



# PCCC ADJUNCT FACULTY HANDBOOK

2019-20

Updated Fall/2019

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>4</b>
PCCC Mission Values & Institutional Goals	4
<b>Items to remember</b>	<b>5</b>
<b>SECTION I GENERAL INFORMATION AND COLLEGE POLICIES</b>	
Academic Calendar	6
Adjunct Faculty Office	7
Affirmative Action	7
Board Policy Manual	7
Code of Ethics	7
Confidentiality of Student Records: FERPA	8
Drug and Alcohol Abuse Policy	9
Emergency Response Procedures	9
Equal Opportunity & Nondiscrimination Policy as to Students & Employees	9
Orientation	10
Parking	10
TitleIV: Sex Discrimination, Sexual Harassment, Sexual Misconduct	11
<b>SECTION II ACADEMIC REGULATIONS AND POLICIES</b>	
Academic Freedom Policy	22
Academic Integrity Statement	22
Academic Integrity Policy	22
Assessment of Student Learning	24
Attendance and Instructional Time (FACULTY)	24
Enrollment Verification	25
College Portal	26
College Writing Exam	26
Copyright Policy	26
Course Syllabus and Textbooks	26
Early Academic Warning System	27
E-mail and E-mail Accounts	27
End of Semester Procedures	27
Evaluation of Adjunct Faculty	27

Grading	28
- Final Grades	28
- Grade Changes	29
- Appealing Grades /Grievances	29
Guest Speakers/FieldTrips	29
PCCC Identification Cards	30
Room Change Requests	30
<b>SECTION III SUPPORT SERVICES</b>	
Bookstore	31
Bulletin Boards on the Adjunct Faculty Office	31
Center for Student Success	31
College Portal	32
Guided Pathways	32
Help Desk	36
Library/Learning Resource Center	36
Mail & Mailboxes	36
Make-up Test Procedures	36
MDRC	37
Media Services	37
OER- Open Educational Resources	38
Office of Disability Services	39
Panther Alert	41
Pay and Benefits	41
Photocopying	41
Professional Development	41
SOAR	42
Student Affairs and Services	42
Testing	45
Tuition Waivers	45
Tutoring Services/Academic Support	45
Weather Closings/Panther Alert	47
Web Services	47
<b>SECTION IV PHONE NUMBERS</b>	<b>49</b>
<b>SECTION V STRATEGIC PLAN 2018-2021</b>	<b>51</b>

## **INTRODUCTION**

This Handbook has been created to aid you in familiarizing yourself with the College. It contains information, policies and processes, and although every effort has been made to provide all the pertinent information that you may require, it may not be complete. It should be used along with relevant sources found on the College website, and with other information you may receive from your department chairperson, program coordinator or the College administration. The content in this handbook has been listed in alphabetical order and may change as it will be constantly updated.

## **PCCC MISSION AND GOALS**

### **Mission:**

PCCC offers high quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general educational foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address our wide variety of student learning needs through excellence in teaching, the innovative and effective use of technology, multiple instructional methods and developmental and ELS programs that provide access to college level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

### ***Vision Statement:***

PCCC aspires to be a premier community college that leads, inspires, and supports individuals in reaching their educational and career goals in a timely manner.

### ***PCCC Values:***

**Academic Quality:** We commit to educational excellence in teaching and learning.

**Learning:** We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

**Diversity:** We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

**Honesty and Integrity:** We commit to an educational environment characterized by honesty, integrity and mutual respect.

### **Institutional Goals:**

**Goal 1:** Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs.

**Goal 2:** Improve student progress and program completion rates.

**Goal 3:** Provide a supportive learning environment for members of the College community.

**Goal 4:** Expand strategic partnerships with educational, business, cultural and government agencies.

## **IMPORTANT ITEMS TO REMEMBER**

1. **The first class session is probably the most important, so give it your best effort** Try to capture and hold your students' attention from the very first period. Demonstrate enthusiasm and excitement about your subject so that students will want to return. Avoid the temptation to hold a short first class during which you do no more than call the roll and announce the first assignment. Students who have made special arrangements to be away from home for hours WILL NOT be happy if they're sent home after 15 minutes!
2. **Hand out and discuss your Course Syllabus during the first class.** The course SYLLABUS is your contract with students. It should contain your expectations and ALL requirements to succeed in your course. It is important to the welfare and credibility of the College that the outcomes of each course be met. Remind students that free tutoring is available. (See p. xx for additional information.)
3. **Learn your student's first names and use them often.** In large classes, this will take a while to master, but it's not impossible. Some instructors prepare special exercises to use during the first class period that can be used as "icebreakers" to help students become acquainted with themselves and each other. Among other things, you should take some time during the first class to share YOURSELF with your students: tell them a bit about your professional experience and something personal if you wish; this will help you create a sense of community in your classes.
4. **Always check your College e-mail and mailbox before class begins.** Adjunct Faculty mailboxes are located in the Adjunct Faculty Office at 3 Church Street. All communications, including College and USPS mail, memos, notes from students and interdepartmental correspondence are received by the instructor in these mailboxes. Inter-office and outgoing mail may be left in the Adjunct Faculty Office or Docu-Center.
5. **Take attendance in every class and report back promptly when information is requested.**
6. **You are the only one required to have your cell phone on during class.** Put PCCC's security number (973-684-5403) in your contacts and join **Panther LAert immediately.**
7. **Don't change rooms without permission.** (See p. xx for procedure.)
8. **Read the rest of the Adjunct Faculty Handbook.**

## SECTION I: GENERAL INFORMATION & COLLEGE POLICIES

### ACADEMIC CALENDAR

<b>FALL 2019</b>	<b>15 week 19/FA</b>	<b>12 week 19/F12</b>	<b>7 ½ week 19/f7A</b>	<b>7 ½ week 19/f7B</b>	<b>20WT</b>
Labor Day	<b>Sept 2</b>				
Classes begin	<b>Sept 4</b>	<b>Sept 25</b>	<b>Sept 4</b>	<b>Oct 28</b>	<b>Jan 2</b>
Last Day to drop without Academic Penalty	<b>Sept 17</b>	<b>Oct 4</b>	<b>Sept 6</b>	<b>Oct 30</b>	<b>Jan 6</b>
Changes Last Day Automatic Withdrawal	<b>Oct 29</b>	<b>Oct 29</b>	<b>Sept 24</b>	<b>Nov 18</b>	<b>Jan 13</b>
Last Day to Withdraw w/Faculty Permission	<b>Nov 26</b>	<b>Nov 19</b>	<b>Oct 11</b>	<b>Dec 5</b>	<b>Jan 17</b>
Thanksgiving Recess (no classes)	<b>Nov 27 – Dec 1</b>	<b>Nov 27 – Dec 1</b>		<b>Nov 27 – Dec 1</b>	
Classes Resume	<b>Dec 2</b>	<b>Dec 2</b>		<b>Dec 2</b>	
Final Examinations	<b>Dec 14-20</b>	<b>Dec 14-20</b>	<b>Oct 24</b>	<b>Dec 19</b>	<b>Jan 22</b>

<b>SPRING 2020</b>	<b>15 week 20/SP Thursday start</b>	<b>12 week 20/S12 Thursday start</b>	<b>20/S7A Classes meet Mon – Thurs (29 Meetings)</b>	<b>20/S7B Classes meet Mon – Thurs (30 meetings)</b>
M.L. King, Jr. Day (College Closed)	<b>Jan 20</b>			
Classes Begin	<b>Jan 23</b>	<b>Feb 13</b>	<b>Jan 23</b>	<b>Mar 23</b>
Last Day to drop without Academic Penalty	<b>Feb 5</b>	<b>Feb 24</b>	<b>Jan 28</b>	<b>Mar 26</b>
<b>Spring Recess (No Classes) Mon - Fri</b>	<b>Mar 16 - 20</b>	<b>Mar 16 - 20</b>		
Classes Resume (Saturday)	<b>Mar 23</b>	<b>Mar 23</b>		
Last Day Automatic Withdrawal	<b>Mar 25</b>	<b>Mar 25</b>	<b>Feb 18</b>	<b>Apr 15</b>
Easter Weekend no Sat/Sun classes	<b>Apr 11/12</b>	<b>Apr 11/12</b>		
Last Day to Withdraw w/ Faculty Permission	<b>Apr 22</b>	<b>Apr 22</b>	<b>Mar 3</b>	<b>Apr 29</b>
Final Examinations	<b>May 7 - 13</b>	<b>May 7 - 13</b>	<b>Mar 12</b>	<b>May 12</b>

<b>SUMMER SESSION I 2020</b>	<b>20/SU1</b>	<b>20/SU2</b>	<b>20/SU3</b>
Memorial Day (College Closed)	<b>May 25</b>		
Classes Begin	<b>May 27</b>	<b>Jun 8</b>	<b>Jul 8</b>
Last Day to drop without Academic Penalty	<b>June 1</b>	<b>Jun 11</b>	<b>July 13</b>
Changes Last Day Automatic Withdrawal	<b>June 15</b>	<b>Jul 1</b>	<b>July 27</b>
Last Day to Withdraw with Faculty Permission	<b>June 24</b>	<b>Jul 15</b>	<b>Aug 5</b>
Last Day	<b>July 2</b>	<b>Jul 28</b>	<b>Aug 13</b>
Independence Day Observed (College Closed)			

## **ADJUNCT FACULTY OFFICE**

The function of the Adjunct Faculty Office is to offer assistance to part-time faculty, serve as a liaison between faculty and other college staff, provide a collegial atmosphere for working and socializing, and a place where faculty can receive their mail, telephone messages and college related information. Professional Development activities are also designed by this office. Information is posted on bulletin boards and emailed via the college portal. The office is located at 3 Church Street. Ruggiero Manente, Director of Adjunct Faculty and ELS Tutorial Services, is the current full-time administrator for the office. He can be reached at (973-684-5508) or by e-mail ([rmanente@pccc.edu](mailto:rmanente@pccc.edu)). The office is open and staffed from 7:00 AM to 7:00 PM on weekdays and from 7:30 AM until 1:00 PM on Saturdays.

The office provides these services:

- Mailboxes
- Limited Copying (25 pages total)
- Supplies (Scranton sheets, blue books, markers, chalk, etc.)
- Scantron Machine (to score tests given on Scantron forms #882-E)
- Computers with internet access
- Telephone
- Lockers (for part-time faculty teaching three or more classes)
- Refrigerator
- Microwave

## **AFFIRMATIVE ACTION**

Actively continuing its longstanding policy to support equality of opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, gender, color, national or ethnic origin, sexual orientation, or physical or mental disability in the administration of its admission, employment, and educational policies or scholarship, loan, athletic, and other school-administered programs. For more information, or to file a complaint contact:

PCCC Affirmative Action Officer:

Jose Fernandez, VP for Human Resources, Planning and Institutional Effectiveness

[jfernandez@pccc.edu](mailto:jfernandez@pccc.edu)

## **BOARD POLICY MANUAL**

A copy of the PCCC Board policy manual is available for the adjunct faculty in the Adjunct Office. You may also use the link below (right-click & select "Open Hyperlink") to read the policies online.

<http://pccc.edu/uploads/b7/f6/b7f677c5dfd25b2ab0bc28811b994b16/Board-Policy-Manual.pdf>

## **CODE OF ETHICS**

Each public institution of higher education shall develop a code of ethics, in accordance with State of New Jersey Executive Order No 65 signed on November 15, 2005, governing its trustees, officers, and employees. The Code of Ethics shall establish guidelines and standards of ethical behavior in order to ensure the public's confidence in the conduct of business and operations of the institution. See Section X for full Board Policy A905.

## **CONFIDENTIALITY OF STUDENT RECORDS (FERPA)**

Students' educational, counseling, and financial records are confidential. Access to these records without the student's written consent is restricted by College regulations and by law. The College reserves the right to make public without the student's consent "directory information," in particular, the student's name, address, age, sex, dates of registration, major, and diploma or degree. The policy at Passaic County Community College is that no information, including "directory information," may be given to anyone other than the student. All requests for student information need to be directed to the Registrar's office. Also, students who wish not to have directory information released have the option to notify the Registrar's Office in writing each year.

### **➤ FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights



under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **DRUG & ALCOHOL ABUSE POLICY**

PCCC is an educational institution committed to maintaining an environment that allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs in their lives. In accordance with Public Law 101-226, the College declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs. The College is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibits students from attaining the benefit of their learning experience, and exposes them to serious illnesses and health risks. Therefore, they are prohibited.

