
ROGUE COMMUNITY COLLEGE
FACULTY HANDBOOK
2019-2020
Table of Contents

RCC 2015-2019 strategic plan.....	6
Introduction.....	7
Important publications.....	8
Contractual rights and obligations.....	9-12
Professional development funding guidelines.....	13
Tuition waivers.....	14
Reduced tuition	14
Contract or workload questions.....	15
Classroom management	16
1. In case of emergency	16
2. Student rights, freedoms and responsibilities	16
3. Before a problem or crisis occurs	16
4. If my students behave inappropriately, what can I do?.....	16
5. Procedure for immediate exclusion from classes.....	17
6. Children in classes.....	17
7. Relationship between faculty and students.....	17
Grading information	18-20
Institutional learning outcomes	21
Rosters	22
Disability accommodation.....	24
Transfer, Career and Technical, and Academic Skills programs	25
Academic responsibilities and roles	25
2019-20 Instructional Services departments, programs, and services.....	25
Academic and Training Council	26
Procedure for annual curriculum revisions.....	26
Procedure for approval of new programs	26
Grant applications	27
What educational programs are offered at RCC?	27
Pathfinder Programs: Opportunities for High School Students.....	27
Rogue Community College at a glance.....	29
What services does RCC provide for faculty?.....	30-34
Save our students – the RCC “S.O.S.” system	35

Copyright guidelines36

Faculty evaluation39

What resources does RCC offer for my students?41-47

Nitty gritty classroom and workplace information.....48

1. Getting ready to write my syllabus.....48
2. Emergency closure.....48
3. Punctuality48
4. Breaks.....48
5. Classroom setup48
6. Field trips – off-campus student travel guidelines48
7. Electronic devices/distractions48
8. Tobacco, food, and beverages.....49
9. Campus security.....49
- 10.Employee credential and keys49
- 11.Required staff trainings.....49
- 12.Faculty absences and substitute faculty.....49
- 13.Operation of small classes50
- 14.Staff centers/mail boxes.....50
- 15.Office hours.....50
- 16.Help Desk50
- 17.Registration51
- 18.Full classes51
- 19.Adding or dropping a course.....51
- 20.Family members as students51
- 21.Bookstore51
- 22.Library Services52
- 23.FERPA: family educational rights and privacy act53

Marketing56

2019-20 academic calendar57

Non-discrimination Statement

Rogue Community College is an Open Institution

Rogue Community College does not discriminate in any programs, activities or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy or any other status protected under applicable federal, state or local laws.

Aviso de no discriminación

Rogue Community College es una institución abierta

Rogue Community College no discrimina en ningún programa, actividad o prácticas de empleo basadas en la raza, color, religión, etnia, uso del idioma nativo, origen nacional, sexo, orientación sexual, identidad de género, estatus civil, estatus de veterano, discapacidad, edad, embarazo o cualquier otro estatus protegido por las leyes federales, estatales o locales leyes.

The faculty handbook is a publication of RCC. Every effort is made to ensure accuracy at the time of printing. Amy Durst and Ryanne Mitchell are responsible for editing and formatting this document.

The Faculty Handbook can be found online at go.roguecc.edu/department/famat



Rogue Community College

2015-19 Strategic Plan

Mission Statement

“Rogue Community College provides quality education to help learners achieve their goals, and to support the social, civic, cultural, and economic vitality of our diverse community.”

Goal and Objectives

Please refer to web.roguecc.edu/strategic-planning for the most up-to-date information

Core Themes

Promote student access and success

Advance student learning

Strengthen our diverse communities

Model stewardship

See web.roguecc.edu/strategic-planning/rccs-strategic-plan-2017-2020
for up-to-date information on the college’s strategic plan.

College Overview

Rogue Community College (RCC) is a comprehensive, two-year public college serving Jackson and Josephine counties. The College was established in Josephine County in 1970. The annexation with Jackson County occurred in 1997. RCC is one of 17 community colleges in the state. Three campuses between both counties include the Redwood Campus in Grants Pass, the Riverside Campus in downtown Medford and the Table Rock Campus in White City. Other learning sites include the Small Business Development Center and Esther Bristol Education Center in downtown Grants Pass, and the Illinois Valley Business Entrepreneurial Center in Kerby.

RCC is governed by a local board with members representing both counties. They are elected for four-year terms, with no term limits. Bargaining groups include the Faculty and Classified Association teams – FAMAT and CAMAT. A third, non-bargaining group, Faculty Senate, is recognized by the Board for its right to consider and advise the President and Executive Team on educational policy and student life issues.

The College is committed to learning and teaching. Student success is the college's unifying purpose. Intentional outreach to diverse communities, as well as intrinsic community partnerships, and work with sister colleges and universities, businesses and governmental agencies represent RCC's rich collaborations in delivering quality educational training.

Enrollment data from 2018-19 indicated about 14,221 students (total headcount) attended classes in. That includes 8,874 students seeking credits and 5,347 non-credit students. By the end of spring term 2018, 896 degrees and certificates were awarded to over 720 graduates. Over 118 of those students earned two or more degrees or certificates from ages 17 to 68. GED completers totaled roughly 72 students by early counts.

RCC employs approximately 800 faculty and staff. Sixty percent of those employees are part-time or adjunct faculty. There are 83 full-time faculty; 43 full-time exempt staff; and, 179 classified staff (163 full- and 16 part-time employees).

The adopted general budget for fiscal year 2019-20 is \$42.9 million. It provides for optimal program and services levels based on the College's needs and economic realities. To review the 2019/20 Adopted Budget in its entirety, go to: www.roguecc.edu/budget.

RCC offers six two-year degrees, 75 career and technical degrees and certificates, and 17 Career Pathways Certificates. Other educational offerings include academic success classes and adult basic skills for General Education Development (GED®) and a variety of continuing education offerings. Community education classes vary, but cover special interest topics, industry certification classes, business classes, art/music/writing, adult driver's training, fitness and more. Customized training is available through workforce development and small business development. Visit the college website at <http://web.roguecc.edu/degree-and-certificate-programs> for further information, including graduation guides.

RCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU or the Commission), an accrediting agency within the scope of authority approved by the United States Department of Education. The College complies with NWCCU's standards and policies for the benefit of the College and the students it serve. Accreditation provides for students' ease of transfer to other colleges and universities, access to and eligibility for state and federal grants and other funding, recognition as a college that values excellence and engages in continuous improvement practices, and recognition by perspective employers.

The College applied for candidacy with NWCCU and was affirmed in 1971. College courses and programs are approved by the Oregon Higher Education Coordinating Commission in concert with the Oregon Department of Community Colleges and Workforce Development. RCC is also approved as a veterans' training institution by the Veterans Administration. The College is also a member of the American Association of Community Colleges and the Oregon Community College Association.

Information about RCC's accreditation is available by contacting Laurie Roe, Director, Institutional Research & Effectiveness, lroe@roguecc.edu, or call 541-956-7213.

Important publications

Important publications (most are published on the Website and some in hard copy as well).

Board Policies:

web.roguecc.edu/Board-Policies

Rogue Community College (RCC) Administrative Procedures (AP):

web.roguecc.edu/administrative-procedures

Administrative Procedures are designed to serve as a one-stop reference source for RCC employees seeking general procedural information. Some Administrative Procedures provide step by step processes that pertain to certain Board policies.

This Faculty Handbook:

go.roguecc.edu/department/FAMAT

Click on Faculty Handbook on left side.

Accreditation reports:

web.roguecc.edu/Accreditation

Student Right and Responsibilities Statement:

web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003

The schedule of classes:

www.roguecc.edu/Schedule/

The RCC catalog:

web.roguecc.edu/marketing-department/publications

The RCC-RCCEA Collective Bargaining Agreement (faculty):

go.roguecc.edu/department/FAMAT

Title IX:

web.roguecc.edu/title-ix-and-sexual-misconduct

Addresses discrimination, harassment, and sexual violence policies and procedures

Economic Contribution of Rogue Community College:

<https://intranet.roguecc.edu/Instruction/pdf/EconomicContribution.pdf>

The RCC Library and reference personnel:

go.roguecc.edu/department/rcc-libraries

The Information Technology personnel/Help Desk staff:

go.roguecc.edu/department/help-desk

Instructional Media:

go.roguecc.edu/department/instructional-media

Contractual Rights and Obligations

**Questions? Call the Director of Human Resources
Jamee Harrington - 541-956-7017.**

1. Carefully and thoroughly review the *Rogue Community College-Rogue Community College Education Association (RCCEA) Collective Bargaining Agreement*. It is available online at: go.roguecc.edu/FAMAT
2. The contract covers both full- and adjunct faculty (see the contract above, Article I, Sections B and C for a definition of those faculty covered and not covered by the contract); however, you will also receive an individual employment contract (full-time faculty) or notice of assignment (adjunct faculty). Be sure to review carefully the stipulations it provides for your own job at the college.
3. Samples are included in this handbook for:
 - Full-time faculty (see page 10)
 - Adjunct faculty (see page 11)
4. The documents above specify the salary for full-time, and adjunct faculty. Faculty in other categories will receive specifics with their individual assignments.
5. Benefits for those eligible and which come with college employment are specified in the CBA. Among these are health insurance and professional development funding, along with many others, such as tuition waivers.
6. RCC is a non-discriminatory, equal opportunity, affirmative action institution.
7. Faculty have the responsibility to file an Incident Report should a problem occur.
8. Faculty have the right to file a grievance should employment difficulties occur.
9. Faculty have the right to regular and complete evaluations, both formative and summative, to provide assessment of their success at their jobs and to provide an opportunity for improvement, if needed.
10. Unit-eligible faculty (see the CBA above, Article I, Sections B and C for a definition) have the option for Faculty Association membership in the Rogue Community College Education Association or to be fair share.
11. Adjunct faculty have the responsibility to ensure that their Notice of Assignment accurately portrays their assignment each term. NoAs can be accessed on the intranet by going to <https://intranet.roguecc.edu/>, select Faculty Resources at the top under Intranet Index, scroll to the bottom of the page and select PT Contract NoA under Informational Items.
12. Unit-eligible faculty may access professional development funding. If you have questions regarding professional development funds and how to apply, contact your Faculty Association representative. See also Professional Development Funding Guidelines in this handbook (pages 13-14)
13. It is the duty of a faculty member to strive to develop his or her professional capabilities to the highest possible degree. Faculty shall adhere to their schedules and will communicate any changes to the appropriate person(s). It is understood that these dual concerns, professional responsibility and educating students, are of equal importance. Examples of professional responsibilities include returning graded work to students in a timely manner, checking and responding to email messages, and meeting administration protocols and deadlines. For full-time faculty, professional responsibilities also include duties outlined in the job description and the CBA.

**ROGUE COMMUNITY COLLEGE DISTRICT
FULL-TIME FACULTY EMPLOYMENT CONTRACT
Probationary 1st Year**

Rogue Community College, known as District, hereby employs _____, known as Employee, for the 2017-18 fiscal year upon the following terms only:

1. CONTRACT PERIOD:
 - a. From: **9/18/2017 to 6/16/2018**
 - b. Number of contract days: **176**
 - c. Number of non-contract days (Professional only):
 - d. Type of special contract if any:

2. COMPENSATION: Faculty Step or Professional Grade:
 - a. Actual salary for contract days: \$ _____ Daily rate: \$ _____
 - b. Fringe benefits as specified in the Faculty Collective Bargaining Agreement
 - c. Equal payments, specified below, to begin the last day of the month starting with the month of this contract.
 - d. Department head pay, if applicable, will be on a separate personnel action form and is not included in actual salary for contract days.

3. GENERAL JOB TITLE:

4. EMPLOYEE'S DUTIES AND AGREEMENT: For the above salary and fringe benefits to be paid or provided to Employee by District, Employee agrees:
 - a. To do work as directed by district and comply with present and future District policies and with the applicable Collective Bargaining Agreement, the terms of which policies and agreement are incorporated herein by this reference.
 - b. To comply with all state and federal requirements applying to Employee's certification and applying to approval or funding of Employee's position or which otherwise apply to Employee's performance of this contract.
 - c. Employee has had the opportunity to have this contract and the current Collective Bargaining Agreement and District policies reviewed by an attorney of Employee's choice.
 - d. Not to use anything written or said by district or Employee before Employee signs this contract in any legal proceeding Employee might bring against District, this contract being a total integration of all the same.
 - e. Employee has had the opportunity to read the current District policies and Employee has read this entire contract and the current Collective Bargaining Agreement and understands and agrees to the same.

5. THIS CONTRACT IS SUBJECT TO:
 - a. All state and federal laws, rules, and regulations and the present and future policies of the District.
 - b. Actual availability to the District of funds to pay Employee's salary and to fund Employee's position and program.

AGREED TO AND ACCEPTED BY EMPLOYEE, WHO HAS RECEIVED A FULLY EXECUTED COPY HEREOF:

Employee's Signature

Date Signed: _____

Address

For employees on 10 month contracts only, select a payment option:

10 payments (Sept-June) 12 payments (Sept-Aug)

City/State/Zip

Per Article 7.D of the Faculty Collective Bargaining Agreement, an election must be made prior to the start date of this contract, or the election will default to be paid over the 10 months of this contract. The salary election is irrevocable, and cannot be changed after the contract begins.

Phone: _____

AGREED TO AND ACCEPTED BY DISTRICT BY AUTHORITY OF ITS BOARD OF EDUCATION:

By: _____ Date Signed: _____
President

Board meeting date when this contract agreed to:

For HR Use Only

Account Number(s): _____

Distribution: Personnel File (Original), Employee (Copy), Payroll (Copy)

Conditions of Employment

1. Employment with Rogue Community College calls for several customary break or “recess” periods during the academic year. These customary recess periods are the breaks between terms and the breaks between academic years (summer terms). By accepting employment as designated on the Notice of Assignment, you are certifying that you understand that there are several customary recess periods at the College and that you may be disqualified from unemployment benefits during these times. Following each of these customary recess periods, identified as the “break between terms” on the annual academic calendar, we expect that you will perform services in the same or similar capacity for RCC should you have been, or are offered, assignments for that year, term, or period. This notice neither offers a work assignment nor alters an existing offer of employment. Academic calendars are available online at <http://www.roguecc.edu/Calendar/Academic/>.
2. Employees are expected to fulfill all responsibilities associated with the assignment(s) specified on the Notice of Assignment (NOA). This includes the expectation that the employee attends all sessions of the class/classes assigned as shown in the official college schedule of classes (including any rescheduled classes) or lawful and contractual non-classroom activities as assigned by the employee’s supervisor. Employee performance will be reviewed pursuant to Article 16. 3.D.3 of the faculty collective bargaining agreement (CBA).
3. Employees are expected to comply with all college rules, policies and procedures.
4. In case of illness or other emergency, the employee is responsible for notifying the department chair, the department secretary and the appropriate dean as soon as possible and, if able and if necessary, should arrange for a qualified substitute. Adjunct faculty cannot cancel courses or change a scheduled classroom/class time or non-classroom assignment without approval from the dean.
5. The pay rate for your assigned work is computed to include instruction time or other assigned responsibilities, as well as preparation and follow-up with students and attending to other college obligations. These responsibilities include maintaining attendance and other records as directed by the college and maintaining contact with the college through established channels, responding to administrative requirements and requests for information, as necessary.
6. The college has the sole discretion and right to schedule, assign or cancel any class or assignment at any time, and to determine minimum enrollments, which may result in the rescinding of this NOA as detailed in Article 13.2.C Enrollment and Class

Cancellation of the faculty collective bargaining agreement (CBA).

7. Student grades and other requested information should be filed with the admissions office in a timely manner in accordance with required procedures and timelines.
8. The employee should notify his or her supervisor immediately if, for any reason, the assignment as described in the NOA is not acceptable.
9. Continued employment is at the discretion of the College. This NOA does not commit either employee or college to future employment. Adjunct members shall be appointed on a term-by-term basis. Benefits-eligible adjunct faculty shall be offered an annual workload assignment prior to the start of fall term, unless notice has been given in accordance with Article 10.5.B of the CBA.
10. All responsibilities associated with the assignments are expected to be completed by the assignment end date.
11. By accepting your NOA, you are certifying that you understand there are several customary recess periods at the College and you may be disqualified for unemployment benefits during these times.

