the document after this date is necessary in order to accurately account for additions, deletions and student generated hours.

Payment for Overload

Full-time faculty will be paid for units of overload beginning with the third pay of the semester and ending with the last pay of the semester. For example, overload worked in fall semester will be paid beginning with the Sept. 30 pay date and ending with the Dec. 31 pay date.

Absences

Anticipated absences must be reported to the division dean as far in advance as possible. Unexpected absences due to illness, accident, etc., must be reported to the division dean as early as possible. For guidelines on absences, leaves and compensation please refer to the Agreement between the LFA and the Lakeland Community College.

Substitutes

Please refer to Article III, Working Conditions, Section M of the Agreement between the LFA and the Lakeland Community College for guidelines on substitutes.

Professional Development Funding

Faculty can access professional development funds coordinated by the excellence in teaching and professional development committee, a faculty committee that considers requests in support of individual faculty attendance and/or participation as a presenter, panel member or moderator at conferences, workshops and meetings of recognized professional associations. Contact the provost's office at dbordonaro@lakelandcc.edu for the professional development funding request form, professional development funding guidelines and the college's travel policy.

Nontenured Faculty Evaluation

Article IV, Section A and B of the Agreement between the LFA and Lakeland Community College outline the substantive and procedural standards for new, full-time faculty members.

Nontenured faculty will be evaluated annually. Evaluation will consist of the following components:

1. Classroom observations by the dean.
2. Semester student evaluation of instruction.
3. Self-evaluation.
4. Dean's evaluation.
5. Optional peer evaluation or classroom observation.

Classroom Instruction Observation Procedure

The dean will visit and observe the nontenured faculty member's class at least once a year. This will be done before the faculty member's annual evaluation. The faculty member will be notified in advance during the semester as to when the dean will visit their class. The faculty member will then provide to the dean three potential dates with mutual convenience for such visit. The dean will choose one of the dates to observe the faculty member's class. After the observation, the dean will communicate their classroom observation summary with the faculty member. A conference with the faculty member will be held, if deemed necessary, or requested by the faculty member. The classroom observation summary will be included in the faculty member's annual evaluation summary.

Post-Tenure Faculty Evaluation

Details of the post-tenure faculty evaluation may be found in Appendix G of the Agreement between the LFA and the Lakeland Community College.

Textbook Selection Policy

- A. Textbooks and other instructional materials are selected by the individual faculty member teaching the course section, though in some cases a departmental committee or a committee composed of faculty teaching a course may make the selection. Faculty members are responsible for selecting their own textbooks and instructional materials and providing timely, accurate information to the bookstore through their division dean's office. Division deans will facilitate and ensure faculty and departments comply with this textbook selection policy.
- B. Faculty should strive to minimize the costs of textbooks and other instructional materials for students while maintaining the quality of education and academic freedom. To make textbooks more affordable, the Bookstore shall provide students and others with accurate course material information to allow students to pursue used, rental or electronic versions of textbooks.
- C. In the selection of textbooks and classroom materials, faculty members are encouraged to:
 - 1. Review and consider the adoption of open educational resources including cost-free, online textbooks and materials.
 - 2. Select required textbooks and other educational materials which allow for resale and reuse of the textbooks and materials.
 - 3. Contribute one complimentary copy, when possible, of a textbook from textbook publishers to the library reserves desk so that all students in the class may benefit from access to these resources.
 - 4. Strive to select textbooks and other course materials that comply with requirements for accessibility of the Americans with Disabilities Act, other applicable acts and their implementing regulations.
 - 5. Limit the use of new-edition textbooks when previous editions do not significantly differ in a substantive way, as determined by the appropriate faculty, and when the bookstore can ensure an adequate supply of the older edition books are available.
- D. In the event that an instructor wishes to utilize a textbook or other material where the instructor is the author and the sale of which results in a royalty being paid to the instructor, then such textbook/material may only be required by the instructor if a majority of the other department faculty consent to the use of the textbook or material. In case of a tie vote, the division dean will cast the deciding vote. In instances where the faculty author is the only full-time faculty member within the department, the division dean must approve the use of the textbook or other material where the instructor is the author. Sales of such items cannot be conducted directly between a faculty member and a student.
- E. Complimentary textbooks received by Lakeland faculty or employees because of employment at Lakeland, whether such books are solicited or unsolicited, shall not be sold.

Chapter XI – Part-time Faculty

Position Description

The part-time teaching faculty performs specific duties under the supervision of a division dean. The duties relate primarily to instruction, and may, when appropriate, involve curriculum development, professional growth and service to the college.

Responsibilities

- A. Teach assigned courses in the area(s) of competency in a manner consistent with instructional and course goals and objectives.
In general, instructional performance includes:
 - 1. Setting attainable instructional goals and objectives which are compatible with the approved rationale for each course.
 - 2. Developing course syllabi consistent with official course outlines on file in the instructional administration offices.
 - 3. Distributing course syllabi to students.
 - 4. Selecting suitable learning resources.
 - 5. Planning instructional activities (e.g., field trips, experiments, practice sessions or other support activities), which directly relate to the course goals and objectives.
 - 6. Evaluating students to (a) determine progress toward course goals and objectives, (b) assign final grades and (c) assess, when appropriate, prior experiences and knowledge for the purpose of granting credit or waiver.
 - 7. Providing subject-area assistance to students seeking such assistance who may not be making satisfactory progress and to those with special interest in the subject.
 - 8. Using reasonable precaution to help maintain a safe and healthy environment for students.
- B. Maintain accurate records of students' grades and communicate them on a timely basis to the appropriate instructional office. In some special circumstances, federal, state or local laws or agency requirements may necessitate maintaining attendance or other records.
- C. Attend part-time faculty and divisional meetings.
- D. Recommend to division dean, program director or department chair, the revision, deletion or addition of courses or curricula.
- E. Remain current with the fields of assigned instruction and instructional methodologies.
 - 1. Acquire, maintain and apply knowledge of current instructional methodologies and materials.
 - 2. Participate in the faculty evaluation/teaching improvement process.
 - 3. Attend, as appropriate, divisional and collegewide professional development, in-service activities.
- F. Use reasonable precautions to provide for the proper use, care and security of college equipment, facilities and supplies.
- G. The college reserves the rights to terminate or not renew any part-time faculty member for any reason. Payment will be made only for those classes taught.

Conditions of Employment

Upon hire, you are asked to complete several documents, including an I-9 and tax forms, to order official transcripts verifying your college education, and to have your fingerprints taken in the human resources office. In the event that certain of these documents were not received, it is likely that you will experience a delay in being assigned your Lakeland identification number (LID), in being paid, and/or in being given access to certain Lakeland systems. All new employee forms are available online at lakelandcc.edu/web/about/new-employee-forms-hr.

All potential employees' fingerprints are submitted to Ohio Bureau of Criminal Identification and Investigation in order for the College to secure a criminal history background report. Please note that convictions do not automatically preclude employment with the College. Several factors are considered when evaluating a candidate's criminal conviction history relative to their eligibility for employment with the College. These factors include the nature of the crime, the time that has elapsed since the conviction, and/or relevance to the position for which the candidate has applied and is being considered. Although ideally you will have submitted your transcripts and come in for fingerprinting before the start of classes, we recognize that you may not have been hired with sufficient time for us to have received either the results of the background check or your official transcripts. Please note that if we have not received these items by the end of your first semester of teaching, we may not be able to assign future classes until such time as these items are received.

In accordance with the full-time faculty collective bargaining agreement, part-time faculty shall not be contracted to be assigned more than 18 semester units per academic year, or 11.99 units per academic semester, except in the case of (1) a part-time teaching faculty member assigned two lecture laboratory courses in the fall semester which equate to no greater than 11.34 units, may be assigned two lecture laboratory courses in the spring semester which also equate to no greater than 11.34 units; (2) a part-time teaching faculty member employed and compensated by a local school district, and assigned to teach Lakeland courses, may be assigned 22.68 semester units per academic year; (3) a part-time teaching faculty member employed and compensated by a local school district and assigned to teach Lakeland courses and also assigned and teaching Lakeland courses as the College, may be assigned 22.68 units per academic year. Internal Revenue Service guidelines suggest institutions of higher education estimate 1.25 hours of work outside of the classroom for every hour in the classroom. Thus, a schedule of less than 12 units in a semester equates to less than 29 hours of work per week.

Part-time faculty employed on an hourly basis (e.g., counselors, librarians and clinical instructors) shall be scheduled to work no more than an average of 24 hours per week, per semester, during the academic year, not to exceed 29 hours in any week. During the two-week period before the first week of the fall semester and the one week before the first week of the spring semester, part-time counseling faculty employed on an hourly basis may work up to 40 hours.

Please note that in the event a full-time faculty member loses an assignment due to low enrollment or cancellation of a class they may be required/choose to assume your assignment. The instructional division will make every effort to make these decisions before classes begin. If you are in doubt as to the status of your class(es), call your division dean.

Faculty Assignment Sheet (FAS)

During the first week of the semester you are scheduled to teach, you will receive an email in your Lakeland email account with detailed instructions on how to review and accept your Faculty Assignment Sheet (FAS). The FAS is a confirmation of your assigned classes for the semester (versus any proffer letter you may have received that listed anticipated courses.) The FAS lists classes you are assigned to teach, the units of load for each class and your total compensation (equal to the total units of load times \$792 as of Aug. 26, 2023 for the semester. Each class is valued at a number of units of load derived from a formula associating units with credit and contact hours. For example:

- Courses in which class or contact hours equal credit hours translate to one (1) unit of load per credit hour. (Example: PSYC 1500, "Introduction to Psychology," is a three-credit hour and three contact hour/week class. The instructor will be paid for three units of load.)
- Courses which have a clear division between lecture-discussion and laboratory are computed as follows:
- Credit hours of lecture-discussion translate to one unit of load per class or contact hour.
- Contact hours of laboratory are computed at 0.89 units per class hour.
- Example: CHEM 1050, "Chemistry in the Everyday World," is a three-credit hour class consisting of two lecture hours and three lab hours each week. The instructor will be paid for 4.67 units of load – two for the lecture and 2.67 for the lab (3 X 0.89).

It is imperative that you acknowledge (approve) your FAS promptly, no later than the date indicated in the email, as it is a part of your official record of employment. If corrections are needed, please bring to the attention of the division dean or administrative assistant.

Paychecks

As an employee of Lakeland Community College, you must utilize direct deposit of your paycheck into your bank or banks. You can have your paycheck deposited into two different banks anywhere as long as your bank is a member of an Automated Clearing House (ACH) Association. You also have the option of depositing your paycheck into two separate accounts, such as your savings and checking accounts in the same bank. Please remember that the money is not in your account until the above pay dates. Information about each direct deposit can be found on the college's portal: myLakeland. To access the information, follow the instructions on the sheet provided with your employment forms ("Employee Instructions for Pay Information").

To obtain information about direct deposit, contact the payroll coordinator at vmiller26@lakelandcc.edu or 440.525.7061.

Office Hours

Although formal office hours are not required, it is important that students have access to you outside of class. Please advise your students where and when they can meet with you if they need help with their studies. If you permit students to call you at home or at your place of employment, announce this during the first few class sessions or provide this information on your syllabus. Also, inform your division office if you permit students to call your home or your place of employment since the staff will not provide telephone numbers unless authorized by you.

Reporting Absences and Requesting Paid Leave

When your own or an immediate family member's illness, or your own unavoidable and non-elective commitments (e.g., traveling out of town for your primary job, court hearing, etc. as opposed to a planned elective vacation) prevent you from teaching your assigned courses, you are eligible to apply for approved absence without a deduction in compensation in accordance with the following:

- Part-time teaching faculty assigned to a 16-week or full session course and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose employment is expected to continue through the full semester are eligible to apply for two days of personal leave during the session.
- Part-time teaching faculty assigned to an 8-week course and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose employment is expected to continue through the 8-week session are eligible to apply for one day of personal leave during the session.
- Part-time teaching faculty assigned to a course taught across 5 weeks or less and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose period of employment is for less than 8 weeks are not eligible to apply for personal leave.

If you are not eligible for paid leave (due to the reason for your absence or because you have already received the maximum number of paid leave days), your compensation will be reduced by calculating the value of each class meeting as a percentage of the total compensation for the course.

Anticipated absences must be reported by submitting the paid leave form located on the portal via email to your department chair, division dean and division administrative assistant at least one week in advance of the absence. Please do NOT cancel your class unless approval is given by the division dean.

- If the name(s) of possible substitute instructor(s) are known to you, these should be included on the form. Otherwise, the department chair or division dean's office will work to identify a substitute.
- If a cancellation is unavoidable and approved, the division administrative assistant will ensure that notice of the cancellation is made in the customary manner. Assuming you are able, you may wish to additionally notify students via Blackboard notice.

All absences (anticipated or unexpected, whether qualifying for paid leave or not) must be reported by telephone call and e-mail to your department chair, division dean, and division administrative assistant. If you are providing notice after 5:00 PM or on the weekends, please call campus police at 440.525.7241 and notify the dispatcher who will ensure that notice of the cancellation is made in the customary manner. Please provide the course name, CRN number, room number and class meeting time. Again, assuming you are able, please additionally notify students via Blackboard notice. After the initial notification, the paid leave form must be completed and submitted via e-mail to your department chair, division dean, and division administrative assistant within one week of the absence.

¹Defined as: 1) spouse; 2) biological, adopted and foster children under 18, including anybody under 18 who is treated as the employee's child, which might describe the child of a spouse or domestic partner or a grandchild who lives with the employee and/or disabled child of any age; 3) parents and grandparents, including anybody who treated the employee as a son or daughter when the employee is under 18; 4) siblings; 5) parents-in-law; 6) sisters and brothers-in-law; 7) other dependents living with the employee

²The names of current chairs, deans and secretaries with their telephone numbers and e-mail addresses is available here.

Failure to comply with notification procedures and/or applying for an absence to be approved without a deduction in compensation may void the employee's right to paid leave and subject the employee to disciplinary measures consistent with Board policy, administrative procedures and appropriate law.

The part-time faculty notification of absence/request for paid leave form can be found on the part-time faculty page on the portal (myLakeland) under Related Links (Part-Time Faculty Notification of Absence Form and Instructions.)

Classroom Instruction Observation Procedure

Your department chair may contact you about observing in your classroom. Consult the appropriate division dean for additional information on the policies and procedures used in your division.

Part-time Faculty Advisory Committee (PTFAC)

Members of the PTFAC meet periodically with a representative of the academic vice president to discuss areas of mutual concern and new ideas that might benefit Lakeland. The PTFAC actively seeks input from and responds to the part-time faculty's concerns, advocates on behalf of the part-time faculty, presenting those concerns to the college's administration, and celebrates part-time faculty achievements. The PTFAC is responsible for planning and presenting the part-time faculty orientation and the annual Part-time Faculty Appreciation Ceremony.

If you wish to contact this committee, please contact the part-time faculty secretary at 440.525.7193.

Part-time Faculty Professional Development Committee (Funding Request)

Professional development at Lakeland Community College is crucial for maintaining educational quality. The part-time faculty professional development committee (PTF/PDC) provides part-time faculty with the opportunity to fulfill personal and professional goals by providing funds to support activities which otherwise might not occur.

As part of its mission, the PTF/PDC plans professional development activities on campus. An effort is made to schedule at least two workshops/seminars on campus every semester to help part-time faculty polish their teaching skills. Announcements will be made ahead of time regarding participation.

In addition, professional development funding may be authorized to support individual faculty attendance at off-campus workshops or noncredit courses. Faculty submit requests for funding to the PTF/PDC which considers them and makes recommendations. See Appendix K for a copy of the guidelines and form. Contact the Provost's office at 440.525.7089 for additional information.