## **EMERGENCY RESPONSE PROCEDURES**

The College has established emergency response procedures in compliance with federal and state regulations for each campus. For a complete emergency response plan on evacuation, medical emergency, fires, flooding, etc., please check the College website. To report an emergency on campus call the following numbers:

**Paterson 973-684-5403, Passaic 973-341-1600, Wayne 973-304-6020, Wanaque 973-248-3000**

## **NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION POLICY**

Passaic County Community College, as a public institution, adheres to federal, state and local laws and regulations regarding nondiscrimination and affirmative action including New Jersey Law against Discrimination, Age Discrimination in Employment Act, Titles VI and VII of the Civil Rights Act, Title IX of Education Amendments Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and the Americans with Disabilities Amendment Act. Passaic County Community College hereby gives notice of its nondiscrimination policy as to students and employees.

Continuing its policy to support equal opportunity for all persons, Passaic County Community College does not discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability or nationality. This policy applies to the administration of Passaic County Community College's educational programs, activities, admission or employment practices.

Inquiries concerning matters related to Title IX or ADA/Section 504 Compliance at Passaic County Community College may be referred to the following person, who has been especially designated by the College to oversee the continued application of the College's nondiscriminatory policies:

José A. Fernández  
Associate Vice President of Human Resources  
Title IX Coordinator/  
ADA/Section 504 Compliance Officer  
Office of Human Resources-Room E305  
Telephone: (973) 684-6705

Inquiries, concerns, or complaints may also be referred to:

Office for Civil Rights, *New York Office*  
U. S. Department of Education  
32 Old Slip, 26th Floor, New York, NY 10005-2500  
Telephone: (646) 428-3800  
Facsimile: (646) 428-3843  
[Email: OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## **ORIENTATION**

All newly hired Adjunct faculty are required to attend a General Orientation Meeting scheduled at the beginning of each Fall/Spring semester. The New Adjunct Faculty Orientation is generally scheduled a week prior to the beginning of each term. If an adjunct faculty member cannot attend the Orientation, he or she is required to schedule an appointment with the Adjunct Office staff (973-684-5302) for a one-on-one orientation. Individual departments hold meetings of their own.

## **PARKING**

Parking is available on all campuses for faculty and staff. All cars must be registered with the Public Safety office (Room E-100).

On the main campus (Paterson) parking is available for adjunct faculty in the Paterson Parking Authority Garage located at 125 Broadway. Access to the garage is obtained through your PCCC College ID card. The parking garage is open from 7:00am to 10:30pm Monday to Friday, and from 7:00am to 5:00pm on Saturdays. Parking in the Paterson Parking Authority Parking Garage for PCCC personnel is designated in the area painted with red lines. The area painted with yellow lines is for cash paying customers. Do not park in spaces reserved for people who are disabled. Violators could be subject to a summons and/or towed at the vehicles owner's expense at the discretion of the City of Paterson. All persons driving in the garage are expected to operate their vehicles in a safe manner and be aware of pedestrians

The parking of an authorized vehicle on College premises is an agreement by the motorist to adhere to the College's parking regulation. The motorist acknowledges by this agreement that PCCC is in no way liable for personal injury, property damage, or loss of parts or contents of his/her vehicle.

Any violation of these regulations is subject to a fine, towing at the expense of the vehicle's owner and/or revocation of any parking privileges:

- a) Speeding or Reckless Driving
- b) Failure to Register Vehicle
- c) Failure to Display Decal Properly on Vehicle
- d) Fraudulent Use or Purchase of Decal
- e) Misuse of Special Permit
- f) Parking in Restricted Area
- g) Disobeying Public Safety Officer
- h) Parking in Fire Lane
- i) Parking in No Parking Zone
- j) Parking in Faculty/Staff Space
- k) Parking in Handicapped Space
- l) Parking in Two Spaces

Violations will be enforced by the Passaic County Sheriff's Department, City of Paterson Police Department or the City of Paterson's Parking Authority.

Double parking or parking in travel lanes is not permitted. Vehicles extending into the traffic lane are considered to be in violation of hindering traffic.

Any appeal of a violation notice (issued by the PCCC Public Safety Office ONLY) must be made in writing to the Director of Security. The appeal must be made within ten days of the issuance of the violation. The decision of the Director of Public Safety is final.

## **TITLE IX: INFORMATION AND GRIEVANCE PROCEDURE FOR REPORTING SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT (E908)**

Passaic County Community College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful. Every person is entitled to learn and work in an environment free from sex discrimination, sexual harassment, and sexual misconduct. It is the policy of Passaic County Community College that sex discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated.

Charges of sex discrimination, sexual harassment, and sexual misconduct will be treated seriously and pursued in accordance with established College procedures. Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex against any person in education programs and activities receiving federal funding. Programs or activities receiving federal financial assistance include virtually all

public and private colleges and universities, and all public elementary and secondary schools. Sexual harassment, sex discrimination, and sexual misconduct are prohibited under the Passaic County Community College "TITLE IX POLICY: SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT", Board Policy B108 (Appendix A of this document).

### **I. Title IX Compliance Team For Complaints Against Employees**

If you have a complaint against a Passaic County Community College employee (a faculty or staff member) for sexual harassment, sex discrimination, or sexual assault, you should contact:

**Jose A. Fernandez**

Title IX Coordinator, Affirmative Action Officer/(Associate Vice President for Human Resources)  
Room E305/Telephone: 973-684-6705 /Email: [jfernandez@pccc.edu](mailto:jfernandez@pccc.edu)

### **For Complaints Against Students**

If you have a complaint against a Passaic County Community College student for sexual harassment, sex discrimination, or sexual assault, you should contact:

**Sharon Goldstein, Ph.D.**  
Deputy Title IX Coordinator/(Dean for Student Affairs)  
Office of the Dean for Student Affairs  
Room A231A/ Telephone: 973-684-6919/Email: [sgoldstein@pccc.edu](mailto:sgoldstein@pccc.edu)

### **For Public Safety Issues or Emergency Situations**

If your complaint includes a Public Safety issue or emergency situation, you should contact:

**Glenn Brown**  
Title IX Designee/(Director of Security)  
Room E100/Telephone: 973-684-5402/Email: [gbrown@pccc.edu](mailto:gbrown@pccc.edu)

**In the event** that the incident, policy, or procedure about which the student seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX compliance team, students may contact any other member of the team or notify Jose Fernandez, Title IX Coordinator.

Inquiries or complaints that involve potential violations of Title IX may also be referred to the **U.S. Department of Education's Office for Civil Rights**, which can be reached at:

New York Office  
Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: 646-428-3900  
FAX: 646-428-3843; TDD: 800-877-8339  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Or

**The Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice:**

U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Email: [education@usdoj.gov](mailto:education@usdoj.gov)  
Telephone (202) 514-4092 or 1-877-292-3804 (toll-free)  
Facsimile (202) 514-8337

## **II. Title IX: Information for Students and Employees**

Passaic County Community College is committed to maintaining an environment that is free from sexual misconduct, sexual harassment and other forms of discrimination and in which all PCCC community members are treated with the respect and dignity necessary to realize their full potential. Sexual misconduct, sexual harassment and other forms of discrimination by anyone is unacceptable and will be addressed in a timely fashion and with serious consequences by the College, up to and including termination of employment or dismissal from the College.

Passaic County Community College is committed to responding promptly and effectively to all reports of sexual misconduct, harassment or other discrimination. The College will take appropriate action to eliminate sexual misconduct and harassment, prevent its recurrence, remedy its effects on the PCCC community and, if necessary, discipline behavior that violates Colleges policy.

As used in this statement, “**sexual misconduct**” is **an umbrella term** that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined within this document.

### **A. Reporting Sexual Harassment, Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking**

Students and employees should contact the Title IX Coordinator, Deputy Title IX Coordinator, or Title IX Designee, to:

- seek information or training about your rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,

- file a complaint or make a report of sex discrimination, including sexual misconduct, notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct.

**B. The College’s Responsibilities under Title IX to Address Sexual Violence, Dating Violence, Domestic Violence, and/or Stalking**

- A college has a responsibility to respond promptly and effectively to reports of sexual misconduct.
- If a college knows (or reasonably should know) about possible sexual misconduct it must quickly investigate to determine what occurred and then take appropriate steps to resolve the situation.
- A criminal investigation into allegations of sexual misconduct does not relieve a college of its duty under Title IX to resolve reports promptly and effectively.
- A college must ensure that the person who experienced the sexual misconduct is safe, even while an investigation is ongoing.

**C. Reporting and Disclosing Sexual Misconduct**

A “responsible employee” is a College employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence, dating violence, domestic violence, and/or stalking or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, dating violence, domestic violence, and/or stalking, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain

confidentiality, direct the victim to the Title IX Coordinator or Deputy Title IX Coordinator.

A responsible employee must report to the Title IX Coordinator or Deputy Title IX Coordinator all relevant details about the alleged sexual violence, dating violence, domestic violence, and/or stalking, shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the responsible employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator or Deputy Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the Director of Security or Designee, who is designated as a Campus Security Authority under the Clery Act, may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

A victim who speaks to a responsible employee (including the Title IX Coordinator, Deputy Title IX Coordinator, or Title IX Designee) must understand that if the victim wants to maintain confidentiality, the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the

alleged perpetrator(s) may be limited. Even so, these designated individuals will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, off-campus health or mental health services, and changes to living, working or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

### **III. Title IX Grievance Process for Students and Employees**

Because sexual misconduct may involve a wide range of behaviors, the way in which a given case is best handled will vary. The grievance process below describes how the College will proceed with a complaint of sexual misconduct:

1. Students and employees should report complaints and incidents of sex discrimination, sexual harassment, and sexual misconduct to any of the Responsible Employees identified in Appendix B of this document. Complainants should complete a ***Title IX Complaint Form (Appendix C)*** of this document) to assist in providing information necessary for a thorough investigation of the complaint.
2. All grievances and complaints will be investigated. The Title IX Coordinator and/or appropriate designee will conduct an initial intake interview to obtain information about the complaint. A preliminary inquiry will take place and a three-person panel of appropriately trained College administrators, designated by the Title IX Coordinator, will determine if there is reasonable cause to charge the accused individual(s) with a violation.
3. If reasonable cause is determined, a comprehensive investigation will then be conducted, including the gathering of information, documents, and relevant facts, as well as interviews of the complainant, accused individual, witnesses, and other persons relevant to the complaint. The comprehensive investigation will be conducted by trained administrators designated by the Title IX Coordinator.
4. A hearing may also be conducted if deemed necessary by the Title IX Coordinator. The hearing panel will consist of three appropriately trained College administrators designated by the Title IX Coordinator. The hearing proceedings will be chaired by the Title IX Coordinator, but he/she not serve as a member of the three-person hearing panel.
5. In addition to filing a complaint with the College, complainants have the right to file a criminal complaint with law enforcement authorities. A College complaint and a criminal complaint may be filed simultaneously.
6. The Title IX Coordinator and/or Deputy Title IX Coordinator may attempt to arrive at a mediated resolution of the grievance, but not for allegations of sexual assault or violence.
7. The evidentiary standard used in determining the outcome of the complaint is “the preponderance of evidence”, meaning that it is more likely than not that that a violation of the Title IX policy occurred.
8. The due process rights of both the complainant and the respondent will be protected. Both parties will receive written notification of their rights and options, services both within the institution and in the community, interim measures, and an explanation of the procedures for institutional disciplinary actions.
9. The complainant and accused individual may present evidence and witnesses related to the complaint. Both the complainant and the accused individual may have a representative present at interviews (or a hearing, if one is held) at any stage of the grievance process, but the representative may not participate in the proceeding.
10. A determination of the outcome of the complaint will be issued by the Title IX

Coordinator or Deputy Title IX Coordinator and communicated in writing to both the complainant and accused individual. Any student or employee found to be in violation of the College's Title IX policy will be subject to sanctions up to, and including, discharge or expulsion from the College.