PERS Information:

- It is the employee’s responsibility to determine the impact of employment on any PERS benefit or pension.
- Lecture hours are multiply by 2.33 and lecture lab hours are multiplied by 1.75 when they are reported to PERS for all employees except PERS retirees. Please see your monthly ADP pay statement for actual reported PERS hours.
- PERS Retirees: Employees who have retired from an Oregon public employer and are now receiving pension benefits from PERS should contact Human Resources to discuss tworkload limits imposed by PERS.

Unit eligibility as established under the Faculty CBA*

- Unit Eligible: Unit eligible faculty work is defined in Article 1. 2
- Non Unit Eligible: Work that is excluded from faculty unit is defined in Article 1.3

*Please refer to the NOA to determine whether your assignments qualify as unit eligible.

Visit <http://www.roguecc.edu/humanresources> for links to the Faculty CBA and salary schedule to determine compensation and benefits associated with your position.

Professional Development Funding Guidelines

How Much Money Can I Use?

The maximum amount for full-time members for 2019-20 is \$2,500 per year; for benefits-eligible adjunct members \$1,000, for adjunct members up to \$800 with the actual amount pro-rated to their individual annual average UE workload percentage; and professionals \$2,500. Please see Article 15 of the Faculty Collective Bargaining Agreement.

How Do I Access the Funding?

Refer to these resources to: 1) Faculty Professional Development funding guidelines at www.roguecc.edu/HumanResources/form_index_hr.asp and 2) Administrative Procedure, AP-056, Travel and Other Reimbursement at web.roguecc.edu/administrative-procedures/travel-and-other-reimbursement-ap-056

1. Obtain supervisor's verbal or written approval for requested training, conference, and/or seminar. Please follow your department procedures for initial approval.
2. Create electronic travel request/PO in RAPS using account number 952-206305-01-7081 (full-time) or 952-2096305-01-7086 (adjunct). If you do not have access to RAPS, your department secretary or dean's assistant can assist you. If you do have access to RAPS and will be creating the travel request or PO yourself, keep the appropriate administrative assistant informed so he/she can help move the approval process along. Actual costs should be input on the electronic request to pay vendors for all expenses including registration, lodging, rental car, and fuel. All meals will be paid on a per diem basis.
3. Complete Professional Growth forms:
 - a. Professional Development Plan
 - b. Professional Growth Funds Request Form
 - c. Travel Authorization and Expense RequestThese forms are located at www.roguecc.edu/HumanResources/form_index_hr.asp.
4. Attach supporting documentation verifying location, content, and costs for the planned activity to the

professional growth forms. Examples of supporting documentation includes, course outlines, receipts, invoices, reservations, registration etc. Request without supporting documentation will be returned until proper documentation is provided.

5. Information submitted will be verified by RCCEA representative. If funds are depleted or if the representative determines the request does not meet these guidelines, the request will be denied.
6. Upon receipt in the Budget and Financial Services Office of your approved request and appropriate documentation, payment will be processed accordingly.

May I Reserve Funds for Future Use?

Yes, if you are full-time or adjunct faculty status, you may reserve funds from one year to use in the next, effectively doubling your money. Requests must be received by May 1 to ensure they are processed before the end of the fiscal year. You must indicate the specific activity you would like to carry over funds for. Your dean needs to send an email indicating dollar amount and activity to the RCCEA treasurer.

Will My Request be Funded?

If you have submitted your request in a timely fashion and filled out the forms correctly and completely, and the request falls under the guidelines for usage, it is likely that the request will be granted.

There is a limited amount of funding, so requests should be made as soon as possible. Once the annual professional growth allotment has been expended, requests will not be approved. (Hint: plan ahead. Make your request early.)

Administrators reserve the right to deny any request that is deemed inappropriate. An appeal to the Professional Growth Committee can be made if your request is denied, though this is also dependent upon availability of funds.

What Can I Do with the Money?

- Educational pursuits which can include but are not limited to classes, conferences, workshops, retreats, online opportunities

-
- Travel and registration to attend an educational pursuit
 - Software-but not hardware
 - Supplemental teaching and/or research materials
 - Professional journals
 - Memberships that provide access to professional development opportunities such as journals, software, training, etc.

When Will I Get the Money?

The Budget and Financial Services Office will send the vendor or you a check before the event if the forms have been completed, signed and submitted within a reasonable lead time (minimum two weeks). It is recommended your request be submitted at least three weeks before the event.

Will I Need a Substitute?

Yes. You are responsible for working with your department chair or supervisor to locate a qualified person to do that job.

What Else Does the College Provide for Professional Development?

Tuition Waivers

The contract provides faculty with Tuition Waivers. Eligibility and amount depends upon your contract status and workload percentage at the College. See the contract above at go.roguecc.edu/department/famat Article 23. 5: Tuition Waivers for details and eligibility status.

Reduced Tuition

Reduced cost courses may be available. For additional information, contact:

- Community Education – 956-7303
- Small Business Development Center – 956-7494
- Workforce or Short-term Skill Training – 956-7118

Contract or Workload Questions?

Issues are best resolved at the point closest to the problem so talk to your department chair or coordinator, your dean, or your vice president in that order.

You have the right to be accompanied by a representative of the RCCEA if you so desire. Contact an RCCEA representative to accompany you. If you need more formal assistance, talk to an RCCEA officer to reach a solution. Go to: go.roguecc.edu/department/famat/rccea-officers

RCCEA Officers:

PRESIDENT

- Jeremy Taylor

VICE PRESIDENT - FT

- Dave McKeen

VICE PRESIDENT - PT

- Jessica Kitchen

SECRETARY

- Heidi Harless

TREASURER

- Mary Middleton

MEMBERSHIP CHAIR

- Jenny Jackson

PROFESSIONAL REPRESENTATIVE

- Svetlana Gamble

FAMAT REGULAR

- Dave McKeen
- Elijah Bunnell
- Mary Middleton
- Jessica Kitchen- alternate

PART-TIME AT LARGE:

- Vacant

FULL-TIME AT LARGE:

- Vacant

Classroom management

1. In Case of Emergency:

- a. If there is an emergency, crisis situation, or medical emergency of any kind, dial 8 + 9-1-1, and then call Security at 541-218-2930.
- b. In a medical emergency, faculty are expected to remain onsite until help arrives.
- c. File an Incident Report for all medical and emergency situations you are involved with.
 - Go to <https://roguenet.roguecc.edu/IncidentReport/Incidents/Create>.
 - The form above indicates how the information will be shared with responsible personnel in the college. Be sure to complete it promptly and completely.
- d. Inform your department chair or coordinator, and dean or other manager as appropriate.
- e. Visit the RCC Safety Awareness website at www.roguecc.edu/Safety/Security to become familiar with safety information and procedures before there is an accident, incident, or disaster. Information about emergency lock down procedures is found in the college's Emergency Response Plan at web.roguecc.edu/risk-management/campus-emergency-management

2. Student Rights, Freedoms and Responsibilities

In the admissions process all students certify that they understand and agree to comply with the RCC Code of Responsible Behavior. Read the Student Rights and Responsibilities Statement to clarify and understand expected classroom behaviors for students and know your rights and responsibilities as an instructor.

web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003

3. Before a Problem or Crisis Occurs:

- a. Identify and discuss expected behavior in your syllabus during the first days of class and in your introduction to the course.
- b. You will find the Student Rights and Responsibilities Statement at web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003 to review in detail with your class. You should add a reference to this in your syllabus.
- c. Be aware and discuss Title IX policy with your students. You should add a reference to this in your syllabus. RCC is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment, including sexual harassment. Therefore, it is a violation of College policy for any employee, student or third-party at RCC to engage in these practices. In addition, RCC has a zero tolerance for sexual assault, stalking, intimate partner or domestic violence, dating violence and workplace violence. Anyone found participating in any of these activities will be subject to disciplinary action and prosecuted in accordance with RCC policies and procedures and Oregon state laws. For more information, go to web.roguecc.edu/title-ix-and-sexual-misconduct

4. If My Students Behave Inappropriately, What Can I Do?

You have a right to expect to maintain an orderly classroom environment, and you do not have to keep students in your classes when they behave inappropriately. If you have concerns about a student's behavior in class, you can contact the Counseling Department directly. Also, please refer to these publications:

- Student of Concern Referral Process, web.roguecc.edu/student-concern-bit-soc/bit-soc-referral-process
- Just in Case Guide for Faculty, web.roguecc.edu/sites/web.roguecc.edu/files/Sites/Counseling/pdf/JIC-faculty2019.pdf

5. Procedure for Immediate Exclusion from Classes

Under certain circumstances, immediate exclusion of a student from a class or teaching area may be appropriate and necessary to ensure that the rights and safety of students and faculty members are protected. Faculty may immediately exclude a student from class temporarily; however, only the compliance coordinator can remove a student permanently, and there is a process to follow. Please refer to Section IX, Student Code of Conduct and Procedures from Student Rights, Freedom, and Responsibilities statement. See <https://web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003>

Also, student exclusion and student reprimand letter templates are available at: <https://intranet.roguecc.edu/forms.asp>. If reprimanding or excluding a student please complete an incident report (<https://web.roguecc.edu/risk-management/campus-security#IR>) and notify Chauncey Kieley at 541-245-7632 or ckieley@roguecc.edu.

6. Children in Classes

Only students enrolled in classes or labs may sit in on those classes or labs unless the individual instructor or department chair/coordinator makes an exception. Children under high school age (14 years or younger) are not permitted on college campuses, unless directly supervised by a responsible adult. Refer to Administrative Procedure, AP-005 for full details. See <https://web.roguecc.edu/administrative-procedures/children-campus-ap-005>

7. Relationships between faculty and students

RCC faculty should be very cautious when blurring personal and professional relationships with students. Clear faculty-student boundaries shall be carefully maintained for the protection of both the faculty member and the student. The respect and trust accorded to faculty by a student, as well as the unequal power exercised in giving grades, evaluations, and recommendations both impact and influence the student and faculty relationships. Given that faculty have a clear power imbalance with students, relationships both inside and outside of the classroom environment can be perceived – and potentially misunderstood - especially in hindsight.

In that light, RCC prohibits consensual sexual relationships between individuals in circumstances where one individual has the ability to impact the other individual's academic status or employment by exercising control, power or authority. In short, faculty should not be in a relationship with a student in their classes or program. If a faculty member has a pre-existing relationship with a student in their class or program or finds themselves entering into a relationship with a student, it is very important that they contact HR or their supervisor right away.

Additionally, state law and RCC policy prohibit public employees from gaining a personal or financial benefit from their employment that is outside the scope and content of their work pay, benefits and rights. This is particularly important with students. Examples of this may include but are not limited to faculty tutoring students outside of class for a fee, bartering with students in exchange for services, selling sample textbooks or materials to students, or charging students additional fees for professional services that are provided at or by the college.

Finally, faculty should be cautious to avoid or mitigate any situations with students that may result in perceived favoritism. Some areas that pose particular challenges include: participating in social media groups or chats that are unrelated to work, inviting students to religious, social or political events that aren't related to curriculum, giving and receiving gifts, asking/participating in fundraising, and collaborating on outside business ventures. While ventures like these are not outright prohibited, faculty are strongly encouraged to avoid them... or certainly to get input from HR or a supervisor prior to engaging in these or related activities.

(Please refer to relevant policies located at <https://web.roguecc.edu/administrative-procedures> for additional information. This section is based on: AP-016 Gifts and Donations, AP-047 Gender-based and Sexual Discrimination & Harassment, AP-024 Standards of Professional Behavior for Employees and AP-23 Consensual Relationships.)

Grading Information

1. Grading Policy

In awarding grades, the college seeks to inform its students of their proficiencies in coursework. As a means to this end, faculty are asked to establish and communicate on a syllabus for the student:

- The evaluation of course achievement.
- The type and degree of proficiency anticipated.
- The policy of the instructor toward extended study.
- Grading method (i.e. A-F or P/NP)

Students likewise have an obligation to measure their own desires and abilities relative to the study tasks before them. Any time a task seems excessive in this regard, it is recommended that students seek help through the instructor or Counseling Department. The quality of student work is measured by a system of grades consisting of five letter grades which are used in calculating grade point average.

2. Grades Used in Calculating Grade Point Average (GPA):

A - Significantly exceeds course expectations	- 4pts.
B - Exceeds course expectations	- 3pts.
C - Meets course expectations	- 2pts.
D - Below course expectations	- 1pt.
F - Significantly below course expectations	- 0 pt.

Instructors may affix a plus or minus (+ or -) to the grades A through D. However, plus or minus does not affect GPA.

The following grades are NOT used in calculating GPA:

Pass or No Pass (P or NP): Used for most academic skills classes (numbered below 100). The **P** grade indicates that the student has earned a C or better. The **P** grade is not included in calculating GPA and courses graded **P/NP** may not count toward program requirements. Some other institutions do not accept transfer courses in which the student has a **P** grade. The **NP** grade is unsatisfactory for financial aid students.

Audit (AU): Appears on a class roster based upon a student's indication at registration. AU is used when a student enrolls in a class but does not wish to take examinations or receive credit or a grade. A student may convert from **AU** to a grade with the instructor's written permission. The student must take your written permission to Rogue Central for the change to occur. A student can change to **AU** by visiting Rogue Central (written permission not required to change to **AU**). The change must be requested in accordance with the deadline dates published in the Schedule of Classes. Audit is not intended as an alternative for **F, I, NP** or **W** grades. Financial aid will not pay for audits.

Incomplete (I): Faculty are not required to grant **I** grades, however an **I** may be granted when a student has **successfully completed at least 75 percent of the course work** and a prolonged, excusable absence causes inability to complete the course by the end of the term.

Incomplete Grade Contracts are a feature of the online grade roster and are created when the **I** grade is assigned. No signatures are required on Incomplete Grade Contracts. Enrollment Services will mail the contract to the student.

Instructors must fill in the date and terms for completion of the contract. Students are generally required to complete the terms of the contract within one term or less. Students given more than one term to complete tend to have a lower completion rate. If not completed within the stipulated time, the grade automatically changes to: **F** for graded courses; **NP** for most academic skills classes; or the grade the instructor assigns on the contract. Students cannot change an **I** to a **W**. An **I** is unsatisfactory for financial aid students.

Drop or Withdrawal Procedures

Official Drop or Withdrawal from Classes

Students may drop term length classes online in myRogue through the last date to drop classes, 11:59 p.m. on the second Wednesday of each term. See the Academic Calendar www.roguecc.edu/Calendar/Academic. Students who officially drop receive a full refund and there is no notation of the class on their transcript. Starting the second Thursday of the term through the eighth Friday of fall, winter and spring terms (fifth Friday of summer term) students may withdraw online. There is no refund for a withdrawal and a grade of W is noted on a transcript. The date the student withdraws online or notifies Rogue Central of their intent to be withdrawn is the official last date of attendance.

Unofficial Drop or Withdrawal from Classes

Students who stop attending but do not officially drop or withdraw receive the grade that they earned based on syllabus requirements. If that grade is F, Incomplete, NP, or Z, the instructor must enter the last date of attendance on the online grade roster.

Definition of Last Date of Attendance for Faculty

In a seat class, the last date of attendance is the last day the student physically attended a class where there is opportunity for direct interaction with the instructor.

In an online class, the last date of attendance is the last day that a student engaged in academically related activity such as submitting an assignment or a test. It is not the last date the student logged on, but did not submit assigned work.

The **W** grade is unsatisfactory for financial aid students. Students who are on financial aid and are considering a complete withdrawal from the term should inquire of Rogue Central the financial impact of such a decision.