PTF/PDC funding may help support:

- Participation as a presenter, panel member or moderator at professional functions.
- Attendance at conferences, workshops and meetings of recognized professional associations.
- Visits to other community colleges.

If you wish to contact this committee, please contact the part-time faculty secretary at 440.525.7193.

Part-time Faculty Professional Development Program Stipend

The part-time faculty professional development program is a program for part-time faculty. Orientations, workshops and classroom observations are completed to acquire points. After meeting the program requirements, the participant will receive a stipend and a letter of recognition. This learning program can be repeated and accomplished every two academic years. See Appendix L for the program brochure. Contact the part-time faculty secretary at 440.525.7193 for additional information.

Tuition Waivers – Credit Courses

A part-time instructor becomes eligible for the tuition-waiver benefit in the second semester of teaching.

A part-time faculty member, their spouse, or a member of their immediate family defined as a dependent by the IRS, may enroll in regular credit-granting classes at Lakeland and have a percentage of the tuition waived. Waivers do not include out-of-county surcharges or fees other than tuition. For purposes of this benefit, a qualifying dependent child is: 1) your child, stepchild, foster child or ward who lived with you for more than half of the year and, 2) who did not provide more than half of his or her own support for the year and, 3) who was under the age of 19 at the end of the year or was under the age of 24 at the end of the year and a student or was any age and permanently and totally disabled.

The amount of instructional tuition to be waived for a credit course in a semester is derived from a formula based on the number of units of load taught by the part-time instructor in either that semester or the immediately preceding semester. Please see Appendix A for a sample completed fee waiver. Instructional fee waiver credit must be used either during the semester in which it is earned or the immediately following semester. Credit earned in the spring semester may be used in that semester, in the immediately following summer term, or in the fall semester.

The hard copy fee waiver form has been eliminated. Submit your request for a credit course tuition fee waiver by clicking the link located in the human resources portal on myLakeland or send an email to tkonte@lakelandcc.edu. When the request is submitted human resources will compute the amount of the fee waiver and notify the cashier's office to apply the fee waiver to the account. If a part-time instructor is using credits earned in the current semester, it will be necessary to hold the request until the FAS has been processed, which is usually done by the third week of the semester. The employee will be required to pay their tuition and fees at registration and, after the FAS's are processed, the employee will be reimbursed by the controller's office. See Appendix A for cost computation example.

Fee Waivers – Noncredit Courses

As a benefit of teaching a credit course at Lakeland, a part-time faculty member or member of their family as defined above, may request up to three continuing education fee waivers for use during the semester in which they are teaching. If teaching credit courses during summer, they may request up to three continuing education fee waivers that may be used during the summer or fall semester. Submit your request for a continuing education fee waiver by clicking the link located in the human resources portal on myLakeland or send an email to tkonte@lakelandcc.edu. Please note that the waiver may or may not cover the entire cost of the noncredit course. Additionally, the waiver will likely not cover supplies or other fees that may be associated with the course.

State Teachers Retirement System (STRS)

All college faculty, full- and part-time, are required to establish membership in the STRS. STRS was created in 1920 (before Social Security) to provide financial security to Ohio's public educators before and after retirement. Membership is immediate upon employment and pertinent information will be sent to you in the mail when you initially begin teaching at Lakeland.

The member is required to pay 14% of gross salary through a payroll deduction each pay period and the college contributes 14%. The member's contribution is reported to STRS as an F4-sheltered contribution.

There is a broad spectrum of benefits available to members of STRS such as retirement, survivor benefits, disability protection and death benefits of \$1,000 payable to a beneficiary designated by you. Each October, STRS Ohio mails to your home an annual statement of account as of the preceding June 30. This statement provides valuable information about the financial protection you have established for you and your family based on your contributions. Be sure to review your account statement each year for accuracy.

Any member who terminates teaching has the right to the return of their own contributions in cash upon application directly to STRS. Members become vested in the system after accruing five years of service credit. A minimum of 120 service days per fiscal year (July 1 - June 30) are required to earn one year of service credit. Service of less than 120 days in a fiscal year is equated to partial years of service. Information about STRS is available at strsoh.org.

Deferred Compensation

Part-time faculty may participate in the college's 403(b) and 457(b) deferred compensation plans. For more information and a list of approved vendors, please refer to the "Forms" section of the human resources section of myLakeland, or contact human resources at 440.525.7045.

Athletic and Fitness Center (AFC)

As a benefit of teaching at Lakeland, faculty may use the fitness facilities at no charge by presenting their Lakeland employee photo badge (LID) at the reception desk. Free weights, weight machines, indoor track and a variety of cardiovascular machines are available. Outdoor facilities include 10 tennis courts. Call 440.525.7111 for current hours or additional information.

Appendix A

Credit Course Fee Waivers

APPENDIX A - Credit Course Fee Waivers

The following example illustrates how the total cost to you is computed if you decide to use the fee waiver for a credit class.

EXAMPLE:

Faye Faculty taught MATH 1150 in the spring semester. MATH 1500 is a 4 credit hour course. Faye decided to take photography during the fall semester. PHOT 1400 is a 3 credit hour course and has a \$33.00 lab fee.

Faye can submit her request for a credit course tuition fee waiver by clicking the link located in the human resources portal on myLakeland or she can send an email to tkonte@lakelandcc.edu. When her request is submitted human resources will compute the amount of the fee waiver and notify the cashier's office to apply the fee waiver to the account. If a part-time instructor is using credits earned in the current semester, it will be necessary to hold the request until the FAS has been processed, which is usually done by the third week of the semester. The employee will be required to pay their tuition and fees at registration and, after the FAS's are processed, the employee will be reimbursed by the controller's office.

The waiver, issued for \$491.00, was calculated in the following manner.

\$122.75	in-county per credit hour cost
x 4	units of load that Faye taught in the spring semester
<hr/>	
\$491.00	

Faye then registered for the photography course. The cost was calculated in the following manner.

\$122.75	instructional fee per credit hour
x 3	3 credit hour course
<hr/>	
\$368.25	

The fee waiver covered the entire instructional fee since it is larger than the per credit hour cost.

Costs not covered by the waiver include the per credit hour general fee, per credit hour career services fee, support services fee and lab fees.

In the above scenario, Faye's cost would be:

\$35.40	\$11.80 general fee per credit hour x 3 credit hour course
\$24.75	\$ 8.25 career services fee per credit hour x 3 credit hour course
\$14.25	Support services fee for a fall course
\$33.00	Lab fee for the photography course
<hr/>	
\$107.40	

Assuming Faye lives in Lake County, she saved \$368.25, using the fee waiver. Her cost for the photography course was \$107.40.

ANOTHER EXAMPLE:

If Faye or a member of her immediate family, as defined by the IRS, wished to take a class during this or the following semester, the unused balance of her fee waiver, \$122.75, would be available to apply against the instructional fees for the current or subsequent semester.

Appendix B

Student Conduct Code Policy and Procedure

APPENDIX B - Student Conduct Code Policy and Procedure

Policy Number	3354:2-61-01
Title	Student Conduct Code Policy
Date Approved	By the Board of Trustees 7/11/1991
Updated & Approved	9/12/1996, 4/7/2011
Related Procedure	SS61-01

The Board of Trustees of Lakeland Community College requires that the conduct of students be of an honest, responsible and appropriate nature so as to permit the college to properly pursue its educational objectives and programs. Academic integrity is the foundation of our institution as honesty, the basic component of trust, is essential to both individual and institutional integrity. Lakeland Community College has set forth certain behaviors as violating academic honesty and appropriate standards of student conduct and, thus, potentially diminishing Lakeland's integrity, reputation for academic quality, and ability to function as an academic community.

This policy applies to both on-campus and off-campus college-related activities.

- (A) The President of the college shall develop and implement a student conduct code which sets forth standards of conduct for students, consistent with Board policy, and proper procedures for enforcement thereof. This conduct code shall also apply to student conduct involving violations of federal, state or local laws.
- (B) The President may delegate to appropriate college officials the responsibility to implement the student conduct code. Disciplinary action may be taken against a person who has been admitted as a student to the college, whether or not the individual is registered for classes. Disciplinary action may also be taken against student organizations.
- (C) The President shall provide for the enforcement of the student conduct code through the use of college officials and college law enforcement officers.

Procedure Number	SS61-01
Title	Student Conduct Code
Date Approved	6/8/2010
Updated & Approved	9/7/10, 5/10/11, 5/8/12, 5/13/14, 11/11/14, 6/8/15, 5/17/16
Related policy	3354:2-61-01

- (A) Definitions
 - (1) The term "college" means Lakeland Community College.
 - (2) The term "student" includes all persons who have been admitted to the college either for credit or noncredit courses and have yet to register for classes, are currently enrolled or who have previously been enrolled but have not taken classes for less than one term. Persons who were enrolled for classes during spring term and are enrolled for fall term classes are considered to be students over the summer.
 - (3) The term "faculty" means any person or group of persons hired by the college to conduct academic activities or who is otherwise considered by the college to be a member of its faculty.
 - (4) The term "college official" includes any person employed by the college, performing assigned administrative or professional responsibilities.
 - (5) The term "complainant" means any person who submits a charge alleging that a student violated the student conduct code.
 - (6) The term "accused student" is defined as any student accused of violating the student conduct code.
 - (7) The term "college community" includes any person who is a student, faculty member, college official, any other person employed by the college or any visitor or invitee to the college campus. A person's status in a particular situation shall be determined by the Associate Vice President of Student Development and Dean of Students.
 - (8) The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
 - (9) The term "misconduct" is defined as any behavior which compromises the health, safety, peace, property, or the academic integrity of the college, college premises or any member of the college community, or in any manner interferes with the operation of the college.
 - (10) The term "organization" means an association of individuals who have complied with the formal requirements for college registration of an organization.

- (11) The term "hearing officer" means any person authorized by the Associate Vice President of Student Development and Dean of Students to determine whether a student has violated the student conduct code and to recommend to the conduct administrator the imposition of sanctions.
 - (12) The term "hearing panel" means any group of persons authorized by the Associate Vice President of Student Development and Dean of Students to determine whether a student has violated the student conduct code and to recommend to the conduct administrator the imposition of sanctions.
 - (13) The term "conduct administrator" means a college official authorized on a case-by-case basis by the Associate Vice President of Student Development and Dean of Students to impose sanctions upon students found to have violated the student conduct code. The Associate Vice President of Student Development and Dean of Students may authorize a conduct administrator to serve simultaneously as a conduct administrator and as a member of a hearing panel.
 - (14) The term "shall" is used in the imperative sense.
 - (15) The term "may" is used in the permissive sense.
 - (16) The term "policy" is defined as the written regulations of the college as found in the student handbook, the college catalog and the college policy register.
 - (17) The term "attempt" is defined as conduct, which if successful, would constitute or result in the prohibited conduct.
 - (18) The terms "business day" means an official business day of the week, excluding public holidays, college closures and weekends.
 - (19) The Associate Vice President of Student Development and Dean of Students is that person designated by the college President to be responsible for the administration of the student conduct code.
- (B) Procedural Authority
- (1) The Associate Vice President of Student Development and Dean of Students shall determine the composition of hearing panels and determine which hearing officer is authorized to hear each case.
 - (2) The Associate Vice President of Student Development and Dean of Students shall develop policies for the administration of the student conduct code and procedural rules for the conduct of administrative hearings consistent with the provisions of the student conduct code.
 - (3) Decisions made by a hearing officer or panel and/or conduct administrator shall be final, unless appealed as provided for in the section of the student conduct code titled "Appeals", Section (F).
 - (4) A hearing officer or panel may be designated as an arbiter of disputes within the student community in cases which do not involve a violation of the student conduct code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.
- (C) Proscribed Conduct
- (1) Jurisdiction of the College
 - (a) College jurisdiction and discipline shall be related to conduct which occurs on college premises, at college sponsored activities, during or in relation to college sponsored internships or co-operative educational experiences, or which adversely affects the college community and/or the pursuit of its objectives whether on or off college premises.
 - (b) The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll [and/or obtain official transcripts and/or graduate] and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.
- (D) Academic Misconduct
- (1) Academic misconduct is an offense against the Lakeland Community College community. A student who commits an act of academic misconduct or who enables another student to commit an act of academic misconduct has failed to meet a basic requirement of satisfactory academic performance. Thus, academic misconduct is relevant to the evaluation of the student's level of performance, and is also a basis for disciplinary action by the Associate Vice President of Student Development and Dean of Students' office.
 - (2) Violations include but are not limited to the following actions:
 - (a) Cheating – using, attempting to use, or assisting in the use of unauthorized or unapproved aids in any academic assignment. Examples of cheating include but are not limited to:
 - (i) Giving or receiving unauthorized assistance for any examination or academic exercise;
 - (ii) Working with others without the instructor's permission on any academic assignments or exams meant to be completed by the individual student;
 - (iii) Using any materials such as electronic devices or study aids for any academic exercise without the instructor's permission;
 - (iv) Procuring course materials (test, quiz, or assignment) without the instructor's permission;

- (v) Altering, copying, or distributing course materials (test, quiz, or assignment) without instructor's permission.
- (vi) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- (b) Plagiarism – the act of submitting the words, ideas, or work of another as one's own for any academic exercise. Examples of plagiarism include but are not limited to:
 - (i) Failing to provide adequate citations to the sources for ideas, words, images, sounds and any other supporting material for any academic exercise. A citation tells the reader where the information came from;
 - (ii) Copying and pasting, downloading, or importing any electronic material into work submitted for academic assessment without properly citing its source. Copying words without using quotation marks is plagiarism;
 - (iii) Using copyrighted material in violation of U.S. Copyright law.
- (c) Fabrication – an act of dishonesty involving misrepresentation or falsification of material included for academic work. Examples of fabrication include but are not limited to:
 - (i) Submitting work prepared totally or partially by someone else as one's own, including the use of a substitute to take one's own examinations;
 - (ii) Submitting work previously done for credit as work done for a current academic exercise or submitting the same work for more than one course unless the instructor(s) has/have given permission to do so;
 - (iii) Falsifying or inventing citations, data, or evidence for any academic exercise.
- (d) Denying others access to information or material – the act of impeding another student's scholarship. Examples of denial of access include but are not limited to:
 - (i) Giving other students false or misleading information;
 - (ii) Tampering with, removing or defacing library materials or reserve materials;
 - (iii) Altering computer files that belong to another;
 - (iv) Tampering with, damaging, or stealing storage devices such as USB drives.
- (e) Enabling academic misconduct – the act of participating, assisting, or knowingly helping someone violate any of the provisions of Lakeland's Student Conduct Code.
- (f) Deception in order to gain academic advantage – the act of lying to or misleading faculty, staff, or administration.
- (E) General Student Misconduct – Rules and Regulations
 - (1) It is the intent of this procedure to create a campus environment that is based on honesty, civility and the freedom to pursue knowledge. Such an environment must be free of harassment and hostility in order to encourage each individual to attain his or her fullest potential. Any student found to have committed the following misconduct is subject to disciplinary sanctions outlined in Section (F)(2). Examples of misconduct include, but are not limited to:
 - (a) Violation of College Policies - Violation of published college policies, rules or regulations.
 - (b) Act of Dishonesty - Acts of dishonesty, including but not limited to the following:
 - (i) Furnishing false or incomplete information to any college official, staff or faculty member, agent of the college or college office;
 - (ii) Forgery, alteration, fraudulent use, or misuse of any college document, record or instrument;
 - (iii) Tampering with the election process of any recognized student organization.
 (Acts of academic misconduct are to be handled through Section D of this procedure titled "Academic Misconduct".)
 - (c) Disruption or Obstruction - Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other college activities on or off college premises; or other authorized non-college activities occurring on college premises. This includes engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - (d) Harm to Others - Physical abuse or assaults, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, on social media networks, or any electronic format including phone, etc).
 - (i) The term "harassment" means conduct that is so severe, pervasive, and objectively offensive that it unreasonably interferes with a person's college employment, academic performance or participation in college programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. The conduct does not have to be threatening and may include deliberate and persistent communication that disturbs the recipient.
 - (e) Theft/Property Damage - Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or personal or public property, on or off campus.