11. Unless exceptional circumstances are present, the grievance process, including the determination and communication of the outcome, will be completed within 60 days of the filing of the complaint.
12. The outcome of the grievance may include sanctions up to, and including, the following actions.
  - A. For *students*: verbal warning, written warning, written reprimand, suspension from the College, and/or dismissal from the College. In addition, mandatory counseling, mandatory training, and/or a "no contact" directive may be imposed.
  - B. For *employees*: verbal warning, written warning, written reprimand, suspension without pay, and/or termination from employment. In addition, mandatory counseling, mandatory training, and/or a "no contact" directive may be imposed.
13. The complainant or accused individual may appeal the determination of the complaint to a committee of the Board of Trustees of Passaic County Community College if it is reasonably believed that:
  - a) a procedural error occurred; or
  - b) previously unavailable relevant evidence could significantly impact the outcome of the case; or
  - c) a sanction is substantially disproportionate to the findings.

A written appeal must be submitted to the Director of Board Affairs / Assistant to the President within 10 days of the communication of the outcome of the complaint. The Board of Trustees committee will consider the appeal and render a decision within 15 business days of the receipt of the appeal by the Director of Board Affairs / Assistant to the President. A determination of the outcome of the appeal will be issued in writing to both the complainant and accused individual. The decision of

the Board of Trustees will be final and conclude the grievance process.

#### **IV. Prohibition against Retaliation**

Any person who participates in the Title IX reporting and investigation process, either as a complainant, witness, or other party, may do so without fear of retaliation. Retaliation by any College employee or student is prohibited and grounds for disciplinary action, up to and including discharge or expulsion from the College.

#### **V. Prevention and Education**

In addition to online Title IX training for student and staff, the College hosts a number of public awareness events including information on safe and positive options for bystander intervention and information on risk prevention. During these events, if students or employees disclose incidents of sexual violence or misconduct, these expressions are not considered notice to the College of sexual violence, dating violence, domestic violence, and/or stalking for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for additional campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

#### **VI. Amnesty**

The College encourages reporting and seeks to remove any barriers to reporting by making the reporting procedure transparent and straightforward. PCCC recognizes that an individual, particularly a student, who has been drinking or using drugs at the time of the incident, may be reluctant to make a report of sexual misconduct or harassment for fear of being charged with other College policy violations. An individual who reports sexual misconduct either as a Complainant or a third party witness, will not be subject to disciplinary action by the College for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

## **VII. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request of confidentiality.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students and employees. The College will weigh any request for confidentiality against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim.

The College has designated the Title IX Coordinator and/or the Deputy Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator or Deputy Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence against the victim or others, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;

- whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action even though the victim has requested confidentiality. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim as soon as practical after making that determination and will, to the extent possible, only share information with people responsible for handling the College's response. If, for example, the College has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the College to continue to investigate the allegation and, if appropriate, pursue disciplinary action.

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The College will also:

- assist the victim in accessing other available victim advocacy, academic support, disability, referral to off campus health or mental health services, and off-campus legal assistance.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement –



and provide the victim with assistance if the victim wishes to do so. The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of sexual misconduct (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessment surveys; and/or revisiting its policies and practices.

## **VIII. Options for Assistance Following an Incident of Sexual Misconduct**

### **1. Immediate Assistance**

An individual who has been the victim of a crime, such as sexual assault or violence, is encouraged to get to a safe place and contact call 911 or Public Safety (973-684-5403) immediately. Even if the individual does not wish to report the criminal conduct to the College or to local law enforcement, he or she should still consider going to a hospital, both for his/her own health and well-being and so that evidence can be collected and preserved.

A victim should not shower, bathe, douche, brush his/her teeth, drink or change clothing, as evidence may be destroyed that will be needed in the event the crime is prosecuted. Medical providers can also facilitate and provide the following: (1) Emergency or follow-up medical services. The medical examination has two goals: first, to treat the full extent of any injury or physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to collect and preserve evidence as part of a “rape kit” or sexual assault examination for potential use in a criminal prosecution (provided only by a trained professional in a hospital) (2) HIV and STD testing and (3) Pregnancy testing. Any evidence collected will be critically important should the individual decide to make an official report at a later time.

Upon receiving a report of sexual misconduct, the College will provide the victim, or the victim’s counselor or advocate, with a list of local community resources:

- Passaic County Women’s Center: 973-881-1450;
- Passaic County Prosecutor’s Office Sexual Assault Response Team (SART) and the Sexual Assault Nurse Examiner (SANE): 973- 881-4800;
- New Jersey Domestic Violence Hotline: 800-572-SAFE or
- National Domestic Violence Hotline: 800-799-SAFE

### **2. Interim Measures**

Interim measures are those services, accommodations, or other assistance that the College puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. We want students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational and employment opportunities. We also want students and employees to understand their reporting options and how to access available interim measures. The College encourages victims of sexual misconduct to report those incidents to the College’s Title IX Compliance Team with whom the victim feels comfortable. The College recognizes that sexual violence, dating violence, domestic violence, and/or stalking is traumatic and may leave victims feeling overwhelmed and confused. This document seeks to provide clear guidance regarding available resources and who can help in securing them.

The College shall also ask victims, or their counselors or advocates, what measures are sought. Some possible interim measures are listed below, and the College determines which measures are appropriate for a particular victim on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational and employment opportunities. If the victim or advocate identifies an interim measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where interim measures affect both a victim and the alleged perpetrator, the College will minimize the burden on the victim wherever appropriate.

The following is a list of possible interim measures:

- Academic accommodations (for additional information, see Academic Accommodations section)
- Assistance in arranging for alternative College employment arrangements and/or changing work schedules
- A “No Contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

The College will work with victims or their counselors or advocates to identify what interim measures are appropriate in the short term (e.g., during the pendency of an investigation or other College response), and will continue to work collaboratively throughout the College’s process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are necessary to keep the victim safe.

As explained below, when a victim’s counselor or advocate requests any of the above measures on the victim’s behalf without disclosing that sexual misconduct is the basis for the request, the College will consider these requests for supportive measures consistent with its general policy of allowing counselors and advocates to seek such measures for victims without requiring that the nature of the incident be disclosed.

### 3. Academic Accommodations

Academic accommodations are one type of interim measure that the College may provide to a victim after receiving notice of alleged sexual misconduct to ensure that the victim is safe and can continue to access educational opportunities following alleged sexual misconduct. To address the possible adverse effects of sexual misconduct on a victim’s academics, it may be possible to secure time-limited academic accommodations, such as rescheduling an exam. If the victim experiences persistent academic difficulties as a result of the sexual misconduct (e.g., including difficulties stemming from anxiety,

depression, post-traumatic stress disorder or any other mental or physical illnesses or injuries), the victim may request more long-term academic accommodations, such as a temporary leave of absence. Students may also be entitled to additional services and supports if they have a disability, including those who developed a disability as a result of experiencing sexual misconduct. In that situation, the College’s Office of Disability services should be contacted.

Victims of sexual misconduct, or the victim’s counselor or advocate, may request the following academic accommodations as interim measures. The College – after consulting with the victim or the victim’s counselor or advocate – will determine which accommodations are appropriate to ensure the student’s safety and equal access to educational and employment opportunities. Academic accommodations may include assistance in:

- Transferring to another section of a lecture or laboratory
- Rescheduling an academic assignment or test
- Accessing academic support (e.g., tutoring)
- Arranging for incompletes, a leave of absence, or withdrawal from campus

## IX. Definitions

- **Accused:** a person against whom a complaint is brought, or who is alleged to have committed a violation
- **Complainant:** a person that makes a complaint or alleges that a violation has occurred
- **Consent** must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation,

there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

- **Dating Violence:** Violence committed by a person who (A) is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship, (iii) the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** Offenses of violence, harassment, terroristic threats, stalking, and burglary committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common or of one of the parties is pregnant, anticipates having a child in common, by any person who is a present or former household member, or any person with whom the victim has had a dating relationship.
- **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- **Hostile Environment** exists when *sex-based harassment* is sufficiently serious to deny or limit the student's or employee's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in a College's program or activity (*e.g.*, administrators, faculty members, students, and campus visitors). In determining whether *sex-based harassment* has created a hostile environment, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the student or employee who was harassed. But the College will also need to find that a reasonable person in the student's or employee's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the

ultimate determination of whether a hostile environment exists for a student/employee or students/employees, the College considers a variety of factors related to the severity persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student's education.

- **Incapacitation** is when an individual, whether due to alcohol, drugs or physical or mental disability or is unconscious, unaware or otherwise physically helpless is incapable of giving effective consent. For example, an individual who is mentally impaired, passed out or asleep cannot give consent to sexual contact. An individual is considered incapacitated when he or she lacks the physical and/or mental ability to make informed rational judgments. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings or the inability to communicate for any reason. **Retaliation:** acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in PCCC's reporting or adjudication procedures under this Policy. Retaliation may include continued abuse or violence, other harassment, slander or libel acts committed by a Complainant, Accused or third party and acts committed at the direction of a Complainant, Accused or third party.
- **Sex-Based Harassment** includes sexual harassment and gender-based harassment. The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of *sexual assault* may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

- **Sexual Assault** is actual or attempted sexual contact with another person without that person's consent.
  - **Non Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes but is not limited to intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
  - **Non Consensual Sexual Intercourse** any sexual intercourse, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Intercourse includes but is not limited to vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact).
  - **Rape** is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- **Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's *consent*. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; Recording images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's *consent*; Distributing images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the

images or audio did not *consent* to such disclosure and objects to such disclosure; and, Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's *consent*, and for the purpose of arousing or gratifying sexual desire.

- **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, unwelcome touching, patting or other physical contact, and sexual exploitation when submission is made either explicitly or implicitly a condition of employment, the basis of employment decision, the basis of academic determinations, or has the purpose or effect of interfering with the victim's work performance or academic performance. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- **Sexual Misconduct:** As used in this policy, sexual misconduct is an umbrella term that includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined within this document.
- **Sexual Violence:** Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the student's age or use of drugs or alcohol or an intellectual or other disability that prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
- **Unwelcome Conduct** is conduct that is considered "unwelcome" if the student or College employee did not request or invite it and considered the conduct to be undesirable

or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student or employee may have welcomed some conduct does not necessarily mean that a student or employee welcomed other conduct. Also, the fact that a student or employee requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

## **SECTION II: ACADEMIC REGULATIONS AND POLICIES**

### **ACADEMIC FREEDOM POLICY**

Faculty are entitled to freedom in the classroom in discussing their subject. There shall be no restraints which would impair the faculty member's ability to present the subject matter, but faculty should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty are entitled to full freedom in research and in the publication of the results. Faculty are citizens and members of a learned profession. When they speak or write as citizens, they should be free from institutional censorship or discipline. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. The Passaic County Community College reaffirms the principles and beliefs of The American Association of University Professors' Statement of Principles on Academic Freedom (as amended)

### **ACADEMIC INTEGRITY STATEMENT**

The intellectual venture in which we are all engaged requires of College employees the highest level of personal and academic integrity. As members of an academic community, each one of us bears the responsibility to participate in scholarly discourse and research in a manner characterized by intellectual honesty and scholarly integrity. Scholarship, by its very nature, is an iterative process, with ideas and insights building one upon the other. Collaborative scholarship requires the study of other scholars' work, the free discussion of such work, and the explicit acknowledgement of those ideas in any work that informs our own. This exchange of ideas relies upon a mutual trust that sources, opinions, facts, and insights will be properly noted and carefully credited. In practical terms, this means that, as members of college community, you must be responsible for the full citations of others' ideas in all of your research, innovations, publications and presentations. Any breach of this intellectual responsibility is a breach of faith with the rest of our academic community. It undermines our shared intellectual culture, and it cannot be tolerated. College employees failing to meet these responsibilities shall be subject to disciplinary action. The College shall reserve the right to convene a committee of senior faculty and others to address the academic integrity complaint. (*Adopted from: Faculty Statement on Academic Integrity, Columbia College*)

### **ACADEMIC INTEGRITY POLICY**

All members of the academic community at Passaic County Community College, including online students, must maintain a constant commitment to academic integrity. Academic integrity is central to the pursuit of education. For all PCCC students, this means maintaining the highest ethical standards in completing their academic work. By completing their academic goals with integrity and honesty, students can reflect on their efforts with pride in their accomplishments.

Violations of the principle of academic integrity include (but are not limited to):

### *Cheating*

1. Obtaining unauthorized assistance in any academic work. Copying from another student's exam or work. Using notes, books, or aids of any kind during an exam when prohibited. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
2. Fraudulent assistance to another student. Completing an academic activity or taking an exam for someone else. Giving answers to or sharing answers with another student during an exam. Sharing knowledge of test questions with other students without permission.
3. Inappropriately, or unethically, using technological means to gain academic advantage. Inappropriate or unethical acquisition of material via the Internet. Using hidden devices for communication during an exam. Each instructor is authorized to establish specific guidelines consistent with this policy.

