

BOSSIER PARISH COMMUNITY COLLEGE



ADJUNCT FACULTY HANDBOOK

2017-2018

Revised August 2017

FOREWORD

All statements referenced in this document have been summarized from current policy and are regarded as the official policies of the College. *The College maintains the right to change official policy and procedures in this document as needed and maintains as well the right to implement changes in local campus practices. Any changes to current College's or the Board of Supervisors for the Louisiana Community and Technical College System's policy or practices supersede the information in this handbook.*

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Title VI, Section 504, and ADA Coordinator

Sarah Culpepper, Manager

Career Services, F-246

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6539

Email: sculpepper@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

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Phone: 318-678-6056

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Title IX Coordinator for Athletics

John Rennie, Athletic Director

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Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

SECTION I.

A. Mission Statement

The mission of Bossier Parish Community College is to promote attainment of educational goals within the community and strengthen the regional economy. This mission is accomplished through the innovative delivery of quality courses and programs that provide sound academic education, broad vocational and career training, continuing education, and varied community services. The College provides a wholesome, ethical, and intellectually stimulating environment in which students develop their academic and vocational skills to compete in a technological society.

To achieve its mission of instruction and service, Bossier Parish Community College is committed to:

- Offering associate degree programs, one-and two-year occupational certificate programs, and specialized career training.
- Delivering education and training/retraining through technical programs, workforce development, community education, and non-credit courses to serve citizen, business, and industry needs.
- Providing opportunity to earn academic college credits for articulation to other institutions of higher learning.
- Providing developmental studies and remedial programs that enable students to acquire basic skills.
- Utilizing a comprehensive program of student services.

B. Accreditation

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.

C. General Education Competencies

Bossier Parish Community College considers “general education” to be a common body of skills, knowledge, and values to which all graduates should be exposed and for which we may determine certain levels of competency. Specifically, these competencies are reading comprehension, written communication, mathematical computation, oral communication, critical thinking, computer literacy, and research skills. These skills, knowledge, and values are representative of a common body of educational experiences that we view as vital for enabling our graduates to be successful in today’s complex society. They are included in the BPCC *General Catalog*.

SECTION II.

Policies for Adjunct Faculty at Bossier Parish Community College

The employment of adjunct faculty members can provide expertise to enhance the educational effectiveness of an institution, but the number of adjunct faculty members must be properly controlled. Adjunct faculty members teaching courses for credit must meet the same requirements for professional, experiential, and scholarly preparations as full-time counterparts teaching in the same disciplines.

The institution has established and published comprehensive policies concerning the employment of adjunct faculty members. The institution also provides appropriate orientation, supervision, and evaluation for all adjunct faculty members. Students taught by adjunct faculty members must have access to them for purposes of academic assistance; therefore, it is essential that procedures to ensure access are clearly stated and made known.

Beyond these criteria, Bossier Parish Community College holds that there is no substitute for enthusiastic instructors who provide an atmosphere of caring and commitment. Adjunct faculty are recruited, hired, and reviewed with these qualities in mind.

The Division Dean assumes the primary responsibility for coordination, oversight, and support of adjunct instructional activity. The Dean should be consulted by adjunct faculty members on all instructional needs.

As with full-time faculty members, adjunct faculty are evaluated by Division Deans on a regular basis, at least once a year. These reviews are opportunities for constructive suggestions for the improvement of the College and professional contributions of the faculty member.

Adjunct faculty are entitled to the basic services and facilities that the College provides. These include use of the library, bookstore, and specially marked parking areas.

Adjunct faculty are employed on a semester-to-semester basis only. Normally, they will be notified by their Division Dean if their status changes. Classes scheduled to be taught by adjunct or adjunct faculty may be given to full-time faculty at the discretion of the Division Dean. Even though the contract is signed, adjunct faculty are not considered to be officially employed until they meet their classes for the first time.

Code of Professional Ethics

It is the intention of the College to maintain and support the highest levels of professionalism in the execution of its mission. It is expected that each employee demonstrates a professional demeanor and engages in a code of ethics assuring that the College succeeds in its intention. The College is in support of the Code of Ethics of the Education Profession as adopted by the 1975

National Education Association Representative Assembly. A copy of this document is available in the office of the Vice Chancellor for Academic Affairs.

Administrative Requirements for Recordkeeping and Conducting Classes

The following have been identified as the basic administrative policies for faculty. It is important that all faculty are aware of and are compliant with the following policies and procedures. Please refer to the Faculty Handbook and the BPCC General Catalog for additional information.

1. Faculty should print the most current class roll from LoLA immediately prior to the first class meeting. Attendance should be checked beginning with the first class, and any student whose name does not appear on the class roll should be referred to the Registrar's office prior to being allowed to attend class.
2. The procedure above should be repeated at the end of the first week of class utilizing a current class list printed from LoLA.
3. On the first day of class, the instructor must provide students with a course syllabus and other required information containing a course calendar, examination and grading requirements, and specific instructions on class attendance.
4. Class attendance must be documented for each face-to-face class meeting and the record of attendance submitted to the appropriate Division Dean at the end of each semester.
5. Attendance in an online course may be defined by the student's active participation in the course including correspondence with the instructor, submission of assignments, completion of assessments, and/or discussion board postings. Specific attendance requirements for each online course are described on the course syllabus provided by the instructor.
6. Faculty must be present in the classroom, enforce college policies, adhere to college procedures, and begin class at the established time.
7. Faculty should conduct meaningful instruction for the entire period of time for which the class is scheduled; classes should not be dismissed early.
8. If a faculty member is unable to conduct class, he / she must notify the Division Dean to secure a credentialed substitute. If this is not possible, the Dean will arrange for the class to be cancelled.
9. When class is in session, classroom doors must be locked, and students should be admitted only by the instructor or designee. When class has ended, the instructor should close and lock the classroom door.
10. The instructor must be present in the classroom any time students are present.

11. The instructor must provide the students with meaningful assessments and timely input on their progress on a regular basis.
12. In order for a student to receive an “I” (incomplete), all necessary paperwork must be completed and submitted to the office of the Registrar prior to the end of the semester. (Reference the BPCC General Catalog for additional information.)
13. Students, including candidates for graduation, are not exempt from final exams. Faculty are required to develop and administer final examinations according to the official final exam schedule.
14. Faculty are required to submit grades by the deadline established by the Registrar's office. A signed copy of the LoLA grade form must be submitted to the Dean prior to or on the last day of the semester.
15. Once a grade for a graduating student has been posted and the grade needs to be changed, the faculty member must submit a Grade Change Form to the Registrar in the Admissions/Registrar's Office.
16. At the end of each semester, faculty must report student success on achievement of Course Learning Outcomes according to the procedures established by the Division Dean.
17. A copy of the grade book and attendance for each course must be submitted to the Division Dean each semester by the date established by the Dean.
18. Faculty members should check their mailboxes and BPCC e-mail regularly and respond to requests accordingly.
19. Faculty are expected to enforce the no food/drink rule in classrooms, science laboratories, and computer laboratories.
20. Faculty are expected to follow the locked door policy once class has begun.
21. Before leaving at the end of the semester, all faculty must complete and submit all division paperwork by the appropriate date established by the Division Dean.
22. Additional division policies may apply.

