



# TMCC FACULTY HANDBOOK

Turtle Mountain Community College

May 2017



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# Introduction

## **Boozhoo Aniin/Tanshi kiya. Welcome to TMCC!**

This handbook is a resource to help familiarize new and existing faculty with procedures and best practices for effective instruction. It contains basic information, policies and processes, as well as references to other TMCC documents, both print and electronically accessible, that will be important for your success in teaching your students. Although this handbook provides pertinent information that you may require, it may not be complete. It should be used along with relevant sources found on the College website (URL tabs of available sources are embedded in the electronic version of this document), and with other information you may receive from your department chairperson, program coordinator or the TMCC administration. This document will be organized according to the four primary functions of faculty: Teaching, Advising, Service, and Scholarship. The contents of this handbook may change as it will be frequently updated. You will be given email notice of such changes. Feedback to the Academic Dean suggesting additional or updated information will be welcomed.

### **Definition of Faculty**

The functions of a full-time faculty member at TMCC are divided into the four categories: teaching, advising, scholarship, and service to the College and the community.

The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitute the heart of faculty responsibility. Consulting, community service, and research of necessity are secondary to instruction, preparation, and advising of students. Without quality execution of this basic mission, other activities become insignificant. Carrying out this critical task entails the following activities of faculty: continuous professional enrichment through advanced course work, familiarity with professional literature, attendance at professional conferences, and regular research; active integration of Native American traditions, practices, and perspectives into course materials and procedures; consistent and updated preparation; creation of a classroom environment conducive to college-level learning; administration of examinations and prompt submission of mid-term/final grades; and maintenance of appropriate records.

## Faculty Orientation

This section of the Faculty handbook will explain basic information and services relevant to instructors at TMCC.

### **TMCC Mission Statement**

TMCC is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career and Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, staff and student body exerting leadership in the community and providing service to it.

### **Policy Manual**

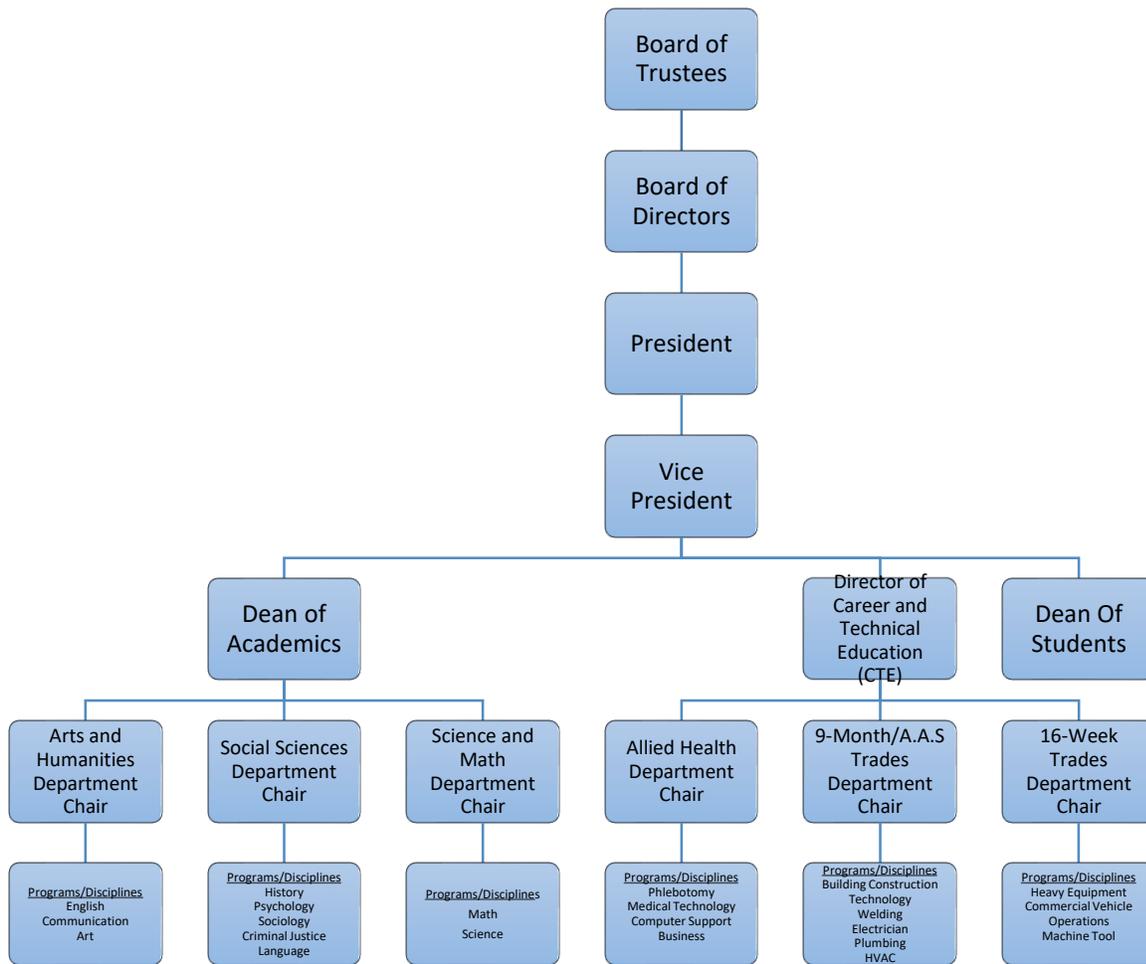
It is the responsibility of all faculty to read and familiarize themselves with the existing policy manual. All the information contained in the policy manual must be approved by the Board of Directors. Faculty may make suggestions to amend the policy manual by communicating them to their department chair.