Repeat (R): A student may request that a previous lower grade or grades (defined by grade points) for a course previously taken at RCC be changed to an R (repeated) grade. All courses taken will remain on the student's transcript, but the R grade or grades will not be included in the grade point average (GPA) calculation. This applies only to grades that are included in GPA calculations, not AU, I, NP, P, W, or Y, grades.

If a student enrolls a second time in an RCC course that they have already passed (A, B, C, or P grade) they can receive financial aid ONCE to retake that class, however, this should only be used on rare occasions as there are other negative impacts with this decision. Repeat Course forms are obtained at www.roguecc.edu/Enrollment/Forms and can be submitted online. Financial aid students with a marginal pace (completed credits, divided by attempted credits) of close to or less than 66.67% may want to wait to replace grades previously passed as this will further reduce their pace.

3. Reporting Grades

The assignment of a grade is the responsibility of the instructor of record. Faculty must have a RogueNet User Account in order to access Faculty Resources to submit grades. Paper rosters are not accepted. Contact your department secretary for assistance in acquiring a RogueNet User Account. More details on accessing Faculty Resources can be viewed at <https://intranet.roguecc.edu/FacultyResources/pdf/FacultyResourcesHowTo.pdf>

Final grade rosters are available online at intranet.roguecc.edu/faculty.asp beginning the first day of the term. Grades can be submitted anytime during the term as soon as your class is over. You do not have to wait until the end of the term to submit grades for classes that end before the term is over.

The deadline for grade submission is 11:59 p.m. the first Monday following the end of each term. If the first Monday is a holiday then grades are due at 11:59 p.m. on the first Tuesday after the term ends. The exact due date is posted on Faculty Resources. Grades can be submitted multiple times; each new submission overrides the previous submission.

Meeting the submission deadline is necessary so students can access their grades online in a timely

manner, advisors will have an accurate record of student progress, and the Financial Aid Office can award money for tuition and books for the following term in a timely manner. Grades are available online to students on the first Wednesday after the term ends.

If for some reason an instructor cannot meet the grade submission deadline, he or she should advise the department head and Enrollment Specialists (enrollspec@rogucecc.edu). Grades should not be discussed on the telephone nor posted publicly with names or Student ID numbers. Students can view their grade report online at www.rogucecc.edu/myRogue.

4. Grade Changes

The assignment of a grade is the responsibility of the instructor of record. Thus, any changes to an assigned grade should only be made by the instructor. If the instructor is not available, the department chair can authorize a grade change.

Grade changes are not intended to circumvent instructional policy and must comply with college guidelines. If there are questions regarding the appropriateness of a change, contact your department chair. An instructor should never feel pressured by a financial aid recipient to assign a certain grade for the sole purpose of affecting aid eligibility. Rather, the Financial Aid Office completely supports academic grading integrity.

A department chair or program coordinator's signature is required for changes of **Pass/No Pass** to an **A, B, C, D, or F** grade.

Grade Changes Requested by Students

To make changes to grades from previous terms:

Students requesting a grade change for a course are referred to the instructor. All changes are made or submitted through Faculty Resources: intranet.rogucecc.edu/faculty.asp

Grade changes begin on the first day of the subsequent term and are available for five terms prior in Faculty Resources under Change Prior Term Grade. Grade changes that are available are letter grade changes (A, B, C, D, and F) and pass/no pass (P/NP).

A grade Exception Petition approved by a department chair or program coordinator is required for changes of Pass/No Pass to a letter grade or vice versa.

Department chair or coordinator approval may be required to change a grade or to grant a late incomplete or to change a grade that falls outside of the five term time frame. This form is available online in Faculty Resources inside the **Change Prior Term Grade** menu option.

Changes outside this timeline are made by contacting the Director of Enrollment Services, Dani Crouch at dcrouch@rogucecc.edu or at 541-956-7737.

Institutional Learning Outcomes

What are Learning Outcomes?

Learning outcome statements describe what we want students to be able to DO as a result of their learning experiences here at Rogue. They describe a vision for our students applying and integrating the knowledge and skills they learn in their courses and programs, and throughout their experiences at the college. They are written at the course, program, and institutional level. Keep that distinction in mind when we think about envisioning, writing, and assessing learning outcomes.

Three Levels of Learning Outcomes

Course Learning Outcomes (CLOs) are the most important skills the College expects its students to develop by the end of a course; they are unique to a specific course. Learning outcomes should be unique to one course (but uniform across all sections of a course.)

The Course Learning Outcomes (sometimes called “Expected” or “Intended” Learning Outcomes) must be created when a new course is designed. They are included in the official Course Outline for each course, which is approved by the Curriculum and Academic Standards committee and published in the AllofRCC drive (copy: Y:\Course Outlines - Officially Approved and paste into your file browser address bar).

Additionally, each learning outcome has an assessment method listed in the course outline. Each individual teacher’s course syllabus—given to each student in each class—is based on those learning outcomes in the course outline. Teachers may add and assess additional learning outcomes at their discretion, but at a minimum, they must teach and assess those on the “officially approved” course outline.

Program Learning Outcomes (PLOs) describe what students should be able to DO as a result of the learning experiences in this program (typically certificate or degree programs). The set of learning outcomes for any particular certificate or degree program should be unique to that program.

From looking at a set of program outcome statements, students and faculty, (as well as advisory committees, employers, and prospective students) will see what the students should be able to DO as a result of completing the certificate or degree program in which they are enrolled.

PLOs must also have assessments linked to them. They might be assessed within individual courses, or the program might have a capstone or other final project through which the student demonstrates achievement of the program learning outcomes.

Institutional Learning Outcomes (ILOs) describe the characteristics we hope or expect our students to exhibit by the time they finish a degree or certificate at RCC. The ILOs are the collegiate success dispositions that our students should aspire to, in addition to mastering the learning outcomes for their courses and program(s). They are similar to “soft skills,” “employability skills,” or “success skills.”

RCC’s four broad Institutional Learning Outcomes statements were developed by RCC faculty in 2009-2011 and updated in 2019:

Application of Knowledge (AK): Students will synthesize and use knowledge in familiar and unfamiliar situations to effectively solve problems and complete tasks.

Approach to Learning (AL): Students will engage in and take responsibility for intentional learning, seek new knowledge and skills to guide their continuous and independent development, and adapt to new situations.

Communication (COM): Students will engage in quality communication using active listening and reading skills and expressing ideas appropriately in oral, written, and visual work.

Critical Thinking (CT): Students will think critically and creatively about problems and issues in classroom or school, home, work, and community settings to create positive, sustainable solutions.

Within each course, dimensions of one or more of these ILOs should be present. You should find these dimensions (such as AK1, CT2, etc.) within the course outline and aligned with specific course learning outcomes.

The results of learning outcomes assessment can be used to identify strengths and weaknesses in our curricula and teaching, and make changes to increase teaching effectiveness and student success.

If you have questions about learning outcomes and assessment, see your department chair or Terrie Sandlin, RCC Outcomes and Assessment Coordinator at tsandlin@rogucc.edu or 541-956-7283.

Rosters

Administrative Drop Rosters (Admin Drop), Class Rosters, and Grade Rosters are available at Faculty Resources intranet.roguecc.edu/faculty.asp. Rosters are directly connected to registration and change instantly as course enrollment changes. If a person's name is not on your roster, it means the person is not registered in your class. Non-registered individuals should not attend your class.

Permission Code: Codes are found near the top of your Admin Drop and Class rosters. Faculty must give the permission to add a class card to the student. The cards are located in faculty resources under forms. Through Wednesday of Week Two, instructors may give a person permission to register in a class that is full or for a waitlisted student to add the class by using the **Permission Code** specific to that class. Once the instructor gives the person permission to add the class, it is the person's responsibility to register or add the class online. Permission codes expire at 11:59 p.m. on Wednesday of Week Two. For more details go to the [Permission to Add a Class](#) link on the Faculty Resources menu. After Wednesday of Week Two only Rogue Central can add a student to a class. If you want to allow a student to add your class after the permission code has expired, you must email the student's name, RCC ID, and the course number to rcs@roguecc.edu. It is the student's responsibility to contact Rogue Central in order to be added to the class. If the student shares the code with anyone, all students involved will be dropped from the class.

Admin Drop: These rosters are available on the first day that registration for a specific term begins and remain available through the admin drop submission deadline. Admin Drop rosters show all students registered in a class at the time of viewing/printing the roster. If a person is attending your class, but the person's name is not on your roster, then the person has not registered for your class and should do so immediately or should stop attending the class.

Admin Drop rosters contain instructions for taking attendance during the **First Week** of the term **Only**. Students who do not attend at least 50 percent of the class sessions during **Week One** will be administratively dropped from the class *unless the student registered during Week One*.

Submission deadline: 11:59 p.m. on Monday of Week 2 of the term but can be submitted as soon as your class is over for the week. The exact date is posted on Faculty Resources.

Admin Drop Rosters must be submitted for all graded classes including web-based classes and telecourses.

Taking Attendance: It is necessary to maintain an accurate attendance record. Federal financial aid regulations require we track students' last date of attendance and contact students at risk as early as possible. This informational report determines payment for instructors as well as internal processing and student retention. If a person attends a class but does not register for that class by 11:59 p.m. on Wednesday of the second week of the term, it is the faculty's responsibility to inform the person that no credit or grade will be given for that class. Faculty should not permit individuals to attend a class without registering for it.

Student absenteeism is another matter of concern for faculty. Faculty should explain in their syllabi and orally in the first class session what policies are used in the class regarding attendance. Students have a right to know your attendance policy from the start, so put it in writing on the syllabus. Be sure to follow through on your attendance policy.

A good method to encourage attendance is to require absent students to report the reason for the absence either before or after it occurs. An excused absence is not the same as one in which the student wasn't even interested enough to tell the instructor about it. Things do happen; illness, accidents, flat tires, snow storms, etc. These should not worry faculty, so excuse them. It's the chronic absentee who will not make the grade and is cause for concern.

Instructors are encouraged to speak with students about their attendance, academic progress, low test scores, and missing assignments. Often this is enough to get a student back on track. At times your recommendation may be that the student withdraws from class. Please suggest the student check with his/her funding source prior to withdrawing, i.e., Rogue Central, veteran's representative, or Trade Act representative.

During weeks 3-6, if a student seems to be struggling personally, is not aware of campus resources or was and now is no longer attending, you can use the Save Our Students (SOS) program at <https://intranet.roguecc.edu> and someone from the Counseling

Department will contact the student. During this timeframe students can be assisted and receive the support services needed to enable them to succeed.

Class Rosters: Available on the first day that registration for a term begins. Student contact information and the ability to email an entire class is available on the class roster.

Final Grade Rosters: Available on the first day of the term and through the day before the next term begins.

Final grade rosters show all students who are registered in, have withdrawn from (**W**), or are auditing (**AU**) the course. If a person's name is not on the Final Grade Roster (or Class Roster), the person has not registered for your class and cannot be assigned a grade. Instructors should check their Class and/or Grade Rosters periodically throughout the term to make sure all individuals in attendance are registered students. Any person not registered should be advised to do so. If the person does not want to register for the class, he/she should stop attending the class.

After Wednesday of the second week of the term students can only register at Rogue Central. Instructor should email rcs@rogucecc.edu with the person's name, RCC ID and course number and section number.

Final grade rosters contain a field for a grade and field for an **LDA** (last date of attendance). The **LDA** is only used when a student is assigned a **NP or F** grade.

Disability Accommodation

Procedures to Request Academic Accommodations

1. Include this in your syllabus; it is the recommended syllabus statement regarding services for students with disabilities:

Any student who requires academic accommodations for a disability, such as vision, hearing, orthopedic, learning disabilities, psychological or other medical conditions, should make an appointment with the Disability Services at the following locations:

Josephine County – RWC, Wiseman Tutoring Center, 3345 Redwood Hwy. Grants Pass, Oregon 97527-9298 541-956-7337 or Oregon Telecom Relay Service - 711

Jackson County – RVC/TRC, “B” Bldg., Room 9, 227 E. 9th Street, Medford, Oregon 97501-7221 541-245-7537 or Oregon Telecom Relay Service - 711.

For additional information regarding Disability Services, the RCC disabled student services program, check their website: web.roguecc.edu/disability-services

2. Instructors are not required to determine the eligibility of a student to receive accommodations for a disability. The student is expected to follow established college verification procedures through Disability Services.
3. Expect a Letter of Introduction from Disability

Services via email from the Disability Services Coordinator or Specialist. This will detail appropriate academic accommodations for the student and will provide you with information and support in providing them.

4. Contact the Disability Services specialists with any questions or concerns you may have regarding a specific student or disability services and accommodations. Additional information about Disability Services can be found at: web.roguecc.edu/disability-services
Josephine County – RWC: Randi Jiron – Specialist, 541-956-7214
Jackson County – RVC/TRC: Katilyn Eccleston - Specialist, 541-245-7759

Transfer, Career and Technical, and Academic Success Programs

Academic Responsibilities and Roles

Academic Departments/Programs

An academic **department** consists of faculty and staff under the leadership of a department chair and supervision of an Instructional dean. The department delivers instruction and student advice within a particular academic, developmental, or career/technical area. Programs are state-approved areas of study and generally culminate in a degree or certificate, e.g. Automotive, Apprenticeship or Nursing. The department structure serves two major functions:

The administrative function:

- Budget
- Liaison with other groups, agencies, communities of interest
- Program review process
- Promotion of quality instruction through hiring and professional development
- Support for interdepartmental collaboration

The academic function:

- Deliver curriculum
- Advise students
- Plan and implement departmental goals and strategies
- Schedule classes
- Select and maintain departmental equipment and inventory

2019-20 Instructional Services Departments, Programs, and Services

Academic Success	Marie Maguire-Cook, DC
Adult Basic Skills	Julie Rossi, DIR/ Kiersta Fricke-Gostnell, DC
English Language Acquisition	Kiersta Fricke-Gostnell, DC
Career Pathways	TBD
Allied Health Occupations:	
Phlebotomy, Medical Administrative Assistant, Basic Health Care, Medical Coding Specialist, Sterile Processing Tech, Pharmacy Technician	Lisa Park, DIR
Dental Assistant	Carmen Mons, CO
Medical Assistant	Jenny Konarske, CO
Southern Oregon HOPE grant	TBD, DIR
Apprenticeship	Cathy Pierson, CO
Art & Design	Karl Brake, DC
Digital Media and Design	Heidi Harless, CO
Automotive Technology	Pete Ridgeway/Paul Boothroyd, DC
Business Technology	Melissa Polen, DC
Computer Science	Jeremy Taylor, DC
Continuing Education	Diane Hoover, DIR
American Heart Association Training Center	Diane Hoover, CO
Community Education, Workforce Training, Short Term Skills Training	Heather Green, TSC
Commercial Truck Driving	Kenton Gould, TSC
Community Health Worker/Peer Support Specialist	Kenton Gould, TSC
Driver's Training	Diane Hoover, CO
Workforce Training & Adult Foster Care	Kenton Gould, TSC
Cooperative Work Experience	Bob Bagwell/Jennifer Burkes
Criminal Justice	Jeanine Henriques, DC
ROLEA	Richard Renfro, CO
Diesel Technology	Hector Flores DC
Early Childhood and Elementary Education	Ky Travis, DC
Educational Partnerships (Pathfinder: Early College & College Now)	Daye Stone, DIR
Electronics Technology	Dave McKeen, DC
Emergency Services	Gary Heigel, DC
Fire Science	Jeremy Petronella, CO
Health/PE/Recreation	Rhonda Misner, DC
Humanities	Verne Underwood, DC
World Languages	Suzanne Chavez, CO
Music	Bryan Jeffs, CO
Writing	Debora Coen, CO
Library Services	Robert Felthousen, DC
Manufacturing Technology	Steve Foster, DC
Mechatronics	Michael Bullard, CO
Massage Therapy	Tiffany Clarkin, DC
Mathematics	Doug Gardner, DC and Elijah Bunnell, CO
Nursing and Practical Nursing	Paula Calcaterra, DC
Rogue Innovation Hub	(starting 1/21/2020) Tracy Thompson, DIR
Science	Dusty Rittenbach, DC / Corrie Alexander, CO
Small Business Development Center	Ron Goss, DIR
Social Science/Human Services	Peggy Hull, DC, Erika Giesen, CO
Welding	Todd Giesbrecht, DC

DC - Department Chair, CO – Coordinator (may be faculty, classified or exempt), DIR – Director, TSC - Training Service Coordinator

Academic and Training Council

Within the Instructional Services Division, the Academic and Training Council is responsible for maintaining the uniformity and quality of academic standards at Rogue Community College. The Academic and Training Council oversee Rogue's credit and non-credit classes offered in a variety of instructional formats and at numerous sites. It also provides a forum in which instructional leadership can share the best in current teaching and learning practice.