Academic Freedom

As an institution of higher education, Bossier Parish Community College acknowledges its commitment to the concept of academic freedom. Faculty members and students must be free to pursue scholarly inquiry in their classrooms and in their research. This respect for intellectual freedom is essential, not only for the development of knowledge, but also for the maintenance of excellence in the educational program of the College.

Bossier Parish Community College recognizes that the commitment to academic freedom involves responsibilities as well as privileges. Faculty members have an obligation to maintain academic competence and professional integrity. As private citizens, faculty members may speak freely on controversial matters, but they should exercise the prudence expected of scholars and should indicate that they are not speaking on behalf of this institution.

Commencement

Adjunct faculty are welcome (not mandated) to participate in graduation. Faculty are to wear their school colors at graduation and march with the graduating students as designated by the Graduation Committee.

Academic attire (graduation regalia) is maintained by each individual member of the faculty.

Grading System

“A” The grade of “A” has a value of four quality points per semester hour and is given for superior work.

“B” The grade of “B” has a value of three quality points per semester hour and is given for above average work.

“C” The grade of “C” has a value of two quality points per semester hour and is given for average work.

“D” The grade of “D” has a value of one quality point per semester hour and is given for a quality of work that is considered minimum for receiving credit for the course.

“F” The grade of “F” has a value of zero quality points and is given for a quality of work that is considered unacceptable for receiving credit for the course.

“I” The grade of “I” means incomplete and is given for work which, because of circumstances beyond the student’s control, is incomplete. A time limit may be set by the instructor for completion of the work, but in no case may it be after mid-term of the following semester. A grade of “I” will be converted to a permanent “F” unless it is removed prior to the deadline. An “I” is computed as a temporary “F” on a student’s transcript until it is changed after the completion of all work for the course in question.

“W” The grade of “W” is given when a student drops or resigns from a course prior to mid-term. Any student who has a passing grade and drops or resigns at least one week prior to the beginning of final examinations is given the grade of “W.”

“WN” The grade of "WN" is given when a student has accumulated over 15% of unexcused absences in a course and the instructor has suspended the student by assigning a college-initiated withdrawal.

“S” The grade of “S” is given for work which meets or exceeds the requirements for a course taught on a pass-fail option. The grade of “S” is also given when a student successfully completes a credit examination. Grades of “S” are not used to compute a grade point average.

“U” The grade of “U” is given for work which is below the requirements for a course taught on a pass-fail option.

Student Conferences Resulting from Student Complaints

The right of each student to voice a concern or complaint regarding any facet of the College is reserved. Academic concerns of the students should be addressed, first, to the faculty member involved, if appropriate. Should the student not find resolution, he or she has the right to address the concern to the appropriate Division Dean. To seek resolution beyond these attempts, the student may address the concern to the Vice Chancellor for Academic Affairs.

Canvas (myBPCC)

Canvas (myBPCC) is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face instruction. Canvas (myBPCC) enables instructors to provide students with course materials, discussion threads, virtual chat, online quizzes, an academic resource center, and more. The degree to which Canvas (myBPCC) is used in a course varies. For example, instructors may enhance resources for an on-campus class by putting their syllabi and handouts on their course sites.

Canvas (myBPCC) is also used to provide a common venue for faculty access to college documents and policies, committee work, or campus-wide communication when appropriate.

Logging into Canvas (myBPCC)

Instructors login with their LoLA usernames and passwords. Whenever an instructor’s LoLA username or password is changed, that change will automatically be reflected in the login and password for Canvas (myBPCC).

Canvas (myBPCC) Training

To schedule Canvas (myBPCC) training, adjunct faculty should contact Rachel Basco at

Phone: 318-678-6138

Email: rbasco@bpcc.edu

Office: D-216

Canvas (myBPCC) Problems/Questions

Gary Ware

Office Phone: 318-678-6370

Email: gware@bpcc.edu

BPCC Email Account and Classroom/Office Computer

The Division administrative assistant will provide adjunct faculty with a username and a temporary password (must be changed after first use) that will allow you to log on to a BPCC classroom computer and office computer. The same username and password are used to log on to your BPCC email account.

Periodically, you will receive an automated notice that your password will be expiring. Please change your password before it expires. As an adjunct faculty, if your password expires, you must come to campus to reset your password.

Logging into Your BPCC Email Account from Home

In order to access your BPCC email account from home, perform the following steps:

1. Go to the BPCC home page: www.bpcc.edu
2. Select "Faculty/Staff" located at the top of the home page.
3. Click on "Campus Email."
4. Enter your user name and password (just as you would on campus)

How to Change Your Windows Password

(If you are not prompted to change your password, but wish to change it)

Log onto your computer

1. Hold down the Ctrl, Alt, and Delete keys simultaneously.
2. Click "Change Password" in the dialog box.



3. Type your network username in the User name box. Enter your current password in the Old Password box. Enter your new password in both the New Password and Confirm New Password boxes, then click "OK."

A screenshot of the Windows password change dialog box. It has a blue background and a white border. There are four text input fields: 'username', 'Old password', 'New password', and 'Confirm password'. A blue arrow button is located to the right of the 'Confirm password' field.

4. You will see a dialog box confirming that your password has been changed. Click "OK" to continue logging in.

BPCC Email Account Problems

Randy Case

Office Phone: 318-678-6090

Email: rcase@bpcc.edu

Computer Services

In Class Hotline: 318-678-6501

BPCC Help Screens (Online)

<http://www.bpcc.edu/help/employeehelp.html>

Human Resources

Office: A108

Office Phone: 318-678-6056

Security

Office: F104

Office Phone: 318-678-6195

Keys

Adjunct faculty will be issued necessary keys (classroom, adjunct office, etc.) at the beginning of each semester. All faculty are required to sign for keys, which must be returned at the end of the semester.

Procedure for Adjunct Faculty Absence Notification

In the event of a planned absence the faculty member must provide the Division Dean with as much advanced notice as possible. The Dean will arrange for a substitute instructor or cancel the class.

In the event of an unplanned absence, the faculty member must:

- Notify the Division Dean at least one hour, if possible, before the faculty member is scheduled to be at work
- If the faculty member is unable to reach the Division Dean, he/she must leave a message on the office phone of the Dean **and** contact the division administrative assistant.

Course Syllabus

Each adjunct instructor is responsible for reviewing and following all syllabi requirements and objectives for each class taught. Questions on course content and depth should be referred to

the adjunct faculty mentor or the Division Dean. A copy of the approved syllabus must be submitted to the dean prior to the first day of class. A copy of the syllabus must be distributed to and discussed with each student on the first day of class along with specific instructions on class attendance. The Master Syllabus Template and Course Syllabus Template are posted on Canvas (myBPCC) under the Faculty Tab where other important forms and Academic Affairs Policies and Procedures are posted.

LoLA Log-In Procedures

LoLA is accessed in the following manner:

1. Go to BPCC's website (www.bpcc.edu)

2. Locate the "LoLA" icon  and click on it.

3. Log in with your username and password. You can find your BPCC username by utilizing the "Don't know your username?" function at the LOLA login screen.