The department chair will forward suggestions to their immediate supervisor. Changes to the policy will be put out for a 30-day public comment session prior to final adoption. Responsible faculty will pay attention to all policy changes and submit comments during the comment session to facilitate the shared governance of the institution.

**Policy Manual**

<http://www.tm.edu/wp-content/uploads/2016/10/Policy-manual-Brd-approved-2-22-16-no-section-6.pdf>

**Administrative Structure**



**Offices/Equipment**

Faculty are provided with an office equipped with the following items:

- i. Phone

- ii. Computers
- iii. Office furnishings
- iv. Access to Shared Printers

For assistance with any of these items, contact your department chair.

## **Campus Services/Programs**

### **Directory**

[http://www.tm.edu/?page\\_id=99](http://www.tm.edu/?page_id=99)

### **Business Office**

The business office handles all Purchase Requisitions (PR) and payroll services. All purchase requisitions must be approved by the appropriate administrative supervisor (Dean of Academics or CTE Director).

For a detailed explanation of the PR process see section 8.0040 PURCHASE/PAYMENT REQUISITIONS in the Policy Manual.

### **Bookstore**

The College Bookstore is on the north side ground level of the Main Campus. The phone number is 701-477-7862 ext. 1170. The Bookstore Technician may be contacted to arrange after hours appointments for classes outside of regular hours.

HOURS: Monday through Friday 8:00 a.m. – 4:30 p.m.

Ordering texts goes through department chair approval with final approval by the appropriate administrative supervisor (Dean of Academics or CTE Director) and then through the Bookstore Form shown below. You will be asked to assess present holdings before ordering new materials. TMCC has a text loaning arrangement for all students to reduce expenses. Please encourage all students to promptly return or purchase any text they wish to keep.

<http://www.tm.edu/wp-content/uploads/2015/07/BookstoreForm.pdf> (accessed 5-23-17)

### **Student Services**

Student services is located off of the Medicine Wheel in the main campus. The student services office consists of the following services:

Student orientation	Retention/Persistence
Financial aid	Counseling Services
Registration	Scholarship Assistance
Academic placement	

### **Print Shop**

Large quantity printing and other special printing services are offered through Arrowhead Printing services. Arrowhead printing is a printing business affiliated with the college located in downtown Belcourt. Arrowhead printing offers silk-screen printing as well as document printing services.

Phone: 701-477-5859

Extension: 701-477-7862 ext. 3204

## **Information Technology (IT) Department**

The IT department is in charge of all technology services and troubleshooting on campus. It is located in room 208A and provides the following services:

- New employee or student login ID and password to access computers, email and web portal.
- Orientation to the students and faculty on online course management systems and web portals.
- Assistance for students, faculty and staff to resolve hardware, software and connectivity issues.
- Assistance to instructors on how to setup audio-visual equipment and instructional technology tools in the classroom.