### *Plagiarism*

1. Knowingly representing the work of others as his/her own. Submitting a paper or other academic work for credit, which includes words, ideas, data, or creative work of others without acknowledging the source, whether intended or not. Using another author's words without enclosing them in quotation marks, without paraphrasing them, or without citing the source appropriately. Presenting another individual's work as one's own.
2. Submitting the same paper or academic assignment to another class without the permission of the instructor.
3. Fabricating data in support of an academic assignment. Falsifying bibliographic entries. Submitting any academic assignment containing falsified or fabricated data or results.
4. Internet Plagiarism Submitting downloaded term papers or parts of term papers. Paraphrasing or copying information from the Internet without citing the source. "Copying and pasting" from various sources without proper attribution.

### Sanctions for Academic Integrity Violations:

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade, a grade of "F" for the assignment, a grade of "F" for the course), or referral to the Student Affairs Office for a recommended disciplinary sanction (e.g., probation, suspension, or expulsion), or both. A student is not allowed to withdraw from class to avoid sanctions. In cases where the instructor seeks an academic sanction only, and the student does not contest either his or her guilt or the particular sanction, no further action will be taken. In cases where the instructor seeks an academic sanction only, and the student denies guilt or disputes the reduced grade, the matter will be handled using the Academic Appeals Committee's process. At that time, the student will have an opportunity to present and/or refute evidence.

In cases where a disciplinary sanction is sought, the faculty member will submit a written report to the Office of Student Affairs, which will then forward the matter to the Judicial Affairs Committee for adjudication.

Note: For a complete list of these sanctions and disciplinary procedures, please see the Student Handbook.

## **ASSESSMENT OF STUDENT LEARNING**

PCCC's framework for institutional effectiveness flows from its mission and goals and utilizes an evidence-based systematic and cyclical process through which college units and departments develop, implement and assess plans that support the achievement of the college mission and goals. As stated in the PCCC Institutional Assessment Plan (IEP) "Faculty and staff within an academic or administrative department share and discuss reports of assessment activities.

Assessment related information is discussed at department meetings, and full-time and adjunct faculty participate in compiling and analyzing course and program outcomes assessment data and in using the results to make changes to improve student learning. Departments are required to report on the assessment of their annual operational goals and course and program student learning outcomes, as per a planned assessment timetable, in the annual reports."

*PCCC Institutional Effectiveness Plan, August 2013, section VI.B.b - Communication of Findings*

## **ATTENDANCE AND INSTRUCTIONAL TIME (Faculty)**

Enrollment of the student at PCCC implies an agreement between the College and the student in which the College provides a set amount of instruction and the student agrees to be present for that amount of instruction. The person who accepts a part-time teaching position at PCCC makes a serious commitment to the educational policy of the College and must recognize that attendance at all scheduled class meetings is necessary for the full realization of the College's educational goals. Adjunct faculty must not show a casual attitude toward their own attendance and must insist that students attend regularly. In addition, classes must begin on time and continue through the entire period of time scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to reprimand and/or dismissal. College policy requires the instructor to make every effort to ensure that class time is not lost. Please comply with the following procedures on absences and lateness:

1. When the absence is anticipated, the instructor must notify the Adjunct Office (973-684-5508) and the appropriate Department Chairperson as far in advance as possible so that arrangements can be made for a substitute teacher.
2. If the absence is caused by an unforeseen emergency, the instructor must notify the Adjunct Faculty Office at the earliest possible moment. In order for the instructor not to have a paycheck deduction, the instructors must notify the Department Chairperson and the Adjunct Faculty Office as to how they have chosen to make up a missed class. (See also "sick leave" below.)
3. In case neither the department chair nor the Adjunct Office can be reached, please notify the Public Safety Office at 973-684-5403 so that a sign/attendance sheet can be posted on the classroom door.
4. Under no circumstance can an instructor make arrangements with students to have a class cancelled.



5. **Lateness:** If you are running late for a class due to traffic or other emergencies, please call the Adjunct Faculty Office (973-684-5508), or Public Safety Office (973-684-5403), and we will make every effort to go to your class immediately and ask students to wait for you.
6. **Sick Day:** Adjunct Faculty will be allowed one day of paid sick leave (non-cumulative) per semester (including the Summer session). Your first absence will be used as sick leave. Should the instructor be absent more times, his/her paycheck will be deducted accordingly.
7. **Medical Leave:** Please be reminded that employees that anticipate being absent from work for medical reasons for a period of five or more days must contact the Office of Human Resources *prior to their absence* for an orientation about the leave process, including the medical documentation required to support their absence. In instances where the absence is unexpected, the employee is required to provide the required documentation as soon as practicable. In addition, employees are also required to complete a Family and Medical Leave of Absence (FMLA) certification form and make arrangements for bank of time usage and Short Term Disability. In any instance where an employee is absent for medical reasons for a period of five days or more, they must also provide medical documentation *prior to their return to work* certifying they are medically cleared to return. Employees taking an extended leave to care for a family member are also required to contact the Office of Human Resources prior to their leave to complete the appropriate FMLA paperwork for the family member. Please contact Alexandra Conte at 973-684-6154 if you have any questions or require additional information.

## **ENROLLMENT VERIFICATION**

Faculty are required to verify the enrollment of students in their classes as of the census date (10<sup>th</sup> day of a 15 week term). Using the Mid-term Grade Report found on Web Advisor, faculty must indicate one of the following for each student on their class roster:

- “H” for students who have attended at least one class
- “NA” for students who have never attended a class

Students who are marked as NA are administratively withdrawn and will be deleted from the roster. Tuition and fees are removed and replaced with a non-attend fee. No financial aid is awarded for those courses. This report directly impacts the funding the College receives from the state.

If a student does not appear on the class roster but is sitting in class, he/she should be referred to the Registrar to resolve the discrepancy as soon as possible.

To comply with state and federal requirements, Faculty must retain accurate documentation to verify enrollment at the 10<sup>th</sup> day. To assist with this task, PCCC has the Qwickly Attendance system available for all faculty. While faculty are not required to use it, the automatic e-mails to absent students feature is a valuable retention tool. Faculty may use Qwickly, a gradebook, attendance sign-in sheet, or any other tool to maintain their records. Regardless of which tool faculty use, maintaining accurate student records is necessary for academic reasons. Faculty may be required to submit the documentation at a future date, possibly beyond the term. It should be noted that by law, the College is required to make enrollment reports available to various

agencies for students who are funded by The Veterans' Administration, The Social Security Administration, and various other federal, state, or private scholarship programs.

## **COLLEGE PORTAL**

The College Portal is an area on the web set aside by PCCC for the posting and sharing of information. The portal exists for students, faculty, administration, and staff to communicate more easily. If for any reason you do not have access to the Internet, the school has open internet accessible computers located in the library and the Adjunct Office. When using any public computer, make sure you log off after accessing your portal account to prevent other people from accessing it.

## **COLLEGE WRITING EXAM**

To graduate, students must successfully pass the College Writing Examination (CWE). Students with a bachelor degree or higher from a regionally accredited college or university in the United States, or former Passaic County Community College graduates returning for another degree are exempt from taking the College Writing Examination (CWE). Students with a bachelor's degree or higher earned outside the United States, are required to take the College Writing Examination. Former Passaic County Community College students approved for Reverse Transfer are exempt from taking the College Writing Examination (CWE), but must fulfill approved equivalent requirements at the partner college or university

## **COPYRIGHT POLICY**

It is the policy of Passaic County Community College to comply with the provisions of the US Copyright Act of 1976, the Digital Millennium Copyright Act of 1998 (DCMA), and the Teaching, Education and Copyright Harmonization Act of 2002 (TEACH). All members associated with the College community - teachers, administrators, staff, and students - are encouraged to have a basic understanding of these federal laws and to apply them responsibly in the educational environment. This includes copying, scanning, distributing, or otherwise making available any copyrighted work in any medium. The four evaluative factors of the "fair use" provision of US Code (title 17, section 107) should serve as the primary guide in determining compliance:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
2. The nature of the copyright work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

College members are forbidden from knowingly violating federal copyright law when using copyrighted materials for any purpose associated with the College. The College will not be held legally accountable for such violations, and individuals assume all liability for infringement.

## **COURSE SYLLABUS AND TEXTBOOKS**

The departments will provide each instructor with a syllabus for each course taught. All instructors are required to follow the course syllabus to achieve the same learning outcomes. Adjunct Faculty

must use the standard textbooks for a course as specified on the syllabus provided by each department. Adjunct faculty cannot change textbook and /or readers without approval from the Dept. Chair or coordinator. Each instructor will receive the required textbook(s) and teacher's manual from their department. It is customary for complimentary copies of textbooks and manuals to be given out during orientation or departmental meetings prior to the start of the semester. Adjunct faculty are always welcome to make suggestions and/or recommend textbooks to their department chair or course level leader.

## **EARLY ACADEMIC WARNING SYSTEM**

PCCC's Early Warning System (EWS) is designed primarily to help identify students who exhibit behavior that may negatively affect their class performance, including, but not limited to, frequent absences, failure to complete assignments, poor class participation, and behavior problems. You can access the early warning system using the College website (<http://pccc.edu/faculty/ews>).

## **EMAIL AND EMAIL ACCOUNTS**

It is important for the Office of Adjunct Faculty to have an up-to-date, working e-mail account for you so that we can update you on any policy changes, send you our professional development programs, and remind you of important dates during the semester. In addition, College E-Mail accounts are available to Adjunct Faculty through the college portal. You may find this service useful for communicating with students. Please contact the Administrator for Adjunct Faculty for information on the college portal. We strongly suggest that when communicating with your students, you do so using your college email address instead of your personal email account.

## **END OF SEMESTER PROCEDURES**

Adjunct Faculty are required to submit final grades to the Registrar's Office within 48 hours of the final exam. The Registrar's Office will send out an email with instructions about how to submit the grades using Webadvisor. Besides the final grade submission online, a Storage Envelope containing the items listed below must be submitted to the Adjunct Office at the end of the semester.

1. Print out of the Final Grades that were posted on the portal
2. Students' Final Exam (if applicable)
3. Blank copy of Final Exam with Answer Key
4. Export and email to the adjunct office Qwickly attendance and Blackboard grade center

## **EVALUATION OF ADJUNCT FACULTY**

Faculty members are evaluated at PCCC both to ensure that students receive high quality instruction and to provide a professional means for the faculty member and the evaluator to work together to improve teaching quality. Evaluation of faculty is conducted through class observation by an academic administrator or a designee and through surveys of student opinion (SRI). An

observation may be done during the first year of service. Thereafter, observations may be done every three years. SRIs may be administered to all new adjunct faculty, and every three/four years thereafter. These methods of evaluation are intended to give valuable feedback to the faculty member and to assist in the development of even more effective teaching practices.

➤ **Classroom Observation**

The adjunct faculty member will be notified at least a week before that a department chairperson or designee will observe the class. Generally, the observer will ask for a lesson plan with clearly stated objectives and learning outcomes. Expertise is gauged in each of the areas indicated on the Observation Form: clear objectives for each session; appropriate methods of presentation and use of instructional material; effective questioning techniques and summary techniques. Other areas include classroom atmosphere, command of subject, and degree of preparedness. After the observation, the part-time faculty member is shown the completed observation form, and discusses with the observer ways of improving classroom teaching practices. The instructor may append his or her own comments to the completed observation form before it is placed on file.

➤ **Student Rating of Instruction**

The **SRI** is administered in the classroom by the staff of the Adjunct Faculty Office and takes students about 20 minutes to complete, during which time the instructor is asked to leave the room. The faculty member will be notified in advance (at least 7 days) that an evaluation will be administered, and will receive a copy of the results.

**GRADING**

**Final Grades**

Faculty are required to submit grades within forty-eight (48) hours of the scheduled final exams. Grades must be submitted via Web Advisor using the Final Grading screen.