The council is composed of:

- Academic, training and instructional support coordinators
- Vice presidents, deans and assistants
- Chief academic officer
- Department chairs/coordinators
- Instructional Services directors
- Representatives from other college bodies as appropriate or by invitation.

Procedure for Annual Curriculum Revisions

The annual curriculum revision process is guided by the Curriculum/Academic Standards Committee (CASC), with oversight and approval by the Academic and Training Council (ATC).

- As graduation requirements are updated for the following year, they are monitored to assure that all programs contain required general education components, total credit counts, and correct linkages with other programs/departments.
- Individual course outlines are to be written in current outcomes/assessment format and include Institutional Learning Outcomes (ILOs). They should be reviewed and updated at least every 3 years using the most current Guidelines for Creating and Revising Course Outlines (<https://intranet.roguecc.edu/> - Under Guidelines for Course Outcomes) The Curriculum/Academic Standards Committee reviews any new credit course outlines before recommending approval to ATC.
- In compliance with the Northwest Commission on Colleges and Universities accreditation requirements, all RCC instructional programs are subject to review of outcomes, assessments, and relationship to the college's strategic plan. All programs are evaluated annually on these criteria, and information gathered is used to further budget

decisions within the Instructional Services Division.

- Program staff meet with advisory committees in the spring to evaluate current programs and develop goals for the subsequent budget year. They plan program recommendations and prepare program assessment documents during fall term (describing the previous year's activities and projecting the upcoming year's needs). Once goals are established, staff work with instructional deans and directors as the budgeting process begins. Specific academic program changes are submitted to the Curriculum/Academic Standards Committee in the fall and winter terms, and Academic and Training Council for review and approval in spring term. In addition, new degree and certificate programs must be approved by the RCC Board of Education and the Higher Education Coordinating Commission Board.

Procedure for Approval of New Programs

New programs can be developed by a department or individual. All new program proposals are evaluated by the Curriculum/Academic Standards Committee, Academic and Training Council, and the RCC Board of Education using similar criteria to those applied during the annual review of existing programs.

RCC may add new programs if the criteria indicates the necessity to do so, adjust current programs to better meet workplace or student needs, or replace programs that have outlived their workforce need or have deficiencies that RCC cannot feasibly address. Funding priorities are set during the annual cycle, balancing the need for new programs and improvement of existing programs.

The major components for getting new programs approved include program needs assessment, curriculum development, meeting state and institutional program approval requirements, preparation of the state's Notice of Application and Labor Market Information Worksheet, completing program application materials (if necessary) and, ultimately, Higher Education Coordinating Commission approval.

Individuals interested in developing new programs should contact their dean for details or Denise Kerr at 541-956-7297. Ideally, contact should be made early in the curriculum review cycle (in late spring or early fall term) to ensure

approval in time to be included in the college catalog for the next academic year. Normally, departments meet with their advisory committees during spring term and the curriculum review process begins in October of the preceding academic year.

Grant Applications

Faculty members are encouraged to consider external funding sources in support of their departments. Grants can help with new or expanded programming, new equipment, professional development, new or enhanced facility projects, and other high priority projects.

The RCC Grants Team kicks off the process for seeking input on grant priority ideas in winter term, does grant source research over the summer, and by fall has a solid list of grants to pursue. Projects may also bubble up during the year and these too are considered.

Projects that are consistent with the college's mission, have a grant champion, reflect departmental priorities, and have leadership support to receive top consideration.

If the project will require a significant investment of time and would result in a grant of \$100,000 or more, faculty should consider applying to the Grants Office's Reinvestment Program. This program provides a stipend for a faculty member who is working on a major grant. For more information contact Dr. Paul Kingery, via email at pkingery@roguecc.edu and by phone at 541-956-7270.

Or visit the RCC Grants Web-Page at web.roguecc.edu/grant-coordination

The following process will be used annually among campuses, departments, and the RCC Grants Team:

Basic Steps from Grant Submittal Approval to Submission:

- Discuss Your Idea: When you want to discuss a grant idea or seek approval to submit a grant, contact the Grants Coordinator.
- Find a Funder: Grants Office staff will look for a possible funding entity if you have not already done this step.
- Get Approval: Prepare a Preliminary Grant Request (PGR) found on Y Drive under Grant

Forms and Guidelines. The Grants office will assist you as needed. This form requires a sign off from a vice president, Executive Team or the president. Once signed by the vice president, forward the completed form in Word format to the Grants Office.

- Allow Time to Develop the Proposal: Grants will require your expertise on the grant topic and the Grant Coordinator's expertise in crafting competitive proposals. Allow time to research, plan, and write the proposal.
- The Grants Office will submit all proposals.

What Educational Programs are Offered at RCC?

RCC offers these two-year degrees:

- Associate of Arts Oregon Transfer Degree (AAOT)
- Associate of Science Oregon Transfer Degree—Business (ASOT—Business)
- Associate of Science Oregon Transfer Degree—Computer Science (ASOT—CS)
- Associate of Science (AS) based on articulation agreements with four-year schools
- Associate of Applied Science (AAS)
- Associate of General Studies (AGS)

In addition, the college offers Career Pathway certificates, one- and two-year certificate programs related to degrees (often composed of first-year courses from a two-year degree) as well as independent one-and two-year certificates. The Oregon Transfer Module allows for direct transfer to an OUS school after one year. In support of students who need to improve their educational levels before entering college classes, RCC provides academic skills development courses in reading, writing, and mathematics.

The college also offers a number of short-term and continuing education trainings, personal enrichment courses, apprenticeship programs, Adult Basic Skills (ABS) courses, General Educational Development (GED) courses and testing, English Language Acquisition (ELA) courses, and more. For a complete list of RCC offerings, visit the catalog and schedule of classes online at www.roguecc.edu.

Pathfinder Programs: Opportunities for High School Students

Students in Jackson and Josephine Counties have the

opportunity to take free or discounted college courses while still in high school through RCC's various Pathfinder Programs:

COLLEGE NOW: RCC's COLLEGE NOW program allows high school students to earn college credit in selected high school classes at the same time they are earning credit toward their high school diploma. High school teachers who have been approved to teach COLLEGE NOW courses align the content of their high school courses to mirror courses taught on the RCC campus. The course list for each high school is found at: go.roguecc.edu/departments/college-now.

Early College: RCC's Early College program allows students at participating high schools to take RCC campus or online courses during their junior and/or senior high school years. Students are encouraged to work towards an RCC certificate or the Oregon Transfer Module.

RCC Early College courses are:

- Taught by RCC faculty
- Offered through the standard RCC schedule of classes and available to the general student population.
- Located at one of the three RCC campuses or taught online*
- Available to high school students at a discounted rate, provided the courses are arranged through the high school's liaison and billed directly to the high school. Students should check with the high school about student costs and if the school has any available funding for course costs and/or books.
- Recorded on a student's RCC transcript. The high school determines if the course(s) will apply to students' high school record/diploma.

*Note: Occasionally RCC will create a contracted RCC Early College course taught by an RCC faculty member but at a high school location.

STEM Academy: High school students are introduced

to careers in Science, Technology, Engineering and Math (S.T.E.M.) by attending workshops on an RCC campus. Students participate in hands-on activities and STEM presentations, attend campus and industry tours, engage with RCC faculty, and receive career mentorship and planning.

RCC faculty are encouraged to inquire about becoming a workshop demonstrator for STEM Academy.

For more information contact Educational Partnerships at 541-245-7806, or email go.roguecc.edu/departments/educational-partnerships

Enrollment

TOTAL ANNUAL ENROLLMENT 2018-2019

(Data as of 10/24/2019)

FTE	4,366
Credit students (headcount)	8,874
Non-credit students	5,347
Total	14,221
Attend at Riverside Campus	3,555 (25%)
Attend at Table Rock Campus	1,280 (9%)
Attend at Redwood Campus	3,129 (22%)
Distance Ed/Other sites	6, 257 (44%)
Total attendance in Jackson County	8,443 (59 %)
Total attendance in Josephine County	4,479 (31%)
(1,299 or 9% attended at more than one campus)	

Students

Gender	% reporting
Men	5,875 (41.31%)
Women	8,198 (57.65%)
Students not reporting	148 (1.04%)

Ethnicity

Black	118 (0.829%)
White	8,567 (60.24%)
Asian	218 (1.53%)
Pacific Islander	70 (0.49%)
Latino	2,164(15.22%)
American Indian/Alaskan Native	172 (1.21%)
Multi-Racial	520 (3.66%)
Foreign students	5 (0.03%)
Students not reporting	2,392 (16.82%)

Age

Less than 18	(16%)
18-24	(29%)
25-64	(51%)
65 and over	(4%)
Age not reported	(0.49%)

Faculty

Full-time	83
Part-time	4572(*)
(*) Paid Part-Time faculty for academic year 2018/19 in any capacity. Of this number, 376 had classroom teaching contracts.	

Financial Aid Awards

For academic year 2018/19: \$19,616.220 in financial aid was awarded to 3,496 students.

What services does RCC provide for faculty?

1. **Department Information:** Adjunct faculty should contact the department chair, coordinator, or the administrative assistant for specific information about their department.
2. **Teaching Support**
The Department of Outcomes and Assessment as well as the Instructional Media Department offer a variety of services to support your teaching and professional growth. Among these are:
 - Individualized support and coaching for course design, developing course syllabi, etc.
 - Coaching in developing online or hybrid courses that use best practices for online design and delivery.
 - Guidance in designing and understanding course outcomes, assessing student learning, and using evidence to strengthen teaching.
 - Workshops throughout the year on topics of interest related to best practices in teaching and assessment.
 - Faculty Interest Groups and other professional development opportunities.

If you would like help or information on these or other topics related to your teaching, please contact Terrie Sandlin, Outcomes & Assessment Coordinator at tsandlin@rogucecc.edu or 541-7283. For help with online courses, contact our Instructional Media Department at 541-956-7038 or 541-245-7514.

3. **E-mail Service:** All faculty must have a RogueNet User Account to access Faculty Resources sites and communicate with students. This account will also allow you to have access to shared network drives and have an e-mail account. Contact your department chair or department administrative assistant to obtain a RogueNet User Account, or go to go.rogucecc.edu/department/help-desk/forms. You can access your email on any web browser by going to outlook.office.com/mail/inbox. See also board policy III.A.090: Electronic Communication Policy. The purpose of the policy is to set expectations for all faculty, staff, and

students to read all electronic communication relating to RCC business and to take action on communications received. Students and employees are expected to monitor their college email accounts and will act in accordance with Administrative Procedure (AP-037 Information Technology- Acceptable Use).

The college email system is to be used for purposes related to the college mission. Personal email messages should not be sent or received through the college email system. All emails contain this confidential disclosure statement at the bottom of the email: *“This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. This e-mail was sent in good faith to the address you provided to Rogue Community College. We trust that you have password-protected access to this e-mail account and that any transmitted confidential information is secure. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail message by mistake, and then delete this e-mail and any attachments from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited”*

Contact Mike McClure, Information Technology, at 541-956-7237 for more information or the local Help Desk staff on your individual campus (TRC – 541-245-7925; RVC – 541-245-7535; RWC – 541-956-7042).

4. **Parking and Transportation:** For parking information on all three campuses as well as information on bus service, carpooling and rideshare, visit web.rogucecc.edu/locations/transportation
5. **FERPA**
The Family Educational Right and Privacy Act requires that *everyone* at the college with access to student records comply with federal guidelines regarding student confidentiality. The RCC FERPA policy is available at web.rogucecc.edu/enrollment-services/ferpa

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6. **Help Desk:** Provides quality computer support to RCC faculty and staff needing assistance.
go.roguecc.edu/department/help-desk
Redwood Campus: 541-956-7042
Riverside Campus: 541-245-7535
Table Rock Campus: 541-245-7925
 7. **Offices for Faculty:**
 - Contact your department chair, coordinator, or administrative assistant.
 - Shared work areas for adjunct faculty may be available.
 8. **Phone Service:** For information on how your telephone works, to update your online telephone directory information, or to set up your voicemail, visit the telephone website at: web.roguecc.edu/telephone.
Submit your requests for all telephone service work (adds/moves/changes, repair/replacement, lines/sets, and maintenance issues) by emailing Larry Sheely at lsheely@roguecc.edu.
 9. **Telephone Directory:** The staff telephone directory is available at www.roguecc.edu/Search/PhoneNumbers Full-time faculty and staff phone numbers, e-mail addresses and office locations are listed. Adjunct faculty e-mail addresses are listed and many message (608 prefix) numbers are listed as well. Contact Larry Sheely lsheely@roguecc.edu to obtain a phone or (voicemail 608 number for part-time faculty only). Voicemail can be accessed on or off campus. Go to the telephone website for Instructions web.roguecc.edu/Telephone. Additionally, voicemail to e-mail is offered that allows for messages to go directly to e-mail or go to both voicemail and e-mail. Contact Larry Sheely to have this feature installed.
The online telephone directory is viewable on a mobile device. If you are traveling and need to contact RCC staff, the directory will become responsive to your mobile device and allow for selection of departments or staff names in alphabetical order. Phone numbers are active for easy dialing.
To obtain a long distance code for dialing outside our area, contact Larry Sheely - lsheely@roguecc.edu
 10. **Save Our Students:** Early Intervention Referral System - refer to the Save Our Students (SOS) link at intranet.roguecc.edu/faculty.asp
A brief description of the program is found on page 36. Contact the Counseling Department, RVC 541-245-7552, or RWC 541-956-7192 for additional information.
 11. **Computer Services:** Personnel to assist you and your students with server capacity, computer labs, and software application.
<https://go.roguecc.edu/department/student-computer-labs>
Redwood Campus: 541-956-7424
Riverside Campus: 541-245-7534
Table Rock Campus: 541-245-7990
 12. **Instructional Media Services:** Media staff on each campus is available to assist faculty, staff and students with a wide range of technology and services. Some of the services they provide are: lamination, support for classroom technology, video and audio duplication, equipment setup in a classroom or meeting room, IP video setup, and Rogue Online (Blackboard) support. For a complete list of services, visit <https://go.roguecc.edu/department/instructional-media>.
Redwood Campus: 541-956-7038
Riverside Campus: 541-245-7514
Table Rock Campus: 541-245-7826
 13. **Library Reference Services:** Faculty librarians instruct classes in research methods and technology, conduct library orientations, and collaborate with faculty in designing research assignments. To schedule classes, or for reference assistance for your own research contact:
Redwood Campus: 541-956-7152
Riverside Campus: 541-245-7512
Table Rock Campus: 541-245-7820
 14. **Rogue Online:** Uses the Blackboard course management system to offer faculty the opportunity to develop and teach totally online courses or supplement face-to-face instruction with online components. For more information go to roguecc.blackboard.com or call Rogue Online support at:

Redwood Campus: 541-956-7514

Riverside Campus: 541-245-7514

Table Rock Campus: 541-245-7514

- 15. Testing Services:** Provides faculty with a testing room, proctor, information and forms which allow students to make-up or retake exams they missed in class. It is also a testing service for web and telecourse exams, which have no classroom, and for students needing special accommodations.

go.roguecc.edu/department/testing-services

or call:

Redwood Campus: 541-956-7340

fax: 541-471-3534

Riverside Campus: 541-245-7777

fax: 541-245-7651

Table Rock Campus: 541-245-7820

fax: 541-245-7975

- 16. Tutoring Services:** Both in-person and online services are provided at no cost to students registered in credit courses at RCC. Primary areas of tutoring are math, writing, and science; however, tutors are prepared to cover most subjects. Go to website at go.roguecc.edu/department/academicsuccess/tutoring-services or call:

Redwood Campus: 541-956-7340

Riverside Campus: 541-956-7340

Table Rock Campus: 541-245-7820

- 17. Disability Services:**

www.roguecc.edu/DisabilityServices

- Tutoring Center, Wiseman Building, Redwood Campus, 541-956-7337, Oregon Telecom Relay Service, 711
- B Building, Room 9, Riverside Campus, 541-245-7537, Oregon Telecom Relay Service, 711
- Table Rock Campus, Room 191, 541-245-7537, Oregon Telecom Relay Service, 711

Disability Services provides academic support services to help ensure all qualified students have equal access to education. Documentation to verify a disability is required in order to receive accommodations.