LOGIN TO LOLA

User Name

[Don't know your username?](#)

Password

[Don't know your password?](#)



- Click on "Don't know your username?" to look up your BPCC username. (see above)
- You will be required to enter your SSN and date of birth, click "Find My Username"
- If a match is found, click on "Continue" and proceed to the next step.
- If a match isn't found, a BPCC username hasn't been provided yet.
- Please try back.

- Type the temporary password. The temporary password has been created using the following parameters:

First initial of first name (lowercase)
 +
 First initial of last name (lowercase)
 +
 Birthdate (mmddyy)
 +
 P@ss

Example: John Smith was born May 10, 1975 = Temporary Password: **js051075P@ss**

- Once you have logged into LOLA for the first time, you will be asked to create a new password. **Please note: Passwords cannot contain the user's first or last name.**
 - Length must be between 12 and 20
 - Must contain at least one uppercase letter and one number
 - Must contain one of these characters: @ * = +
 - Password EXAMPLES: *CallMe@5555555*, *Mybday=010199*, *student@BPCC2014*

4. **Select Self Service** - Self Service provides access to information based on your college and role. Links will be displayed for each college that you are affiliated with. Select the appropriate college to view your information choices for that college.
5. Select **“Faculty Services”** tab.
6. This will bring you to a screen that will allow you to perform a number of things. It is from this location that you will be able to print your class roll, report No-Show's and Show's, and post final grades.

Printing a Class Roll

The class roll on LoLA (not Canvas) is the official class roll. If a student is not showing up on your roll, he/she should not be attending your class. Send that student to the Dean for assistance if necessary. If a student has withdrawn from ~~your~~ class, it will be reflected on LoLA.

To print a class roll, after performing the Log-in Procedures and getting to step 6 (listed above),

1. Under Faculty and Advisors, select the Summary Class List.
2. Select a course and click "Class List."
3. Print

Faculty should print a current roll before each class meeting for the first two weeks of class; this will promote better accuracy in your attendance records and allow for schedule changes and late registrants.

Show's and No-Show's

At the beginning of each semester, faculty will be notified by the Registrar's office that they are to report all students of each class as either a Show (SH) or No-Show (NS). Faculty will complete this requirement by logging in to LoLA and clicking on Midterm Grades, then selecting SH or NS in the drop-down box for each student and clicking Submit.

Final Examinations

Final examinations are required in all courses and are to be given in accordance with the schedule published by the Registrar's Office. A student absent from a final examination because of illness or other valid reason may take a special examination upon the approval and at the convenience of the instructor. No student is exempt from a final examination.

Posting Final Grades

Final grades are posted in LoLA. Once logged in, the faculty member should click on Final Grades under the Faculty tab. The faculty must add a last date of attendance for every student who makes an F in the class.

The faculty will post the following grades A, B, C, D, F and I (incomplete). An Incomplete Grade Form for each grade of "I" should be submitted to the Division Dean.

Incomplete Grades and Grade Changes

The grade of "I" means incomplete and is given for work which, because of circumstances beyond the student's control, is incomplete. Faculty should refer to the Incomplete Grade policy in Canvas (myBPCC) for determining that a grade of "I" is appropriate, as grades of Incomplete (I) should be given under extreme or unusual circumstances. A time limit must be set by the instructor for completion of the work, but in no case may that be after mid-term of the spring semester according to the Academic Calendar for courses taken in fall semester and not after mid-term of fall semester according to the Academic Calendar for courses taken in the spring or

summer semesters. A grade of "I" is computed as a temporary "F" on a student's transcript until it is changed after the completion of all work for the course in question. If the coursework has not been completed by mid-term of the following semester according to the Academic Calendar, a grade of "F" will be reported if an "I" is required, an Incomplete Grade form (available on Canvas) must be completed by the instructor, signed by the Division Dean, and submitted to the Registrar.

Once a final grade for a student has been posted on LoLA, if there is a need to change the grade, a Grade Change Form must be completed by the instructor, signed by the Division Dean, and submitted to the Registrar.

Learning Outcomes

Near the end of each semester, you will be asked to complete a form on student success for each section of a course you are teaching. This data assists the Division in developing plans for improvement for the next year.

Student Absences

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Failure to do so may jeopardize a student's scholastic standing.

- Attendance will be checked every class meeting. A written explanation of expectations regarding class attendance will be included in the instructor's Syllabus. Ultimately, each faculty member's individual Syllabus will serve as the governing attendance policy for a particular class and may differ from others based on academic discipline, teaching philosophy, or instructional necessities. Students should refer to each of their instructors' Syllabi for guidance and seek immediate clarification from their instructors if needed.
- Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by completing the required admissions forms.
- When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if action is initiated prior to the last day to drop. **NOTICE: More restrictive attendance requirements may apply in some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses. Neither the instructor nor the College assumes responsibility for students who are absent from these classes.**

- Students who will be absent due to participation in school-sanctioned activities, mandatory military exercises, or mandated appearance in a court of law (jury duty or subpoena obligations) must submit official documentation to the instructor prior to the event to be eligible for assistance in meeting missed course requirements. Absences of this nature will not count toward the 15% limit for purposes of this policy.
- Students who are receiving any type of financial aid, scholarships or tuition assistance should consult the rules governing that aid before withdrawing from a course or resigning from the College.

*Note: Financial Aid Students: Please refer to the Financial Aid Policy regarding attendance and withdrawal at the following link <http://www.bpcc.edu/financialaid/policies.html>.

Make-up Tests/Assignments

Each faculty should include on the syllabus, distributed on the first day of class, a description of the procedure for making up tests or graded assignments missed due to excused absences.

Make Up Work for Students Absent While Representing the College

It is the policy of the College that students should not be penalized for missing exams or other graded course work while on official school-sponsored trips or other official college functions. This is an agreement that the College has made with students. This policy does not apply to club meetings, practices of athletic teams or spirit squads, or play rehearsal. Students will be provided guidelines regarding makeup work at a special orientation session. Instructors will receive official notification of all excused absences from the Vice Chancellor for Student Services.

Withdrawal

The syllabus for each class must include a date to withdraw. These dates are established by the registrar and distributed by the Division Dean. Students who withdraw prior to the “date to withdraw” will receive a grade of “W.”

Academic Misconduct

Academic misconduct represents a most serious type of student misconduct; therefore, the College must make a determined effort to prevent its occurrence. The College must also develop policies and procedures that assure students of due process protection when academic misconduct is alleged and that provide meaningful and consistent sanctions for students found guilty of academic misconduct.

Equal treatment guaranteed to students by the 14th Amendment to United States Constitution requires that the same College policies, procedures, and practices be used to consider all allegations of academic misconduct and also requires the imposing of "like sanctions for like violations" on all students found guilty of academic misconduct. This obligation of the College

can be fulfilled only if each instructor reports all suspected academic misconduct to the Office of the Vice Chancellor for Student Services in accordance with the provisions of this Code.

If the instructor chooses to do so, students may be asked to sign a Student Honor Code in each class at the beginning of each semester. The Student Honor Code is as follows:

I, (student name), agree to abide by the BPCC policies and procedures as stated in the [Student Handbook](#) regarding types of academic misconduct, the disciplinary sanctions for academic misconduct, and the due process procedures. I agree that all assignments that I do for this course, including tests, will be my own and that I will neither give nor receive any unauthorized assistance.