- (f) Hazing - An act which may endanger the mental or physical health or safety of a student, or which may destroy or remove public or private property, for the purpose of initiation, admission to, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- (g) Failure to Comply - Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- (h) Unauthorized Possession or Entry - Unauthorized possession, duplication of or use of keys to any college premises or property or unauthorized entry to or use of college premises.
- (i) Violation of Federal, State or Local Laws - Violation of federal, state or local laws on college premises or at college sponsored activities on or off college premises.
- (j) Alcohol Violation - Use, possession or distribution of alcoholic beverages on college premises or at any college sponsored activity off the college premises except as expressly permitted by law and college regulations.
- (k) Narcotics Violation - Use, possession or distribution of narcotic or other controlled substances on premises or at any college sponsored activity off the college premises, except as expressly permitted by law.
- (l) Weapons Violation - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at college sanctioned or sponsored activities.
- (m) Interference with College Activities - Participation in a campus demonstration or disturbance which unreasonably interferes with college activities or with the legitimate activities of any member of the college community; leading or inciting others to disrupt scheduled and/or normal activities; obstruction which unreasonably interferes with freedom of movement on campus, either pedestrian or which presents a clear and present danger to others, or causes physical harm or property damage.
- (n) Obstruction of Traffic - Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
- (o) Disorderly Conduct - Conduct which is disorderly, lewd, indecent, or a breach of the peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college.
- (p) Computer Violation - Abuse or inappropriate use of college computers, computer equipment or facilities including but not limited to:
 - (i) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - (ii) Unauthorized transfer of a file;
 - (iii) Unauthorized use of another individual's identification and password or sharing of your own identification and/or password;
 - (iv) Use of computing facilities to interfere with the work of a student, faculty or staff member;
 - (v) Use of computing facilities to create, send or receive obscene, harassing or abusive messages;
 - (vi) Use of facilities to interfere with normal operation of the college or the college computing system;
 - (vii) Use of computing facilities to create, view, disseminate, receive, download or possess pornographic, obscene or illegal documents or images (based on local standards of Kirtland and Lake County);
 - (viii) Use of computing facilities to download, install, copy or alter software without permission of the appropriate college official;
 - (ix) Use of computing facilities for any commercial use or for personal financial gain; and
 - (x) Any other unauthorized use of computing time.
- (q) Tobacco/Smoking Violation – Use of tobacco or smoking in prohibited areas. “Tobacco” and “Smoking” are defined in College policy 3354:20-10-10
- (r) Pets Violation - Allowing or keeping pets in college facilities unless authorized in writing by college officials.
- (s) Misuse of Firefighting Equipment - Misuse or alteration of firefighting equipment, alarms or any other health and safety devices.
- (t) Sexual Harassment - Physical contact or other non-physical conduct of a sexual nature without clear, knowing or voluntary consent, or engaging in sexual activities which are disruptive to the good order of the College.
- (u) Degrading or Abusive Language - Using language that is degrading or abusive to any person.
- (v) Operating Vehicle Under the Influence - Operating a motor vehicle on campus while under the influence of alcohol and/or drugs.

- (w) Electronic Device Violation - Use of mobile phones, pagers and other electronic devices in a manner that causes disruption in the classroom, library or within any College owned or College operated facility; abuse of mobile devices with photographic capabilities, use of devices for purposes of photographing test questions or other notes and materials; photographing individuals in secured areas such as bathrooms, locker rooms or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against his or her will; electronic transmission of photographs of any person without express permission.
- (x) Abuse of the Student Conduct System - Abuse of the student conduct system, including but not limited to:
 - (i) Failure to obey the summons of a hearing officer or other college official;
 - (ii) Falsification, distortion, or misrepresentation of information before a hearing officer/panel;
 - (iii) Disruption or interference with the orderly conduct of a conduct proceeding;
 - (iv) Institution of a conduct proceeding without good cause;
 - (v) Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 - (vi) Attempting to influence the impartiality of a hearing officer or member of a hearing panel prior to, and/or during the course of, the conduct proceeding;
 - (vii) Harassment (verbal or physical) and/or intimidation of a hearing officer or member of a hearing panel prior to, during and/or after a conduct proceeding;
 - (viii) Failure to comply with the sanction(s) imposed under the student conduct code;
 - (ix) Influencing or attempting to influence another person to commit an abuse of the student conduct code process.
- (2) Violation of Law and the College Student Conduct Code
 - (a) If a student is charged with an off-campus violation of federal, state, or local laws, which demonstrates a disregard for the college's academic integrity or subverts the educational process, disciplinary action may be taken and sanctions imposed, at the discretion of the College President, and in accordance with the rules and regulations governing general student misconduct violations. Such action should be initiated as soon as possible after notice of such violation has been directed to the Associate Vice President of Student Development and Dean of Students.
 - (b) College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this student conduct code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
 - (c) When a student is charged by federal, state or local authorities with a violation of law, the College President or his/her designee may, depending on the charge and surrounding circumstances, request special consideration for that individual due to his or her status as a student. If the alleged offense is also the subject of a proceeding before a hearing officer or board under the student conduct code, the college may advise off-campus authorities of the existence of the student conduct code and of how such matters will be handled internally within the college community. Individual students and college employees, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

(F) Procedures

(1) Charges and Administrative Hearings

- (a) In cases of general student misconduct, any member of the college may file written charges against any student with the office of the Associate Vice President of Student Development and Dean of Students via the electronic incident reporting system. A charge should be submitted as soon as possible, preferably within five (5) business days after the event takes place, or after such violation becomes known to a college official.
- (b) In cases involving an apparent act of academic misconduct the following steps will be taken:
 - (i) Any member of the college community who has witnessed an act or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the instructor of the class in which the student is enrolled.
 - (ii) The instructor may assign a grade for the assignment or course in question, with the grade of NA (no grade available) being an option.
 - (iii) The instructor and/or the witness bringing forth the information shall then file written misconduct charges against the student with office of the Associate Vice President of Student Development and Dean of Students via the electronic incident reporting system. A charge should be submitted as soon as possible, preferably within five (5) business days after the event takes place, or after such violation becomes known to a college official.

- (c) The Associate Vice President of Student Development and Dean of Students will appoint a conduct administrator to investigate the charges. The Associate Vice President of Student Development and Dean of Students may serve as the conduct administrator.
- (d) The conduct administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of all parties involved (including the conduct administrator). Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the conduct administrator may later serve in the same matter as a member of the hearing panel.
- (e) All charges shall be presented to the accused student in written form. All written notices shall be considered received upon delivery to a student's current local or permanent address on record with the College, by U.S. or campus mail, by on-line electronic e-mail messaging with delivery notification, or to the student in person. Such notice shall be considered adequate unless the student shows just cause why the receipt of the notice substantially impaired his/her ability to prepare for the hearing. It is the responsibility of the student to have his/her current local or permanent address, and/or on-line electronic e-mail address on record with the College.
- (f) Within three (3) business days from the written charge notice, the student shall respond to the charge notice by notifying the conduct administrator (in writing, by telephone or facsimile) of the student's response to the charge(s).
- (g) If the accused student fails to respond to the charge notice, or informs the conduct administrator that he or she will not participate in the student conduct code process, then the conduct administrator will conduct an administrative review of the evidence and shall make a determination as to any appropriate sanction. This determination will be presented to the permanent address on record with the College, by U.S. or campus mail, by on-line electronic email messaging to a student's current e-mail address on record with the College or to the student in person. The accused student will then have ten (10) business days to respond to the charge and request a hearing. If the accused student does not respond to this notification, the matter will be closed and the accused student will lose any right to appeal the decision.
- (h) If the complainant, the accused student, or the conduct administrator request an administrative hearing, a time shall be set for an administrative hearing, not less than five (5) business days after the student has been notified. At the accused student's written request and agreed to by the complainant and conduct administrator the five (5) business day waiting period to hold an administrative hearing may be waived. Time limits for scheduling of administrative hearings may be extended at the discretion of the conduct administrator.
 - (i) Administrative hearings normally shall be conducted in private.
 - (ii) Administrative hearings may be conducted via electronic media such as telephone, web cam, or video conferencing where requested by and agreed to by the accused student and the hearing officer or panel. Either party, complainant or accused student, may utilize electronic media to be remotely present for a hearing.
 - (iii) In cases of Academic Misconduct, hearing panels will be established ad hoc by the Associate Vice President of Student Development and Dean of Students in cooperation with Lakeland Student Government and the Lakeland Faculty Association. The hearing panel will consist of two full time faculty and a student representative chosen in consultation with Lakeland Student Government. The Associate Vice President of Student Development and Dean of Students, or his/her designee, will preside as a non-voting chairperson at all academic misconduct hearings.
 - (iv) In cases of General Student Misconduct, hearing officers or panels will be appointed by the Associate Vice President of Student Development and Dean of Students.
 - (v) Admission of any person to the administrative hearing shall be at the discretion of the hearing officer or panel and/or its conduct administrator. Any person, including the accused student, who either disrupts the hearing or fails to comply with its orderly proceeding, may be excluded by the hearing officer or chairperson of the hearing panel and the hearing will be carried on without him/her.
 - (vi) In administrative hearings involving more than one accused student, the hearing officer or chairperson of the hearing panel, at his or her discretion, may permit the administrative hearings concerning each student to be conducted separately.
 - (vii) The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any administrative hearing before a hearing officer or panel.
 - (viii) The complainant, the accused student and the hearing officer or panel shall have the right to present witnesses, subject to the right of cross examination by the hearing officer, panel and opposing party.

- (ix) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a hearing officer or panel at the discretion of the hearing officer or panel chairperson.
 - (x) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in a criminal or civil court, are not used in Student Conduct Hearings.
 - (xi) All procedural questions are subject to the final decision of the hearing officer or chairperson of the hearing panel.
 - (xii) After the administrative hearing, the hearing officer or panel shall determine (by majority vote for a hearing panel) whether the student has violated the Student Conduct Code.
 - (xiii) The hearing officer or panel's determination shall be made on the basis of whether it is more likely than not that a violation occurred.
 - (xiv) There shall be a single record consisting of an audio recording and all pertinent records, exhibits and written statements accepted as evidence. The record shall be the property of the college. Copies of the recording will be provided to the student involved during the appeal process at his/her expense.
 - (xv) Except in the case of a student charged with failing to obey a summons of a conduct administrator, hearing officer or panel, no student may be found to have violated the Student Conduct Code solely because the student failed to appear before a hearing officer or panel. In all cases, even where a student fails to attend or remains silent, the charges shall be reviewed on the basis of the information available and a decision of whether a violation has occurred shall be made.
- (2) Sanctions
- (a) One or more of the following sanctions may be imposed upon any student found to have violated the student conduct code:
 - (i) Warning - a notice in writing to the student that the student is violating or has violated institutional regulations. In cases involving plagiarism, remediation is recommended when this sanction is imposed.
 - (ii) Probation - a reprimand for a violation of specified regulations for a designated period of time. Probation includes the probability of more severe disciplinary sanctions if the student is found to be violating the student conduct code during the probationary period.
 - (iii) Loss of Privileges - denial of specified privileges for a designated period of time.
 - (iv) Discretionary Sanctions - work assignments, essays, referral for counseling, service to the college or other related discretionary assignments.
 - (v) Administrative Withdrawal - involuntary withdrawal of a student from a course or courses. Tuition refund for the course(s) involved is determined by the Associate Vice President of Student Development and Dean of Students, or designee.
 - (vi) College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
 - (vii) College Expulsion - permanent separation of the student from the college. This sanction will be made part of the student's permanent record and will be printed on the student's academic transcript.
 - (viii) Revocation of Admission and/or Degree – Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations of the student conduct code committed by a student prior to graduation.
 - (ix) Withholding Degree – the college may withhold awarding a degree otherwise earned until the completion of the process set forth in the student conduct code, including the completion of all sanctions imposed, if any.
 - (x) Persona Non Grata – denial of permission to frequent or be present in specified campus locations, including total banishment from campus, for a specified period of time.
 - (b) One or more of the following sanctions may be imposed upon any group or organization found to have violated the student conduct code:
 - (i) Those sanctions listed above in (F)(2)(a)(i)-(iv).
 - (ii) Loss of selected rights and privileges for a specific period of time.
 - (iii) Deactivation. Loss of all privileges, including college recognition, for a specified period of time.
 - (c) More than one of the sanctions listed above may be imposed for any single violation.
 - (d) Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the confidential record maintained by the college.

- (e) One year after the completion of the sanction referenced in paragraph (F)(2)(a)(i), the College will automatically expunge the violation and sanction from the student's record
 - (f) Two years after the completion of sanctions referenced in paragraphs (F)(2)(a) (ii), (iii), and (iv), the College will automatically expunge the violation and sanction from the student's record.
 - (g) Three years after the completion of the sanction referenced in paragraph (F)(2)(a)(vi), the student may petition the Associate Vice President of Student Development and Dean of Students to request the removal of the violation and sanction for the student's record.
 - (h) Sanctions referenced in paragraphs (F)(2)(a)(vii), (viii), (ix) and (x) remain permanently on the student record.
- (3) Interim Suspension
- (a) In certain circumstances, the Associate Vice President of Student Development and Dean of Students or a designee may impose a college suspension prior to the administrative hearing before a hearing officer or panel.
 - (i) Interim suspension may be imposed: (1) to ensure the safety or well-being of members of the college community or preservation of college property; or (2) if the student poses a threat involving disruption of or interference with the normal operations of the college.
 - (ii) During the interim suspension, the accused student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Associate Vice President of Student Development and Dean of Students or designee may determine to be appropriate.
- (4) Administrative Disenrollment
- (a) A student may be disenrolled from the college; prohibited from all or any portion of college premises, college-related activities or registered student organization activities, and/or permitted to remain only under specified conditions when the Associate Vice President of Student Development and Dean of Students finds that there is clear and convincing evidence that:
 - (i) The student's continued presence poses a significant risk of substantial harm to the health or safety of others; or to property; or to college operations; or
 - (ii) The student is engaged in substantial, continuing disruption of teaching, learning, research, administration or other college-related activities.
 - (b) Before making such a determination, the Associate Vice President of Student Development and Dean of Students shall notify the student in writing of the reasons that disenrollment is being considered, provide the student with an opportunity to respond, and consult with appropriate college personnel. The Associate Vice President of Student Development and Dean of Students may also consult with any other persons who are deemed appropriate under the circumstances.
 - (c) The Associate Vice President of Student Development and Dean of Students may request the student to undergo an appropriate examination, as specified by the Associate Vice President of Student Development and Dean of Students, to determine whether any health condition or disability as defined by the Americans with Disabilities Act exists that may be addressed through reasonable accommodation to reduce the risk or disruption and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports administrative disenrollment, the Associate Vice President of Student Development and Dean of Students shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
 - (d) A student who has been disenrolled, prohibited from college premises, college-related activities or registered student organization activities, or permitted to remain only under specified conditions may petition the Associate Vice President of Student Development and Dean of Students in writing for revision of that status. The petition must include supporting documentation or evidence that:
 - (i) The conditions found to have existed under paragraph (4)(a)(i) or (ii) of this rule no longer exist and will not recur, and
 - (ii) The student meets all usual and appropriate college requirements for admission and enrollment, including resolving any outstanding violations of the student conduct code.
 - (e) Upon receipt of such a petition, the Associate Vice President of Student Development and Dean of Students shall evaluate the evidence and may consult with the student, any appropriate college personnel, and any other persons whom the Associate Vice President of Student Development and Dean of Students deems appropriate. The Associate Vice President of Student Development and Dean of Students may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition. In the event of a petition denial, the student may request in writing to have the decision reviewed by the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness.

