SOUTHERN CRESCENT
TECHNICAL COLLEGE

Faculty Manual
2023-2024

Revised August 2023

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Eben Risper, Assistant Director of Student Support Services, eben.risper@sctech.edu, 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Building 100 Room 103, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Beth Burns, Director of Human Resources, beth.burns@sctech.edu, Human Resources, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Dundee Education Technology Center, Room 115, Griffin, GA 30223, 770-228-7348.

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Southern Crescent Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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General Information

Disclaimer

In cases of conflicts, this manual will not supersede any legislated laws or state policy guides.

Purpose of the Faculty Manual

This manual is prepared as a guide for the faculty of Southern Crescent Technical College (SCTC) and is not to be construed as an official publication of the Technical College System of Georgia. In case of any divergence from or conflict with the Policy Manual of the State Board of the Technical College System of Georgia, the official publications or actions of the State Board of the Technical College System of Georgia take precedence over this faculty manual. The manual is to be used in conjunction with Southern Crescent Technical College's Employee Handbook, Student Handbook, catalog, program standards, program guides, and all other documents and procedural guides.

The College is committed to providing a consistent quality of services to all students. As a part of that commitment, this manual can help faculty in becoming familiar with SCTC's campuses, procedures, faculty, administration, and services.

Southern Crescent Technical College's faculty members are vital to the quality of instructional services provided to our students. All faculty members are encouraged to refer to the following documents, which hold additional valuable information:

- Southern Crescent Technical College Catalog and Student Handbook
  https://sctech.smartcatalogiq.com/current/catalog/

- Southern Crescent Technical College Policies and Procedures Webpage
  https://www.sctech.edu/about/institutional-effectiveness/policy/

Mission, Vision, and Core Values

Mission Statement

Southern Crescent Technical College, a unit of the Technical College System of Georgia, located south of Atlanta, delivers relevant technical education, adult education, and learning opportunities via various instructional modalities at the associate degree, diploma, and certificate levels to promote service, workforce development, and economic development.

Vision Statement

Southern Crescent Technical College will emerge as the preeminent technical college that prepares students to become globally work-ready.

Core Values

Southern Crescent Technical College is guided by the practice of the following core values:

- Academic Excellence
- Student Success
- Integrity

Academic Affairs Organizational Chart

ACADEMIC AFFAIRS

PRESIDENT
Irvin T. Clark, Ed.D.

VICE PRESIDENT
Academic Affairs
Kimberly Register

ADMIN OPERATIONS SPECIALIST
Linda Henley

ASSOCIATE VICE PRESIDENT AND DEAN
Arts & Sciences, Business, Computer Information Systems, and Professional Services
Sean Brumfield, Ed.D.

- **ADMIN ASSISTANT**
  Griffin
  Janis Phillips

- **DIRECTOR**
  Quality Enhancement Plan
  Christy Coker

- **ASSOCIATE DEAN**
  Arts & Sciences, Business, Computer Information Systems, and Professional Services
  Kathleen Mayer

  - **DEPT. CHAIRS**
    Humanities & Social Sciences
    Brad Jester

    Mathematics & Natural Sciences
    Vacant

    Business
    Michael Cook, Ed.D

    Computer Information Systems
    Mark Avery

    Professional Services
    James Peas, Ph.D.

  - **PROGRAM COORDINATORS**
    (15)

  - **FACULTY**
    (57 FT/40 PT)

DEAN
Allied Health and Cosmetology
Stephanie Rogers

- **ADMIN ASSISTANT**
  Griffin
  Vacant

- **DEPT. CHAIRS**
  Allied Health
  Christy Smith

  Nursing
  Amy Adams

  Cosmetology
  Kim Rawlins

- **PROGRAM COORDINATORS**
  (14)

- **FACULTY**
  (39 FT/31 PT)

DEAN
First Responder Programs
Lemuel Mercado

- **DEPT. CHAIR**
  First Responder
  Rosanna Dove

- **PROGRAM COORDINATORS**
  (4)

- **FACULTY**
  (8 FT/6 PT)

INTERIM DEAN
Technical and Industrial Programs
Drew Todd, Ed.D.

- **DEPT. CHAIRS**
  Technical and Industrial
  Vacant

- **PROGRAM COORDINATORS**
  (19)

- **FACULTY**
  (21 FT/11 PT)

EXECUTIVE DIRECTOR
Curriculum Management and Special Projects
Donna Boisseau

- **DIRECTOR**
  Equity from Start to Finish
  Deidra Dugger

- **DIRECTOR OF OUTREACH**
  Keen on Being Excellent
  Kelby Lamar

DIRECTOR
Distance Education
Jennifer Edwards, Ed.D.

- **INSTRUCTIONAL DESIGN SPECIALIST**
  Amy Mays

- **COORDINATOR**
  Tutoring & Mentoring
  Lori Pitts

  - **TUTORS**
    Part Time
    Griffin
    Kim Jenkins
    Jan Purcell
    James Taylor

    Henry
    Rachel Vandegriff

DIRECTOR
Library Services
Full Time
Denise Barbour

- **LIBRARIANS**
  Full Time
  Griffin
  Carrie Darden-Mitchell
  Hannah Dunn

  Flint River
  Cynthia Blunt

  Part Time
  Henry
  Taneka Dixon

- **LIBRARY ASSISTANTS**
  Part Time
  Griffin
  Robert McKnight
  Autumn Pirone

  Flint River
  Willow Squires

  Henry
  Andrea Kent

As of 10/01/2023

Campus Police & Public Safety

Campus Police

The Technical College System of Georgia Department of Public Safety is constituted under statutory authority granted by O.C.G.A. § 20-4-39. Under this authority, the Technical College System of Georgia and the constituent Technical Colleges of the Technical College System of Georgia appoint peace officers with full law authority for law enforcement and security maintenance in and within 500 feet of areas controlled or administrated by the Technical College System of Georgia.

The Technical College System of Georgia Commissioner is responsible for the system-wide coordination of certain police service functions. This responsibility is executed through the Technical College System of Georgia Police Chief. It includes coordination of the development of training and performance standards, collection and dissemination of crime prevention information, liaison with other agencies in the Criminal Justice System, organization planning for inter-campus mutual assistance, and development of police services policies and standards. Oversight for security and law enforcement at each College is assigned to the College Presidents, who are responsible for campus organization, operation, internal administration, and discipline. In addition, the President of each College has established a police or public safety department responsible for law enforcement and protecting the lives and property of the general public, students, faculty, and staff.

Emergency Information

In the event of an accident or medical emergency, an employee should assume a leadership role if necessary. Call 911 immediately (or 9-911 from an on-campus telephone). **If in doubt about whether or not to call 911, always call**. All accidents should be reported to the immediate supervisor and campus police. All emergencies thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors should be reported to campus police.

Contact Officer on Duty

Griffin Campus: 770-883-6032
Flint River Campus: 678-603-8070
Butts Center: 678-603-6918
Fayette County Center: 678-603-9942
Henry Center: 678-603-5609
Jasper County Center: 678-603-4948

Emergency Notifications

The primary purpose of emergency evacuation procedures at Southern Crescent Technical College is to ensure understanding by students and College personnel of the procedures involved in an orderly, silent, and rapid evacuation of the building. For the current policies and

procedures, please review the Emergency and Weather Alerts section in the Student Handbook. It covers information on what to do in the case of the following:

- Fire Alarms
- Lock Downs
- Emergency Evacuation Signal
- Timely Warning Notification
- Emergency Alert (Tornado Drill)
- Tornado Alert
- All Clear Signals
- Inclement Weather
- College Closings
- Emergency Numbers

College Closings

Get important news with Tiger Alert – our emergency notification system that sends phone calls, emails, text messages and push notifications to the Regroup Mobile app. Tiger alert will notify all students and staff to college closings, safety issues, and general alerts and notifications.   The college has partnered with Regroup to provide these services to all staff and students.

All faculty, staff, and students are automatically enrolled in the system. All staff and faculty will remain active as long as you are an employee of the College. Active students for the current semester are also enrolled. Faculty, staff, and students can opt-out of messages at any time using the Regroup portal.

You can access the regroup app via the Okta portal or install the Regroup mobile app or your iPhone or Android device.

Accessing Regroup via the Website

- Go to login.sctech.edu
- Log in using your college email address and password
- Click on the Regroup icon
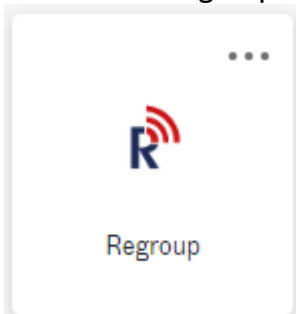
- You can also access the website directly: https://sctech.app.regroup.com/

- Click Contact login and use your Okta credentials.
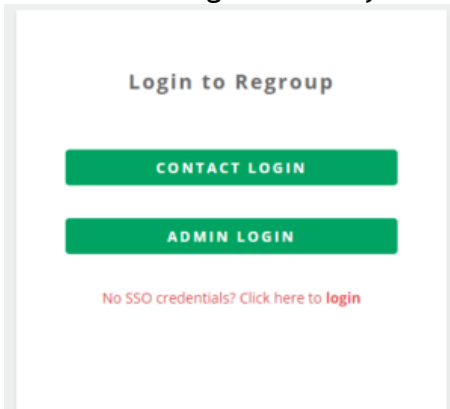
- The first time you login, there will be an initial setup
- Future Logins should direct you to the Contact portal after login.

Accessing Regroup via the App

- Download the Regroup Mobile app from the Apple App store or Google Play Store
- Enter your college email address
- Enter **sctech** in the Network box. Click next
- Click the red Login Using SSO box to login via Okta.

How to Update Your Contact Information and Notification Method:

Using the Regroup Mobile App

1. Open the Regroup Mobile App on your phone.
2. Click the Profile Tab at the bottom of the screen.

3. Review your current contact information.
4. From the profile page, you can add/modify/delete the way you are notified.
   o Email Preferences: You can add or remove an email address. You will not be able to remove your SCTC issued email.
   o Phone Preferences: You can add or remove as many phone numbers as you like. Select what phone type it is (Work, Home, Cell, Other) and how you would like to be notified, by voice calls and/or text.
5. Click Add to update your information

Using the Regroup Web Site

1. Login to the Okta Portal and click on the Regroup icon.
2. Review your current contact information.
3. From the profile page, you can add/modify/delete the way you are notified.

1. Email Preferences: You can add or remove an email address. You will not be able to remove your SCTC issued email.
2. Phone Preferences: You can add or remove as many phone numbers as you like. Select what phone type it is (Work, Home, Cell, Other) and how you would like to be notified, by voice calls and/or text.
4. Scroll to the bottom of the page and click "save" to update your information.

**Note: You cannot add or remove yourself from a group or channel membership, but you can opt-out of notifications.

Educational Programs and Support Services

Associate Degree, Diploma, and Certificate Programs

Associate degree, diploma, and technical certificate of credit programs equip SCTC's students with knowledge and skills to help them succeed in the workplace, ranging in length from one semester to two years. Courses are offered in a variety of formats, including face-to-face, hybrid, and online (synchronous and asynchronous). Face-to-face, hybrid, and synchronous online courses are offered during the day, in the evenings, and on the weekends. More information regarding the College's programs can be found in the course catalog.