Disability Services coordinates note-takers,

sign language interpreters, disability advising, conversion of class materials to alternate text format, and adaptive technology for RCC students with disabilities. (See Adaptive Technology Lab.)

Students who suspect they have a disability are encouraged to make an appointment for possible services.

It is recommended that students request accommodations at least four or more weeks prior to the start of each term to prevent any delay in receiving services.

- 18. Medical Emergencies:** In case of a medical emergency, please dial 8+911 and report the emergency, then immediately notify Security, 541-218-2930, that you have done so. Security will then see that someone meets medical personnel and escorts them to the exact location. The college does not have medical facilities and is unable to provide more than minimal first aid care for students or staff.

- In a medical emergency, faculty are expected to remain on site until help arrives.
- File an Incident Report for all medical and emergency situations you are involved with. Go to <https://roguenet.roguecc.edu/IncidentReport/>.
- Some students may discuss their medical information with you and request a different medical emergency procedure than is outlined by college policy. Please inform them that our response is consistent for everyone and the expectation is to call 911.

- 19. Safety and Security:** Phones are located in all classrooms. Please call 911 in any emergency and then notify RCC Security personnel: 541-218-2930 (24-hour phone). Be prepared to provide your name, the nature of the emergency (fire, medical, crime, etc.), your location (campus and building, exact address if known) and room number.

Refer to the Emergency Response Plan at web.roguecc.edu/risk-management/campus-emergency-management or the actual document at web.roguecc.edu/sites/web.roguecc.edu/files/Sites/RiskManagement/FormsInformation/EOP%20AP-010%20060817.pdf for further guidance. Familiarize yourself with it so you know what to do in case of an emergency, i.e., natural and other disasters,

hazardous spills, fire or explosion, earthquake, utility outage, bomb threat, toxic/noxious fumes, civil disturbance, or personal injury/illness.

20. **Facilities Staff:** To keep your building and infrastructure in tip-top, attractive, safe condition, call the Facilities department at 541-956-7333. For security issues, building access, after hours, and 24 hour contact, call 541-218-2930.
21. **Food Services:** Contracted vendors on each campus – hours of operation are posted at each location.
Redwood Campus: 541-956-7032
Table Rock Campus: 541-245-7890
RCC HEC Building: 541-618-5500
22. **College Inservice:** Whenever resources are available, RCC offers two (2) inservice opportunities throughout the academic year. One is scheduled the week before fall term begins and the other is scheduled the first Friday in May. Inservice is a staff development effort that includes updates on College business, special projects or initiatives, work-related training, a key topic or speaker and/or workshops for personal and professional growth, celebrations of achievement, division/department/unit and association meetings, and an opportunity to meet with other faculty and staff from other campuses or different areas of function. Adjunct faculty are paid meeting rate for attending. Faculty are encouraged to make recommendations for more efficient and effective inservice events or to participate on the College's Inservice committee which is responsible for planning and logistics.
23. **Professional Development Funding:** Faculty should contact the RCCEA Treasurer or refer to the Professional Growth General Procedures at: www.roguecc.edu/HumanResources/forms/pdf/RCCProfGrowthAdminProcedurs.pdf or Administrative Procedures AP-056, Travel and Other Reimbursement at web.roguecc.edu/administrative-procedures
24. **Advising assistance and training:** For academic advising activities and/or use of the RogueNet advisor electronic advising program, contact the Counseling Department, RVC 541-245-7552, or RWC 541-956-7192 , or

TRC 541-245-7863 for additional information.

ADV101 is advisor training for faculty new to advising students and those who need a review. It provides an overview of Student Services resources, online admission, the use of the RogueNet ADVISOR program, Career exploration resources, Degree Audit and what faculty advisors need to know about Financial Aid.

ADV201 provides advanced advising and career resources, advising for the Completion Agenda, Degree Audit review, and financial aid update.

These trainings are scheduled several times a year and will be announced by your department chair.

Please review advising resources: web.roguecc.edu/Counseling and web.roguecc.edu/Advising.

Career and Student Employment Services has career exploration resources:

web.roguecc.edu/career-and-student-employment-services.

25. Fiscal Services

- **Accounts Payable:** Accounts payable check cycles are processed twice per week on Tuesdays and Thursdays. To receive a check, paperwork must be turned in to Accounts Payable and a purchase order approved through RAPS. For more information, call 541-956-7022.
- **Purchasing:** College policy requires an approved purchase order for all purchases and reimbursements. Purchase orders should be created in advance of purchases using the Reimbursement and Purchasing System (RAPS) module in the college's RogueNet program. Travel reimbursements will also be created using RAPS. For access to RAPS, complete a RAPS Account Authorization Form (located on the Intranet Index under HR and Evaluation Forms) and email it to authorizationandaccountaccess@roguecc.edu. Office supplies are ordered through Office Depot or Staples-Advantage; please contact the Contract and Procurement Office for assistance in setting up an access account at 541-956-7164.

26. **Payroll and Benefits:** For your employment status, call Human Resources 541-956-7329.

- **Payroll:** For all payroll information, see www.roguecc.edu/HumanResources or call 541-956-7251.
- **Benefits:** For all benefits information see www.roguecc.edu/HumanResources or call 541-956-7346.
- **Timecards** should be completely filled out and submitted to your supervisor, who will forward them to the Human Resources/Payroll Office prior to the payroll deadline each month (if you are required to do a timecard). Payroll deadlines are posted online at www.roguecc.edu/HumanResources/other_payday.asp.
- **Paychecks** are mailed or direct deposited each month. To sign up for direct deposit, visit the payroll link above. Payday is normally the last working day of each month.

27. Human Resources: Check out the Human Resources website to see the latest HR procedures and forms: www.roguecc.edu/HumanResources. Items include: employee collective bargaining agreements, salary schedules, evaluation forms, position openings, recruitment and hiring procedures and forms, professional growth, leave, ADA accommodation request, student travel guidelines and waivers, volunteer forms, timecards, benefits information, criminal background checks, workers compensation, retirement information, student supervisor handbook, and other miscellaneous forms.

28. Campus Mail and Package: These services are used to deliver academic and college business related mail and packages between offices and campuses.

RWC mail drop locations: A, C, B, Facilities, Automotive (S), Gym (U), Business & Finance, M, Human Resources - M, L, CH-14, Library, SS/Rogue Central, Wiseman Center, JB-1, JB-2, H-Foundation, H-President's Office, H-Marketing, and F Bldg.

RVC locations: B-20, Library, A-30, RVC G-Basement, RVC G-1-Learning Center, G-2-SSA/Counseling/Reception, G-2-SS/Rogue Central; HEC-1, HEC-2, HEC-3, C-108

TRC mailroom Room-149, SS/Rogue Central, and Testing Center.

Shipping and Receiving contact information:

RWC 541-956-7157, RVC 541-245-7525, and TRC 541-245-7930

Mailbox box locations for RCC employees may be found at www.roguecc.edu/mailroom/search.asp. If you change locations, please fill out a Change of Information Form on the Directory page: <https://www.roguecc.edu/Forms/TelephoneChange/>. The contacts page for shipping/receiving and mail is located at: <https://www.roguecc.edu/mailroom/contacts.asp>

29. Bookstore Service: For texts, supplies, memorabilia, gifts, and equipment, call 541-956-7158.

30. Exhibits, Lectures, Activities: Artistic, cultural, political or academic interest. Call the Galleries: Karl Brake 541-956-7481.

31. Automated teller machines: Available at these locations:

- Student Center, Redwood Campus
- East Commons, Table Rock Campus

32. Maintenance requests, including key requests: Maintenance requests should be submitted 7-10 days prior to the requested date of completion which allows time for authorization and processing of the request. For repair, maintenance, safety hazards, deliveries, set-ups for special events (rearranging of tables/chairs), and requesting keys for current employees; a maintenance request will need to be submitted by an authorized requestor. Please contact your manager or dean for a list of authorized requestors. Key requests should be authorized by an appropriate dean or and requested through the work order process for current employees. Return unused keys to Facilities. Do not "pass" keys to the next employee.

Save Our Students

The Rogue Community College “SOS” System

Early warning systems are an important component of a comprehensive student persistence plan. Student persistence at RCC is everyone’s business, and instructors are an important “first line of defense” against student dropout. Instructors may always contact a student for whom they have concern. Licensed, professional counselors are ready to assist when students fail to attend class or have personal issues that interfere with their academic success.

Once a term the Counseling department will send out an email saying that SOS is open; SOS is not open during summer term.

The Web-based early warning system can be found on the intranet index. This system is designed to allow you to refer a student to the counseling department. These referrals are intended to be for those students whom you cannot contact (i.e., those not attending your class and whom you do not see on campus). This is not to be used for a student who has not logged on to a distance learning class.

To make referrals to SOS:

Go to the website (for Instructor or Counselor)

For instructors: intranet.roguecc.edu/faculty.asp

- Type in your username and password to access the RCC Webpage
- Click on Save Our Students (SOS).
- Choose your class from the drop down list.
- Choose your student from the drop down list.
- Indicate your referral reason.
- Type a brief note about this student’s specific difficulty.
- Click “submit.”

You will receive an e-mail response when a counseling department member has contacted your student. You may return to this webpage and look up “contacted students” to see the action and personal notes regarding your referred student.

For counselors: intranet.roguecc.edu/SOS/Instructor.aspx

Please contact the Counseling Department, RVC 541-245-7552, or RWC 541-956-7192 for additional information, clarification, or for any problems you may encounter as you use SOS.

Classroom and Reserve Collection

Copyright violations are very serious. Instructors are personally responsible for violations of copyright law, so you need to make sure you are in compliance at all times. The RCC librarians are here to help you with copyright issues. They can assist you in obtaining copyright permissions and in locating materials in our databases that you may use without the need to get copyright permission.

Photocopies and Copies of Electronic Documents

Photocopies of articles or chapters of books may be placed on reserve or distributed in class without requiring permission from the copyright owner if fair use guidelines are followed. The items may originate from hard copy or electronic sources.

Fair Use Copyright Guidelines

1. Distribution of the same photocopied material does not occur every term.
2. The amount of material should be reasonable in relation to the total amount of material assigned for the course.
3. The number of copies for classroom use should never exceed the number of students enrolled in the class. For Reserve Collection use, the number should be about one copy for every 10-15 students.
4. The effect of photocopying the material should not be detrimental to the market for the work.
5. The complete bibliographic citation of the article must appear on the first page of the photocopy.
6. A copyright notice must be included on the first page of the photocopy.

General Fair Use Guidelines

Copyrighted works may be duplicated for purposes of news reporting, criticism, scholarship or research but must consider the following factors:

1. The purpose and character of the use (i.e. commercial vs. nonprofit).
2. The nature of the copyrighted work (i.e. fiction vs. nonfiction vs. image vs. sound).
3. The amount and substantiality of the portion used in relation to the work as a whole.
4. The effect of the use on the market or value of the work.

If you have questions about copyright please contact one of the RCC librarians.

The above and additional resources concerning copyright, Fair Use, and Intellectual Property Rights can be found at <https://go.roguecc.edu/department/rcc-libraries/copyright-guidelines>

Copyright and Fair Use Guidelines for Teachers

Medium	Specifics	What You Can Do	The Fine Print
Printed Material	<ul style="list-style-type: none"> Articles, stories, or essays of less than 2,500 words Excerpt from a longer work (10% of work or 1,000 words, whichever is less) Poem of less than 250 words Excerpt of 250 words from a longer poem One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue Two pages (max) from an illustrated work less than 2,500 words (like children's books) 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use or may incorporate into multimedia presentations for classes. Teachers may use print copies for one term only; can keep multimedia presentation for two years; must get permission for continued use. Students may incorporate text in multimedia projects and may keep in portfolio for life. 	<ul style="list-style-type: none"> Can print copies for one course only. Must include copyright info and bibliographic citation on first page. Copies may be made only from legally acquired originals. May copy no more than nine times per class per term (newspapers can be used more often). Don't create anthologies as substitute for buying. "Consumables" can't be copied.
Video (for viewing)	<ul style="list-style-type: none"> Videotapes (purchased) Videotape (rented) DVD Laserdiscs 	<ul style="list-style-type: none"> Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> The material must be legitimately acquired. Use in a classroom or "non-profit environment dedicated to face-to-face instruction." The use should be instructional, not for use as entertainment or reward. Copying OK only if replacements are unavailable at a fair price or in a viable format.
Video (for integration into multimedia/video projects)	<ul style="list-style-type: none"> Videotapes DVD Laserdiscs QuickTime Movies Video clips from the Internet 	<ul style="list-style-type: none"> Teachers may use 10% or three minutes (whichever is less) of copyrighted works in their academic multimedia. 	<ul style="list-style-type: none"> Must be a legal copy. Use in a classroom or for remote instruction on a secure network. Must give proper attribution to copyright holder.
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collections of photographs Collections of illustrations 	<ul style="list-style-type: none"> No more than 5 images by a single artist or photographer. From a collection, not more than 15 images or 10%, whichever is less. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain, the collection they're in may be copyrighted.

Copyright and Fair Use Guidelines for Teachers

Medium	Specifics	What You Can Do	The Fine Print
Music (for integration into multimedia/video projects)	<ul style="list-style-type: none"> Records Cassette tapes CDs Audio clips from the Internet 	<ul style="list-style-type: none"> Up to 10% of a copyrighted musical composition may be used. 	<ul style="list-style-type: none"> A maximum of 30 seconds per musical composition. Multimedia project must have an educational purpose.
Computer Software	<ul style="list-style-type: none"> Software (purchased) Software (licensed) 	<ul style="list-style-type: none"> Software may be installed at home and at school; may be installed on multiple machines; can be distributed to users via a network. Library may lend software and may make archival copies. 	<ul style="list-style-type: none"> Only one machine at a time may use the program. The number of simultaneous users must not exceed the number of licenses. Take aggressive action to monitor that copying is not taking place.
Internet	<ul style="list-style-type: none"> Internet connections World Wide Web 	<ul style="list-style-type: none"> Images, sound files and video may be downloaded for use in academic multimedia projects, but if the original material is copyrighted, only a limited amount may be used (same guidelines as listed above). 	<ul style="list-style-type: none"> Credit the source Links to legitimate resources can be posted. Downloads may not be reposted onto the Internet. Materials must be legitimately acquired by the originating website.
TELEVISION/ CABLE CHANNELS	<ul style="list-style-type: none"> Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) Cable (e.g. CNN, MTV, HBO (etc.)). Recordings made of broadcast and cable TV programs. 	<ul style="list-style-type: none"> Broadcasts or tapes made from broadcasts may be used for instruction. Permission must be obtained to use cable channel programs. 	<ul style="list-style-type: none"> Schools are allowed to retain broadcast tapes for 10 school days. Cable programs are not covered by the same guidelines as broadcast television.