(5) Appeals

- (a) A decision delivered by the hearing officer or panel and/or sanction imposed by the conduct administrator may be appealed by accused students to the Associate Vice President of Student Development and Dean of Students within seven (7) business days after the date on which written notice of the decision is sent to the student. Such appeals shall be in writing and shall be delivered to the Associate Vice President of Student Development and Dean of Students with a copy to the conduct administrator or his/her designee. In cases where the Associate Vice President of Student Development and Dean of Students serves as the conduct administrator, appeals shall be made to the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness following these same guidelines. In cases of academic misconduct, appeals shall be made to the Executive Vice President and Provost following the same guidelines. A student is limited to one (1) appeal. No appeal will be considered based on non-delivery of hearing notification to a student's current address/e-mail unless the student can demonstrate non-receipt of the notification by credible evidence.
- (b) An appeal shall be limited to review of the record of the initial administrative hearing and supporting evidence for one or more of the following purposes:
 - (i) To determine whether the original administrative hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the student conduct code.
 - (ii) To determine whether the decision reached regarding the accused student was based on the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the student conduct code occurred.
 - (iii) To determine whether the sanction(s) imposed were appropriate for the violation which the student was found to have committed.
 - (iv) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original administrative hearing, because such evidence and/or facts were not known to the person appealing at the time of the original administrative hearing.
- (c) Upon appeal any sanctions imposed may be stayed by the appropriate appeal authority until after the appeal is reviewed. The decision of the appropriate appeal authority shall be final.
- (d) The appropriate appeal authority may, upon review of the case, reduce, but not increase, the sanctions imposed by the conduct administrator.
- (e) Any question of interpretation regarding the student conduct code shall be referred to the Associate Vice President of Student Development and Dean of Students or his/her designee for final determination.

(6) Grade Appeal

A student who has been charged with academic misconduct and has been found not in violation of this policy, may use this evidence as grounds to appeal the grade, if any, assigned by the instructor as outlined in section (F) (1) (b) (ii) of this procedure. The student may appeal the grade using the Student Initiated Course Grade Change Procedure IS47-03.

For questions or concerns regarding the Student Conduct Code, please contact:

Mario Petitti Jr., Associate Provost for Student Affairs and Dean of Students

Phone: 440.525.7328

Office: S-242

Appendix C

The Syllabus

APPENDIX C - The Syllabus: An Essential Tool for Teaching

The syllabus provides the instructor and the student both with a “road map” for the content of the course and a “rules of the road” for how the course will be conducted. It also serves as a contract between instructor and students.

Because of these multiple functions, the syllabus should be constructed carefully and with substantial detail. While recognizing that there is no “one best way” to prepare a syllabus, the following notes will offer suggestions on the possible uses and contents of a course syllabus.

PLANNING

Preparation of a syllabus constitutes a form of instructional planning whereby the instructor thinks through (1) the purpose of the course, (2) the proper content of the course, (3) the appropriate time allocations for delivering course material, and (4) the best methods for facilitating the learning of that content. Thus, a syllabus should include the following:

1. Purpose of Course

This may be obtained from the master course outline, but the instructor should still give individual thought to the value of the course and its major objectives. Once the purpose is clear to the instructor, it can be communicated more effectively to students, who often have little understanding of why a course is worthwhile or what they can reasonably expect to learn from it.

2. Syllabus Content Example

Course Syllabus for Course Prefix XXXX:

Course Title:

Semester Fall XXXX:

CRN:

Instructor:

Contact Info:

440.525.7193 Part-time faculty office

440.525.7180 or 7022 H-Building part-time faculty office

440.525.7348 – T-Building part-time faculty office

Email:

Email Etiquette/Subject Line:

Credit Hours:

Class Meeting Days and Times:

Required Textbooks:

Supplemental Readings:

Course Description:

Course Goals/Outcomes:

The student will:

3. Content of Course

a. Specific Objectives/Performance Indicators

The instructor should specify the kinds of outcomes to be expected in the course (e.g., what the students will learn). These also can be obtained from the master course outline, but should be reviewed by the instructor and presented to the students in terms that they can understand.

b. Syllabus Course Objectives/Performance Indicators Example

Upon completion of the course, the student should be able to:

- 1.
- 2.
- 3.
- 4.

c. Federal Credit Compliance Statement

It is of particular importance that your syllabus includes the following Federal Credit Compliance Statement “It is expected that students will spend two to three hours, minimally, outside of the classroom/laboratory performing course related work such as reading, research, homework assignments, practice, studio work, and other academic work for every hour of instruction spent in the classroom/laboratory.”

d. Emergency Class Cancellation and College Closing:

- **Class Cancellation** Information regarding class cancellation is available online at lakelandcc.edu/closings, by phone at 440.525.7242, and on TV monitors located around the campus.
- **College Closing** Information will be available on the Lakeland Emergency Closing Hotline at 440.525.7242, through Lakeland’s emergency alert mass messaging system or lakelandcc.edu/closings if an emergency requires the closing of the main campus in Kirtland and/or the Holden University Center and/or Mooreland Mansion. Authorized closing information will be reported to these television and radio stations: WKYC-TV 3, WEWS-TV 5, WJW-TV 8, WOIO-TV 19, WVIZ/ PBS, Ideastream-25, WUAB-TV 43, WAKS-96.5 FM, WCLV-104.9 FM, WCPN-90.3 FM Ideastream, WCRF-103.3 FM, WFXJ-107.5 FM, WGAR-99.5 FM, WKDD-98.1 FM, WKKY-104.7 FM, WMJI-105.7 FM, WMMS 100.7 FM, WMVX-106.5 FM, WREO-97.1 FM, WYBL-98.3, WZOO-102.5 FM, WFUN-970 AM, WHLO-640 AM, WTAM-1100 AM, and Radio Free Ohio-1350 AM. The announcement that Lakeland, the Holden University Center and/or Mooreland Mansion are closed means that all classes are canceled at the site(s) identified. This includes all classes, activities, special events and college offices. For questions, call campus police at 440.525.7241.

- e. **Student Code of Personal Responsibility** As a student enrolled in this class, you acknowledge your agreement to comply with the Student Code of Personal Responsibility published in the Announcements section of myLakeland.

Failure to comply with the Student Code of Personal Responsibility or the directives of the class instructor may result in your temporary removal from the classroom setting, and progressive discipline through student conduct code proceedings, including but not limited to probation, suspension and expulsion.

f. Topics

The instructor will determine what specific topics will be covered during the semester, keeping in mind the course goals as well as the constraints of time, reading materials available, and student preparation for the course.

g. Syllabus Course Outline Example

- I.
- II.
- III.

h. Teaching Strategies

Students learn in a variety of ways. Instructors need to plan which methods would be most relevant to the students in helping them learn the specific content of a course. There are times when the traditional lecture or lecture/discussion is the most appropriate strategy. At other times, students will learn the material better through practical demonstrations, case studies, group problem solving, supervised laboratory experiences, or instructional media. Guest speakers, computer-assisted instruction, multi-media presentations, and student presentations also may have a place in the teaching process.

Some instructors feel strongly about the value of examinations as learning devices; others consider take-home assignments, case studies, research projects, or workbooks as more valuable. Whether, when, and how much to use each possible technique depends on the instructor’s philosophy, his/her skills, the nature of the material to be learned, the size of the class and course goals.

Each instructor must determine the best mix of teaching strategies for his/her course. When determined, these strategies may appear on the syllabus as part of the grading structure, in the form of assignments given and/or in the section on course objectives.

i. Syllabus Instructional Teaching Strategy Example

Instructional Procedures that may be utilized:

- Lecture
- Projects
- Assignments
- Demonstration
- Role Play
- Discussion

j. General Education Outcomes

Lakeland Community College Learning Outcomes

- Learns Actively
- Thinks Critically
- Communicates Clearly
- Uses Information Effectively
- Interacts in Diverse Environment
- Essential skills for personal and professional growth

k. Calendar

A syllabus should include a schedule for the semester which specifies the dates the class will meet, the topics to be covered at each class meeting, the dates assignments are due, and the dates for examination(s).

l. Syllabus Course Timeline/Schedule/Calendar Example

Date/Week	Class Plan/Activity	Homework/Assignment
Week 1, Mon 8/27	Class Orientation Introductions Review Syllabus and Schedule	Read Chapter 1-3
Week 2, Wed 8/29	Concepts	Read Chapter 4 Reflection paper Due Quiz 1

m. Assignments

Instructors should be clear about what is expected from students on each assignment. The more explicit the instructions, the more likely that the faculty member will be pleased with the results. See example above in item j.

CONTROL/POLICIES

Within certain limits, an instructor is free to determine the ground rules for each class. These rules should be fair, impartial and appropriate to college-level students. Equally important, they should be made clear to students at the beginning of each semester. The best method for doing this is to include a list of the instructor's policies in the course syllabus.

The kinds of policies one should determine are:

1. Grades

- What must a student do to achieve an A, B, C, D or F in the class? (Clarity is important.)
- How much are assignments, tests, quizzes, presentations, class participation, etc. worth? (Specific percentages are important.)
- Under what conditions will a student be given an "incomplete" grade? (Generosity can sometimes be a trap for the instructor, so caution is important.)

2. Exams

- a. What will happen if a student misses an exam?
- b. Will there be a make-up examination? Under what circumstances?
(A balance between mercy for the individual and justice for the group should be considered.)
- c. Will exams be returned to students?
(If not, how will students receive feedback so they can build on their strengths and learn from their mistakes?)

3. Assignments

- a. Will late assignments be accepted? Under what conditions?
- b. Will late assignments be penalized? How?
- c. Will students be allowed to cooperate on assignments or is this considered cheating?
(If cooperation is allowed, the terms for acceptable cooperation should be made explicit.)
- d. Will special projects, research reports, term papers or case studies be returned to students?
Will there be a deadline (There should be!) after the end of the semester for picking up work submitted?

4. Miscellaneous

- a. Will attendance be mandatory? If so, what penalties will be associated with absences?
- b. What exactly are you expecting if “class participation” is factored into the course grade?
- c. What will be the policy on adds, drops and withdrawals?

5. Academic Integrity

Lakeland Community College highly values academic integrity, and so do I. Accessing unauthorized information during academic assignments and exams, plagiarism, fabrication of material included in academic work, denying others access to information of material, enabling academic misconduct and deception in order to gain academic advantage are all violations of academic misconduct at Lakeland and will not be tolerated. To avoid academic misconduct, do your own work, follow the directions/rules on assignments and cite your sources. The College's Student Conduct Code – which outlines the procedure followed when a student commits academic misconduct – can be found at [Student Conduct Code Policy](#).

6. Students with Documented Disabilities Statement

Lakeland Community College is committed to providing all students equal access to learning opportunities. The Student Accommodation Center works with students with documented disabilities to provide and/or arrange reasonable accommodations. If you have a disability (e.g., learning, attention, psychiatric, vision, hearing, physical, or systemic) and feel it may create a barrier to your education, notify me, your instructor, and contact the Lakeland Student Accommodation Center at 440.525.7020 or email mwheeler21@lakelandcc.edu to schedule an appointment. The Student Accommodation Center is located in A-1042.

7. Religious Accommodations

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act, Ohio Revised Code 3345.026, must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. A non-exhaustive list of major religious holidays and festivals can be found on the Lakeland website at [Religious Holidays and Festivals](#). Students with questions about their religious accommodations under Ohio's Testing your Faith Act, and the college Religious Accommodations policy, may contact the college interim provost & vice president by phone at 440.525.7096 or via email at jcrooks2@lakelandcc.edu. If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the college by completing the [Concern or Complaint Form](#).

8. Statement on Title IX: Lakeland Community College is committed to providing an academic, study and work environment free of inappropriate and disrespectful sexual conduct and communication in any form. Lakeland will conduct its programs, services, and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, as well as state and local laws, and Lakeland’s policies and procedures. Lakeland’s responsibilities and programs for preventing sexual harassment and sexual misconduct and addressing it when it occurs are coordinated by Lakeland’s Title IX Coordinator. Resources are available for students and employees to address concerns pertaining to sex discrimination, including sexual misconduct. If you require information, support or would like to file a complaint, contact Lakeland’s Title IX Coordinator. The director for human resources serves as the college’s Title IX coordinator. Contact information can be obtained from the human resources department at 440.525.7555.

9. Psychological and personal counseling services

Psychological and personal counseling services are available to help you succeed at Lakeland when personal, emotional, or mental health difficulties are interfering with your learning. Some common challenges that students face include anxiety, stress, depression, relationship problems and challenging life transitions. Students experiencing a traumatic response to something they have encountered as a Lakeland student should seek assistance from the resources outlined in this paragraph titled, ‘Psychological and personal counseling services.’ To make an appointment with a counselor or the college psychologist, call 440.525.7200. If your situation is urgent, please say so when scheduling an appointment. In case of a mental health emergency, you can also reach the Lake County Crisis Hotline 24/7 at 440.953.8255 or dial 911 or go to the nearest hospital emergency room.

10. Syllabus Controls and Policies Example

Consult with your program director/chair to confirm if standardized evaluation methods and grading policy are employed.

Suggested Evaluation Methods:

Examinations (2)	35%
Assignments (5)	20%
Quizzes (Weekly)	15%
Projects (1)	30%

Suggested Grading Policy:

91%-100%	= A
83%-90%	= B
75%-82%	= C
68%-74%	= D
67% or below	= F

Class Policies:

Policies related to attendance, make up examinations/quizzes, academic honesty/honor code, cell phone usage, class conduct, grievance, assignment policy included here.

FORMAT

There are many formats acceptable for syllabi. In general, all information relevant to the course should be placed on the syllabus for students. The following are some important pieces of information:

1. Course number and name
2. Section number
3. Semester and year
4. Days, times, and place of class meetings
5. Instructor's name
6. When, where and how the instructor can be contacted by students (phone number, room number, days and times)
7. Required text and other materials
8. Course objectives
9. Ground rules for the course
10. Schedule of classes, assignments and due dates
11. Lakeland Community College's Learning Outcomes must also be included on the syllabi.

END NOTE

In order to maintain a sense of fairness and continuity in a class, it is important that an instructor follow the established syllabus. This protects both the student and the faculty member. There are, of course, instances where an instructor deems it necessary to alter the syllabus. In such cases, it is best to put revisions to the syllabus in writing so that these revisions will be clear to all concerned.

This may seem like a lot of effort going into a new class or new term, but it can pay rich dividends for the instructor, the student, and the college. Subsequent teaching of the same course may require only modest revision of a syllabus.

Insert the following section in your syllabus:

End Note: The instructor may modify this syllabus at any time and then inform the class of any changes as they occur. It is the student's responsibility to note these changes accordingly. Also, students are advised to contact the instructor immediately for additional help in this course. Other options include Lakeland's Learning Center and Writing Center.

Appendix D

Student Accommodation Center

APPENDIX D – Student Accommodation Center

PROCEDURE FOR RESOLVING INSTRUCTIONAL DISPUTES INVOLVING DISABLED STUDENTS - Lakeland Community College

General

One week before the beginning of each semester, the Student Accommodation Center will send to all instructors who have at least one certified, disabled student registered in their class a description of the recommended accommodation(s) for each such student. How the counselor arrives upon such recommended academic accommodations is a function of a case-by-case analysis of the documentation which the student has presented to the institution, the applicable law, and the student's expressed choice.