All technology concerns should be communicated using the IT help desk link and electronic submission form located at: <http://help.tm.edu:9675/portal>

## **Library**

Online: <http://www.tm.edu/departments/library/>

The Library provides the following services:

1. free printing: unlimited for instructors and up to 20 pages free per day for students
2. e-book readers for checkout (if you have course materials)
3. calculators for checkout
4. voice recorders for checkout
5. tutoring rooms
6. a-v services to copy library a-v materials for dedicated classroom use (please see copyright restrictions)

See also the online resources from North Dakota State Library which can be accessed anywhere from outside of the college as well using the following:

Or go directly to: [www.library.nd.gov](http://www.library.nd.gov)

Find the Online Library Resources databases.

Log-in using the following TMCC public patron access:

Barcode:

23105000028779

Password:

TURTLE

## **Academic Success**

TMCC offers unique academic assistance to all students through the Office of Academic Success (OAS). The OAS offers several services for students including:

- Individual tutoring in English, Math, and Science

- Student meals
- Upkeep the student union
- Coordinate study spaces and opportunities on campus

## Faculty Procedures and Practices

### Faculty Annual Timeline/Dates

Throughout the year there are many deadlines and important dates. To stay current, familiarize yourself with the most current Academic Calendar:

[https://docs.google.com/a/tm.edu/spreadsheets/d/1yUC341wvN1F2WV2DAgxHLkrrmUMnltVtiO7lcrU8zRI/edit?usp=drive\\_web](https://docs.google.com/a/tm.edu/spreadsheets/d/1yUC341wvN1F2WV2DAgxHLkrrmUMnltVtiO7lcrU8zRI/edit?usp=drive_web)

### Teaching

Teaching at TMCC is at the heart of our student's educational experience. Just as we make expectations known for our students, students have the right to expect excellence and consistency in the level of teaching they receive. Some of the expectations that students can have of their instructors include the following:

- Students can expect Turtle Mountain cultural and social heritage throughout the curriculum
- Students can expect timely feedback to their submitted work
- Students can expect clearly communicated expectations for homework and assignments
- Students can expect to be given an overview of the available points and grading processes for the course early in the semester
- Students can expect schedules of important dates and deadlines in the course
- Students can expect courses to be driven by clearly communicated learning outcomes
- Students can expect each course to make use of the Learning Management system to some degree
- Students can expect transparency in the assessment/grading methods in the course
- Students can expect that faculty maintain regular office hours and are available for individual assistance during those times

Faculty are responsible for making sure the catalog entries for all their courses and programs are up-to-date. Course descriptions, outcomes, pre-requisites, and GERTA information must all be accurate and current.

### **Missing Class**

Students enroll at TMCC with an implied agreement that the College provides a set amount of instruction and the student agrees to be present for that amount of instruction. The person who accepts a part-time teaching position at TMCC makes a serious commitment to the educational policy and procedure of the College and must recognize that attendance at all scheduled class meetings is necessary for the full realization of the College's educational goals. Adjunct faculty must model this through their own attendance and must communicate that students are required to attend regularly. In addition, classes must begin on time and continue through the entire period of time scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to an administrative intervention.

Please comply with the following procedures on faculty absences and lateness:

- When the absence is anticipated, the instructor must notify the appropriate administrative supervisor (Dean of Academics or CTE Director) as far in advance as possible so that arrangements can be made for a substitute teacher or other specified activity that is departmentally approved.
- If the absence is caused by an unforeseen emergency, the instructor must notify their administrative supervisor at the earliest possible moment and give written notice to the Department Chairperson explaining how they have chosen to make up a missed class.
- In case neither the Dean of Academics or CTE Director can be reached, please notify the Student Services by phone at 701-477-7892 so that a sign/attendance sheet can be posted on the classroom door.
- Lateness: If you are running late for a class due to traffic or other emergencies, please call the appropriate administrative supervisor and Student Services and we will make every effort to go to your class immediately and ask students to wait for you.

### **Cultural Requirements**

One of the central tenants of our institution's mission statement is the mandate to bring the culture and social heritage of the Turtle Mountain Band of Chippewa (TMBC) to bear throughout the curriculum. To make sure that each course embraces the cultural aspects of the Tribe, all faculty should be able to point to at least one major assignment that directly incorporates local culture. The scope, emphasis, and direction of each assignment will vary dramatically depending on the content area, but each course taught at TMCC should have some connection to the TMBC culture.