Once submitted the Registrar's Office must verify grades for students to see online. The verify process runs several times a day during the grading period. Once grades are verified you cannot change them online. **If a mistake is made, a grade change form must be completed and submitted to the Sr. Vice President for Academic and Student Affairs.**

If you have questions or encounter problems, please contact the Registrar at 973-684-6636

**Grade Scheme**

<u>Grade</u>	<u>Interpretation</u>	<u>Quality Pts.</u>
	<i>Grades entered by Faculty</i>	
A	Superior Achievement	4.0
A-		3.7
B+		3.3
B	Above-average achievement	3.0
B-		2.7
C+		2.3
C	Fully acceptable academic performance	2.0

D	Minimally acceptable academic performance for General Education but acceptable academic performance	1.0
F	Academic Failure	0
XF	Issued by the Faculty when a student fails a course because he/she did not participate in courses activities through the end of the term (unofficial withdrawal)	0
I	Incomplete - a temporary grade that may be given when students are unable to complete the semester's work or the final examination because of illness or other circumstances beyond their control. See college Catalog for details.	0
<i>Other grades not issued by faculty</i>		
Q	Indicates Audit – Registrar enters the Q when the Request to Audit form is approved and submitted	NA
W	Official withdrawal – Registrar enters the W when a student completes the official withdrawal process	NA
T	Transfer credit granted – entered by Registrar	NA
TU	Transfer credit Unsatisfactory – entered by Registrar for transfer course passed with less than a “C”	
E	Credit by Exam	NA
P	Pass – not used for credit classes	NA

Grades may be assigned to non-credit courses to indicate the level of achievement. They do not earn quality points.

### **Grade changes**

Grade changes are permitted for up to two years (four semesters, fall and spring) after the semester in which the grade is earned. Grade change forms must be submitted to the Dept chairperson and require the approval of the VP for Academic Affairs or designee.

### **Appealing Grades and Grievances**

An appeal procedure is available should a student feel that a final grade is unjustified. Appeals must be taken seriously and should only be made when the student feels there is strong evidence of injustice.

1. The student must discuss his/her concerns with the instructor.
2. If no agreement can be reached, the student may appeal to the chairperson of the respective department.
3. If no agreement can be reached, the student may appeal to the Academic Appeals Committee, which will make a recommendation to the Senior Vice President for Academic and Student Affairs.

### **GUEST SPEAKERS AND FIELD TRIPS**

Instructors may invite guest speakers to their classes or arrange to have students attend events and performances outside the College with approval of department heads. Instructors who wish to include a field trip as a part of the course of study must obtain a proposal form from the Office of the Dean of Student and Cultural Affairs at least three weeks in advance. Only approved trips and speakers will be funded. Instructors may also make arrangements for their classes to attend

performances and lectures at the College with permission from the department chair. In addition, they can make arrangements to have their classes participate in field trips sponsored by the Cultural Affairs Office

### **IDENTIFICATION CARDS**

Each adjunct faculty member must carry a photo identification card issued by the College. It may be obtained at the Public Safety Office, located on the first floor of the "E" Building, Founders' Hall (E-104). Bring a copy of your employment contract or a memo from your department. The Public Safety Office also requires from new adjuncts the college I.D. number which is obtained from HR. The I.D. card is free, and it must be validated each year; it is not transferable. College I.D. cards enable the adjuncts to enter the college buildings, to use the library, etc. The parking device can also be obtained at the Public Safety Office; it provides access to the parking garage located on 125 Broadway.

### **ROOM CHANGE REQUESTS**

Requests for permanent or one-day changes in class location must be submitted to Ingrid Noesi-Jackson (inoesi-jackson@pccc.edu) in the Registrar's Office by calling 973-684- 6402. Approval will be granted only if classrooms are available. If a permanent change is approved, please notify the Adjunct Faculty Office. Changes are not permitted unless this procedure is followed.

## SECTION III: SUPPORT SERVICES

### **BOOKSTORE**

The College Bookstore is on the ground level of the Broadway Parking Garage, facing Wendy's at 125 Broadway, Paterson. The phone number is (973) 247-9406.

<https://www.bkstr.com/passaiccountycstore/home/en>

HOURS: Mon., Tues., Wed., 9:00 a.m. – 4:30 p.m. Fri. 9:00 am – 3:00 pm  
Thurs., 9:00 a.m. – 7:30 p.m.

The Bookstore offers extended hours during the first several weeks of the fall and spring semesters. It is also open until 7:30 p.m. for the first three days of Summer I and the first day of Summer II and III.

### **BULLETIN BOARDS IN ADJUNCT FACULTY OFFICE**

**Administrative News Bulletin Board:** Check here for constantly updated information, monthly calendars with important dates marked, and other relevant information about what is happening on campus.

**Professional Development Bulletin Board:** Check it for postings about school-wide programs and off-campus programs workshops.

**Federation Bulletin Board:** Check here for news from the adjunct faculty union. If you have questions regarding the Union and/or the contract, please contact Cindy Simon at 973-389-0329 or email her at N2SLF@aol.com.

**Department News Bulletin Board:** Check here for news from departments.

### **CENTER FOR STUDENT SUCCESS**

The Center for Student Success (CSS) provides a variety of services across all campuses to ensure student success. Services include:

- **Academic Planning and Advising:** Advising is part of the educational process at Passaic County Community College. It is a shared responsibility between students, faculty, and staff. The CSS staff is dedicated to facilitating an advisement process that connects students to supportive personnel and resources; encouraging self- understanding, informed decision making, and student success. They are committed to helping students understand the value of education and to achieve their personal, academic, and professional goals.
- **Student Planning Support:** An integral component of Guided Pathways, Student Planning enables students to map out their courses for an efficient path to completion. Students can get technical assistance on this software through the ACS.
- **Tutoring:** Tutoring focusses on the increasing need for college level tutoring on all campuses, and is available a number of content areas. Updated schedules are available on the LibGuide, and additional tutoring is available on request.
- **Guided Pathways:** To aid student success, PCCC has developed six (6) Pathways that align curriculum and provides support services to assist student from their entry to PCCC through to Graduation.

The Center for Student Success (CSS) is located in the Enrollment and Student Services Building at 225 Market Street. The staff sees students by appointment, as a walk-in, or students can attend some of the group sessions. For more information call 973-684-5524, or see the

Drop-in or schedule an appointment by calling 973-684-5524.

Standard hours are:

Monday and Thursday 9AM – 7PM

Tuesday, Wednesday and Friday – 9AM – 4PM

## **COLLEGE PORTAL**

The PCCC Portal connects you to important online PCCC resources. Each faculty has a portal account through which you can access:

- PCCC email
- Blackboard learning management system for online classes
- Panther Alert – the PCCC emergency notification system
- Self-service which includes Class Rosters, Attendance Rosters, Final Grading, My schedule, Advising (the Student Planning Module or SPM), Search for Sections, and Contact Information

The Portal may be accessed by clicking on “**My PCCC Account**”, which is found on the PCCC homepage at [www.pccc.edu](http://www.pccc.edu). **For more specific information please see Section XI**

Faculty, students, and staff utilize the Portal (“My PCCC Account”) to access several PCCC-related online resources. Users have individual accounts, which include email. Faculty and students can access all of their courses in the Blackboard learning management system, which is accessed via the Portal. **Web Advisor**, which is used for **Enrollment Verification and Grading**, is also accessed via the Portal. Members of the campus community can sign up for **Panther Alert**, PCCC’s emergency notification system, via the Portal. The Portal contains announcements and information on campus events.

## **GUIDED PATHWAYS**

In Fall 2015, PCCC embarked on a new initiative, Guided Pathways to Success.

*Guided Pathways is national movement that engages colleges in the systematic redesign of their academic programs and support services to provide students with clear roadmaps and support from entry to completion. Pathways refers to broad categories of majors that are accompanied by targeted support services and interventions to keep students on track toward graduation, transfer and/or attainment of career credentials.*

*(Completion by Design, 2016)*

The goal at PCCC is to address issues affecting student retention and completion through enhanced support services and advisement, and innovative classroom instruction.

The implementation of Guided Pathways is directed by the Four Pillars:

Clarify the Path – Create clear curricular pathways to employment and further education.



- Simplify students' choices with program maps developed by faculty that outline a clear pathway to completion.
- Begin with the end in mind. Assist students in identifying and planning career and transfer goals.

Enter the Path – Help students choose and enter their pathway.

- Redesign the College Success course to help students explore academic and career options
- Implement accelerated remediation to ensure students succeed in college-level courses as soon as possible.
- Develop multiple measures to assess students' needs

Stay on the Path – Help students stay on their path.

- Support students through ongoing, proactive advising (see page 10 on Advisement).  
Faculty and Professional staff:
  - Help students explore transfer and career opportunities
  - Assist students with developing an academic plan to map out current and future semesters
  - Monitor students' progress
  - Develop systems/procedures to identify students at-risk, and intervene with necessary support when they go off-track.
- Embed academic and non-academic supports throughout programs to promote student learning and persistence.
- Provide targeted, contextualized extracurricular programming
- Utilization of technological tools for students to easily track their progress.

Ensure Learning – Ensure that learning is happening with intentional outcomes.

- Establish program-level learning outcomes aligned with the requirements of transfer and career opportunities.
- Integrate group projects, internships, and other applied learning experiences to enhance instruction and student success in courses across programs of study.
- Support effective teaching practices throughout the pathways.
- Develop faculty-led enhancement of teaching practices.

## PCCC Pathways

The academic programs at PCCC are grouped in Pathways, based on similarity of courses and career outcomes. Changing majors within a given pathway facilitates a seamless transfer of core courses, and a minimum of unused credits. PCCC majors have been grouped into the following seven pathways:

### **Business and Culinary Arts**

Pathway Coordinator:

Rick Perdeu 973- 684-7934

Accounting	AAS
Accounting	CERT
Bus. Admin:Accounting/Mgmt/Marketing	AS
Bus. Admin.: Mgmt. Info Systems	AS
Hospitality	CERT
Hospitality Management	AAS
Culinary Arts	AAS
Culinary Arts	CERT
Culinary Arts	CA
Pastry and Baking Arts	AAS
Baking	CERT
Baking	CA

### **Health Science**

Pathway Coordinator: Vacant

Community Health Navigator	CA
Medical Assistant	CERT
Nurse Education	AAS
Nursing - LPN Mobility Program	AAS
Occupational Therapy Assistant	AS
Psychosocial Rehabilitation	AS
Radiography	AAS
Health Information Mgmt.	AS
Medical Coding	CERT
Medical Informatics	AS
Public Health	AS
Health Science	AS

### **Education and Public Safety Studies**

Pathway Coordinator:

Rick Perdeu 973- 684-7934

Liberal Arts: Early Childhood Ed.	AA
Liberal Arts: Teacher Ed.	AA
Early Childhood Ed.	AAS
Early Childhood Ed.	CERT
Child Development Associate	CA
Infant and Toddler	CA
Liberal Arts: Criminal Justice	AA
Criminal Justice	AAS
Criminal Justice	CERT
Criminal Justice Studies	CA
Public Safety Telecommunications	CA
Emergency Management	CERT
Fire Science Technology	AAS
Fire Science Management	CERT
Fire Science Operations	CERT
Homeland Security	AS
Homeland Security	CERT

### **Humanities, Media Studies & Performing Arts Pathway**

Pathway Coordinator:

Kathy Nelson 973-684-5225

Music Technology	AAS
Liberal Arts: Musical Studies	AA
Liberal Arts: Studio Arts	AA
Liberal Arts: Theater	AA
Studio Arts	AFA
English	AA
Applied Writing and Copy Editing	CERT
English: Journalism Option	AA
Liberal Arts: Communication	AA
Digital Media Prod. & Distribution	AAS
Video Production	CERT
Basic Video Production	CA
Graphic Design and Digital Media	AAS
Graphic Design Fundamentals	CA

## **STEM**

### **Pathway Coordinator:**

Deidre Nance 973-684-5717

Computer Science	AS
Computer Information Technology	AAS
with Network Admin. Option	
with Technical Support Option	
with Web & Mobile Dev. Option	
Information Technology Fund.	CA
Network Admin	CA
Web & Mobile Dev.	CA
Liberal Arts: Biology	AS
Environmental Sustainability	AS
Exercise Science	AS
Fitness Specialist	CERT
Liberal Arts: Mathematics	AS
Liberal Arts: Nutrition	AS
Liberal Arts: Physical Science	AS
Engineering Science	AS
Electronic Engineering Technology	
AAS	
AutoCAD Drafting	CA
Automation Control	CA
Cyber Security & Comp. Forensics	CERT