Procedure

1. How the Faculty Indicate that the Identified Accommodations for a Student Constitute a Fundamental Alteration of Classroom Practices.

If the instructor believes that the stated accommodation(s) requires a fundamental alteration in his or her classroom practice, or has another reason for objecting to implementation of the stated accommodation(s), the faculty member will contact the Student Accommodation Center (440.525.7020) within five working days of the date stamped on the Accommodation letter.

2. Attempt at Informal Resolution of Problem.

Upon receipt of an instructor's indication of a disagreement with the recommended accommodations, a counselor for students with disabilities shall contact the instructor within two days of receipt to initiate an informal discussion. Lakeland Community College believes that it is at this stage that the greatest efforts should be expended to arrive at resolution; past history supports this view, because very often the differences hinge on a better understanding of the problem.

Thus, the purposes of this initial informal step are to allow the instructor to explain the reason for disagreement, to allow the instructor to suggest an alternative accommodation, to allow the counselor for students with disabilities to provide additional information if appropriate, and to afford the parties an opportunity for disagreement to be amicably resolved. After these discussions, the counselor for students with disabilities shall contact the involved student to determine whether the proposed resolution reached is acceptable to him or her. If it is, the matter ends at this step.

3. Preparation of a Written Statement Setting Forth Specifics of Unresolved Classroom Adjustment Problem.

If the discussion in Step 2 does not resolve the problem to the instructor's or student's satisfaction, then the instructor or student shall prepare a short statement explaining the grounds for the unresolved dispute and deliver it to the ADA compliance officer on the next day. The requested accommodations must be implemented and maintained; however, during the formal process of resolution of the dispute and at all steps preceding this one.

4. The Convening of a Review Panel to Hear the Problem.

Upon receipt of a statement from a faculty member or student detailing the grounds of an unresolved dispute pertaining to requested accommodations for a disabled student in the faculty member's classroom, the compliance officer's administrative assistant shall stamp the date and time of receipt on the face of the statement and shall convene a division four full-time faculty to constitute a pool from which panel members will be drawn on an ad hoc basis. When an unresolved instructional concern involving a student with disabilities arises, the president of the Lakeland Faculty Association shall serve on the committee. The president of the college shall appoint the counselor for student with disabilities and the following paragraphs. The committee's goal is to arrive at a resolution of the matter which takes into consideration sound pedagogical principles, the expressed learning style preferences of the student, the accommodations the student has had in the past, applicable law, and other relevant factors.

5. The Conduct of Hearings.

The faculty member and/or the student with disabilities who has an unresolved dispute shall be non-voting participants at the ad hoc review committee hearing, and each shall also be entitled to bring a person of his or her own choosing as moral support, although that person shall function as an observer rather than as a participant. An inquiry, as may be appropriate, shall be conducted with respect to the positions maintained by the respective parties and how these positions can be reconciled with the needs of the disabled student. The review committee, subject to the approval of the ADA compliance officer, reserves the right to bring in an expert in the particular area of disability that is reflected in the student whose accommodations are at issue, or an individual with special knowledge of and training in methods of learning indigenous to the discipline under study. This individual shall serve as an information resource for the panel as a whole. Meeting of a panel of the review committee within 72 hours.

With respect to the composition of the review committee, the Lakeland Faculty Association shall appoint from each academic division.

6. The Issuance of Written Findings of Fact and Recommendation as to Resolution of the Matter by the Panel.

A written finding of fact and recommendation as to resolution of the matter shall be issued by the panel within 24 hours of its convening for the purpose of conducting a hearing, as detailed in the preceding step. A copy of the finding of fact and recommendation issued by the panel shall immediately be mailed to the home of the faculty member and the home of the student.

7. The Option of Further Review.

Upon receipt of the panel's written findings of fact and recommendation, the faculty member and the student shall review the document and determine whether they are satisfied with the proposed resolution of the matter. If they are not, then the dissatisfied party shall notify the compliance officer in writing within two days of receipt of the findings of fact and recommendation of his or her intention to appeal the matter further (the next step being to the compliance officer).

8. The Compliance Officer May Review The Matter.

If the outcome of step 7 is that either the faculty member or the student formally requests a review of the matter by the compliance officer, then the compliance officer shall immediately proceed to contact the necessary parties to obtain additional evidence as appropriate. The compliance officer shall complete the review and issue the opinion either accepting or rejecting the recommendation of the review committee within 48 hours of receipt of the letter requesting review from the faculty member or the student. The decision of the ADA compliance officer shall be final.

NOTE: The privacy/confidentiality needs of the student may prevent disclosure of the details of his or her specific condition to the faculty.

STEP-BY-STEP BREAK-DOWN OF HOW INSTRUCTIONAL DISPUTES INVOLVING STUDENTS WITH DISABILITIES ARE DEALT WITH THROUGH INFORMAL AND FORMAL PROCEEDINGS AT LAKELAND COMMUNITY COLLEGE

1. Counselor for students with disabilities contacts, in writing, the appropriate faculty one week before class with names of students and the identified accommodations.
2. If the faculty member has objections to the stated accommodations, he or she will contact the counselor for students with disabilities within five days of the date stamped on the written notification.
3. Within two days of receiving noted objection from faculty, the counselor for students with disabilities, perhaps ultimately in concert with the dean of the division from which the dispute stems, shall contact faculty to informally try to address the faculty's concerns and to arrive at a solution acceptable to all.
4. If the informal negotiations have stalled and the matter has not been resolved to the instructor's satisfaction, then the instructor shall prepare a short statement on the matter and submit it to the ADA compliance officer.

5. The ADA compliance officer shall, within 72 hours, convene a panel of the pre-appointed review committee meeting to deal with the dispute, with the composition of the panel dependent upon the discipline involved. The ad hoc review panel shall inquire, with the assistance of an independent expert in the appropriate field and subject to the approval of the compliance officer, as to the basis of the parties' respective positions and shall seek to reconcile these positions in a just and impartial manner and according to applicable law.
6. Within 24 hours of convening, the panel shall issue written findings of fact and a recommendation.
7. Within two days of receiving the findings of fact and recommendation, the faculty member and the student shall determine whether either wishes any further review.
8. If answer to inquiry in 7 is "yes", then the compliance officer shall review the matter immediately, bringing in new material or people as appropriate, and must either accept or reject the review committee's recommendation within 48 hours.
9. Decision of the ADA compliance officer is final.

Appendix E

Position Description Part-Time Teaching Faculty

APPENDIX E - POSITION DESCRIPTION: Part-Time Teaching Faculty

The part-time teaching faculty perform specific duties under the supervision of a division dean. The duties relate primarily to instruction, and may, when appropriate, involve curriculum development, professional growth and service to the college.

Responsibilities

A. Teach assigned courses in the area(s) of competency in a manner consistent with instructional and course goals and objectives.

In general, instructional performance includes:

1. Setting attainable instructional goals and objectives which are compatible with the approved rationale for each course;
2. Developing course syllabi consistent with official course outlines on file in the Instructional Administration Offices;
3. Distributing course syllabi to students;
4. Selecting suitable learning resources;
5. Planning instructional activities (e.g. field trips, experiments, practice sessions, or other support activities), which directly relate to the course goals and objectives;
6. Evaluating students to (a) determine progress towards course goals and objectives, (b) assign final grades, and (c) assess, when appropriate, prior experiences and knowledge for the purpose of granting credit; or waiver;
7. Providing subject area assistance to students seeking such assistance who may not be making satisfactory progress and to those with special interest in the subject;
8. Using reasonable precaution to help maintain a safe and healthy environment for students.

B. Maintain accurate records of students' grades and communicate them on a timely basis to the appropriate instructional office. In some special circumstances, federal, state, or local laws or agency requirements may necessitate maintaining attendance or other records.

C. Attend part-time faculty and divisional meetings.

D. Recommend to division dean, program director, or department chair, the revision, deletion, or addition of courses or curricula.

E. Remain current with the fields of assigned instruction and instructional methodologies.

1. Acquire, maintain and apply knowledge of current instructional methodologies and materials;
2. Participate in the faculty evaluation/teaching improvement process;
3. Attend, as appropriate, divisional and college-wide professional development, in-service activities.

F. Use reasonable precautions to provide for the proper use, care, and security of college equipment, facilities and supplies.

G. The college reserves the rights to terminate or not renew any part-time faculty member for any reason. Payment will be made only for those classes taught.

Appendix F

Your Safety
at
Lakeland Community College

APPENDIX F - Your Safety at Lakeland Community College

The Lakeland Campus Police Department employs sworn, armed police officers to patrol the campus 24 hours per day. These officers are on foot and also in marked police cars. The Lakeland Campus Police Department is located in the basement of A-Building (Room A-2) and can be reached by dialing 440.525.7241 or 7241 on any college telephone.

IN CASE OF FIRE, ACCIDENT, ILLNESS OR ANY TYPE OF EMERGENCY, DIAL 911.

A police dispatcher will answer immediately.

If using a desktop college phone or a telephone in a classroom, you have to dial 7241 or 911 in order to reach Lakeland Campus Police. Explain your needs to the campus police communications officer who answers the telephone. If necessary, a police officer will be sent to your location immediately. Please make a mental note of where the emergency phones are on campus (page 65).

Crime prevention is everyone's responsibility at Lakeland Community College. Please help us to protect the campus community:

- Report suspicious persons and activity to Lakeland Campus Police at once.
- Do not leave your personal property unattended even for short periods of time.
- Take an interest in your personal safety and that of others.
- Participate in our campus safety and security training programs.
- Contact Lakeland Campus Police to discuss any matter of importance relating to your safety and security while on campus.
- Contact your division dean for a copy of the college's emergency action plan and your division/department action plan.

Appendix G

**Grade Clarification:
Failure for Nonattendance (FNA)
Grade**

APPENDIX G - Grade Clarification: Failure for Nonattendance (FNA) Grade

What is my role as a faculty member related to the administrative withdrawal procedure?

All faculty must document whether or not a student attended (Y) or never attended (N) during the first two weeks of the term. Students who do not attend will be administratively withdrawn by the Registrar at the beginning of the third week (or after 20 percent of a flexibly scheduled class).

What is considered attendance?

Lakeland Community College's attendance policy (3354:2-49-01) states: Individual instructors determine the attendance policy for their classes; there is no uniform attendance standard set by the college. Attendance is encouraged at all classes or laboratories for maximum student achievement.

However, attendance for financial aid purposes is defined per the federal guidelines: A student is considered to have begun attendance in his or her classes if the student physically attends at least one day of class or participates in an online discussion or assignment about academic matters in an online class.

Why is Lakeland Community College implementing this procedure?

There are several reasons for implementing this procedure. First is for student success – students will have more difficulty succeeding if they miss the first two weeks of the term. It will also help to reduce financial aid fraud by administratively withdrawing those students who have registered with no intent to pursue an education. Finally, it will protect legitimate students from getting an F when they don't officially withdraw from a class.

What do I do as a faculty member if a student stops attending?

If a student stops attending, make a note in your records of the last day of attendance. When you report grades at the end of the semester, you will give that student a FNA or UFNA and indicate the last day of attendance.

Where do I indicate the last day of attendance?

Indicate the last day of attendance under the column "Last Attend Date" on the final grade sheet. You will provide the FNA grade and the date on the same form at the end of the term. Make sure to record the date as MM/DD/YYYY.

Why do I have to record the last day of attendance?

The date the student stops attending a class can affect the amount of his/her financial aid award and/or veteran's benefits.

LAKELAND PROCEDURE

Procedure Number	IS47-01
Title	Grading Procedures
Date Approved	By President's Cabinet 3/7/00
Updated & approved	4/3/2008, 2/12/09
Related policy	3354:02-47-01

(A) Lakeland's letter grade points per credit hour

- (1) A = four grade points per credit hour
- (2) B = three grade points per credit hour
- (3) C = two grade points per credit hour
- (4) D = one grade point per credit hour
- (5) F = zero grade points per credit hour
- (6) FNA = Fail for nonattendance (zero grade points per credit hour)
- (7) S/U = satisfactory/unsatisfactory (not calculated in GPA)
- (8) UFNA = Unsatisfactory because of nonattendance (not calculated in GPA)
- (9) V = Audit (not calculated in GPA)
- (10) I = Incomplete (not calculated in GPA)
- (11) W = Withdrawal (not calculated in GPA)
- (12) NA = No grade available (not calculated in GPA)
- (13) AW = Administrative withdrawal (not calculated in GPA)

(B) Grade reports are available at mylakelandcc.edu and are recorded on the student's permanent record.

FNA Grade Description:

FNA indicates failure for nonattendance. No course credit is given for this grade. FNA grades will not be petitionable for refund purposes.

UFNA Grade Description:

UFNA indicates failure for nonattendance in a course taken on a satisfactory/unsatisfactory (S/U) basis. No course credit is given for this grade. UFNA grades will not be petitionable for refund purposes.

LAKELAND PROCEDURE

Procedure Number	IS49-01
Title	Administrative Withdrawal
Date Approved	By President's Cabinet 3/19/09
Updated & approved	11/30/2016, 1/29/2021
Related policy	3354:02-49-01

Students will be administratively withdrawn from any class in which they are enrolled and have not attended during the first two weeks of the semester. Administrative withdrawals will occur at the beginning of the 3rd week of classes (or immediately following the first 20% of a flexibly scheduled class) at a 50% refund.

LAKELAND PROCEDURE

Procedure Number	SS62-01A
Title	Admissions Procedure
Date Approved	By President's Cabinet on 2/12/09
Updated & approved	1/12/2010, 5/13/2014, 9/11/2014, 1/20/2015
Related policy	3354:2-62-01

- A. New First Time in College Students
 - 1. Submit an application for admission.
 - 2. Submit an official final high school transcript from a regionally accredited high school; or a copy of a GED certificate; or pass the Ability to Benefit Test.
 - 3. Take Lakeland's placement test.
 - a. Submission of ACT/SAT scores are recommended for high school seniors or recent high school graduates and may eliminate the need to participate in Lakeland's placement testing.
 - b. Home school graduates can also present ACT/SAT scores which may eliminate the requirement to complete the Ability to Benefit Test.
- B. Current High School Students (College Credit Plus) EFFECTIVE FALL 2015
 - 1. High school students applying to Lakeland must submit a College Credit Plus admissions application.
 - 2. Submit an official high school transcript.
 - 3. Register for the COMPASS placement exam and achieve a minimum placement level of ENGL 1110; or achieve an ACT minimum score of 18 in English; or an SAT minimum score of 450 in Critical Reading (or 430 in Writing). Math is no longer a requirement for CCP.
- C. Transfer Students

Transfer students must:

 - 1. Submit an application for admission.
 - 2. Submit an official college transcript(s) from each college attended.
- D. Transient Students
 - 1. Transient students must submit an application for admission.
 - 2. Transient students may be required to submit an official college transcript or a statement of course approval from their home institution to meet course pre-requisites.
- E. Non-Degree/Non-Certificate Students
 - 1. Non-degree students must submit an application for admission.
 - 2. Non-degree students are not required to submit high school or college transcripts and also are waived from the placement test admissions requirement.
 - a. Non-degree students must still meet all course prerequisites.
 - b. Registration in developmental courses is not permitted unless the student has completed the placement test.
 - 3. There is no limit on the number of credits a student can earn as a non-degree student.
 - 4. In accordance with the US Department of Education Office of Federal Student Aid, financial aid is not available for non-degree students.