Advisement Center

Southern Crescent Technical College recognizes that sound academic advisement is essential to student success. Each student will have access to a career/academic advisor and a program advisor who will advise him/her concerning courses needed to complete a program of study. The Career and Academic Planning Center or CAP Center (https://www.sctech.edu/advisement/) provides accessible and comprehensive advising with an emphasis on establishing a career and academic plan. The CAP Center helps with:

- Advising new students
- Choosing a major or career
- Scheduling and registering for classes
- Connecting students to necessary resources
- Preparing a resume
- Starting a job search

Program advisors are faculty members who teach the technical courses in each department. Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation. Students are strongly encouraged to meet with an advisor before finalizing their schedule for the semester.

Learning Support

Prospective students, who are deficient in basic mathematics, language, and reading skills, as determined during placement testing, are provided the opportunity to pursue learning support in order to reach the levels recommended for entry into their chosen courses or programs of study. For more information on Learning Support courses, please consult the Course Catalog available on the College's website.

Library Services

Southern Crescent Technical College Libraries (https://www.sctech.edu/library/) provide quality academic library resources and services in support of SCTC's technical degree, diploma and certificate programs, as well as its programs in adult education, continuing education, and workforce training. The SCTC Libraries' mission is achieved through the following activities:

- Acquiring knowledge resources.
- Organizing resources for successful and efficient access.
- Providing access to other libraries and information resources worldwide.
- Providing library orientation and library instruction upon request by instructor.
- Assisting users in finding the knowledge and information resources they seek.
- Creating subject and course specific Libguides (https://libguides.sctech.edu/) to assist users in academic research.
- Teaching knowledge and information research skills.
- Providing an environment that fosters study and research.
- Preserving materials for future use.

In addition to books, periodicals, documents, and non-print media, the Library provides access to bibliographic and full-text journal, e-reference, and e-book literature through numerous online databases and electronic resources. For more in-depth information on the library locations, hours of operation and contact information, please see the Library web page.

Multi-Purpose Meeting Rooms

Rooms are available for special meetings, workshops, seminars, and other presentations at the Flint River Campus, Griffin Campus, and the Henry County Center. All locations are equipped with projection and sound. Meeting space can be requested at on the Facilities and Room Request page on the college's website (https://www.sctech.edu/employees/facilities-and-room-request/). If you have questions, please contact the Administrative Operations Specialist in the Facilities & Operations Division at (770) 229-3455.

Tutoring and Mentoring

The Tutoring and Mentoring Centers are designed to assist students in achieving their academic goals. Tutors provide additional instruction in the areas of math, English, and reading. Peer mentors provide support to students in a variety of subjects and general work ethics and study skills. Services are free to all enrolled students. The Tutoring and Mentoring Centers also offer workshops, activities, and resources designed to promote academic excellence and a sense of academic community among students and faculty. Consult the Tutoring and Mentoring Center (https://www.sctech.edu/tutoring) for more information on tutor and peer mentor availability.

TEAMS

Southern Crescent Technical College has implemented TCSG's Early Alert Management System for use when a student's academic success is at risk. Instructors identify struggling students who have insufficient grades, poor attendance, or personal hardships that may affect the

student's academic performance, and submit an early alert through the TEAMS online system. Each technical college in Georgia now has a Student Navigator who manages TEAMS and collaborates with Academic and Student Affairs staff to contact and advise the students who are referred. Specific interventions are utilized based on the students' needs, and can include tutoring, mentoring, counseling, academic advisement, financial aid counseling, and community resource information. The Student Navigator, along with other staff members, follow up with TEAMS students to help them create and implement success strategies for current and future semesters. Contact the CAP center for assistance.

Media Center Services

The Media Center maintains photocopiers, laminating equipment, folding machines, and other media equipment used to support the teaching environment at Southern Crescent Technical College (SCTC). For more information on the Media Centers, contact a representative on the Griffin Campus at 770-412-5729 or a representative on the Flint River Campus at (706) 646-6394 or visit the department's web page (https://www.sctech.edu/employees/media-center-request/) .

Photocopying

All faculty members can make requests for copies/prints and other Media Center Services through the online form (https://www.sctech.edu/employees/media-center-request/) or by visiting the Flint River Campus Media Center or Griffin Campus Media Center for walk-up service. Open-copier service is only available at the Flint River Campus Media Center and requires an access code obtained from the faculty member's Department Chair. There is no limit to requests; however, any applicable costs are charged to the faculty member's departmental budget. Faculty members need to obtain budget code/name information from their Department Chair prior to making any requests. Please allow 24 hours for most projects to be completed.

Copyright/Logo Usage

Southern Crescent Technical College and the State of Georgia comply with all United States and International copyright laws and treaties. Ensuring copyright compliance is the responsibility of the user. The Media/Graphics Center is not responsible for ensuring that copyright permissions have been obtained before completing requests. The responsibility to ensure that all materials used in the classroom comply with the conditions of "fair use" belongs to each faculty member (https://copyright.columbia.edu/basics/fair-use.html). The use of the College's logo on any item must follow the guidelines set by Marketing and approval for copying/printing that item obtained by the faculty member prior to making a request. Using pre-approved forms/templates (ex. Syllabus template) found on TigerNet will eliminate having to obtain approval or any other compliance issues. Please contact your Department Chair for more information.

The unauthorized copying and distributing of copyrighted materials, including, but not limited to peer-to-peer (P2P) file sharing, is a violation of United States copyright law and may result in civil and criminal liability and prosecution.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

TCSG State Board Procedure 3.3.4p prohibits the unauthorized distribution of copyrighted materials via TCSG systems or networks. Maximum penalties under Georgia Law are a $50,000 fine and 15 years of imprisonment, plus civil liability in addition to the potential federal penalties listed above.

First Year Experience

Southern Crescent Technical College (SCTC) is dedicated to guiding students toward academic excellence while fostering their active involvement as valuable contributors to both the community and the workforce. In higher education, the first year of college holds a distinct and transformative experience. Yet, first-semester and first-year college students possess a heightened risk of academic failure and non-persistence among students during their first year of college. Ultimately, non-persistence and academic failure among other factors lead to reduced rates of retention (Astin, 1999; Barefoot, 2000; Felten, et. al, 2016; Gardner, 1986). Therefore, in an attempt to counter academic failure and improve persistence and retention rates, SCTC will implement a carefully designed action plan to improve student success.

SCTC's Quality Enhancement Plan (QEP), titled "Reimagining the First Year Experience for the 21st Century Student" and branded as "FYE of the Tiger," will take a systematic approach to transforming the first-year experience for contemporary students through an innovative online module-based pedagogy. The module-based strategy of this QEP will enhance students' understanding of career opportunities and cultivate job-related skills throughout their first year at SCTC.

Assessment of the QEP will be continuous and deliberate. As the QEP is piloted for full implementation, the assessment strategy will focus on gathering data and conducting an analysis to guide the implementation process. This plan includes both direct and indirect, formative and summative assessments to examine the effectiveness of the QEP. The QEP's impact will be assessed through use of the following goals and related student learning and achievement outcomes:

Goal 1: Utilize the resources and services available to promote student success. Student Learning Outcomes: • Students will demonstrate an increased awareness of campus personnel and resources. • Students will demonstrate an increased perception about the value of orientation modules and materials.

Goal 2: Cultivate skills necessary for college and career readiness for 21st century students. Student Learning Outcomes: • Students will understand and apply skills necessary for college

and career readiness. • Students will demonstrate increased understanding of career opportunities, job acquisition, and job performance.

Goal 3: Retention (Fall-to-Fall) Student Achievement Outcome: • The retention rate for first-time students will increase.

Goal 4: Persistence (Fall-to-Spring) Student Achievement Outcome: • The persistence rate for first-time students will increase.

To learn more about SCTC's First Year Experience program, please visit https://www.sctech.edu/FYEoftheTiger/ or contact Christy Coker, QEP Director at Christy.Coker@sctech.edu or FYEoftheTiger@sctech.edu.

Distance Education

The SCTC Distance Education department is located in the back of the library on the Griffin campus. Distance Education is committed to providing individualized instruction and support to faculty who are developing and teaching our online programs.

Jennifer Edwards, Director of Distance Education (Jennifer.Edwards@sctech.edu) (770) 233-6171

Amy Mays, Distance Education Specialist (Amy.Mays@sctech.edu) (770) 412-5741

Faculty Resources are available on the Georgia Virtual Technical Connection (GVTC) website at: https://gvtc.tcsg.edu/

Student Resources are available on the SCTC website at:

https://www.sctech.edu/online-learning/

The Distance Education department is committed to expanding SCTC's mission of providing students with increased access to high-quality educational experiences using online delivery tools. We support faculty in the design, development, and delivery of online courses. We also provide workshops and training materials to ensure faculty and students are successful in teaching and learning online.

Blackboard

Southern Crescent Technical College participates with Georgia Virtual Technical Connection (GVTC) by offering courses over the internet. Blackboard Learning Management System (Blackboard) is used by SCTC and GVTC as the primary form of Learning Management System (LMS).

Online courses should be delivered using the campus course management system, Blackboard. From Blackboard, instructors can link to external websites and resources, post course documents, conduct asynchronous discussions, administer online exams, and collect digital assignments.

Blackboard is accessible through the Okta dashboard. A username and password are required to access Blackboard. Contact the IT Help Desk at techsupport@sctech.edu if you do not know your account information or encounter issues with OKTA or your email. Contact the Distance Education Helpdesk at encounter issues using Blackboard.

Course links, also known as term shells, are automatically created for class sections set up in Banner. Although students are enrolled in course sites when they register for classes, they do not have access to a Blackboard course until the first day of the semester.

Student Support Services

The Student Handbook (https://www.sctech.edu/student-handbook/). provides a comprehensive look at the Student Support Services available to students. Please consult this handbook, found on the SCTC website, in order to view the most current information on topics like:

- Career Services https://www.sctech.edu/career-services/
- Financial Aid https://www.sctech.edu/financial-aid/
- Counseling Services https://www.sctech.edu/personal-counseling/
- Disability Services https://www.sctech.edu/special-services/disability-services/
- Student Activities https://www.sctech.edu/student-activities/
- Parking https://www.sctech.edu/campus-police-public-safety/parking-policy/
- Security and Emergency Policies and Procedures https://www.sctech.edu/campus-police-public-safety/parking-policy/

Faculty Roles & Curriculum Issues

Southern Crescent Technical College faculty members are responsible for a range of academic and college service activities.

Academic activities include teaching courses, planning for current courses, developing high-impact teaching methods, attending and participating in faculty meetings, preparing instructional materials, revising curricula, maintaining lab equipment, maintaining records, completing professional development activities, coordinating programs, and other instructional activities as assigned.

College service activities may include any of the following activities: completing administrative activities, budget planning, facilitating program advisory committees, accreditation activities, standing and ad-hoc committee assignments, staff development, serving as program coordinators/department chairs, and community relations.

Academic Governance

The cornerstone of SCTC's educational excellence is its dedicated faculty. The college acknowledges the critical role faculty members plan in defining, evaluating, and enhancing the educational experience for students. Procedure TCSG 4.2.2p3: SCTC Procedure Academic Governance (https://www.sctech.edu/wp-content/uploads/TCSG-4.2.2p3-SCTC-Procedure-Academic-Governance.pdf) outlines the principles and practices guiding academic governance at SCTC. It emphasizes the authority of faculty members in academic and governance matters, the approval process for educational programs, and the faculty's pivotal role in shaping curriculum content, quality, and effectiveness.