Types of Academic Misconduct

Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

Unpremeditated

Unpremeditated academic misconduct is an act of academic misconduct taken without advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.

Premeditated

Premeditated academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may, but not necessarily, include the preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect.

For purposes of filing formal charges, each of the following offenses will normally be considered an act of academic misconduct:

1. Copying from another student's test;
2. Allowing another student to copy from a test paper;
3. Using unauthorized materials or documents. Having such forbidden material open in sight of the student will be considered prima facie evidence of use;
4. Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit in a manner that results in submitting as one's own the work of another, or misleading faculty members as to the condition under

which the work was prepared, e.g., working with another on a project that was to be done individually;

5. Collaboration during a test with any person by giving or receiving information without authority;
6. Using specially prepared materials, e.g., notes, formula lists or notes written on the student's clothing or body, during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use;
7. Stealing, buying, or otherwise obtaining all or part of an unadministered test, including answers to an unadministered test;
8. Selling or giving away all or part of an unadministered test, including answers to an unadministered test;
9. Bribing any other person to obtain an unadministered test or information about an unadministered test;
10. Substituting for another student, or permitting any other person to substitute for oneself, to take a test;
11. Submitting as one's own, in fulfillment of academic requirements, any work such as, but not limited to, a theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work prepared totally or in part by another;
12. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic art work;
13. Breaking in and/or entering a building or office for the purpose of changing a grade in a grade book, on a test paper, or on other work for which a grade is given;
14. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test paper, on other work for which a grade is given, on a "drop slip," or on other official academic records including computer files of the College which relate to grades;
15. Proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test, or any other assigned work instead of being charged with academic misconduct under the Code of Student Conduct;
16. Plagiarism is defined as using another's work as one's own including words, ideas, or data of others, and/or information from the Internet. The source of this information must be acknowledged through complete, accurate, and specific footnote or comparable references, and, if word-for-word statements are included, through quotation marks as well. Failure to identify any source, published or unpublished, copyrighted or uncopyrighted, from which information, terms, phrases, or concepts have been taken, is plagiarism. Only universally available facts such as the date of Abraham Lincoln's death are excluded from such documentation requirements. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified in references;
17. Attempting to commit, or being an accessory to the commission of, an offense listed above.

Student Classroom Conduct

It is the responsibility of the instructor to create and maintain a classroom environment that promotes learning and is respectful of all students. Any student behavior that is disruptive to learning or disrespectful to other students or the instructor must be addressed.

1. Discuss the behavior with the student.
2. Direct the student to leave the classroom and instruct the student that they cannot return until they have met with the Division Dean. Follow-up with a phone call or email, describing the situation to the Division Dean.
3. If a student's behavior is threatening toward another student or the instructor, dismiss the class and contact campus security immediately (678-6195).

In some cases, the Division Dean will instruct the instructor to complete a Disciplinary Referral. This form is utilized for serious infractions that require the attention of the Vice Chancellor for Student Services.

Disciplinary Referral

Student conduct in the environment of an institution of higher learning is expected to be exemplary at all times. The Code of Student Conduct located in the BPCC Student Handbook is promulgated by the Office of the Vice Chancellor for Student Services under the power and authority delegated by the Board of Louisiana Community and Technical College Supervisors and through the Chancellor of the College. The Chancellor has delegated the Vice Chancellor for Student Services and the Vice Chancellor for Academic Affairs as the agencies responsible for the administration of discipline at Bossier Parish Community College.

The Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Education Rights and Privacy Act of 1974 (P. L. 9-380) as amended (P. L. 93-568-Buckley Amendment), persons of any age who attend a postsecondary educational institution that receives federal funding are hereby informed of the right to inspect and review their official education records. Bossier Parish Community College considers attendance to begin on the first day of classes. Students should submit to the Registrar or another appropriate College official written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

BPCC assumes that all students are independent unless the parents document dependence. Parents may so document by showing that the student is listed as a dependent on the parents' latest income tax return. Additionally, the [Student Information Release Form](#)  must be completed; otherwise, only the student may review his or her records.

BPCC is responsible for maintaining student records and supervising the release of any information on its students. All records that contain information directly relating to a student and are maintained by BPCC or by a party acting for the institution are considered part of the student's permanent record. The academic records at BPCC are housed in the Registrar's Office. The discipline records are housed in the Office of the Vice Chancellor for Student Services. The Campus Police Log is housed in the office of the Director of Campus Security. These records are used only for specified purposes. BPCC is committed to protect the right of privacy for all its students. When records are no longer pertinent to the student or the College, they are destroyed as indicated by College policy. Students are provided annual notification of FERPA rights in the Student Handbook. The College cannot deny a student access to his/her records, but may deny a student a copy of his/her education records when the student has an unpaid financial obligation to the College or an unresolved disciplinary action against him/her.

As provided by law, the College may release directory information unless the student requests that any or all such information be withheld. Requests must be made to the Admissions/Registrar's Office by the end of the second week of class. The College identifies directory information as student's name, date and place of birth, address, telephone number, electronic mail address, major field of study, and participation in officially recognized activities and sports, to include height and weight of student-athletes, dates of attendance, degrees and awards received, most recent previous school attendance, and photograph.

The College may release student education records without the written consent of the student:

- To school officials who have a legitimate educational interest in the records. A school official is a person employed by the College in an administrative, supervisory, security, academic or research, or support staff position; or a student who is serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities in connection with certain state or federally supported education programs;
- In connection with the student's request for receipt of financial aid;
- If required by state law;
- To organizations conducting studies;
- To accrediting organizations to carry out their functions;
- To parents who claimed the student for income tax purposes;
- To comply with a judicial order or a lawful subpoena;
- To appropriate parties in health or safety emergencies;
- For directory information so designated by the College; or
- As otherwise permitted by FERPA.

Field Trip Policies and Procedures

Field trips include all events, except athletic competitions, organized and supervised by a staff or faculty member in which Bossier Parish Community College students are required as a group to meet off campus to participate in instructional or cultural activities which are directly related to their course of study. Field trip participation can be a course requirement as long as students are notified in the student information sheet prior to the trip and no additional expense, other than personal transportation cost, will be incurred by the student.

Written approval to conduct field trips must be obtained from the Division Dean at least two weeks prior to the scheduled event. Exceptions to the two-week requirement may be granted on an emergency basis by the Division Dean. Students transported in BPCC vehicles are considered field trip participants, when the trip is part of in-class requirements during class time. No student will be allowed to participate in a field trip sponsored by the College unless he has submitted a signed waiver to the instructor conducting the trip. The Field Trip Request Form and Waiver are posted on Canvas (myBPCC).

If the field trip exceeds the class meeting time, the instructor should notify the Vice Chancellor for Academic Affairs to inform the affected instructor. Overnight field trips require special approval of the Division Dean and the Vice Chancellor for Academic Affairs prior to making arrangements for the trip. In any case, students are responsible for making up all work in other classes covered during his/her absence.

SECTION III.