Appendix H

FERPA Reference Guide

APPENDIX H - FERPA Reference Guide

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) was created to ensure the accuracy and to protect the privacy of student educational records. It applies to all institutions that receive federal education funds from the U.S. Secretary of Education. The act covers all students who are enrolled in a postsecondary institution. Students to whom FERPA rights have passed are referred to as “eligible” students.

WHO SHOULD BE CONTACTED REGARDING FERPA QUESTIONS OR ISSUES ON CAMPUS?

The Lakeland Community College compliance officer for FERPA regulations is:

Registrar
registrar@lakelandcc.edu

GENERAL GUIDELINES

Things to keep in mind when evaluating student record safeguarding:

SPACE & ENVIRONMENT

Computer screens
Grade posting
Returning graded papers
ANY communication

IDENTIFICATION

Know to whom you are speaking
Obtain photo ID
Avoid conversations over the phone where the identity of the student cannot be confirmed.

WHEN IN DOUBT, DO NOT DISCLOSE.

REFER TO DEPARTMENTAL SUPERVISOR OR DIRECTOR OF ADMISSIONS/REGISTRAR

WHAT RIGHTS ARE GIVEN UNDER FERPA?

Enrolled Lakeland students have rights to have access to educational records

Students should contact the appropriate office on campus for where the specific record is held. If the student does not know who is holding the record, the student should contact the Student Service Center to be referred to the appropriate location. Offices should respond to the student request as soon as possible but no later than 45 days. Records may be viewed in person, or if outside the immediate area records may be copied for a nominal charge and sent to the student.

To give consent for release to third parties of non-directory information

An office must receive written and signed permission to release any personally identifiable educational information regarding a student to any third party, except when FERPA regulations authorize disclosure without consent. Students also have the right to prevent disclosure of directory information as well. Always check Banner to see if the student has any CONFIDENTIAL BLOCKS associated with their record. If a student's record is marked confidential, NO INFORMATION DIRECTORY OR NOT MAY BE RELEASED.

To challenge the contents of educational records

Students may ask to have a record reviewed that they feel is inaccurate or misleading. If the college decides that the record should remain unchanged, the student has the right to a hearing on the matter. If the hearing affirms the college's decision, the student still has the right to place a statement in the file that will be disclosed along with the educational record.

To have official notification of their rights

Students are notified of their FERPA rights through myLakeland under student links: guides/resources.

Complaints regarding FERPA noncompliance should be sent to :

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

WHAT ARE EDUCATIONAL RECORDS?

Educational records are any records that:

- 1) Personally identify a student or can be used to identify a student.
- 2) Maintained by the college.

Educational records are not:

- 1) Private notes held by school officials that are not shared with anyone or accessible to anyone else on campus.
- 2) Law enforcement or campus security records that are for law enforcement purposes.
- 3) Nonstudent employment records. If employment is based on enrolled attendance, e.g., work-study student worker, graduate assistant, etc., then employment record is considered an educational record.
- 4) Records obtained after a student is no longer enrolled at the institution, e.g., alumni records.

WHAT IS DIRECTORY INFORMATION?

Lakeland Community College has determined that the following directory information may be disclosed to third parties without student consent, as long as the student has not restricted directory information from disclosure.

- Name
- Home address
- Home telephone number
- Date of birth
- Verification of enrollment
- Photograph
- Dates of attendance
- Verification and date of graduation
- Degree and major earned
- Special awards or honors
- Hometown and high school attended
- If a member of an athletic team, the student's height, weight, sports team and sports statistics

All other educational information (including the following listed below) is considered nondirectory and should NEVER be given to third parties without written and signed student consent. Please forward ALL such requests to the registrar at registrar@lakelandcc.edu.

All other educational information (including the following listed below) is considered nondirectory and should NEVER be given to third parties without written and signed student consent. Please forward ALL such requests to the registrar.

- Social Security number
- Country of citizenship
- Grades
- Grade point average
- Email address
- LID

FREQUENTLY ASKED QUESTIONS:

Q. May I disclose grades or other educational information regarding a Lakeland student to the student's parent(s)?

A. Parents of Lakeland students do not have rights to educational records regardless of the students' age (even CCP students) unless there is a written and signed consent in the Student Service Center.

Q. May grades be publicly posted for ease of distribution?

A. Grades may only be publicly posted using an identifier known only to the instructor and student. Lakeland ID should not be used. Identifiers should be created from lists that are not in alpha order.

Q. May we disclose the amount of a student's outstanding debt to a student's parents/spouse/or other party who is paying the student's debt?

A. Yes, but only the amount owed. Schedules, dropped or added classes and other such billing file information is protected and cannot be released without the student's written permission.

Q. May information be released regarding a student's debt to a collection agency?

A. Yes, enforcement of financial aid collection is allowable.

Q. Are Tech Prep students protected under FERPA?

A. Yes; however, only the Tech Prep students enrolled as credit students receive their FERPA rights through Lakeland. The high school students who are on site, but not enrolled as LCC students, receive their FERPA rights through their respective high schools. A note: any educational records such as graded papers need to be treated in the same manner as if the student was enrolled.

Q. What must a student release form contain?

A. Consent to release information must contain the following elements:

- 1) It must state the purpose of disclosure
- 2) It must specify the records to be released
- 3) It must identify the party or parties to whom the information may be disclosed
- 4) It must contain the student's signature
- 5) It must be dated
- 6) It must be in written format
- 7) A password is established by the student and stored in his/her file
- 8) Lakeland has contracted with the National Student Clearing House to handle all enrollment and degree verification requests for all students and third parties

Q. May I provide information regarding my work-study student to potential employers?

A. Employment records of employees whose employment is predicated on their enrollment as a student are protected under FERPA; therefore, you must obtain the student's written permission to release any employment and/or educational information.

Q. Can student information be disclosed to the student's spouse?

A. No, nondirectory information may not be disclosed without written permission from the student.

Q. My department has received a court order (or subpoena) requesting a student's records. Should we send the information to the attorney's listed?

A. ABSOLUTELY NOT - the registrar must follow certain FERPA regulations in regard to third-party requests. For example, in this case, we are obligated by the regulations to make an attempt to notify the student regarding the legal request. Please send any and all such requests for response and compliance tracking to the registrar at registrar@lakelandcc.edu.

Q. What do I tell a third party is the reason I cannot disclose nondirectory information?

A. Simply let the third party know that federal regulations prohibit the release of the information unless we have specific written permission from the student.

Appendix I

**Non-Discrimination Policy
Including Equal Employment
Title IX Compliance
and Sexual Harassment**

APPENDIX I - Equal Employment, Title IX Compliance and Sexual Harassment

LAKELAND POLICY

Policy Number	3354:2-20-02
Title	Non-Discrimination Policy
Date Approved	By the Board of Trustees 3/1/01
Updated and approved	03/06/03, 6/30/05, 10/04/12, 02/02/17
Related Procedure	HR20-02A, HR20-02C, SS61-06

Continuing Admin & S/P	Temporary Admin & S/P	Tenure-track Faculty	Non-tenure track Faculty
x Full-time	x Full-time	x Full-time	x Temporary
x Partial-year	x Partial-year		x Part-time
x Part-time	x Part-time		
Staff	Staff		
x Full-time	x Full-time		
x Partial-year	x Partial-year		
x Part-time	x Part-time		

A. Statement of Commitment

Lakeland Community College continues its policy that, in its educational and employment opportunities, there shall be no harassment or discrimination against any person because of sex, race, color, religion, sexual orientation, national origin, disability, ancestry, veteran or Vietnam-era veteran status, age, or familial status.

B. Educational Programs and Activities

1. Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College receiving federal financial assistance regardless of whether those programs take place in the College's facilities, or at a class, program, or activity sponsored by the College at another location.
2. For purposes of Title IX, sex-based discrimination, harassment or misconduct occurs when a person is excluded from participation in, or is denied the benefits of, a federally assisted program or activity because of the person's gender. Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. Sexual misconduct is a broad term that includes but is not limited to sexual assault, sexual exploitation, sexual harassment, stalking, dating violence, and domestic violence.
3. Prohibited Conduct
 - a. The College prohibits sexual harassment and sexual misconduct.
 - b. The College prohibits gender-based harassment, that includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
 - c. The College also prohibits aiding or facilitating the commission of a violation of this Procedure and retaliation for making a complaint under this Procedure.
4. This policy applies to alleged sexual harassment or sexual misconduct that takes place on College property or in connection with any activity sponsored, conducted, or authorized by the college or by a recognized student organization, regardless of the location of the activity.
5. This policy may also apply to alleged sexual harassment or sexual misconduct that occurs off-campus when the Title IX Coordinator determines that the alleged off-campus conduct could reasonably create a hostile environment or a continuing adverse effect on campus, or where the sexual harassment or sexual misconduct undermines the security of the College community or the integrity of the educational process.
6. The Title IX Coordinator for Lakeland Community College is the Director for Human Resources and can be located through the college website, www.lakelandcc.edu.
7. Reporting

Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to the Title IX Coordinator as outlined in the appropriate procedure.

C. Employment

1. Lakeland Community College is committed to act affirmatively to promote equal employment opportunities and practices for employees. Equal employment opportunity consists of all the procedures and cultural diversity activities of the college which contribute to nondiscrimination, and ensure equal employment opportunity for all.
2. Lakeland Community College will recruit, select, and employ the individual most likely to succeed in a position in accordance with equal employment opportunity. The skills, education, work experience established as requirements for employment in a position will be reasonable, bona fide occupational qualifications.
3. All tenure-track faculty positions and continuing status administrative positions will be announced nationwide.
4. Lakeland's equal employment opportunity policy shall be widely disseminated within the college and the community. This is an official policy of the college and shall be considered a public document and distributed by the Human Resources department.
5. The president shall have the ultimate responsibility for achieving equal employment opportunity and related decisions.
6. The operating responsibility to implement and evaluate the equal employment opportunity program is assigned by the President to the Director for Human Resources.
7. All supervisory personnel are responsible for compliance with the equal employment opportunity policy within their area.

D. Facilities

There shall be no discrimination in the provision or rental of facilities with the exception of the availability of segregated facilities where the traditional right of privacy dictates usage segregated by sex.

E. Construction contractors and sub-contractors

All construction contractors and sub-contractors shall be informed of the college non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.

F. Purchasing

All contractors and suppliers shall be informed of the college's non-discrimination requirements of the equal employment opportunity policy and notified that the college expects them to conform to applicable federal and state guidelines.

LAKELAND PROCEDURE

Procedure Number	HR20-02A
Title	Equal Employment Opportunity Procedures
Date Approved	1/23/01
Updated & approved	6/30/05
Related policy	3354:2-20-02

The college equal employment opportunity policy will be implemented using the following procedures:

A. Dissemination of Policy

1. The following are among the measures that shall be taken to ensure broad dissemination of the policy and procedures and to develop understanding and support.
 - a. Each employee shall receive a current copy of the policy.
 - b. The equal employment opportunity policy shall be publicized widely within the college. Such groups and individuals as recruitment sources, unions, vendors, prospective employees, and others will also be informed of the college's policies.

B. Responsibility for Implementation

1. The Director of Human Resources will be responsible for:
 - a. developing and recommending to the President procedures for implementation.
 - b. informing supervisors of cost centers and members of the college community of their rights and responsibilities under legal guidelines.
 - c. developing statistical material as required to implement the college's equal employment opportunity policy.
 - d. annually conducting a formal evaluation of the college's performance and disseminating the results to all employees.
 - e. completing all required reporting forms on equal employment opportunity at the college including the federal EEO-6 and the Ohio Civil Rights Commission report forms.

- f. Assisting supervisors and Human Resources Department staff in following correct personnel procedures when any employment action is taken.
- g. Serving as liaison between the college administration and concerned individuals or groups in the college or in the community.
- h. receiving complaints from employees about alleged discrimination, providing information and counseling, and assisting them in the grievance process.
- i. receiving, from outside parties, charges of discrimination, investigating them, recommending remedial action to the president, and filing institutional responses where necessary.
- j. discharging other related equal opportunity responsibilities as assigned by the president.
- 2. The supervisors will be accountable for:
 - a. informing themselves about the equal employment opportunity policy.
 - b. the achievement of equal employment opportunity policy implementation within their areas of responsibility.

C. Recruitment

- 1. The Human Resources Department is responsible for initiatives to ensure sufficient, diverse pools of qualified applicants for actual and anticipated vacancies. To this end the Human Resources Department shall:
 - a. Establish and maintain a reciprocal working relationship with institutions, organizations, and individuals considered likely sources of qualified diverse applicants including:
 - i. Relevant professional organizations, including those with the goal of furthering the career development and opportunities of members of the protected classes;
 - ii. The placement centers of nearby colleges;
 - iii. The placement centers of colleges and universities cross the United States with large numbers of faculty and students from the projected classes;
 - iv. National, state and local organizations representing the interests of members of the protected classes.
 - b. Encourage employees to refer qualified/qualifiable applicants who are members of the protected classes.
 - c. Whenever possible, include members of the protected classes on search committees.
 - d. Review position qualifications to ensure that they are bona fide occupational qualifications that do not screen out qualified persons with disability or other members of the protected classes. Assist the supervisor of record in determining what reasonable accommodations can be made to accommodate disabled persons in the performance of job duties that do not create an undue hardship.
 - e. Publish the following statement on each position vacancy announcement: "It is the policy of Lakeland Community College to recruit and select individuals without regard to race, color, religion, sexual orientation, national origin, age, disability or veteran status. We encourage applications from qualified women, minorities, and individuals with disabilities."
 - f. Announce full time faculty, administrative and supervisory/professional vacancies nationwide via classified advertisements in publications such as The Chronicle of Higher Education and/or mailings of position vacancy announcements to state, regional and national professional organizations and those organizations representing the career interests of members of the protected classes.
 - g. Announce part-time administrative and supervisory/professional vacancies and all continuing status and full-time non-continuing status staff vacancies via mailings of position vacancy announcements to local employment bureaus and professional organizations, including those representing the career interests of members of the protected classes and advertising in local and/or regional publications as necessary.
 - h. Maintain contact with diverse and qualified applicants from previous searches for inclusion in the applicant pool for a future vacancy.
- 2. Selection process for full-time administrative and supervisory/professionals and staff at pay grade nine or higher.
 - a. A search committee of four to seven members will be convened for all administrative vacancies.
 - i. The Vice President responsible for the department in which the vacancy occurred will submit to the President a recommendation for the appointment of a chairperson for the search committee.
 - ii. The chairperson of the committee, in conjunction with the Vice President and the Director of Human Resources, will recommend at least five potential members to the President.
 - iii. Search committee membership is based on the members' ability to evaluate applicants' knowledge and skills either as a result of expertise in the field or the working relationship of the positions.