Committee Work

Faculty members participate in the decision-making process of the college through active engagement with college standing (permanent) and ad-hoc (temporary) committees (see procedure on college committees). Faculty members are encouraged to identify a standing committee on which to serve and communicate that preference to their academic dean (see TCSG 4.2.2p1 SCTC Procedure: Committees -- https://www.sctech.edu/wp-content/uploads/TCSG-4.2.2.p.1-SCTC-Procedure.pdf). SCTC's standing committees include the following:

1. Community Engagement Committee
2. Curriculum Management Committee
3. Facilities and Operations Committee
4. Institutional Effectiveness Committee
5. Presidential Advisory Committee

6. Student Success Committee

Academic Freedom and Responsibility

Southern Crescent Technical College and the Technical College System of Georgia support the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the classroom in discussing their subject. Although caution must be used not to introduce teaching matters that have no relation to the instructional field, faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and should feel free to participate as responsible citizens in community affairs. Southern Crescent Technical College, the Technical College System of Georgia (TCSG), and all of TCSG's institutions safeguard and protect these rights of academic freedom by providing faculty and students the right to initiate grievance procedures should they have complaints dealing with the infringement of or personal penalization as the result of the exercise of this freedom.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline, when they speak or write as citizens. As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the institution from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution.

Curriculum Development

Faculty members' curriculum decisions directly influence student success in academic programs and in the workplace. Every unit of the institution plays a valuable role in the management curriculum, and unit participation in the development and implementation of curriculum is critical to students' successful navigation through programs of study. For this reason, decisions regarding curriculum require careful consideration, research, community and industry feedback, local and TCSG board approvals, open channels of communication, and engagement of college personnel. The Curriculum Management Procedure Manual, available in TigerNet, addresses responsibilities, procedures, and processes pertaining to curriculum development and management.

Academic Freedom Faculty Hearing Committee

Should a faculty member file a grievance, an ad hoc faculty committee will be created to hear the complaint. The Vice President for Academic Affairs (VPAA) will lead the process of creating

the committee and holding the hearing, although the VPAA will not be directly involved with the decision.

The Faculty Hearing Committee (FHC) will consist of members of faculty that are knowledgeable about the policies and procedures of the Technical College System of Georgia and Southern Crescent Technical College. The Faculty Hearing Committee will consist of four full time faculty members, randomly selected by the department chairs of these divisions: 1) Allied Health and Cosmetology, 2) Arts & Sciences, Business, CIS, and Personal Services and 3) Film and Industrial / Technical, and 4) First Responder Programs. None of the committee members may be a department chair, an administrative official, staff, or dean. If the faculty member selected is unable to serve, his/her name will be returned to the pool and another member will be selected randomly. The four faculty members will elect a chair among them.

To initiate a complaint, the faculty member should follow this process: Consult with respective department chair. If a resolution with department chair cannot be achieved then consult with the dean of their department. If a resolution with the dean cannot be achieved then consult with the VPAA. If a resolution with the VPAA cannot be achieved, then a formal written complaint can be filed.

An original plus four copies must be filed with the Chair of the FHC. The petition can be delivered in person or using any acceptable carrier (e.g. USPS, UPS, Campus Mail etc.). The Chair of the FHC has the responsibility of distributing the complaint, and all subsequent filings, to the remaining members of the committee. A faculty member can amend his or her own complaint at any time before the hearing is scheduled. An amendment could result in the FHC referring the faculty back to the original process of consulting with VPAA. Members of the FHC will remove themselves immediately from any case that results in a conflict of interest on any level. The recused faculty member will be replaced by random drawing.

In convening meetings and the hearing, the Chair will use every effort to make meeting times to accommodate the schedules of members of the FHC in order to ensure that all members can attend. After receiving the complaint, the FHC will investigate whether the faculty member's allegations present a clear case, sufficiently grounded in fact and supported by applicable college regulation and policies to warrant a hearing before the FHC. The FHC will convene within five working days of the receipt of a complaint to consider whether it is a clear case. Once the initial investigation is completed, the members will vote whether or not to hold a hearing. The Chair will advise the faculty member of the decision whether to hold a hearing. The Chair will provide administration with a copy of the decision as well. If holding a hearing is not the decision of the committee, then the matter is concluded. The complainant can file an appeal, and if at that time the FHC decides that a hearing is needed then the complainant and all parties involved will be notified.

The hearing will be attended by the members of the FHC, the administration and/or appointed delegate, and the faculty member. At the hearing, the faculty member and college will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence and secure the cooperation of witnesses and make available all documents and evidence within its control.

Both the faculty member and the administration will have the right to examine evidence and cross-examine all witnesses. The FHC will attempt to bring about a settlement of the matter that is satisfactory to all parties concerned. If, in the opinion of the FHC, no settlement is possible, the FHC shall report its findings and recommendations to the complainant, the alleged violator(s) and the President of the College for review. The president's decision is final.

Student Records (TCSG Policy 6.3.1)

It is required that instructors keep accurate and complete records related to student attendance and performance. The student records are deposited in the online Academic Affairs Repository or held by individual faculty members. This section delineates the records to be held in the Repository from the records that are the responsibility of the instructors to keep and maintain. Student records and supporting documentation may be subpoenaed; therefore, it is necessary that instructors take extreme care in maintaining these records. These records must be produced upon the request of College administration. Adherence to the record retention schedules stated below is imperative.

The official record storage area for student attendance and grade records is Blackboard. Student attendance (for attendance taking programs) and grades must be recorded through Blackboard.

The student records listed below are the responsibility of the instructor to maintain. These records do not pertain to student attendance and grades; however, depending on the program, they may need to be retained in order to fulfill state or national licensing agreements or additional program level credentialing requirements. All faculty held student records must be shredded upon disposal.

SCTC Student Records Retention Schedule: Faculty Records

The College adheres to TCSG Procedure 6.3.2p: TCSG Student Record Retention Schedule as outlined in the TCSG Policy and Procedure Manual, which provides the record retention schedule for the following record types:

1. Original Grade Sheets/ Attendance
2. Grievance Supporting Documentation
3. Certification Records
4. Examinations, Tests, Term Papers, and Homework Records
5. Internship Program Records
6. Specific Program Records

The above records must be maintained for three years. Unless a specific program requires documents to be kept for a specific amount of time, after three years, paper documents must be shredded. Please consult your program coordinator, department chair, or dean for further information if you have questions.

Student Privacy/Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For more information on FERPA, please consult the Student Handbook (TSCG procedure 6.3.1p1).

The instructor must not divulge information about a student's progress to anyone other than the student unless permission has been specifically given by the student. This applies to attendance records, course or test grades, and the student's presence or activities at that time. Information may not be legally released to employers, friends, or other students unless the student has a signed Consent to Disclose Student Record Form on file.

Confidentiality of student records also applies to the returning of tests, written assignments, or projects. Student grades are to be given only to the student and not shared with other students. Instructors may not post grades in any public forum (e.g. on their office doors, etc.).

Questions about any aspect of the student evaluation system and its implementation, or record keeping should be directed to the appropriate department chair, dean, the vice president for academic affairs, or the registrar.

Business Email Archiving, Retention, and Investigation Procedure

Business email archiving and retention involves storing in an unalterable format for a specified period of time all electronic messages processed by any SCTC email system used for employee business email communications.

The College adheres to TCSG Procedure 3.3.13p: Business Email Archiving, Retention and Investigation Procedure as outlined in the TCSG Policy and Procedure Manual.

Professional Organizations

Faculty and staff are encouraged to become members of professional organizations. The College may pay membership fees for full-time faculty if the budget allows.

Rick Perkins Award

The Rick Perkins Award for Excellence in Technical Instruction honors technical education's most outstanding instructors. The award has been an ongoing statewide event since 1991 and is designed to recognize and honor technical college instructors who make significant contributions to technical education through innovation and leadership in their fields. The state-wide recipient of this distinguished award is recognized as Georgia's Technical College System's Instructor of the Year. The Technical College System of Georgia (TCSG) provides oversight for the Rick Perkins Award program through the central office's programming staff, the presidents' STAR committee, and the state planning committee.

Instructors are nominated for the Rick Perkins Award by Southern Crescent Technical College's faculty and staff, and an outside committee of local business people selects one instructor.

Competition among college winners occurs at the regional level, and three winners are selected from each region. The nine regional winners receive state-wide recognition for their achievement, and then move to state-level competition. Final state-level judging occurs annually and the Rick Perkins Award Winner is announced at the Annual GOAL/Rick Perkins Banquet.

The Rick Perkins Award statewide winner serves as an ambassador for technical education in Georgia. He or she will make many public appearances throughout the year including addresses to the Georgia General Assembly, the Governor, and the Georgia Technical College System Leadership Conference to name a few.

Advisory Committees

Each instructional program will have a functional advisory committee that meets at least two times annually. The advisory committees consist of faculty, members of the industry within our service area, and former students. Members are recommended and invited by program instructors. The function of the advisory committee is to give advice regarding program curriculum, equipment, and job placement.

The function and requirements of the advisory committees are provided in the Program Advisory Committee Handbook available in TigerNet.

Faculty Responsibilities

Faculty duties include teaching, planning, developing teaching methods, preparing instructional materials, curricular development, advisement, and preparing instructional materials. In addition, faculty members serve as program coordinators and department chairs.

Part-Time Faculty Members

Part-time faculty members are those faculty members who work less than 29 hours per week or who teach on a per-class basis. Part-time faculty members are responsible for the following:

- Instruct classes
- Establish and maintain good rapport with students
- Enter academic grades, No Shows, and Last Day of Attendance into Banner
- Plan and develop course outlines, syllabi, lesson plans/flowcharts, and all other instructional materials as required
- Develop and maintain test banks for each course
- Maintain control of material and equipment to guard against loss or damage
- Establish, publish, and enforce safety rules and regulations for laboratories and instructional areas
- Develop ideas and make recommendations for the improvement of assigned programs
- Submit work orders as required to keep equipment and facilities in good condition
- Prepare and submit all reports in a timely and accurate fashion
- Implement SCTC policies in conducting activities in their areas of responsibility
- Maintain records for the program and for students
- Participate in IE planning, implementation, and evaluation
- Purchase supplies and obtain bids for equipment
- Maintain equipment inventory
- Provide input to the budget process
- Complete goals and objectives
- Request services for handicapped and/or special needs students
- Supervise clinicals, internships, and off-campus practicums
- Train on current LMS that TCSG has endorsed for distance education ⍰ Other duties as assigned

Full-Time Faculty Members

Full-time faculty members are those faculty members who are employed to work at least 40-hours per week and who are employed to teach as their main job function. Full-time faculty members are responsible for the following:

- Instruct classes
- Establish and maintain good rapport with students

- Advise and register students; enter academic grades, No Shows, and Last Day of Attendance into Banner
- Plan and develop course outlines, syllabi, lesson plans/flowcharts, and all other instructional materials as required
- Develop and maintain test banks for each course
- Assist adjunct instructors in utilizing course outlines, including differences in scheduling, the use of equipment, audio/visuals, etc.
- Order and maintain supplies for day and evening classes
- Maintain control of material and equipment to guard against loss or damage
- Work with administrators in locating, hiring, and orienting new instructors
- Establish, publish, and enforce safety rules and regulations for laboratories and instructional areas
- Attend and participate in advisory committee meetings; recommend and invite individuals to serve on program advisory committees
- Develop ideas and make recommendations for the improvement of assigned programs
- Submit work orders as required to keep equipment and facilities in good condition
- Prepare and submit all reports in a timely and accurate fashion
- Implement SCTC policies in conducting activities in their areas of responsibility
- Maintain records for the program and for students
- Participate in IE planning, implementation, and evaluation (This includes keeping Student Learning Outcomes and Program Outcomes up-to-date)
- Serve on SCTC Standing Committees and Ad Hoc Committees
- Purchase supplies and obtain bids for equipment
- Maintain equipment inventory
- Provide input to the budget process
- Create yearly Professional Development Plan
- Request services for handicapped and/or special needs students
- Assist in the recruitment of students and placement of graduates
- Supervise clinicals, internships, and off-campus practicums
- Participate in consortium meetings, including developing and revising curriculum
- Train on current LMS that TCSG has endorsed for distance education
- Serve as program coordinator or department chair
- Other duties as assigned

Program Coordinators

Credentialed faculty within a program may be selected as a program coordinator, and assigned additional duties. Program coordinators may be either full-time or part-time faculty members. Program coordinator responsibilities include the following:

- Oversee the curricular content of the program
- Ensure college and TCSG academic policies, procedures, rules, regulations, and other criteria or guidelines in program areas are followed.
- Orient and assist new faculty on college procedures.

