



OFFICE OF THE PROVOST

MEMORANDUM

TO: Undergraduate Teaching Faculty

FROM: Randall G. Basinger, Provost
William G. Strausbaugh, Vice President for Information Technology/Associate Provost

RE: Important Policy Reminders for J-Term & Spring Term

DATE: January 4, 2019

ACADEMIC CALENDAR

Attached is a copy of the 2018-2019 academic calendar. Please note:

- Thursday, April 11, 2019, Service Day – no day classes
- Tuesday, May 7, 2019, classes follow Thursday course schedule

FACULTY RESPONSIBILITIES

USE OF CANVAS All faculty must publish their courses in Canvas, orient students to their course site, upload the syllabus as an accessible file (.pdf), and post additional resources in the site as appropriate. Additionally it is recommended that faculty use the gradebook in Canvas. The Syllabus section of this memo tells you how to name the file when you upload it.

- Deans, chairs, and program directors need on occasion “view” access to Canvas courses. Deans by default have view access to all courses in their school. Chairs and program directors must request view access. This view access includes viewing course content, discussions, announcements, analytics, usage reports, and student submissions. Access beyond this can be given should a need to know arise.
- In order to control access to courses and maintain copyright integrity, published Canvas courses will become unavailable to students about a month after the date when grades are due at the end of the semester. Those courses that faculty would like students to be able to access can allow students to continue to view or view and participate by unchecking the appropriate boxes in the Course Settings.
 - If a faculty member would like to allow students to view the course then uncheck “Restrict students from viewing the course after the end date.”
 - If students should be able to view and continue to participate then uncheck both “Restrict students from viewing the course after the end date” and “Users can only participate in the course between these two dates”.

CLASSES The College’s current official policy (*Community of Educators Handbook 8.20*) and continuing expectation requires faculty members to meet all of their assigned classes during the semester. In particular, no classes should be cancelled in the days preceding Spring or Easter breaks. Per our current policy, students should expect to spend two hours outside of class for each 50 minutes spent in class (*Community of Educators Handbook 8.17*). Activities within the learning management system should not be considered as meeting, substituting for, or counting toward meeting classroom instruction time or required class meetings. Feel free to make effective use of forums, discussion threads, and other online activities as part of your courses via the

learning management system as you deem necessary and are able. However, these techniques may not replace the hours of in-class instruction time or meetings required of each faculty for an assigned course. These online techniques should only be counted as part of faculty and student expectations for the hours spent outside of class.

CONTRACTUAL TIMELINE AND RESPONSIBILITIES Ranked Faculty (Term-Tenure Track Faculty, Clinical Track Faculty, and Lecturers) are under contract from the Monday of the week prior to the beginning of fall classes through the week after commencement (August 27, 2018 through May 24, 2019). Since Ranked Faculty are under contract one week prior to the beginning of fall classes and through the week after commencement, they are required to be present for professional responsibilities, such as Department meetings, School meetings, General Education development sessions, Community of Educators/School/Department retreats, etc. during this time-frame.

ATTENDANCE Ranked Faculty are not required to be on campus and have no official responsibilities during summer break and student recesses including: Mid-fall recess, Thanksgiving recess, Winter recess, J-Term recess, Spring Break recess, and Easter recess.

ABSENCES As stated above, all faculty members are expected to meet all of their assigned classes.

- If a faculty member must be absent from a class to attend a professional conference or fulfill another institutional/professional responsibility, he/she is responsible to plan for the work of such a class during the absence and submit such plans in writing in advance to the Department Chair. Department Chairs are responsible to report their absence in writing in advance to the School Dean.
- When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the School Dean's Assistant should be notified as promptly as possible for classes beginning after 8:00 a.m. If the School Dean's Assistant is not available, notify the Department of Safety. For classes beginning at 8:00 a.m., notify the Department of Safety.

INSTITUTIONAL SERVICE Beyond the responsibility of meeting with classes, Ranked Faculty have responsibilities related to institutional service (e.g., advising, department meetings, committee meetings, search committees, etc.).

- If a Ranked Faculty member is not teaching any courses in a given term (e.g., J-Term), he or she is expected to meet his or her other on-campus professional responsibilities unless the faculty member is on an approved leave or fulfilling an off-campus institutional/professional responsibility.