### **Syllabus**

One of your first points of contact with your students and shaping their expectations is your course syllabus. Take a look at the following: <http://www.chronicle.com/article/Is-Anybody-Reading-the/237641>

Although you will distribute the syllabus in print and post it for student viewing on the Canvas course site, do not assume that students will read it on their own. Please continually refer to the information it contains throughout the semester.

Syllabi must be presented to the department chair, posted to the Canvas course site and then sent electronically to Paula Hunt ([phunt@tm.edu](mailto:phunt@tm.edu)) in the first week of the semester.

The departments will provide each instructor with an existing syllabus for each course taught and will guide you in creating your "contract with your students" as this document implies. All instructors are required to follow the program outcomes outlined in the syllabus. Adjunct Faculty must use the standard textbooks for a course as specified on the syllabus provided by each department unless other departmental arrangements are made. Adjunct faculty can change textbook and /or readers only with approval from the department chair, with final approval by the appropriate administrative supervisor. Each instructor will receive the required textbook(s) and teacher's manual from the Bookstore. It is customary for complimentary copies of textbooks and manuals to be given out during your orientation or departmental meetings prior to the start of the semester. Adjunct faculty is always welcome to make suggestions and/or recommend textbooks to their department chair or course level leader.

All faculty at TMCC are required to include certain elements in their syllabus. See Appendix A for complete guidelines for creating your syllabus.

### **Assessment**

Assessment at TMCC happens on several levels. All faculty are expected to conduct course level assessments unique to their individual courses. In addition to course level assessment, each faculty member should be connected to a program or learning outcome assessment team. The program or student learning outcome assessment plans are approved by the Student Learning Committee (SLC) each year in October. The results of the plan are presented to and rated by the SLC in May.

### **Student Attendance**

Attendance must be reported weekly so it can be released to the Financial Aid official to determine student financial aid eligibility and last date of attendance for Federal Financial Aid purposes. Gradebooks and daily sign-in sheets for each class are recommended.

Student class attendance must then be recorded electronically on Jenzabar by the end of each week. All faculty, including adjunct faculty, must submit the names of any students failing to attend by the first two weeks of class. This process is very important because a student's attendance, or non-attendance, can significantly affect his/her financial aid, unemployment benefits, F-1 visa requirements, etc. This will also directly impact the state funding which the college receives. An email with the procedures for attendance submission will be sent out to the adjunct faculty. Official class rosters are available online through the faculty's Jenzabar classes (under the Single Sign On with user name and password: see College Website section). Students whose names do not appear on this roster should show a validated schedule to gain entrance into the class. Faculty should review their rosters several times throughout the semester to make sure the students in class match the official class list. If a student is in class, but not on the roster, they should be referred to the Registrar's Office as soon as possible to resolve the discrepancy.

### **Educational Technology**

#### *Canvas*

Canvas is the learning management system (LMS) used by all instructors at TMCC. All instructors are expected to use Canvas to some degree in their course. Canvas has a number of functions useful for the course such as:

- Contain, report, and organize student grades
- Administer quizzes and tests
- Collect student assignments
- Distribute course handouts and other resources
- Post syllabi
- Use rubrics to assess assignments and learning
- Uses modules to organize course activities
- In-system email

- Facilitate discussion threads
- Conduct video conferencing

Things Canvas does not do:

- Record official attendance (use Jenzabar)
- Record official mid-term/final grades (use Jenzabar)
- The class lists are updated
- Email students not currently enrolled in your course

*Official enrollment is managed by Jenzabar so course rosters are often inaccurate in canvas. To make sure you're getting an accurate course list use Jenzabar.*

### ***Jenzabar***

Jenzabar is the Student Information System (SIS) used by TMCC. It is used as the official tool to record student grades and attendance, facilitate student registration and advising, and manage student financial aid.

Faculty are asked to enter student attendance on Jenzabar on a weekly basis.

Jenzabar is the primary tool used for student advising. Faculty can access student records, transcripts, schedules, and grades using the "Faculty" tab. Faculty must use Jenzabar to approve/disprove all advisee schedule changes.

Faculty can use Jenzabar to access employee information including paystubs, deductions, tax information etc.

For questions with Jenzabar contact the IT department or the Student Registrar.