- Coordinate relevant program advisory committee activities, including annual meetings, agendas, and required documentation.
- Coordinate preparation of all quarterly and annual program/course scheduling for program area.
- Coordinate catalog reviews for programs and courses in area.
- Work with Deans for Academic Affairs and Department Chairs to promote effective cooperation, coordination, and communication for the academic program assigned.

For programs with one instructor, that instructor is named Program Coordinator for that program. When a Program Coordinator vacancy occurs in a program with more than one instructor, an announcement is made to all credentialed full-time faculty within the program area and interested faculty are asked to contact the Dean for Academic Affairs. If more than one instructor is interested, the Dean for Academic Affairs reviews the credentials, experience at the College, and past performance evaluations. The most qualified candidate is selected. A Program Coordinator may receive a course reduction. The Program Coordinator reports to the Dean for Academic Affairs.

Department Chairs

Department Chairs work with Deans for Academic Affairs and Program Coordinators to promote effective cooperation, coordination, and communication for the department assigned.

When a Department Chair opening occurs, an announcement is sent to full-time credentialed faculty teaching in a program in the department. Interested faculty are asked to contact the appropriate Dean for Academic Affairs. The Dean for Academic Affairs reviews the credentials, experience at the College, and past performance evaluations. The most qualified candidate is selected. A Department Chair may receive a course reduction. The Department Chair reports to the Dean for Academic Affairs.

Credentialed faculty within a department may be selected as a department chair, and assigned additional duties. Departments consist of a group of related program areas. Department chairs are members of the full-time faculty. Department chair duties include the following:

- Work to ensure the consistent exercise of college and TCSG academic policies, procedures, rules, regulations, and other criteria or guidelines among all and across all campuses
- Resolve issues related to the performance of duties and responsibilities within the position's authority and the organizational structure of the college
- Support faculty as designated within the organizational structure of the college
- Coordinate new faculty hires in designated area, including fulltime and adjunct faculty.
- Orient and assist new faculty on college policies and procedures. Assigns faculty mentors when appropriate
- Assist with annual performance evaluations of full-time and part-time faculty.
- Observe and document effectiveness of adjunct faculty

- Report to dean any faculty absences, student grievance/appeals, and other matters that may affect instruction.
- Assist faculty, where needed, in addressing all aspects of verifying program learning outcomes, including identification, review, revision, measurement, and analysis of outcomes
- Assist faculty in attainment and continuance of program-specific accreditation under assigned supervision
- Oversee the development, review and revision of course syllabi
- Assist program faculty on TCSG curriculum review process
- Recommends to dean any current curriculum changes, program additions, and program terminations
- Ensure administration of and review course evaluation by students
- Coordinate relevant program advisory committee activities, including annual meetings, agendas, and required documentation
- Review academic program budgets under assigned supervision with program faculty
- Ensure program faculty adherence to budget and purchasing requirements
- Prepare all semester and annual program/course scheduling for programs under assigned supervision.
- Ensure compatibility with other program areas where applicable.
- Ensures appropriate faculty teaching load.
- Coordinate catalog reviews for programs under assigned supervision
- Participate in, as needed, all program enrollment processes, including registration, drop/add, withdrawals, etc.
- Compile program statistics such as enrollment, in-semester and between-semester retention rates, graduation rate, and placement rate to ensure program viability
- Participate in, as outlined in college academic policy, student academic appeals
- Maintains frequent contact with and/or visitation to academic program facilities as assigned
- Teaches courses as assigned by the dean
- Supports the other division chairs in the performance of their own roles, responsibilities and duties
- Serves on appropriate college standing and ad hoc committees. Demonstrates prompt and regular attendance
- Maintains an appropriate professional, community, and leadership presence, behavior, and image
- Serve on Grade Appeal Hearing Committees.

Curriculum and Instruction

Southern Crescent Technical College has developed an instructional delivery system that incorporates guidelines and standards designed to assure the delivery of high-quality instruction.   This system provides structure and uniformity to the instructional process at Southern Crescent Technical College.

Program Standards

Program standards provide the framework for developing a quality program. Program structure and specifics are identified in program standards. There is freedom for innovation, improvement, and addition of extra content in courses identified in the state standards. Program standards are open to an annual revision process that involves all instructional and administrative personnel. The complete Curriculum Management process is available in the Curriculum Management Manual in TigerNet.

Copies of proposed or actual revisions to state standards for each program area are provided to Academic Affairs staff members during the process. Official copies of approved program standards are available to all personnel. Copies are kept with the program coordinator.

Program Guides

An individual curriculum guide supports each diploma and degree program at Southern Crescent Technical College. All instructors are expected to become familiar with the Program Guide(s) in their area. Copies of these documents may be found in the program coordinator's office. Familiarity with the content and procedures of implementing and updating the program guides will enable each instructor to participate fully in all aspects of program planning and operation.

The Program Guide provides a reference source for program information and advisement purposes, documentation of program entrance requirements and expected outcomes, evidence of program planning and evaluation activities, and methods of demonstrating outside professional and industrial input into program operation and evaluation. Any changes in the program guides go through the local and state process beginning at the local Advisory Committee level. See your Department Chair for more details for program changes.

Instructional Faculty Consortium Committee (IFCC)

There is an Instructional Faculty Consortium Committee (IFCC) for each program area. Instructors or other college delegates from each college in the consortium should attend the Instructional Faculty Consortium Committee meetings. Each represented college will have one vote in an IFCC meeting.

Each IFCC is given the opportunity to meet twice annually, generally in the spring and the fall semesters, but there is no requirement to do so. There must be a sufficient agenda to warrant

any IFCC business meeting, and it must be officially posted on the TCSG Academic Affairs web page. The Presidents Council typically approves all IFCC meeting dates for a given calendar year at their January meeting.

Technical College System of Georgia colleges follow a standard curriculum. These curriculum standards are developed and updated through the Instructional Faculty Consortium Committee process. Instructional Faculty Consortium Committee meetings are held to determine necessary changes to academic program groups as reflected in the Instructional Faculty Consortium Committee meeting minutes. Faculty attend these meetings with their peers from other technical colleges and review the standards for each course within the program or general education area. Based on recommendations from these Committees, Technical College System of Georgia staff develop recommendations which are sent to all colleges for comment. Once colleges have had the opportunity to comment, the recommendations are presented to the Technical College System of Georgia Presidents' Council and then to the State Board of the Technical College System of Georgia for approval.

The Purpose and Function of a Syllabus

The syllabus is designed to provide information to the student about the content of the course, what the completion requirements for the course are, how their course grade will be determined, and additional academic policies and instructional procedures. Each instructor will provide a course syllabus to the students on the first day of class, review the contents of the syllabus with them, and post a copy of the syllabus on the Blackboard course page. Reviewing the syllabus with students will assure more complete understanding of the requirements of the course and allow for clarification of any questions through discussion. A syllabus template containing all required information may be found on TigerNet; use of this template is required.

Textbooks

While faculty members are responsible for selecting course materials that help meet state standards, including course textbooks, the College encourages faculty to select texts that are free (OERs) or low-cost. General education courses are required to use Open Educational Resources (OERs) beginning in January 2024.

In order to have the textbooks, tools, and other supplies in stock in the bookstore before the semester begins, program coordinators must complete the electronic textbook requisition form available on the College's intranet. For more information on how to access this form, contact your department chair.

Lesson Plans

All instructors are responsible for the development of lesson plans for the course(s) they are teaching. Lesson plans are developed for the use of all instructional staff that may be teaching the same course, and are to be shared when requested.

Academic Grade Point Average (GPA)

The overall cumulative grade point average (GPA) is calculated based on all credit courses taken at Southern Crescent Technical College. GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. The assigned values for the grades are A=4, B=3, C=2, D=1, and F. In calculating an overall cumulative GPA, credit hours from courses receiving the following grades are not included: AC, AU, EX, I, TR, W, A*, B*, C*, D*, F*, Work Ethic Grades.

Student Work Ethics

The mission of Georgia's Technical Colleges is to provide the necessary skills to be successful employees. To be successful in a career, it is necessary to possess both strong occupational skills and good work habits. Students receive a Work Ethics grade of 0, 1, 2, or 3.

If students are assigned a Work Ethics grade of 0, 1, or 3, an exception form must be completed and kept on file.

All College and state policies concerning behavior, dress, and conduct on campus apply equally to all students and instructors during the field trip, including travel.

Conducting the First Class of the Semester

The first time a class meets is one of the most important meetings. Adequate preparation, good attitudes, and proper procedures will be of great assistance in beginning the class. Here are some pointers to help that first class go smoothly:

- Distribute and review the course syllabus. Make every effort to assure that students understand the course requirements, grading system, and times when required projects or reports are due. Discuss the class text, its application, where it is available and any other materials or tools required.
- Discuss the emergency procedures applicable to the course: emergency exit routes, tornado emergency plan, lock down, etc.
- Review lab safety procedures.
- Explain advisement procedures, registration for the following semester, program status, and information about other class meetings.
- Discuss parking, campus traffic control, etc.

Cancellation/Early Dismissal of Classes

If you are unable to meet a scheduled class, please notify your students via a Blackboard announcement. Please also send an email to your dean, department chair, and academic affairs administrative assistant in advance.

Academic Governance

The cornerstone of SCTC's educational excellence is its dedicated faculty. The college acknowledges the critical role faculty members plan in defining, evaluating, and enhancing the educational experience for students. Procedure TCSG 4.2.2p3: SCTC Procedure Academic Governance (https://www.sctech.edu/wp-content/uploads/TCSG-4.2.2p3-SCTC-Procedure-Academic-Governance.pdf) outlines the principles and practices guiding academic governance at SCTC. It emphasizes the authority of faculty members in academic and governance matters, the approval process for educational programs, and the faculty's pivotal role in shaping curriculum content, quality, and effectiveness.

Academic Misconduct

Academic misconduct includes, but is not limited to, aiding and abetting academic misconduct, cheating, fabrication, and plagiarism. If a student is suspected of academic misconduct, faculty are encouraged to resolve the issue with the student. If a resolution cannot be reached, the faculty member may file a complaint with the Vice President for Academic Affairs using Student Code of Conduct Complaint Form.