The Faculty

A. Faculty Requirements and Credentials

1. Professional and Educational Requirements. The following minimum professional and educational requirements are consistent with the requirements of the Southern Association of Colleges and Schools (SACSCOC). All degree and graduate educational requirements must be attained from accredited colleges and universities.

To assist colleges in interpreting the standard for faculty credentialing, SACSCOC defines minimum standards for institutional compliance and guidance in hiring as they apply to courses offered at the associate degree level:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

Academic deans, the Associate Vice Chancellor of Innovative Learning, and off-site location Directors will refer to the Faculty Credentialing Matrix for determining minimum criteria for instruction of all courses offered at the College.

It is the policy of the College that faculty teaching general education courses and courses that are designed for transfer (such as courses identified on the statewide Articulation Matrix) possess a minimum of a Master's degree with at least 18 graduate hours in the discipline.

If the candidate does not possess, at a minimum, the academic background in the teaching discipline as identified in the SACSCOC explicit credentials, then that candidate may be alternatively credentialed by the Alternative Credentialing Committee. Sufficient objective documentation to support demonstrated outstanding experience is required to warrant consideration. Justification may be based on

- Related work experiences in the field
- Professional licensure and certifications
- Appropriate honors and awards
- Documented excellence in teaching
- Other demonstrated competencies and achievements that contribute to effective teaching

2. Documentation of Faculty Credentials. Each full-time and adjunct faculty member will furnish the following at the time of appointment: application, resume, and official transcripts. These documents must be on file in the Office of Human Resources. The Office of Human Resources also requires three letters of recommendation and picture identification.

B. Procedures for Faculty Evaluation

It is the policy of Bossier Parish Community College that faculty be systematically evaluated. Evaluation helps establish shared goals and responsibilities among instructors, students, and administrators. The responsibility for evaluation is shared by students, teaching professionals, Division Deans, the Vice Chancellor for Academic Affairs, and the Chancellor.

1. Administrative Evaluation. The purposes of professional evaluation of faculty by administrative personnel are the improvement of instruction and the encouragement of continued development of all professional staff.
2. Student Evaluation. Faculty evaluations have two major purposes at the College: (1) to give students a voluntary opportunity to provide input that will help faculty improve their classes; and (2) to give administrators student input about the effectiveness of the faculty member's teaching.

The Chancellor and Vice Chancellor for Academic Affairs work closely with the teaching professionals of the College. They encourage, compliment, advise, and suggest changes to staff members during the daily operation of the College, noting especially such areas as cooperative spirit, support of College goals and activities, continued professional development, adherence to policies and practices, attention to records, attendance at meetings, and most importantly, the education and development of the students of Bossier Parish Community College.

3. Faculty Evaluation. The evaluation process begins in the fall of each academic year. Adjunct faculty are evaluated by their students as by their division deans as part of their annual evaluation.
 - a. Student Evaluation of Instruction. Student evaluation of instruction is conducted each semester through Canvas (myBPCC). The College-developed evaluation form is to be used. The results of the student Evaluation of Instruction are made available to the Division Deans, the instructor being evaluated, and the College administration. A copy of the results are recorded for the division personnel file of each instructor. The results will be utilized for improvement of instruction and consideration of contract renewals for adjunct faculty. In addition, individual faculty members may conduct other evaluations in their classes as they find appropriate.
 - b. Administrative Evaluation of Faculty. Each year, all faculty and professional staff are evaluated in accordance with appropriate criteria, procedures, and forms. The total evaluation of the faculty or staff member is summarized in writing, discussed with the employee, and placed in the division personnel folder of the faculty or staff member. For adjunct faculty, an Adjunct Faculty Instructor Observation/Evaluation Form is used and includes evaluations based upon daily divisional responsibilities as well as a classroom observation.

D. Adjunct Annual Evaluation Form

A copy of the Adjunct Faculty Instructor Observation/Evaluation Form is located in Canvas (myBPCC) and is included in the Appendix of this handbook.

SECTION IV.

Bossier Parish Community College Learning Resources

Learning Commons/Library

The Learning Commons, formerly known as the BPCC Library, is located in Building A and provides a comprehensive collection of instructional materials that is readily accessible. Qualified professional personnel assist students and faculty members in using the resources of the Learning Commons. These resources support all programs of the institution and give students opportunities to increase their knowledge. The Learning Commons serves as a learning center which provides both atmosphere and facilities promoting intellectual, cultural, and aesthetic growth.

- A. **Learning Commons Hours.** Hours may vary and are subject to change. Current information on dates and hours of operation may be viewed on the Learning Commons' website, <http://bpcc.edu/bpcclibrary/index.html>.
- B. **Circulation Desk.** At this desk, materials are checked in and out, book requests made, reserve books requested, and audiovisual materials returned. Books may also to be returned via the book depository outside the building's courtyard entrance door. You must have your BPCC ID to check out materials.
- C. **Online Catalog.** The BPCC Learning Commons maintains an Online Catalog to access the collection. The online catalog may be accessed by computers located on either the first or second floor of the Learning Commons, including the Tutoring Center, or from any computer with Internet access at <http://bpcc.edu/bpcclibrary/index.html>. Materials may be accessed through words or phrases, author, title, series, or periodical title.
- D. **Call Number.** Each book in the Learning Commons collection has a call number made up of the Dewey Decimal Classification number and the author's last name. This number appears under the title in the "Search Results" or in the lower left center of the catalog entry and on the spine of the book. A call number may be accompanied by a location symbol over it, e.g., "R," "La," "C.Lit." Books with these symbols are shelved with the reference collection, the Louisiana collection, and the children's literature collection.
- E. **Interlibrary Loans.** Faculty, staff, and college students may request that materials needed for research which are not available in the collection or cannot be purchased or may be borrowed from other libraries through interlibrary loan. The BPCC Learning Commons is a member of LOUIS, the Louisiana Library Network, which allows access to university and public library resources throughout Louisiana. Librarians are available to assist you in this area.

- F. **Holds.** Holds may be placed through the online catalog on books and other library resources that are charged out. The patron will be notified when the materials are available.
- G. **Course and Equipment Reserve.** Faculty members may request that specific titles be placed on reserve for their students' use, or they may wish to check out equipment such as a laptop. A "Course Reserve Request Form" and an "Equipment Reserve/Checkout Form" may be found on the Learning Commons website.
- H. **Reference Collection.** Reference books generally are to be consulted for information rather than read completely. Such works are dictionaries, encyclopedias, handbooks, directories, indexes, and bibliographies. Reference books in the Learning Commons are marked with the letter "R" above the call number to distinguish them from the general collection of books.
- I. **Louisiana Collection.** A collection of books about Louisiana is kept in the library separate from the other collections and marked with the letters "La" above the call number.
- J. **Vertical Files.** Vertical file materials are maintained in an alphabetical arrangement by subjects.
- K. **Periodicals.** The Learning Commons has subscriptions to approximately 180 periodicals including magazines, newspapers, and professional journals. Titles and dates available may be found by using the "periodical title" tab on the Learning Commons online catalog search page.
- L. **Electronic and Database Resources.** As a member of LOUIS, the Louisiana Library Network, computers in the TRC have access to periodical indices and many full-text articles from periodicals to which the Library does not subscribe. Also, electronic books (Ebooks) are available in multiple disciplines. Titles are listed in the online catalog.
- M. **Circulation Policy.** Faculty and staff may borrow books for a semester; students may only borrow books for 14 days. Non-circulation books are to be used within the Learning Commons.
- N. **Audiovisual Materials.** Audiovisual materials may be borrowed for 7 days by faculty and staff members for personal or classroom use. These materials should be returned as soon as users have completed assignments.
- O. **Copying and Scanning Service.** Photocopying and scanning machines are located on the first and second floors. Copies are \$0.10 per copy. Purchased copy cards are required for copier use.