Rogue Community College Library, May, 2010. Based on: "Copyright and Fair Use Guidelines for Teachers," *Technology and Learning*, <https://go.roguecc.edu/departments/rcc-libraries/copyright-guidelines>

Faculty Evaluation

Faculty Evaluation Components

“Each member shall participate in an evaluation annually, with those annual evaluations culminating in an Intensive Evaluation on a regularly scheduled basis.” (Article 16, 1.A, Collective Bargaining Agreement between RCC and RCCEA).

Each year, for all Full- and Adjunct Faculty, the following are considered as part of the evaluation:

1. Professional Development Plan, submitted to the department chair and appropriate supervisor.
2. Student Evaluations

Intensive Evaluation for Full-time and Adjunct Faculty on a Scheduled Basis:

The intensive faculty evaluation procedure is designed to ensure quality of instruction at RCC by providing meaningful and useful feedback to instructional personnel. Student and peer input may be used as a means of identifying strengths and weaknesses in performance and to trigger further evaluation and corrective action, if appropriate. Mutually agreed upon deadlines will be set for submission of materials. Please see Article 16 of the CBA for details.

Full-Time Faculty: In accordance with Article 16, each newly employed full-time faculty member will be intensively evaluated during each year of probationary status. Full-time faculty members will be intensively evaluated once every five years after attaining regular status. Additional evaluations may occur per Article 16.3.D.3 The following materials will be collected and considered, including:

1. Professional Development Plan
2. Self-Assessment (for classroom faculty or other appropriate forms for non-classroom faculty)
3. Student evaluation of professional services (classroom instruction, counseling, etc.)
4. Sample syllabi
5. Sample learning assessments (tests, capstone project assignments, etc.)
6. Other materials, as desired (Web pages, sample student work, acknowledgements, informal input from peers, etc.)
7. Performance observation by supervisor
8. Administrative Evaluation document (completed by supervisor)

Adjunct Faculty: The intensive evaluation procedure will be completed once before an adjunct faculty member works seven terms (prior to the first step increase). After that the instructor will be evaluated prior to attaining benefits-eligible adjunct status (15 terms with 900% accumulative unit eligibility percentage) and approximately every five years after that, unless the instructor’s dean deems it necessary to conduct more frequent evaluations. **NOTE:** As departments are able to support adjunct faculty with mentors, informal classroom observations during the first few terms of teaching are highly encouraged.

1. The appropriate self-assessment document, (Self-assessment for Classroom Faculty, the Tutor Evaluation Rubric, etc. to be determined by appropriate dean.)
2. *Student evaluations* collected during the evaluation period. Management retains the right to evaluate the efficiency, competency and adequacy of all employees in the performance of their work and to hold employees accountable for the same (CBA Art.3.H.).
3. A performance observation, including a review of appropriate course materials, will be conducted. After providing the course syllabus and a sample test or assessment, the performance observation may be conducted by the dean, department chair, full-time faculty member/mentor, or adjunct faculty member/mentor as approved by the dean. The college may provide training in observation techniques for peers (full- and part-time faculty) who act in this capacity.
 - a. Prior to the observation, a specific class session or time will be mutually agreed upon between the observer and the adjunct faculty member. The faculty member must forward the:
 - 1) course materials above, and
 - 2) Self-assessment to the observer prior to the session.
 - b. After the observation, a follow-up report will be sent to the adjunct instructor (electronically or by post mail) with an offer to meet with him/her to discuss any questions, concerns, comments, or errors. A post-observation meeting will occur unless other arrangements are made.

4. Completion of the Adjunct Faculty Intensive Evaluation: After the data from the selected elements has been collected, it will be reviewed by the department chair, director and dean. Additionally, the dean will prepare a Classroom Faculty Administrative Evaluation form, highlighting the part-time faculty member's strengths and identifying any suggestions for improvement or professional development based on RCC's established evaluation criteria (The Eleven Standards of Good Teaching). A meeting to review the evaluation will occur unless other arrangements are made.

After signature by the dean, the evaluation packet is forwarded to Human Resources. The materials will be scanned and entered into permanent electronic record.

Intensive Evaluation of Full-time and Adjunct Faculty – Documentation

		Required	Voluntary
1	Professional Development Plan	X	
2	Self-Assessment (Classroom Faculty Self-Assessment form or other appropriate tool)	X	
3	Student evaluation of professional services (WDYT* or other appropriate tool)	X	
4	Sample syllabi	X	
5	Sample learning assessments (test or grading criteria)	X	
6	Performance observation (using Classroom Faculty Observation Tool as a guide with a narrative after observation)	X	
7	Other materials, as desired (Web pages, sample student work, acknowledgements, informal input from peers, etc.)		X
8	Informal check-in for every class (can be submitted by faculty member)		X
9	Administrative Evaluation (completed by supervisor)	X	

*Full-time and adjunct faculty are evaluated in all classes each term, with a few exceptions.

What resources does RCC offer for my students?

RCC is noted for its excellent classes leading to certificates, degrees, personal enrichment, preparation for college, and retraining. Excellent state-of-the-art laboratories for clinical training, computers, hands-on career-technical work, sciences, and more support those classes. RCC offers opportunities for students to grow in other areas of their lives.

1. **Rogue Central Services for Students:**

A convenient location on each of our three main campuses to assist our students with services that include:

- Bus pass sales for Josephine County Transit
- Cashiering
- Enrollment changes/audits
- Financial aid advising
- Installment plans/tuition payments
- Lost and Found
- Registration
- Transcript orders
- Tuition Awards, Vouchers, Waivers

The best way to contact Rogue Central is via email at rcs@rogucecc.edu.

Redwood Campus: Student Services Bldg.

Riverside Campus: G bldg., 2nd floor

Table Rock Campus: Room 187, West entrance

Students can access many resources online at: www.rogucecc.edu/myrogue

2. **Student Employment Services:** On-campus student employment is available to RCC students enrolled in 6 or more credits and maintaining a 2.0 GPA for regular employment and 3.0 GPA for peer tutor/peer assistant positions. All open student positions are posted online. Please visit employment.rogucecc.edu/ click menu and select Student Employment. For more information regarding student employment, please contact Student Employment at 541-956-7091.

3. **Service Learning:** Service Learning offers a unique opportunity for RCC students to develop a personal understanding of what it means to be actively involved and engaged within the local community. Service Learning increases students' understanding of others, awareness of community needs and helps develop cross-cultural awareness.

Being involved in the community also helps students to prepare for the work place and gain real life experience that is valuable to employers.

- * Students can earn between 1-6 elective credits for working on community service projects.
- * Projects can be on- or off-campus
- * Choose from a list of projects provided by RCC, or design your own
- * Credits may count as electives for transfer degrees (AGS or AAOT)

Visit RCC Service Learning at <https://go.rogucecc.edu/departments/service-learning>

4. **Academic Success:** Academic Success courses are designed to provide instruction in reading to prepare the student to enter college level courses in both transfer and career and technical fields. Some courses are mandatory for students whose college placement test scores indicate they do not have the essential educational background for success in college level classes. Financial Aid may pay for up to 45 necessary developmental education (below 100 level) credits, as determined by the placement test or per the written faculty/departamental recommendation. Aid-eligible developmental education credits include, CS60, RD30, WR30, and all math courses below the 100 level.

5. **Placement Testing:** Test results identify skill levels in reading, writing and mathematics and are important for advising, as well as planning and scheduling classes. Students are allowed one retest prior to enrollment in a reading, writing, or math course. A placement test is required for new students if any of the following apply:

- To pursue a degree or certificate, or to transfer
- To enroll in any class with a writing, reading, or math prerequisite

A waiver for the placement test may be given to students who have earned a degree and/or successfully completed college coursework in both writing and math. Waivers may also be granted if a student has completed an Accuplacer, COMPASS or ASSET placement test at another institution. Single subject testing is only used for course placement. Degree seeking students seeking a waiver will need to send college transcripts to the enrollment specialist in Rogue Central Services. SAT scores of at least 470 in Math and 500 in writing may also be used to waive the placement test.

6. **Directory Exemption:** Some students do not want any information about their status at Rogue released to anyone. These students must file a request for withholding student information also known as a “directory information exemption” with the college. Students can obtain a Directory Information Exemption form at www.roguecc.edu/enrollment/forms. Students with a directory information exemption are represented on rosters in italic font.

7. **Career Planning Tools:** Available at these websites:
www.roguecc.edu/programs/CareerPathways for Career Pathways
www.roguecc.edu/Counseling/PlanningTools or Career Base Camp at careers.roguecc.edu/login.aspx?jump=to=/default.aspx. Transfer information is available at www.roguecc.edu/transfer.

8. **Student Life:**
Student Life programs provide opportunities for students to develop and enhance leadership skills while engaging in the college community. Programs include student government, student activities and student clubs. Find information about Associated Student Government, clubs and events at web.roguecc.edu/student-life or via the Rogue Connect app.

Clubs reflect student interest and require an advisor who is a faculty or staff member of RCC. If you are interested in being an advisor, please contact an ASG Advisor:

- Redwood Campus: Jenny Jackson, 541-956-7128
jjackson@roguecc.edu
- Riverside and Table Rock Campuses: Chelsea Daugherty, 541-245-7727
cdaugherty@roguecc.edu

9. **Educational Financial Aid:** Financial Aid at RCC consists of Rogue Central (“face” of financial aid and where students who have aid-related questions should be directed to rcs@roguecc.edu) and a Financial Aid office (the Processing center invisible to students).

In 2018/19, RCC's Financial Aid department processed \$19.5 million for our students. Unfortunately, nearly a quarter of that (\$5.5 million), was in the form of student loan debt that will have to be repaid (not eligible to be discharged in bankruptcy). The Financial Aid and Rogue Central departments encourage students to apply for financial aid early and seek out free grants and scholarship. The [Financial Aid Application and Process Information](#) (found on the [Financial Aid Forms](#) page) is a good summary of the types of aid available to RCC students. The page provides the contact information, steps for applying for aid, and a chart with all types of aid available to our students.

Gainful Employment: In 2011-12 gainful employment regulations were implemented affecting ALL certificate programs. Anyone who declares a certificate program is captured in a cohort and their academic/financial performance (percent that complete the program on-time/straight-time completion, percent who obtain employment in related field, percent who maintain on-time repayment of student loans) is reported and measured as a way to determine if that program can continue to be aid-eligible after a three-year review. If a program’s aid-eligibility is forfeited for low performance, program viability may be significantly impacted. As of July 1, 2012, the need-based Federal Pell grant (currently worth up to \$5,920 for the 17/18 year) was capped to a lifetime maximum eligibility usage of “6 years” (i.e. 18 full-time-equivalent quarters), going back to the ‘70’s (no appeals or extensions). Since most students need developmental education (reading/writing/math below 100) upon entry to college, the average two-year program student takes over three years to complete and the average student takes six+ years to complete a bachelor’s. Since most students change their major more than once, many students with financial need will find that they will run out of access to Pell before they complete their four-year degree.

More than ever before, colleges (especially those who offer FR/SO curriculum) have the obligation to help students “pace” their Pell usage with the ultimate goal of completing their undergraduate studies before they have exhausted their Pell eligibility. How? Following are a few ideas:

- Provide better career/major information prior to the declaration of a major.
- Provide career/major counseling prior to allowing a major change.
- Actively encourage students to enroll only in coursework necessary to graduate (or, for those on aid, limiting what they can take to only necessary courses).
- Do not encourage students to repeat courses they’ve already passed (even though they can now get aid once for a course they’ve already passed).
- Tighten up credit extension appeal approval (no automatic access to aid at a community college after they’ve earned a two-year degree or attempted more than 150 percent of the number of credits required for the program) for multiple lower-division undergraduate programs (instead pointing students toward progressive, vs. lateral, education).

As of July 1, 2012, students who were not already enrolled in an aid-eligible program and who do not have a high school diploma or a recognized equivalent (in Oregon, the GED or the completion of at least a two-year program that is fully applicable to a Bachelor’s degree) are not eligible for financial aid. (In Oregon, high school completion via home school fulfills this requirement.) An aid-applicant in this situation will be directed to RCC’s GED program and awarded aid only after they prove they passed all four parts of the GED. There is a possibility of a student in certain Career Pathways Certificate programs who did not complete high school or earn a GED to be aid eligible based on qualifying placement test scores.

The **drop deadline is Wednesday** (midnight via online) of the second week. Please ensure by then that your roster accurately reflects those in your class. We appreciate your help as timely and accurate admin drop reporting is essential to getting students paid accurately.

Timely access to books is important to student success. Financial Aid can be used to purchase books from an RCC Bookstore one week prior to term through Wednesday of the second week (financial aid refunds are paid to Bank Mobile VIBE student accounts starting the second Friday of the term and twice weekly throughout the term thereafter). There’s also an application students can submit pre-week one through the first week of the term to get an advance on their financial aid to purchase books elsewhere. If the Library has your book available for temporary use, please let your students know. Please encourage your students to drop your class if they don’t have resources to obtain learning tools in a timely manner.

As instructors/advisors, please keep your eyes/ears open and if you notice a student contemplating a decision that may impact their funding (add/drop, what to enroll in, if they should withdraw, what an “I” will mean, when their loan money will come, how to get a scholarship, if they can access Veterans’ benefits, if their agency voucher will pay for... etc.), please direct them to the source of the funding (Rogue Central for most financial aid) so that we can help them make an informed decision. Also, help us help them stay on track academically by ensuring their major is accurate, they are taking courses that progress them toward graduation, and that they are utilizing campus/community resources to get needed assistance (TRIO, tutoring center, etc.).

For more financial aid information, visit RCC’s Financial Aid home page at: web.roguecc.edu/financial-aid. YOU are a key partner to a student’s financial success. Thank you for being a “friend of financial aid” as we partner together.

10. TRiO Rogue Opportunity Center:
web.roguecc.edu/trio-rogue-opportunity-center

The TRiO Rogue Opportunity Center provides FREE services to current and prospective students in Jackson and Josephine Counties.

These services may include:

- Admissions applications
- Enrollment processes
- FAFSA, loan, and scholarship applications

Federal funds have been allocated for the Rogue Opportunity Center. One hundred percent of this project is financed through a grant from the U.S. Department of Education.

Office Locations:

RVC in Medford, Bldg. G-215
541-245-7717

RWC in Grants Pass, Bldg. L
541-956-7097

11. TRiO Student Support Services

www.roguecc.edu/TRiOSSS

Redwood Campus, Josephine Building,
541- 956-7342

Riverside Campus, G Bld. 207, 541-245-7547

University Transfer TRiO/SSS assists RCC students who intend to transfer to a four-year institution and complete a bachelor's degree. Students receive enhanced support at no additional charge as they successfully complete RCC courses and prepare to transfer.

Eligible students must meet one of the following criteria: have been raised by parents or caregivers who have not earned a bachelor's degree, have financial barriers, or have a documented disability.

Students also must have completed or be currently enrolled in MTH65 and WR115.

Services provided by University Transfer TRiO/SSS:

- Academic & Transfer Advising
- Career Guidance & Financial Literacy
- Peer Tutoring & Mentoring
- Scholarship & Financial Literacy Workshops
- Study Groups for College Success
- Student Lounge with Computers & Kitchen Area
- University Tours & Cultural Activities
- Tuition-Free Transfer Classes

Each TRiO Student Support Services program at Rogue Community College is funded by a federal TRiO grant that averages \$250,000. per year.

12. Veterans Services

www.roguecc.edu/veterans

- Redwood Campus, Student Services Building, 541-956-7109
- Riverside (G building) and Table Rock Campuses, 541-245-7738

Veteran Services are available to RCC students in Jackson and Josephine counties.

Transcripts:

Veterans receiving GI Bill benefits while attending RCC are required to obtain official military transcripts and official transcripts of all previously attended colleges, universities and technical schools. Veterans submitting transcripts will receive priority evaluation in an effort to not duplicate courses.

Send official transcripts to:
Rogue Community College
3345 Redwood Hwy
Grants Pass, OR 97527

Getting Started at RCC:

For information about starting at RCC and obtaining Veterans Educational Benefits, visit the RCC Veteran Services website. The website will direct students to complete their FAFSA (Financial Aid) application. If you have additional questions on how to get started at RCC, please contact a Veterans Coordinator on the Redwood or Riverside campus.