In circumstances that would lead to a student failing a class or clinical experience because of academic misconduct, a Code of Conduct Complaint must be filed with the Vice President of Student Affairs or designee.

The student may file an appeal if sanctions are invoked. See the Southern Crescent Technical College Student Handbook, Student Conduct Code, for the complete policy and procedure.

Adjunct Faculty Letter of Authorization

Adjunct Faculty Letters of Authorization are provided for a temporary, time-limited appointment. Professional credentials are also required for appointment in a given academic program. The employee's appointment will be limited to a single academic term and corresponding terms and conditions of employment will be outlined in a memorandum or letter of appointment. Work entails the delivery of academic instruction for one or more assigned course(s). Adjunct faculty are prohibited from working more than 29 hours per work week and must obtain approval prior to working at another college in the Technical College System of Georgia.

Non-exempt employees from other state agencies are prohibited from working in an exempt-level position.

Live Work Projects

Live work is defined as an instructional activity that involves students providing goods and services (such as salon services, automobile repair and maintenance) to the general public (including employees). It is solely the instructor's responsibility to ensure that any live work activity conforms to the policy governing live work. For more information about this policy please consult the SCTC Live work Procedure (TCSG 5.1.11 Policy: SCTC Procedure Live Work

Projects; available on the SCTC procedural webpage (https://www.sctech.edu/wp-content/uploads/TCSG-5.1.11-Live-Work-Projects.pdf).

1. Programs which are eligible to perform live work;
   - Horticulture
   - Automotive Technology
   - Auto Collision Repair
   - Cosmetology
   - Culinary Arts
2. The types of live work projects that may be performed are:
   - Plant sales
   - Vehicle mechanical repair
   - Vehicle collision repair and restoration
   - Cosmetology services taught in the diploma program
   - Food preparation
3. The scope of Live Work Projects which may be performed is:
   - Sale of plants produced by the horticulture program may be sold for profit at or near retail prices
   - Repair of vehicles for Automotive Technology and Auto Collision Repair are on a "first come, first served" basis. Repairs must be related to skills taught in the diploma program during the semester of instruction. Automotive Technology vehicles must be less than 10 years old and have all emission control devices appropriate to the vehicles model year installed. Vehicles older than 10 years may be accepted on a case by case basis. Auto Collision Repair vehicles do not have a manufacture year limit.
   - Fees are posted in the Automotive labs and are based on current retail costs.
   - Current Automotive Collision Repair Technology or Automotive Technology students are responsible for parts and supplies only.
   - Repair of damage to vehicles or restoration of vehicles based on a "first come, first served" basis. All work must be related to skills taught in the diploma program. The customer is required to furnish all parts.
   - Services taught in the cosmetology diploma program may be provided to customers.
   - Fees are posted in the cosmetology lab, and are based on current retail costs.
   - Culinary Arts students prepare and serve food sold in the Crescent Café as well as outside catering events. Prices are posted in the café or provided by the Program Coordinator, and based on current retail costs.
4. The prioritized list of persons for whom live work may be performed is:
   - Current Southern Crescent Technical College students
   - Current Southern Technical College faculty and staff'
   - Retired Southern Crescent Technical College faculty and staff
   - General public
5. Live work is performed as part of the classes and shall always involve student participation. Live work may not be performed solely by instructors.
6. Live work is scheduled by contacting the program coordinator or his/her designee.
7. Customers assume the risk of the work being performed. No warranty expressed or

implied is provided.

8. Vehicles will not be released to the owner until all fees associated with the live work project are paid.
9. Any vehicles left on Southern Crescent Technical College 30 days after notification to the owner of completion of work, will be removed at the owner's expense.
10. Student workers and facilities may not be used for personal gain or profit.
11. All costs related to the services (i.e. fees and/or purchase of parts/supplies); are the responsibility of the customer.
12. Live work projects shall not be of a production nature and may not compete with private enterprises.
13. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.

14. Southern Crescent Technical College must be fully reimbursed for all direct costs associated with the delivery of Live Work Projects by the customer. Southern Crescent Technical College may generate a reasonable profit.
15. All payments for live work services performed by automotive technology and auto collision repair will be made by the customer at the business office.
16. All live work for Horticulture, Cosmetology and Culinary payments are made to the cashier. At the end of the business day, the cashier reconciles receipts. The cashier takes the receipts to the business office, turns funds over to the business office, and remains until the transaction is verified.
17. All monies associated with Live Work Projects shall be subject to state fiscal and accounting policies, but excess revenues may be carried forward to successive fiscal years.
18. Monies generated by Live Work Projects shall be classified as special revenue funds.
19. Monies generated by Live Work Projects shall be considered as a source of revenue.

Field Trip Policies and Procedures

During the course of a student's learning experience at Southern Crescent Technical College, it may be necessary for the student to be involved in activities which require participation in visits to industrial/business sites and attendance at conferences or seminars.

A Request for Field Trip Approval will be initiated by the instructor and approved by the Department Chair and the Vice President for Academic Affairs at least one week before the day of the field trip. After approval is granted, all students participating in the field trip must sign the liability release agreement. All liability releases must be returned to the Academic Affairs office and filed with the approved field trip requests. If students are attending related classes, students must obtain permission to be absent from those classes in order to participate in the field trip.

Faculty Workload Procedure

Southern Crescent Technical College's (SCTC) faculty workload procedure TCSG 4.1.8p: SCTC Procedure Faculty Workload Procedure (https://www.sctech.edu/wp-

content/uploads/Southern-Crescent-Technical-College-Procedure-4.1.8p.-Faculty-Workload-Procedure.pdf) is consistent with TCSG Procedure 4.1.8p, Instructional Staff Work Assignments (https://www.tcsg.edu/tcsgpolicy/files/4.1.8p.pdf).

SCTC desires to implement a faculty workload procedure that promotes student learning and is consistent with the institutional mission. Commensurate with this goal, and vital to its achievement, is the fair and equitable treatment of faculty members in a work environment that fosters creativity, innovation, and the academic freedom to develop and deliver courses and curricula that meet the needs of SCTC's students and the larger community that SCTC serves.

Among the perceived strengths of the learning experiences provided by the college are small classes, high impact teaching methods, technologically enhanced curricula, and meaningful student-faculty interactions in traditional, hybrid, and virtual classrooms.

Work Week

In accordance with TCSG policy, all full-time SCTC employees, including faculty members, will work a minimum of 40 hours per week on one of more of the college's campuses, centers, or sites. Faculty members' work hours will be divided between academic activities and college service activities. Because courses are offered throughout the day and on weekends, faculty work schedules can be flexed throughout the workweek.

Determining Workload

SCTC faculty members will maintain a teaching load that allows for effective, quality instruction as well as ample time allocated to course development, student advisement, grading, professional development, community involvement, and college service. Academic deans are responsible for determining and assigning equitable teaching loads within their respective areas, and teaching loads will be assigned with consideration of the following productivity parameters:

- Type of classes (lecture, lab, clinical, internship, etc.)
- Delivery method (web-enhanced, hybrid, online, etc.)
- Number and type of preparations
- Advisement load
- Section or class size
- Time and location of the classes
- Budgetary considerations
- Assigned number of credit hours
- Overall annual teaching load
- Other documented and consistently administered / approved considerations

Faculty Workload

SCTC defines a faculty member's workload as the sum of academic activities and college service activities. Academic activities include teaching courses, planning for current courses,

developing high-impact teaching methods, faculty meetings, preparing instructional materials, revising curricula, maintaining lab equipment, maintaining records, professional development, coordinating programs, and other instructional activities as assigned.

College service activities may include any of the following activities: completing administrative activities, budget planning, program advisory committees, accreditation activities, standing and ad-hoc committee assignments, staff development, serving as program coordinators/department chairs, and community relations.

Scheduling

Faculty work assignments and teaching schedules are created to provide an instructional program designed to meet the variety of education and training needs of the college's service area. In general, faculty schedules are flexible in order to be responsive to student, program, and college needs. Teaching assignments will be scheduled during the college's normal, published operating hours.

Faculty members are responsible for the initial development of the semester course schedule in consultation with the program coordinator and department chairperson. All schedules are subject to approval by the appropriate dean and may be changed at any time.

NOTE: If a faculty member's teaching schedule needs to be altered to meet departmental needs, every effort will be made to schedule contiguous work hours, and split schedules will be avoided. Teaching assignments may be at any of the college's campuses, centers, sites or online. However, unless a faculty member prefers to split his or her workday among multiple campuses, every effort will be made to limit multiple campus assignments on any given day.

Teaching Workload

SCTC faculty members are categorized as teaching either a straight credit course load or a mixed credit course load.

Straight Credit Course Load.

Faculty members teaching straight credit (no lab, clinical, etc.) courses will carry a maximum credit hour teaching load of no more than 54 semester credit hours per academic year broken down as follows: 21 semester credit hours during fall semester and during spring semester. In addition, faculty members will teach 12 semester credit hours during summer semester.

Instructors teaching 7 Straight Credit Courses and who have 175 or more students in those classes will be allowed to telework on Friday morning. If an instructor is teaching a Friday class or because of an evening class is not working on Friday morning, that instructor may choose a four-hour period to telework with the approval of the dean.

Mixed Credit Course Load.

Faculty members teaching mixed credit courses that include labs, clinical, etc. will carry a credit hour teaching load of at least 10 contact hours but no more than 16 contact hours per fall and spring semester.

Special Considerations for Faculty Workload

Addendum Agreements. For various administrative reasons, full-time faculty members may be asked to teach a course(s) beyond their regular teaching load. The additional load is called an addendum and is voluntary. The College does not require full-time faculty members to teach classes outside of the normal teaching load. Full-time faculty members may request to teach an additional course beyond their regular teaching load; requests are considered on a case-by-case basis. Addendum agreements are paid according to the current adjunct faculty pay rate.

Additional Responsibilities. Either release time from teaching duties or additional compensation may be offered in order to accomplish program, division, or college objectives. Release time or additional compensation must be approved by the academic dean and vice president for academic affairs.

Clinical Supervision. Clinical supervision in health programs is scheduled for a maximum of twelve hours per day.

Department Chairs. The optimal teaching load for a department chairperson is 15 contact hours (15 semester credit hours) per week during fall and spring semesters and 12 contact hours (12 semester credit hours) during summer semester. The balance of the department chairperson's work hours is devoted to academic, administrative, and college service activities. However, Department Chairs may be asked to teach additional contact hours depending upon the need of the college.

Flexible Scheduling. Recognizing the importance of exposing day and evening students to SCTC's full-time faculty members, full-time faculty members are encouraged to offer both day, evening, and weekend sections as their schedules permit. Faculty members who teach evening classes may flex their work schedules throughout the remainder of the workweek. Work schedules are subject to approval by the dean and vice president for academic affairs.

Fridays. Faculty members who teach at least one evening class per semester, upon approval of the appropriate Dean or Vice President may not be required to work on Fridays if they otherwise meet their 40-hour work-week obligation. Work schedules are subject to approval by the dean and vice president for academic affairs. **NOTE**: Faculty members electing not to work on Fridays may be required periodically to come to campus for special events and meetings.