### ***Google Services***

TMCC uses Google for their institutional email system. All students, staff, and faculty are given a Gmail account using the @tm.edu address. Along with Gmail, all students, staff, and faculty have access to the full complement of Google software applications including: Google Calendar, Google Drive, Google Docs, among other google services.

### **Email**

The tm.edu email is considered the official line of communication at the institution. As a result, any emails sent to staff, faculty, or students are considered official communication and are expected to be read.

### **Drive**

Google Drive is useful as both a backup for your files, and a shared repository for institutional documents.

### **Calendar**

It is recommended that you make use of Google calendar for committee and meeting schedules.

## **Advising**

Advising is one of the major functions of faculty at TMCC. Successful advising can dramatically increase a student's chances for a successful educational experience at TMCC and beyond. Faculty are expected to be up-to-date with the current Academic Catalog and any changes to curriculum or schedules.

While the role of advisor often deals with helping students navigate their chosen curriculum, it also entails offering advice to students and serving as a resource for them for any questions or concerns they may have during their time at TMCC.

Advising can be challenging. To help you navigate the role of advisor, here are a few best practices:

- Make sure students are accurately placed in the degree/program they are pursuing.
- Pay close attention to when a student began their program. Students remain under their initial curriculum even if the curriculum changes during their time at TMCC.
- Students enter into the most current curriculum if they had stopped out for one academic year or longer or if they changed majors.

Advising is done through Jenzabar and is accessed under the 'Faculty' tab. Students are placed with advisors based on the program or degree they have declared. For questions about advising see the Student Registrar or your department chair.

## **Confidentiality**

Faculty bear a responsibility for confidentiality in their dealings with students. Privileged information should be respected as such. Privileged information should be shared with other professionals only with the student's consent in accordance with College guidelines for directory and other information.

## **Scholarship**

Faculty at TMCC are required to participate in scholarship activities appropriate to their field. Scholarship can take many forms including but not limited to:

- Research leading to publication in scholarly journals
- Research leading to increased proficiency in one's field
- Attending and participating in meetings, conferences, and workshops of professional associations
- Conducting or attending professional development workshops and instructional demonstrations

## **Individual Professional Development Plan (IPDP)**

The IPDP is the primary form by which faculty are assessed on their growth in the areas of instruction and scholarship. The IPDP must be submitted to the appropriate administrative supervisor (Dean of Academics or CTE Director) early in the academic year. The plan outlines the faculty member's goals in the area of growth and professional development, along with goals for their teaching and the expansion or refinement of their program/department.

## **Professional Development**

Faculty are encouraged to participate in professional development throughout the academic year. Some programs have required professional development hour quotas they must meet to maintain credentials. Professional development happens in many forms throughout the year including:

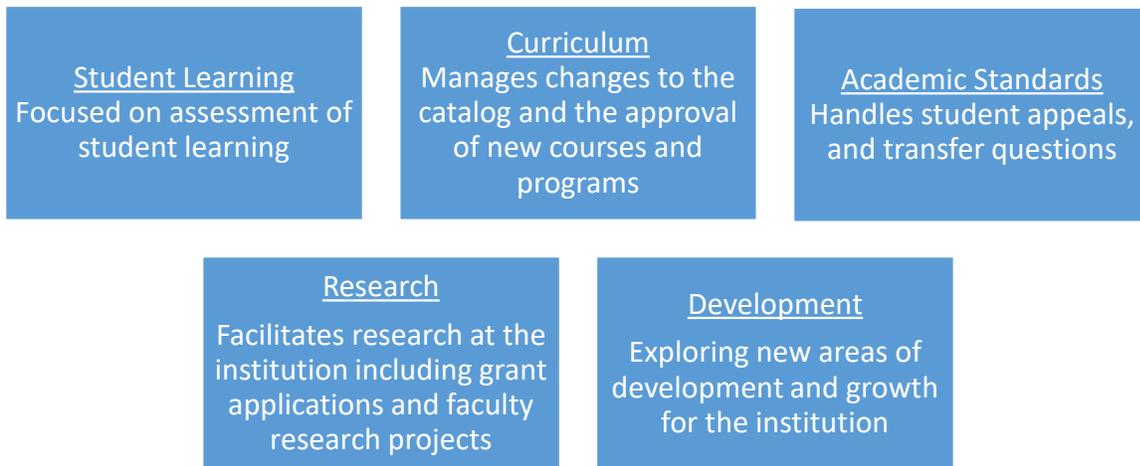
- Cultural and language seminars
- Professional skills workshops (in-house/contracted)
- For-credit courses offered to faculty/staff
- Conferences and conventions

**Service**

In addition to teaching, advising, and scholarship, faculty are expected to participate in various forms of service to the institution and community. The primary way faculty carry out their service to the institution is through membership in various committees across campus.