P. **Requests for Purchase of Materials.** Faculty and staff members are encouraged to request books or other materials to be bought for the Learning Commons. An “Order Request Form” is located on the Learning Commons website. Orders are made throughout the year.

Q. **Orientations.** Orientation sessions designed to develop student literacy and competency with informational resources and services normally found in college libraries are provided by Learning Commons faculty. A “Library Orientation/Class Time Request Form” is located on the Learning Commons website. Orientations are held in the Library Orientation Classroom on the first floor of the Learning Commons.

Adjunct faculty are encouraged to visit the Learning Commons web page at <http://bpcc.edu/bpcclibrary/index.html> for additional information.

The Tutoring Center (TLC)

The Tutoring Center, located on the second floor of Building A and part of the Learning Commons, provides free personal tutoring and computer-assisted instruction to all BPCCC students. Students receive assistance with the sciences, mathematics, writing, English, and other areas of study. Services at the Tutoring Center are free of charge, and appointments are not necessary. Tutoring service include

- One-to-one support for all learners;
- Assistance with logging onto computer-based programs;
- Guidance with study skills and techniques.

The Learning Center uses its website to inform BPCCC faculty and students about important announcements such as hours of operation, special programs, and new services. Hours of operation may be viewed at <http://bpcc.edu/tutoringcenter/index.html>.

Login Assistance

Logins for Remote Access to the Databases, and to review Library account information and place holds in the Online Catalog. (Library users may search the Online Catalog without logging in. Users will need to login to place a hold, review their accounts, or search the databases.)

Students User ID PIN	LoLA Number 6 digit birthdate
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Faculty/Staff User ID PIN	LoLA Number 6 digit birthdate
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WIFI Access

WIFI access is available to faculty using laptops on campus. The username and password are the same as the username and password for logging in to a computer classroom (Windows password).

*** Faculty and Staff Logins**

Faculty and staff can obtain their PIN through the [Forgot your PIN](#) link. It will email your new PIN to your BPCC Email account. You will need to enter your 8 digit BPCC ID number in the User ID field. The Library will not email PINs or give them via phone.

SECTION V.

Employment Policies

A. Contracts

Only the Chancellor shall have the authority to engage in a contract on behalf of Bossier Parish Community College for both professional and non-professional personnel. The Chancellor shall have the authority to employ and dismiss personnel.

Adjunct faculty and instructors for off-campus courses are employed on a semester to semester basis only. Normally, they will be notified by their Division Dean if their status changes. Classes scheduled to be taught by adjunct or adjunct faculty may be given to full-time faculty at the discretion of the Division Dean. Even though the contract is signed, adjunct faculty are not considered to be officially employed until they meet their classes for the first time.

B. Compensation and Payday Schedule

Adjunct faculty shall be compensated at a rate determined by the Division Dean with the approval of the Vice Chancellor for Academic Affairs and the Chancellor. All employees are paid bi-weekly.

C. Antidiscrimination Policies

The College has developed policies and procedures related to the following areas with goals to maximize opportunities, to make the college experience successful and positive, and to minimize the interruption of experiences in the academic environment for the employee or student:

1. Students or Employees with Disabilities. Elevators and ramps are available for handicapped individuals. The main College buildings are on ground level, and inclined walkways allow for mobility from building to building. Registration help is available for handicapped students. Coordination of special services for the handicapped is provided by the Vice Chancellor for Student Services.

Students who require special assistance or academic modifications must request assistance from Disability Services F250.

Disability Services and the Career Services office are located in Building F and are available to assist instructors when needed to meet modifications.

2. Discriminatory and Derogatory Acts. Acts of a discriminatory or derogatory nature in relation to race, sex, ethnic background, religious beliefs, age, and physical condition will not be tolerated. Individuals who believe that they have been subjected to discriminatory and/or derogatory acts may report the incidents to the Executive Vice Chancellor or the Vice Chancellor for Student Services.

3. Sexual Harassment. The College takes the stand that it has an ethical obligation to provide an environment free from sexual harassment and from the fear that it may occur. Policies and procedures developed in the Office of the Vice Chancellor for Student Services are in effect to protect students and employees from sexual harassment and to establish an environment in which such unacceptable behavior will not be tolerated. BPCC's Harassment Policy and procedures for reporting a complaint can be found under the Human Resources information in Canvas. The policy document provides a definition for sexual harassment with examples and informal and formal complaint procedures for the resolution of complaints.

D. Code of Professional Ethics

It is the intention of the College to maintain and support the highest levels of professionalism in the execution of its mission. It is expected that each employee demonstrates a professional demeanor and engages in a code of ethics assuring that the College succeeds in its intention. The College is in support of the Code of Ethics of the Education Profession as adopted by the 1975 National Education Association Representative Assembly. A copy of this document is available in the office of the Vice Chancellor for Academic Affairs.

E. Substance Abuse Policy

In compliance with Public Law 101-226, BPCC is a drug-free zone. Possession or consumption of alcoholic beverages or possession of alcoholic beverage containers on campus or during any trip sponsored by the College is prohibited. All local, state, and federal laws are enforced. The use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding or other dangerous drugs, except as expressly permitted by state and/or federal laws, is strictly prohibited under all circumstances.

Assuring compliance with Public Law 101-226, the College distributes a publication which describes the harmful effects of drugs, area treatment, rehabilitation services and facilities, and local, state, and federal laws governing the use of abuse of drugs. This publication is distributed to each employee of the College annually and to each student during class registration each semester.

F. Personnel Records

The office of Director of Human Resources maintains a file on each instructor that includes materials supplied by the instructor as well as evaluative information. Employees are encouraged to contact that office with questions regarding inclusions or access.

G. Recruitment and Hiring

An outstanding educational program in any school system is dependent upon the employment and retention of the best qualified personnel. This can be accomplished by giving consideration to qualifications and by providing attractive salary schedules, good working conditions, and adequate facilities.