COMMUNITY OF EDUCATORS EXPECTATIONS All full members of the Community of Educators are required to march in Convocation and Commencement and to attend May Development Week activities. Any request for an excused absence must be approved by the respective School Dean.

SEMESTER AND FINAL EXAMS

- The semester and final exam periods are an important and integral part of the semester. **The exam schedule is set by the Registrar's Office each semester. Faculty members should follow the published schedule.**
- Faculty members are required to conduct a significant evaluative experience/exam or some other educative experience during this time. Faculty should design their courses in a way that preserves the integrity of finals week. Minimally, this means that faculty should (1) be cautious about the amount of work they assign students in the week prior to finals week, and (2) schedule final exams or other semester-ending experiences during finals week.
- Students are expected to attend their final exam period at the scheduled time. Any student having more than eight credit hours of final examinations in one day may request a change in his/her final schedule. All requests for change must be submitted to the Registrar's Office using the Request for Final Examination Change form. It should be noted that travel arrangements are not sufficient reason for exceptions to the exam schedule. All student requests for rescheduling exams must be submitted to the Registrar at least one week prior to the first day of final examinations. Upon the Registrar's approval of

the request, exams will be rescheduled at a time mutually acceptable to both the instructor and the student.

CALENDAR/SCHEDULE COORDINATION

All employees are expected to use their Outlook calendars to assist with scheduling meetings in a timely fashion. [Internal Communication Policy, College Council, May 16, 2006]. If you have problems with Outlook, please contact the ITS Help Desk at ext. 4444.

SYLLABI

The College must retain copies of syllabi for each course taught to insure that degrees and transfer credits are recognized by other institutions; that we are in compliance with regulations established by the state and federal governments; and that we comply with any requirements of higher education organizations and accreditors. All faculty must upload the course syllabus as a PDF to their Canvas Course. **You may name the file as you prefer, as long as the name ends with syllabus.pdf** Three examples that follow this rubric include "Syllabus.pdf", "CSC181syllabus.pdf", and "Fall2018syllabus.pdf".

COURSE SCHEDULE

Print a copy of your schedule to include classes, office hours and regular committee meetings and place it on your office door to communicate your schedule and availability to students.

EMERGENCY CLOSING PROCEDURE, GRANTHAM CAMPUS

Attached is a copy of the J-Term and Spring Term Emergency Closing Procedures.

MISCELLANEOUS

Policy: For safety, security, and institutional and personal liability purposes, the default or typical condition of all office and workspace door windows will be clear and free of any covering.

It is recognized that the occasional need for a workspace buffer may arise. In keeping with the policy, such coverings should be temporary in nature and removed promptly as soon as the task is completed.



2018-2019 Undergraduate Academic Calendar

Dates	Days	Activities
FALL SEMESTER		
August 28	Tuesday	Community Day
August 29	Wednesday	Community of Educators Retreat
August 31- September 6	Friday-Thursday	Welcome Week/Orientation
September 4	Tuesday	Classes Begin, 8:00 a.m.
October 11-12	Thursday-Friday	Mid-Fall Recess
October 15	Monday	Classes Resume, 8:00 a.m.
October 20	Saturday	Homecoming
November 20	Tuesday	Follows Thursday Course Schedule
November 21-23	Wednesday-Friday	Thanksgiving Recess
November 26	Monday	Classes Resume, 8:00 a.m.
December 14	Friday	Last Day of Classes
December 17-20	Monday-Thursday	Semester Exams
December 21- January 8	Friday-Tuesday	Winter Recess
SPRING SEMESTER		
January Term		
January 9	Wednesday	Classes Begin, 8:00 a.m.
January 21	Monday	Martin Luther King, Jr. Day (No Classes)
January 30	Wednesday	Term Ends
January 31- February 3	Thursday-Sunday	January Term Recess
Spring Term		
February 4	Monday	Classes Begin, 8:00 a.m./Evening Orientation
March 16-24	Saturday-Sunday	Spring Recess
March 25	Monday	Classes Resume, 8:00 a.m.
April 11	Thursday	Service Day (no day classes)
April 19-22	Friday-Monday	Easter Break
April 23	Tuesday	Classes Resume, 8:00 a.m.
May 7	Tuesday	Last Day of Classes (Follows Thursday Course Schedule)
May 8	Wednesday	Reading Day
May 9 -14	Thursday-Tuesday	Final Exams
May 17-18	Friday-Saturday	Commencement Weekend
May 20 -24	Monday-Friday	May Development Week
May Term		
May 27 - June 14	Monday-Friday	Approved Cross-Cultural Courses Only
Summer Session		
June 3 - July 26	Monday-Friday	Undergraduate Online Courses