Program Coordinators. The optimal teaching load for program coordinators is 18 contact hours per week or 18 semester credit hours. Some program coordinators may be loaded with fewer contact / credit hours depending on program needs. The balance of the program coordinator's work hours is devoted to academic, administrative, and college service activities. However,

Program Coordinators may be asked to teach additional contact hours depending upon the needs of the college.

Teaching Loads below Normal. If a faculty member's teaching load falls below normal, additional duties may be assigned to the faculty member at the discretion of the administration to bring the workload up to the normal full-time load. If a faculty member's teaching load consistently falls below normal, that faculty position may be subject to further review and action.

Faculty Evaluations

Job Performance Factors

Each fall, faculty members review and sign "Employee Performance Factors." The purpose of this document is to inform faculty members on which criteria they will be evaluated. All faculty members are evaluated on the following general categories: College-wide Performance Factors (delivers results that impact college benchmarks, customer focus, problem solving, builds trust, collaboration, communication, takes initiative, organizational commitment), Job Performance Factors (job knowledge / performance, classroom management, documentation / record keeping, knowledge and ability to work with software pertaining to academic affairs, individual teacher / employee responsibilities), and Individual Performance Factors (adheres to college policies and procedures, adheres to college safety policies and procedures, completes mandatory training timely, uses leave appropriately, and accountability).

Faculty Evaluations

Faculty members are evaluated twice per year by the appropriate Dean or designee to enable the faculty to gain insight regarding their performance and effectiveness. The objective of this performance evaluation is to improve the delivery of instructional services and to gauge the effectiveness of communications between students and faculty.

Student Evaluation of Faculty

Each semester, faculty members are evaluated by the students that they teach. Evaluation forms are completed by students online. Results are tabulated and reviewed by the appropriate director. The instructor receives a copy for his/her records, and a signed copy is retained in the Academic Affairs Repository. Students' ideas and comments are kept confidential.   They are valued for their feedback, and they provide the instructor with student perceptions of class activities. Further, they may indicate changes that may improve the content and/or delivery of instruction.

Self – Assessment

All members of the administration, faculty, and support staff complete an annual self-assessment based on his/her job duties and responsibilities. Evaluations are reviewed in a conference with a supervisor.

Evaluations

The evaluation process at Southern Crescent Technical College is a vital activity that is designed to promote the improvement of instruction.   Each faculty member is evaluated on performance and effectiveness. Evaluation instruments have been developed for all personnel based on written job descriptions. SCTC has a fixed 12-month performance period for the purpose of evaluating employees as described in TCSG's Employee Performance Management Procedure 4.4.4p. SCTC annual performance period is from July 1 through June 30. The performance

evaluation tool, shared with and acknowledged by the employee, identifies college-wide, job and individual performance factors which an employee will be evaluated. Performance evaluations must be signed by the employee and the immediate supervisor.

Employees may request a review of their annual performance evaluation if the overall summary rating is "unsatisfactory performer" or its equivalent, and they disagree with such rating.

The college's Reviewing Official may review an unsatisfactory performance evaluation. An employee's evaluation cannot be reviewed by his/her first- or second-level supervisor. The employee that receives an overall "Unsatisfactory" rating, must be provided with the name of the Reviewing Official and the process required to request a review. Employees requesting reviews must do so in writing to the Reviewing Official within 10 calendar days of receiving the performance plan or evaluation in question. The Reviewing Official will provide a response to the employee and supervisor within 5 business days of receipt of the request. The employee and supervisor will both be given the opportunity to provide supporting documentation to the Reviewing Official. The response will either uphold the plan or evaluation or suggest modifications.

At least once during the performance period, supervisors are to conduct and document a mid-year interim evaluation. The interim evaluation should contain sufficient feedback to employees regarding their job performance. The mid-year evaluation should be performed and submitted to the Office of Human Resources by January 15th.

Evaluations are required for all full-time and part-time salaried and hourly employees.

Employees that began employment less than three months before the end the performance period may be exempted from the performance evaluation process.

Evaluations are conducted using a five-point rating scale.

New employees should have a performance plan in place within 45 calendar days of the employee being placed in a new job or the beginning of a new performance period. The process of evaluation includes the following components:

Evaluations

The evaluation process at Southern Crescent Technical College is a vital activity that is designed to promote the improvement of instruction.   Each faculty member is evaluated on performance and effectiveness. Evaluation instruments have been developed for all personnel based on written job descriptions. Annual faculty evaluations include a clear statement of the criteria against which individual performance is measured, and the evaluation criteria are known to all concerned.   The process of evaluation includes the following components:

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Annually, faculty members are evaluated by the appropriate Dean or designee to enable the faculty to gain insight regarding their performance and effectiveness. The objective of this

performance evaluation is to improve the delivery of instructional services and to gauge the effectiveness of communications between students and faculty personnel.

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Classroom Observations

Each instructor's teaching performance will be observed and evaluated in the classroom and/or Blackboard by a dean or designee at least once a year. Results of classroom observations are part of the overall performance appraisal process.

Self – Assessment

All members of the administration, faculty, and support staff complete an annual self-assessment based on his/her job description. Evaluations are reviewed in a conference with a supervisor.

Workplace Structure

College Calendar

Credit classes are offered on the semester system. During the Academic Year, the College schedules two 16-week semesters in the Fall and Spring terms, one 8- or 10-week semester in the Summer terms. These 16-week semesters typically contain multiple shorter length terms (8-week, 4-week, 2-week, or custom length parts-of-term). Academic calendars are available in the Academic Affairs office or on the College's website.

Classroom Organization and Management

Each instructor has the primary responsibility of organizing and managing his/her respective classroom and/or laboratory. Occupational instructional activities should reflect, as nearly as possible, the occupational area it represents.

Class Hours

All instructors, full-time and part-time, are expected to be in their classrooms or laboratories five (5) minutes before students are scheduled to be present. All instructors, full-time and part-time, are also required to cover all course competencies set by TCSG's course guides and are expected to be available to students during the entire contact hours scheduled for the course.

Office Hours

Full-time instructors will visibly post their office hours (instructional hours + lab hours + office hours = 40 hours per week) in an area accessible by students and on the course syllabus. During these posted hours, instructors will be available to counsel, advise, and assist students. Online students may visit the campus and meet with instructors during scheduled office hours, just as a traditional campus student might.

Adjunct instructors are not guaranteed an office space. However, they will have direct student contact before and after class. In addition, all instructors, full-time and adjunct, are assigned Southern Crescent Technical College email accounts to provide a communication method between instructors and students, as well as administration. Meeting space is available on campus in the library, cafeteria, and faculty office areas for meetings.

Online instructors, full-time and adjunct, hold their office hours inside of the learning management system by using such tools as discussion boards and the announcements section. In addition to the learning management system, they also communicate with students using email. Official college email systems should be used by both faculty and students for security purposes.

Guidance of Student Organizations

The goals and activities of student organizations contribute directly to student growth and professional development. Faculty advisors to student organizations serve on a voluntary basis. All faculty and staff are encouraged to actively support student organization functions.

College personnel who serve as sponsor, advisor, or consultant for a College sponsored event, a student club, an organizational meeting, or class activities, are considered to be in a faculty sponsor role, regardless of the location of the event. The governance of student organizations falls under the direction of Student Affairs and all related questions should be directed to the Director of Student Support Services. Personnel who accompany students to off-campus events are viewed as sponsors of that student activity from the time the students leave campus until they return.

Standards of Conduct

All employees of Southern Crescent (SCTC) are expected to maintain the highest ethical and professional standards of conduct while carrying out their duties and responsibilities and associated professional obligations. All employees must work solely for the college's good while striving to maintain the trust of the communities it serves.

Employees must avoid even the appearance of impropriety or conflict of interest in an effort to ensure that their actions are not motivated by private or personal interests. This includes all aspects of their interactions with our students, other employees, and the System's business, community, and state and local government partners.

One of Southern Crescent Technical College's primary objectives is to train and to place students in Georgia's workforce. It is necessary to have rules of conduct in keeping with the accepted standards of business and industry. For more information, please consult the Employee Handbook (found in Tigernet) section on "Standards of Conduct" which covers the following:

- General Guidelines
- Attendance and Punctuality
- Work Schedule
- Absence and Lateness
- Unscheduled Absence
- Meal and Break Periods
- Drug Free Work Place
- Harassment Policy
- Sexual; Harassment Policy
- Violence in the Workplace
- Confidential Information and Non-Disclosure
- Ethical Standards
- Dress Code
- Use of Equipment

- Use of Computer, Cellular Phones, and Internet
- Smoking Policy
- Alcohol and Substance Abuse
- Gifts
- Solicitations and Distributions
- Complaint Procedure
- Positive Discipline
- Crisis Suspension
- Transfer Policy
- Employee Assistance Program
- Outside Employment/Business Transactions
- Employment Termination/Resignation
- Exit Interview
- Return of College Property

Academic Policies & Procedures

The Vice President for Academic Affairs has administrative responsibility for credit and learning support instructional programs at Southern Crescent Technical College.

Academic Advisement

Each student is assigned a faculty advisor who will provide the information necessary to allow the student to make informed decisions in determining their academic plan and scheduling their coursework. Advisors will make suggestions and recommendations on how a student may achieve their academic goals; however, it is the ultimate responsibility of the student to meet the requirements of the program.

Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation.

Academic Status

President's List

Students who maintain a semester GPA of 4.0 while earning at least 12 credits and who are on academic Good Standing are placed on the semester President's List. This designation is printed on the official transcript.

Deans' List

Students who maintain a semester GPA of 3.5 while earning at least 12 credits and who are on academic Good Standing are placed on the semester Dean's List. This designation is printed on the official transcript.

Honor Graduate

Students completing program requirements with a grade point average (GPA) of 3.75 or higher will be recognized as honor graduate. This designation is printed on the commencement program.

Honor Graduate with Distinction

Students completing program requirements with a grade point average (GPA) of 4.0 will be recognized as honor graduate with distinction. This designation is printed on the commencement program.

Graduation Grade Point Average is the grade point average that is calculated only on the courses required for graduation.

Good Standing

Students who maintain a semester GPA of 2.0 are considered in good standing. This designation is printed on the official transcript.

Academic Probation

Students who fail to maintain a semester GPA of 2.0 are placed on academic probation. The purpose of academic probation is to alert the student to the need to improve academic performance. This designation is printed on the official transcript. The student is also placed on financial aid warning.

Academic Suspension

Students who fail for the second consecutive semester to maintain a semester GPA of 2.0 are placed on suspension. This designation is printed on the official transcript. A student placed on academic suspension must stay out of school one full semester before applying for readmission. The student is also placed on financial aid suspension.

Readmission from Academic Suspension

Students placed on the first academic suspension are eligible to reapply for admission following the one semester's suspension. For any subsequent suspensions, students are eligible to reapply after one calendar year. Students are readmitted on academic probation.

Students who do not attend Southern Crescent Technical College for two consecutive semesters will be required to complete updated course requirements for their program of study.

Work Ethics

Southern Crescent Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

Grading System

The following symbols are used to indicate the level of performance in course work:
A 90-100
B 80-89
C 70-79
D 60-69
F 0-59

For financial aid purposes, these grades will be calculated toward Satisfactory Academic Progress (SAP).

The following are grading codes used in Banner Web and what they represent.

I - Students who have extreme hardships or verifiable extenuating circumstances may be assigned the I grade and given additional time to complete course work. The student has four weeks in the next semester to complete the work. If the incomplete work is not completed by the fourth week as noted on the academic calendar of the following semester, the I grade converts to an F.