RCC assists veteran students with the GI Bill application process, priority registration, Boots to Books Orientation training, on and off campus veteran resources, and VA Work Study opportunities. Our Veteran Coordinators will help you make the transition from service member (and dependent) to successful RCC student and graduate.

Applying for your Veterans Benefits:

To apply for Veterans educational benefits, veterans should visit <https://benefits.va.gov/gibill/apply.asp>

When veterans receive their Certificate of Eligibility from the VA, a Veterans Coordinator will complete an Enrollment Certification form and forward it to the VA for processing. Veteran coordinators at RCC are unable to determine student's eligibility for benefits. Veterans are welcome to access Veteran Coordinators prior to receiving Enrollment Certification (form 1999) for planning purposes.

Boots to Books Veterans Orientation:

The Boots to Books orientation for new students is one hour and mandatory when you begin your studies at RCC. You will learn how to access benefits specific to your chapter, how to navigate the college systems and find resources to compliment your college experience. Visit the Veterans website to sign up electronically.

Veteran Resource Center

- Redwood Campus - Student Center Building, 541-956-7289
- Riverside Campus - G Building, 541-245-7749

Rogue Community Colleges VRC Mission Statement:

At Rogue Community College our Veterans Resource Centers (VRC) are committed to assisting military students, dependents and spouses to transition successfully from the military environment to campus life as they learn to navigate through the education process and progress toward completing their academic degree.

Assistance includes:

- Financial aid and disability services.
- GI bill application.

- Peer-to-peer support.
- Campus and RCC website navigation.
- Scholarship applications.
- MyRogue student portal assistance.

VRCs offer Veteran Students a collaborative and cooperative environment for every branch and era of service.

13. Tutoring and Testing Centers: Students needing assistance with their coursework may be assisted at the RCC Academic Success Centers, located on all three campuses and online. Testing Centers are also located on all three campuses for students who need to do retakes, make-up tests, tests for distance learning classes, or who need special accommodations.

For information about Testing Center services, including how you can access these services, visit the website: go.roguecc.edu/departments/testing-services. For more information about tutoring services, go.roguecc.edu/departments/academic-success/tutoring-services

14. Career and Student Employment Services

web.roguecc.edu/career-and-student-employment-services

Riverside Campus, G Building, 541-245-7538

Redwood Campus, L Building, 541-956-7323

Career Services assists students from admissions to graduation in selecting majors and enhancing career readiness and job search skills. Gain better preparation for the job market during college and beyond by taking advantage of opportunities and skills relevant to your career. **Not sure what you want to be?** Career Services will help you explore majors and careers based on your personality, interests, and strengths.

- Take the Holland Codes Quiz to discover your "Work Personality."
- Explore RCC degrees and certificates.
- Research the job market.
- Complete the CIS: Career Information System.
- Be referred to Career Counseling. **Searching or applying for a job?** Career Services offers support and assistance whether applying for student employment, an entry-level job, or the next step in your career. Let us help you develop or improve your application materials.
- Develop and edit resumes and cover letters.

- Identify professional and educational references.
- Explore job search resources and techniques.
- Understand and use online career resources.

Preparing for an interview? Learn what employers are looking for and how to tailor your answers for the job you want.

- Do a mock interview.
- Prepare interview questions.
- Make a great first impression and dress to impress.
- Practice your handshake.

Latino Services

web.roguecc.edu/latino-services

Latino Services provides a variety of services to Latino students. These services include:

- Providing documents in Spanish
- Outreach programs to high school students
- Academic Counseling
- Scholarship Information
- Transition Programs

Contact Angelica Mendoza, Transition Specialist - Latino Outreach & Recruitment at 541-245-7711 or amendoza@roguecc.edu.

15. New Student Orientation (NSO)

New Student Orientation (NSO) is designed to prepare new students at Rogue Community College. Learn about a variety of support services designed to ease the transition into the college environment. The NSO is required for every new student. It takes approximately 20 minutes to complete and is self-paced. Log into My-Rogue and click on New Student Orientation.

16. Services for Students with Disabilities

Any student who feels that she or he may need academic accommodations for a disability, such as vision, hearing, orthopedic, learning disabilities, psychological or other medical conditions, should make an appointment with Disability Services. Instructors may refer students or discuss access issues with the Disability Services Coordinator or Specialist.

Josephine County – Redwood Campus - Wiseman Tutoring Center, Grants Pass, 541-956-7337 or Oregon Telecom Relay Service - 711.

Jackson County – Riverside/Table Rock Campuses - “B” Bldg., Room 9, 227 E. 9th Street, Medford, 541-245-7537 or Oregon Telecom Relay Service - 711.

For additional information regarding Disability Services, check their website: web.roguecc.edu/disability-services

17. Counseling Services:

www.roguecc.edu/Counseling The Counseling Department provides comprehensive services to students as part of RCC’s student persistence plan including academic advising, transfer and career planning, personal counseling, and tools for self exploration and academic progress.

Counseling faculty teach Human Development and Career Guidance classes and workshops and are available by appointment and during on-call hours. There is no charge for counseling. Explore the Counseling website to find useful resources for college, career and community. You’ll find descriptions of services, upcoming classes, and workshops and tools for self-exploration.

18. Library Services:

go.roguecc.edu/department/rcc-libraries

An excellent reference staff and a fine library are available to students in both counties. On the Redwood Campus, the library is located in the Wiseman Center, just downstairs from the Tutoring Center. On the Riverside Campus, library services are located on the second floor of the Medford Central Library building located at 205 South Central Avenue. Library services are an important component of the Table Rock Campus and are found in the Learning Resource Center.

19. Food Service

Contracted food service vendors are located at RWC Student Center, 541-956-7032, RVC, HEC Building, first floor, 541-618-5500 and TRC East Commons, 541-245-7880. Hours are posted at the specific locations. TRC is a self-service store.

Campus Bookstores at RWC, RVC, and TRC offer limited selections of snacks and beverages. Vending machines are located on all campuses in varied locations offering snacks and beverages.

20. Parking, Parking permits, Low-Cost Bus Service and bicycles:

Available in both counties.

web.roguecc.edu/locations/transportation

This site lists both campus maps and parking maps. It also details where parking permits can be obtained, discusses bus service in both counties, and notes bike-share program, bicycle lockers and bicycle rack locations.

21. Galleries

The galleries provide learning and cultural opportunities to RCC students and members of the greater community. Art exhibits promote discussion of issues of philosophy and aesthetics, broadening world cultural awareness. The galleries also provide students with experiences that support a variety of career paths in the visual arts. The gallery website is web.roguecc.edu/galleries.

22. High School Students

Special opportunities are available for high school students through RCC's Educational Partnerships program. For more information, visit go.roguecc.edu/department/educational-partnerships or contact Educational Partnerships at 541-245-7806.

Nitty gritty classroom and workplace information

1. Getting Ready to Write my Syllabus

- Ask your department chair, coordinator, or administrative assistant for a current course outline with learning outcomes and any departmental expectations. To find the current syllabus template, go to <https://intranet.roguecc.edu/faculty.asp>.
- Current course outlines for your class are on the AllofRCC Y drive, Course Outlines folder, and a sample syllabus can be found online under Faculty Resources. Use the course description from the official course outline for your syllabus. The syllabus must contain required content as stated in the template. Terrie Sandlin, the Outcomes & Assessment coordinator can help as well: tsandlin@roguecc.edu.
- You may want to review syllabi from other instructors who have taught the same course. Usually your administrative assistant has syllabi on file. Please remember to submit yours to your department administration assistant the first week of the term.

2. Emergency Closure

Check the RCC website, RCC email, or call the college main number (541-956-7500 or 541-245-7500) to hear a recorded message, or tune in to local radio and television stations for announcements about college closures due to severe weather conditions or other reasons.

All employees should maintain current contact information for emergency notifications by visiting <https://intranet.roguecc.edu/admin/contactinfo>

Information about emergency lock down procedures is found in the college's Emergency Response Plan at web.roguecc.edu/risk-management/campus-emergency-management Please become familiar with safety information and procedures before there is an accident, incident, or disaster.

3. Punctuality

Faculty are required to be on time for every class. By the same token, class length is specified. Classes should generally not be dismissed early or run late beyond the specified time. The 10-minute timeframe between classes allows instructors and students to get into class and set up.

4. Breaks

During classes longer than 1.5 hours, it is customary to take at least one break. Breaks are important to learning. Breaks should be limited to a set time, usually 10-15 minutes.

5. Classroom Setup

In consideration of others, leave rooms in an orderly and usable condition with all original furniture and supplies in place. When leaving, erase board(s), return seating to the layout it had when you arrived, turn off lights, shut windows, deposit trash in nearest receptacle, lock doors if appropriate, and/or follow any other directions specific to the facility.

All classroom equipment including computers and video/data projectors should be properly shut down when not in use. If there are any questions or problems with the use of shutdown procedures for any classroom equipment, please call Instructional Media Services at the appropriate campus.

6. Field Trips — Off-Campus Student Travel Guidelines

Find out what you need to do when you take your students off-campus for a field trip or other sponsored event. Refer to this website for guidelines and applicable forms: web.roguecc.edu/human-resources/forms-procedure#riskmgmt. The Student Travel Guidelines address varying modes of travel, instructor or event sponsor responsibilities, and safety and liability issues. The guidelines provide a unified, college-wide approach to off-campus student travel; address the issue of risk management while limiting the risks of individual and institutional exposure to liability; and inform students of their rights and responsibilities while participating in a sponsored off-campus event.

7. Electronic Devices/Distractions

Students using cell phones, media devices, and/or other electronic devices can be disruptive to the learning environment. The use of electronic devices, including laptops, is at the discretion of the instructor, with the exception if approved accommodations from Disability Services. Students may record lectures without informing (or receiving permission from) the instructor. However, if it is done in a disruptive manner, the

instructor can request the student to stop.

8. **Tobacco, Food, and Beverages**

Rogue Community College is committed to providing a clean and comfortable instructional environment.

Drinks may be brought into the classroom only in covered containers, such as plastic bottles, spill proof travel mugs and disposable cups with lids. Be especially careful in labs and around the classroom podium. Food may not be brought into any RCC classroom without prior approval. Use of tobacco or electronic cigarettes (vaping) is not permitted on the premises of the college except in designated areas. For more information, go to <https://web.roguecc.edu/board-policies> (Art.11-B-010).

Although Oregon allows the possession and sale of cannabis for recreational use, the college bans alcohol and drugs from all school and campus activities in compliance with the National Drug Free Schools and Campus Act of 1989.

9. **Campus Security**

Because of limited security and maintenance staff, all instructors are asked to assist in maintaining a safe learning environment. In an emergency always call 911 first and then notify security as soon as possible by calling 541-218-2930. If you see any unusual situations notify security immediately. Would you know what to do in case of an emergency? Please read information about emergency procedures, safety awareness, lock down procedures, fire drills, shooter on campus and first aid at the RCC Campus Security website: web.roguecc.edu/risk-management/campus-security

10. **Employee Credential and Keys**

RCC uses electronic access on all buildings for initial entry. There is at least one electronic lock to a building. A credential with access is needed to enter a building during weekends, holidays, and certain buildings which are always locked. To request an employee credential, contact the IT Systems Technician, Bill Rounds, at brounds@roguecc.edu or 541-956-7110, or create a help desk ticket at go.roguecc.edu/departments/help-desk. If an interior key is

needed, a maintenance request will need to be submitted.

11. **Required Staff Trainings**

All employees are required to take the following trainings on an annual basis: Campus SaVE Act for employees - Sexual Violence Awareness, Drug Free Workplace ,Child Abuse: Mandatory Reporting (Refresher), and Title IX and Sexual Misconduct. Note: HR now provides the training via the New Hire Training packet. The link for the SafeColleges website is: roguecc.or.safecolleges.com and the username for the site is in the following format: employee last name.first name.

12. **Faculty Absences and Substitute Faculty**

Should illness or emergency make it impossible to meet a class, you shall notify the department chair or coordinator, the administrative assistant and the dean.

Full-time faculty must also submit a leave request through the automated leave request system, Leave Management. This application is designed for submitting leave requests electronically and should be filled out before you return to work. Sick leave is based on your scheduled work day according to your contract. If you have any questions about how many hours to submit on a leave form, please contact your dean or Human Resources.

Adjunct faculty members entitled to sick leave should submit paper leave requests instead of using the automated system. The leave request form is found at: <http://web.roguecc.edu/human-resources/forms-procedures#payroll>. (You must log in to the intranet to access) Adjunct instructors who have no sick leave available are still required to notify the department chair or coordinator, department administrative assistant and dean if they are absent.

If a faculty member anticipates an extended time off work due to illness or emergency (a week or more), the department chair, dean, and Human Resources should be notified as soon as possible. Faculty are not required to find or schedule their own substitutes. Some departments maintain a substitute list and will arrange for substitutes, while others do not (be sure and check with your department). Substitutes must be current

employed at the college. If you have planned absences, e.g., professional development, advise the department chair or coordinator, department administrative assistant and dean well in advance of your planned absence. Informal “swaps” will not be honored. Guest speakers are not considered substitutes, and instructors must attend any class that a guest speaker attends.

Please make every attempt to notify students if you must cancel your class(es). You can notify all your students of a class cancellation by email by sending a “Blind Carbon Copy” (bcc) to each student. To do so, go to <https://intranet.rogucecc.edu/> and under “Faculty Resources” click on “Input grades, class rosters, admin drop forms, WDYT forms, info update (log in).” Once there you will enter your 7-digit faculty ID number and your password. Under “Rosters” you click on “Class” and then on the course you are looking for. Once the roster comes up, scroll to the bottom of the page and click on “Send a BCC to all Students.” A new email will open, and you can then send a cancellation notice to all of the students in your class. Department secretaries can also help out if you ask them to post a sign on your classroom door.

13. Operation of Small Classes

The college has the sole discretion and right to schedule, assign or cancel any class and to determine minimum enrollments. For details, see article 13.B.4 of the faculty collective bargaining agreement. Decisions regarding operation of small classes will, in all cases, be made by the appropriate dean in consultation with department chair when feasible. **Faculty shall make no announcement of class continuance or cancellation without prior approval.**

14. Staff Centers/Mail Boxes

Redwood Campus: The Staff Center in Coates Hall-14 has a copy machine and adjunct faculty work station. There is a staff lounge in the Student Services Building which serves as a lunch and break room. Copy machines are also available in F and L Buildings. Ask your department administrative assistant for the location of your mailbox.

Riverside Campus and HEC: Staff Centers on the Riverside Campus are located in A Building in Room A-30, G Building, Rooms G-115 and in

Room 323 at HEC. The G Building rooms can be accessed with a code (see your administrative assistant). All contain bulletin boards and serve as lunch and break rooms. Students are not permitted in these areas.

Faculty/Staff mail boxes are located on all three floors of the HEC, in Room B-20 in the B building, and in the Learning Center in G building. Counseling mail boxes are located on the second floor of the G Building. Special arrangements are made for evening instructors to obtain mail. Your administrative assistant can direct you to your mail box.

Table Rock Campus: The staff lounge in Room 120 is used as a lunch room and break room. The staff and faculty mailboxes are located in Room 149 and can be accessed with a code (see your administrative assistant). Rooms 135, 149 and 212 have a copier/fax/scanner.

15. Office Hours

Full-time instructors are required to set, note in their course syllabi, and keep regular office hours. Provide your office hours and class schedule to the department administrative assistant for scheduling purposes, and post that schedule in appropriate places for students to see, i.e., office door and instructor website on or before the first day of the term. It is part of any full-time faculty’s responsibility to be available for student questions, guidance, and discussion. Adjunct faculty are encouraged to be as available as they can to students with online availability, email, etc.; however, office hours are not required. All faculty are expected to reply promptly to student phone or email contacts. Full-time faculty are strongly encouraged to maintain a schedule on Outlook Calendar and give access to the administrative assistant and dean.