The following policies shall apply in the recruitment, selection, employment, and assignment of teaching personnel:

1. BPCC, its Chancellor, and its staff believe that the College should have the very best instructors available.
2. Recruiting, interviewing, selecting, and assigning all personnel shall be the responsibility of the Division Dean and the Vice Chancellor for Academic Affairs.
3. The following factors shall be considered in the selection of professional personnel:
 - a. Educational background;
 - b. As to institution attended
 - i. accreditation;
 - ii. type of educational program;
 - iii. degree(s) earned;
 - iv. credits earned (education, majors, minors, electives); and
 - v. transcripts of grades and additional education as measured by criteria 1.
 - c. Previous experience working with students;
 - d. Personal interview;
 - e. Available evaluations and recommendations as provided by professional associates and employers;
 - f. The person's exhibited knowledge of subject matter, ability to communicate that subject matter to students, personality and general appearance, educational philosophy, and ability to work cooperatively with others as found through personal interviews by the Division Dean, Director of Human Resources organization, or the Chancellor;

- g. Results of standardized nondiscriminatory tests may be considered but will not be of themselves determinative.
4. The process of staff selection shall be free from pressures considered detrimental to the best conduct of the college mission. This process is based on two major principles:
 - a. Selection shall be based on the ability to efficiently fulfill the responsibilities of the position as judged by all pertinent standards;
 - b. The applicant shall not resort to use of political, social, or other pressures to gain employment.
 5. Personnel shall be assigned on the basis of their qualifications, the needs of the system, and, when possible, the expressed desires of the applicants.
 6. When vacancies occur in new or existing positions, such vacancies will be made known to the staff, and anyone who possesses qualifications for the position may apply.

H. Statement on Professional Rights and Responsibilities

Bossier Parish Community College seeks to provide the best possible environment for academic learning, for successful student matriculation, and for appropriate instructor contributions. The College has established and promotes those activities which undergird and provide a foundation for this academic milieu. In achieving these ends, faculty are expected to adhere to professional ethics and to invite attention to the dual responsibilities of professional rights and professional responsibilities. In delivering services to its constituent community, BPCC adheres to standards consistent with the policies of the Louisiana Community and Technical College System Board of Supervisors and Bossier Parish Community College.

The professional appearance of faculty enhances regular faculty duties while allowing each faculty member to provide unique talents to carry out the mission of the College. Faculty, staff, and administration are respected for individual commitment and contribution. It is expected that members of the faculty, staff, and administration present themselves in a manner which elevates the profession in general and BPCC, in particular. A codification of professional standards, which is collegiately appropriate, nourishes the ability of BPCC to service the needs of its customers--the students--in a more effective manner. Faculty appearance should elevate others' perception of the profession, should enhance the learning environment, and should be a visual statement of propriety.

No monotypic professional appearance is standard for an entire college family. Faculty appearance, however, should be consistent with academic freedom, institutional mores, and individual teaching assignments. Faculty presentation should embody both the formal and informal academic activities which may be the responsibilities of each faculty member and should be appropriate to the level of manual exertion, location of the class, and physical neatness of the subject matter. Faculty appearance may accommodate designated "spirit days," which are

incorporated into the collegiate environment in a way that promotes faculty camaraderie, supports intra- and interscholastic rivalries, and builds institutional morale. In this manner, BPC serves as a graceful interface between higher education and the community it serves.

SECTION VI.

Campus Safety and Emergencies

The safety of the entirety of the campus community of the College and procedures for best handling emergencies should be a priority and a responsibility shared equally by all: administrators, faculty, staff, and students. Policies and procedures set forth herein are provided to assure the maximum safety of all and for the expeditious handling of any emergency.

Procedures for Releasing the Location of Students/Faculty During Class

In an effort to protect the academic setting and security of students, College staff and faculty shall follow the following procedures:

1. The classroom location of any student or faculty member should not be released unless it is to a member of the College staff performing an official duty.
2. The name of the person requesting the information and the reason for the request should be made known.
3. Verification with a supervisor should be made **BEFORE** notifying the student/teacher. Only a member of the division office staff should actually go to a class to secure the student/teacher. The person requesting information should remain in the office.

Campus Safety and Security

The following information is provided to the public for compliance with the federal Campus Security Act of 1990 and the Higher Education Amendments of 1992. Bossier Parish Community College shares the public's genuine concern about personal safety in a college setting. The College strives to offer services and preventative measures to improve the safety of the College community. Walkie-talkies are available in campus buildings in the event of an emergency. Ultimately, each individual is responsible for his/her own personal safety by being aware of his/her surroundings and by using good judgment.

Procedures for Reporting Crime and Emergency Situations

In the event of a crime, accident, emergency, or injury occurring on campus, you should do the following:

1. **Call 911 if there is a fire or life threatening medical emergency.**
2. Report the incident to the proper school authority as soon as possible to any of the following:
 - Campus Police: 678-6195 or 678-6318 or 286-4922
 - Campus Operator: 678-6000

- Bossier City Police Department: 741-8605
- Notify any uniformed campus police officer.
- Notify any faculty/staff member.

For Reporting Purposes:

The campus reporting staff or any faculty/staff member can complete an accident/incident report form by filling in all the information. Submit the form to the Director of Campus Security in Building F, Room 104.

Safety concerns and questions should be addressed to the following:

Gayle Doucet
Office: J-115
6220 East Texas
Bossier City, LA 71111
(318) 678-6117

TO REPORT FIRE OR MEDICAL EMERGENCIES

Notify the Bossier City Fire Department by phone at 911 or by any means listed above.

The Campus Crime Log is located in the Campus Security Office, Building F, Room 104. Warning notices are immediately posted around campus when a reported crime occurs which could pose a threat to others.

Campus Police Authority

BPCC is patrolled by off-duty, commissioned Bossier City Police Officers Monday through Friday and by normal patrol of the Bossier City Police Department 24 hours a day. Police cars are visible on campus during these hours. Since Campus Police and Bossier City Police are the same, BPCC benefits from their arrest authority.

All crimes occurring in or on the facilities of BPCC shall be reported immediately to any Campus Police Officer or a faculty/staff member who will notify the proper authority.

BPCC has a formal agreement with the Bossier City Police Department to receive reports of criminal activity at off-campus student organizations whose participants are BPCC students, including the student organizations with off-campus housing facilities. The Head of Security will track the case through its final disposition by the BCPD and file the report accordingly. The Head of Security shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and Campus Security Act of 1990.

Faculty and Staff Major Disaster Plan - Lockdown or Evacuation

1. In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be adhered to:
 - a. An announcement will be broadcast on the intercom system directing you to go into a lockdown mode or evacuation of the building/campus.
 - b. The lockdown mode consists of five simple steps:
 1. Lock your door from the outside. Most doors are pre-locked, keep door closed at all times.
 2. Turn out the lights.
 3. Move yourself and students away from the door and windows.
 4. Keep everyone quiet and sit down on the floor.
 5. Locate the manila folder containing the RED AND GREEN TAGS. If everything is okay in your room or area, slide the GREEN TAG under the door into the hallway. If there is a problem in your room or area, slide the RED TAG under the door into the hallway.
 - c. If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911, BCPD – 318-741-8605, or Campus Police – 318-678-6318. Stay on the phone with person contacted until emergency has subsided.
 - d. All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.
 - e. All physical plant staff should go to a locked closet area or the nearest office.
2. Assessing the threat/situation:
 - a. The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.
 - b. If an evacuation is required, you will be given the evacuation command either on the intercom system or by a police officer in your area. (Room to room)
 - c. If an officer comes to your room, they will advise you when and how to exit the building and where to go.
 - d. If the evacuation notice is given by the paging system, you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

3. BPCC Emergency Notification System

CAVSalert is an emergency mass notification company that provides BPCC with instant notification capabilities during an emergency on campus.