- b. The search committee is charged with recommending finalists, not in ranked order, to the administrator who is the supervisor of record for the vacancy. (If the supervisor of record is serving as the chair of the committee, the recommendation is submitted to the next level administrator.) In order to accomplish this, the search committee will:
 - i. Review the qualifications established for the position.
 - ii. Review the applications submitted for the vacancy.
 - a. The committee may review all of the applications or only the applications of those individuals selected for further consideration by the Human Resources Department, who will screen in accordance with the established minimum and preferred qualifications.
 - iii. Select applicants for interview
 - iv. Prepare interview questions based on the criteria established and the responsibilities of the position
 - v. Review information gathered from background inquiries conducted by the Human Resources Department
 - vi. Evaluate the knowledge, skills, and abilities of each candidate interviewed
 - vii. Prepare a written statement of each finalists' strengths and weaknesses
 - c. The Human Resources Department serves in an advisory capacity to the search committee on selection procedures including, but not limited to:
 - i. Determination of equivalency of qualifications
 - ii. Suitability of applicant pool
 - iii. Tools or methods useful for selecting interviewees from the applicant pool
 - iv. Preparation of appropriate interview questions and, if necessary, job-relevant simulation exercises
 - v. Background inquiries
 - a. The Human Resources Department, in consultation with the Vice President of the unit in which the vacancy occurred, will determine which of the following levels of background inquiries are required by law and/or are relevant, including but not limited to: (1) current and/or prior employment verification; (2) degree verification; (3) criminal record review; (4) motor vehicle record and (5) drug and alcohol testing.
 - b. Information obtained in background inquiries other than numbers 1 and 2 above, will be kept confidential. The information may be reviewed with the Vice President of the unit with the vacancy but not the search committee. The Director of Human Resources and the Vice President are responsible for evaluating the information's relevancy to the position requirements, determining the need to further communicate with the applicant in an attempt to clarify the information obtained and, finally, the applicants suitability for employment.
 - vi. Record-keeping
 - a. Written records shall be maintained of the recruitment and selection process for each position opening including information about advertising, recruitment, applications and associated materials filed, and the rejection, further consideration or recommendation of applicants and the basis for such decisions.
 - d. Recommendation and approval procedure
 - i. The search committee will recommend up to three finalists in unranked order with a summary of their strengths and weaknesses to the supervisor of record (if the supervisor of record is serving as the chair of the committee, the recommendation is submitted to the next level administrator.)
 - a. The supervisor of record or next level administrator, in addition to interviewing some or all of the finalists, may choose to review the entire applicant pool and select additional qualified interviewees.
 - ii. The recommendation for hire must be submitted to, and approved by the Vice President of the unit and the President, both reserving the right to review the entire applicant pool and selecting additional interviewees.
 - iii. All salary offers require the approval of the President.
 - iv. The written offer of employment subject to approval by the Board of Trustees for positions at the director or above level will be presented to the individual by the Director of Human Resources.
3. Selection process for full-time faculty
 - a. In accordance with the "Guidelines for Search Committees Charged with Hiring Full-time Faculty", developed in conjunction with the Lakeland Faculty Association Executive Committee.
 - b. The role of the Human Resources Department shall be as outlined in (C)(1) (d) of this procedure.
 - c. The recommendation and approval procedure shall be as outlined in (C)(2)(d) of this procedure.

4. Selection process for staff (full or part-time) below pay grade ten
 - a. The supervisor of record assumes responsibility for the tasks defined in (C)(2)(b)(iii).
 - b. The role of the Human Resources Department shall be as outlined in (C)(1) (d) of this procedure.
 - c. The recommendation and approval procedure shall be as outlined in (C)(2)(d) (ii) and (iii) of this procedure.
5. Selection process for part-time faculty
 - a. In accordance with the "Recruitment and Selection Procedures for Part-time Faculty" developed in conjunction with the Vice President for Academic Affairs and Dean's Council.
6. Compensation and benefits
The college shall not discriminate in the compensation and benefits received by its employees.
7. Transfer
Transfers will be made on a non-discriminatory basis.
8. Discipline, termination and layoff
 - a. Discipline, terminations, and layoffs shall be made on a non-discriminatory basis and shall adhere to established policy and procedures.
 - b. When positions have been terminated for budgetary or programmatic reasons and incumbents have been laid off, those individuals shall be recalled in reverse order of layoff if terminated positions are restored.
 - i. Faculty recall procedures shall be those outlined in the "Reduction in Staff" section of the negotiations agreement.
 - ii. Staff members shall be recalled according to Board approved policy.

LAKELAND PROCEDURE

Procedure Number	HR20-02C
Title	Equal Employment and Title IX Compliance and Grievance Procedure
Date Approved	9/17/12
Updated & approved	
Related policy	3354:02-20-02

(A) Overview

- (1) It is the policy of Lakeland Community College, in compliance with Title VII of the Civil Rights Act, state law, and the Campus Safety Act (as amended) to provide an educational environment and workplace free of harassment and discrimination of all kinds, including, but not limited to, sexual harassment.
- (2) It is the policy of Lakeland Community College, in compliance with Title IX of the Education Amendments of 1972, to prohibit discrimination based on sex in educational programs and activities which receive federal financial assistance. Lakeland Community College is committed to complying with Title IX through proactive policies and procedures which ensure that students can participate in, and receive the benefits of, the college's educational programs and activities in an environment which is free from discrimination on the basis of sex.
 - a. Educational programs or activities include all academic, educational, extracurricular, athletic, and other programs of the college, regardless of whether those programs take place in the college's facilities, or at a class, program, or activity sponsored by the college at another location.
 - b. For purposes of Title IX, sex-based discrimination or harassment occurs when a person is excluded from participation in, or is denied the benefits of, a federally assisted program or activity because of the person's gender.
- (3) Sexual harassment includes sexual violence, and is mainly defined as an unwelcome sexual advance, a request for a sexual favor, and other verbal or physical conduct of a sexual nature. Unwelcome conduct of a sexual nature that creates an uncomfortable working/teaching/learning environment and which can be the basis of a complaint under this policy may include:
 - a. Deliberate, unsolicited sexually oriented comments or gestures;
 - b. Display of offensive sexually oriented graphic material;
 - c. Physical contact such as stroking, pinching or frequently touching another's body;
 - d. Demand for sexual favor with an implied or explicit promise of preferential treatment or threat.
- (4) The college prohibits soliciting, encouraging, engaging, or consummating an inappropriate relationship with a minor or a student over which the employee has either real or perceived control or influence.

- (5) It is an employee's and/or student's responsibility to be attentive to the possibility that previously consensual or welcome conduct may at some point become unwelcome. Persons wishing to terminate consensual conduct or a consensual relationship should advise the other participant verbally or in writing that the conduct is no longer welcome. Upon notice that the conduct is no longer welcome, the other participant must cease the conduct immediately. In the event of an allegation of harassment, the college will carefully scrutinize any defense based on the claim that the relationship was consensual when the facts establish that an academic or employment power differential existed within the relationship.
 - (6) Consistent with the Campus Safety Act (as amended), Title VII and Title IX, the college will provide for proactive educational programming, assistance to victims of sex offenses, and procedures for notification of appropriate administrators when an offense occurs.
- (B) Reporting discrimination or harassment
- (1) The college has designated the Director for Human Resources as the Administrative Coordinator of the college's Equal Employment policy and Coordinator of the college's Title IX policy: Lisa Durst, 440.525.7112, ldurst2@lakelandcc.edu, C-2103
 - (2) The Chief of Staff and Senior Vice President for Institutional Development and Effectiveness is the Deputy Administrative Coordinator of the college's Title VII Equal Employment policy and a grievant may alternately report behavior believed to be in violation of Title VII to:
Lisa Durst, 440.525.7112, ldurst2@lakelandcc.edu, C-2103. (If the report is about conduct of the Human Resources Department or the Director specifically, then it should be filed with the Deputy Administrative Coordinator.)
 - (3) The Associate Provost for Student Affairs and Dean of Students is the Deputy Title IX Coordinator and a grievant may alternately report the behavior to the Deputy Title IX Coordinator: 440.525.7328, Room S-242. (If the report is about conduct of the Human Resources Department or the Director specifically, then it should be filed with the Deputy Title IX Coordinator.)
 - (4) Any student or employee of the college who believes that he or she has witnessed or been the subject of harassment or sex-based discrimination in violation of the college's policy is responsible to report the behavior to the above-noted individuals within 180 days of the date of the alleged conduct.
- (C) Procedure for making a report of a complaint of discrimination or harassment
- (1) The individual making the report shall be encouraged to file a written complaint with one of the above-noted individuals, but will not be required to put it into writing.
 - (2) Any employee or student who knowingly or maliciously files a false allegation of discrimination or harassment will be subject to disciplinary, administrative or criminal sanctions through the appropriate procedures.
 - (3) Complainants are expected to make a report within 180 days of when the alleged conduct occurred. Evidence of discrimination or harassing behaviors that occurred prior to the alleged conduct being reported may be considered as part of a pattern of conduct.
 - (4) In response to a report, the college will make every effort to protect the privacy of all parties involved. Information relating to the report will be shared only as required by law or under this policy. Specifically, if a complainant requests that his or her name not be revealed, the college will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not prevent the college from responding effectively to the discrimination/harassment and preventing harassment of other parties.
 - (5) Receipt of a report of discrimination/harassment will be acknowledged within five (5) business days and the complainant will be informed of options for resolving potential violations of college policy. These options include informal dispute resolution between the parties, formal investigation by the appropriate Coordinator (or Deputy Coordinator), and/or referral to other internal or external offices, agencies, programs, and resources.
 - (6) Informal dispute resolution options include separating the parties or placing limitations on contact between the parties, making alternative working or student classroom arrangements, referring the parties to voluntary counseling programs, or conducting targeted educational and training programs.
 - a. Situations that are resolved through informal resolution are subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the appropriate Coordinator (or Deputy Coordinator) to help the parties achieve informal resolution will be documented.
 - (7) Some reports of discrimination or harassment may not be appropriate for informal resolution, but may require a formal investigation at the discretion of the appropriate Coordinator (or Deputy Coordinator). While taking into consideration the sensitive nature of these matters, a formal investigation may be necessary when: the facts are in dispute in reports of serious misconduct; the report involves individuals with a pattern of inappropriate behavior or allege criminal acts such as stalking, menacing, sexual assault, or physical assault; or in cases where attempts at informal resolution are unsuccessful. If the complaint alleges criminal acts, then the Coordinator (or Deputy Coordinator) may call upon the Chief of Police and Director for Public Safety.
 - (8) The Coordinator (or Deputy Coordinator) will provide a copy of the written complaint or otherwise give a full and written statement of the allegations when informing the complainant and/or the alleged victim and the accused of the process for conducting a formal investigation.
 - a. At any time during the investigation, the Coordinator (or Deputy Coordinator) may recommend that interim

protections or remedies for the complainant or witnesses be provided by appropriate college officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student classroom arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.

- b. Attempts to take retaliatory action against the complainant or accused, or attempts to influence the investigation will be considered a serious offense and subject to disciplinary and/or other action up to and including discharge for an employee and up to and including expulsion for a student.
- (9) The Coordinator (or Deputy Coordinator) will prepare an investigative report within thirty (30) business days of receipt of the written complaint. In order to do this, the Coordinator (or Deputy Coordinator) may:
- a. Consult with the complainant as necessary;
 - b. Interview witnesses – request they put their statements in writing or, if unable, prepare statements for their review and signature;
 - c. Collect and preserve evidence;
 - d. Interview others who may have knowledge of the situation and may be of assistance in establishing the facts;
 - e. Interview the accused – request he/she respond in writing to the allegations or, if unable, prepare a statement for his/her review and signature.
- (10) The investigative report will include, at a minimum, a statement of the allegations and issues, a summary of the information considered, findings of fact, and a determination by the investigator as to whether college policy has been violated. For allegations of discrimination or harassment, there are three possible findings:
- a. Substantiated: It is more than likely that the allegation is true.
 - b. Unsubstantiated: It is not possible to determine whether the allegation is true or untrue. There is insufficient evidence to prove or disprove that the allegation is true.
 - c. Unfounded: It is more likely than not that the allegation, while made in good faith, is untrue. A finding that the allegations are unfounded does not indicate that the complaint was improper or knowingly false.
- (11) The report may contain a recommendation for actions to resolve the complaint, including, but not limited to, educational programs, counseling/coaching, mediation, remedies for the complainant, discipline under applicable procedures, etc.
- a. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (12) The complainant and accused shall be informed in writing of the investigator's findings within five (5) business days of completion of the report. The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. The complainant shall be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused. The accused shall be informed of the findings and actions taken or recommended to resolve the complaint and shall be notified of pending disciplinary action if recommended.
- a. Student discipline will be handled through the process outlined in the Student Conduct Code Policy and Procedure. Employee discipline will be handled through the Board policies and administrative procedures for employment.
- (13) The complainant and accused may request a copy of the investigative report pursuant to college policy and state laws governing privacy and access to personal information.
- (14) Regardless of the method of resolution or the outcome, the complainant is at all times free to pursue a complaint with the Equal Employment Opportunity Commission, the Ohio Civil Rights Commission, the United States Department of Education (Office for Civil Rights), or by consulting a labor/employment attorney at her or his own expense.
- (D) If not satisfied by the proposed resolution(s) or lack thereof, the accused and the complainant have five (5) business days from the date presented with the report to file a written appeal with the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness or, if the initial complaint was registered with the Chief of Staff as the Deputy Coordinator, then the appeal should be directed to the Provost.
- (1) The accused or complainant must state the basis for the appeal (e.g., a question of the facts as presented in the report, dissatisfaction with the proposed resolution or discipline, etc.)
 - (2) The Chief of Staff and Senior Vice President for Institutional Development and Effectiveness or Provost will review the appeal, conduct additional investigative inquiries if necessary, and respond in writing within ten (10) business days to the accused, complainant, and Coordinator (or Deputy Coordinator).
 - (3) The decision of the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness or Provost will be final.

Appendix J

Public Records Policy

APPENDIX J - Public Records Policy

LAKELAND POLICY

Policy Number	3354:2-03-10
Title	Public Records Policy
Date Approved	By the Board of Trustees 4/03/2008
Updated and approved	
Related Procedure	

- (A) It is the policy of the Lake County Community College District (hereinafter named as “district”) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the district to adhere to the State of Ohio’s Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation for denial must also be in writing.
- (B) The district, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of the district that documents the district’s organization, functions, policies, decisions, procedures, operations, or other activities. All records of the district are public unless they are specifically exempt from disclosure under federal or Ohio law.
 - (1) As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying within a reasonable period of time during regular business hours.
 - (2) The district will also have available a copy of its current records retention schedule at a location readily available to the public.
 - (3) No public record may be removed from the office in which it is maintained.
- (C) Each request for public records should be evaluated for a response using the following guidelines:
 - (1) If a public records request is ambiguous or overly broad, or the person making the request has difficulty making the request for copies or for inspection to the extent that the district is unable to reasonably identify the records being requested, the district may deny the request for records. However, the district must provide an opportunity to revise the request by informing the requester of the manner in which the records are maintained and accessed in the ordinary course of the district’s duties.
 - (2) The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the district’s general policy that this information is not to be asked from the requester.
 - (3) Public records are to be available for inspection during the district’s regular business hours. Public records must be made available for inspection as promptly as possible. Copies of public records must be made available within a reasonable period of time. “Promptly” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
 - (4) The district is not required to allow the requester to make copies of the public record.
 - (5) Each request should be evaluated for an estimated length of time required to gather the records.
 - (6) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.
- (D) Those seeking public records will be charged only the actual cost of making copies, or the cost of an electronic medium (disc, CD, DVD). Those costs will be determined by the Treasurer’s office. Requesters may also ask that documents be mailed to them. Those parties will be charged the actual cost of the postage and mailing supplies. The district may require the requester to pay in advance the cost involved in providing the copy of the public record.
- (E) Documents in electronic e-mail format, including an individual’s private email accounts used to conduct public business, are records as defined by the Ohio Revised Code when their content relates to the business of the district office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.
- (F) The custodian of records and other district personnel responsible for the inspection and/or copying of public records shall be provided a copy of this policy and shall acknowledge receipt.
- (G) This policy shall be reproduced in the form of a poster and posted in a conspicuous place at the district’s main campus and at the district’s offsite facilities. This policy shall also be included in any employee manual or handbook.
- (H) To ensure that the district complies with the requirements of Ohio’s Public Records law, the Board of Trustees designate that the district’s Executive Assistant to the President, as well as the Vice President for Administrative Services and Treasurer, shall attend training approved by the Ohio Attorney General as provided in O.R.C. §109.43.