16. Help Desk

The Help Desk provides quality computer support to RCC staff needing assistance. Visit the Help Desk Website at www.rogucecc.edu/helpdesk for links to user access forms and other helpful resources.

Redwood Campus: 541-956-7042

Riverside Campus: 541-245-7535

Table Rock Campus: 541-245-7985

17. Registration

Only students officially registered or waitlisted are allowed to attend class. Registration after the first week requires the instructor permission code to add a class. If a person is attending your class but the name does not appear on your roster, then the person has not registered for your class. Please give that person a permission code or direct him/her to Rogue Central to register for the class once the code expires after the second Wednesday of each term. Non-registered individuals should not attend your class.

18. Full Classes

When a class is full, students may have the option of a space on the waitlist. Faculty should not maintain an informal waiting list as the official waitlist takes priority over any informal ones. Waitlisted students may attend until the instructor gives a permission code to register, or are told there is no more space in the class. The student must follow through and register for the class with the permission code. This must happen by Wednesday of the second week of term.

19. Adding or Dropping a Course

This is the student's responsibility. Deadline dates are in the online class schedule and the academic calendar. During the first week, the instructor's permission code is required to add a closed class. In the second week, until Wednesday at 11:59 p.m. a permission code is required to register. The deadline to add a class without a penalty fee and the deadline to drop a class and receive a 100 percent refund is the second Wednesday of a term. The deadline to withdraw from a class is on Friday of the 8th week of term (Thursday of the 5th week during summer term).

20. Family Members as Students

Faculty should avoid teaching a relative as it is a conflict of interest (ORS 244.020). "Relative" is defined (ORS 244.175) as the spouse of the instructor, any children of the instructor or of the instructor's spouse, brothers, sisters, half brothers, half sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren or parent of

the instructor or of the instructor's spouse. See also Board policy, Article V, Section B, Policy 010: Conflict of Interest.

Any student attempting to take a class taught by a relative should be advised to take a section taught by a non-related faculty member, if such a section exists. Faculty must have prior approval of the appropriate dean before teaching a class with a relative.

21. Bookstore

RCC Bookstores are operated by the college for the convenience of students and staff. Each bookstore offers text books, supplies, apparel, gift items, snacks and beverages.

Redwood Campus: N bldg., 541-956-7160

Riverside Campus: B bldg., 541-245-7591

Table Rock Campus: Room 103,
541-245-7870

Bookstore text/course material orders:

Adoption requests for textbooks/course materials are sent to the departments each term via email. Adoptions must be reviewed and submitted by the department chair each term so that books and supplies will be available for the students. A full description of each textbook should be provided by the department including title, edition, author, and ISBN number. Information for other course materials and supplies should also be as detailed and complete as possible. Incorrect books ordered due to incorrect information from a department may result in return freight being charged to the department. Please contact the bookstore for assistance with adoptions or use of the adoption software.

Book Buyback: A book buyback is offered through the bookstore during the last week of each term. Hours and location will be posted. Books that are bought back are based on the needs of the college for the following term and are determined at the discretion of the bookstore. Books being used the following term are typically purchased at approximately half of the new price. Loose-leaf editions, workbooks, and books requiring an access code will not be bought back.

Cancelled Classes: When a class has been cancelled, students are able to return books for a full refund through the second Wednesday of the term. The books must be returned by the deadline, be in the same condition as purchased, and be accompanied by a receipt.

Complimentary Copies: Most publishing companies send complimentary copies only to an individual faculty member. Complimentary copies cannot be given to the instructor by the bookstore and requests should go directly through the publisher. A directory of publishers is available in the library for faculty who would like to request a complimentary copy of a textbook from a publisher.

If complimentary textbooks are sent to you as a result of your employment at RCC, they should not be sold for personal financial gain. Most complimentary copies are clearly marked “instructor copy” or “not for resale”.

Shipping Books Back: Books not adopted for the following term will be returned to the publishers at the end of each term unless arrangements are made with the bookstore. When ordering texts, faculty should be aware that some companies allow limited returns or no returns. All returns result in double freight charges, which ultimately result in higher cost to students. Every effort should be made to realistically assess needs during the adoption process. Non-returnable books should be used at a later date whenever possible.

22. Library Services

Redwood Campus

Wiseman Center: Circulation
General Information:
541-956-7152
Reference: 541-956-7153

Riverside Campus

Medford Library & Circulation
General Information:
541-245-7512 Reference:
541-245-7522

Table Rock Campus & High Tech Center

Circulation

General Information: 541-245-7820

Reference: 541-245-7899

The RCC Library serves the college with comprehensive library services offering a collection of more than 52,900 books and periodicals. Students may request books and other library materials online through the library catalog, which then may be delivered to any RCC campus of choice. The RCC Library also provides access to a curated collection of about 50,000 academic ebooks through our EBSCO subscription.

All faculty, staff, and students are eligible for library cards without charge. RCC library cards are also honored at all Jackson County libraries. Students, faculty, and staff can use computers in the library for high-speed access to the Internet and for word processing and other basic applications. All RCC libraries also offer wireless access to the Internet. Students may use small-group study rooms. Photocopiers are available.

Reserve Collection: Reserve book rooms play a key role in customizing services to meet the individual needs of students and faculty. The service desks manage short-term checkout of a variety of resources: books and videos, special-assignment materials, and telecourse videotapes and books. An instructor may earmark materials for the Reserve Collection from the Library collection, from the Media collection or from a personal collection. Loan periods range from two hours to three weeks and are determined by the instructor.

Library Copies of Textbooks: The library acquires some, but not all, textbooks for courses. Supplemental or non-required texts are not accepted for Reserve Collection use.

Reference Services: Faculty librarians instruct classes in research methods and technology,

conduct library orientations, and collaborate with faculty in designing research assignments. Detailed instruction in resource materials and research strategy for a particular class or specific subject assignment can also be scheduled. Please call ahead to make arrangements.

Information services for students, faculty and staff include drop-in reference assistance at all three campuses, reference by phone and e-mail, and in-depth research consultation by appointment. We are happy to assist faculty and staff with research for special projects or advanced study. The reference staff can also help you compile instructional bibliographies or search specialized online electronic resources.

Interlibrary Loan Service: Faculty and students can borrow materials that RCC library doesn't own through an international interlibrary loan service. Because response time from distant libraries can sometimes be long, we encourage you to request assistance in your research at the earliest possible date. Large projects need to be scheduled in advance so that we can adjust staff workloads. Speak with a reference librarian for more information.

Purchases: Our goal is to provide for the broad research needs of students, as well as to satisfy the requirements of individual class assignments. Strong communication with you helps us develop a library collection that correlates with these needs. Our charge is to support and supplement the college curriculum, and we welcome your recommendations for strengthening the library collection. In addition we can often accommodate your request for specific purchases.

23. **FERPA: Family Educational Rights and Privacy Act**

Maintaining confidentiality of student records is the responsibility of everyone at Rogue Community College with access to student records, including faculty, staff, and students employees.

In accordance with FERPA, RCC considers the following to be "directory information."

- Name, address, telephone number, and e-mail address
- Degrees and awards received
- Major field of study
- Participation in official recognized college activities and sports
- Dates of enrollment
- Most recent previous educational agency or institution attended
- Academic credit information
- Photograph
- Student ID

Material is available to help faculty understand the regulation governing the confidentiality of student education records. RCC's FERPA policy is online at web.roguecc.edu/enrollment-services/FERPA. Every faculty member at RCC must complete a FERPA test once employed at RCC.

Refer all requests for student information to Rogue Central. If a student asks you to talk with their parent, spouse or employer, you may do so if the student signs an Academic and Behavior Information Release Form granting permission. These forms are available at web.roguecc.edu/enrollment-services/forms-students or in the FERPA folder on the Y drive. For further information, please contact Rogue Central at rcs@roguecc.edu

FERPA Frequently Asked Questions

1. If a student's parent calls asking how a student is doing in a class, can you give out that information?

No. Even though the person inquiring may be the student's parent, FERPA recognizes students in post-secondary education as adults, regardless of age. Therefore, you cannot give out test, homework, or final grades, or any other non-directory information such as daily attendance. ***General Rule:** You must assume that the student is an adult who is entitled to privacy, even from parents.

2. You receive a call from a recruiting firm asking for names and address of students with a GPA of 3.0 or better. They say they have good job information for these students. Can you help these students get jobs by giving out this information?

No. While we all want to help students get good jobs, that request should be sent to the appropriate office. In this case, the request should be forwarded to Rogue Central. We will contact the students and refer them to the recruiter. ***General Rule:** Do not give out student information that pertains to

grade point average to anyone without prior written consent of that student.

3. A person comes to the Departmental Office with a letter containing a signature that gives consent to release the transcript of a student. Do you give the transcript to them?

No. Transcripts and record information are available **only** through Rogue Central. ***General Rule:** Official transcripts are available only through Rogue Central. Students themselves can also print unofficial transcripts through their myRogue account. **DO NOT GIVE ANY RECORDS TO A THIRD PARTY.**

4. You receive a phone call from the local police department indicating that they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of an investigation are you allowed to give them this information?

No. The police should first be directed to Rogue Central. ***General Rule:** Information about whether or not a student was enrolled in a particular term is directory information, and can be obtained through Rogue Central. If the police require more information, a subpoena may be required. In such cases, FERPA requires notification of the student, unless it is specifically stated on the subpoena that the student must not be notified.

5. You get a frantic phone call from an individual who says he is a student's father and must get in touch with him/her immediately because of a family emergency. Can you tell him when and where his/her next class is today?

No. For the safety of the student, you cannot tell another person where a student is at any time. Take the telephone number where the caller can be reached, and tell him that you will deliver the message. **General Rule:** When this situation arises, refer the caller to Rogue Central.

6. An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

Yes. Information on a computer screen should be treated the same as printed reports. ***General Rule:** The medium in which the information is

held is unimportant. No information should be left accessible or unattended, including computer displays.

7. Is it wrong for professors to leave exams, papers, etc., outside their offices for students to pick up?

Yes. That is a violation of the privacy rule because it is inappropriate for students to have access to other students' grades. ***General Rule:** You cannot leave personally identifiable materials in a public place.

8. You bring up a student's information in Advisor or Admin View. The **Directory Exemption** warning appears on the upper right corner of the screen. Does that apply to Faculty?

Yes. That warning applies to EVERYONE who has access to that record. The Directory Exemption means that the student has specifically asked that their presence at the college not be acknowledged in any way to a third party. This is the student's legal right under FERPA. You should refer that person to Rogue Central. If circumstances prevent your forwarding the call, the correct answer is "I have no information that allows me to answer your question." If pressed – "but the student does attend there, right?" the correct response is to repeat, "I have no information that allows me to answer your question."

9. **Confidentiality of Graded Material. To safeguard student confidentiality be sure that you do not:**

- Leave graded tests/assignments in an area that is not staffed where students sort through graded materials to find their own work. Student names/ID numbers and grades cannot be displayed together for others to see.
- Circulate a printed class list with student name and Student ID or grades as an attendance roster

What can you do to return work to students in a timely manner?

- Have students staple a cover page on assignments with the student's name on the cover. The faculty member grades

the assignment on the page under the cover. If the student does not use a cover page, do not leave the assignment out for pick up.

- Fold the assignment over the grade and staple it leaving only the student's name visible.
- For classes that meet only one day per week, workshops or end of term tests, students may submit a self-addressed stamped envelope with their assignment.

Marketing

PUBLIC INFORMATION

The college provides information to the community through the news media, advertising, college publications, and other channels. Information services are the responsibility of the Marketing Department, but keeping the general public properly informed requires the cooperation of faculty, staff, administrators, students, and everyone who is part of RCC.

The most important thing to remember about public information is to communicate. Inform the department head and the appropriate dean if there is something newsworthy to communicate to the public.

One of the major methods of informing the public is through the news media. The Marketing Department provides news releases and story opportunities for area newspapers, radio stations, and television outlets. Many things that faculty and staff at RCC are doing are of interest to the public and, therefore, to the news media: new classes, special projects, awards, teaching innovations, student successes, guest speakers, events, and faculty activities. All press releases and external marketing (letters, flyers, brochures, etc.) must be issued by the Marketing Department.

When there is a story that would interest the public and the news media, please inform the department chair, the appropriate dean, and/or the Marketing Department. It is best if the information is written out including the classic “who, what, where, when, why, and how.” Information needn’t be formal, just complete. Include everything that’s important to understanding the story, plus the name of a contact person in case more information is needed. It is important to get the information to Marketing Department in a timely manner. Old news isn’t news. See “How to Do a Press Release” at web.roguecc.edu/marketing

If a member of the media contacts you about your class or program, please let the Marketing Department know a contact has been made — before an interview is conducted if possible, or after the interview if not. Marketing has guidelines for responding to the media and will help you if you need assistance.

In case of an emergency situation or crisis (e.g., fire, bomb threat, lawsuit), please let an official college

spokesperson (e.g., the college president, a vice president or the director of Marketing who also acts as the public information officer for RCC) answer the media’s questions.

External marketing such as brochures, flyers or paid advertising are used when appropriate. The decision to use these media is usually a joint one between faculty and dean or supervisor and the Marketing Department. Contact the department chair, the director of Marketing and/or the dean for more information. Also see the Marketing Toolkit at web.roguecc.edu/sites/web.roguecc.edu/files/Sites/Marketing/pdf/Toolkit_flyer2018.pdf.

The Marketing Office is located in H Building on the Redwood Campus. Contact the director of Marketing at 541-956-7088, or the assistant director of Marketing at 541-956-7114.

2019 – 2020 ACADEMIC CALENDAR

Please see term calendars for detailed dates regarding schedule changes, payment deadlines, refund dates, and grading deadlines.

	2019 Summer	2019 Fall	2020 Winter	2020 Spring
Veteran/Qualified dependents registration ¹	May 24	May 24	Nov. 22	Feb. 28
Priority registration ²	May 28	May 28	Nov. 25	Mar. 2
New student/open registration ²	June 3	June 3	Dec. 3	Mar. 6
Fall In-service		Sep. 17		
New student Welcome Day		Sep. 18		
Standard term begins³	July 8	Sep. 23	Jan. 6	Mar. 30
Foundation scholarship applications available		Nov. 1		
Foundation scholarship early bird deadline			Feb. 15	
Graduation application deadline ⁴			Feb. 15	
Foundation scholarship application deadline			Mar. 1	
Initial refund/stipend	July 18	Oct. 4	Jan. 17	Apr. 10
Honors night				Apr. 17
Spring In-service				May 8
Federal Direct Loan application deadline	Aug. 22	Dec. 2	Mar. 13	June 5
Standard term ends	Aug. 29	Dec. 6	March 20	June 12
Commencement				June 13
Standard break between terms (no classes)	Sep. 2 - 20	Dec. 9 - Jan. 3	Mar. 23 - 27	June 15 - July 3

The college will be closed on the following dates:

July 4, 2019: Independence Day
All Fridays July 5, 2019 - September 6, 2019
 September 2, 2019: Labor Day
 November 11, 2019: Veteran's Day
 November 28 – 29, 2019: Thanksgiving
 December 23 – 31, 2019: Winter Closure

January 1, 2020: New Year's Day
 January 20, 2020: Martin Luther King Jr. Day
 February 17, 2020: President's Day
 May 8, 2020: In-service
 May 25, 2020: Memorial Day (observed)

¹ House Bill 2565 allows an active member of the Armed Forces of the United States; a veteran of the Armed Forces of the United States; or a student who receives veterans' educational benefits as a federally qualified dependent priority registration over nonqualified students.

² Advising is required before registering for credit classes

³ Check your schedule. Actual course dates may vary.

⁴ Deadline for students graduating at the end of spring or summer term. Visit www.roguecc.edu/Commencement/ApplyingforGraduation.asp.

Dates are subject to change. Check www.roguecc.edu for current information.