**Committees**

Below is a breakdown of some of the primary committees faculty may be asked to serve on at TMCC.



**Community Service**

Faculty are encouraged to participate in community service and to sponsor service learning projects for their students. Policy sets limits on the amount of time faculty can participate in community service throughout a given week or semester. Participation in the community is an essential component of the mission of the college and for each employee at TMCC.

**Student Organizations**

Faculty can also perform service by assisting with student organizations both connected to and independent from their professional areas.

**Appendix A Faculty Documents**

**Syllabus Requirements**

Format

1. Microsoft word document
2. 1" Margins
3. 12 Point Font
4. Times New Roman Font

**Computer File Name:**

1. Course Number
  - a. Example: ENGL110
2. Instructor Name-Lastfirst
  - a. Example: Johnsonandy
3. Term
  - a. Example:FALL2012
4. File name would be:
  - a. ENGL110johnsonandyFALL2012

**Submission:**

EMAIL a copy to Paula Hunt-SS Administrative Assistant

**Required Components**

1. Instructor Name
2. Room Number
3. Email
4. Phone
5. Office hours and days
6. Office Location
7. Turtle Mountain Community College
8. Catalog Course Number
  - a. Ex: ENGL 110
9. Catalog Course Name or Title
  - a. Ex: College Composition I
10. Credit Hours
11. Prerequisites (if none then write none)
12. Class meeting days and times
  - a. Ex: M & W at 11:00 a.m. to 12:20 p.m.
13. Attendance and participation

In this section the instructor may wish to refer the student to the attendance policy of the college. If the instructor has a different policy on attendance, it should be stated in this section.
14. Materials of Instruction
  - a. Provide specific information from required textbooks, supplemental readings, lab kits, etc.
15. Catalog Course Description
  - a. This should be exactly what is written in the college catalog
16. Grading Scale
  - a. EX: 90-100 A, 80-89 B, 70-79 C
17. Method of Instruction:
  - a. This section indicates the type of types of instructional methods that will be available to the students to assist him/her in meeting specific objectives of the course. The syllabus should state if the course is to be self-paced, lecture, competency-based, or some other method. Will there

be tutors, audio-visual, study labs, field trips or some other assistance? These questions should be answered here.

18. Class Procedures

a. Many instructors desire to follow specified procedures and policies regarding the style of written assignments, retention of corrected papers, acceptance of late assignments, methods, of contacting the instructor out of the class and other procedures.

19. Rationale

a. This section explains why the student should take the course and also for whom the course is intended

20. Learning Outcomes

a. This section is designed to inform the student on broad general terms of what the student and the instruction is expected to accomplish. The course goals define the general outcome desired. The goal statement should be broken into three areas. (1) Knowledge, 2) Skills, 3) attitudes.

b. The knowledge section should include these concepts, definitions, facts, and information that the student should recall or recognize. The skills sections include activities that a student should be able to perform at the end of the course. The attitude section should list desired attitudes that the student should acquire.

21. Major Units (Requirements)

a. Example:

b. Chapter 1: Research and MLA documentation i. Chapter questions T/f

c. Chapter 2: Concept papers ie. Short writing assignment on Concept papers

d. Chapter 3 writing Strategies

22. Statement of Cultural content or methods in course

23. Statement on Academic Honesty

a. Students are expected to maintain scholastic honesty. Scholastic dishonest includes but is not limited to cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to act personally. Instructors will report action to the Dean of Academic Programs. A student has the right to appeal the instructors' action in accordance with the student appeal policy.

24. Assessment

a. If this a capstone course included in the assessment plan, include the assessment of learning objectives that students will be required to demonstrate.

25. Disability statement

If you have emergency medical information to share with me, if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me. My office location and office hours are \_\_\_\_\_  
\_\_\_\_\_. If you plan to request disability accommodations, you are expected to register with the counseling office in Student Services.