W - Fall and spring semester are sixteen weeks long with 2 days for final exams. The final withdrawal date is during the tenth week of the semester. Mini-mester classes are 8 weeks long with 2 days for final exams. Mini-mester classes are run in conjunction with fall and semester classes. The final withdrawal date is on the third week of the semester. Summer semester is either eight weeks or ten weeks long depending on the program of study with 2 days for finals. The final withdrawal date is on the fourth week of the semester.

TR - Credits transferred in from another post-secondary institution are assigned the grade of TR on the transcript. Transferred credits are not counted in the grade point average.
AC - Credits awarded through articulation with secondary schools are assigned the grade of AC. Credits are earned, but grade points are not calculated.
EXE - Course work, which is exempted through examination, is awarded a grade of EXE. Credit is awarded, but grade points are not calculated.
EXP - Course work, which is exempted through experiential learning, is awarded a grade of EXP. Credit is awarded, but grade points are not calculated.
AU - Course work, which is audited by a student, is assigned a grade of AU. Credit is not awarded, and grade points are not calculated.

Z - Grades are used to denote unsuccessful completion due to documented COVID-19 emergencies. Z grades are excluded from attempted hours and GPA calculation. **Note: Z Grades Effective AY2020 spring and summer terms only - Extended through Fall 2022 term.**

The following symbols are used to indicate the level of performance in learning support courses:

A* 90-100
B* 80-89
C* 70-79
D* 60-69
F* 0-59

Learning support grades are not counted in the overall cumulative grade point average.

Grade Point Average

The overall cumulative grade point average (GPA) is calculated based on all credit courses taken at Southern Crescent Technical College. **Please see the Calculation of Grade Point Averages below**. The assigned values for the grades are A=4, B=3, C=2, D=1, and F= 0. In calculating an overall cumulative GPA, credit hours from courses receiving the following grades are not included: AC, AU, EX, I, IP, TR, W, A*, B*, C*, D*, F*.

Calculation of Grade Point Averages — A grade point average is calculated by completing the following steps:

1. Multiply the credit hours of each course by the points associated with the grade earned.

2. Add the points earned for all courses.

3. Divide the total points by the total number of credit hours attempted.

SCTC operates in accordance with the following procedure [TCSG 6.5.2p](#) in calculating cumulative grade point averages at SCTC.

Program/Course Grade Requirements

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a prerequisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

Repeating Courses

Courses satisfactorily completed at Southern Crescent Technical College may be repeated under special circumstances; however, a record of all courses attempted will remain on a student's transcript, and all grades received will be used in computing the cumulative grade point average. In addition, financial aid may be impacted by repeat course(s). Students repeating courses are urged to see financial aid for additional information.

Transferability

Transfer of Southern Crescent Technical College credit to another college or university is at the discretion of the receiving institution.

Course Withdrawals

Course withdrawals are initiated by the student on Banner Web. See the Grading System section for important dates relative to withdrawal from class.

Withdrawal from School

Students withdrawing from all courses should complete the Southern Crescent Technical College Official Withdrawal Form. Students who withdraw before the withdrawal date will receive a grade of W. Students who do not follow withdrawal guidelines will receive a grade based on their work, just as students do who complete the class properly. Any student receiving federal student aid (Unsubsidized loans, Subsidized loans, Pell, and SEOG) who completely withdraws from all classes during a given period of enrollment and completes less than 60 percent of the term (based on the determination of last date of attendance) may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education.

Attendance Procedure

A goal of Southern Crescent Technical College is to place dependable, competent employees in the workplace. Students are expected to attend class regularly and to be punctual. Attendance requirements are contained in the syllabus of each course. It is the responsibility of the student to read and comply with the attendance requirements that affect work ethics assessments and may affect the academic grade.

Attendance in a distance education course follows the same attendance requirements as the traditional classes offered on campus. Attendance is granted to a student when the student logs into BLACKBOARD, and then enters their course.

Students who cease to attend class and receive an "F" grade, may be required to return funds to Southern Crescent Technical College and/or the U.S. Department of Education.

No-Show Procedure

A student is considered a no-show when the student does not attend class or gain access to an online or hybrid course and complete an assignment by the no-show deadline of the semester (see student academic calendar). When a student accesses an online or hybrid course, through the learning management system, and completes an assignment before the no-show deadline, the student is considered to be in attendance. Likewise, when a student is present in the classroom during any scheduled class time before the no-show deadline of the semester, the student will be considered in attendance.

- **On Campus:** Physical attendance and a completed assignment in Blackboard is required prior to the No Show deadline;

- **Blended:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.

- **Online Synchronous:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.

- **Online Asynchronous:** Students must complete a graded assignment in Blackboard prior to the No Show deadline.

Because submitting a student as a no-show triggers a tuition refund, a student may not attend the class after being submitted as such. Only with permission of the instructor, the Office of Academic Affairs, the Business Office, and the Office of Financial Aid (if applicable) may a student be reinstated in the course.

Change in Academic Status

All students who fail to maintain Good Standing will be notified of their change in status by letter at the end of the term in which they failed to maintain a semester GPA of at least 2.0. Academic Standing is evaluated each term after final grades have been posted by the Registrar.

Academic Probation

A student will be placed on academic probation if, at the end of any semester while the student is in good standing, the semester GPA falls below 2.0. The student's status will be changed to Academic Probation and the student will be notified by letter of the change. Academic probation serves as the initial notice that the student's performance is not currently meeting the minimum grade point average required for graduation. Continued performance at this level will result in the student's being placed on academic suspension.

First Academic Suspension

A student's academic status changes to Academic Suspensions in the event that the student earns a grade point average of below 2.0 in the semester following placement on Academic Probation.

At this point, the student will be notified by letter and an academic hold will be placed on the student's account, which will prevent the student from registering for classes for the upcoming term. If the student has already registered for classes for the upcoming term, those courses will be dropped from the student's schedule.

The first time a student is placed on Academic Suspension, the student will have to sit out for one semester without taking courses. In this case, it is recommended that the student take the necessary steps to ensure that, upon returning to the classroom, circumstances are optimal for his or her success academically. Following the one semester's suspension, the academic hold is lifted, and the student is eligible to reapply for admission.

Rather than sit out for a term, the student may choose to follow a formal appeal process. This process affords the student the opportunity to make a case before a committee to request that the suspension be lifted for the upcoming term. The student will be allowed to register for the upcoming term on the first day of returning student registration during the suspension term.

Second (or Subsequent) Academic Suspensions

A second or subsequent academic suspension shall be for one calendar year. Successful appeal of the student's first academic suspension does not reset the student's suspension count. The student will be allowed to register for their returning semester on the first day of returning student registration during the final suspension term.

Academic Suspension Appeal Procedure

Students who appeal an academic suspension will be notified as soon as a decision is reached by the Academic Suspension Appeals Committee regarding their status.
1. The process begins by requesting an appeal from the Academic Affairs Office. The Appeal form can be found on our website: https://www.sctech.edu/currentstudents/academic-suspension-appeal-request/

2. The statement of appeal must be attached to the Appeal of Academic Suspension form. The statement must be specific, typed, and address the student's entire previous academic performance as well as how the circumstances have changed so that the student can improve their academic performance.

3. The appeal must be submitted by noon on the third day of following semester.

4. The Academic Suspension Appeals Committee will review appeals the first three days of the semester.

5. Once a decision has been made, the Academic Affairs Office will notify the student via the student's official SCTC email address of the committee's decision.

6. The committee's decision is final.

The Academic Affairs Office makes every attempt to notify students when they are on academic suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the Academic Affairs Office.

If a student is not notified of the academic suspension, that does not excuse a student from the academic suspension, nor does it exempt a student from appealing in a timely manner. Supporting documentation must be provided or the appeal will be denied.

Student's Responsibilities

The Academic Affairs Office attempts to notify students when they are placed on Academic Probation and/or Suspension, however, sometimes students do not receive notification due to circumstances beyond the control of the Academic Affairs Office. If a student is not notified of the suspension, that in itself does not excuse a student from the academic suspension, nor does it exempt a student from appealing in a timely manner. A student's status is available at all times via Banner Web by clicking Student & Financial Aid, Student Records, and View Student Information.

Grade Appeal

If a student receives a final course grade which he or she believes is incorrect, the student should first discuss the grade with the instructor.

If the student is not satisfied with the decision of the instructor, the student may direct a written appeal to the Academic Affairs office. A Grade Appeal Committee will convene to hear the appeal by both the student and the instructor. After careful review, the Appeals committee will render a decision. The decision of the committee is final.

Grade appeals must be made prior to the end of the semester after the grades were posted. Once a meeting date is set to hear the appeal, the student must attend the appeal meeting, or the committee will automatically close the appeal. A student receives only one opportunity to present his or her information for the appeal. If there are unforeseen, verifiable circumstances that require the student to cancel the appeals meeting, the student will have one final opportunity to reschedule the meeting. If the student does not attend the final appointment, the final course grade will stand. Grades received for semesters prior to the most recent semester cannot be appealed.

Directed Individual Study

Directed Individual Study provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through work experiences, practicums, advanced projects, industry-sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

Internship Policy

The responsibility for identifying and locating an appropriate internship rests with the student

in conjunction with the department involved with the internship.

Arrangements should begin during the pre-registration period. Placement should be confirmed before the beginning of the semester but no later than the end of the first week of the semester. The commitment is made firm at the time of placement so that ordinarily internships may not be dropped during the add-drop period. Adjustments to an internship or an internship schedule will be made during the drop/add period with division chair approval.

Class Cancellation

Southern Crescent Technical College reserves the right to cancel classes because of low enrollment or other reasons. Decisions to cancel classes are made by the Academic Affairs administrative staff. A full refund is made for any class canceled by Southern Crescent Technical College.

Distance Education

Southern Crescent Technical College participates with Georgia Virtual Technical Connection (GVTC) by offering courses over the Internet. Blackboard Learn (BbL) Learning Management System (LMS) is used by Southern Crescent and GVTC as the primary form of LMS. There are four types of courses offered through BbL LMS including: Online Synchronous (OS), Online Asynchronous (OA), Blended (BL), and On Campus (CA).

- **On Campus** (CA): Courses that are taught primarily in the classroom or lab with 50 percent or less of instruction online. On campus courses may include lecture, labs, internships, clinicals and other in-person instructional modalities. On campus courses are not considered distance learning courses.

- **Blended** (BL): Blended courses are distance learning courses with the majority of the course content, activities and interactions occurring online (>50% but <100% online) but may require students to come on campus for specific labs, assignments, activities, or events. Blended courses must detail any on-site course components in the course catalog.

- **Online Synchronous** (OS): Courses taught fully online synchronously with course content, activities and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses may require proctored events, which must be detailed in the course catalog.

- **Online Asynchronous** (OA): Courses taught fully online asynchronously with course content, activities and interactions occurring entirely online. This delivery method does <u>not</u> require students to be online at specific dates/times, and students may participate in class activities and complete course assignments asynchronously. Online asynchronous courses may require proctored events, which are detailed in the course catalog.

Students interested in taking online courses can find course offerings by looking at the course schedule that is released before registration begins each semester.

Security for our students using the BbL LMS is important to Southern Crescent Tech. The BbL LMS can only be accessed by students who have created an Okta account with a unique student email and password. Okta is a secure login portal that allows students access to all SCTC logins and applications in one place. This includes Email/Office 365, Blackboard, Banner Web, and more.