## **Technical Studies**

### **Pathway Coordinator: Vacant**

Automotive Technology	AAS
Automotive Technology	CERT
Technical Studies	AAS
Plumbing Technology	CA
Welding	CA

## **Social and Behavioral Sciences and Human Services**

### **Pathway Coordinator: Vacant**

Liberal Arts: Generalist Humanities	AA
Liberal Arts: Psychology	AA
Liberal Arts: Sociology	AA
General Studies	CERT
Human Services:	
Generalist Option	AS
Gerontology Option	AS
Pre-Social Work & Counseling	AS
Mental Health Option	AS
Human Services Specialist	CERT
Gerontology Specialist	CERT
Gerontology	CA
Mental Health Specialist	CERT
Alcohol & Drug Cert. Domains	CA

Targeted support services and holistic advisement has been established for various special populations, which include:

- Students who have food insecurities
- Students who identify as LGBTQIA
- Formerly incarcerated students
- Students who identify as men of color

## **HELP DESK**

The Help Desk is available to assist the PCCC community with technical issues 24/7. You can call 973-684-6464 for technical help with issues like:

- Logging into the Portal or Online Class
- Accessing an Online Class or your campus e-mail
- Accessing online support services

## **LIBRARY (LEARNING RESOURCE CENTER)**

The Learning Resources Center (LRC), located in Academic Hall on the Main Campus in Paterson, houses the Library, the Distance Education department, the College Writing Center, and the Center for Leadership Excellence (CLE), where the Honors Program and the College's chapter of Phi Theta Kappa are located. Additionally, two high-tech classrooms, a seminar room (the Writing Center Annex), and an ITV classroom form part of the LRC facilities. In order to facilitate research and study, the Library provides an open-stack environment. Materials are classified and cataloged under the Library of Congress system. The College subscribes to a wide range of electronic databases containing the contents of thousands of academic journals. Additionally, the librarians assist faculty in the curating of academic content, making it available in the form of LibGuides (over 300 in total!). All of these electronic resources may be accessed from the College's Library webpage: [pccc.edu/library](http://pccc.edu/library).

Faculty may request to have materials placed on reserve at the Circulation Desk, as well as to recommend titles for acquisition, by contacting Mibong La, the Head Librarian: [mla@pccc.edu](mailto:mla@pccc.edu).

Librarians rotate during the week to the Wanaque Academic Center (WAC) and the Passaic Academic Center (PAC) to offer support to faculty and students at these facilities. Librarians at all campuses are trained to assist faculty in the development of courses using Open Educational Resources (OER). The College's locus of operation for its OER Initiative is the LRC.

### **Library Hours:**

**Paterson Campus:** M-Th 8am-10pm; Fri 8am-8pm; Sat 8am-3pm; Sun. closed

**Wanaque Campus:** M-Th 8:30am-9pm; Fri 8:30am-4pm; Sat 8:30am-1pm; Sun. closed

**Passaic Campus:** M-Th 8:30am-9pm; Fri 8:30am-7:00pm; Sat 8:30am-2pm; Sun. closed

### **Contact Information:**

**Paterson Campus:** Circulation 973-684-5877, Reference 973-684-5888, Email: [rdept@pccc.edu](mailto:rdept@pccc.edu)

**Wanaque Campus:** Circulation 973-248-3021

**Passaic Campus:** Reference only 973-341-1613

## **MAIL AND MAILBOXES**

Adjunct Faculty mailboxes are located in the Adjunct Faculty Office at 3 Church Street. All communications, including College and U.S. Postal Service mail, memos from supervisors and administrators, notes from students, and inter-departmental correspondence are received by the instructor in the mailboxes. Mailboxes should be checked on a regular basis. Inter-office and outgoing mail may be left in the Adjunct Office.

## **MAKE UP TEST PROCEDURES**

You may request that a make-up test be given to an individual student by filling out a Request to Administer Examination to Individual Students form

(<http://pccc.libguides.com/aecontent.php?pid=29282&sid=267036>). Please be advised that proctoring

is subject to available resources. If the test cannot be administered on the requested date, Testing will contact the faculty with alternative dates and times. Students may also contact Testing to arrange an appointment, as long as this is within the time period allotted by the faculty. The Testing Administrator at the specified campus will arrange a proctor to administer the examination. Requests may be emailed to the appropriate campus contacts listed below or attached to the examination and hand delivered. Requests must come through faculty and cannot be delivered by the student being tested. All exams will be held for pick up - no exams will be returned via interoffice mail. If there are any questions, please contact: Peter Hynes - Assistant Dean for Testing and Tutoring ([phynes@pccc.edu](mailto:phynes@pccc.edu)) 973-684-6602.

**Paterson Main Campus – Room M240 Email: [testing@pccc.edu](mailto:testing@pccc.edu)**

**Passaic Academic Campus – Room P118 Email: [eortiz@pccc.edu](mailto:eortiz@pccc.edu)**

**Wanaque Academic Center – Room W128 Email: [kcoffey@pccc.edu](mailto:kcoffey@pccc.edu)**

## **MDRC**

Passaic County Community College (PCCC) will participate in a new nationwide initiative to support student success and improve graduation rates for traditionally underserved students at community colleges.

PCCC is one of two community colleges in New Jersey and only nine across the country that are participating in SUCCESS (Scaling Up Community College Efforts for Success), the initiative developed by the nonprofit education and social policy research organization MDRC. Support for the initiative is provided by Arnold Ventures, a philanthropic organization dedicated to addressing some of the most challenging problems in the country today.

Students in the SUCCESS program will receive special support services that include a monthly financial incentive of \$50.00, in addition to proactive coaching focused on career exploration and tutoring, as well as holistic advising about financial aid, community resources, and other matters that could affect the academic success of at-risk students.

## **MEDIA SERVICES**

### **MEDIA Services Request Procedure Requests for presentation Equipment/Technical Support Specialist**

- Email requests to [media@pccc.edu](mailto:media@pccc.edu). **(A minimum of 24HRS notice is requested to coordinate scheduling)**
- Make sure the subject of the email has the headline PRESENTATION REQUEST
- Please Provide us with :
- Name:
- A Telephone Number to reach you:
- Class:
- Day or dates for requested equipment (e.g. September 15th or every Tuesday and Thursday)
- Room:
- Time class begins and ends:
- Equipment requested and any special needs such as trainin

Once we receive your request with all the information, we will schedule your setup. You may call to confirm (973) 684-6560. If at any time you need to cancel a request, please call or email us immediately.

**NOTE:** Semester Requests run until the first day of finals. Faculty requiring equipment during finals should make a separate request.

**Request for “Echo360 Active Learn” to record a classroom presentation (Library Classroom, A211, A213, A310, M230, H208, W113, W115, PAC112, and PAC209)**

- Email [Echo@pccc.edu](mailto:Echo@pccc.edu) (1 Week Notice Required)
- Make sure the subject of the email has the headline CLASSROOM ECHO360 REQUEST
- Please Provide:
  - Name:
  - A Telephone Number to Reach you:
  - Class:
  - Day or dates for requested services:
  - Room:
- Time class begins and ends:
- An Echo Technician will contact you to finalize scheduling & configurations of the recording settings.

**Request for Videographer to record a classroom presentation**

- Email [media@pccc.edu](mailto:media@pccc.edu) (1 Week Notice Required)
- Make sure the subject of the email has the headline CLASSROOM VIDEOGRAPHER REQUEST
- Please Provide:
  - Name:
  - A Telephone Number to Reach you:
  - Class:
  - Day or dates for requested services:
  - Room:
  - Time class begins and ends:
- No editing will be provided. A DVD or Digital file copy of the presentation will be given to the person requesting services.
- A confirmation email will be sent when scheduling has been completed.

## **OER (OPEN EDUCATIONAL RESOURCES)**

What is OER?

“OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and many other tools, materials, or techniques used to support access to knowledge.”

The William and Flora Hewlett Foundation

Defining the “Open” in Open Content and Open Educational Resources

David Wiley defines “open” content as “free + permissions”; that is, the content is licensed to provide users with free and perpetual permission [through Creative Commons licensing] to engage in the “5R” activities.

1. Retain – the right to make, own, and control copies of the content (e.g., download, duplicate, store, and manage)
2. Reuse – the right to use the content in a wide range of ways (e.g., in a class, in a study group, on a website, in a video)
3. Revise – the right to adapt, adjust, modify, or alter the content itself (e.g., translate the content into another language)
4. Remix – the right to combine the original or revised content with other material to create something new (e.g., incorporate the content into a mashup)
5. Redistribute – the right to share copies of the original content, your revisions, or your remixes with others (e.g., give a copy of the content to a friend)

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### Where Do I Start?

There are several OER repositories where you can find materials for your classes. For starters, the Open Textbook Library <https://open.umn.edu/opentextbooks/> and OpenStax <https://openstax.org/subjects> are good for potentially finding entire textbooks in your subject area. OER Commons <https://www.oercommons.org> for its part, is a public digital library of a wide range of open educational resources, including ancillary materials. Oasis <https://oasis.geneseo.edu> is a useful search engine for finding multimedia content, including videos, audiobooks, modules, and interactive simulations And the Mason OER Metafinder <https://deepwebaccess.com/oer/desktop/en/search.html> performs a real-time, simultaneous search across 21 different sources of open educational resources. Please ask our PCCC librarians for additional help in finding open educational resources.

### Where Does PCCC Stand Regarding OER Adoption?

PCCC leads the state of New Jersey in OER adoption. Its faculty, librarians, staff and students present frequently at state, regional, and national conferences. The College recognizes the importance of OER, and, as a result, has included its expansion as part of its Strategic Plan. Stipends are available to faculty who would like to develop OER courses.

For more information, contact Greg Fallon, Associate Dean of Learning Resources, [gfallon@pccc.edu](mailto:gfallon@pccc.edu)

For a detailed look at OER at PCCC since Spring 2016, please visit:

<https://pccc.libguides.com/oer/oeratpccc>

### **OFFICE OF DISABILITIES SERVICES (ODS)**

Passaic County Community College, in compliance with federal law, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendment Act, 2008 (ADA/AA), is committed to providing accommodative services to physically, emotionally, and/or cognitively-challenged students. The College's goal is to provide students with disabilities universal access to academic programs and activities through services that equalize their chances for success. These services are available to students whose learning, physical, medical or emotional needs are verified in writing by an appropriate professional.

Student Disability Services establishes an [Accommodation Plan](#) with the student. Then, they provide students with a letter of accommodation to take to each of their instructors. Instructors are to discuss with the student how best to carry out the accommodations.

Syllabi Statement: If you haven't already, please add the statement below to your syllabi. The recommended statement is: *If you have a disability, and believe you need accommodations in this class, please contact [Disability Services](#) staff at 973-684-6395, or email [ods@pccc.edu](mailto:ods@pccc.edu), to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test. More information @ [pccc.edu/ods](http://pccc.edu/ods).*

Confidentiality: In order to comply with the ADA/AA, information pertaining to the student's disability and the accommodations provided are personal and confidential in nature and should be handled in the same way you would want your personal information handled. Please be sensitive to the needs of students and not refer to their disability or perceived disability in the classroom in front of other students, faculty, or staff. We value confidentiality and acknowledge the fragility of the student's feelings as it relates to their disability and ask that you provide kindness and respect to their individuality. Students with disabilities may choose to disclose details of their disability. However, instructors are expected to maintain confidentiality and avoid unnecessarily drawing attention to the student's disability.

Letters of Accommodation: Students with disabilities are given letters of accommodation to deliver to each of their instructors. The letters detail the accommodations that are necessary for the student's equal access. Please meet with the student in a confidential setting and discuss ways that you can work together in the provision of accommodations. If you have questions or concerns we are available to help. The accommodations indicated in the letter **must** be provided to the student. If you believe that a prescribed accommodation fundamentally alters an essential aspect of the course or program, please contact the Office of Disability Services 973-684-6395 to express your concerns. **Do not express your concerns to the student or simply ignore the accommodations listed.** We will be happy to review with you the need for an accommodation and/or make an amendment to the Accommodation Plan.

Notetaking: You may be asked to enlist the assistance of another student to serve as a peer note taker who will provide a copy of their notes for the student with a disability. In some cases, the student may choose to enlist a peer note taker directly in class. The student with a disability will bring a note taker packet that contains two forms that need to be completed by the volunteer note taker.