BPCC Faculty and staff have the option of registering with CAVSalert and are able to update their contact information at the BPCC CAVS alert website after receiving their log-in information and instructions. Registration can be completed through <https://public.coderedweb.com/CGE/7ED84FE45DBE>. Information may also be found in the BPCC website under Campus Security.

This system will be used for emergency notification purposes only. Emergency contact information will be collected by Bossier Parish Community College and sent to CAVSalert Interactive Network. CAVSalert has been contracted by the State of Louisiana's Board of Regents to transmit emergency alerts in the event of a campus emergency. The information provided to CAVSalert is secure and will not be used for proprietary or non-emergency purposes. Your information will only be used for contacting you in the event of an emergency and will not be shared.

4. The community will be notified of the emergency situation by the public relations officer. This notification will be conducted through emails and telephone.
5. Campus security is responsible for carrying out the above process. They may be reached at 318-678-6318, 318-678-6195, or 318-286-4922, Mike May, Director.
6. Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced. For reporting purposes, contact Mike May, 318-678-6318 or 318-678-6195.

Locked Door Policy

For the safety of our students and faculty, please lock the classroom doors when classes begin. The intent of this policy is for safety and not for locking students out of the classroom who are a few minutes late to class. Considering the construction on I-20 and the occasional inclement weather, please be aware that there are times a student may be late to your class. In this event, be considerate and allow the student to come into your class, if the student is **no later than five minutes**.

Classroom Visitors Policy

No person may interrupt or come into a classroom that is not faculty, staff, or a police officer. All visitors on campus must check in at the Security Office. Never open your door to a stranger on campus.

Elevator Outage Policy

1. Whenever the elevators are out of service, Physical Plant, Safety, and Security will attempt to correct the malfunction by resetting the circuit breakers.
2. If the elevator does not respond and there are handicapped persons on the upper floors, the Bossier City Fire Department will be called to transport the person down the stairs.
3. BPCC personnel will not attempt to get the person(s) down the stairs unless it is an emergency situation such as a fire alarm or evacuation alarm.

Security & Access to College Property

The Physical Plant Department maintains the College buildings and grounds with a concern for safety and security. Reports of potential safety hazards noted on campus should be reported to 678-6420.

Sexual Assault Policy

The College is committed to preventing sexual assault through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. All sexual assault crimes will be reported to the Bossier City Police Department for investigation. College community members found guilty of any sexual crime will be severely dealt with.

On-Campus Disciplinary Actions

The Student Code of Conduct and Disciplinary Procedures are explained in detail in the Student Handbook. During disciplinary proceedings regarding alleged sexual assault, both the victim and the accused are entitled to have an advisor present. Both the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

Preventative Programs

Crime prevention presentations are presented each semester. Topics generally involve basic safety and security tips to prevent crime against person and property, sexual assault prevention, DUI and other alcohol violations, drug abuse prevention, and fire safety issues, among others. For information or scheduling of programs, see the Events of the Week posters or contact the Advising Center.

Crisis Intervention & Referrals

The Crisis Intervention and Referral policy represents current guidelines for safely assessing an urgent situation or emergency where a student is considered to be “in crisis.” The policy guidelines are available online at <http://www.bpcc.edu/studenthandbook>.

Appendix A

Bossier Parish Community College Instructor Observation/Evaluation Adjunct Faculty

Instructor _____

Division _____

Observer/Evaluator _____

Position _____

CODE: 5=Outstanding 4=Excellent 3=Satisfactory 2=Needs Improvement I=Unsatisfactory N/A=not applicable

OBSERVATION/EVALUATION DATA

Date of Observation _____

Time/Period _____

Class _____

Pre-Observation Held _____
(Optional)

I. MANAGEMENT

- A. The instructor plans effectively for instruction.
 - 1. Includes activity/activities that develop(s) objectives. _____
 - 2. Identifies and plans for individual differences. _____
- B. The instructor maintains an environment conducive to learning
 - 1. Organizes available space, materials, and/or equipment to facilitate learning. _____
 - 2. Promotes a positive learning climate. _____
- C. The instructor maximizes the amount of time available for instruction.
 - 1. Manages routines and transitions in a timely manner. _____
 - 2. Manages and/or adjusts allotted time for activities planned. _____
- D. The instructor manages learner behavior to provide productive learning opportunities.
 - 1. Establishes expectations for learner behavior. _____
 - 2. Uses monitoring techniques to facilitate learning. _____
 - 3. Uses acceptable methods of discipline with consistency. _____

NOTES:

Initial: _____
Evaluator Instructor

II. PROFESSIONAL RESPONSIBILITIES

- A. The instructor performs professional responsibilities.
 - 1. Communicates effectively with students and staff. _____
 - 2. Assists in enforcing school rules and policies. _____
 - 3. Ensure proper care of textbooks, teaching aids, and equip. _____
 - 4. Completes reports and records as assigned. _____
- B. The instructor presents self appropriately.
 - 1. Is prompt and dependable. _____
 - 2. Projects well-groomed appearance. _____
 - 3. Displays positive attitude. _____

Notes:

III. TEACHER-STUDENT RELATIONS

- A. Interacts with students effectively. _____
- B. Exercises patience and self-control. _____
- C. Exhibits respect and concern for all students. _____
- D. Relates and interacts with student in a fair and positive manner. _____
- E. Promotes desire for independent student effort. _____

Notes:

Initial: _____
Evaluator Instructor

IV. INSTRUCTION

- A. The instructor delivers instruction effectively.
 - 1. Uses technique(s) which develop(s) lesson objective (s). _____
 - 2. Sequences lesson to promote learning. _____
 - 3. Uses available teaching material (s) to achieve lesson objective(s) _____
 - 4. Adjusts lesson when appropriate. _____
 - 5. Uses varied teaching approaches and activities _____
 - 6. Teaches with enthusiasm. _____

- B. The instructor presents appropriate content.
 - 1. Presents content at an educationally appropriate level. _____
 - 2. Presents accurate subject matter. _____
 - 3. Relates relevant examples, unexpected situations, or current events to the content. _____
 - 4. Answers questions correctly and/or directs students to additional sources (library, labs, learning centers, etc.) _____
 - 5. Demonstrates adequate knowledge of the subject matter. _____

- C. The instructor provides opportunities for student involvement in the learning process.
 - 1. Accommodates individual differences. _____
 - 2. Demonstrates ability to communicate effectively with students. _____
 - 3. Stimulates and encourages higher order thinking at the appropriate educational levels. _____
 - 4. Encourages student participation. _____
 - 5. Uses motivational strategies as needed. _____

- D. The instructor assesses student progress. (Attached test sample and student information Sheet.)
 - 1. Administers tests at appropriate intervals. _____
 - 2. Develops appropriate test questions to assess student knowledge. _____
 - 3. States clearly testing instructions. _____
 - 4. Demonstrates appropriate test construction. _____
 - 5. Uses appropriate and varied question format. _____

Notes:

Initial: _____
Evaluator Instructor

INSTRUCTOR: _____

OVERALL RATING AT TIME OF OBSERVATION:

Outstanding _____ Excellent _____ Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

Instructor's Signature: _____ Date of Conference: _____

Instructor's Response: _____

Evaluator's Signature: _____ Date of Conference: _____

Comments: _____