Appendix K

Part-Time Faculty Professional Development Funding Request

**PART-TIME FACULTY
PROFESSIONAL DEVELOPMENT
FUNDING REQUEST**

**NOTE: ALL REQUESTS FOR PROFESSIONAL DEVELOPMENT FUNDS MUST BE RECEIVED BY THE
PART-TIME FACULTY SECRETARY IN A-2130 AT LEAST TWO WEEKS PRIOR TO THE EVENT.**

Which school did you list as your affiliation? _____

Name: _____ Date: _____

Mailing Address: _____ LID: _____

Division: _____ Best telephone number to reach you: _____

Department: _____

Length of service at Lakeland: _____ semesters Most recent semester teaching at Lakeland: _____

Which courses do you generally teach? _____

NOTE: (1) FUNDING REQUESTS MUST BE SUBMITTED, APPROVED, AND HAVE THE REQUIRED SIGNATURES BEFORE THE
EVENT.

The maximum funding amount for a conference/seminar is \$300.00

NOTE: (2) BE SURE TO ATTACH A BROCHURE OR ANNOUNCEMENT OF THE CONFERENCE/SEMINAR TO THIS APPLICATION.

1. Title of conference/seminar/workshop: _____

2. Sponsoring organization (if different from #1): _____

3. Dates: _____

4. Location (city): _____

5. How is this conference/seminar relevant to your work at Lakeland? Please explain. _____

6. Are you a presenter at this event? ☐ Yes ☐ No

If yes, attach (1) a copy of the notification of acceptance and (2) the title of your presentation: _____

7. Will this conference/seminar cause you to miss your scheduled classes? ☐ Yes ☐ No

If so, what kind of provisions have been made to cover these classes? _____

8. Do you anticipate receiving software or other materials/equipment at this seminar/conference? ☐ Yes ☐ No

9. Do you have other sources of funding for this? ☐ Yes ☐ No

Explain: _____

10. Projected Expenses:

A. Travel

1. Air Fare \$ _____

2. Automobile _____ miles roundtrip at current rate \$ _____

***All travel will be considered as originating from the campus of the college,
or the home, if departure is from the home, whichever is closer to the destination.
(Refer to Lakeland College Policy #3354:2-36-01.)***

3. Other transportation (taxi, shuttle, etc.) \$ _____

B. Lodging \$ _____

C. Meals \$ _____

D. Registration Fees \$ _____

E. Miscellaneous (explain) _____ \$ _____

Total Expenses \$ _____

Total Funding Requested \$ _____

FORWARD TO YOUR DEPARTMENT CHAIR AND DEAN/ASSOCIATE DEAN

Department Chair Review

- ☐ Recommended
- ☐ Not Recommended

Comments: _____

Department Chair Signature: _____ Date: _____

Dean/Associate Dean Review

- ☐ Recommended
- ☐ Not Recommended

Comments: _____

Dean Signature: _____ Date: _____

FORWARD TO THE PART-TIME FACULTY SECRETARY IN A-2130

Part-Time Faculty Professional Development Committee recommendation:

Date _____

- ☐ Yes ☐ No

Returned for Additional Information _____

Funding Amount \$ _____

PART-TIME FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE

Guidelines for Off-Campus Professional Development

1. **Eligibility:** After two semesters of service at Lakeland Community College, a part-time faculty member or tutor may apply for funding for participation in events sponsored by professional organizations. Credit-bearing courses or courses required to teach a course at Lakeland Community College are not eligible. To receive funding, the faculty member must be attending a conference event which is directly relevant to their work assignment at Lakeland, as determined by the department chair. A member of the Part-Time Faculty Professional Development Committee is eligible to apply for funding, but may not participate in the decision regarding their application. In such cases, the committee chair may vote in the place of the faculty member. Initially an individual may receive funding for a total of \$300. If after Feb. 15, funds are still available, an individual may apply for support for an additional event or events. No individual may receive more than \$300 support for a single event, or more than \$600 total support during one fiscal year.

Note: for multiple requests for one event - a maximum of \$600 per department per event to be distributed at the discretion of the department chair.

Lakeland Community College MUST be listed as an affiliated college in any conference listings, websites, promotions, programs, agendas, etc., in all digital and/or print items where the requestor's name will be listed.

2. **Application Process:** In order to be considered for funding, the applicant must submit a copy of the conference brochure or other conference information along with this application form. The applicant will need to explain how the event is relevant to their instructional work at Lakeland, whether the event will require that the faculty member miss any classes, and if so, what provisions have been made for covering them. An application for funding must receive the approval of the faculty member's department chair and dean/ associate dean prior to consideration by the Part-Time Faculty Professional Development Committee.
3. **Expenses:** Approval for expenses must be obtained PRIOR to the professional development event. The funds granted may be spent on any conference/workshop related expenses which fall within the college travel guidelines. You will receive an email from the part-time faculty secretary after your request for funding has been reviewed by the Part-Time Faculty Professional Development Committee indicating if your request has been approved, along with the required travel forms. The faculty member must complete the Travel and Expense Report form and attach original itemized receipts in order to be reimbursed for any approved expenses after they have attended the approved event. All completed travel forms with attachments must be turned into the Provost's office in B-1054. IF YOU DO NOT ATTEND YOUR EVENT, YOU MUST NOTIFY THE PROVOST'S OFFICE IN B-1054 PRIOR TO OR WITHIN 7 DAYS AFTER THE SCHEDULED EVENT.
4. **Other Sources of Support:** Applicants will be requested to provide information regarding other sources of financial support for participation in a professional development activity, including the amount of money anticipated from the other source(s). Such funding may be one factor considered by the committee in weighing its decisions.
5. **Acquisition of Materials/Equipment:** If the college has paid 50% or more of the cost of attending a seminar workshop in which participants receive computer software or other materials/equipment, such items will be considered the property of the college. However, if those items are of nominal value, the college may consider them not to be college property.
6. **Submission Deadlines:** All requests for Professional Development Funds must be received by the Provost's office in B-1054 at least two weeks prior to the event. Applications will be considered in order of submission at the monthly meeting of the Part-Time Faculty Professional Development Committee.
7. **Notification:** Applicants will be notified of the committee's decision by the secretary for Part-Time Faculty or designee.
8. **Funding Approval:** Contact the Provost's office at 44.525.7089 with any questions.

Appendix L

Part-Time Faculty Professional Development Program

Intent to Participate in Part-Time Faculty Professional Development Program

Participant application (please print)

Applicant information

Name _____
First *Last*

Address _____
Street

_____ *City* *State* *Zip*

Phone _____ LID _____

Education

College(s) _____ Degrees _____

Courses taught at Lakeland _____

Applicant signature

Signature _____ Date _____

Appendix M

Personal Leave for Part-Time Faculty

APPENDIX M - Personal Leave for Part-Time Faculty

LAKELAND PROCEDURE

Procedure Number	HR20-55
Title	Personal Leave for Part-time Faculty
Date Approved	By President's Cabinet 3/16/16
Updated & approved	
Related policy	

- (1) Definition of Personal Leave
 - (a) Paid time away from work for compelling personal or other reasons including, but not limited to, illness of self or immediate family member, non-elective commitments, funerals and legal obligations.
 - (i) "Non-elective commitments" excludes vacation.
 - (b) With respect to the provisions of this procedure, immediate family shall be defined to include:
 - (i) Spouse
 - (ii) Biological, adopted and foster children under 18, including:
 - (a) Anybody under 18 who is treated as the employee's child, which might describe the child of a spouse or domestic partner or a grandchild who lives with the employee
 - (b) Disabled children of any age
 - (iii) Parents and grandparents, including:
 - (a) Anybody who treated the employee as a son or daughter when the employee is under 18
 - (iv) Siblings
 - (v) Parents-in-law
 - (vi) Sisters and brothers-in-law
 - (vii) Other dependents living with the employee
- (2) Eligibility for Personal Leave
 - (a) Part-time faculty teaching 16-week courses are eligible to apply for two days of personal leave during the 16-week session.
 - (b) Part-time faculty teaching eight-week courses are eligible to apply for one day of personal leave during the eight-week session.
 - (c) Part-time faculty teaching in sessions of five weeks or less are not eligible to apply for personal leave.
 - (d) Part-time non-teaching faculty are eligible to apply for two days of personal leave during the 16-week session.
 - (e) Part-time non-teaching faculty are eligible to apply for one day of personal leave during the summer.
- (3) Conditions for Use of Personal Leave
 - (a) For anticipated absence, application must be made in writing to the division dean and/or supervisor no less than one week in advance of the anticipated absence, and is subject to approval. The part-time faculty member is responsible for notifying the department chair of the approved absence.
 - (b) For unanticipated absence due to accident or illness, notification must be made to the division dean and/or supervisor prior to the scheduled start of the work shift or, in the event this is not possible, immediately thereafter.
 - (c) Cancellation of class due to accident, illness or other emergency must be approved by the division dean and/or supervisor. After business hours or in the event of an emergency, the part-time faculty member must submit to the Campus Police department (440-525-7241) notification of cancellation and a request to post a cancellation notice on the classroom. The notification must include faculty name, course title, CRN number, room number, and time.
 - (d) Failure to provide such notification and/or the illegitimate use of personal leave may void the employee's right to paid leave and subject the employee to disciplinary measures consistent with Board policy, administrative procedures and appropriate law.
 - (e) Additional or unapproved absences will result in a reduction in pay for missed class time.

Appendix N

Accessible Technology Policy

APPENDIX N - Accessible Technology Policy

LAKELAND POLICY

Policy Number: 3354:2-59-05

Title: Accessible Technology Policy

Date Approved By the Board of Trustees: 6/6/2019

Updated and approved

Related Procedure

(A) Purpose

Lakeland Community College is committed to providing equal access and equal opportunities for all its constituencies; students, faculty guests, visitors and all members of the College community. The provision of information electronically is central to carrying out this commitment. Accordingly, the purpose of this Policy is to demonstrate Lakeland's commitment to equal opportunity for individuals with disabilities including access to services, programs, and activities that Lakeland delivers through web-based, digital, and emerging technologies.

(B) Definitions

- (1) "Equally effective alternate access," with respect to electronic and information technology, means an alternative format, medium, or other aid that timely and accurately communicates the same content as does the original format or medium, and which is appropriate to an individual's disability. To provide equally effective alternate access, Lakeland shall provide appropriate auxiliary aids and services as necessary to afford individuals with disabilities an equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement, in the most integrated setting appropriate to their needs, but Lakeland need not ensure that qualified individuals with disabilities achieve the identical result or level of achievement as individuals without disabilities. Nothing in this policy requires Lakeland to take any action that results in (1) a fundamental alteration in the nature of a service, program, or activity or (2) an undue hardship. Lakeland will, nevertheless ensure, to the maximum extent possible, that qualified students with disabilities receive the benefits or services provided by Lakeland.
- (2) "Fundamental alteration" means a change to a service, program, or activity that alters an essential aspect of the service, program, or activity, which includes academic courses or technology. While not required under this policy to undertake actions that would constitute a fundamental alteration to a service, program, or activity, Lakeland will take any other action that would not result in such an alteration, but would nevertheless ensure that, to the maximum extent possible, qualified individuals with disabilities receive the benefits or services provided by Lakeland.
- (3) "Legacy Pages" means web pages created and published before Fall Term 2020.
- (4) "Timely" and "timeliness" mean access in enough time for the person with the disability to have an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as persons without disabilities.

Web Content Accessibility Guidelines ("WCAG") refers to standards for web content accessibility that have been developed by the World Wide Web Consortium ("W3C"), an international community where member organizations, a full-time staff, and the public work together to develop Web standards. For purposes of this Policy, Lakeland utilizes WCAG version 2.0, level AA when determining web content accessibility.

(C) Requirements

(1) Web Content

Beginning Fall Term 2020, all new and redeveloped web pages, web applications, and web content, created by Lakeland, on websites and subdomains used for Lakeland's academic divisions, academic departments, and administrative offices shall conform to WCAG 2.0 AA. In addition, for all websites and subdomains used for Lakeland's academic divisions, academic departments, and administrative offices, all web pages, web applications, and web content that were created and published on or before Fall Term 2020 shall be made to conform to WCAG 2.0 AA by Fall Term 2021. Legacy Pages shall be made accessible upon request. Any requests for exceptions for specific content should be directed to the Accessible Technology Coordinator.

(2) Digital Instructional Material

Beginning Fall Term 2020, all new and redeveloped academic content housed on Lakeland's Learning Management System (LMS) used for student instruction shall conform to WCAG 2.0 AA. In addition, all current academic content housed on Lakeland's LMS that were created and published prior to Fall Term 2020 shall be made to conform to WCAG 2.0 AA by Fall Term 2021. The college will adopt an Accessible Technology Policy Implementation Plan in order to successfully convert all academic content to conform to WCAG 2.0 AA.

(3) Textbook and Course Material Accessibility

Lakeland will provide individuals with disabilities who register with the Student Accommodation Center (SAC) equally effective communication of curricular materials (e.g., textbooks, workbooks, articles, compilations, presentations, collaborative assignments, videos, and images or graphical materials including applicable Legacy Pages) converted to alternate formats. In selecting texts and book-length course materials, including any supplementary digital applications or content provided by the publishers of such texts and book-length course materials, Lakeland academic departments will consider the availability of materials in accessible electronic formats, such as:

- (a) the DAISY Consortium's Digital Accessible Information System DAISY Standard and the International Digital Publishing Forum's EPUB3 specification for digital publication and documents;
- (b) WCAG 2.0 AA and the W3C's Web Accessibility Initiative Accessible Rich Internet Applications Suite ("WAI-ARIA") 1.0 for web content;
- (c) the W3C's Authoring Tool Accessibility Guidelines ("ATAG") 2.0 for web authoring tools;
- (d) the W3C's Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies ("WCAG2ICT") and Section 508-1194.21 for non-web software and content;
- (e) the W3C's Mathematical Markup Language ("MathML") 3.0 for materials incorporating digital mathematical and scientific notation;
- (f) the Braille Authority of North America's ("BANA") Guidelines and Standards for Tactile Graphics (2010) and the BANA Guidelines for the Production of Braille Materials through the Use of Braille Production Software (2007) for hard copy braille;
- (g) and any successors to the standards listed.

(4) Student Lifecycle Critical Transactions

Lakeland-created content, websites, and applications that Lakeland uses for completion of critical or important transactions in the student lifecycle (e.g., websites and materials used for registering for classes, paying bills, obtaining transcripts) ("Critical Transactions") or to complete required training shall conform to WCAG 2.0 AA. Third party content, websites, or applications used for Critical Transactions or training shall either conform to WCAG 2.0 AA or Lakeland shall provide equally effective alternate access to qualified individuals with disabilities until such time that conformance can be achieved.

(5) Procurement

All web technology or software that Lakeland procures for use by its students shall conform to the relevant accessibility standards, cited in (B)(5) above, as long as the technology is commercially available, and its purchase does not result in undue financial and administrative burdens or a fundamental alteration. If a product is available and meets some, but not all, of the relevant accessibility standards, Lakeland will procure the product that best meets the standard, unless its purchase would result in undue financial and administrative burdens or a fundamental alteration.

(6) Complaint Resolution Process

- (a) Each Lakeland web site, including legacy pages, must provide, in plain text, a method for users who may have trouble accessing the content, as follows:
 - i. Use a link named "Technology Accessibility Help" which hyperlinks to the webpage <http://www.lakelandcc.edu/accessibility>.
 - ii. The page at <http://www.lakelandcc.edu/accessibility> will include contact information, including an email address and telephone number that puts the user in touch with someone responsible for the online content that can respond in a timely manner.