When making an announcement for a peer note taker, please do not draw attention to the student with a disability. Do not introduce the person who volunteers to be a peer note taker to the student with the disability, unless the student specifically asks not to be identified. In that case, please collect the notes after each class and arrange to get them to the student with a disability.

The Office of Disability Services is located in Memorial Hall room 244

Hours: *When classes are in session (See PCCC Website for summer hours)*

Paterson	M-F 9am – 4pm
Passaic Center	by appointment
Wanaque	Wednesday 9am-4pm
Evening Hours	Available by appointment



## **PANTHER ALERT SYSTEM**

Panther Alert is the PCCC Emergency Notification system that is used to communicate important information to students, faculty, and staff in regard to College closings and other emergencies. The system communicates via voice messages to your home, work, and cell phone; e-mail messages; and cell phone text messages. It is imperative for faculty to be part of the system in order to receive these important messages, some of which may be considered life safety issues.

To enroll faculty should log in to their Portal and open Panther Alert where they can verify by providing email addresses and phone and cell numbers.

## **PAY AND BENEFITS**

Please refer to the Agreement between PCCC and the Adjunct Faculty Federation of Passaic County Community College for details.

## **PHOTOCOPYING**

The Adjunct Faculty Office can make limited number of copies (up to 25 pages total). You will need an office staff member to assist you as the copy machine is “coded”. If you need to make a large amount of copies (more than 25), a copy request form which can be found in the Adjunct Office must be filled out and submitted to the Docu-Center or left with the staff in the Adjunct Office. The Docu-Center on the main campus is located on the Ground floor of Founders’ Hall located next to the Public Safety Office. If you teach in Passaic or Wanaque, copies will be made at each site (up to 25 pages total); otherwise, a form must be sent to the Docu-Center as well. You are also welcome to email your copy request to the Docu-Center by emailing the following: docu-center@pccc.edu; George Myers ([gmyers@pccc.edu](mailto:gmyers@pccc.edu)); John Orozco ([jorozco@pccc.edu](mailto:jorozco@pccc.edu)).

### **Hours of Operation:**

*Monday-Thursday:* 8:30am-7:00pm

*Friday:* 8:30am-4:30pm

*Saturday:* 7:30am-11:30am

## **PROFESSIONAL DEVELOPMENT**

Professional development activities are offered to the Adjunct Faculty at Passaic County Community College throughout the academic year. Participants at any professional development activity will be paid a stipend of \$50.00 per session. The stipend is paid only to current adjuncts, and it is not paid for attending the same topic twice. Workshop dates and information are sent to the adjunct faculty via email. We welcome your suggestions and input on topics to provide relevant activities for you.

## **SOAR STUDENT ASSISTANCE PROGRAM**

Beginning Fall 2019. The College has partnered with ASI Specialty Benefits to provide students and their family members 24/7 access to:

- Assessment and Clinical support services for any issue affecting emotional well being
- Legal and Financial wellness
- School/Life referrals and resources such as unlimited child care, eldercare, pet care, and education referrals
- Issues affecting daily living referrals for Job/Apartment search assistance, transportation, low cost and emergency housing, low cost computers and school supplies and community based resources

For additional information, please contact Lia Travers, Coordinator, Student Advocacy at 973-684-5554 or [ltravers@pccc.edu](mailto:ltravers@pccc.edu).

## **STUDENT AFFAIRS AND SERVICES**

Passaic County Community College offers a variety of resources and programs to support students in their academic achievement, educational goals, personal growth, and professional development. These services advance overall student development and become an integral component of the educational process, with the ultimate goal of strengthening learning outcomes. Staff offering these services are committed to responding to the full spectrum of diverse student needs and abilities. Students are encouraged to take advantage of the services. Students who have questions or problems with these services should feel free to contact the respective directors.

The Office of Student Affairs - The Dean of Student Affairs serves as a liaison for all student concerns and non-academic grievances, makes referrals and connects students with other appropriate resources on campus. The Dean will also ensure that services and programs on campus are student-centered and are responsive to the needs of our students. Promoting a campus environment that provides an opportunity for all students to learn, develop and grow is an important function of this office. We encourage you to refer students who might benefit from these services. Contact the Dean of Students Affairs, Sharon Goldstein, Ph.D. at 973-684-6309 or [studentaffairs@pccc.edu](mailto:studentaffairs@pccc.edu).

Athletic Department - The College presently competes in the following Division III intercollegiate conference/regional play of Men's and Women's Basketball, and Women's Volleyball. Passaic County Community College is a member of the NJCAA Region XIX and Garden State Athletic Conference. Our athletic teams are very competitive in conference and regional play. The Men's and Women's Basketball have won conference and regional championships over the past 6 years. For further information, please contact the Athletic Director at 973-754-7192, or email [athletics@pccc.edu](mailto:athletics@pccc.edu).

Recreation & Fitness Activity - The College offers several recreation and fitness activities during the regular school year. These programs are designed to meet the leisure needs of students, faculty and staff while promoting health and wellness. Co-ed activity is highly encouraged and recreational programs in volleyball, basketball, ping pong along with soccer are very popular in the gymnasium. Participants can also make use of the campus fitness center provided they present a valid PCCC ID card.

The Fitness Centers:

1. Provides state-of-the-art fitness equipment, showers, lockers, and flat screen televisions.
2. Everyone must attend a fitness orientation and have a current activity waiver on file.
3. The Fitness Center at Paterson Campus is open during the Fall and Spring semester Monday-Friday 1:00 pm - 6:00 pm.
4. The Fitness Center at Wanaque Campus is open during the Fall and Spring semester Monday - Thursday 10:00 am - 5:00 pm
5. Operating hours subject to change, check with Campus Fitness Center Staff along with posted announcements about facility use and closure

Career and Transfer Services – Career and Transfer Services offers a wide variety of career development services, career assessments, transfer guidance, professional development workshops, job placement assistance, career and transfer fairs, and online resources to assist students with career needs. Career and Transfer Fairs are offered during the fall and spring semesters to connect students to employers, four-year universities and scholarship opportunities. The staff is available to help students explore their career options and transfer opportunities. Encourage students to contact the staff to help them explore all of their career and transfer needs by stopping into Career and Transfer Services located on the Paterson Campus (M244), email [tmoore@pccc.edu](mailto:tmoore@pccc.edu) (Career) and [EHarrison@pccc.edu](mailto:EHarrison@pccc.edu) (Transfer) or phone 973-684-5583.

Center for Violence Prevention (CVP) -Passaic County Community College's Center for Violence Prevention links the college community with education, services, support, and resources on issues of domestic violence, sexual assault, dating violence, harassment, stalking and other instances of power-based violence on campus. The Center develops programs to prevent, address, educate, and raise awareness on these issues. The Center for Violence Prevention is located on the Main Campus in Founders Hall Room E-201 and provides the following supportive services to students, staff, and faculty: (1) Accessibility and referrals to services and resources in and out of Passaic County; (2) Education through prevention education efforts around domestic violence, sexual assault, dating violence, harassment, and stalking; and (3) Regular trainings, group discussions, awareness events on campus. Contact us by phone (973) 684-8093 or email: [ViolencePrevention@pccc.edu](mailto:ViolencePrevention@pccc.edu).

Child Development Center - Passaic County Community College Child Development Center (PCCC-CDC) offers programs of high quality for early childhood education with an emphasis on the family and community. The Center is dedicated to offering a safe place where parents can attend classes at the college with the security of knowing that their children are in good hands. The Child Development Center has been in operation since 1999. In July 2009, the Center achieved Accreditation through the National Association for the Education of Young Children (NAEYC). Programs that are NAEYC Accredited must maintain the highest quality of standards in early childhood education. The center also received a 3-star rating in Grow NJ Kids in March 2019. In addition to the high-quality curriculum and instruction provided for children, the Center also strives to support families by offering monthly workshops, support groups, home visits, and counseling. For additional information about the Child Development Center call 973-684-5915

Disability Services - Passaic County Community College (PCCC) has an Office of Student Disability Services that coordinates assistance to students with disabilities. Students should schedule a meeting with a Disability Services Specialist and submit appropriate documentation. Disability Service Specialist

are available on the Main, Passaic and Wanaque campuses. Appointments can be made at M245, by calling 973-684-6395 or emailing [ods@pccc.edu](mailto:ods@pccc.edu). The Director of Student Disability Services, serves as a connecting link between students with disabilities and the college, provides disability related accommodations, information and referral services.

*International Student Services* - Another service provided by Student Affairs is support for students attending PCCC holding an F-1 Visa. Once a student is admitted to PCCC, receives an Initial I-20 from the Admissions Office, and arrives in the United States the student may contact one of the International Student Advisors to register for classes and discuss any issues or concerns *they* have. The advisor is available to help address questions regarding travel, transfer, maintaining status and *many* other issues.

*Student Activities* - The Office of Student Activities (OSA) works closely with the Student Government Association (SGA) to be the bridge to student involvement, leadership and campus programming. They oversee programs and events at the Paterson Campus, Wanaque Academic Center and Passaic Academic Center. Their mission is to provide co-curricular programs and activities that enhance the student experience at Passaic County Community College. OSA provides students with educational, social, cultural and leadership development opportunities. For additional information stop by the office on the Paterson campus in E103, call 973-684-7191, or email [osa@pccc.edu](mailto:osa@pccc.edu).

*Student Advocacy* - The Office of Student Advocacy seeks to help students address and overcome any *non-academic barriers* that may impede their college success. This includes: **mental health issues, homelessness, food insecurity, family and relationship issues, substance abuse, stress management, legal issues, and more.** The Coordinator of Student Advocacy will provide crisis counseling, resources, assistance, and referrals for students struggling with life issues outside of the classroom. Faculty and staff may refer a student to the Coordinator at any time. Additionally, the Coordinator will provide ongoing support for the college community in implementation and usage of the **SOAR** program. The **SOAR** program (*Student Outreach, Assistance, and Resources*) is an online portal that will provide students and whomever they identify as family members, 24/7 access to specialized counselors, financial and legal experts, community resources, and other professionals with expertise in various life areas. For additional information stop by the office on the Paterson Campus in M247, call 973-684-5554 or email [ltravers@pccc.edu](mailto:ltravers@pccc.edu).

*TRIO – Student Support Services (SSS)* - Funded by the U.S. Department of Education, SSS is one of the eight Federal TRIO Programs. TRIO SSS is a post-secondary academic program designed to support students through graduation and transfer to a four-year institution. The TRIO SSS Program at PCCC provides services that are supportive of retention and success and includes academic tutoring, assistance with information on the full range of student financial aid programs, individualized educational and transfer plans, assistance in completing financial aid applications; and, in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. Also, eligible participants may apply for grant aid, childcare, and book vouchers. PCCC students are eligible to participate in the Program who meet the following requirements: “is a citizen or national of the United States or meets the residency requirements for federal student financial assistance; is enrolled at PCCC or accepted for enrollment at PCCC; has a demonstrated need for academic support; is low-income; is a first generation college student (an individual both of whose parents did not complete a baccalaureate degree or in the case of any individual who regularly resided with and received support from only one parent, an

individual whose only such parent did not complete a baccalaureate degree); OR an individual with disabilities.”

Veteran Affairs - The Veteran Affairs Office serves as a liaison between students who are Veterans and their dependents and the department of Veteran Affairs. The office assists students with veteran status and dependents of service disabled or deceased veterans with their educational benefits. As a veteran you may be eligible for financial assistance towards advancing your education. Passaic County Community College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill) from the U.S. Department of Veteran Affairs (V.A.). If you have any question please contact the Veteran Affairs Coordinator at 973-684-6203 or [veterans@pccc.edu](mailto:veterans@pccc.edu).

## **TESTING**

The Testing department provides testing services to all students across each of the campuses.

Prior to registration all new degree seeking students must be assessed in English and Math, and this placement will determine the courses will be taken. Students’ initial placements are determined though either a placement test, previous course work, or previous test scores. Test are given in basic skills or ELS, and the resulting placement are entered by the Testing department staff.

In addition the Testing department provides proctoring services for students in need of makeup exams, exams with accommodations, outside exams, and the College Writing Exam (CWE).