Approved, Community of Educators Senate February 13, 2017

EMERGENCY CLOSING PROCEDURE, J-TERM & SPRING TERM, GRANTHAM CAMPUS

In the event of weather conditions or other emergencies, the College may announce and implement a delayed opening, early closing, or a full workday closing. When a decision has been made to delay school due to inclement weather, the following protocol shall be followed for the schedule of classes. These schedules will be communicated to students and faculty via email, text message alert, the home page of the web site, phone message, and Learning Management System Announcement.

If a delay is announced for morning classes, it shall be a **two hour delay** and the following alternate schedules will be used.

Spring Term Two Hour Delay Schedule

M, W, F		Chapel:	T, R	
Regular	Delayed		Regular	Delayed
8:00-9:00	10:00-10:45	8:00-9:30	10:00-11:20	
9:10-10:10	10:55-11:40	9:45-10:30	No Chapel	
10:20-11:20	11:50-12:35	10:45-12:15	11:30-12:50	
11:30-12:30	12:45-1:30	12:25-1:55	1:00-2:20	
12:40-1:40	1:40-2:25	2:05-3:35	2:30-3:50	
1:50-2:50	2:35-3:20	3:45-5:15	4:00-5:20	
3:00-4:00	3:30-4:15	Evening	Evening	
4:10-5:10	4:25-5:10			
Evening	Evening			

M,W,F: 45 minute classes/10 minutes between classes

T, R: 80 minute classes/10 minutes between classes and no chapel

Lab times on a two hour delayed schedule, start and end according to the following procedure. Find the normal starting time range on the regular schedule, and the lab will begin at the associated start time on the delayed schedule. Find the normal ending time range on the regular schedule, and the lab will end at the associated ending time on the delayed schedule. For example, using the Spring-Term schedule above:

1. If a lab is 12:40 – 4:00 p.m. on F, then the usual starting time range would be 12:40-1:40 on the chart above; the associated revised start time would be 1:40. Since the end time for the lab is normally 4:00 p.m., the usual ending time range would be 3:00 – 4:00 and the associated revised ending time is 4:15 p.m. because the associated ending range is 3:30 to 4:15.
2. If a lab is 12:25 – 5:15 p.m. on T, the usual starting time range is 12:25-1:55, and the associated revised start time would be 1:00 p.m. The end time for the lab is normally 5:15 p.m., the usual ending time range would be 4:00 – 5:20 and the associated ending time is 5:20 p.m.
3. A lab is 1:50 – 5:10 p.m. on W, the usual starting time range is 1:50-2:50, the associated start time would be 2:35. The end time for the lab is normally 5:10 p.m., the adjusted ending time range would be 4:25 – 5:10 (since nothing is listed past that time) and the associated ending time is 5:10 p.m.

If the delay exceeds two hours during Spring Term, then classes shall follow the normal schedule and classes that normally would have occurred during the time of the delay are cancelled. When a class does not meet as a result, teaching faculty shall be responsible for adjusting courses in order to maintain the integrity of the learning objectives of the course.

For an early dismissal or cancellation (whether for evening classes or an entire day) which results in a class not meeting, the teaching faculty shall be responsible for adjusting the course in order to maintain the integrity of the learning objectives of the course.

If the delay occurs during J-Term, then morning classes shall begin at 10:00 and run until 12:45. Afternoon classes will begin at 1:00. If the delay exceeds two hours during J-Term, then morning classes are cancelled and afternoon classes will begin at the normal time.

If a cancellation occurs during J-Term, then the Provost's Office will announce appropriate adjustments to the remainder of the J-Term schedule. Such adjustments could include extending the length of each remaining class meeting by 10-15 minutes or by meeting an extra hour for 2 days.

In the instance of extended suspension of academic programming, information regarding how to proceed will be provided by the Office of the Provost.