Each student is assigned a student email, and unique password generated from the last 6 digits of their student number, also known as a student ID. The Student Helpdesk is available for BbL LMS, student email and Banner Web concerns. The Helpdesk is available Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 am. Additional Helpdesk information can be found on The Southern Crescent Student Helpdesk webpage (studenthelpdesk.sctech.edu).

Southern Crescent students can take online courses from other Georgia Technical Colleges if a course is not being offered at Southern Crescent for a particular semester. To find out more about online courses offered at other Georgia Technical Colleges, talk with your advisor or visit Georgia Virtual Technical Connection's webpage (https://gvtcapp.tcsg.edu/GVTC/General/Courses.aspx).

Southern Crescent Technical College in conjunction with The Technical College System of Georgia offers more online courses to our students through eCampus. eCampus is a platform that allows students from across Georgia to enroll in online courses offered by other Technical College System of Georgia (TCSG) colleges, providing students access to program courses that may not be available during the current term at their home college. Upon completion of an eCampus course, the student will earn credit at their home college. The courses available via the eCampus platform are chosen to prepare students for in-demand careers.

Administrative Policies and Procedures

Professional Development

Relationship of Evaluation to Instructional Professional Development

Deficiencies revealed by the evaluation process are addressed in the faculty member's Annual Professional Development Plan.   Included are activities designed to enable the faculty member to address the deficiency and to experience professional or personal growth. The institution provides guidance for the use of annual evaluation results in establishing an appropriate professional development plan for each faculty member.

Instructional Professional Development

The Instructional Professional Development Program at Southern Crescent Technical College meets or exceeds the requirements set forth in the State Board of Technical and Adult Education Policy Manual. This manual is located on the TCSG website (https://tcsg.edu/tcsgpolicy/).

Annual Plan

Each instructional and administrative staff member at Southern Crescent Technical College is required to complete a professional development plan annually. Individual plans are developed based on the individual's or supervisor's assessment of professional development needs. Records including the assessment, professional development plan, and verification of successful completion of the plan are maintained on file in the office of the Vice President for Academic Affairs. The minimum number of required professional development hours is determined on an annual basis. Activities acceptable for professional development credits include business and/or industrial work experience, formal professional training for administrators and faculty, schools, seminars, workshops, college courses, and visits to other technical Colleges. Professional development activities must be meaningful to the area that the instructor is teaching.

All SCTC faculty (full and part time) are required to complete 20 hours of professional development each fiscal year.

Documentation

The Vice President for Academic Affairs maintains the necessary documentation of professional development including individual professional development plans, activities completed, and verification of the completion of activities. Individual professional development files are maintained in the Academic Affairs office.

Pre-Service Professional Development

New instructors, when necessary, are provided with pre-service professional development to facilitate effective instructional delivery.   Each new instructor participates in activities offered through the Instructor Training Institute sponsored by TCSG. In addition, all new instructors must complete training on the LMS endorsed by TCSG.

Annual Evaluation of Instructional Professional Development Processes

An annual evaluation of the professional development process is conducted by the College's administration and is used as a basis for implementing any necessary changes.

Guidelines for Individualized Professional Development Plans and In-Service Activities

- Each employee's professional development plan will be a part of the individual's annual evaluation for the following year.
- The plan will be a joint effort between the employee and the employee's immediate supervisor.
- The plan may include the following:
    - Any College course that is part of a planned program toward a degree, or the Instructor Training Institute.
    - Any professional development activities in which the individual participates, to include, but not limited to the following:
        - State In-Service
        - Back-to-Industry Visits
        - Professional Meetings, Conference, Seminars, Workshops
        - Update Classes
        - Institutional Professional development Activities
- The instructor will submit the plan to his/her supervisor for final approval.
- The supervisor will evaluate the plan, approve the plan, or return it to the instructor for revision.
- Copies of the approved plan will be placed in the personnel files in the Academic Affairs office.
- The individual is responsible for successfully completing the approved plan prior to the plan's ending date (June 30 of each year).   The employee is also responsible for providing the appropriate documentation required to verify the completion of each activity in the plan.
- The total number of hours required is determined on an annual basis. Any plan which deviates from the annual requirement must receive special approval from the appropriate director. Professional development activities must be meaningful to the area that the instructor is teaching.
- Any changes or modifications of the plan must be approved by the appropriate director.

Standards of Conduct

All employees of Southern Crescent (SCTC) are expected to maintain the highest ethical and professional standards of conduct while carrying out their duties and responsibilities and associated professional obligations. All employees must work solely for the college's good while striving to maintain the trust of the community it serves.

Employees must avoid even the appearance of impropriety or conflict of interest in an effort to ensure that their actions are not motivated by private or personal interests. This includes all aspects of their interactions with our students, other employees, and the System's business, community, and state and local government partners.

One of Southern Crescent Technical College's primary objectives is to train and to place students in Georgia's workforce. It is necessary to have rules of conduct in keeping with the accepted standards of business and industry. For more information, please consult the Employee Handbook (found in Tigernet) section on "Standards of Conduct" which covers the following:

- General Guidelines
- Attendance and Punctuality
- Work Schedule
- Absence and Lateness
- Unscheduled Absence
- Meal and Break Periods
- Drug Free Work Place
- Harassment Policy
- Sexual; Harassment Policy
- Violence in the Workplace
- Confidential Information and Non-Disclosure
- Ethical Standards Dress Code
- Use of Equipment
- Use of Computer and Internet
- Smoking Policy
- Alcohol and Substance Abuse
- Gifts
- Solicitations and Distributions
- Complaint Procedure
- Positive Discipline
- Crisis Suspension
- Transfer Policy
- Employee Assistance Program
- Outside Employment/Business Transactions
- Employment Termination/Resignation
- Exit Interview
- Return of Company Property

Professionalism

Instructors must maintain a professional attitude, appearance and communication at all times. Each instructor should inspire and motivate students and display a sincere interest in them as individuals and as students. Southern Crescent Technical College (SCTC) is committed to maintaining learning and work environments that are as free as possible from conflicts of interests and favoritism.

In situations in which an employee uses his/her position of authority to persuade another employee or a student to enter into a non-consensual relationship, the harm to that person (i.e., the subordinate party) and to SCTC is clear. Behavior of this nature can also subject both SCTC and the employee (i.e., superior party) to the risk of liability. Any complaint initiated in response to such actions will be investigated in conjunction with TCSG's Unlawful Discrimination, Harassment and Retaliation in Employment Procedure 4.3.1p. The student should contact the Title IX Coordinator for the college to lodge a complaint. The employee should contact the Office of Human Resources if the complaint involves an employee.

Even in those instances in which the relationship is consensual, there is significant potential for harm when there is a power difference between the involved parties, e.g., supervisor and subordinate, faculty member and student, academic advisor and advisee, etc. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power or position. Please refer to SCTC's Procedure 4.32 in the Employee Handbook.

No faculty member shall use names from class rolls for the purpose of selling any materials or products; nor are names or addresses of students to be provided to anyone for commercial purposes. Faculty should not engage in selling non-profit or for-profit goods to students on campus unless given permission by Student Affairs.

Instructor Attendance

If an instructor finds that it is necessary to be absent or late, he/she must notify the Academic Affairs Office, the appropriate Dean/Director, or Department Chair prior to the beginning of the workday. A Leave Request form must be submitted utilizing the Leave Management System located on TigerNet. A sick leave request must be submitted within three days upon the employees return.

If an employee is out sick for three consecutive days, the employee must provide a doctor's excuse. The excuse can also be submitted via the Leave Management System along the employee's sick leave request.

An employee out for longer than 5 consecutive days should consult with the Office of Human Resources regarding Family and Medical Leave. If an instructor is out, proper planning should provide students with specific instructions to maintain satisfactory progress in class. When calling in, the instructor should be prepared to convey specific assignments to his/her supervisor.

An annual leave request must be submitted prior to an employee is scheduled to take leave and must be approved in advance by the employee's supervisor. The annual leave request must be submitted via the Leave Management System located on TigerNet. Annual leave must be taken during semester breaks unless there are extenuating circumstances.

Instructor Liability

Faculty members are expected to carry out their respective duties in a manner according to the values and mission of the institution.   In addition to the items addressed under "Professionalism" and "Standards of Conduct," instructors are reminded of the importance of the following concerns:

- Instructors are required to provide adequate supervision for student activities during class. Students should NOT be left unsupervised.
- Instructors are required to provide adequate safety instruction and supervision during physically dangerous lab or shop activities.
- Instructors must require that students wear appropriate safety apparel and equipment and use required safety equipment, guards, and shields.
- Instructors must refrain from the use of any unsafe equipment during instruction. Such equipment should be brought to the attention of the appropriate personnel for repair.
- Instructors are responsible to provide quality instruction and to see that students receive the length of instructional time specified in published schedules.
- Instructors are responsible to assure that school policies are in effect during class hours, on field trips, during school sponsored club activities, and at any other activity that can be considered a school function.

Failure to carry out these duties in a professional manner places the instructor in a position of liability and places the College at risk. The College may also be liable to retrain individuals not receiving appropriate skills training.   Additionally, the faculty is expected to provide a safe environment, an environment conducive to learning, and an inoffensive environment.   Failure to provide such an environment is negligence and may result in Positive Disciplinary actions or termination of employment.

Annual Evaluation of Instructional Professional Development Processes

An annual evaluation of the professional development process is conducted by the College's administration and is used as a basis for implementing any necessary changes.

Other Policies

Information regarding the College's general Administrative Policies for employees can be found in the Employee Manual.

- Purchasing
- Accounts Payable
- Travel and Expense Reimbursement
- Vehicle Requests
- Asset Management
- IT Requests
- Maintenance Requests

Leave

In general, faculty members should not plan to use annual leave during the course of a semester except during college breaks.

Request to Travel

In situations where an employee will need to travel to some off-campus location for professional development, student organization activities, or other employment related functions, the employee must complete a Request to Travel form and submit it to the Dean for Academic Affairs, which is also reviewed by the Vice President for Academic Affairs for approval before the trip is made. The President must approve all out-of-state travel.

All travel must be booked through Concur.

Employee Travel Expense Statement

If the employee's absence from classes and campus creates expenses, the employee may be entitled to reimbursement. See the Statewide Travel Regulations, available in the Business Office, or contact your director to determine if the Employee Travel Expense Statement should be completed and submitted to the Dean for Academic Affairs, which is also reviewed by the Vice President for Academic Affairs for approval.

Transfer of Inventory/List of Inventory

Each individual is responsible for the equipment in his/her assigned area. Equipment inventory should be monitored daily and thoroughly inventoried each semester. Any discrepancies, deletions, or lost items should be fully documented and reported.

Before transferring or moving any equipment, even if the move is temporary, the person responsible for the equipment must complete an Inventory Transfer Request form and secure all required signatures before moving any equipment. Department chairs, directors, and the Vice President for Academic Affairs are authorized to approve equipment transfers in the Academic

Affairs division.   Both the individual releasing the equipment and the individual receiving the equipment should retain copies of the approved Inventory Transfer Request. The inventory transfer form is available online or in paper form in Tigernet. Mobile equipment should be promptly returned to its assigned place after use.

Office Supplies

General office supplies (pens, pencils, markers, roll books, etc.) are available from the appropriate Department Chair or Program Coordinator.