Requests can be sent to [academictesting@pccc.edu](mailto:academictesting@pccc.edu)

## **TUITION WAIVER PROGRAM**

The Tuition Waiver Program provides for the waiver of tuition and fees where applicable for courses taken at PCCC by eligible college employees consistent with college policy (B-402) and/or provisions outlined in existing contractual agreements. Applications, which can be found in the Adjunct Office or HR Department, are to be completed and submitted to the Division of Human Resources (E-305) by the end of the first week of classes. Adjunct Faculty may not register for courses until Waiver Day, which is the last day of registration.

## **TUTORING SERVICES/ACADEMIC SUPPORT**

Through additional reinforcement of classroom instruction, tutoring labs assist students in developing language, basic mathematical, reading and writing, technical, and critical-thinking skills. These skills are necessary for a successful academic career in higher education, as well as participation in the workforce.

Tutoring services include open lab hours for students who need extra help in developmental and college-level courses. The services are available at the Paterson campus, the Passaic Academic Center, and the Wanaque Academic Center. In addition, computers are available to students for online labs and other skills review and exercises. Lab hours are posted each semester.

### English Language Studies (ELS) Multi-Media Labs

Instruction in the ELS labs is provided by qualified tutors with experience in the teaching of English Language Studies. The tutors assist students in developing and improving their grammar, speaking, writing, listening comprehension and reading skills. Multi-media technology is used to enhance students' oral and written competence in English.

The ELS Writing Center further supports students who need additional help to improve their writing skills. The ELS Writing Center also offers clinics and workshops throughout the semester to strengthen topics covered in the classes. Students can stop by for one-on-one and/or small group tutoring during the center's drop-in times, which are available throughout the day, evening, and weekends. Moreover, students can make appointments to see a full-time instructor in the ELS Writing Center. Students are required to attend the labs at least once a week to fulfill their class requirements.

### Developmental English

The Developmental English Lab provides tutoring and resources to help registered Developmental English students improve their reading and writing skills. The lab is equipped with computers for students to practice their reading and writing skills through computer-based programs. Study session workshops are offered to provide strategies to improve reading and writing efficiency by building students' vocabulary and enhancing basic reading, writing, and study skills. Students register for designated lab sections and may also schedule appointments for individual or group tutoring.

### Math Labs

Math labs are staffed by full-time administrators as well as qualified part-time tutors. The tutors' efforts are supported by a variety of software and other educational resources, each directly related to the students' course of study. Students in MA025A and MA025B work with their instructors, whereas students in developmental and college-level courses receive assistance with instructor-generated assignments and/or lab-produced assignments that reinforce the skills taught in the classroom.

### College level Tutoring

The Center for Student Success at Passaic County Community College (PCCC) is dedicated to serving the needs of the college community by offering tutoring and learning support in a wide variety of subjects. Tutors work one on one and with small groups to help students succeed in Math, English, Science, and the Humanities, as well as work on study and testing skills. College level tutoring is available on all campuses, and hours are posted each semester.

In-person writing support is also available to students taking college-level courses and Writing-Intensive (WI) courses. Computers are available to students in the Center. Writing consultants also work with students preparing to take the College Writing Exam (CWE) in both one-on-one and group sessions. Students who have never taken the exam before are encouraged to go to the Center for information and for writing practice. In addition, the Writing Center holds writing workshops on topics such as grammar that are open to all PCCC students at any level.

### Online Tutoring for PCCC Students

In order to provide services for all students, PCCC has created a partnership with Tutor.com. Academic support is available online 24/7 in a wide variety of subjects, and access is available for all current students through their class BlackBoard platforms.

Students have the option to connect with a tutor on the spot, schedule an appointment in advance to work with a specific tutor in real time, or submit an assignment for review offline. Each student is provided with an allotment of five (5) hours per semester, but more can be added as needed.

## **WEATHER CLOSINGS/PANTHER ALERT**

Announcements regarding the closing of the college due to inclement weather will be available as follows:

**Radio:** WCBS (880 AM)

**TV Stations:** Channel 12- NJ News

**College/Panther Alert:** 973-681-6800

Panther Alert, the PCCC Emergency Notification and telephone messaging system, will be used to relay important information to students, faculty and staff. In order to receive these important messages you will need to opt-in to the system and input the phone numbers and e-mail address that you would like us to use. You may enter your home phone number, office phone number, cell phone number, up to nine contact methods in total. You may receive voice messages, text messages and e-mails.

To sign up for Panther Alert please log in to the college portal, click on the **Panther Alert** tab and follow the steps that appear on the screen.

## **WEB SERVICES**

Below is an overview of the web tools that are made available to PCCC faculty to communicate with their colleagues, administration, students and world:

### **Portal**

The Portal is our main connection tool. It is also used as an authentication tool. The Portal is a visual intersection between the Faculty, Students and Administration.

### **Login Information**

- **Initial Login:**  
A representative of PCCC's IT dept. will work with you for your initial login.
- **Resetting procedures:**  
<https://password.pccc.edu/#Home>
- **Email account** – your main email address is [Outlook\\_user\\_ID@pccc.edu](mailto:Outlook_user_ID@pccc.edu)
- **Self Service**

Roster, Schedule, Grading,  
Advising/Student Planning and other  
tools

- **Online Classes (Blackboard)**

Access: Click on "Blackboard" TAB on the left NOTE: For online classes please contact the online learning office (Randy Jenkins, x5790)

### **Panther Alert**

Panther Alert is our Emergency contact tool. Please access your Panther alert account through the Portal, click on Panther Alert TAB and verify the credentials update your contact profile.

### **Update the profile**

It is important to provide us with the best reachable contact information, so we can contact you in case of emergency.

### **Exchange Account**

- Your main email address is **user id@adjuncts.pccc.edu**
- To access your email account using the web:  
<http://email.pccc.edu/owa> or [www.pccc.edu](http://www.pccc.edu)  
> faculty & staff > campus email  
Additional technical articles and instructions could be found at: <http://wiki.pccc.edu>  
(accessible only from the campus)

### **Important Phone Numbers**

Main IT (Information Technology) Office  
973-684-6655

Website, portal account, panther alert  
973-684-5891

Help Desk – 24 hours/7 days a week  
973-684-6464

Campus email, office computers, office phone  
973-684-6721



## SECTION IV: PHONE NUMBERS

The Adjunct Office provides a telephone (973 684- 6917) for faculty use. Inter-office phone calls may be dialed directly. Outside calls may be placed by dialing 9 and should be limited to College business or personal emergency. Messages will be taken for adjunct faculty at 973-684-5302 and 973-684-5508 and be placed in your mailbox. Under no circumstances will your home or cell phone number be given out to students unless you request us to do so in writing. Please see below other important phone numbers you may need:

### COLLEGE MAIN NUMBERS

Main Phone Number: (973) 684-6800

Fax Number: (973) 684-5843

<b>Department Chairs</b>		<b>Academic Coordinators</b>	
Nina Alsbrook-Jackson -English/Fine & Performing Arts	6511	Adnan Atshan - CIS	6454
Marcin Baranowski- Biological and Physical Science	6827	Sam Ayala - Music	5735
Thomas Cox- Business/Accounting	5308	A. Clement Bamkole - CIS	4587
Janet Delaney - Mathematics	5227		
Pasha Hobson - Radiography & Public Health	6243	Mike D'Arcangelo - Human Services	5759
Ed Mosley - Humanities	6912	Lisa DeLiberto - Health Information Technology	6297
Merille Siegel- CIS/Engineering & Graphic Design	6445	Linda Carter - Early Childhood/Teacher Education	6095
Donna Stankiewicz - Nurse Education	5221		
Toni Taylor – English Language Studies	6241	Ed Pagan - Accounting	5324
Mike Walker – Public Safety, Human Services & Technical Studies	5542	RG Rader - Theater Arts	6413
<b>Deans</b>		<b>Directors</b>	
Greg Fallon, Associate Dean of Learning Resources	5895	Center for Student Success	
Sharon Goldstein, Dean of Students, Interim Dean of Enrollment Mgmt	6919	Louis Hernandez - Culinary Arts	3015
Peter Hynes, Associate Dean for Academic Success Center	6602	Michelle Softley - EOF	5650
Elizabeth “Betsy” Marinace, Dean of Strategic Initiatives & Policy Mgmt.	6861	Cassandra Davis- Trio	6442
Dawn Norman, Assistant Dean for Advisement & Retention	5731	Randy Jenkins - Online Learning	5790
Donna Stankiewicz, Associate Dean of Nursing and Sciences	5221	Ruggiero Manente - Adjuncts	5508
Bassel Stassis, Senior Dean of Academic Affairs	6865	Tonisha Taylor - Developmental English	6241
		<b>Administrative Coordinators</b>	
		John Lopez - Dual Enrollment	5212
		Jack Latona - Assessment	3974

## BUILDING PHONE NUMBERS

Broadway Building (Front Desk)	973-684-5782
Bookstore	973-247-9406
Community Technology Center (CTC)	973-684-6003
Hamilton Building (Front Desk)	973-684-6464
Hamilton Club	973-684-5922
Main Campus (Broadway Entrance)	973-684-5404
Public Safety Academic (PSA)	973-304-6020
Public Safety Academic (PSA FAX)	973-720-0023
Pruden Building (Front Desk)	973-684-4971
Wanaque Academic Center	973-248-3000
Wanaque Academic Center (FAX)	973-248-9620
Passaic Academic Center	973-341-1600
Passaic Academic Center (FAX)	973-341-1601

## DEPARTMENT PHONE NUMBERS

President's Office	973-684-5900
Dean of Students	973-684-6919
Academic & Student Affairs	973-684-6300
Center for Student Success (CSS)	973-684-5524
Docu-Center	973-684-6009
Facilities	973-684-5999
Human Resources	973-684-6107
IT Dept.	973-684-6722
Library	973-684-5877
Media Services	973-684-5881/6560
Office of Disabilities Service	973-684-6395
Payroll	973-684-5210
Registrar's Office	973-684-6401
Portal (Campus Cruiser-Fatmir)	973-684-5891
Security	973-684-5403
Testing (CWE)	973-684-5491
Testing (Pre/Post)	973-684-4973

## EMERGENCY PHONE NUMBERS

Police Department	973-881-6800
St. Joe's Hospital	973-754-2000
Health Department	973-881-3900
Wayne General Hospital	973-942-6900

## SECTION V: PCCC STRATEGIC PLAN

### Goal 1: Student Success

#### **Objective 1: Provide opportunities for the timely completion of academic programs.**

- Create a system of proactive academic, career, financial and transfer advising.
- Develop a comprehensive experience for students that guides them from point of entry to attainment of post-secondary credentials.

### Goal 2: Teaching and Learning

#### **Objective 1: Offer innovative programs and initiatives to assist students in achieving their academic goals.**

- Expand "stackable" and "latticed" credential offerings to meet career and workforce needs.
- Expand Open Educational Resources (OER) course and program development, to include development of Zero textbook degree options (Z-degree).
- Review and revise Developmental Education to accelerate student transition to college-level course work.
- Review and revise the English Language Studies (ELS) program.
- Expand degree and certificate offerings in Health Care.
- Expand and strengthen the Honors Program.

#### **Objective 2: Foster teaching excellence among full and adjunct faculty.**

Develop a teaching and learning center.

- Improve student achievement and learning outcomes through the use of appropriate technology, effective teaching methods and alternate formats.

### Goal 3: Organizational Excellence

#### **Objective 1: Support and continually improve a culture of innovation, quality, and service excellence within Passaic County Community College.**

Facilitate professional development of faculty and staff to improve the student experience.

- Improve utilization of existing technology and systems through training/support for all employees. Develop and implement a well-articulated service and support plan.
- Develop and enhance the physical and virtual customer experience for members of the college community.
- Create on-going customer service training programs for all levels of the college community.

### Goal 4: Community Partnerships

#### **Objective 1: Optimize strategic partnerships and outreach to improve student achievement, employment, and quality of life.**

- Increase the number of dual enrollment partners.
- Retain dual enrollment students through attainment of post-secondary academic credentials.

- Increase collaboration with Passaic County organizations and community leaders to enhance learning opportunities, arts and culture for students and the community.

## **Goal 5: Marketing and Communications**

### **Objective 1: Determine optimal academic program mix.**

- Develop and implement an Academic Master Plan.

### **Objective 2: Enhance marketing and communications of programs and services.**

- Align marketing and communication processes with broader institutional goals focused on building enrollments, improving retention and strengthening student engagement.
- Prioritize programs and services to be proactively marketed and promoted.
- Establish and implement long-term marketing and communications plan and align resources accordingly